

# **Westfield Washington Schools**



## **Elementary School Parent/Student Handbook 2019-20**

## DISTRICT DIRECTORY

### Board of School Trustees

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### School Board Meetings

The scheduled of board meetings and summaries of proceedings can be found on our website: [www.wvs.k12.in.us](http://www.wvs.k12.in.us)

The Board of School Trustees approves and authorizes all items in school handbooks. As a result, the School Handbook represents the legal and formal policies that will guide activity in the Westfield Washington Schools.

<p><b>Carey Ridge Elementary School</b>                      317-867-6200                      Mr. Andy Hilton, Principal                      16231 Carey Road                      Westfield, IN 46074                      Attendance Line: 317-867-6201</p>	<p><b>Maple Glen Elementary School</b>                      317-896-4700                      Mrs. Mary Beth Riley, Principal                      17171 Ditch Road                      Westfield, IN 46074                      Attendance Line: 317-896-4701</p>	<p><b>Monon Trail Elementary School</b>                      317-867-8600                      Mr. Mike Hall, Principal                      19400 Tomlinson Road                      Westfield, IN 46074                      Attendance Line: 317-867-8601</p>
<p><b>Oak Trace Elementary School</b>                      317-867-6400                      Mrs. Robin Lynch, Principal                      16504 Oak Ridge Road                      Westfield, IN 46074                      Attendance Line: 317-867-6401</p>	<p><b>Shamrock Springs Elementary</b>                      317-867-7400                      Mr. Robb Hedges, Principal                      747 W. 161st Street                      Westfield, IN 46074                      Attendance Line: 317-867-7401</p>	<p><b>Washington Woods Elementary School</b>                      317-867-7900                      Mr. Tom Hakim, Principal                      17950 Grassy Branch Road                      Westfield, IN 46074                      Attendance Line: 317-867-7901</p>
<p><b>Westfield Intermediate School</b>                      317-867-6500                      Mrs. Annette Patchett, Principal                      326 W. Main Street                      Westfield, IN 46074                      Attendance Line: 317-867-6501</p>	<p><b>Westfield Middle School</b>                      317-867-6600                      Mr. Ryan Haughey, Principal                      345 W. Hoover Street                      Westfield, IN 46074                      Attendance Line: 317-867-6601</p>	<p><b>Westfield High School</b>                      317-867-6800                      Dr. Stacy McGuire, Principal                      18250 N. Union Street                      Westfield, IN 46074                      Attendance Line: 317-867-6801</p>

<b>District Office, 1143 East 181<sup>st</sup> Street.....</b>	<b>317-867-8000</b>
Dr. Sherry Grate, Superintendent.....	317-867-8010
Mr. Brian Tomamichel, Chief Financial Officer .....	317-867-8013
Mr. Chris Baldwin, Director of Human Resources and Safety .....	317-867-8012
Dr. Joe Montalone, Director of Operations.....	317-867-8045
Mrs. Carrie Alday, Dir. of Elem. Curriculum, Instruction, & Talent Development .....	317-867-8009
Ms. Brooke Watkins, Dir. of Sec. Curriculum, Instruction & Talent Development .....	317-867-8000
Dr. Chase Stinson, Director of Special Education and Student Services .....	317-867-8006
Mrs. Kate Snedeker, Co-Director - Strategic Partnerships and Communications.....	317-867-8032
Mrs. Carrie Cason, Co-Director - Strategic Partnerships and Communications .....	317-867-8032
Mr. Larry Johnson, Director of Transportation.....	317-867-8041
Mr. Brian Kelly, Operations Manager - Sodexo School Services.....	317-867-8048
Mrs. Karen Ogden, Manager - Sodexo Food Services.....	317-867-8060

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## MISSION & VISION

### WWS Mission

Provide rigorous and engaging experiences to prepare all children—socially, emotionally, and academically—for their future.

### WWS Vision

To be an exemplary learning organization focused on collaboration, innovation, and continuous growth for all.

### Social and Emotional Learning

Westfield Washington Schools fosters the social and emotional development of students by providing a variety of opportunities for students to acquire and apply the necessary knowledge, skills, and attitudes to navigate life challenges in an ethical and productive way. WWS cultivates five core student competencies: Self-Awareness, Social-Awareness, Self-Management, Responsible Decision Making, and Relationship Skills.

Social and emotional learning is an integral part of WWS mission and intentionally builds a caring, participatory, and equitable learning environment. By utilizing a variety of social and emotional learning practices, programs, and processes, WWS actively strives to develop the necessary skills students need to be successful academically and ultimately in life.

## DRESS CODE

Student dress is the responsibility of both the student and the parent/guardian. A student is expected to be dressed properly for the activities in which he/she is to participate. Good personal hygiene is expected. Clothing should not have disrespectful or vulgar pictures or sayings. Clothing which might damage school

property is prohibited (e.g. black soled shoes which might mark floors, cleats of any type, etc.).

Any article of clothing, jewelry, tattoo, or body painting depicting and/or advertising tobacco, drugs, alcohol, obscenities, illegal activity or that which is otherwise inappropriate or disruptive, is not to be worn or displayed at school or to any school-sponsored function. Backless halters, bare midriff blouses or shirts, tank tops, mesh shirts; wheeled shoes and pants worn low are considered unacceptable. Headwear (caps, scarves, bandanas, etc.), sunglasses, coats, and jackets are not permitted in the classroom, halls, or other areas during the school day without the permission of the classroom teacher. Any jewelry that is disruptive to the educational process will be considered unacceptable. Hats are not permitted to be worn in the school building at any time except for spirit days as designated by the principal.

The building principal, or designee, may determine whether or not the attire creates a disruption to the learning environment.

## SCHOOL DAY

### School Hours

Elementary Schools Mon, Tues, Thurs, Fri	7:50 - 2:30	Tardy: 7:50 <i>Students must be signed in at the office by a parent/guardian.</i>	Office Hours: 7:15 – 3:30
Elementary Schools Wed	8:20 – 2:30	Tardy: 8:20 <i>Students must be signed in at the office by a parent/guardian.</i>	Office Hours: 7:15 – 3:30

**If you bring your child to school, please do not drop off your child at school before the start time.** No supervision is provided.

