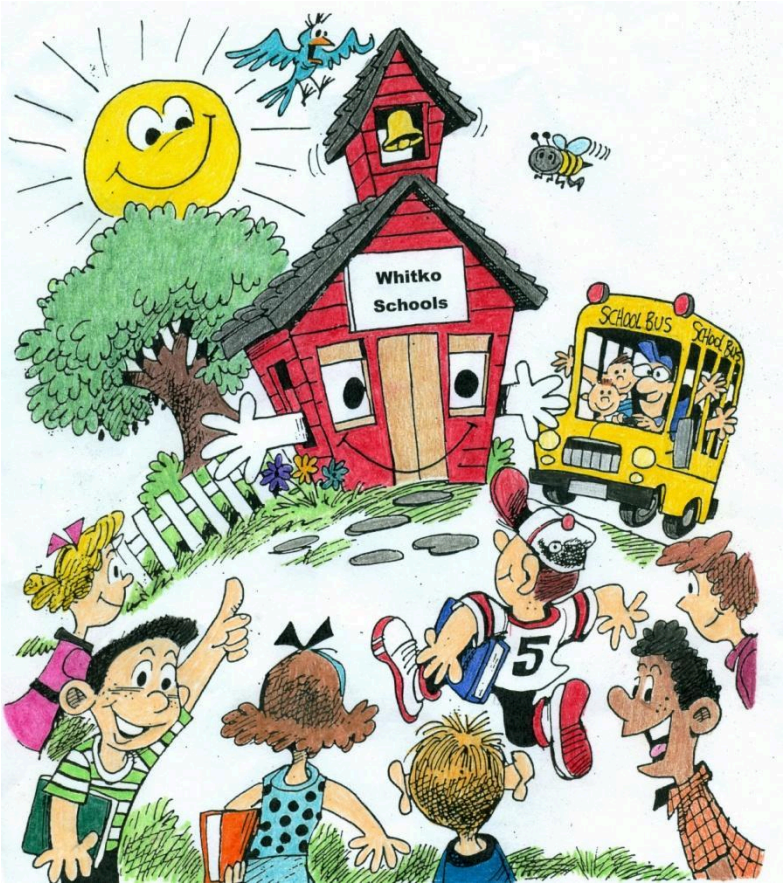
Whitko Elementary Schools



Student Handbook
2026 - 2027

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WHITKO COMMUNITY SCHOOL CORPORATION
ADMINISTRATION OFFICE
710 N SR 5
Larwill, IN 46764

Equal Opportunity Employer: No person shall on the basis of gender, race, color, national origin, or handicap be excluded from participation in, denied the benefits of, or be subjected to discrimination in employment, or recruitment, consideration, or selection. Information requested is used only to determine the applicant's ability to meet job criteria and perform satisfactorily.

As reviewed and approved by the Whitko Board of School Trustees June 15, 2026
710 N. SR 5 | Larwill, IN 46764 | 260-327-3677 | www.whitko.org | Fax: 260-327-3238

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Welcome to Whitko Elementary Schools

The teachers and staff welcome you to what we expect will be another great school year in the Whitko Elementary Schools. We hope this year is filled with many pleasant learning experiences for you. It is a time for you to grow, learn and explore.

The information in this handbook should answer many questions for your family.
Please review it together and become familiar with its contents. If you have additional questions, please feel free to call the office.

A key to your success will be following our lifelong guidelines every day. Those lifelong guidelines are:

SWES	PES
Be Respectful	1. **C**aring
Be Responsible	2. **U**nified
Be Safe	3. **B**e Responsible
	4. **S**afety

Using these lifelong guidelines will help you become a good student and a good citizen. With everyone's cooperation we hope and expect our school will be a source of pride to you and our community.

Good luck and best wishes for the new school year!

PURPOSE OF THE HANDBOOK

This handbook has been prepared for you and your family, as an aid in guiding you through your elementary school career. The book contains information regarding school activities, rules, and general regulations for the effective and efficient operation of our school. If you have any questions about the contents of the handbook, please feel free to contact the school office in person, by phone or by email.

How to Use This Handbook:

1. You and your parents can get acquainted with your school by reading the rules and expectations in this handbook that support learning and promote good behavior.
2. Keep it while you are in elementary school so you can turn to it whenever you are in doubt or have a question about something.
3. Always feel free to go to your child's teacher first, then the principal if you have a problem. We will be glad to assist you in any way possible.

SCHOOL HOURS

Both Elementaries

	7:45 Breakfast begins	
	7:45 – Classrooms are open for students	
Student Day	8:05 - Classes start	4
	2:55 - Preparation bell & Walker/Car dismissal	
	3:00 - Student dismissal	

Parents should not drop off students prior to 7:45 a.m. There is no supervision available for students before this time. When you arrive at school you are not to leave the school grounds from that time until dismissal unless the principal or someone in the office excuses you.

At the close of the school day, you should clear the building as soon as possible unless you are under the direct supervision of a staff member. You should stay with the staff member on duty while waiting for rides or for any other reason. Since our school cares for your safety and welfare, you are always under direct supervision by a member of the school staff while you are here.

ANNOUNCEMENTS

Announcements are made at the beginning of the school day. Every effort will be made to avoid making announcements at other times in an effort to eliminate interruptions to your learning time.

APPOINTMENTS

If you need to leave school for an appointment, you must have a written note from your parents or a parent square message to the attendance secretary to be excused. This note is to be turned in <u>before</u> the school day begins. Please state the time of the appointment so that the teacher will know when to send you to the office for pick-up to go to the appointment. Please note that we will not allow you to leave school on your own. You must be picked up by a designated adult.

After an appointment, you must turn in an appointment slip as soon as possible to have the absence medically excused for attendance purposes. Please request one from the doctor, dentist, etc., so the absence is recorded correctly. Any student arriving at school from an appointment after 9:30 a.m. will be considered absent one-half day. A student who leaves for an appointment before 1:45 p.m. will be considered absent one-half day.

ASSEMBLIES

Assemblies are held for programs or group instruction. Remembering to display your best manners during these programs will help us all to enjoy the presentations.

1. You will move quickly and quietly to your assigned seat.
2. You will listen and give courteous attention to the speaker.
3. Appropriate applause should be given for deserving presentations. Yelling and whistling are not considered appropriate applause.

If you choose to be disruptive, you will be moved to supervised seating or removed from the assembly, if necessary. Parents are welcome to attend school assemblies.

ATTENDANCE

I Philosophy

School attendance is of the highest importance to learning. Regular attendance is essential for you to achieve your greatest potential. The development of good attendance habits is valuable in school, business, and industry. It is difficult for you to learn if you are not in class as the teaching/learning process builds upon itself. Research shows educational achievement is directly related to attendance. Although you may be given the opportunity to make up assignments you have missed due to an absence, it is impossible to make up the total instructional time. A day absent from the classroom can never be fully replaced.

II Responsibilities

Parents: Parents are legally responsible for their children's school attendance per Indiana Compulsory Attendance Laws.

Students: You are expected to attend school prepared and ready to learn.

