

Western Middle School Handbook
Learning Today, Leading Tomorrow
2600 S. 600 W
Russiaville, IN 46979
765-883-5566
www.western.k12.in.us

WESTERN MIDDLE SCHOOL



Parent/Student Handbook 2023-2024

WELCOME TO WESTERN MIDDLE SCHOOL

MISSION STATEMENT

To Educate and Inspire – Today's Students for Tomorrow's Opportunities

PANTHER PRINCIPLES

- 1. Treat others as you wish to be treated no matter how they treat you.**
- 2. Control what you can control.**
- 3. Respect the educational environment.**



WELCOME

The faculty, staff, and administration welcome you to Western Middle School. Our goal is to provide you with a quality education, as well as assisting you in becoming as complete an individual as you can be.

We have an excellent school facility that will give each of you a positive place in which to study and learn. We have many learning materials and equipment that will give you, as a student, many advantages in the learning process. While materials and equipment are important, the most important link in the learning chain is YOU, the student. You must apply the building and its equipment, as well as the teaching staff, to your best advantage to learn as much as you possibly can.

The handbook has been prepared to assist students in orienting themselves to Western Middle School and contains information concerning school activities, rules, and general knowledge about the school. Please read all the material carefully. **YOU ARE RESPONSIBLE FOR KNOWING THE INFORMATION CONTAINED IN THIS HANDBOOK.** If you have a question, ask the principal or a teacher for help in interpreting the information contained in the handbook.

The faculty and staff of WMS wish each of you a successful school year. We encourage you to become involved in as many activities as possible. In addition, we challenge you to apply yourself to make the most of the ability you have. Good luck, and may this be the best school year of your education so far!

2023-2024 School Year



Principal.....Eric Flickinger
Assistant Principal..... Heather Yentes
Guidance CounselorChylene Price

DAILY STUDENT SCHEDULE

Regular Day

6th		7th		8th		45 min blocks
7:30-8:15	Core 1	7:30-8:15	Core 1	7:30-8:15	Encore 1	
8:20-9:05	Core 2	8:20-9:05	Core 2	8:20-9:05	Encore 2	
9:10-9:55	Core 3	9:10-9:55	Encore 1	9:10-9:55	Success	
10:00-10:45	Core 4	10:00-10:45	Encore 2	10:00-10:45	Core 1	
10:50-11:20	Lunch	10:50-11:25	SLT	10:50-11:35	Core 2	
11:25-12:10	Success	11:30-12:00	Lunch	11:40-12:15	SLT	
12:15-12:50	SLT	12:05-12:50	Success	12:20-12:50	Lunch	
12:55-1:40	Encore 1	12:55-1:40	Core 3	12:55-1:40	Core 3	
1:45-2:30	Encore 2	1:45-2:30	Core 4	1:45-2:30	Core 4	

Wednesday

6th		7th		8th		40min Blocks
8:00-8:40	Core 1	8:00-8:40	Core 1	8:00-8:40	Encore 1	
8:45-9:25	Core 2	8:45-9:25	Core 2	8:45-9:25	Encore 2	
9:30-10:10	Core 3	9:30-10:10	Encore 1	9:30-10:10	Success	
10:15-10:55	Core 4	10:15-10:55	Encore 2	10:15-10:55	Core 1	
11:00-11:30	Lunch	11:00-11:40	Success	11:00-11:40	Core 2	
11:35-12:15	SLT	11:45-12:15	Lunch	11:45-12:25	SLT	
12:20-1:00	ST	12:20-1:00	SLT	12:30-1:00	Lunch	
1:05-1:45	Encore 1	1:05-1:45	Core 3	1:05-1:45	Core 3	
1:50-2:30	Encore 2	1:50-2:30	Core 4	1:50-2:30	Core 4	

2-Hour Delay

6th		7th		8th		30 min Blocks
9:30-10:00	Core 1	9:30-10:00	Core 1	9:30-10:00	Encore 1	
10:05-10:35	Core 2	10:05-10:35	Core 2	10:05-10:35	Encore 2	
10:40-11:10	Core 3	10:40-11:10	Encore 1	10:40-11:10	Success	
11:15-11:45	Lunch	11:15-11:45	Encore 2	11:15-11:45	Core 1	
11:50-12:20	Core 4	11:50-12:20	Lunch	11:50-12:20	Core 2	
12:25-12:55	Success	12:25-12:55	Success	12:25-12:55	Lunch	
1:00-1:20	SLT	1:00-1:20	SLT	1:00-1:20	SLT	
1:25-1:55	Encore 1	1:25-1:55	Core 3	1:25-1:55	Core 3	
2:00-2:30	Encore 2	2:00-2:30	Core 4	2:00-2:30	Core 4	

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GENERAL POLICIES AND INFORMATION

ATTENDANCE

ATTENDANCE PHILOSOPHY:

A good attendance record is important not only to the student but to the school as well. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra instruction. Students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. These students, in many circumstances, are able to achieve only mediocre success in their academic program. Students with poor attendance records often lose interest in school and are commonly potential drop-outs. Evidence indicates that grades and attendance are directly related. The entire process of education requires a regular continuity of instruction, classroom participation, learning experience, and study in order to reach the goal of maximum educational benefits for each individual student.

The following attendance policy has been developed to promote regular school attendance. School attendance is the mutual responsibility of the individual student and parent. The school cannot teach students who are not present. Extenuating circumstances will need to be communicated to the administration in cases where deviation from this policy may be needed.

PROCEDURE TO FOLLOW WHEN ABSENT:

Parents are requested to call the school (883-5566 ext.3000) between 7:00-9:00 a.m. on the day the student is absent. However, a voicemail system can be used at any time and messages may be left 24 hours a day; Please state the student's first and last name, grade level, and the reason for the absence. This **MUST** be done whether the student is absent one period or the entire day. **All non-call-ins will be counted as an unexcused absence.** In instances when a parent does not have a phone available, prior arrangements can be made for a note to be accepted upon the student's return. All notes should be presented to the attendance secretary immediately upon return to school. Any notes from a physician must be submitted within 2 school days of a student's return to school from an illness in order to be considered an excused absence.

Note: At Western Middle School a student must be in attendance no later than 9:00 a.m. in order to participate in practice, games, matches, or events on that particular day. The principal may grant exceptions for special circumstances.

ATTENDANCE POLICY:

A student can only be absent 6 days in a semester. **NOTE TO PARENT & STUDENT: EACH ABSENCE, WHETHER EXCUSED OR UNEXCUSED, COUNTS TOWARD THE SIX (6) DAY LIMIT.**

A. Excused Absences (All missed work may be made up for full credit):

1. Illness with a parent phone call. Phone calls should be made between 7:00 – 10:00 a.m. on the day of the absence.

2. Death in the immediate family.
3. Medical and dental appointments provided that there is a statement from attending doctor or dentist. Students are expected to attend school when possible, before and after medical appointments. Failure to do so will result in being counted absent for the periods missed.
4. Court appointment (Required court appearance).
5. Required religious observance.
6. Absences related to deployment or return for Military Connected Families
7. Approved Educational day

B. Unexcused Absences:

All other absences are considered unexcused. **NOTE TO PARENTS & STUDENTS:** Pre-Arranged Family Trips are considered unexcused absences. Excessive unexcused absences will be dealt with according to the state's compulsory attendance law.

DISCIPLINARY PROCEDURES FOR EXCESSIVE ABSENTEEISM:

1. A communication outlining the attendance policy and the number of days their student has missed will be sent to parents/guardians on the student's whose attendance is concerning. ALL absences after the **6th day** MUST be documented by a licensed Indiana medical professional or approval by the school administration for extreme emergencies or will be considered an **Unexcused Absence**.
2. **Unexcused Absence #5** – will result in a meeting with the student and the teacher or school administration. Student will be placed on an attendance contract. Notification will be sent home outlining the process and potential referral to DCS and/or Prosecutor's Office.
3. **Unexcused Absence #6** - will result in a conference with the student and school disciplinary action (one Saturday School).
4. **Unexcused Absence #7** – will result in a conference with the student, additional attendance contract, communication with parents and an additional assignment of Saturday School.
5. **Unexcused Absence #8** - will result in a conference with the student, communication with parents and an additional assignment of Saturday School.
6. **Unexcused Absence #9** - will result in a meeting to be held between the parent/guardian, the student, and a member of the administrative team to determine an appropriate course of action. The student will be declared ineligible for extra-curricular activities, including athletics, until this meeting occurs. Appropriate course(s) of action may include:
 - An extension of allowable absences based on extenuating circumstances, or
 - Further disciplinary measures up to recommendation for expulsion
7. **Unexcused Absence #10** – will result in Classification as a Habitual Truant under IC 20-33-2-11, further disciplinary measures up to recommendation for expulsion, a probable cause affidavit for habitual truancy will be sent to the Juvenile Probation and/or Department of Child Services. The student's attendance information will be entered into the Quest Case Management System.
8. **Unexcused Absence #15** - will result in a referral to Juvenile Probation and/or the Department of Child Services (DCS); Juvenile Probation and/or DCS will then forward the case to the Prosecutor's office to determine if the case will be sent to the Juvenile Referee or Superior Court III for charges against the student or student's parent/guardian. The student's attendance information will be updated in the Quest Case Management System.

- Those students who are at or over the allowable 6-day limit on absences may not be allowed to miss school for field trips (or similar type of trips).

C. Make Up Policy:

Arrangements for making up missed assignments shall be made by the student with each teacher. Teachers will communicate their timetable for making up missed assignments in their class syllabus/expectations. The designated time limit is one day for each day's absence to a maximum of five days. Credit will be given for all work made up during a student's absences, both excused and unexcused.

D. Early Dismissal Pass:

Students who must leave during the school day because of medical appointments should make arrangements with the Attendance Secretary prior to 7:30 a.m. Parents are required to sign the student out before leaving and sign in upon returning to school. Students who are absent from school because of a medical appointment must bring verification of that appointment and time leaving the doctor's office upon return to school.

Parents should attempt to schedule doctor and dental appointments so that the student will not miss school. If a partial day absence from school is necessary, the student must bring a parent note to the Attendance Secretary immediately upon arrival at school. You will then be issued an absence form. Students leaving during the day for a special event, such as a religious event, funeral, etc., must have this pre-arranged before the beginning of school. Students will not be allowed to go home during the school day to take medication. Medication that a student normally takes for headaches, colds, or other minor medical problems should be given to the school nurse for such emergency situations. If a student needs medication and none has been provided, a parent or guardian may be called to bring medication to school if deemed necessary.

E. Homework for Students Who Are Absent:

Communication concerning work missed because of a student being absent will come through Google Classroom and/or email. Any hard copies and/or materials that are needed by the absent student can be requested from the Student Services Office after the 2nd day of the student's absence. These requests need to be made before 8:00 a.m.

F. Truancy:

A student is truant if he is absent from school without parental knowledge and approval, leaves school without permission from the administration or nurse, comes to school but does not attend a class or classes, remains in the restroom or other location for an extended period of time, or is excessively late to a class. A student who is truant is ineligible for any extracurricular event/practice on day of truancy (or next day if student is determined to have been truant).

Disciplinary Action For Period or Partial Period Truancies:

First Offense: One after school detention

Second Offense: Saturday School or 1 day ACS

Subsequent Offenses: Subject to Disciplinary Action as detailed for Full Day Truancy

Disciplinary Action For Full Day Truancies (3 or more periods in a single day):

First Offense: Saturday School

Second Offense: Two days ACS

Third Offense: Three days out of school suspension

Fourth Offense: Ten (10) Days of Out-of-School Suspension with recommendation for Expulsion.

G. Late Arrivals:

Any student arriving to school after 7:40 will be considered a Late Arrival. This student must sign in and receive a pass to be admitted to class. These Late Arrivals are based on a per semester basis. The first two Late Arrivals to school are verbal warnings. Arriving to 1st period class after 7:30, but before 7:40 is considered a class tardy and disciplined according to the tardy policy.