## Arrival and Dismissal of Students

### Before/After School

- Please drop your students off at the designated doorway.
- Please park in a single file line and pull up to the next car as far as possible to allow more cars in line.
- Please leave only when the car in front of you has moved forward. Do NOT pull around the car in front of you as children could run between the cars unseen.
- Please do NOT leave unattended cars in the drop-off line so that traffic can move freely. If you find it necessary to park and leave your vehicle, please find a designated parking space in the lot.

**After School**—All students are to leave school at their designated time. No student should be in the building unless participating in an activity supervised by a teacher or parent/guardian. If a student is to stay for such an activity, a note must be sent to the classroom teacher and the bus driver must be notified that the child will not be riding the bus home.

**Children without such notes will follow their usual dismissal procedure.**

Parents/Guardians meeting students finished with after-school activities should follow the dismissal procedure set up by each club.

### Planned Early Dismissal

If it is necessary for a student to leave school during the school day, a written note stating the reason for this absence must be presented to the teacher at the beginning of the school day. These notes are forwarded to the school office so an early dismissal slip may be completed.

**Parents/Guardians must come to the school office to pick up students for these early dismissals. NO parent/guardian will go to the classroom for student dismissals.** The office staff will call the classroom for the student to be dismissed to the office. Students should report back to the school office if they return the same day so a re-admit slip may be issued. *A separate note or phone call should be made to the bus driver whenever a student will not be riding the bus.*

If an unexpected situation arises and a parent/guardian needs to make special dismissal arrangements with a student, they may call the school office and speak to an office staff member. The office must be called **no later than 1:00 p.m.** to complete such special arrangements. Please do not leave special dismissal messages on teachers' voicemail or email.

### Vehicle Idling

Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped more than five (5) minutes in locations where vehicle exhaust may be drawn into the building or while on school grounds.

### Emergency School Delay/Cancellation/Dismissal

The cancellation or late beginning of school will be broadcast via the best method available. Parents will also be contacted through Blackboard, our emergency contact system. Parents are encouraged to keep phone contacts updated in PowerSchool. Please do not call the superintendent's office or school office to ask about the closing of school.

Certain situations may require releasing students from school before the end of the day or relocating them from one school building to another. If students are released early or relocated, the school district will notify parents by providing information via Blackboard. Information will also be available on the school corporation website and through social media channels.

If there is an emergency school closing during school hours, it is imperative that your child knows exactly what he/she is supposed to do.

Example 1: If your child is to go home he/she would always have a key or know where one is kept.

Example 2: If your child is not to go home he/she must know where he/she is supposed to go.

Example 3: If your child attends BAC, please make sure that he/she knows to attend BAC as normal.

If you transport your child to and from school, please make arrangements with someone who will always be able to pick him/her up.

Emergency closing arrangement information on each student is requested from each parent/guardian the first week of school. **Please keep this and other emergency information up to date during the school year in PowerSchool.**

If a bus driver or other school person believes a child may be harmed by releasing him or her from a bus or school, and the parent or guardian is not present, alternative arrangements may be made. The parent or guardian will pay any cost for these services.

**No preschool classes meet in the event of a two-hour delay.**

### **School Visitors**

A SafeVisitor background check will be required for anyone who visits our schools, including family members of our students. Examples of activities in the schools where visitors will need a completed SafeVisitor background check are listed below:

- Lunch Guests
- Classroom Parties
- Classroom Volunteers/Helpers/Room Parents
- Field Trip Chaperones

Examples of activities that will not require a formal background check are listed below (these visitors will still follow normal school check-in procedures):

- Classroom Guest Speakers
- Parent/Teacher Conferences/Case Conferences
- Special Events (Grandparent's Day/Famous Hoosiers/etc.)
- School Programs
- Visiting school office area or dropping off items at the school

Background checks are good for three years at any school in the district. These background checks will cost \$12.95 and can be acquired via the link below.

Please note - this process could take 3 to 6 business days. Once approved, please be on the lookout for a badge notification email from "info@safevisitorsolutions.com." Your badge will be attached as a PDF. You can either print it, save it on your phone, or download the SafeVisitor app. A photo will be required and added upon your first visit to the school.

Web address for SafeVisitor process:

<https://secure.safevisitorsolutions.com/Safe/Volunteer/003471/volunteer>

You can find more information at [www.wws.k12.in.us/Page/1474](http://www.wws.k12.in.us/Page/1474)

## **GENERAL INFORMATION**

### **Accident Insurance for School-Aged Children**

Student accident insurance is an inexpensive type of insurance that should be considered as a supplement to your regular insurance plan since it is very limited in scope. This insurance is made available as a courtesy to you and is not sponsored by the school.

The school carries no coverage on your child and can make no payments to cover medical costs. The insurance plan offered covers accidents that require medical attention that happen at school and on the bus. An application can be completed on the district website under *Parents/Important Documents*.

### **Birthdays**

We recognize that birthdays are a special time. We will acknowledge students' birthdays. However, as a result of our district's Wellness Policy, we have changed our procedures for celebrating student birthdays at the classroom level. Please do not send in or bring in food treats, flowers, balloons, etc. Each elementary school will have its own guidelines for celebrating birthdays. Guidelines will be explained through "Meet the Teacher" nights and newsletters. No birthday party invitations may be distributed to students during the school day.

## **Blackboard**

Blackboard is the WWS electronic parent/guardian notification system. Voice, text, email messages and documents are sent to parents/guardians regarding emergency notifications, weather delays, closings, general school and district information, and student documentation to the phone numbers and email addresses provided. Email is generally used for non-emergency situations, as an example, weekly elementary newsletters. For an emergency or immediate activity, the system calls the parents/guardians' listed number and sends a text to the cell phone number provided. *Please be sure to keep email addresses and phone numbers updated in PowerSchool.* Parents/guardians can update their email and phone number by notifying the front desk of their child's school.

## **Classroom Assignment**

Many factors are taken into consideration when determining class assignments. The teachers, assistant principal, counselor, and principal work together to plan for the grouping of students for the upcoming school year. We try to balance the number of boys and girls in each class. Consideration is also given to ability levels, compatibility, special needs, learning styles, and teaching styles. Each spring, parents/guardians are invited to send in a letter or complete a form to share information with the school about your child's learning needs. Our intent is to provide the best learning situation for all students. This is not intended to be a teacher request letter. Your support is greatly appreciated.

