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

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!
# 2018-2019 School Calendar

**Western School Corporation**

2600 S 600 W  
765-883-5576  |  (Fax) 765-883-7946  
Russiaville, IN 46979

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**2018-2019 School Calendar**

### Important Dates:

- **8/6/2018**: First Teacher Day (No Students)
- **8/8/2018**: First Day of School for Students (No 1/2 hr delay)
- **9/3/2018**: Labor Day (No School)
- **10/8/2018-10/9/2018**: Early Dismissal/ELearning; MS/HS Dismiss 12:00 p.m. for Teacher Prof Dev, Pri/int Dismiss 1:00 p.m. for Pri/Conf (ELearning for missed class time only)
- **10/15/2018-10/19/2018**: Fall Break (No School)
- **1/4/2019**: First Teacher Record Day (No School)
- **1/7/2019**: Classes Resume
- **1/21/2019**: MLK Day (No School)
- **2/8/2019**: Early Dismissal for Teacher Prof Dev, MS/HS Dismiss 12:00 p.m., Pri/int Dismiss 1:00 p.m. (ELearning for missed class time only)
- **2/18/2019**: President’s Day (No School)
- **4/19/2019**: Good Friday (No School)
- **5/23/2019**: Last Student Day
- **5/24/2019**: Teacher Record Day (No School)
- **5/31/2019**: Graduation

**eLearning days will be used for up to three cancellations in a row. Days beyond three consecutive days will be added to the end of the school year.**

**Grading Period End:**

- **October 5 - 42 Days**
- **December 21 - 47 Days**
- **March 8 - 43 Days**
- **May 23 - 48 Days**
POLICIES AND INFORMATION

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.

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.

ATTENDANCE POLICY

Parents are required to notify the Middle School Office, 883-5566 (ext. 3000), on the day the student is absent. We would appreciate the call between 7:00 and 9:00 a.m., but voicemail is available before 7:00 a.m. Please state the student’s name, grade level, and reason for the absence. This must be done whether the student is absent one period or the entire day. If no notification is received, parents will receive a call from the automated School Messenger program to alert the parent that the student is absent from school.

IF WE DO NOT RECEIVE NOTIFICATION FROM A SUPERVISING ADULT ON THE DAY OF THE ABSENCE, THE ABSENCE WILL BE CONSIDERED UNEXCUSED AND THE STUDENT WILL BE CONSIDERED TRUANT (see letter C – Truancy - Emergency situations will be considered)

Notification must be made on the day of the absence in order for the absence to be excused. If a parent does not notify the office of the absence, then the student will not be able to receive credit on any missed assignments. A doctor’s note must be received within 2 school days after the student returns to be able to make-up missing assignments for credit.

If a partial day’s absence from school is necessary, the student must bring a note from his/her parent to the attendance office immediately upon arrival at school. The student must arrive at school before 9:30 a.m. in order to participate in any type of extra-curricular activity.

Students not in school or leaving during the day due to illness or discipline will not attend school events held after school that day.

E-Learning:
E-learning provides students and teachers the opportunity to continue the educational process. On days where E-learning has been approved, students are required to contact each classroom teacher OR turn in an assignment for the class to be counted present. Attendance will be taken for each class period and will count toward a student’s number of absences. All E-learning assignment will be housed in E-Backpack.

Early Dismissal Pass - Students who must leave school during the school day are required to have his/her parent or person who is picking up the student, sign him/her out in the attendance office when leaving. Photo ID of the parent or emergency contact may be required to ensure the safety of the student. The student is to sign in upon returning to school. Remember that notification from your parent indicating the time and reason you must leave school is needed in the office before school begins at 7:30 A.M.