III Reporting an Absence

Parents must notify the school prior to 9:30 a.m. on the day of the absence by phone call to the office, parent square message to the attendance secretary, and/or a written note prior to absence. This note must include the date(s) and reason for your absence and must be signed by your parent or guardian. If your parents do not call the school or you do not bring a note, your absence will be considered unexcused.

IV Reporting an Absence

Research demonstrates that school absences have a negative impact on grades as well as performance on standardized tests. Research also indicates that irregular attendance can be a contributing factor to higher drop-out rates, which has been linked to poor labor market prospects, diminished health, and increased involvement in the criminal justice system. Students who are chronically absent are at higher risk for these adverse outcomes. In accordance with *IC 20-33-2* and *IC 20-18-2-26.5*, Whitko Schools has created the following attendance protocol. Indiana Code outlines specific measures that must be adhered to regarding attendance concerns.

V Attendance Protocol

Attendance Protocol	
5th Absence	School officials will contact parents about the importance of attending school on a regular basis with a 5-day absence letter.
5th UNEXCUSED Absence	Any student who accumulates 5 unexcused absences during a 10-week period will be considered Habitually Truant per IC 20-33-2.5. A case will be filed with Whitley County Prosecutor's Office through a Whitko SRO. A conference will be convened, and an attendance agreement will be entered into with the student and parents or guardians. Per Indiana Code, parents/guardians are required to attend.
10th Absence	School officials will contact parents about the importance of attending school on a regular basis with a 10-day absence letter. An affidavit will be sent to families from the school and prosecutor's office outlining Indiana Code and parent responsibility for student attendance. A call to DCS will be made.
11th Absence	An SRO will deliver the affidavit from the 10th absence to the parent or guardian's home.
15th Absence	Contact will be made by school officials informing families about the importance of attending school on a regular basis via a 15-day absence letter.
20th Absence	The case will be sent to the Whitley County Prosecutor for review.

VI Absences - Excused and Unexcused

(See Whitko Community School Board Policy 4320)

When a student is absent the parent must either call the school to report the absence and reason for the absence or send a signed note giving the reason for the absence when the student returns to school.

Excused:

- Professional appointments -- Should be scheduled after school whenever possible. You should be away from school for only the amount of time required for transportation to and from the appointment and the appointment time. Please avoid scheduling appointments during ILEARN and IREAD testing windows.
- Legal appointment – Should be scheduled after school hours whenever possible.
- Required court attendance documented by a probation officer or officer of the court.
- Funerals
    - Immediate family.
    - Persons outside the immediate family, with parent permission.
- School related/non-school events, pre-arranged and approved by the principal.
- Observation or celebration of a bona fide religious holiday.
- Illness or recovery from an accident.

Unexcused

- Absence from school or not being where you are assigned to be without the permission of the school may result in the student being considered truant. Habitual truancy is defined as a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one school year.
- Other reasons not allowed by policy or not considered reasonable, legal or acceptable.
- Family vacation.
- State mandates and school policy will be followed regarding unexcused absences.

VII Tardy Policy

Students are expected to be at school and in class on time. Students will be considered tardy if they are not. Students who are late to school by more than one hour will be counted as absent for ½ day. Students who are tardy repeatedly may be required to make up some of that time at the discretion of the administrator.

VIII Make-up Work

Credit for make-up work may be allowed. Make-up work may be equivalent, but not necessarily identical to the instruction presented in class. You are to request make-up work and will be given a reasonable length of time to complete the make-up work. Normally the amount of days absent will be how many days to make up the work. Make-up work must be completed within the guidelines set by the teacher. Make-up work for extended illness will be handled on an individual basis. If your parents wish to pick up make-up work for you, they need to contact the office by 8:30 a.m. Every attempt will be made to have your work ready to pick up at the end of the school day.

IX Parent Notification

- Following 5 or more absences in a 10 week period (excused and/or unexcused) students shall report to the principal or the principal's designee for an attendance review and/or attendance conference. A plan shall be established to prevent further absences at the discretion of administration. An attendance extension form may be assigned and shall be obtained from administration or administration designee, completed by students/parents, and returned to administration or administration designee promptly.
- Your parents will be notified by letter when you have 10 absences without a doctor's note.
- Your parents and the prosecuting attorney will be notified by letter when you have 15 or more unexcused absences without a physician's note and they may be asked to meet with a truancy officer.
- The principal or his/her designee have the right to revoke extracurricular participation in clubs, sports, or non-athletic activities due to excessive absences.

X Early Dismissal/Late Arrival

Your parents should contact the school office prior to an appointment requiring you to arrive late to school or leave before the end of the normal school day. Your parents must sign you in or out of the office and present verification of the appointment as applicable. Changes in transportation occurring at the end of the day need to be reported to the office by 1:30, at the latest, in order to ensure transportation accuracy.

XI Extracurricular Attendance

- If you are too ill to attend school during the day, you will not be permitted to participate in school activities after school or that evening unless special permission is granted by the principal.
- If you are under a suspension or expulsion you will not be permitted to be on school property, to attend any school function or to participate in any school activity.

BICYCLES

If you ride your bicycle to school, you need to follow these rules:

- Do not ride your bicycle on school property.
- Park and lock (if possible) your bicycle in the rack as soon as you arrive.
- Follow all bike safety rules, including wearing a helmet.

TECHNOLOGY, BOOKS AND FEES

You are responsible for all books and technology issued to you. If you lose or damage a classroom book, library book or device you will be held financially responsible for the loss. Please keep your books away from pets and younger children.

DEVICES

Each student is issued a student device. This device is property of the school, and should be treated with care. Students may transport the devices between school and home on a daily basis. It is the student's responsibility to charge the device at home every night. Devices should return to school every day fully charged. Each student signs the Internet Usage Agreement (see Internet Permission - Usage). Insurance can be purchased for the device through our technology department. If for some reason the device is damaged in some way, a technician will determine the damage and the applicable fees to repair the device.

BULLYING

Bullying is overt, repeated acts, including physical, verbal or any other behaviors that may be committed by a student or group of students with the intent to harass, ridicule, humiliate, or intimidate another student (see Appendix). Bullying is not allowed anywhere at school, on the bus, at the bus stop, or at any school-sponsored event. Students are reminded to always:

Treat People Right and Do the Right Thing

Bullying behavior –
(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.

Anti-bullying rules may be applied regardless of the physical location in which the bullying behavior occurred as long as the alleged bully and the targeted student(s) are students of the same school district;
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.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. If neither an administrator or appropriate staff member is immediately available, students are encouraged to use the reporting system or incident reporting forms available in the front office. All complaints about bullying behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students; individuals may also be referred to law enforcement officials. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

In the fall of each new academic school year, students will actively participate in whole grade level and periodic classroom review sessions in relation to bullying, preventative measures, and how to report situations. These sessions are organized by guidance, the safe school team, and administration. The elementary school utilizes an internal reporting process that determines the level of severity to differentiate between reported incidents of peer conflict and bullying. All determined instances of bullying shall undergo formal investigation by administration.