## **Contacting a Teacher**

If you need to contact a teacher, please call the teacher directly and leave a voicemail message for the teacher. Your call will be returned as soon as possible. A staff phone directory will be sent home during the first week of school. Staff can also be reached by email. Staff email addresses are listed on the school's website under *Staff Directory*.

## **Curricular Materials and Student Fees**

Parents will be invoiced for curricular materials and student fees associated with the individual courses their student has chosen. Full payment or a payment contract should be completed by the end of the first six weeks of school.

Westfield Washington Schools' requires all unpaid fees, that are not on a payment plan, be sent to a collection agency by the end of October. Any account that is turned over to collections will have an additional \$10.00 fee added to their outstanding balance.

If a student is withdrawn from school, the parent will receive a prorated refund on curricular materials that are returned to the school. However, many consumable materials used in classes lose all of their value once they have been used for any part of a class.

## **Desks/Books/School Property**

The Board of School Trustees authorizes the principal or his/her designee to examine school desks and their contents when deemed appropriate. Students are expected to properly care for all school property including desks, library books, textbooks, etc. If a student destroys or loses school property he/she and his/her parents/guardians are responsible for the replacement cost of the lost or destroyed property.

Students are also expected to respect the property of their classmates and teachers.

## **Electronic Devices**

Students are welcome to bring technology to school as a tool for learning if approved by the classroom teacher and/or administration. If you or your child decides to send such devices, understand that the school is not liable for any loss or damage to the device. All devices should be clearly labeled with owner's name.

## **Every Student Succeeds Act**

Westfield Washington Schools must comply with the Every Student Succeeds Act. Information regarding out-of-school suspensions and/or expulsions will remain part of each student's permanent record that begins in kindergarten and concludes when a student graduates, transfers outside the district, or is expelled. Information about in-school suspensions or punishments by individual teachers, such as an after-school detention, is not part of the permanent record. These records will not appear on transcripts of grades that colleges receive. This information will be shared with other schools only when the student transfers. For more information, contact the Director of Student Services at 317-867-8006.



## **Field Trips**

Each grade level plans field trips that relate directly to the curriculum being studied. A fee is assessed for admission and transportation costs. When space allows, there may be opportunities for parents/guardians to chaperone on field trips. All parents/guardians serving as chaperones must complete the Safe Visitor background check as described above in the "School Visitor" section. For safety and supervision reasons, younger siblings are not permitted to attend field trips.

It is School Board policy that all children going on field trips have a signed permission slip. These forms must be signed by the parent/guardian and returned by the day of the trip. \*A student without proof of proper immunizations is considered in violation of IC 20-34-4-5 students will not be allowed to attend field trips and/or extracurricular activities until immunization records are up to date and on file with the school nurse.

## **Lost and Found**

Articles found in and around the school should be turned in to the lost and found box. Owners may claim their property by identifying it. Please check with the school office if your child loses an item at school. Many valuable items go unclaimed each year. Periodically, unclaimed items are given to charity.

## **Messages to Students and Teachers**

If a parent/guardian wishes to get a message to a student or teacher during school hours, he/she may call the teacher's voicemail or send an e-mail. **If the message is about a dismissal change, please call the school office by 1:00 p.m. to be sure that the message is received rather than calling the classroom teacher.** A complete telephone directory is available online. Students and teachers are not called to the telephone except in emergency situations. It is preferred that Parents/Guardians should be sure that pick-up arrangements for after-school activities are finalized in the morning so the use of a telephone is not necessary. Teachers are with students throughout the day and may not be able to return your message promptly.

## **Money**

Children should not carry money to school unless there is a specific purpose for it. The school is not responsible for the loss of money.

## **Technology Guidelines (Policy 13000-03)**

Any damage to, interference with, and/or unauthorized use of computers, the internet, software, technology, or any related equipment may result in suspension and/or expulsion. Students are required to follow the district's Acceptable Use of Technology Policy 13000-03 when using any technology. Parents will agree to the Acceptable Use guidelines in the Power School Demographic Update under the Technology Use Tab.

## **Textbook Assistance/School Meal Assistance**

Financial assistance is available to parents who complete a Household Application for Free and Reduced Price School Meals form and qualify for assistance. The forms are available during registration, online or at the administration building. The form completed must be for the current school year. If the parent wants textbook assistance, that question on the form will need to be answered and signed.

A child is eligible if the total household income and the amount and source of income received by each household member fall within federal guidelines for Free/Reduced Meals and/or Textbook Assistance.

Curricular materials fees are established each spring following state guidelines. Payment is collected at the district level. Payment can be made at the administration building with cash, check, credit card (Visa/Mastercard/Discover), or by completing a payment contract. Payment can also be made online through a PowerSchool interface.

## **Tobacco Products**

Smoking and tobacco use are prohibited in and on school grounds. Tobacco and nicotine-based products and look-a-like products such as electronic cigarettes are specifically prohibited by Indiana Statute and Westfield Washington Schools. Tobacco includes, but is not limited to, cigarettes, cigars, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, chemicals, or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. Violations will result in serious consequences as outlined in the due process section of this handbook.

## **Toys**

All toys should be left at home unless a note is received from your child's teacher allowing toys to be brought to school. Toys and/or games brought to school without such permission may be kept by the teacher or school office until a parent/guardian picks them up.

Sports equipment for recess may be brought to school only after the classroom teacher approves it. Any equipment brought in must be labeled with the child's name, and the child must plan to share the equipment with the other students. The equipment must remain in the backpack, cubby, cabinet, or locker during the rest of the day. The school is not responsible for any lost or misplaced toys.

## **Volunteers**

Volunteers are welcomed and always needed in our school. Those volunteers who work directly with students or supervise a group of students on a field trip must complete the SafeVisitor background check. Please see the section on School Visitors in this handbook.

## **CAFETERIA**

### **Cafeteria Expectations**

We want the cafeteria to be a place where the children can enjoy themselves and their lunch. Parents/Guardians are encouraged to eat lunch with their children but are required to have a Safe Visitor background check completed prior to eating lunch in the cafeteria. Arrangements for this can be made through the school office or the child's teacher. These expectations for the cafeteria are designed to make lunch time a pleasant experience for all. They are as follows:

Ask permission to leave the table once seated.