Tardy/Late Arrival - The following outlines the disciplinary action for tardies to school for each quarter:

1) Illness of the student with parent call-in.
2) Funeral
3) Verifiable family emergencies
4) Court appointment (where the student’s attendance is required by the court)
5) Special events determined by an administrator to have equal educational value as a day in school as permitted by Indiana Compulsory Attendance laws
6) Required religious observance
7) Serving on Election Day or as a State Legislative Page
8) Certain school sponsored activities
9) Absences related to deployment or return for Military Connected Families

Unexcused Absence - All other cases of absence will be considered unexcused. This includes instances in which students

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stay home to work, habitually miss the bus, miss school because of
vacations, fail to contact WMS on the day of absence, etc. A
student will receive discipline upon receiving 8 unexcused
absences in the school year. Students will receive zeros on all
assignments and class work that is missed due to the unexcused
absence. A student who accumulates more than 10 unexcused
absences is considered habitually truant and may be recommended
for expulsion.

I. Absence For Disciplinary Reasons - Any daily assignment or
test that is missed on the day/days a student is removed from
school or classes will receive credit only on tests and major
projects. (Exception - students in Alternative Classroom Setting
will receive credit for work completed while in ACS)

II. Truancy - Truancy is an unexcused absence. A student is truant
if he 1) is absent from school without parent knowledge and
approval, 2) leaves school during the day without permission from
the principal or nurse, 3) comes to school but does not attend a
class or classes, 4) is in an unauthorized area without permission,
or 5) is absent without notification from supervising adult.

III. Excessive Absence - Under normal conditions this process
will begin when the student has missed 5 or more unexcused
days.
1) requiring a doctor's excuse, 2) issuing unexcused absence, 3) creating a parent and student attendance contract, or 4) referring to
Child Protective Services or 5) recommendation for expulsion
from school, and/or 6) filing formal charges may be filed with the
Howard County Prosecutor’s Office for Educational Neglect.
Students who have 8 unexcused absences must attend one day of
Saturday School. Students who have 10 or more unexcused
absences must attend Saturday School.

IV. Pre-arranged Unexcused Absence - Must notify Middle
School office at least 1 week in advance. The advantage to pre-
arranging an absence is that students will have the opportunity to
make up work even though the absence is considered unexcused. It
is the student’s and/or parent’s responsibility to contact the
classroom teacher for any work that will be missed. Missed
assignments resulting from a pre-arranged trip/family vacation or
other circumstances not considered to be excused absence will be
handled in the following manner:

ASSIGNMENTS RECEIVING CREDIT – Any major project,
test, or quiz may receive credit.

ASSIGNMENTS RECEIVING NO CREDIT – It is individual
teacher discretion whether daily homework given on the day/days
in question may receive credit. If credit is given by the classroom
teacher, he/she will determine whether assignments will be turned
in on the first day of return, or other date.

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.

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.

BUS REGULATION
PLEASE REMEMBER 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 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-In order for a student to request to ride home on
a different bus, they must have a note from a parent or a phone call

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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.

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.

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 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
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DRUG TESTING
Students in the 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.

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 thru 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

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).

HOMEWORK
When students are absent at least two days from school 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 eBackpack 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.

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 so warrants.

The middle school library has an on-line catalog system, Destiny. Destiny may be accessed by going to http://corp.western.k12.in.us/. 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 so 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. 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.

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 Heather Hendrich at (765) 883-1455 or hhendric@western.k12.in.us. 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.

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.

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.

Western School Corporation
Food Service Department
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.

I. 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 disrupts 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. Check must be made payable to the corresponding school.
   ii. Must have 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 teacher in a sealed envelope, clearly marked with name & 4-digit PIN number.
   ii. Middle & High school students must turn payment in to cafeteria in a sealed envelope, clearly marked with name & 4-digit PIN number.

II. 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- Lori Larimore: 883-1441
   Intermediate Cafeteria- Christy Frazier: 883-1442
   Middle School Cafeteria-Leanna Tate: 883-1443
   High School Cafeteria- Kim Deardorff: 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 five (5) lunch meals maximum (one charge per meal).
- A student may not charge a breakfast meal or purchase "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 5 lunch meals have been charged and a payment has still not been received, schools will provide a courtesy meal (turkey & cheese or PB&J with milk) 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.
- A Western staff member may charge up to $10.00, as long as they establish and maintain a good credit history of making payments on their food service account. The balance owed must be paid in full by the end of the school year.