Disciplinary Action:

3rd Late Arrival: One lunch detention

4th Late Arrival: One after school detention

5th Late Arrival: Two after school detentions

6th Late Arrival: Saturday School

7th Late Arrival: One day ACS

Subsequent Late Arrivals: Two days ACS for each late arrival

H. Class Tardies:

A tardy is defined as being late to a class during the school day after the bell has rung for the class to begin. Any student who arrives to class after the first ten minutes will receive a tardy and an absence unless the absence is an excused absence.

Disciplinary Action:

5th Tardy: One after school detention

6th Tardy: Two after school detentions

7th Tardy: Saturday School

8th Tardy: One day ACS

9th Tardy: Two days ACS

Subsequent Tardies: Additional days of ACS

I. E-Learning:

E-learning provides students and teachers the opportunity to continue the educational process. On e-learning days, an attendance form will be sent to the student via email. Students are required to complete the form to be counted present. Exceptions will be made for students without wifi access and their attendance will be based on work submitted the next school day. Attendance on e-learning days will count toward a student's number of absences. Students are required to complete and turn in all work given on E-learning days the next school day.

J. Attendance Awards

Students who attend every class, every school day, are considered to have perfect attendance for the grading period. Students who miss any portion of the school day (doctor's appointments, tardiness, illness, etc.) do not have perfect attendance.

GENERAL INFORMATION

ANNUAL ASBESTOS NOTIFICATION FOR PARENTS AND EMPLOYEES

The Asbestos Hazard Emergency Response Act of 1986 (AHERA) required the inspection of all buildings in the school district for asbestos. The District has complied with this act. A management plan documenting these inspections is on file for public review. Upon request you may view the plan, which is located at the assistant superintendent's office, as well as at each principal's office in all buildings.

Western School Corporation annually notifies all parents, teachers, and other employees by posting this notice. The asbestos identified in our management plan will be checked every 6-months by our trained staff to scrutinize any changes in the material, which could cause a health hazard. Additionally, in compliance with EPA guidelines, Western School Corporation will have an asbestos inspection every three years by a licensed asbestos company. Any questions regarding our district's Asbestos Management Plan should be directed to our Assistant Superintendent's Office at 765-883-1455.

AUDITORIUM USE AND ASSEMBLIES

School assembly sessions will be held at various times throughout the school year. Students are expected to display proper behavior and follow rules when in attendance. There is to be no gum, food or drinks in the auditorium. Feet should remain on the floor and not on the seats.

BACKGROUND CHECK PROCESS FOR PARENTS/VOLUNTEERS/LAY COACHES

Effective July 15th, 2019, the background check process for Parents/Volunteers/Lay Coaches will be on a tiered basis as follows:

LEVEL 3 Volunteer/Visitor: This includes guests who are just visiting the school offices only to pick up/drop off students or to drop items off. Formal background checks are NOT required.

LEVEL 2 Volunteer/Visitor: This includes volunteer/visitors to our schools during the school day who are under supervision of Western School Corporation staff. Examples: Visiting for lunch, attending a special event (i.e. Awards Program.) All individuals wishing to volunteer at Western School Corporation under Level 2, will be required to have a limited criminal background check by submitting Form 8120 F1 for approval. This approval is good for 1 school year at no charge to the parent/volunteer.

LEVEL 1 Volunteer/Visitor: This includes volunteer/visitors that can possibly have direct and unsupervised interaction with a student (i.e. classroom volunteers, field trips, classroom parties, band/sports parents, and any volunteer/lay coach). For a level 1 volunteer/visitor, an extended background check will be run for any individual under this category. This will require a \$15.90 fee, paid by the volunteer/visitor via our outside vendor. The fees for lay coaches will be paid by the Western School Corporation Athletics upon receipt. The background check will be valid for 3 school years from the date of completion. If the volunteer/visitor/lay

coach has lived outside the county/state of Indiana, there will be an additional charge associated with the request. A link to complete this process can be found on the school website.

In the event an offense shows up on an individual's background check, Western School Corporation will utilize the following criteria as a guideline as to whether or not an individual can volunteer at Western School Corporation.

➤ Drugs (dealing): **Lifetime restriction; May not volunteer at Western School Corporation**

➤ Convicted Sex Offender: **Lifetime restriction; May not volunteer at Western School Corporation**

➤ Felony or pending charges for a Felony with the exception of the two above offenses (dealing drugs or convicted sex offender):
May not volunteer if the offense is within the last 10 years

➤ Misdemeanor Charges including but not limited to:

- o Crime against another person (example: battery)
- o Drug/Alcohol (consuming or possession of)
- o Theft or Conversion

May not volunteer if within the past 5 years

*If an individual has multiple offenses on their record, depending on the severity of the offenses, they may not be able to volunteer/visit/coach at Western School Corporation. If we are aware that there are pending charges or the individual has been convicted, the individual will be unable to volunteer/visit/coach at Western School Corporation.

BUS PROCEDURES

SCHOOL STARTS WHEN THE STUDENT IS WAITING FOR THE BUS IN THE MORNING AND DOES NOT END UNTIL THE STUDENT GETS OFF THE BUS AND LEAVES THE BUS STOP.

1. BUS ASSIGNMENTS - Students are assigned to buses by the school, and they must ride the bus to which they are assigned. Any transfer to another bus must be arranged by having a parent contact the transportation office to request a change.

2. BUS CONDUCT- School bus drivers have supervisory control of all children transported between the homes of the children and the school. **All school disciplinary rules apply while students are on the bus and at the bus stop.** In addition, bus drivers are to oversee that all student passengers observe the student conduct regulations.

a. Students may be assigned seats by the driver and are not permitted to change seats without permission from the driver.

b. Students are to remain seated, facing forward at all times.

- c. Loud, boisterous or vulgar language shall not be tolerated.
- d. No window or door shall be opened or closed except by permission of the bus driver/bus monitor.
- e. No student shall enter or leave the bus until it has come to a full stop.
- f. Students are not allowed to scuffle, trip or fight or use their hands and feet in any other objectionable manner.
- g. Be on time. The driver is not expected to wait.
- h. The bus will only make stops at corporation designated drop off and pick up points.
- i. Videotaping will be conducted on all buses to monitor student behavior and driver performance. Viewing requests will only be made by the Transportation Director and school administration and will be viewed only as permitted by State and Federal laws.
- k. Any student who causes damage to bus property will be disciplined and required to pay the cost of damages and may earn a bus suspension.

3. BUS PASSES-No bus passes allowed. No students are allowed to ride any bus unless the change is made with transportation.

4. School administration may suspend or deny the privilege of riding on the school bus to any student who refuses to conduct himself/herself in an acceptable manner on the bus.

5. After students arrive at the school building, they are to proceed into the building and not loiter anywhere outside the building.

Middle school students must have transportation to and from school. It is noted, this excludes walking, riding a bike, or the use of a moped if not accompanied by an adult.

BUILDING HOURS

The normal school day will begin with first period class at 7:30 a.m. and will end with dismissal at 2:30 p.m. The school building will be open to students by 7:20 a.m. and will be officially closed to students at 3:00 p.m. Students will not be permitted in the building before 7:20 a.m. or after 3:00 p.m. unless under the direct supervision of a Middle School staff member.

CARE OF THE BUILDING

Students have a responsibility to assist in maintaining a clean, well-kept building. All refuse should be placed in the waste or recycling containers located throughout the building. Our students should take pride in the facilities and should treat school property as they would treat their own property. No food or drinks, with the exception of clear bottled water, is permitted in the classrooms.

COMPUTER /INTERNET USE POLICY (see acceptable use policy on page 21-23)

Students are encouraged to use the Corporation's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student handbook, and/or civil or criminal liability.

DANCES

School sponsored dances are held several times a year and are a privilege to attend. School IDs will be required to attend all school dances (after IDs have been distributed in the school year). Students without a school ID

will be turned away at the door. Students must be passing all courses during the nine weeks prior to the scheduled dance he or she is attending. Any student who serves ACS or OSS during the previous nine week grading period will not be allowed to attend. Any student who is not picked up in a timely manner (15 minutes), will not be allowed to attend the next scheduled dance.

DROP OFF/PICK-UP

Student drop-off and pick-up is to be at the back of the building by the gymnasium doors (Door 28S) before 7:30 a.m. and after 2:30 p.m. Students entering the building after the 7:30 bell will be marked tardy to school. *There should be NO parent drop off/pick-up in front of the Middle School.*

DRUG TESTING

Students in middle school who participate in cheerleading or athletics may be drug tested in accordance with the Western School Corporation Drug Testing Policy. Consent forms signed by both the student and parent/guardian must be on file in the office before a student can participate in cheerleading or athletics. See the athletic policies regarding consequences for a positive drug test result. Parents of any student may request for their student to be administered a drug test for a minimal fee.

DOGS

The Board authorizes the use of specially-trained dogs to detect the presence of drugs and explosive devices on school property. The dogs may be allowed to examine school property such as lockers and student possessions. Any search of a student's person will be based upon individualized reasonable suspicion in addition to any information resulting from the dog's examination.

ENROLLMENT OF NEW STUDENTS

Students are expected to enroll in the attendance corporation in which they have legal settlement. Students that are new to WMS are required to enroll with a parent or legal guardian. When enrolling, the parent will need to bring: A birth certificate of the student; Court papers allocating parental rights or custody if applicable; Proof of residency (utility bill, rental agreement, or mortgage papers) along with a photo ID; Proof of immunizations of the student; Transcript from the previous school attended by the student. Non-residents should refer to the "Transfer Students" section of the handbook for eligibility requirements for enrollment.

FIELD TRIP POLICY

The school organizes educational field trips to enhance the instructional program. In order for a student to be included in a field trip, behavior, attendance, completed assignments, and the ability to follow school rules will be taken into consideration.

Therefore, the classroom teacher(s) and building principal will make the final decision on who may attend a field trip. Any student not attending the field trip may be given alternate assignments to complete. A field trip fee may be assessed to cover any costs incurred.

FUNDRAISERS

Fundraisers that are not school related need office permission before any selling of goods may occur.

INSURANCE

Student insurance is available at a nominal cost and is optional. When a student is injured under this plan, he/she may pick up a claim form from the office. This form must be completed by his parents and presented to the doctor or hospital. The school merely acts as a service in supplying the insurance, and assumes no liability, either for the injury or the subsequent negotiations with the insurance company.

LIBRARY

The library provides reference and resource materials for school assignments and for general and recreational reading. The librarian is present to help locate and select materials, so please ask for assistance when it is needed. When students borrow materials, they also accept the responsibility for returning them when due, so that they may be shared by others. Replacement cost will be charged if a book is lost or damaged beyond repair. Library privileges may be revoked as deemed necessary if a student's behavior warrants.

The middle school library has an on-line catalog system, Destiny. Destiny may be accessed by going to western.follettdestiny.com. Once you are at Western's home page, please select the Middle School and choose the option "for student". Simply scroll down to the "Library Online" which will take you directly to the online catalog. Students may login using their student ID number. They will have access to their personal Library account, research using Web-Path Express, or simply search for a new book.

LOCKERS

A locker will be assigned to each student at the beginning of the year. It is the responsibility of the student to keep his locker neat, clean, and in good working order. The school is not responsible for lost or stolen items, and students are advised to avoid storing valuable items in the locker. Every hallway locker has a built-in lock. Your child's teacher has the locker number and the combination. Students are not allowed to share lockers or locker combinations. Locker privileges may be revoked by administration as deemed necessary if a student's behavior warrants.

Lockers in Physical Education Dressing Room - Individually assigned lockers with combination locks will be provided.

Locker Inspection Policy - All lockers at Western Middle School are the property of the school and are subject to inspection by authorized school personnel according to IC 20-33-8-32 and IC 20-33-8-4, with or without student consent. If a general inspection of a number of lockers is necessary, then, all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while an inspection is being conducted. The school may request the assistance of law enforcement officials to assist the school administration in any inspections. Anything that is found in the course of a search that may be evidence of a violation of WMS rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

LOST AND FOUND

A "Lost and Found" service is maintained in the hallway adjacent to the lunch room. Students are urged to accept the responsibility for their school clothing, equipment, and supplies. It is advised that students not bring large sums of money or articles of great value to school. Lost articles may be claimed upon identification by their owners. Any items remaining in lost and found are donated to a charity at the end of each semester.