Use a quiet voice and observe non-verbal signals for announcements.

Use good manners. Keep your hands and feet to yourself.

Listen and follow the directions of the person supervising.

Do not share food. Due to the variety of allergies in the building, it is not safe for children to share food.

Soda/carbonated beverages in cans or bottles are not allowed to be brought in lunches for safety reasons.

We encourage children to make healthy choices.

A special table is used for visitors eating lunch with a student.

\*These are general expectations for all elementary buildings. Individual school building's expectations may vary.

### **Breakfast/Lunch**

The elementary lunch/breakfast prices are sent home in the summer registration packets. Breakfast/lunch money should be sent with your child in an envelope marked with the child's name, the teacher's name, and the amount sent. Money can be added to your child's account at any time by going online to, [www.wws.k12.in.us](http://www.wws.k12.in.us) Parents/Lunchtime. Parents will have access to viewing what purchases are made and child's account balance all in real time.

The breakfast/lunch program is on the computer system that records when each child eats and keeps track of the money in his/her account. If your child packs their lunch and buys a milk, the milk is charged to their account as an a la carte item. All charges will be the responsibility of the parent/guardian. Students will not be allowed to charge any a la carte items if their account is in the negative. Notification will be sent when negative balances occur. If account balances exceed \$50.00, parents/guardians will be contacted by the Director of Operations. Any outstanding balance at the end of the school year will be turned over to collections. At that time a \$10.00 collection fee will be added to the outstanding balance. At no time will a child be denied a full meal.

We serve hot breakfast every day, at all schools. If you ride the bus, please let the bus driver know that you wish to exit the bus to eat school breakfast.

Any parent/guardian who may need financial assistance to pay for breakfast/lunch may contact the Administration Office at 317-867-8019 or the Student Nutrition Office at 317-867-8062 to apply for Free/Reduced benefits.

### **Allergy Guidelines**

Our Student Nutrition department makes every effort to provide peanut free products that will be served from the cafeteria food line. However, you should be aware that manufacturer's disclaimers on their products are constantly changing. We

monitor these changes diligently for your child's protection. Our goal is to build a safe environment for all of our students. Peanut/nut products will be allowed to be sent in a child's lunch from home. Children with nut allergies will have a "nut free" table where they may choose to sit. The child with allergies may choose two friends to sit with them at the "nut free" table. All lunches must be nut free in order to sit at this table.

Gluten, seafood, soybean and dairy are the other most common allergies. Allergies can be tracked/checked by our app SoHappy. Based on individual student's needs schools may need to put additional precautions in place if needed.

If you are ever in question of a menued item, please do not hesitate to contact your Student Nutrition Department at 317-867-8062. Any questions or concerns may be directed to the Food Services Director at 317-867-8060.

## **STUDENT SUPPORT PROGRAMS**

WWS is committed to our partnership with our families. Student Support Programs offers many fee-based services, which extend our support beyond the school day and school year. Before and After Care (BAC) programs are offered from 6:45 a.m. to the start of the school day and from the end of the school day to 6:00 p.m., as well as on late start and extended break days. BAC summer camp offers many experiences for a fun and enriching summer for all Westfield students from three years through high school

Preschool, a three-year-old program, offers children both academic and social preparedness based on the Indiana Early Learning Foundations for developmentally appropriate practices. Preschool is available to families who currently have children attending Westfield Washington Schools.

The All Aboard Program is a pre-kindergarten experience based on Indiana Early Learning Foundations for developmentally appropriate practices which align with Indiana state standards for Kindergarten and above. All Aboard provides an enriched preparedness for the Westfield Washington kindergarten classroom. Families who live in the Westfield Washington School district are eligible for All Aboard.

Information for all of the Student Support Programs is available on our website at: [www.wws.k12.in.us](http://www.wws.k12.in.us), by selecting Departments then Student Support Programs. For questions regarding billing, enrollment, program information or concerns email: [mychild@wws.k12.in.us](mailto:mychild@wws.k12.in.us), or call the administrative office at 317-867-8017.

## **HEALTH SERVICES**

### **Health Clinic**

The health clinic is staffed by a Registered Nurse, licensed to practice nursing by the State of Indiana. The health clinic is provided to take care of illness and injuries that occur during the school day. Please update your student's medical information by logging onto PowerSchool found under PARENTS on your school building website. Every school year you will need to verify, update and date the form online form. This form is used to provide care for your child, provide information to emergency services, if needed, and allow the school nurse permission to administer the listed school provided over the counter medications.

### **Health Conditions and/or Emergency Medical Needs & Procedures**

If your child has a health condition (e.g. diabetes, asthma, severe food allergy, seizures) that requires the use of medication, emergency treatment, or a medical procedure during the school day, please contact the school nurse. An individual health care plan or emergency care plan for school and/or school sponsored events will need to be completed by the school nurse. All procedures including administration of prescription medication, and emergency treatment plans must have a medical order that is completed annually or as needed to ensure up-to-date information.

### **Vision & Hearing**

Vision and hearing screenings will be conducted for students in designated grades as mandated by the State of Indiana. If appropriate, parents/guardians will be notified if a student is in need of professional consultation following a screening. Hearing Screenings are performed by the district Speech and Language Pathologists.

## Reports to Child Protective Services (Policy 7000-23)

As a school district, we are under duty by State Law to submit a report of any suspected child abuse or neglect to the Indiana Department of Child Services who handle all investigations. Such a report is made directly to the Department of Child Services and they handle the investigation.