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 funds remaining in a student’s café 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 school district, any café account that has $5.00 or more remaining on it 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.

Contact the Food Service Office directly by calling 765-883-1462 or emailing ekingle@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 the account. There is no need to contact the Food Service Office regarding graduating student account balances. Unclaimed remaining balances will be transferred to the 3490/Unclaimed Balance account within our Café Enterprise system.

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.

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 a complaint to the Corporation's Civil Rights Coordinator, Randy McCracken, Western School Corporation, 2600 South 600 West, Russiaville, IN 46979.

WESTERN SCHOOL CORPORATION 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 ISTEP+ 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.

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.

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. 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 not be shorter than 6 inches above the top of the knee cap. 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. 7) Pajama pants are not acceptable. 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.

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 school website and in the announcement. Spring pictures are also made available.

STUDENT PLACEMENT & SCHEDULING
WMS offers four levels of classroom instruction for Core classes in Math, Science, Language Arts, and Social Studies. (Exception: 8th grade only has two levels) Students are placed at these levels based on ability, teacher input, ISTEP scores, NWEA data, previous grades, and previous class performance. Teachers may move students to a different level when it becomes apparent that such a move is in the student’s best interests.

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. 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 35 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.

HOMEWORK PROCEDURE

Western Middle School has a school-wide process of checking in with students every 3 weeks, reminding them of missing work or incomplete work that needs to be turned in. Students may receive consequences for missing assignments. Teachers will notify you by phone if your 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-backpack or Big ideas Math for un-submitted online work.
· Communicate with teachers via email or by phone.

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. Parents wishing to visit their children are asked to come to the middle school office to sign in, obtain a visitor’s’ pass, and complete a limited criminal history check. 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 photo ID. All visitors and volunteers must adhere to all school handbook policies.

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 student 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
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 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 pharmacist 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 personal (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 students 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
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.

STUDENT CODE OF CONDUCT
It is the purpose of WMS to provide a safe and orderly learning environment. In order to fulfill this purpose, it is essential to establish certain standards for student conduct. All students are subject to these standards and are subject to the responsible direction and correction from all adults (certified and noncertified) on the school staff.

Disciplinary Options
Misconduct involving school policies may result in any one or combination of the following: counseling, verbal reprimand, extras 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, expulsion, police citation or arrest.

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

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 for offenses such as, but not limited to, insubordination, truancy, tardies, misconduct, classroom distraction, misuse of electronic device and profanity. 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.

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.

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. Also, any daily assignment or quiz that is missed on the day/days a student is removed from school or classes will receive NO credit.
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.

Unified Classroom Rules
Follow directions.
Be in the classroom when the class is ready to begin.
Bring all required supplies.
Be respectful to others.

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.

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, 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

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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.

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 event.
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.

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 bulling 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.

Students may also anonymously report bullying through an online form available on their iPads.

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.

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 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).
   b. participates in, or

“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;
   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
Cell Phones

These items create a huge disruption to the learning environment and are not to be out at any time during class or in the lunchroom, unless specifically permitted by the teacher. If a student is caught using an electronic device during class time and refuses to give it to the teacher, the student will automatically receive ACS. 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.

Consequences for cell phones

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. (Phone may be held for parent pick-up.)

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.

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

- 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, digitalized 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.

Seclusion/Restrain

As 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
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.

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

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.