NONDISCRIMINATION POLICY

It is the policy of the Western School Corporation to provide an equal opportunity for all students to learn through curriculum offered in this Corporation regardless of race, color, creed, disability, religion, sex, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background. If any person believes that the Western School Corporation or any of the Corporation's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and/or (3) Section 504 of the Rehabilitation Act of 1973, he or she may

bring forward a complaint to the Corporation's Civil Rights Coordinator,—Mark Dubois, Western School Corporation, 2600 South 600 West, Russiaville, IN 46979.

PERSONAL PROPERTY

Western School Corporation shall not be liable for theft, damage, or loss of personal property on school grounds. If students choose to bring personal belongings to school, the students, not the district, are responsible for ensuring that their belongings are secured. Students are discouraged from bringing valuable belongings to school. Valuable belongings include cash, expensive electronic or digital equipment, expensive clothing attire, jewelry, etc. Should students choose to bring such items to school, they do so at their own risk.

PESTICIDE APPLICATION NOTICE

Periodically throughout the year, it may be necessary that pesticides will be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the Assistant Superintendent at (765) 883-1455. You will be given a form to fill out and will be notified of any pesticide application with at least 48-hour advance notice. In case of emergency, pesticides will be applied and communication will be sent to those who had contacted the school requesting notification.

SEVERE WEATHER CLOSING

In case of severe weather, please listen to WZWZ 92.5 FM, WIOU 1350 AM, WWKI 100.5 FM, WFRN 93.7 FM, WIWC 91.7 or WSHW 99.7 FM on the radio, watch WRTV 6, WISH 8, WTHR 13, WXIN 59 television stations, or check Western's website <http://corp.western.k12.in.us/> for closing or delay information. The Western School Messenger program will also call the phone number listed with the school to alert parents and students of a delay, closing, or E-learning day. FOR A 2 HOUR DELAY ANY DAY OF THE WEEK, SCHOOL WILL BEGIN AT 9:30 AM.

SOCIAL PROBATION

Social probation means that a student may not attend scheduled school dances at the Middle School. A student will be placed on social probation if:

- The student is not passing all courses during the nine weeks prior to the scheduled dance.
- The student receives ACS or OSS as a consequence for behavior.
- Six or more unexcused absences during the semester.
- Any student who is not picked up in a timely manner from a school dance will not be allowed to attend the next scheduled dance.

STUDENT PICTURES

School pictures for student purchase will be handled on a pre-pay basis. Students may select from several different priced packages, and the full amount *must* be paid the day pictures are taken. The photographer guarantees satisfaction, and all money will be refunded if not completely satisfied with the pictures. Pictures are generally scheduled to be taken in September. Retakes are taken early November. Definite dates will be published on the school website and in the announcement. Spring pictures are also made available.

TELEPHONE

School telephones in the offices, classrooms, and the library are for school business. Students may ask a teacher to use a phone in a necessary situation.

VISITORS

Parents/guardians are always welcome to visit the school. Prior to visiting, parents/guardians will need to complete a limited criminal history check. When visiting, parents will come to the middle school office to sign in and obtain a visitor's pass. All other visitors are discouraged and require prior administrative approval. Any parent that wishes to volunteer at the school must receive a limited criminal history check performed by the school and may be required to submit a photo ID. All visitors and volunteers must adhere to all school handbook policies.

WATER BOTTLES

Students are permitted to have water in a container clearly marked with the students' name, with a lid that closes/seals, at the discretion of the classroom teacher. Students are not allowed to have energy drinks, coffee, soda, or other drinks at school.



INSTRUCTIONAL INFORMATION

GRADING PERIODS

6th - 8th grade: The school year will be divided into 4 nine-week grading periods.

Parents/Guardians have access to grades, behavior, and attendance at any time through the WSC Skyward system. A parent login and password is required. Assistance for this can be given from front office secretaries.

Hard copies of grade cards will be available upon request.

GRADING SCALE

A+ = 100	B+ = 87 – 89	C+ = 77-79	D+ = 67-69
A = 93–99	B = 83 - 86	C = 73-76	D = 63-66
A- = 90–92	B- = 80 – 82	C- = 70-72	D- = 60-62
CR = Credit	F = 59/below		

STUDENT PLACEMENT

Student schedules are determined from students/parents completing and submitting the online Course Selection Form in Jan//Feb (for 6th and 7th grade students) Feb/March (for 5th grade students). This gives students the opportunity to select band, choir, or SLT for the upcoming school year. After June 1st, no changes to drop or add will be made to band and choir classes. This is to balance classes for effective instruction.

Failure to maintain an average of 75% or higher in any core class may result in a contact with parents/guardians and a change to the next lower course level with Principal and Parent approval.

Student class schedules are based upon the student's needs and available class space. Any questions or concerns about the class schedules should be directed to the guidance counselor.

Qualification for Enrollment in High School Courses:

As a student completes 7th grade, he/she can apply for enrollment in High School Courses to be added to his/her 8th grade schedule. These courses would be taken during the first three periods of the grade 8 school day and would be in place of certain grade 8 Encore classes. The following criteria must be met for the student's 7th grade year/beginning 8th grade year to be eligible for enrollment in High School Courses:

- 80% or higher for Semester 1 and Semester 2 in all grade 7 core classes.
- The following scores must be met or exceeded on the Grade 8 NWEA tests: Reading % Language Arts (225) and Math (240).

STUDENT SCHEDULING

Western School Corporation does not accept teacher requests by parents or students. However, a parent may request to NOT have a teacher based upon legitimate stated reasons. These reasons could include but are not limited to prior negative experience, working relationships, and personal situations or issues. Any such requests must be presented in writing to the principal by July 1. There is no guarantee such requests will be honored as factors such as teacher availability, course/class availability, and course/class enrollment will be primary factors in making the final determination.

Placement in the most advanced level will depend on the student's continued demonstration that he/she can be successful in this educational setting through grades and/or work ethic. The Indiana Department of Education defines a student with high abilities as one who:

- Performs at, or shows the potential for performing at, an outstanding level of accomplishment in at least one domain when compared to other students of the same age, experience, or environment; and
- Is characterized by exceptional gifts, talents, motivation, or interests (IC 20-36-1-3).

With this in mind students in the advanced level classes are expected to consistently demonstrate their potential through their performance in the following areas: Homework, Projects, Quizzes, and Tests. **Failure to maintain an 80% or higher in any advanced core class may result in a contact with parents/guardians and a change to the next lower course level with Principal and Parent approval.**

SUCCESS TIME

Success Time is a period in the school day for students in grades 6-8. It is called Success Time because every child is being taught at his/her instructional level in terms of academic need. Based on testing or classroom formative assessments based on pretest and posttest data aligned to grade level standards, students are grouped for 45 minutes a day to have re-teaching, skill development, and enrichment. If a student performs well on the assessment of the concept being taught, that student participates in an enrichment activity which presents a higher level of academic rigor.

Students that do not master the concepts being taught are given extra support through small group instruction in the form of re-teaching. The Success Time is a great way to differentiate our instruction so that no child, including those that can be challenged, is left behind.

To prepare for Success Time, our teachers meet regularly to assess groups and plan for the instruction at the different levels. Our special education, staff, classroom teachers, and administration support the Success Time model because it offers opportunities for students to engage in authentic and tailored learning at their level. Students do not miss any core curricular instruction during Success Time because it is scheduled as an additional time block. It is embedded in the day of every child, and is our way of supporting the learners that are struggling, and challenging the learners that are up for it. Because we use assessments to determine which students need the extra support or enrichment, students are able to move between groups. There are chances for all students to receive extra help if needed or enrichment if they master the concept.

Students remain in their assigned hallway and grade level for Success Time unless requested to report to another room.

SRT- STUDENT RESOURCE TIME

This is a 45 minute period within the day that is designated for students to complete missing tests or quizzes and complete work. Time is also to be used to complete assignments during the school day. *During SRT time students may not go to Encore classes for completion of work unless all Core class materials are up to date.* During SRT time students have responsibilities to carry out, examples are below.

Students To-Dos During SRT:

- Complete work
- Get access to assistance
- Complete agendas
- Set Goals
- Check own grades
- Complete work from absences.
- Students who data informs need additional help may be pulled out of their SRT class for targeted small group instruction.

HOMEWORK PROCEDURE

Western Middle School has a school-wide process of checking in with students randomly or when a concern arises, reminding them of missing work or incomplete work that needs to be turned in. Students may receive consequences for missing assignments. Parents will be notified if their student served a consequence and how many assignments they were missing. Some ways that you may help or assist your students are listed below:

- Regularly log-into Skyward and review missing assignments on the student grade book.
- Check in on the family access for weekly lesson plans
- Review student's Google Classroom or Big ideas Math for un-submitted online work.
- Communicate with teachers via email or by phone.

HOMEWORK

When students are absent at least two days from school and need to make-up assignments, they or a parent may pick up materials with proper notification in the office. Teacher lesson plans are also available on Skyward or Google Classroom for access from home. Some individual work sheets will be available from the classroom teacher when the student returns to school. Parents will need to contact their individual team of teachers to obtain proper procedures. See pages 4-5, excused and unexcused absences for make-up policies.

Honor Roll

Students will be awarded Honor Roll in the following manner at the Middle school -

<u>Each Quarter or 9 weeks</u> All A's - Honor Roll A B Honor Roll	<u>End of Year Awards</u> All A's Honor Roll--- Every grading term Quarters 1-2-3-4 and Semester A / B Honor Roll - Every grading term Quarters 1-2-3-4 and Semester
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RETENTION POLICY

The building principal, as the Superintendent's designee, is responsible for establishing guidelines for procedures in retaining middle school students. The principal will consult with teachers and parents and will review previous achievement and standardized test results before making a decision as to whether a student will be retained, assigned, or promoted. The following criteria will be used to make the determination:

- a) Students who have the ability to master grade level skills but whose performance is well below grade level should be considered for retention.
- b) Students not meeting ILEARN and or NWEA minimum requirements or Western's expected achievement standards shall be retained or remediated.
- c) Students who seem to be working at approximately their ability level should be assigned to the next grade.
- d) Students who have been absent from school for a significant number of days may be retained if such absences have had a substantial impact on the academic achievement of the student.

For students who are potential retainees, the teacher will confer with parents near the end of the first semester. The teacher will provide parents with data to support the concern, including information on work habits, examples of work, grades on daily assignments, quizzes, and tests. The teacher will let parents know that retention is a possibility if work does not improve substantially. A record of these conferences will be given to the principal. For any student who is to be recommended for retention, the teacher will schedule a conference no later than the first week of the final grading period to include classroom teachers and both parents if possible. The principal may be invited to participate. The final decision on each student's placement is the responsibility of the building principal.

HEALTH AND FOOD SERVICE

FOOD SERVICE

GENERAL CAFÉ INFORMATION & CHARGING POLICY

The Western School Corporation Food Service Department utilizes a computerized point-of-sale system, Café Enterprise. Upon enrollment, all students are given a café account and 4-digit PIN number. Money deposited into this account can be used for the purchase of breakfast, lunch, milk and a la carte items.

PAYMENT OPTIONS

The Food Service Department strongly recommends that money is pre-paid into an account prior to the point of-sale.

Depositing cash or checks during the breakfast or lunch service interrupts the flow of the line and reduces the total time students have to eat. The following payment options are available:

- a. Major credit card online at www.myschoolbucks.com
 - i. NO service fee to make payments, check available balance or monitor purchases
 - ii. Easy to enroll, convenient & secure

b. Check

- i.** Checks must be made payable to the corresponding school.
- ii.** Must have the student's name & 4-digit PIN number in memo.
- iii.** If more than one student is on a single check, the check must specify how much money is to be deposited into each account.
- iv.** If a check is returned due to non-sufficient funds (NSF), we will attempt to collect all money owed. In the event it cannot be collected, a third-party collection agency will be utilized.

c. Cash

- i.** Primary & Intermediate students must turn payment in to the teacher in a sealed envelope, clearly marked with name & 4-digit PIN number.
- ii.** Middle & High school students must turn payment into the cafeteria in a sealed envelope, clearly marked with name & 4-digit PIN number.