## Illness/Injuries at School

To help your student focus on their studies and classroom work we ask that all known illnesses or injuries be treated at home prior to arriving at school. If a student becomes ill or seriously injured at school and requires special medical attention, the following steps shall be taken:

1. First aid will be given as appropriate.
2. The principal, school nurse, or volunteer health aide will be notified and the student will be sent to the health clinic for medical attention.
3. If the student is not able to continue the school day due to a medical illness or injury, the parent/guardian will be contacted:
  - a. If contact cannot be made with the parent or guardian at the first report of an illness or injury, the school may send the child home with the person whom the parent/guardian has indicated. Please remember to keep all emergency contact information current in PowerSchool by updating home, cell, and work phone numbers, as well as, the names and phone numbers of friends and/or relatives who can be reached if the parent/guardian is not available.
  - b. If a parent/guardian has no means of getting the child home, the school may send the child home in accordance with the parent's request.
  - c. If a parent or guardian cannot be contacted and there is serious injury or illness, the school may secure the services of emergency medical services or any person previously designated in writing by the parent/guardian. The school assumes no responsibility for the emergency services or fees.
  - d. All school personnel should be informed (on a need to know basis) of children who have special health problems that may require special attention when an injury or illness occurs (hemophilia, diabetes, epilepsy, allergies, etc.). It is the parent's/guardian's responsibility to inform school personnel of any health problems and update information on a yearly basis or as needed.
4. All personal injury accidents that require special medical attention occurring at school, on the way to or from school, or at related activities are to be reported in writing using the *Incident Report Form*.
  - a. The *Incident Report Form* will be completed as soon as possible.
  - b. One copy of the *Incident Report Form* will be retained in the health clinic and one filed within three (3) days of the incident at Westfield Washington Schools Central Office.
5. Students who are ill may visit the clinic with a pass provided by the teacher. A daily log is kept of students' reasons for visiting the clinic and the treatment provided.

## Exclusion from School

A child with a contagious illness, disease or fever should not be sent to school. Please specify on the school attendance line if your child is absent due to a fever, contagious disease, or chronic illness.

District exclusion criteria states students are to be excluded from school for one or more of the following medical conditions or at the school nurse's discretion.

- **Fever**—documented temperature of 100° F or above. Your child must be fever free (less than 100° F) for at least 1 full school day after being sent home with a fever. After the full day they may return to school once they are fever free (<100°F) without using fever reducing medication.
- **Any rash and fever combined**—the student should remain home until fever free for at least 1 full school day and until fever free (<100°F) without using fever reducing medication.
- **All red or pink eyes with pus or drainage** present should be evaluated by a physician. The student may return to school 24 hours after start of treatment or a physician's note indicating that no treatment is necessary.
- **Vomiting**—the student should remain home until able to tolerate normal food/diet without vomiting.
- **Diarrhea**—the student should remain home until able to tolerate normal food/diet without diarrhea.
- **Impetigo**—the student should remain home until treatment has been given for at least 24 hours. Please notify the school nurse of this condition and provide a note from your physician.

- **Scabies**—the student should remain home until treatment has been given for at least 24 hours. Please notify the school nurse of this condition and provide a note from your physician.
  - **Ringworm**—the student should remain home until treatment has been started; upon returning to school the area must remain covered at all times, if the area is too large or cannot be covered the student must remain home until the ringworm is gone.
  - **Chicken pox**—the student should remain home until all vesicles (blisters) have scabbed over and no new ones are appearing or lesions are fading
  - **Strep Throat**—the student should remain home until they have had at least a FULL 24 hours of antibiotic treatment and is fever free (<100°F) without using fever reducing medication.
  - **Whooping Cough**—if your child is suspected of having whooping cough, they must remain home until the test results have been confirmed. If the test is positive for whooping cough, the student must remain home for 5 FULL days on antibiotics, please notify the school nurse.
- Urinary or Bowel Incontinence** Due to risk of exposure to body fluids, if your child experiences repeated loss of bladder or bowel control at school and body fluids cannot be contained within your child’s clothing and is at risk of exposing others in the school environment to stool or urine, your child will be sent home and can return, once the child has been properly cleaned up and the child is able to wear clothing that will prevent stool/urine leakage and exposure to others in the school environment. If this is a result of a medical condition, please provide a medical note to your school nurse.
- **ISDH Communicable Diseases Reference Guide**—The guidelines set forth by IC 20-34-3-9 and Indiana State Department of Health Current Communicable Diseases Reference Guide for School Personnel is followed by the district in determining exclusions, restrictions, and control measures for students and their illnesses. Due to outbreaks of communicable diseases during the school year, revisions to the reference guide for school personnel may occur after publication and may not be included in this handbook.

### **School Required Immunizations**

Per IC 20-34-4, schools shall require the parent/guardian of a student who is enrolled in the school to furnish a current copy of your students’ immunization record to the school nurse before the first day of school; unless a current copy is on file with the school. A student without proof of proper immunizations is considered in violation of IC 20-34-4-5 students will not be allowed to attend field trips and/or extracurricular activities until immunization records are up to date and on file with the school nurse.

**Specific vaccine information can be found on the district website under *Parents, Health Services* or contact your school nurse.**

Indiana State Law allows these exceptions: (IC 20-34-4-5). Information must be on file in the nurse’s office prior to the first day of school.

1. “Religious Objection” statement must be submitted in writing by parent/guardian that states the objection to immunization is based on religious grounds and must be filed with the school nurse every school year. The exemption must state to which vaccines the parents/guardians are objecting.
2. “Exception for Child’s Health” or medical exemption statement submitted in writing by a physician must state that a particular immunization is contraindicated for a child because it is detrimental to the child’s health. A medical exemption must be filed every school year. Please contact the school nurse for the appropriate medical exemption form.
3. Delay in immunization due to extreme circumstances: provide a written statement with the approved time schedule from the local health department or a physician that the child’s immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be complete by the first day of school.

*Immunizations for the under insured and uninsured are available through the Hamilton County Health Department, call 776-8500 for additional information.*

### **Administration of Medication at School**

**Administration of Medication at School (Policy 10000-30)**—For your child’s safety, all medication needed during school hours or at school functions that are supervised by school staff, will be administered by the nurse, administrator, or trained designated staff in the health clinic. All medication permission forms are good for only the current school year and must be completed each year.

### **School Provided Medications**

- In order to treat mild illnesses and injuries, the school health clinic provides a limited supply of medication listed on the *Student Health History Form*.
- These medications will only be given to students who have a current parent/guardian signed *Student Health History Form* on file with the nurse. The *Student Health History Form* must be completed every school year and expire at the end of the school year.

### **Parent/Guardian Provided Medication Transportation of Medication**

- By Indiana State Law-all medication, both prescription and non-prescription, must be transported to and from the health clinic by a parent or guardian. This includes over the counter medications. All medications brought to the school by a student will be held in the health clinic until proper written permission has been obtained. No medication will be given without proper written permission.
- Students are not permitted to have any medication or drugs in their possession, exception see Emergency Medication information below.