ATTACKING A SCHOOL EMPLOYEE:
Disciplinary Action:
1. First Offense: 10 OSS, pending 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.
## ATTENDANCE / DISCIPLINE CHART:

### ATTENDANCE:  
<table>
<thead>
<tr>
<th>Attendance Issues</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
<th>5th Offense</th>
<th>6th Offense</th>
<th>7th Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Saturday School</td>
<td>2 Saturday</td>
<td>2 Saturday</td>
<td>2 Saturday</td>
<td>2 Saturday</td>
<td>2 Saturday</td>
<td>2 Saturday</td>
<td>2 Saturday</td>
</tr>
<tr>
<td></td>
<td>School</td>
<td>School</td>
<td>School</td>
<td>School</td>
<td>School</td>
<td>School</td>
<td>School</td>
</tr>
</tbody>
</table>

### Truancy to School  
| 1 Day ACS or Sat. School | 2 Days ACS | 1 Day ACS or Sat. School |

### Truancy to Class  
| 1 Day ASD | 1 Day ACS or Sat. School |

### Tardies  
| Warning | Warning | Lunch Detention | 2 Lunch Detentions | 1 ASD | 2 ASD | 1 Days ACS or Sat School |

### DISCIPLINE:  
<table>
<thead>
<tr>
<th>Bullying</th>
<th>1st Offense</th>
<th>2nd Offense</th>
<th>3rd Offense</th>
<th>4th Offense</th>
<th>5th Offense</th>
<th>6th Offense</th>
</tr>
</thead>
<tbody>
<tr>
<td>Behavior Contract, Detention, Sat School, ACS, OSS, LOP, Expulsion, Law Enforcement</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

### Electronic Devices  
| 0% on assignment | 0% on assignment, and 1 Day ASD |

### Cheating / Plagiarism  
| 1 Day ACS / Saturday School |

### Failure to Attend  
| 1 Day ASD |

### Fighting  
| 3-5 Days OSS | 10 Days OSS / Expulsion |

### Habitual Offender  
| 1-3 Days OSS | 3-5 Days OSS |

### Insubordination  
| 1-3 Days Lunch Detention | 3-5 Days Lunch Detention | 1-2 Days ASD |

### Misconduct  
| 1-3 Days Lunch Detention | 3-5 Days Lunch Detention | 1-2 Days ASD |

### Obscenities / Profanity  
| 1 Day ASD or ACS | 1 Day ACS or Saturday School | 2-3 Days ACS or OSS |

### Intimidation  
| 1-3 Days OSS | 3-5 Days OSS | 5-10 Days OSS |

### Threat to Staff  
| 10 Days OSS/Expulsion |

### Tobacco  
| 3 Days OSS | 5 Days OSS | 10 Days OSS / Expulsion |

### Theft  
| 1-3 Days OSS | 3-5 Days OSS | 5-10 Days OSS/Expulsion |

### Vandalism  
| 1-3 Days OSS* | 3-5 Days OSS* | 10 Days OSS / Expulsion* |

### Weapons  
| 10 Days OSS / Expulsion |

### Drugs/Alcohol  
| 10 Days OSS / Expulsion |

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

WMS 20
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.

Repair Costs for damaged, stolen, iPads are below as of the 2017/2018 school year:

<table>
<thead>
<tr>
<th>COST</th>
<th>Broken Screen, Headphone jack, charge port, home button</th>
<th>Stolen/Lost*</th>
<th>Power Adapter, cable Lost/Damaged</th>
<th>Intentional Damage</th>
<th>Replacement Case</th>
</tr>
</thead>
<tbody>
<tr>
<td>$100</td>
<td>Student will be billed complete cost of iPad $329 plus cost of case.</td>
<td>$10</td>
<td>$329</td>
<td>$47</td>
<td></td>
</tr>
</tbody>
</table>

*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: ___________
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
1. In order to be an active participant in middle school athletics students must be passing in all courses at each grading period. A student failing in any class will be considered ineligible to participate until the grade or grades become passing at the end of the following grading period.