ACCOUNT BALANCE INFORMATION

Western School Corporation expects parents to be responsible for monitoring their student's café account and maintaining a positive balance. **Free and reduced-price meal assistance is available to all households at any time throughout the school year.** Paper meal applications can be obtained from the Director of Food Service or any school office secretary. Online meal applications can be accessed at www.pantherfood.com. Contact the Director of Food Service at 765-883-1462 with any questions related to free and reduced-price meals.

Students will no longer be given written negative account balance notices.

The Food Service Department utilizes the Skylert system to notify parents of low and negative account balances. Any student with a lunch account balance below \$5.00 will receive an automated phone call Tuesday through Friday.

In addition, account balance information may be obtained in the following ways:

- a. www.myschoolbucks.com
- b. Contact the food service manager at the student's school:

Primary Cafeteria- 883-1441

Intermediate Cafeteria- 883-1442

Middle School Cafeteria- 883-1443

High School Cafeteria- 883-1444

This institution is an equal opportunity provider.

III. CHARGING GUIDELINES

Western School Corporation wants to ensure that all students have access to nutritious meals daily. However, we are not allowed, per USDA regulations, to incur bad debt from unpaid meal charges. For this reason, we cannot allow large debt to accumulate on students' café accounts. The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. We realize that there may be extenuating circumstances that prevent a student from having money on their account from time to time. In the event a student does not have money on account or in hand to pay for a meal, we will adhere to the following guidelines:

- A student may charge up to **\$25.00**.
- A student may **not charge** "a la carte" items, including extra main entrees, sides, beverages or snacks.
- As previously stated, the Food Service Department utilizes the Skylert system to notify parents of low and negative account balances Tuesday through Friday. Students are also verbally notified of their

account balances as they come through the lunch line. The food service manager or other school personnel will coordinate additional communication with the parent(s)/guardian(s) to resolve the matter of unpaid meal charges.

- If, after breakfast and lunch meals have been charged to the \$25.00 limit and a payment has still not been received, schools will provide a courtesy/ Type A meal until the negative balance is paid off and the account is brought to a positive balance.
- If the account is still not paid after three weeks, the Corporation will take action to collect all balances owed by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation. Please note that any of these collection methods may incur additional charges to you.
- If food service staff suspects that a student may be abusing this policy, written notice will be provided to the parent(s)/guardian(s) that if he/she continues to abuse this policy, the privilege of charging meals and/or receiving courtesy meals will be refused.
- If a student repeatedly comes to school with no lunch and no money, food service staff will report this to the building principal, as this may be a sign of abuse or neglect and the account will be subject to a referral made to the Department of Child Services of Howard County.

IV. Guests

All guests are expected to pay for their meal at the time of purchase. Charging is not allowed.

V. Excess Funds/End of year Balances

Any balance remaining from last year in a student's meal account at the end of the school year will be carried over into the next school year. In the event that a student leaves the district, any meal account that has \$5.00 or more remaining is entitled to a refund. A verbal or written refund request must be submitted to the Food Service Office within 30 days after the date the student leaves the district in order for any balance to be refunded. Please contact the Food Service Office directly by calling (765) 883-1462 or emailing jlazar@western.k12.in.us.

At the end of each school year, positive account balances of graduating students will automatically be transferred to sibling accounts, as applicable, or automatically refunded if \$5.00 or more remains on their account. There is no need to contact the Food Service Office regarding graduating student account balances.

Unclaimed account balances will be transferred into the 3490/Unclaimed Balance account within our Café' Enterprise system.

This institution is an equal opportunity provider.

HEALTH SERVICES

The school nurse is available on a full-time call basis to help with routine student medical concerns and emergency situations until the parents/guardians or emergency medical personnel can be contacted. Students seen in the clinic or office will be asked to describe their symptoms. Their temperature will be taken and if no fever, vomiting, and/or other apparent symptoms of illness or injury exist, students will be returned to class. Students with a temperature of 100 degrees or higher and/or symptoms of acute illness or injury will be sent home after the school contacts the parent. Students sent home by the nurse are not to return to school and/or extra-curricular activities that day without permission from administration. **Students are NOT to call parents to take them home without permission from a school authority. If a student chooses to call home to request to be picked up without nurse approval, it may be considered an unexcused absence.** If a student has a fever of 100 degrees Fahrenheit or greater, and/or vomits the student will be sent home from school, or the student should be kept home from school if prior to school hours. Students may return to school after 24 hours have passed with a normal temperature without the use of fever reducing medications, and/or no vomiting. The 24 hour policy is based off of the CDC (Center for Disease Control) recommendations and guidelines for schools. Parents must call in illnesses to office personnel, or a written note should be sent with students when returning to school.

All students must have an emergency medical form completed, signed by a parent or guardian, and filed in the WMS office. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the WMS office.

8TH GRADE VISION SCREENING

All 8th grade students are required by Indiana Law to have a vision screening done by a school nurse. Referral forms are mailed home for any student not passing the eye exam. Referral forms must be filled out and returned to the school nurse.

IMMUNIZATION REQUIREMENTS

No student shall be permitted to attend school for more than twenty (20) days beyond the date of enrollment without either:

1. Current immunization statement on file with the school, or
2. Written confirmation statement provided to the school

***6th grade students are required to have updated immunizations prior to the start of school. These requirements are: Tdap (Tetanus, Diphtheria, Pertussis) and MCV4 (Meningococcal), and Hepatitis A.**

MEDICATION ADMINISTRATION POLICY

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance the educational program. **Parents/guardians should determine with their physician's counsel whether a medication schedule can be adjusted to avoid administering medication during school hours. Herbal or natural medications and vitamins will be refused.** The intent of the following guidelines is to reduce the number of medications given at school, and assume safe, effective administration of medications for those students who require them. In those circumstances where a student must take prescribed medication

during the school day, the following guidelines are to be observed:

Medication

- Before medication can be given at school, a parent/guardian must first fill out a Medication Authorization Form (**Forms are available at the school office, nurse clinic, or the Western School Corporation home page under the “info” tab).
- Medication must be in original containers and age appropriate. All prescriptions must be labeled with the student's name, physician's name, prescription dosage and frequency, special handling and storage directions. **At no time shall medication be administered in a dosage that exceeds that listed on prescription label or original container.** Any changes in dosage must be documented by a physician's order. Parents/guardians should request pharmacists to fill 2 bottles: one for home and one for school.
- **Medication may be brought to school directly by the parent/guardian or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. Medication MAY NOT be sent to school in the student's lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications by students whose physician has filled out a permission to carry form.**
- Medication WILL be refused if sent in anything other than the original bottle.
- **Medication that is possessed by a school for administration during school hours or at school functions may be released to the student's parent/guardian or to an individual who is eighteen (18) years of age or older who has been designated, in writing, by the student's parent/guardian to receive the medication.**
- Any unused medication unclaimed by the parent will be destroyed by the administrative personnel when a prescription is no longer to be administered or at the end of the school year.
- Students can carry non-medicated cough drops that do not have regulations from the FDA, such as Luden's brand.

PEDICULOSIS (HEAD LICE) POLICY

If a student in the Corporation is found to have head lice, the student's parents will be contacted to have the child treated and to pick him/her up immediately. After treatment and upon returning to school, the student will be examined by the school nurse or designee, which may include the principal. The Corporation practices a policy of “no live lice” as the criterion for returning to school. The parent will be provided a notification letter (Form 8451A F2) and a treatment form that provides guidance and educational material concerning the epidemiology, treatment and follow-up procedures for the infestation (Form 8451A F1). When the parent picks up the student, the parent will be informed that the student needs to be treated before he/she returns and the parent will need to complete Form 8451A F3 before the student is readmitted. The student will be permitted to return to school after it is confirmed that the child is free of any live lice. Parents should routinely check for lice. Students should refrain from sharing combs, brushes, hats, etc. to reduce transmission.

WMS SCHOOL-BASED SERVICES

Community Howard Regional Behavioral Health

Western School Corporation currently has a partnership with Community Howard Regional Behavioral Health Services. Through this, our students are able to participate in mental health services during the student's school day within the school setting. School-based services can consist of individual and/or group session participation depending on the needs of the students and are provided by a Bachelor Level Life Skills Clinician and/or a Master's Level licensed Mental Health Therapist. Students can confidentially and efficiently participate in these services without leaving the school building.

Parents/Guardians interested in this service for their student may contact our School Counselor for a referral form. Upon receiving a completed referral form (complete with Parent/Guardian signature), the School Counselor will submit the referral to Community Howard Regional Behavioral Health. At that time, the parent/guardian will be given a phone number to call to complete the necessary pre-registration process. Pre-registration by the parent/guardian involves providing insurance information and a brief summary of the student's needs. At that time, the parent/guardian should be prepared to schedule the initial evaluation appointment. This initial evaluation appointment will include the parent/guardian, the student, and the therapist to discuss the student's presenting concerns and to evaluate for appropriate level and type of services. (The parent/guardian and student must both be present for the initial evaluation.)



STUDENT CONDUCT, BEHAVIOR, AND DISCIPLINE

PHILOSOPHY AND GOALS OF STUDENT DISCIPLINE

The rules and procedures of Western Middle School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students are expected to respect the rights of their fellow students and the staff. Students are expected to follow staff member's directions and obey all school rules.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed when concerns arise. Parents are encouraged to check email daily to ensure they read discipline notices that are sent via Skyward. It is also the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery by the student may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his or her educational goals. Students are expected to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational process.

STUDENT CONDUCT

WESTERN MIDDLE SCHOOL CLASSROOM EXPECTATIONS:

1. Follow directions.
2. Be in the classroom when the class is ready to begin.
3. Bring all required supplies.
4. Be respectful to others.

STUDENT DRESS AND GROOMING

All students are expected to wear their clothing and to manage their appearance in a manner which does not disrupt teaching or learning, does not promote vulgarity, does not advertise illegal substances (drugs, alcohol, and tobacco) and does not express double meanings. **Any clothing, attire, or accessory that results in disruption of the school or learning process is not permitted.** The following will be dress guidelines for all students:

1) Footwear must be worn at all times. 2) No shirts or pants that are exceptionally revealing are permitted. This would include those that expose the midriff, have a low revealing neckline, and/or allow for undergarments to be seen. No strapless, halter, open back dresses or tops are allowed. Any sleeveless top should have a minimum of 2 inches wide strap and cover all undergarments. This means no muscle shirts or off the shoulder tops without additional coverage. Shirts or blouses must be long enough to be tucked in or long enough that when worn out they cover the belt line and must not hang off of the shoulders. No clothing or accessories with studs, spikes, blades, or chains. No wearing of hats or tails. 3) Hats, sunglasses, visors, bandanas, hoods on sweatshirts, etc. are not to be worn during school hours.

4) Clothing with holes or slits above mid-thigh should not be worn. 5) Shorts and skirts/dresses are to be of reasonable length. As a general rule, the shorts or skirts/dresses should be one inch from the tip of the student's fingertips. 6) Jackets, large purses, and book bags are to be placed in the student's locker when he/she arrives at school and left there until school is dismissed. 8) Blankets are not to be used/carried at school. 9) Pants must be worn at the waist – no sagging. 10) Costumes or costume attire is prohibited on school grounds unless pre-approval is given from school administration.

Any new "fads" in clothing or anything not specifically covered in the above guidelines, which is considered inappropriate dress shall be dealt with at the discretion of an administrator/designee.

	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense
Dress Code Discipline (All offenses will result in a change of clothes as is necessary)	Warning	Lunch Detention	1 Day ASD	1-2 Days ASD	Saturday School	1 Day ACS

DISRUPTIVE ITEMS

Any item that a staff member or administration deems disruptive to the school learning environment may be confiscated and held until the end of the school day. School issued iPad is not considered a disruptive item. In addition, skateboards and scooters are NOT permitted on school property.

CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

Definitions

“Criminal gang,” as used in this policy, means a group with at least three (3) members that specifically:

1. either:
 - a. promotes, sponsors, or assists in, or
 - b. participates in, or
2. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

“Criminal gang activity,” as used in this policy, means to:

1. actively participate in a criminal gang;
2. knowingly or intentionally commit an act:
 - a. with the intent to benefit, promote, or further the interests of a criminal gang; or
 - b. for the purpose of increasing the person's own standing or position within a criminal gang;

3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;
4. threaten another person because the other person:
 - a. refuses to join a criminal gang;
 - b. has withdrawn from a criminal gang; or
 - c. wishes to withdraw from a criminal gang; when engaged in by a student who attends a Corporation school.

Procedures for Reporting and Investigating Suspected Criminal Gang Activity

All Corporation employees shall report any incidence of suspected criminal gang activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal gang activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than 2 instructional day(s) of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than 5 instructional days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Superintendent within 10 instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on an annual basis during its scheduled Board meetings.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal gang activity and enhance

school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

SECLUSION/RESTRAINT

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself 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 such use of restraint and/or seclusion, the parent or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstance that led to the use of the restraint and or seclusion.

For more information, the Seclusion/Restraint policy can be found online at: www.western.k12.in.us

CELLULAR PHONES AND HEADPHONES

WMS Cell Phone Policy

WMS is devoted to providing students with a holistic education that furthers their academic, social, and emotional development. Many schools have taken the view that student cell phone use is in direct conflict with accomplishing this purpose. Although we at WMS fully recognize the distraction student cell phone use can pose to the academic environment, we also recognize in order to ensure our students are digitally literate and can function in a technology driven world, they must be provided with the opportunity and skills to manage their use of technologies like their cell phone in a positive, productive manner.

6th Grade

- Students may bring their cell phones to school, but they must be kept in their lockers. Students may access their phones before and after the school day, but they are not to be brought to class or lunch. Further, students are not allowed to be on their phones during passing periods. If a student needs to communicate with their guardians, they may do so in the office or under the direct supervision of a teacher.

7th Grade

- Students may bring their cell phones to school, but they must be kept in their lockers. Students may access their phones before and after the school day, but they are not to be brought to class or lunch. Further, students are not allowed to be on their phones during passing periods. If a student needs to communicate with their guardians, they may do so in the office or under the direct supervision of a teacher.

- Students may bring their cell phones to school, but they must be kept in their lockers. Students may access their phones before and after the school day, but they are not to be brought to class or lunch. Further, students are not allowed to be on their phones during passing periods. If a student needs to communicate with their guardians, they may do so in the office or under the direct supervision of a teacher.

It is noted, the school is not liable for any personal technology devices a student chooses to bring to school.

Headphones (including AirPods and earbuds) are not to be worn in the cafeteria or hallways at any time during the school day.

Consequences for cell phones/headphones/smartwatches

1st and 2nd offense – Contraband will be confiscated and given to the front office to be held until the end of the school day.

3rd and subsequent offenses will result in disciplinary action in addition to the confiscation. (phones/smartwatches/headphones may be held for parent pick-up.)

Any student who refuses to give their cellphone to the teacher or office will serve a day of ACS for insubordination.

Furthermore, unsolicited pictures or videos of other students or school personnel are not permitted and will be subject to disciplinary action, for example, recording a fight. Taking pictures or video in a restroom or locker room is strictly prohibited and disciplinary action will be taken.

Important Notice to Students and Parents Regarding Cell Phone Content and Display

- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.
- The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” as defined by I.C. 35-42-4-4(a), by a child under the age of 18.
- It is “child pornography,” a Class D felony under I.C. 35-42-4-4(c), for any person/student to *possess* a photograph, motion picture, digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 16 years of age or who appears less than age 16.

- The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

HARASSMENT

It is a violation of law and of school rules for any student to harass or intimidate another student or staff member. If a student is the victim of any unwanted sexual actions or comments or of derogatory statements or actions concerning his/her gender, religion, race, ethnic group, or disability, the student should report such behavior to the office. All reports shall be kept confidential and shall be investigated as soon as possible.

Anonymous reporting of incidents can also be made on Western's Safe Schools Tip Line by calling 883-5576, extension 8477 (TIPS).



DISCIPLINARY GUIDELINES

The severity of discipline increases as the student repeats the same infraction. However, when the severity of the violation (even though the first) warrants, the penalty will be much more severe. **The disciplinary actions outlined in this section are only a guide and should not be construed to be absolute.**

SCHOOL-WIDE DISCIPLINE PLAN

The team and/or teacher are the front line authority in the scope of discipline. Students and teachers should try to handle problems first through their team or classroom rules. However, severe or repeated violations will result in referral to the administration.

DISCIPLINARY OPTIONS

Misconduct involving school policies may result in any one or combination of the following: counseling, verbal reprimand, extra work assignments, suspension from extracurricular activities, class suspension, lunch detention, After School Detention (ASD), community service, loss of privileges (including iPad functions), Alternative Classroom Setting (ACS), Saturday School, Out-of-School Suspension (OSS), expulsion, police citation or arrest.

Teacher- Consequences can be assigned by individual teachers according to their policies/classroom management plans for minor behavioral issues.

Class Time Out - This option is provided to teachers as a means for handling minor classroom discipline problems. Teachers can suspend a student to the office for a maximum of one period at a time.

Lunch Detention- Detention is assigned for minor behavioral infractions to be served during the student's regularly scheduled lunch time. Failure to arrive at the office on time will result in an additional detention. Failure to attend without a prearranged excuse will result in After School Detention.

After School Detention – After school detention is assigned to students for a variety of rule violations. This alternative to suspension will serve as a cooperative effort between the school and the parent to not infringe on the student's education, yet provide a disciplinary action to modify the inappropriate behavior. After School Detention is from 2:30 p.m. until 3:30 p.m. as assigned to the individual student. All school rules apply. Students are expected to work on the required assignments on their own and not distract or bother others. Students are responsible to arrange their own transportation home. **The elementary bus route is NOT available for students to ride at 3:30 p.m. Failure to attend After School Detention without prior arrangements will result in one-day in the Alternative Classroom Setting room.**

Detention Room Rules:

1. No electronic media or communication devices or sleeping allowed.
2. No conversations (oral, written, or visual) between students.
3. No disruptive noises or actions.
4. Students are to arrive on time with study materials and stay busy for the duration of detention.

Alternative Classroom Setting - Students are placed in the Alternative Classroom Setting and given assignments that are to be completed during the suspension time. Students may also participate in community service while in ACS. While not in class, suspended students' daily class assignments, tests and major projects will receive full credit. Any multiple day assignment or project given on the day/days in question may receive credit if completed on the original due date or immediately upon the student's return. Next day assignments given by the teacher on the day of ACS will be made available to the student on the day of ACS in order to be turned in on time. Assignments due on the day the student is serving ACS must be turned in to the office when the student reports to ACS. **Failure to attend OR removal from ACS will result in Saturday School or OSS.**

Saturday School Option - Saturday school is an alternative form of discipline for minor infractions that traditionally would result in removal from all classes for a day or more.

Rules:

1. Saturday School for grades 6-12 begins at 8:00 a.m. and will last until 12:00 noon (four hours).
2. Students are to report to the Administration Building by entering Door #8 on the west side of the building before their scheduled time. The doors will be opened at 7:55 a.m. and 9:55 a.m. If a student arrives five (5) minutes late, the time will be doubled and he/she will have to make up the time after the dismissal. If a student arrives six (6) to fifteen (15) minutes late, he/she will have to serve that Saturday, plus an additional Saturday. If a student arrives more than fifteen (15) minutes late, the student will be considered absent and will be assigned a suspension unless it is verified excused absence.
3. Students are to bring their assignment sheet from their teachers. Students are responsible to bring enough homework to keep busy the entire time. Homework, extra credit work, and reading (library books) are acceptable items on which to work. No MAGAZINES, GAMES, OR ELECTRONIC DEVICES (exception: assigned work on the iPad) are allowed. **Cell Phones will be collected at the beginning of Saturday School and returned at the end.** Work will be assigned by your teachers.
4. There will be no talking, except if the student needs to ask the supervisor in charge a question.
5. Students are to stay in an assigned seat. If students need to leave their seat, they are to raise their hand and ask permission.
6. There will be a five minute restroom break at 9:55 a.m. There is no eating or drinking.
7. Students cannot leave the building during Saturday School time.
8. Students are to have NO visitors in the building during their assigned time.
9. Sleeping or giving the appearance of sleeping will not be tolerated in Saturday School.
10. In the event bad weather causes cancellation of school on a Friday prior to Saturday School, Saturday School will be postponed to another day.
11. Students will not be allowed to use the telephone or go to lockers.
12. Excused absences from Saturday school include: illness, death in the family, or severe illness in the family. A parent's phone call must be made to the principal the first day the student returns to school if the Saturday school absence is to be excused and reassigned.
13. All regular school rules are in effect. The Saturday School supervisor is in charge and any refusal to comply with instructions will result in a dismissal from Saturday school.
14. It should be clearly understood that a student could face immediate out-of-school suspension for up to ten (10) days if he/she is in violation of any of the above rules and/or the following:
 - a) failure to attend or arriving over fifteen (15) minutes late
 - b) misconduct
 - c) failure to complete assignments
 - d) dismissal from Saturday School

Community Service - Under certain circumstances, a student may be assigned to serve community service during or after the regular school day as a result of disciplinary action. The assigned community service would be in place of more traditional consequences (e.g., ASD, ACS, Saturday School, etc.) Parents will be contacted and must agree to this alternative disciplinary method, if used.

Suspension And Expulsion - When a student is suspended for ten (10) days or fewer, from either school or a school activity or a class, the student shall be given oral or written notice of the charges against him. If he denies the charges, he shall be given an explanation of the evidence against him, and he shall be given an opportunity to present his side of the story. It is anticipated that these procedures shall take place during an informal discussion immediately after the alleged misconduct occurs. However, when the continued presence of the student poses a continuing danger to persons or property or an ongoing threat of disruption to the academic process, the student may immediately be removed from school, and the conference anticipated above shall then be conducted as soon as reasonable.

In all cases of suspension, expulsion or exclusion, the procedure required by applicable state and federal laws shall be followed. Students are not allowed to attend any school function sponsored by Western School Corporation during the time they are suspended or expelled. The student is required to complete all assignments and school work assigned during the period of the student's suspension for which they will receive full credit. Notice of assignments and contact with teachers will take place via Google classroom and/or school email. Work is due no later than when the student returns. Students may make up tests/quizzes upon return for full credit. Tests/quizzes must be turned in or taken on the day when the student returns.

STUDENT MISCONDUCT

The following examples of student misconduct have been defined to include, but not limited to the acts listed below. The administration will handle all student disciplinary situations by reviewing all evidence, the severity and frequency of the referral(s), and any extenuating circumstances that might prevail. Any or all of the disciplinary options outlined on the previous page may be assigned depending on the severity or frequency of the offense.