BUS RULES

School bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while you are being transported. Your parents are responsible for your safety when you go to or from the bus stop and while you are waiting for the school bus. Your parents are responsible for damage you cause to school buses, personal property, or public

To be sure that all students are transported safely, certain behavior is expected of all students. Any behavior that interferes with a driver's ability to operate his/her bus safely, or behavior that jeopardizes the safety or property of one's self or peers, is considered inappropriate. All students are expected to follow these rules:

- Be waiting at their bus stop 5 minutes before their scheduled pick up time.
- Stay off roadways while waiting for their buses and remain off roadways until buses come to a complete stop.
- Each student shall be seated immediately and remain in their seat, facing forward, keeping hands and feet to themselves while riding.
- Carry only permissible items on the bus that can be held in their laps
- No student shall stand or move from seat to seat.
- No public displays of affection or bullying will be tolerated on the school bus.
- No guns, knives or other items that can be considered weapons are permitted.
- The use of any illegal substances while at the bus stops or while riding the buses is prohibited. This includes drugs, alcohol, tobacco, vaping products.
- No eating or drinking shall be permitted on the school bus unless given permission by the school bus driver. All trash should be put in the waste baskets and not left on the bus.
- No windows or doors shall be opened or closed except by permission of the school bus driver. You will not throw objects of any kind, within the bus or from the windows. All body parts must be kept inside the bus.
- Loud, boisterous, or profane language, or inappropriate conduct will not be tolerated. Students who talk back or are disrespectful to bus drivers, and/or are misbehaving on the bus may be denied bus transportation privileges.
- Students found to be intentionally causing damage to any school bus property will be held responsible for restitution of damages.
- A parent and/or guardian must give permission for their student to ride home with another student. A phone call or note must be approved by the transportation office. This note must include the address of the stop and be approved by the transportation office (260-723-4619) Calls need to be received before noon. Unless such a note or call is received, the student will go home in their regular manner.
- Students are to move away from the roadway and directly onto a sidewalk or toward their houses after disembarking.
- Cross streets and roadways only in FRONT of buses, and do so at least ten (10) feet from the front.
- Upon recommendation of the school bus driver, school authorities may deny the privilege of riding on any of the Whitko school buses to any student who refuses to conduct himself or herself in an acceptable manner.
- Please notify the transportation office with any medical concern and a student riding the bus.
- If a student is not riding in the morning, it is recommended that transportation is notified by 6:30 AM

- Please allow sufficient time for transportation to make any changes for bus transportation

Note: SCHOOL AUTHORITIES MAY DENY THE PRIVILEGE OF RIDING ON THE SCHOOL BUS TO ANY STUDENT WHO REFUSES TO CONDUCT HIMSELF/HERSELF IN AN ACCEPTABLE MANNER ON THE BUS.

Video Procedures

Audio/Video monitoring equipment has been installed in most of the Whitko Community Schools' buses to allow activities and occupants on the bus to be monitored at any time. Decals have been placed inside the buses warning occupants they may be videotaped while on the bus.

Camera boxes are mounted in the front of the bus near the highest point of the ceiling in order for the camera/microphone to face occupants of the bus and not obstruct the entrance area.

The camera and tape will be installed and removed by transportation personnel and stored in the Transportation Director's office for no longer than thirty (30) days. These video tapes may be viewed by school personnel for discipline and evaluation purposes.

DRESS

You should be neat and clean in appearance. Your clothing should be appropriate for the activity in which you are involved. Your appearance should in no way be disruptive to an educational activity. These guidelines are to help our school maintain order, keep students safe, and provide a healthy learning environment.

- Shirts and tops should be appropriate for school attire and should cover appropriate parts of the body. You may not wear spaghetti straps or tank tops with straps less than 2 inches wide unless worn with another shirt.

- Pants, shorts and skirts should be appropriate for school attire and should fit the waist and cover the body appropriately. Shorts and skirts must be an appropriate length. A general rule is for them to be at fingertip length when arms are extended down at the student's side.

- School officials reserve the right to determine if a clothing item or accessory is appropriate for school.

You must wear shoes to school. Shoes with wheels should not be worn due to the potential safety hazard to yourself or others and to prevent excessive wear to school property. Hats and sunglasses are to be removed when you enter the building.

Clothing which displays inappropriate pictures, language or symbols and/or the advertisement of tobacco, alcohol, or drugs are examples of the types of clothing that will not be permitted. You may be sent home to change clothes or may be required to turn the clothing inside-out if this policy is violated. School officials reserve the right to determine if a clothing item or accessory is appropriate for school.

eLEARNING and SYNCHRONOUS LEARNING

On an unscheduled eLearning / Non-synchronous Day, in the event of a school cancellation, teachers will load the assignments for the day by 10 a.m.

Students are expected to log into Google Classroom and complete their assignments on the eLearning Day. Teachers will be available to assist students through email or messaging.

On a Virtual / Live Learning / Synchronous Day: Lessons are delivered **LIVE** by the teacher during scheduled times; teachers will be available for questions throughout school day hours.

ONLINE LEARNING:

Guidelines from the State legislature and Indiana Department of Education will be followed. Teachers will follow the prescribed eLearning/non-synchronous or Virtual/Live Learning learning guidelines for their grade level or area of study.

eLearning/non-synchronous: Lessons are posted, and teachers are available for questions via email throughout school day hours

Virtual/Live Learning: Lessons are delivered **LIVE** by the teacher at a designated scheduled time (see schedule below); teachers will be available for questions throughout school day hours.

EMERGENCY DRILLS

We will have several unannounced safety drills to familiarize you with the procedures that are necessary to relocate you to a safer area in the case of a tornado, fire, or lockdown. These procedures and routes are posted in your classroom. You should learn both the primary and alternate routes from your classroom. When the fire alarm sounds or a tornado drill is announced, you should move quickly and quietly to your designated area. Running and talking will not be permitted. You must remain in your designated area until further instructions are given. You will need to become familiar with the different bells used to signify a drill, and you are expected to treat all drills as serious business.

ENROLLMENT CHANGES

If you move, get a new or additional phone number, or your mom or dad changes jobs; please let the office know so we can change our information on the computer. <u>It is important that we have complete contact information in case of an emergency.</u>

EXTRA-CURRICULAR ACTIVITIES

Your school may offer a variety of academic and non-academic activities and we encourage you to participate. If you wish to participate in or attend extra-curricular activities you will be expected to make proper transportation arrangements. Your ride should be ready at the conclusion of any activity, including your return from field trips.

FIELD TRIPS

Teachers plan field trips to enhance learning. When you go on a field trip, you are representing your school, so please show your best behavior. You must have written permission from your parents or guardians to participate in field trips and will be expected to ride the bus if the trip starts during the school day and returns during the school day. You are expected to follow all school rules while on a field trip. Parents may be invited as chaperones per teacher request. Chaperones must have a passed background check on file in order to attend. Younger siblings are not permitted to attend.