### **Storage of Medication**

- All medication, prescription and non-prescription, must be in the original container and stored in the health clinic.
- All prescription medication must be in a prescription bottle with a current label including the name of the student, name of the medication, correct dosage, and when to administer medication. All prescription medication requires a medical order from a physician to the school nurse with specific time to be given and dose at school.
- All non-prescription medication (over the counter) must be in the original container with the student's name written on the label.
- Parents/guardians may provide the clinic medication inventory for up to a 30-school day supply of medication or if less than 30 days left in the school year the maximum number of remaining school days.

### **Parent/Guardian Permission to Give Medication at School**

- If a non-prescription medication request is for a dose greater than that listed on the label, a signed physician's medical order is required.
- Prescription medication must have a physician medical order indicating time and dose to be given during the school day to the nurse prior to administering any medication; this includes emergency medication, daily medications, and as needed medication.
- All medication that can be given prior to and after school should be given at home.

### **To Stop a Medication or Change Dose**

- Parents/Guardians should notify the school nurse by phone or provide a written note to stop the medication if it is no longer needed at school.
- If a prescription dose is to be changed, it will require an updated medical order from your physician to the nurse.
- All medication must be picked up by the parent/guardian by the last day of school. Any medication left in the health clinic after the last day of school will be properly disposed of.
- All discontinued medication must be picked up from the health clinic within 1 week of notification.

### **Emergency Medication and Self-Administered Medications**

- Students with a disease or medical condition may carry and self-administer medication for the chronic disease or medical condition when they have an authorization form on file with the school nurse. The authorization must be completed by the physician and state the following:
  - the student has a disease or medical condition for which the medication is prescribed,
  - the student has been instructed on how to self-administer the medication, and
  - the disease or medical condition requires emergency administration of the medication.
- Contact the school nurse for a copy of the authorization form.

**Homeopathic medication, over the counter herbs, minerals, essential oils, vitamins, and other non-FDA approved medications:** Requests to administer these products by parent/guardian at school will not be honored, as there is no standardization, no FDA approval, and no guidelines regarding safety of these products.

### **Body Safety Programs**

In July 2018, the Indiana General Assembly passed legislation that expands the grade levels for body safety education in schools to grades Kindergarten through Grade 12. (Previously the law required education in grades 2-5). Each school corporation shall make available for inspection to a parent all of the instructional material used in connection with

instruction on human sexuality. Prior to a school providing instruction on human sexuality, the school must provide a written request for consent of instruction from an emancipated student or a student's parent(s). This allows the parent or emancipated student to opt out of the instruction.

## **Head Lice**

Parents/Guardians have the prime responsibility of assisting in the prevention and management of head lice cases through regular checks of their child's hair and starting immediate treatment when head lice are detected.

While head lice are a nuisance, they do not spread disease and are not a health issue. Should a case of head lice be brought to the school's attention, the school nurse will maintain confidentiality at school, verify presence of an active infestation, and bring it to the child's parent's/guardian's attention. Parents/Guardians, students and school staff will be educated about head lice identification, treatment and prevention.

If at all possible, students should not be excluded from school for having head lice as the management of head lice should not disrupt the educational process of the child. The need to exclude students from school will be determined on a case-by-case basis.

The policy is supported by the American Academy of Pediatrics, the National Association of School Nurses, and the Hamilton County Health Department.

## **ENROLLMENT/WITHDRAWAL PROCEDURES**

All registration at Westfield Washington Schools is submitted online. The link for online registration can be found at [www.wws.k12.in.us](http://www.wws.k12.in.us) under *Parents/Registration*. The following documents can be uploaded during online registration, or the documents can be brought to your child's school or the administration office within 10 days of completing the online process. If a parent/guardian does not have access to a computer, they may use computers at the district office at 1143 E 181<sup>st</sup> Street.

Please have the following documents available:

1. Provide one of the following at the time of enrollment for proof of Washington Township residency.
  - a. Current purchase, rental, or lease agreement
  - b. Property tax statement
  - c. Copy of filed IRS form
  - d. Voter registration
  - e. Recent utility bills in the name of the parent/guardian
2. Indiana driver's license
3. Birth certificate (signed by county health official, hospital records cannot be accepted)
4. Proof of custody (if applicable)
5. Immunization records
6. List of child's medications (if applicable)
7. Emergency contact information
8. Transcript from previous school
9. IEP (if applicable)
10. Grades in progress (if applicable)
11. Withdrawal papers from previous school (if applicable)
12. Current psycho-educational evaluation (if applicable)
13. ILEARN results

Westfield Washington Schools recognizes and complies with the McKinney-Vento Act.

Withdrawal of a student during the year may be arranged through the building secretary. Please call the school office to arrange for a withdrawal.

## ACADEMICS

### eLearning

eLearning days are held in place of cancellation days which would need to be made up later, often in June, by adding days onto the end of the school calendar. When these make-up days are at the end of the school year they do not reflect the learning that was needed at the time of the day off. WWS eLearning days allow students to continue to make educational progress. This is especially important when faced with high stakes tests (ILEARN, AP, IREAD-3, etc.) which have fixed testing dates regardless of the number of cancellation days.

1. School cancellation days will be eLearning Days unless otherwise communicated.
2. All classroom work will be posted by 9:00 AM on the day of the cancellation. If the cancelled day begins with a 2-hour delay, all work will be posted by 11:00 AM. K-4 students will find their work posted on Google Classroom and have a designated window to complete the work. 5-12 students will find their work on Canvas and have two school days to complete. For those students who do not have device or internet access, school lab hours will be posted. In addition, WWS partners with local business to provide students the opportunity to use WiFi during operating hours of the business.
3. Teachers will have set office hours to provide students with instruction and technical support that will be communicated to students and parents. A tech hotline is also available to support students and parents as issues arise.
4. Completed eLearning assignments will be used to determine attendance on an eLearning Day.
5. Lists of Frequently Asked Questions, staff office hours, Westfield WiFi Partners, and other information can be found on each school's website under the Parents tab.

### Grade Reporting to Parents/Guardians

Students in kindergarten and grades one and two receive a standards-based report card showing the progression of skill development (+, o, -) on state and local curriculum standards (+=Achieved the skill, o=Ongoing-working to achieve the skill, and -=Skill not yet achieved). S, N, or U are assigned in special area subjects. (S=Satisfactory, N=Needs Improvement, U=Unsatisfactory)

Students in grades three and four receive letter grades each trimester in academic subjects. S, N, or U are assigned in non-academic and special areas.