1. Arson;
2. Assault;
3. Burglary;
4. Possessing, using or transmitting a firearm, knife, explosive or any object that can reasonably be considered a weapon **Note:** possession of a handgun or firearm on school property, or on a school bus is a felony as well as possession of a handgun within 1000 feet of school property. Furthermore, possession of a knife on school property is a Class B Misdemeanor as described in IC 35-47-5-2.5.
5. Possessing, using, transmitting, selling or intending to sell, or being under the influence of any narcotic drug, hallucigen drug, amphetamine, barbiturates, marijuana, spice, vapor, vape pen, juul, electronic cigarette, alcoholic beverage, intoxicant of any kind or inhalant, or any other controlled substance. This includes substances represented by the provider to be any of the above listed substances (i.e. look-alike) along with prescription medication not used by or for the prescription holder, or possession of drug paraphernalia or an object represented as paraphernalia;

6. Additionally, engaging in any activity forbidden by the laws of Indiana, on or off school property, at times the school is or is not in session, provided that the conduct could reasonably be constructed to interfere with a school function or the conduct demonstrates a need to protect persons on school property (IC 20-33-8-15)
7. Any threat made to the school or to an individual will be taken seriously and appropriate actions will be taken;
8. Harassment, pranks, or violence toward any school personnel, including teachers, during non-school hours on private or public property;
9. Disorderly Conduct (Ex. Fighting, threatening, violent behavior);
10. Initiating a false alarm;
11. Intimidation;
12. Theft or stealing;
13. Vandalism (damage public or private property);
14. Possession of pornographic material;
15. Indecent exposure;
16. Sexual act;
17. Self-Mutilation;
18. Obscene language – verbal, written, or gestured;
19. Inappropriate or explicit internet access; (restriction of computer privileges may also be enforced)
20. Possessing, using, or transmitting cigarettes, lighter, matches, electronic cigarettes, or smokeless tobacco;
21. Throwing of dangerous objects;
22. Possession of over-the-counter medications without approval from the school nurse;
23. Repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function (classification of a habitual offender);
24. Insubordination – Failure to comply with directions of any school employee. Being disrespectful in actions or conduct toward school personnel;
25. Forgery/Plagiarism/Lying/Cheating – Falsifying any school document. This includes passes, absences notes, report cards, bus passes, paper requiring a parent signature, etc. In addition, falsely representing the truth, passing another's work as your own
26. Truancy – unexcused absence without parental knowledge and approval, leaves school during the day without permission from the principal or nurse
27. Student comes to school but does not attend a class or classes, is in an unauthorized area without permission, or is absent without a phone call from a school adult;
28. Public display of affection – school is not the proper place for boys and girls to demonstrate their affection for one another – Reasonable affection should only include holding hands. – Inappropriate touching, hugging, fondling, or kissing are not permitted at school;

29. Excessive tardies to school and/or class
30. Repeated incidents of failing to comply with the school dress code;
31. Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature electronically or any other form, including the contents of a cell phone or other electronic device may be grounds for suspension or expulsion.
32. Bullying - Western School Corporation is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school corporation works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Bullying is prohibited by Western School Corporation.

BULLYING

According to IC 20-33-8-0.2, "Bullying" means overt, unwanted, repeated acts or gestures, include verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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

The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- (1) Participating in religious events.
- (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- (3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
- (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
- (5) Participating in an activity undertaken at the prior written direction of the student's parent.
- (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Bullying can occur anywhere (in-school or outside of school) and at any time; both during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

- Physical bullying involves hurting a person's body or possessions. It includes hitting/kicking/punching,

spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

- Verbal bullying involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.
- Social/relational bullying involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.
- Electronic/written communication involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones)

Parents or students who suspect repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying. Parents of both the targeted student and the bully will be contacted by school personnel within 2-3 school days from when the report was provided to administration. If determined that reporting the bullying incident to law enforcement is necessary, this will be done simultaneously with the contacting of parents.

Anonymous reporting of bullying can be made to Western Safe School Tip Line by calling: (765)883-5576 or (765)883-5541 and dial extension 8477 (TIPS). Online bullying forms are available on the Western webpage. Students may also anonymously report bullying through an online form available on their iPads.

Appropriate staff members will meet with the children involved to learn about the bullying that has been taking place. They will then develop a plan to keep students safe and make teachers aware in order for them to be watchful of any future bullying. Counseling, corrective discipline, and/or referral to law enforcement will be used to attempt to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

Consequences for bullying and false reporting of bullying will be handled on a case-by-case basis. Discipline could include a behavior contract, lunch detention, after-school detention, alternative classroom setting, out-of-school suspension, loss of social privileges, recommendation for expulsion, and/or referral to law enforcement.

The discipline rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and

Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying is also prohibited through the use of electronic communication devices or any other interactive or digital technology such as cell phones, computers, iPads, or the Internet. It includes, but is not limited to: email, instant messaging, text messages, and internet postings, whether on a webpage, blog, or otherwise.

All complaints of bullying will be investigated promptly in accordance with the following procedure:

Step I. Any complaints, allegations or rumors of bullying may be presented to the building principal or assistant principal or to the Superintendent. Students also may report their concerns to teachers or counselors, who will be responsible for notifying the appropriate administrator or Board official on the same day that the teacher or counselor receives the complaint or, if the teacher or counselor receives the complaint after the end of the instructional day, no later than the next instructional day. This report may be made anonymously. Complaints

against the building principal shall be filed with the Superintendent. Complaints against the Superintendent shall be filed with the Board President. Complaints submitted anonymously also shall be investigated. All such information will be reduced to writing and will include the specific nature of the offense, corresponding dates, location of the offense, the identity of the reported bully, and the identity of any witnesses. If the person filing the complaint is an adult, s/he must sign the charge affirming its veracity. If the person filing the complaint is a minor, s/he may either sign the charge or affirm its veracity before two (2) administrators. If a student refuses to complete the written complaint form or sign a complaint, the staff member taking the complaint will complete the written complaint using the information the student has provided verbally.

Step II. The administrator/Board official receiving the complaint shall promptly investigate. Parents of the targeted student and the reported bully will be notified of the nature of any complaint involving their child within one (1) instructional day of the administrator's or Board official's receipt of the complaint. The administrator/Board official will arrange such meetings as may be necessary with the targeted student and reported bully within two (2) instructional days after receipt of the complaint. The targeted student and reported bully will have an opportunity to submit evidence and a list of witnesses, if not already included in the complaint, at those meetings. The entire investigation, including interviews of the targeted student, the reported bully, and all witnesses, shall be completed within five (5) instructional days after receipt of the information or complaint. All findings related to the complaint will be reduced to writing, including any discipline to be imposed or other remedial action to be taken. The written findings must be reduced to writing within seven (7) instructional days after receipt of the complaint.

Consequences for the bully may range from positive behavioral interventions to expulsion. Consequences will depend on the severity of the offense and consider the developmental ages of the targeted student and the bully, the bully's disciplinary history, and any other relevant factors. Remedial action may include but is not limited to counseling for the targeted student and/or the bully, training of the bully and/or school staff, assignment of a contact person who will provide support to the targeted student, academic assistance or support for the targeted student such as tutoring, an opportunity to retake tests, or additional time to complete classwork, the development of a behavioral intervention plan for the bully, and a change of placement, as appropriate for the targeted student and/or the bully. No change of placement will be imposed on the targeted student unless that remedy has been requested by the targeted student. The development of a behavioral intervention plan and any consideration of a change of placement for a student who has been identified as a student with a disability protected by Section 504 of the Rehabilitation Act of 1973 (Section 504) or the Individuals with Disabilities Education Act (IDEA) will be made by the student's Section 504 or IEP Team, respectively. In all cases where counseling is deemed appropriate for the targeted student to remediate past harassment, arrangements will be made with an appropriately qualified provider of such services to provide the counseling.

The administrator/Board official conducting the investigation shall notify the complainant, targeted student, reported bully, and the parents of the targeted student and reported bully in writing of a summary of the investigation findings upon conclusion of the investigation and, if the investigator finds that bullying has occurred, an explanation of what remedial action will be taken, including the decision to impose discipline on the bully. When permitted by law, the disciplinary action taken against a student found to have engaged in bullying will be reported to the parents of the targeted student. The written summary of the investigation must be provided to the complainant, targeted student, reported bully and the parents of the targeted student and reported bully on the same day that the written findings are reduced to writing if possible but no later than the next instructional day.

A copy of the written notification, including notes detailing the date and circumstances of notification, together with any other documentation related to the incident, including the written findings, any disciplinary action, and any other remedial action taken or recommended, shall be forwarded to the Superintendent or to the School Board, if the investigator is a Board official.

Step III. If the complainant is not satisfied with the decision at Step II, s/he may submit a written appeal to the Superintendent or designee. Such appeal must be filed within five (5) instructional days after receipt of the Step II decision. The Superintendent or designee will arrange such meetings with the complainant and other affected parties as deemed necessary to review and discuss the appeal. The Superintendent or designee shall provide a written decision to the complainant's appeal within five (5) instructional days after receipt of the appeal. Step III is inapplicable in cases where the investigator is a Board official. In such cases, the complainant may proceed directly to Step IV to appeal the decision

Step IV. If the complainant is not satisfied with the decision at Step III, a written appeal may be filed with the Board. Such appeal must be filed within five (5) instructional days after receipt of the Step III decision or within five (5) instructional days after receipt of the Board official's decision when Step III is inapplicable. The Board shall, within twenty (20) instructional days, conduct a hearing at which time the complainant shall be given an opportunity to present the complaint. The Board shall provide a written decision to the complainant within ten (10) instructional days following completion of the hearing.

CHEATING / PLAGIARISM

Cheating on school assignments, tests, quizzes, research papers, etc. is a violation of school policy. **Plagiarism is a form of cheating, which is the unaccredited use (both intentional and unintentional) of somebody else's words or ideas.**

Disciplinary Action:

1. **First Offense:** office visit/zero for the assignment in question.
2. **Second Offense:** zero for assignment in question or alternate assignment is given and an after school detention.

TRUANCY TO CLASS

Disciplinary Action:

1. **First Offense:** after school detention
2. **Second Offense:** ACS or Saturday School

Technology Offenses

Technology offenses will be defined as any use of school devices that does not pertain to school functions. This includes but is not exclusive to accessing personal email accounts, watching videos, and playing games.

Disciplinary Action:

1. **First Offense:** Warning
2. **Second Offense:** Lunch Detention
3. **Third Offense:** After School Detention
4. **Fourth Offense:** 2 After School Detentions or Saturday School

OBSCENITIES / PROFANITY

Obscenities will be defined as any word that is spoken, written, worn or an action that is offensive to prevailing notions of decency. This may also include any derogatory comments toward a person's race, religion, etc. Disciplinary action will be determined in accordance with the manner in which the obscenity was used.

Disciplinary Action:

1. **First Offense:** after school detention or ACS
2. **Second Offense:** ACS or Saturday School
3. **Third Offense:** 2-3 days ACS
OR Out of School Suspension.

FIGHTING/ATTACKING A STUDENT

Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision. An attack that is deemed to the level of Battery will result in contacting law enforcement and may result in a recommendation for expulsion.

Disciplinary Action:

1. **First Offense:** Three to Five (3-5) days Suspension.
2. **Second Offense:** 10 days out of school suspension and recommendation for expulsion.

ATTACKING A SCHOOL EMPLOYEE

Disciplinary Action:

1. **First Offense:** 10 out of school suspension and recommendation for expulsion

Attacking or harming a school employee will result in a recommendation for expulsion. An attack that is deemed to the level of Battery will result in contacting law enforcement and may result in a recommendation for expulsion.

VANDALISM

Vandalism shall be defined as causing or attempting to cause damage to school property or private property, or repeatedly damaging school property or private property of small value. Western Middle School will hold the parent and/or student financially responsible for any intentional act that causes actual damage to school property. This is over and above any disciplinary action enforced on the student.

Disciplinary Action:

1. **First Offense:** 1-3 days Out-of-School Suspension. Restitution made.
2. **Second Offense:** 3-5 days Out-of-School Suspension. Restitution made.
3. **Third Offense:** Ten (10) days Out-of-School Suspension and Expulsion – Restitution made

THEFT

Theft shall be defined as stealing or attempting to steal private property or school property.

Substantial or repeated incidents will result in the proper law enforcement agency being notified.

Disciplinary Action:

1. **First Offense:** 1-3 days Out-of-School Suspension
2. **Second Offense:** 3-5 days Out-of-School Suspension
3. **Third Offense:** 5-10 days Out-of-School, Expulsion

DRUGS AND ALCOHOL

Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, prescription drug for anyone other than the person the prescription is for, Spice or equivalent, or intoxicant of any kind or possessing or transmitting drug paraphernalia. Note: Any substance represented by the provider to be any of the listed substances is a look-alike. This includes substances in alcohol look-alike containers and/or look-alike drugs.

Disciplinary Action:

1. **First Offense:** Ten (10) days Out-of-School Suspension and Expulsion.

In all cases, the proper law enforcement agency will be notified.