FOOD TREATS

Due to Health Department policies, home prepared food cannot be served at school. If you want to bring food treats for your birthday or some other occasion, they must be commercially prepared products. Gum is not allowed at school, unless specifically directed by a staff member for educational purposes. Please do not bring hard candy as it is a choking hazard. Per Whitko's Health & Wellness Policy, students are allowed to have water bottles in class. Liquid in water bottles must be water unless otherwise specified by a doctor's note.

FUNDRAISERS

Occasionally your school or the Parent Teacher Organization (PTO) may sponsor certain fund raisers. Please follow safety guidelines when selling items. You should not be selling items in the school during school time. This applies to both school and non-school related sales.

HALLWAY PROCEDURES

You are expected to behave in an orderly manner at all times when in the halls. You should keep to the right side of the hall and move quickly to your intended destination. Hallway use during restroom breaks should be limited and restroom privileges should be kept to a minimum. Be sure to follow your school guidelines.

HOMEWORK POLICY

Homework is a supplement to classroom instruction, and it is work that may need to be completed outside of school hours. Share your work with your parents, as it is a good way for them to become aware of what you are studying at school. Developing good homework habits in elementary school will help you be successful throughout your school career. Please be sure to complete and return all your homework on time.

INTERNET USE – PERMISSION

To protect and ensure your safety, an Internet Permission Form is part of your registration packet. This form will grant permission for you to have continued use of the internet while at school for any school-related assignments and tasks. All students are expected to follow the guidelines for the proper use of technology as listed on this form.

If your parents wish to revoke this permission at any time, they must send a written note stating such to school officials. Please understand that should you use the internet inappropriately you could lose the privilege or be given additional consequences as appropriate.

ITEMS BROUGHT TO SCHOOL

Bringing items to school such as toys, personal belongings, etc. is not permitted unless it is approved by the teacher for an educational purpose. Any item brought to school without permission may be confiscated by the principal and disposed of properly. It is at the principal's discretion whether the item is returned to the parent or not. All items that could be considered weapons (including toy weapons) will be confiscated and turned over to proper authorities or disposed of and will not be returned to the student or parent. The confiscation of items is to prevent future occurrences of inappropriate, unsafe or distracting items being brought to school.

LIBRARY

You are allowed to go to the library with permission from classroom teachers. Most books may be checked out of the library for a period of two weeks. Books must be processed before you may take it from the library.

You are responsible for the proper care of any materials that you check out. In case of damage you must make arrangements for replacement that may include financial compensation or purchasing of the book. If you have overdue books or have lost a library book your library privileges may be limited.

LOST AND FOUND

Each year we find many clothing and other items that students lose at school. If you are missing something that you think you may have lost at school, ask your teacher for permission to check the lost and found for your items. Unclaimed items will periodically be donated to charity.

LUNCH PROGRAM

Students are expected to eat in the school cafeteria whether buying a nutritious school lunch or bringing their own meal. Students must remain in the cafeteria during their eating time. No food or drinks are to leave the cafeteria, including to classrooms or outside. According to the Indiana Department of Education, carbonated beverages are not allowed in the cafeteria serving area. You may purchase extra milk for 40 cents. Applications for free or reduced meals are available in the office. Lunch can be paid by the day or week.

THE DISTRICT POLICY IS TO DISCOURAGE STUDENTS CHARGING A LUNCH. IN EMERGENCY SITUATIONS, A MINIMAL LUNCH AND MILK WILL BE PROVIDED.
No child will be forced to go without lunch.

Prices for breakfast and lunch are:

Lunch	$2.50
Reduced Lunch*	.40
Breakfast	1.55
Reduced Breakfast*	.30
Milk	.40
Extra entrée	1.75

*Applications for free/reduced meals are always available in the school office.

1. Please remove all food, paper, and trays from the tables when you are finished eating.
2. Sharing food is not allowed at any time.
3. You are expected to be familiar with the cafeteria and recess rules.
4. If you have milk or other food allergies you must bring a note from a doctor stating what food items you are not allowed to have.
5. After you finish eating your lunch, please return to your seat and talk quietly with your classmates until you are excused.

If you are on meal assistance you must pay full price for ala carte items as well as for extra milk.

Peanut Policy

We have multiple students with a peanut allergy. Some of these cases are very severe. Because of this, we have a specific table in our lunchroom where your child must eat, if they bring peanut butter or any other food with peanuts in it. This is to keep all children safe while at school.

MEDICAL INFORMATION FOR PARENTS

The Whitko School Nurse and school nurse assistants are responsible for all health services. They are available to discuss health issues and answer health issue concerns. Your parents may contact the nurse or nurse assistant through the school office.

Health History

A health history form about you must be completed by your parent at the time of enrollment and/or at the beginning of each school year. It is kept in the health clinic records. Any changes in your medical or health condition should be reported to the nurse assistant or nurse. All health records are confidential and are kept separate from the academic records. Your health information will be shared with teachers and other school employees as needed.

Use of Medications

The school shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and or medically-prescribed treatments to you during school hours will be permitted only when failure to do so would jeopardize your health, you would not be able to attend school if the medication or treatment were not made available during school hours, or you are disabled and require medication to benefit from your educational program.

For purposes of this policy, “medication” shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs. “Treatment” refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization, subcutaneous, intramuscular, or intravenous injection, tube feedings, tracheostomy care or special dressing changes.

Before any medication may be administered by school personnel to you during school hours, the school requires the written authorization from your parents to be on file. The authorization will include the name of the medication, dosage and frequency to be given. In the case of a nonprescription medication, the medication must be in the original container with the label totally intact and legible. In the case of a prescription medication, it must be in the original pharmacy container, labeled with your name, medication, dosage, and frequency to be given. A separate prescription bottle for the purpose of school use containing only the amount of medication to be dispensed during school hours may be obtained at most pharmacies when requested. At no time is the school to administer a dosage other than that authorized by the physician's prescription. Medication authorization forms are available at each school.

Administration of all forms of medication by corporation personnel shall be done in accordance with the Superintendent's guidelines. Any designated employee, who is responsible for administering any form of medication or administering any treatment, shall receive proper training from a practitioner or a registered nurse. Such training shall be documented in writing by the practitioner or registered nurse and kept on file in the school health clinic. Violations of this rule will be considered violations of Policy 5530-Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent unless special arrangements have been made with the school nurse or nurse assistant. All medication must be stored under lock and key in each individual school's health clinic.

The Superintendent shall prepare administrative guidelines, as needed, to ensure the proper implementation of this policy.

Bee Sting Medication

All students with bee sting allergies that require medication such as a bee sting kit or an antihistamine must have a medication permission slip completed by the parent. The medication must be sent to school in compliance with the medication policy. The school does not supply the medication. On occasion, such medications may be required to be carried by the student. If this is necessary, a signed and dated note from the student's physician must be submitted to the nurse or health clerk and arrangements to do so made through the school nurse or health clerk.

Head Lice

The Whitko Board Policy states:

Whenever a student is found to be infested with head lice, his/her parent/guardian will be notified of the infestation and requested to pick up the student from school at the end of the school day.