2. Attendance: - IN ORDER TO PARTICIPATE, A STUDENT MUST BE IN ATTENDANCE BY 9:00 AM (THIS INCLUDES PRACTICE). EXCEPTIONS MAY BE GRANTED BY THE PRINCIPAL FOR SPECIAL CIRCUMSTANCES. STUDENTS LEAVING DURING THE DAY DUE TO ILLNESS OR DISCIPLINE WILL NOT ATTEND EVENTS HELD THAT EVENING.

3. Illness-Injury: - If you are absent 5 or more consecutive school days due to an illness or injury you must present to your coach written verification from a licensed physician stating that you may participate again in both practices and games.

CONDUCT RULES FOR WESTERN MIDDLE SCHOOL ATHLETES
Parent Consent, Code of Conduct: - Starting in the 2014-2015 sports season, 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.

WESTERN SCHOOL CORPORATION GUIDELINES FOR USE OF MULTI-PURPOSE FACILITY AND WEIGHT ROOM

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.
- 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.

Hours of Operation and Use

<table>
<thead>
<tr>
<th>Hours</th>
<th>August - May</th>
<th>Summer (June &amp; July)</th>
</tr>
</thead>
<tbody>
<tr>
<td>5:00 a.m. – 7:00 a.m.</td>
<td>Western Patrons and School Employees – Use of Track and Weight Room</td>
<td>Western Patrons and School Employees – Use of Track and Weight Room</td>
</tr>
<tr>
<td>5:00 a.m. – 6:00 a.m.</td>
<td>Scheduled Aerobics (participation fee for instructor) – Open to Western Patrons and School Employees</td>
<td>Scheduled Aerobics (participation fee for instructor) – Open to Western Patrons and School Employees</td>
</tr>
<tr>
<td>6:00 a.m. – 7:00 a.m.</td>
<td>Inside of Track – School Use Only</td>
<td>Inside of Track – School Use Only</td>
</tr>
<tr>
<td>7:00 a.m. – 2:30 p.m.</td>
<td>School Use as Scheduled through Central Office</td>
<td>Athletics &amp; Band – Scheduled through the Athletic</td>
</tr>
</tbody>
</table>

WMS 25
Monday – Thursday (Evening Use)

<table>
<thead>
<tr>
<th>Hours</th>
<th>August - May</th>
<th>Summer (June &amp; July)</th>
</tr>
</thead>
<tbody>
<tr>
<td>6:00 p.m. – 9:00 p.m.</td>
<td>Western Patrons and School Employees – Use of Track and Weight Room</td>
<td>Western Patrons and School Employees – Use of Track and Weight Room</td>
</tr>
<tr>
<td>6:00 p.m. – 9:00 p.m.</td>
<td>Cages &amp; Courts – Western/Russiaville Youth Sports – Scheduled through the Athletic Director</td>
<td>Cages &amp; Courts – Western/Russiaville Youth Sports – Scheduled through the Athletic Director</td>
</tr>
</tbody>
</table>

Saturdays

<table>
<thead>
<tr>
<th>Hours</th>
<th>August - May</th>
<th>Summer (June &amp; July)</th>
</tr>
</thead>
<tbody>
<tr>
<td>8:00 a.m. – 12:00 p.m. (noon)</td>
<td>Athletics &amp; Band – Scheduled through the Athletic Director</td>
<td>Closed or Scheduled through Central Office</td>
</tr>
<tr>
<td>12:00 p.m. (noon) – 4:00 p.m.</td>
<td>Western Patrons and School Employees – Use of Track and Weight Room (except as Scheduled for School Contests or Events)</td>
<td>Closed or Scheduled through Central Office</td>
</tr>
<tr>
<td>12:00 p.m. (noon) – 4:00 p.m.</td>
<td>Cages &amp; Courts – Western/Russiaville Youth Sports – Scheduled through the Athletic Director (except as Scheduled for School Contests or Events)</td>
<td>Closed or Scheduled through Central Office</td>
</tr>
</tbody>
</table>

Sunday and Holidays - Closed or Scheduled through Central Office by completing a Facility Request

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)
  - 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 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
# STUDENT SCHEDULE

## 6th Grade

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