SMOKING AND / OR POSSESSION OF TOBACCO

Possessing, using, or transmitting cigarettes, electronic, vapor or other forms of tobacco products such as chewing tobacco in the school building or on the grounds while school is in session or before or after school hours or at a school event.

NOTE: Indiana Criminal Law and Procedures 35-46-1-10.5 indicates that a person under 18 years of age who purchases or accepts tobacco for personal use commits a class C infraction. Students violating this law will receive a citation in addition to any school discipline. Tobacco is considered a gateway drug. Any student suspended for tobacco may be requested to submit to a drug screen prior to returning to school.

Disciplinary Action:

1. **First Offense:** Three (3) Days Suspension
2. **Second Offense:** Five (5) Days Suspension
3. **Third Offense:** Ten (10) Days Out-of-School Suspension and Expulsion.

WEAPONS

Weapons of any type are not permissible on campus. State laws regarding weapons on campus will be strictly enforced. Please refer to I.C. 20-33-6-16. Indiana law states that possessing a knife on school property or on a school bus is a Class B misdemeanor. It becomes a Class A misdemeanor if the offender has a previous unrelated conviction, and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. Possessing, handling, or transmitting a knife, or any other device that can reasonably be considered or used as a weapon, is a serious violation. A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt so long as the knife is used as a part of, or in accordance with, the approved organized activity.

Disciplinary Action:

1. **First Offense:** Ten (10) days Out-of-School Suspension and Expulsion.

In all cases, the proper law enforcement agency will be notified.

STUDENT THREATS

Threats made by students whether towards self, others or school property, can be very traumatic to students and will be taken seriously. Any student making a threat towards him/herself, other students or staff, and/or towards school property will be subject to the following protocol.

1. The student will be removed from the classroom location and escorted to the office by an adult.
2. The Principal, or designee, will conduct an investigation which will include interviewing the accused student, victim(s), and any witnesses.

3. A threat assessment will be conducted by the Social Worker and/or the Principal to determine the validity and intent of the threat.
4. Parents of the accused student, victim(s), and other students who may be involved will be contacted. Any additional needed communication will be determined based on the circumstances of the threat.
5. Consequence(s) will be assigned based on the validity of the threat. These can range from:
 - a. 1 day of ACS up to expulsion for semester or school year
 - b. Based on conditions, level of threat, intent, number of previous referrals, past behavior
 - c. Possible mandatory home safety-check of the home (with parent consent) conducted by a Liaison Officer and/or mental health screening by a licensed therapist before returning to school (if an out-of-school suspension or expulsion is assigned)
 - d. Additional meetings, conferences or counseling as needed based on circumstances of the incident

STUDENT DUE PROCESS AND DISCIPLINE

I.C. 20-33-8-8 Duty and powers of school corporation to supervise and discipline students.

- (a) Student supervision and the desirable behavior of students in carrying out school purposes are the responsibility of a school corporation and the students of a corporation.
- (b) In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relationship of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system.
- (c) Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

I.C. 20-33-8-9 Disciplinary powers of teachers and school staff members.

- (a) This section applies to an individual who: (1) is a teacher or other school staff member; and (2) has students under the person's charge.
- (b) An individual may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the person supervises.
- (c) Subject to the rules of the governing body and the administrative staff, a person may remove a student for a period that does not exceed (5) school days from an educational function supervised by the person or another person who is a teacher or other school staff member.

I.C. 20-33-8-10. Disciplinary powers of principals

- (a) A principal may take any action concerning the principal's school or a school within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.
- (b) Subsection (a) allows a principal to write regulations to govern student conduct.

I.C. 20-33-8-14. Grounds for suspension or expulsion

- (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter as stated by school corporation rules: (1) Student misconduct. (2) Substantial disobedience.
- (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is: (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any

time when the school is being used by a school group; (2) off school grounds at a school activity, function, or event; or (3) traveling to or from school or a school activity, function, or event

I.C. 20-33-8-15 Unlawful activity.

In addition to the grounds specified in section 8 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) the student's removal is necessary to restore order or protect persons on school property, including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

I.C. 20-33-8-18 Maximum term of suspension; procedure

- (a) A principal may suspend a student for not more than ten (10) school days under section 14, 15, or 16 of this chapter. However, the student may be suspended for more than ten (10) school days under section 23 of this chapter.
- (b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following: (1) A written or an oral statement of the charges against the student. (2) If the student denies the charges, a summary of the evidence against the student. (3) An opportunity for the student to explain the student's conduct.
- (c) When misconduct requires immediate removal of a student, the meeting under subsection (b) must begin as soon as reasonably possible after the student's suspension.
- (d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following: (1) The student's misconduct. (2) The action taken by the principal.

I.C. 20-33-8-19 Expulsion procedures; appeals.

- (a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:
 - (1) Legal counsel.
 - (2) A member of the administrative staff if the member:
 - (A) has not expelled the student and
 - (B) was not involved in the events giving rise to the expulsion.

The superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

- (b) An expulsion may take place only after the student and the student's parents are asked to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). The request to appear at an expulsion meeting shall:

- (1) be made by certified mail or by personal delivery;
- (2) contain the reasons for the expulsion meeting; and
- (3) contain the date, time, place, and purpose of the meeting.

- (c) The person conducting an expulsion meeting:
 - (1) shall make a written summary of the evidence heard at the expulsion meeting;
 - (2) may take action that the person finds appropriate; and
 - (3) must give notice of the action taken under subdivision (2) to the student and the student's parent.

(d) If the student or the student's parent within ten (10) days of the receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body:

(1) shall hold a meeting to consider:

(A) the written summary of evidence prepared under subsection(c)(1); and

(B) the arguments of the principal and the student or the student's parent; unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and

(2) may take action that the governing body finds appropriate.

The decision of the governing body may be appealed only under section 15 of this chapter.

(e) A student or a student's parent who fails to appear at an expulsion meeting after receipt of a request to appear forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, a request to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.

(f) The governing body may vote not to hear appeals of action taken under subsection (c). If the governing body votes not to hear appeals, after the date on which the vote is taken, a student or parent may appeal only under section 15 of this chapter.

*The following chart is a guide for consistent discipline. Administration has the right to assign consequences based on severity of infractions.

ATTENDANCE / DISCIPLINE CHART:

ATTENDANCE:	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense	7 th Offense
Attendance Issues	Day 8 Letter: Saturday School	10+ Day Letter: 2 Saturday Schools					
Truancy to School	1 Day ACS or Sat. School	2 Days ACS					
Truancy to Class	1 Day ASD	1 Day ACS or Sat. School					
Tardies to School	Warning	Warning	1 Lunch Detention	1 ASD	2 ASD	Saturday School	1 DayACS
Tardies to Class	Warning	Warning	Warning	Warning	1 ASD	2 ASD	Saturday School

DISCIPLINE:	1 st Offense	2 nd Offense	3 rd Offense	4 th Offense	5 th Offense	6 th Offense
Bullying	Behavior Contract, Detention, Sat School, ACS, OSS, LOP, Expulsion, Law Enforcement					
Bus Behavior	Suspension of bus privileges OR school issued consequence					
Electronic Devices	Held in Office	Held in Office	1 Day ASD	2 Days ASD, Parents	Saturday School, Parents	1 Day ACS, Parents
Cell Phone Violation	Confiscation	Confiscation	Confiscation & Parent Pick-Up			
Cheating / Plagiarism	0% on assignment	0% on assignment, and 1 Day ASD				
Failure to Attend ASD	1 Day ACS / Saturday School					
Failure to Attend Lunch Detention	1 Day ASD					
Fighting	3-5 Days OSS	10 Days OSS / Expulsion				

Habitual Offender	3 Days OSS	5 Days OSS	10 Days OSS / Expulsion			
Dress Code	Warning	Lunch Detention	1 Day ASD	1-2 Days ASD	Saturday School	1 Day ACS
Insubordination	1- Days ASD	1-2 Days ACS or Saturday School	2-3 Days ACS	1-3 Days OSS	5+Days OSS/ Expulsion	
Lost IPAD	Warning	Office Visit	1 Day ASD	2 Days ASD		
Misconduct	Office Visit+Parent Office Contact	1-2 Days ASD		1-2 Days ACS or Saturday School	2-3 Days ACS	1-3 Days OSS
Obscenities / Profanity	1 Day ASD or ACS	1 Day ACS or Saturday School	2-3 Days ACS or OSS			
Intimidation	3 Days OSS	5 Days OSS	10 Days OSS			
Tech Offenses	Warning	Lunch Detention	1 Day ASD	2 Days ASD or Sat. School		
Threat to Staff	10 Days OSS/Expulsion					
Tobacco	3 Days OSS	5 Days OSS	10 Days OSS / Expulsion			
Theft	3 Days OSS	5 Days OSS	10 Days OSS/Expulsion			
Vandalism	3 Days OSS*	5 Days OSS*	10 Days OSS / Expulsion*	*Restitution Made		
Weapons	10 Days OSS / Expulsion					
Drugs/Alcohol	10 Days OSS / Expulsion					

EXTRA CURRICULAR ACTIVITIES, CLUBS, AND ATHLETICS

CLUBS, ACTIVITIES, AND ATHLETICS AVAILABLE

WMS offers a variety of clubs, activities, and athletics for students to participate in. Some activities involve a selection process or enrollment in a class. Information on the various offerings is available in the WMS office. The following is a list of co-curricular and extracurricular offerings at WMS:

Academic Super Bowl, Art Club, Baseball, Basketball, Battle of the Books, Cheerleading, Class Representatives, Cross Country, Drama Club, FACS Club, Football, Geography Bee, Golf, Western Honor Society, Spelling Bee, Spell Bowl, Soccer, Softball, Swimming, Tennis, Track, Volleyball, Wrestling.

CO-CURRICULAR/EXTRA-CURRICULAR ELIGIBILITY

In order to be an active participant in Middle School athletics, clubs, and school dances, students must be passing in all courses at the end of each grading period. A student failing in any class will be considered ineligible to participate until the next grade report. Ineligible students must leave the building each day at 2:30. Furthermore, students participating in practices, games, or club meetings may not remain in the building after school unless there is adult supervision by the sponsor or coach.

WESTERN JUNIOR HONOR SOCIETY

To be inducted into the National Junior Honor Society, you need between 25 and 40 points. You will earn points from the following requirements:

1. Your grade point average must be at least 3.67 in the previous school year.
2. Citizenship and character will be determined by current and former teachers. This will be on a scale of 0 to 5 (highest). You must have an average of 3.5 in both areas. You cannot be admitted into JHS if either area is below the 3.5 average. Your averages for both areas will be added together giving you between 7 and 10 points.
3. Co-Curricular Activities (in-school and community) in which you have participated in the last year will earn points. Each sport or club will be worth one point with leadership responsibilities earning an extra point. You may earn up to 10 points maximum in this area.
4. Service you have done last year will also earn one point for each activity completed. Your activities must not have resulted in any type of payment or prizes being given to you. You may earn up to 10 points maximum in this area.

The above activities make it possible to earn up to 40 points. Students who are applying for membership into WJHS must earn at least 25 points for membership.

Students that have been inducted may be removed if grade and/or behavior is unacceptable.

WESTERN MIDDLE SCHOOL ATHLETIC PROGRAM

The athletic program at Western Middle School is organized with definite objectives for the community. The program provides for many varied interests for girls and boys. The sports activities for girls include basketball, cheerleading, cross-country, golf, swimming, tennis, track, soccer, softball and volleyball. The program for boys provides baseball, basketball, cross-country, football, golf, swimming, tennis, soccer, track, and wrestling. Every student has the opportunity to engage in one or more of these sport activities, but is limited to one sport per season with the exception of cheerleading.

ELIGIBILITY:

Grades:

All students currently enrolled at Western Middle School are academically eligible to participate in the athletic program. To be eligible for Middle School Athletics or Cheerleading, a student must have passed five subjects in the previous grading period. Semester grades take precedence. Failure to pass the required five subjects will result in a student being ineligible for nine weeks. Attendance problems may also result in being declared ineligible.