The student will be returned to his/her classroom for the remainder of the school day. The principal or designee will determine the type of activities the student will be engaged in for the rest of the day to minimize physical contact with other children. If head-to-head contact is possible, the student will be excused from those activities. Further, if appropriate, the student's desk will be positioned such that the infested student and his/her hair cannot come into contact with other students or their desks.

Louse (def. 1)

Additionally, the student will be told of the infestation and reassured that it is a very treatable condition and nothing to be ashamed of. The student also will be educated in the transmission of lice and told not to share combs, hats, etc. with others.

When the parent picks up the student, the parent will be informed that the student needs to be treated before s/he 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.

The parent will be provided with 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).

The parent will be informed that other family members might be infested and need treatment.
If the parent is unwilling or unable to identify nits or lice, s/he should be advised where this service is provided (local health department, clinic, physician's office).

If the parent/guardian is unable to visit the school (i.e., pick up the student), a phone call to the parent explaining the above information shall be made, and the referenced cover letter (Form 8451A F2), along with the additional information (Form 8451A F1) will be sent home with the student.

The other students in the infested student's classroom and the student's sibling(s) should be examined for evidence of either the lice or lice eggs (nits). The examinations should be done by the school nurse or designee.

The proper way to confirm the presence of lice is to find actual lice in the child's hair. Transmission of lice most often occurs by direct contact with the head of another infested child because lice do not jump or fly. Indirect contact can include personal belongings of an infested child (combs, brushes, hats, pillows, and bedding).

Only children and family members who have head lice should be treated. If parents are unsure if a child has lice, the hair should be combed with a lice comb to see if lice are present.
Procedure for treatment and follow up:

A. If head lice are confirmed at school, the actions described above will be taken.

B. Parents need to notify the school health staff if they discover lice at home. They should notify parents of their child's close friends.

C. The school health staff is readily available to discuss treatment

and follow-up of head lice.

Accidents

All student accidents must be reported to the classroom teacher. If you sustain an injury in an accident, you will be sent to the health clinic for treatment. Minor injuries are given first aid. Injuries other than minor injuries will be reported to your parents.

INDIANA STATE LAW MANDATES IMMUNIZATION REQUIREMENTS FOR SCHOOLS. THE LAW STATES THAT A STUDENT MAY BE ENROLLED, BUT WILL BE EXCLUDED (MAY NOT ATTEND) UNTIL THE IMMUNIZATION REQUIREMENTS HAVE BEEN MET.

Your parents should check with your family physician or county Board of Health to make sure you are up to date on your immunizations.

Religious objection to immunizations must be supported by a request for exemption and must be filed with the nurse or health clerk annually.

Medical exemption to immunizations must be supported by a statement from your doctor and must be filed with the nurse or nurse assistant.

Any questions about health conditions, concerns, or immunizations should be directed to the nurse or nurse assistant.

MONEY AND VALUABLES

Large amounts of money and other valuables, such as smartphones, smart watches, electronic devices, MP3 players, iPods, jewelry, baseball and other trading cards, games, toys, etc., should not be brought to school. **Lost or stolen items are not the responsibility of the school.**

PARENT COMMUNICATION

Your parents must send a note, send teacher/attendance secretary a ParentSquare message, or call the school any time you are to go home in a manner other than your normal way. If you are to ride a bus, other than the one you normally ride, your parents must call the Transportation Office (260-723-4619) to get permission for you to ride the alternate bus. Teachers, administrators, and/or other staff members may use Parent Square to contact parents with academic, attendance, or behavioral issues. Parent Square uses the information available in PowerSchool to text and/or email parents and is the most efficient method for communication during the school day.

If your parents need to get a message to you during the school day, they should call the

school office before 2:30 p.m. to allow the office staff sufficient time to deliver the message.

PARENT/TEACHER CONFERENCES

Regular communication between teachers and parents is vital to the student's success. Please feel free to call your teacher to make an appointment to discuss your child's performance as needed. School-wide parent/teacher conferences are scheduled throughout the year, and your attendance is encouraged.

PETS

For the health and safety of students, pets will only be allowed at school with prior approval of the classroom teacher and the principal. Please contact your child's teacher for specific guidelines and permission form.

REPORT CARDS

Your report cards will be sent home within a week of the end of each quarter. These reports are intended to provide you and your parents with comments regarding your performance to date. Grades may be viewed online through PowerSchool. Please contact the school office if you have lost your password. Conferences between your parents and teachers are strongly urged when the situation indicates an apparent need for such a conference.

RECESS

Weather permitting, you will have outside recess each day. We will remain inside only when it is raining or the wind-chill factor is very cold. This means you should dress appropriately for outdoor recess.

This may include coats, hats, boots and gloves. The directions from recess supervisors must be followed at all times.

Getting outside for fresh air and exercise is important for you. In order for you to miss three or more consecutive days of recess, you must bring a note from a doctor.

SCHOOL CLOSINGS-INCLEMENT WEATHER

School is seldom closed because of inclement weather. However, if it becomes necessary to close school announcements are made on designated radio and television stations, sent through ParentSquare and posted on the school corporation website (www.whitko.org). A post is also made on the corporation Facebook pages. You and your parents are requested **not to call the school office** or the central administration office.

Every effort is made to call for a delay or cancellation by 6 a.m. If school must be canceled mid-day, your parents must have prior arrangements made for you in case of an early dismissal. Phones may be used for **emergency calls only** during school cancellations; therefore, you may not be allowed to use the phone to call home. Please make sure you know your arrangements in case of early dismissal.

SCHOOL NEWSLETTER

A school newsletter will be sent home monthly. It will list important things that you and your parents will want to know about, including dates and times of events and a monthly lunch menu. Your teacher will keep an updated website and/or newsletter with important information for your class.

SCHOOL PICTURES AND YEARBOOK

Individual and class pictures will be taken in the fall. You will receive information about the exact date and costs from your teacher in advance of the picture day. Informal school pictures and a yearbook will be available for you to purchase at the end of the school year.

SCHOOL PROPERTY

Parents shall be liable for any damages to or loss of school property caused by the student. (See Appendix)

SECLUSION AND RESTRAINT

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

STUDENT ASSISTANCE PROGRAM

A student assistance program is in place during the school year. As a part of the Student Assistance Program, all students enrolled in the Whitko Community School Corporation are entitled to two pre-paid counseling sessions at the Bowen Center. These sessions are available to any student who needs behavioral or mental health support for a variety of situations. Hopefully this program will provide parents the assistance necessary to find help for their children in times of need. Access to the program may be made through either a school-to-parent referral or a direct referral from the parents. More information about the Student Assistance Program is available through the school office.

STUDENT DISCIPLINE

School and state behavior guidelines and rules appear in the APPENDIX found at the end of this handbook. Please review these with your parents.

Cell Phone and Wireless Device Policy

In accordance with Indiana Code IC 20-26-5-40.7, Whitko Elementaries require students to keep personal electronic devices secured and inaccessible during the school day in order to maintain a focused, safe, and distraction-free learning environment.