The grading scale is as follows:

A	=	93%-100%
A-	=	90%-92%
B+	=	87%-89%
B	=	83%-86%
B-	=	80%-82%
C+	=	77%-79%
C	=	73%-76%
C-	=	70%-72%
D	=	65%-69%
F	=	64% & below

Mid-term reports and report cards are available on PowerSchool. Throughout the trimesters, parents/guardians should check their child's progress in PowerSchool and talk to their child about their social, emotional and academic progress. If you feel that a conference to discuss your child's progress is needed, please call your child's teacher.

### High Ability

Westfield's high ability services fall under a range of K-12 services in the RtI (Response to Instruction) process. Official identification occurs in late spring for grades K, 2, and 6, with additional qualifications in 8th grade for specific high ability courses at Westfield High School. Early services include flexible grouping, differentiation, and enrichment within



the classroom and grade level. Middle and upper services include acceleration and honors/AP/ACP courses. Students may qualify in language arts and/or math. For more information, contact your child's principal or the Director of Elementary Curriculum, Instruction, & Talent Development, 317-867-8009.

### **IREAD-3, ILEARN Remediation & Preventive Remediation Opportunities/Title I**

State law requires that all 3rd grade students must pass IREAD-3 or be given a Good Cause Exemption to be promoted to 4th grade. Classes and study groups are organized to remediate or to help prevent later remediation on the basis of IREAD-3, ILEARN achievement and NWEA predictors of achievement on ILEARN. These classes and groups may run before or after school hours as well as during the summer.

The Board considers it very important that parents/guardians be consulted and informed at the earliest possible date when student participation in IREAD-3 and/or ILEARN Remediation and Preventive Remediation classes/groups is recommended.

Students who are at risk of not meeting IREAD-3, NWEA, or ILEARN standards in language arts/and or math may also participate in activities funded by Title I in those schools which receive federal funding.

### **Kindergarten Entrance**

As referenced in Policy 10000-06, any child meeting the age requirement who is a resident of Washington Township, Hamilton County is eligible to register. A child must be five years old on or before August 1 to be eligible to enter kindergarten and must be six years of age before August 1 to be eligible to enter the first grade.

If, in the opinion of the Superintendent of Schools or his designated agent, any parent/guardian has attempted to gain entrance of his or her child or children to the Westfield Washington Schools by circumventing the age date, the Superintendent or his agent may deny entrance to that child for the school year in question. The decision of the Superintendent is final.

### **Parent/Guardian Teacher Conferences**

Formal parent/guardian teacher conferences for students in grades K-4 will be held during the fall. At any time during the school year a parent/guardian may call to set up a conference with a teacher. A teacher or staff member may also request a conference with the parent/guardian.

### **Release of Directory and Student Records/Privacy Act Information (Policy 10000-02)**

As referenced in Policy 10000-02 and in The Family Educational Rights and Privacy Act (FERPA), sensitive information about students is kept confidential. FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as student's name, address, parents'/guardians' names, major field of study, sex, age, date of birth, grade level and school, school or activity photo, honors and awards, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, and enrollment status. The law specifies, however, that certain non-sensitive "Directory Information" may be released for any purpose at the discretion of the school corporation, with general notification of such intent. Notification may consist of published policies such as this one.

The permission has been divided into two categories: Print and Electronic. Print publications include the yearbook or student newspaper, printed programs for extracurricular activities, news releases to the local media, district publications, and interviews with local news media. Electronic mediums (internet and broadcast) such as district website, district videos, pod casts, and interviews with local news media for broadcast such as TV or radio.

You have the right to request the withholding of any or all directory information. Please consider very carefully your decision to withhold any of the above information. This information is typically used in news stories about our students' achievements and classroom activities, honor roll lists, the yearbook, and school directories and school/district newsletters. Should you deny permission for the release of information, any future requests for such information from news media and other individuals will be refused for the duration of the school year.

To request withholding of information, please notify your child's school in writing within 14 days of the start of school or within 14 days of enrolling your students.

During a student's career, the school system collects and records data concerning the student. The school system recognizes that the collection, maintenance, and limited dissemination of such data is essential in school operations, but also that preserving the rights of privacy of the student and parents/guardians, and the student's or parent's/guardian's right to correct inaccurate data is equally essential.

In accordance with IC 20-33-7-3 a school corporation or other entity to which the education records privacy provisions of the federal Family Educational and Privacy Rights Act (20 U.S.C. 1232g) apply may disclose or report on the education records of a child, including personally identifiable information contained in the education records, without the consent of the child's parent, guardian, or custodian, under the following conditions:

1. The disclosure or reporting of education records is to a state or local juvenile justice agency.
2. The disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released.
3. The juvenile justice agency receiving the information certifies, in writing, to the entity providing the information that the agency or individual receiving the information has agreed not to disclose it to a third party, other than another juvenile justice agency, without the consent of the child's parent, guardian, or custodian.

For purposes of subsection two (2), a disclosure or reporting of education records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the juvenile justice agency seeking the information provides sufficient information to enable the keeper of the education records to determine that the juvenile justice agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to supervision of the child as an adjudicated delinquent child.

As referenced in Policy 10000-02 and in The Family Educational Rights and Privacy Act (FERPA), personally identifiable information about students is kept confidential. Parents and eligible students (a student who has reached 18 years of age) have the right to:

- (i) inspect and review the student's education records at reasonable times within 45 days of the day a school receives a request to access records;
- (ii) seek amendment of the student's education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
- (iii) provide written consent before the school discloses the student's education records, except to the extent FERPA authorizes disclosures without consent; and
- (iv) file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue SW, Washington D.C. 20202, concerning alleged failures by the district to comply with the requirements of FERPA.

Certain persons may examine student records without a parent's consent. These include school officials, who have "legitimate educational interests." A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as a software or technology service provider, an attorney, auditor, medical consultant, or therapist; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

A parent or eligible student may view his/her student's records by making a request in writing to the building principal. Any request for amendment of education records by requesting an informal conference with the Superintendent or designee.