CONDUCT RULES FOR WESTERN MIDDLE SCHOOL ATHLETES

Parent Consent, Code of Conduct: -You must have on file with the athletic director each school year, before your first practice, a completed parent consent and disclosure form along with a drug testing permission form and a current sports physical on file. Physical form must be on file before athletes can participate in open facilities

Failure to comply with the Western School Corporation drug testing policy will result in non-participation. Furthermore, a positive test result will result in athletic suspension.

It shall be the responsibility of the coaches and administration to enforce all school rules as stated in the Student Handbook. The Principal is the person held responsible. ***Their decision is final in all cases.*** The coach in each

particular sport is accountable for informing the athletes of their responsibilities. Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school.

THESE RULES ARE IN EFFECT 365 DAYS A YEAR!

The use, transmission, or possession of a) alcoholic beverages, b) drugs not prescribed by a licensed physician for the student's personal use c) tobacco products; d) the arrest, and/or conviction of a felony or any misdemeanor which is derogatory to the proper conduct of an athlete; or e) stealing from any school, business, residence or student shall result in the following:

First Occurrence

Letters a and b: Suspension from 50% of the athletic contests of the sport in which the student athlete is involved, which may carry over under the provisions of section "E", but may be reduced to 30% if the student successfully completes a drug or alcohol program at a licensed drug or alcohol center.

Letters c, d, and e: Suspension from 30% of the athletic contests of the sport in which the student athlete is involved, which may carry over under the provisions of section "E"

Second Occurrence

Letters a and b: Suspension from 100% of the athletic contests of the sport in which the athlete is involved, which may carry over under provisions of section "E", but may be reduced to 50% if the student athlete successfully completes a drug or alcohol program at a licensed drug or alcohol center.

Letters c, d, and e: Suspension from 50% of the athletic contests of the sport in which the athlete is involved, which may carry over under the provisions of section "E".

Third Occurrence

One calendar year suspension from athletic participation from the date of suspension.

If an athlete has had a violation of rules a, b, c, d, or e and commits a second violation of any of those rules, the second occurrence penalty will be imposed. A third violation of any rule or combination of any three rules will result in a one calendar year suspension from all sports.

B. All middle school suspensions will be based on the middle school athletic schedules.

C. Participation in practice during the period of suspension will be up to the individual coach involved.

D. If requested by the Athletic Director or Principal, athletes shall submit to a drug/alcohol test. The parents of any athlete recommended for testing will be contacted by the Athletic Director or the Principal to discuss the problem prior to any test. Failure to submit to testing will constitute a violation of Rule A.

E. An athlete's suspension will carry over to the next sport that he/she participates in. For example: If an athlete has a 30% suspension during football and only has one game left, then 10% of this suspension will be served in

football and the other 20% would be served in the next sport in which the student participates.

ANY ADDITIONAL RULES FOR AN INDIVIDUAL SPORT SEASON MUST BE SUBMITTED TO THE PRINCIPAL AND ATHLETIC DIRECTOR FOR APPROVAL BEFORE PASSING THEM OUT TO PARTICIPANTS AND PARENTS. A SIGNED COPY (BY PARENT & PARTICIPANT) WILL BE KEPT ON FILE WITH THE COACH AND ATHLETIC DIRECTOR.

INSURANCE

1. The Athletic Department or the School Corporation is not financially responsible for athletic injuries.
2. Some sort of accident protection is necessary in order for a student to participate in athletics at WMS.
3. The type of accident protection the student has must be checked and signed by the parent, and this form must be returned to the Athletic Office.
4. The school does not have accident insurance, but has a vendor that does supply it. For a form or web contact information, please contact the athletic department.

All student athletes will be required to pay a transportation fee of \$20 for each sport in which they are participating.

- Athletes are only required to pay the fee for two sports in a school year.
- The maximum transportation fee a family is required to pay in a school year is \$100.

MULTI - PURPOSE FACILITY AND WEIGHT ROOM GUIDELINES

Student Use

- Students in the Multi-Purpose Facility and/or Weight Room must be supervised by their respective coaches, or weight room coordinator.
- Students are to be dressed in proper attire (shorts, T-shirts, tennis shoes – **No Spikes**).
- Students will not abuse equipment in any way. Infractions will result in suspended use of the facility for a time to be determined by the Administration.
- This is a work area! Abuse of equipment could result in injury. Students causing a disturbance will be asked to leave.
- Weight Room - Students are not to lift alone. When using free weights you must have a spotter. Replace all weights on racks and do not leave weights on the bars.
- The treadmills, bicycles, elliptical trainers, and climbers are not to be used by students until they have received proper instruction and are under the supervision of the weight room coordinator or supervisor.
- Students are not to bring students from other schools or other guests to use the facility.
- The Multi-Purpose Facility and weight room are not open for student use except for interscholastic team practice and contests or as outlined under Community Use.
- No pop, sports drinks, or food is allowed in the Multi-Purpose Facility and/or weight room at any time (water bottles only).

Community Use

- All residents of the Western School District are eligible to use the facilities as scheduled below.
 - o Monday – Thursday, 5pm-9pm
- The use of the track and weight room is free to all Western residents. Residents attending an aerobics class

will be charged a fee to cover the cost of the instructor.

- A membership card or student ID is required to be admitted to the Multi-Purpose Facility and/or Weight Room. Membership cards are available through the office of the Assistant Superintendent.
- Members are not to bring guests in on their membership. Individuals from outside the Western School district will not be allowed to use the facilities.
- Dressing room and shower facilities will not be provided.
- There are to be no children under 6th grade in the weight room at any time.
- Middle School students are not to be in the weight room at any time unless supervised by their parent or coach.
- No pop, sports drinks, or food is allowed in the Multi-Purpose Facility and/or weight room at any time (water bottles only).
- Proper dress for the Multi-Purpose Facility and/or weight room is sweats or athletic shorts, T-shirts, tennis shoes (**No Spikes**) and work-out attire.
- Weight Room - Replace all free weights on the racks. Please do not leave free weights on the bars.
- When the treadmills, bicycles, elliptical trainers, and climbers are busy, please do not use the equipment for more than 30 minutes per person.
- Cages and Courts are only available as outlined below.
- Abuse of equipment or not following rules will result in the loss of privileges to use the facility.

Additional Information for Coaches, Sponsors, and Staff

- Changing Rooms
 - Lockers are only for temporary use and are not to have clothes, etc. locked in them overnight (Only 30 lockers available). Overnight lockers are available in the hall
 - Students and Athletes are to be supervised
 - Changing rooms should be monitored (Supervisor(s) will lock doors at the end of the evening)
- Weight Room/Wrestling
 - Enforce guidelines
 - Supervise students and athletes
 - Students and athletes should use changing room restrooms only
- Multi-Purpose Facility Office (should be locked at all times)
 - Weight Room Supervisor
 - Others with access – Administrators, Athletic Director, PE Teachers, designated head coaches, evening custodian, and evening supervisor(s)
 - Trained to operate equipment
 - Fans
 - Curtains
 - Nets
 - Basketball Goals
 - Lights (Mechanical Room)
- Multi-Purpose Room
 - Follow the schedule
 - Enforce guidelines
 - Follow protocol for use (provided by the Athletic Director)
 - Supervise Students
 - Put all equipment back in storage room when finished

- Make sure students are not accessing middle school and high school
- Walls and ceiling are plastic covered insulation – make sure there is no hitting or other activities outside the cages that can damage the insulation, lights or drywall.
- Students and athletes should use changing room restrooms only
- No alterations, modifications or additions are to be made to the facility
- Curtains are not to be used as backstops
- Overall Facility Use
 - Accidents – complete accident report and give to Athletic Director
 - All supervisors must be CPR/AED Trained
 - Report any damages immediately
 - Take Pride in our Facility



TECHNOLOGY

Western School Corporation Student and Technology Responsible Use Policy

Western School Corporation (WSC) believes the 1:1 technology initiative will enhance the learning for all students in grades K-12. We believe each student has the responsibility to act in a legal, courteous, efficient, and responsible manner.

All users need to understand the importance of their responsibilities and the way they conduct themselves at all times while using the technology devices WSC has provided. The following statements represent the students' agreement about the responsible use of technology that has been provided to them to support learning.

I Will:

- Bring my iPad to school fully charged each day.
- Keep private information private. (My password and identity are not to be shared).
- Notify an adult immediately if someone violates the Responsible Use Policy.
- Treat WSC technology equipment with great care.
- Follow ALL WSC policies, rules, and regulations.
- Credit my sources when using other people's work (images, text, etc.).
- Be a good digital citizen at any time while on the internet or network.
- Use the technology provided by WSC for school use during school hours.
- Maintain possession and know where my iPad is located at all times.
- Inform someone immediately if an iPad is damaged.

I Will Not:

- Read other students information included but not limited to: school work and communications.
- Create, download, or obtain improper application, languages, text or pictures.
- Use technology to harass, intimidate, ridicule, or harm anyone else.
- Impersonate (pretend to be) someone other than myself.
- Give ANY personal information including: name, address, passwords, cell phone number.
- Take pictures, video or audio of ANYONE without permission of person or persons being captured.
- Search, possess, read, view, or copy inappropriate pictures or text.
- Tamper, change, or damage WSC hardware or WSC network in any way.
- Write on, mark on, stick anything on, or any other modifications to the iPad, iPad case charging cable, and/or charge pack.

I Understand:

- Internet reliability and or access while students are not in session at Western School Corporation is not the responsibility of the school.
- Electronic paperwork has the potential to be lost and I should backup all important information regularly.
- That there may be issues with the Internet and WSC technology may not work 100% of the time.
- Not all information on the internet is true.
- I am responsible for verifying information on the internet.
- The use of WSC network is a privilege and not a right.
- The full use of the iPads is a privilege not a right.
- The technology equipment and applications assigned to me is sole property of WSC.
- School personnel have full authority over the iPad and may remove the device from me for violating any of the mentioned.
- Changes to these procedures are always evolving.
- Responsibility of the iPad for damage is on the student assigned to the iPad unless: caused by another student once determined by the Building Principal or Assistant Principal ASAP (within 1 school day).
- Damage found MUST be reported to the building media center as soon as it is discovered.

Consequences for misuse or not following the items above:

- School personnel may revoke the use of iPad features due to poor performance with academics, attendance, and/or behavior
- I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly.
- Defacing an iPad, charging cable, charge pack, or case will result in a monetary fine for either a new piece of hardware or charge for cleaning.

Lost iPads :

- Students should be responsible with their devices and not lose it on a regular basis. When an iPad is lost it becomes a time consuming process to locate and retrieve it, therefore the following will happen when a student loses their iPad.
 - 1st Offense – Documentation in Skyward
 - 2nd Offense – Office Visit
 - 3rd Offense – After School Detention
 - 4th Offense – Two After School Detentions

Repair Costs for damaged, stolen, iPads are below as of the 2021/2022 school year:

	Broken Screen, Headphone jack, charge port, home button	Stolen/Lost*	Power Adapter, cable Lost/Damaged	Intentional Damage	Replacement Case
COST	\$120	Student will be billed complete cost of iPad \$299 plus cost of case.	\$5	\$299	\$99

*Replaced iPad will become property of Western School Corporation.

WSC firmly believes that the valuable information and interaction available on the World Wide Web far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

Student Technology Responsible Use Agreement

Student Acknowledgement

I understand and will abide by the above Student Technology Responsible Use Policy.

I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken

Student Printed Name: _____

Student Signature: _____ Date: _____

Parent/Guardian Acknowledgement

As the parent or guardian of this student, I have read the Student Technology Responsible Use Policy. I understand that this access is designed for educational purposes. Western School Corporation has taken precautions to eliminate controversial material. However, I also recognize it is impossible for WSC to restrict access to all controversial materials and I will not hold them responsible for material acquired on the network. Further, I accept full responsibility for supervision if and when my child's use is not in a school setting. I hereby give permission to issue an account for my child and certify that the information contained on this form is correct.

Parent/ Guardian Printed Name: _____

Parent/ Guardian Signature: _____ Date: _____