Policy Statement

Students may bring personal wireless electronic devices to school; however, it is highly recommended by school officials the devices are not brought into the school building. Students are prohibited from possessing, using, or accessing these devices during the school day unless specifically permitted under Indiana law.

Exceptions Permitted

Use of a wireless device is permitted only under the following circumstances:

1. Use of a school-sanctioned device for educational purposes
2. Management of a documented medical condition as ordered by a licensed healthcare provider
3. Use required by the student's IEP or 504 Plan
4. Emergency situations authorized by school administration
5. Language translation needs approved by administration

Progressive Discipline for Violations

Violations of this policy will result in progressive discipline. The administration reserves the right to accelerate consequences based on repeated noncompliance, defiance, or severity of the incident.

1st Offense – Verbal warning

Following Offense – Device is confiscated by teacher/staff; Device is delivered to the office for parent pickup.
Continued Violations– Students who continue to violate this policy shall be recommended for progressive discipline.

TESTING

During the school year, students in appropriate grades will be given state-mandated and other appropriate assessments. Appropriate accommodations will be made if you are a special needs student or are absent on the regularly scheduled days of testing.

VIDEO SURVEILLANCE

In an effort to keep our students and staff members safe and secure, video cameras are located throughout the building and grounds. Activity may be monitored as needed.

VISITORS

Adult visitors are welcome to visit the school. An appropriate time for visits must be arranged in advance with the teacher or principal to avoid disruption to the learning process.
We do not permit student visitors.
Limited parking is available. Visitors should use appropriately marked parking near the main entrance when visiting or conducting school business.
ALL VISITORS MUST REPORT TO THE OFFICE IMMEDIATELY UPON ARRIVAL. THEY MUST SIGN IN AND OBTAIN A VISITOR PASS TO VISIT ANY PART OF THE BUILDING.

WALKERS

If you walk to school you will be expected to follow these guidelines:

- Do not arrive before 7:45 a.m.
- Remain on sidewalks and use crosswalks.
- Always walk with a friend.
- Never accept a ride from or talk with strangers.
- Obey all safety personnel.
- All school rules apply as you travel to and from school.

WHITKO PUBLIC NOTIFICATION STATEMENT

It is the policy of the Whitko Community School Corporation not to discriminate on the basis of race, color, religion, sex, national origin, age, or disability, in its programs or employment policies as required by the Indiana Civil Rights Act (I.C. 22-9.1), Title VI and Title VII (Civil Rights Act of 1964), Title IX (Educational Amendments 1972), the Equal Pay Act of 1973, and Section 504 (Federal Rehabilitation Act of 1973).

Inquiries regarding compliance with Title IX may be directed to the Superintendent, Whitko Community School Corporation, 710 N. SR 5, Larwill, IN 46764 or call 260-327-3677. Inquiries regarding compliance with Section 504 may be directed to the Director of Special Services, Central Office, 710 N. SR 5, Larwill, IN 46764 or call 260-327-3677.

Any person who believes that s/he has been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the Superintendent who acts as the Corporation's Civil Rights Coordinator.

The individual may also, at any time, contact the U.S. Department of Education, Office of Civil Rights, 401 South State Street, Room 700, Chicago, Illinois 60605-1202.

Procedure

The person who believes s/he has a valid basis for grievance shall discuss the grievance informally and on a verbal basis with the Corporation's Civil Rights Coordinator, who shall in turn investigate the complaint and reply with an answer to the complainant. S/He may initiate formal procedures according to the following steps:

Step 1

A written statement of the grievance signed by the complainant shall be submitted to the Corporation's Civil Rights Coordinator within five (5) business days of receipt of answers to the informal complaint. The Coordinator shall further investigate the matters of grievance and reply in writing to the complainant within five (5) business days.

Step 2

If the complainant wishes to appeal the decision of the Corporation's Civil Rights Coordinator, s/he may submit a signed statement of appeal to the Superintendent of Schools within five (5) business days after receipt of the Coordinator's response. The Superintendent shall meet with all parties involved, formulate a conclusion, and respond in writing to the complainant within ten (10) business days.

Step 3

If the complainant remains unsatisfied, s/he may appeal through a signed written

statement to the School Board within five (5) business days of his/her receipt of the Superintendent's response in step two. In an attempt to resolve the grievance, the School Board shall meet with the concerned parties and their representative within twenty (20) business days of the receipt of such an appeal. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting.

Step 4

If at this point the grievance has not been satisfactorily settled, further appeal may be made to the U.S. Department of Education, Office of Civil Rights, 401 South State, Room 700, Chicago, Illinois, 60605-1202

Inquiries concerning the nondiscriminatory policy may also be directed to: Director, Office for Civil Rights, Department of Education, Washington, D.C. 20201.

It is the responsibility of the parent(s) to communicate and to make sure PowerSchool information is submitted accurately to school officials.

Digital methods shall be used to contact parents for Tier 1, or minor offenses including but not limited to warnings, detentions, and non-emergencies. Due to the volume of minor offenses, parents will be contacted at teacher/administrator discretion based on the severity of the offense. Students may be placed in an interim alternative setting, as a temporary measure, when removed from the traditional classroom setting for behavior reasons.

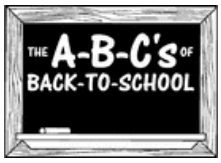
Parents shall receive a phone call by an administrator for suspension-level offenses, where a student shall be removed from the building.

Students receiving ISS (In-School Suspension) shall report to the ISS room assigned immediately upon arrival to school. Students are not permitted to have cell phones in ISS, and must come prepared with academic materials. Students who refuse to follow ISS rules of conduct shall be removed, parents contacted, and considered for additional consequences up to and including a recommendation for expulsion.

Students receiving OSS (Out of School Suspension) must be picked up by a parent, guardian, or an authorized adult. Students under OSS may not participate in extracurricular activities or be present on school grounds during the suspension. Parents receive notice of the OSS by mail to the physical home address on file in PowerSchool.

Parents must make an appointment to speak to an administrator in person. Any parent who becomes belligerent, initiates threats, and/or uses profane language will be escorted off school property by the SRO and considered for permanent trespass from school property.

Parents must notify school officials if they intend to bring legal representation to on site school meetings. Parents must provide the first and last name of their legal representatives, and the firm with which they are associated.
If parents are accompanied by legal representation to school meetings without advance notice, administration reserves the right to delay, reschedule, or cancel said meetings.



APPENDIX - A

STUDENT DISCIPLINE

Student discipline will be administered in accordance with the Indiana Student Due Process Code. Students and their parents are encouraged to read this information. A copy of the law is kept on file in the principal's office and a summary of the code is as follows:

I. Rights, Responsibilities, and Regulations Concerning Student Behavior

As teachers and pupils are brought together so that learning may take place in our classrooms, an environment which permits an orderly and efficient operation of the schools must be provided. This environment, most of all, comes through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression for their own just and legal privileges as members of the school and society. The responsibility for development and maintenance of this self-discipline falls to a combined effort of students, parents, teachers, and administrators and to our community which establishes the value system we accept. However, when self-discipline fails regulations for management of school behavior must be outlined by those responsible for the operations of the schools. The Board of Education of the Whitko Community Schools in turn, has set policies and has appointed administrative officers to carry them out. Authority for such Board responsibility is included in the School Powers Act and Student Due Process Code of the Indiana General Assembly and in the Whitko Community School Policy Manual.

II. Student Due Process Code

The Student Due Process Code, enacted and amended by the General Assembly of Indiana, outlines in detail the procedures to be followed when a student is disciplined by expulsion or suspension. So that the rights of the student concerned are protected, a copy of this law is on file in the office of each Whitko Community School building, and is available to students upon request.

The failure of a student to show self-discipline may also result in the following:

(1) Counseling with a student or group of students;
(2) Conferences with parent(s) or guardian(s);
(3) Alternative in-school suspension or placement;
(4) Restriction or loss of privileges;
(5) Suspension from school.
(6) Expulsion
(7) Restriction of Extracurricular Activities
(8) Restitution for Vandalism or Theft
(9) Law Enforcement Involvement
(10) Discipline Contract

Examples of behaviors ***Menu of possible progressive consequences***

Type A Behaviors	**Step 1: Teacher Assigned**
● Violation of classroom rules ● Disrespectful to other students ● Class Disruption ● Unprepared for class ● Unauthorized use of electronic devices in classroom	Verbal warning, Teacher-student conference, Parental contact. **Note: Consequences may be revised, redacted, and/or initiated at administrator discretion.**
Type B Behaviors	**Step 2: Teacher Assigned (progressive)**
● Horseplay/Rough play ● Inappropriate classroom behavior ● Repeated violations of Type A Behaviors	Restriction of privileges, Lunch detention, Recess detention, Parental contact **Note: Consequences may be revised, redacted, and/or initiated at administrator discretion.**
Type C Behaviors	**Step 3: Administrator Assigned (progressive)**
● Dress Code violations ● Rough horseplay ● Public displays of affection ● Disrespect, to adults ● Profanity, obscene language or gestures toward student ● Skipping/Out of Area ● Frequent tardies (see Tardy Policy) ● Inappropriate cafeteria behavior ● Inappropriate bus behavior ● Academic dishonesty (see Academic Dishonesty policy) ● Extortion / blackmail ● Violation of Acceptable Use of Technology policy ● Failure to serve detention ● Misuse of technology – photographing, recording or videotaping of other students without their permission. ● Repeated violations of Type A and B Behaviors	Assigned seating in the cafeteria, Lunch Detention, Recess detention, Removal from activity, Removal from class, After-school detention, Restitution, Parent Meeting, Suspension from bus for 1-5 days, Parent shadow, ISS: 1-5 days **Note: Consequences may be revised, redacted, and/or initiated at administrator discretion.**
Type D Behaviors	**Step 4: Administrator Assigned (progressive)**
● Profanity, obscene language or gestures toward staff ● Truancy/Leaving School Grounds without	

permission. ● Physical or verbal aggression or threat of physical aggression ● Possession of tobacco, tobacco products or tobacco paraphernalia. ● Lewd, indecent, offensive conduct ● Dishonesty, fraud, falsification of document or statement ● Disrespect, defiance and insubordination ● Disruption/Disturbance to educational environment ● Misuse of technology – photographing, recording or videotaping of other faculty and staff without their permission ● Misuse of technology – posting photos or videos to social media of students, staff or faculty without their permission. AND/OR possessing, viewing or searching for explicit content ● Repeated violations of Type A, B, and C Behaviors ● Retaliation for reporting ● Interfering with an administrative Investigation	OSS: 1-3 days, educational programs to address the infraction, i.e. tobacco use **Note: Consequences may be revised, redacted, and/or initiated at administrator discretion.**
Type E Behaviors	**Step 5: Administrator Assigned (progressive)**
● Repeated violations of any of the behaviors listed above	OSS: 5 days, Behavior contract and mandatory parent conference, Meeting with school resource officer **Note: Consequences may be revised, redacted, and/or initiated at administrator discretion.**
Type F Behaviors	**Step 6: Administrator Assigned (progressive)**
● Possible causes for expulsion include but are not limited to: battery, any form of bullying or harassment, controlled substances, drugs or drug paraphernalia, weapons (including gestures), serious bodily injury or threat thereof, vandalism or theft of school or private property, bomb threats, sexual misconduct, any violence (electronic, physical, verbal), any unlawful behavior or criminal activity	OSS: 10 days, Possible transfer to an alternative educational setting, A student may be assigned to alternative educational placement located at any Whitko Community School Corporation facility; Expulsion

and failure to respond to increasingly restrictive consequences. These behaviors may be reported to law enforcement authorities and, as determined, to mental health professionals. ● Repeated violations of any of the behaviors listed above	**Note: Consequences may be revised, redacted, and/or initiated at administrator discretion.** **Note: Specific behaviors such as drugs, weapons, or violence of any kind are immediate grounds for an expulsion recommendation**

So that you may be informed properly as to student responsibilities and rights concerning school suspensions and expulsions, the following summary is provided for you and your parents.

III. Whitko Student Discipline (I.5.01)

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

1. SUSPENSION FROM SCHOOL - PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.

2. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

<u>GROUNDS FOR SUSPENSION OR EXPULSION:</u>

The grounds for suspension or expulsion listed in section A. below apply when a student is:

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

A. <u>Student Misconduct and/or Substantial Disobedience</u>

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

   a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
c. Setting fire to or damaging any school building or property, or attempting to do so.
d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.

2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or the urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. This would include fighting, physical contact, and provocation. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.

11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

a. Exception to Rule 11: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
3. The student has been instructed in how to self-administer the prescribed medication.
4. The student is authorized to possess and self-administer the prescribed medication.

12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.

13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. “Sexting” or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonably interpreted as indecent or sexually suggestive while at school or at a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.

27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    a. engaging in sexual behavior on school property;
    b. engaging in sexual harassment of a student or staff member;
    c. disobedience of administrative authority;
    d. willful absence or tardiness of students;
    e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
    f. violation of the school corporation’s acceptable use of technology policy or rules;
    g. violation of the school corporation’s administration of medication policy or rules;
    h. possessing or using a laser pointer or similar device.

    i. engaging in gang signs, symbols, gestures, or gang recruitment;
    j. possessing or using tobacco products or look-alike tobacco products;
    k. throwing objects, including but not limited to snowballs, in such a way as to be threatening to the general safety of students and school personnel on school grounds, in buildings, or at school sponsored events, before, during or after school or at the event;
    l. forging or possessing forged documents, passes or notices related to school purposes;
    m. possession of explosives of any kind (firecrackers or any type of fireworks);
    n. Leaving the school, class, or class assignment without permission from authorized school

authority.

o. Derogatory slurs/intimidation because of someone's religion, race, ethnic background, or sexual orientation.

28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is <u>not</u> violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives publication of it to students and parents in the principal's school building.

B. <u>Bullying</u>

1. This rule applies when a student is:
   a. On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
   b. Off school grounds at a school activity, function, or event;
   c. Traveling to or from school or a school activity, function, or event; or
   d. Using property or equipment provided by the school.

2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that 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.
4. Counseling, corrective discipline, and/or referral to law enforcement will be used 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.
5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
7. Places the targeted student in reasonable fear of harm to the targeted student's person or property;
8. Has a substantially detrimental effect on the targeted student's physical or mental health;
9. Has the effect of substantially interfering with the targeted student's academic performance; or
10. Has the effect of substantially interfering with the targeted student's ability to participate in or
11. benefit from the services, activities, and privileges provided by the school.
12. Anti-bullying rules may be applied regardless of the physical location in which the bullying behavior
13. occurred as long as the alleged bully and the targeted student(s) are students of the same school district;
14. and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or
15. prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator. If neither an administrator or appropriate staff member is immediately available, students are encouraged to use the reporting system or incident reporting forms available in the front office. All complaints about bullying behavior that may violate this policy shall be promptly investigated. If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students; individuals may also be referred to law enforcement officials. Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

In the fall of each new academic school year, students will actively participate in whole grade level and periodic classroom review sessions in relation to bullying, preventative measures, and how to report situations. These sessions are organized by guidance, the safe school team, and administration. Students receive the same review of preventative measures and expectations during the spring semester. Sessions may include guest speakers and professional speakers to visit and present to students. Whitko Jr/Sr High School utilizes an internal reporting process that determines the level of severity to differentiate between reported incidents of peer conflict and bullying. All determined instances of bullying shall undergo formal investigation by administration.

C. Possessing A Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
   - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
   - the frame or receiver of any weapon described above
   - any firearm muffler or firearm silencer
   - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
   - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
   - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
   - an antique firearm
   - a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes

3. For purposes of this rule, a destructive device is:
   - an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially

similar to an item described above,

- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

- a combination of parts designed or intended for use in the conversion of a device into a destructive device.

A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.

2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
   - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
   - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
   - a biological disease, virus, or organism that is capable of causing serious bodily injury.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

4. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

E. Unlawful Activity

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

F. Legal Settlement

A student may be expelled if it is determined that the student’s legal settlement is not in the attendance area of the school where the student is enrolled.

RIGHT TO APPEAL

The school board has previously voted that it will not hear student expulsion appeals. Parents have no further options with the Whitko Community Schools Corporation following the Expulsion Examiner’s determination. The remaining recourse is with the court system.

SUSPENSION PROCEDURES

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

1. A parent contact will be made regarding the suspension of any student. A conference will be held with the student prior to the suspension and the student will be entitled to:

   A. a written or oral statement of the charges;
   B. if the student denies the charges, a summary of the evidence against the student will be presented; and,
   C. the student will be provided an opportunity to explain his or her conduct.

2. The student conference shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal (or designee).

Expulsion Procedures

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

   A. legal counsel
   B. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the to the expulsion.

2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.

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

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

V. Bullying

Bullying means overt, repeated acts or gestures, including: 1) verbal or written communications transmitted; 2) physical acts committed; or 3) any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other

student.

Bullying is when a student is exposed repeatedly and over time to negative actions on the part of one or more persons. A negative action is when someone intentionally inflicts or attempts to inflict injury or discomfort upon another student. This can be carried out by threatening, taunting, teasing, making faces or gestures, name-calling and the exclusion from a group. Negative actions can also be physical, such as when someone hits, kicks, pushes, punches, or restrains another by physical contact. Students who bully other students may be suspended from school.

Whitko Community School board policy 5517.01 will be followed regarding all bullying incidents.

VIII. Search and Seizure
Whitko Community Schools reserves rights to search and seizure as outlined in Whitko Community Schools Board Policy 5771.

APPENDIX - B

Participation in Athletics/Activities

Participation in athletics and other activities helps our students to become well-rounded individuals and offers additional opportunities for students to be successful.

Student athletes must have a Student Athlete Contract form completed and signed prior to participation in tryouts or practices.
Student athletes must have a valid sports physical on file in order to participate in any tryouts, practices, or games.
Student athletes will be required to meet all obligations of the Indiana High School Athletic Association, the school handbook, and the Athletic Code of Conduct.
We look forward to working with you. Concerns or questions should be addressed to the Whitko Athletic Director at (260) 723-5146.

Grade Checks for Athletics

To be eligible to participate in athletic events, students must be passing all classes. At the beginning of each season, student grades will be checked, using the most recent report card (unless the report card was the 4th nine weeks of the previous year). If a student has a failing grade (F) in a core subject (Math, English/Language Arts, Science, or Social Studies) the student may participate in team practices only until the failing grade is raised to a passing grade. After the student is passing, he or she may participate in team events/games. If a new report card is given out during the season, the same policy is in effect. If you have any questions, please contact your coach or school.

APPENDIX - C

What is PBIS (Positive Behavior Intervention Support)?

PBIS is a school-wide plan for promoting positive, appropriate behaviors at schools. PBIS teaches behavioral expectations and social behavior the same way we teach academic skills. PBIS asserts that

consequences do not change behavior, teaching changes behavior. We believe PBIS will allow our students to grow and will encourage the development of academic, social, and behavioral skills of each individual student.

At Pierceton Elementary School, CUBS Care guidelines were developed by a team based on data collected from students and staff. We cannot assume that our kids know what we mean when we say "show respect" or "be responsible". We must teach them exactly what behaviors we expect. One way that we do this is by teaching four general, positive behaviors, then reinforcing their use at different locations in the school. The four behaviors are: C: Caring; U: Unified; B: Be Responsible; S: Safety

At Pierceton Elementary School, our PBIS programs involve tiers of support for students. Our CUBS Care cards are the main component of the first tier and positively affect 80% - 90% of our students. Students receive positive staff attention for appropriate behavior when they earn a CUBS Care Card. Their self-esteem grows each time they receive one and, though we want children to do the right thing because it's the right thing, that doesn't always happen. The second tier involves planning and conducting small groups or other interventions for students with similar behavior issues such as anger management, being a good friend, etc. This tier engages the expertise of the school counselor. The third tier is for the 2% - 5% of our students who display significantly disruptive behavior. This tier involves more intensive interventions. All students at this level will be part of the MTSS (Multi-Tiered Systems of Support) process. Whatever the level of support, our PBIS program will help us identify students who may need a little more support than others when choosing to do the right thing.

At South Whitley Elementary School, our PBIS program involves support at all levels for our students. PBIS tickets for appropriate behavior are given to students as a token of Being Respectful, Being Responsible, and Being Safe. Students may then use their PBIS tickets in the classroom and/or school wide reward system.
As tiered interventions, we do conduct small group or individual interventions to support positive behavior with all students. This may be held with our counselor or through our Mentor Program with One Community. Students could be referred to the MTSS (Multi-Tiered System of Support) process to help with interventions for behavior.

The ultimate goal is to increase student academic performance, decrease problem behaviors, increase safety, and establish positive school climates.