### **Special Education Services**

WWS accommodates the unique needs of students in special education in the least restrictive environment, which means inclusion in regular classrooms when possible. Teachers use a common framework for education, but regularly—and creatively—adapt their instruction to accommodate the needs of the individual student. WWS is a single district planning corporation as it relates to special education services.

Life Skills: These programs are for moderate/severely disabled children in grades Pre-K-12. These children are included with grade level peers on an individual, as needed, basis at Monon Trail Elementary School, Westfield Middle School and Westfield High School.

Functional Academic Program: This program is for students with a mild mental disability, grades K-12. These children work toward academic, social, and community related independence goals at Washington Woods Elementary School, Westfield Intermediate School, Westfield Middle School, and Westfield High School.

Cross-Categorical Classroom: This classroom services students in grades K-4 who are typically on the autism spectrum and need more intensive services with language/academics to maximize success at Carey Ridge Elementary School. The goal is to service each child as intensely as possible to achieve transition back to the traditional classroom setting.

Preschool Program: This program is for children ages 3-5 who qualify for special education services and is at Carey Ridge Elementary School, Maple Glen Elementary School, Oak Trace Elementary School, Shamrock Springs Elementary School and Washington Woods Elementary School. Each student who qualifies is evaluated by our Early Childhood Assessment Team.

Mosaics: This alternative program has two main goals. The first is to serve students who are unable to function in a traditional classroom setting. The second is to transition students back into their classroom when they have taken the necessary steps to achieve their academic and behavioral goals. Mosaics classrooms are located at Shamrock Springs Elementary School, Westfield Intermediate School, Westfield Middle School and Westfield High School.

Westfield Autism Team (WAT): WAT is a multidisciplinary support team which consists of individuals who represent the nine school buildings within the Westfield Washington School district. WAT's goal is to serve as a resource and a support base to the child's multidisciplinary team (parents, teachers, administrators, therapists, and support staff).

Westfield Washington Schools also offers Occupational Therapy, Physical Therapy, and Speech and Language Therapy to students that qualify under an area of eligibility listed within Indiana Article 7.

Westfield Washington Schools Restraint and Seclusion Plan: Specific information regarding Westfield Washington Schools Restraint and Seclusion Plan, Policy 10000-43 can be found on our district website, [www.wws.k12.in.us](http://www.wws.k12.in.us).

## **PROMOTION AND RETENTION PROCEDURES**

Westfield Washington Schools Board of School Trustees recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to meet their needs at the various stages of their growth.

Promotion or retention of students stems from the total development of the individual child related to the educational program. General overall scholastic achievement should have a primary influence in determining retention and/or promotion of the individual child.

Promotion of a student will occur based on the professional recommendations of the teaching/administrative staff. The student must also achieve the instructional objectives set for the present grade level.

A student identified as a student with special needs shall be promoted or retained based on the opinion/professional judgment of the case conference committee team.

A student identified whose primary language is not English shall be promoted or retained based on the professional opinion of the EL teacher, classroom teacher, and building administrator/principal.

If a child is being considered for retention, the following action should occur:

- Parents of any child whose promotion is in jeopardy will be notified well in advance of any actual decision regarding the possibility of promotion/retention. Final determinations will be made before the end of the current school year.
- Parent teacher conferences must be held whenever retention of a child is being considered. Retention will not be finalized until the parent has had an opportunity to meet with the classroom teacher and school

administrator. Completion of the Lights Retention Scale will be completed and shared at the parent teacher conference.

- The school principal has the legal responsibility for student classification and students may be reclassified when, in the professional judgment of the principal, it becomes necessary or advisable.

## ATTENDANCE POLICIES AND PROCEDURES

### Reporting Absences

Parents/Guardians are required to notify the school office when a student is absent. Please phone the attendance line by 9:30 a.m. on the day of the student's absence. Please give your name, your child's name, your child's teacher's name, reason for absence, and request make-up work at this time. Make-up work may be picked up in the office after 2:30 p.m. This should be done each day the student is absent. Failure to inform the school could result in the child's absence being counted as truant. A doctor's excuse may be requested after the third consecutive day of absence. A change of status regarding an absence can occur only after a conference with the principal.

### Make-Up Work

Students may make-up schoolwork **for full credit** for any kind of absence except truancy. A student shall have one day to make-up work for each day of absence. Lengthy absences may require that the teacher provide schoolwork alternatives and timeframes that do not adhere to the one day out—one day of make-up. In such cases, the teacher will notify the student and the principal or principal's designee. Teachers will strive to ensure that the make-up work assists the student in achieving course standards and he/she will set a reasonable timeframe for completion of the work.

IC 20-33-2 requires children to attend school during the time it is in session until the child graduates or becomes 18 years of age. We know that good attendance and high achievement are related. Student attendance at school is expected in order that learning within the classroom can occur. Because regular attendance is expected of our students, vacation taken during a school term is considered an absence.

Absences and early dismissals from school are defined as any non-presence during part or all of a scheduled school day that is not canceled or altered due to weather or other emergency. Tardiness is a form of absence that will be factored into consequences employed by the school.

### Westfield Washington Schools Attendance Procedures/Hamilton County Schools Attendance Program Project ACES – Attending Class Equals Success

In addition to the trimester attendance procedures, Westfield Washington Schools also participates in the Hamilton County Schools Project ACES Attendance Program in collaboration with the Hamilton County Juvenile Prosecutor's Office. Project ACES tracks the total number of excused/unexcused absences to school accumulated for the entire school year. The goal of Project ACES is to ensure that every child attends school as required by Indiana Law so that each child will receive the necessary guidance and knowledge to become a productive member of the community. **Absences to school are cumulative throughout the school year and do not reset at any point during the school year for grades K-12.**

Project ACES is a collaboration between the school, parent, student, Westfield Youth Assistance Program, and the Hamilton County Prosecutor's Office. In working together and through early intervention, we believe that attending class will equal success for each and every student.

### Excused Absences

/Guardians are urged to call the school to report the absence as soon as possible, preferably before 10:30 a.m. on the day of the absence. The following are considered by state statute to be excused absences:

1. Student illness
2. Death/grave illness of an immediate family member
3. Exclusion because of exposure to contagious disease
4. Required religious observation
5. Medical, dental, or professional appointments

## **Other Educational Activity**

Other educational activity is defined as any other absence, approved by the building principal, resulting from an educational activity that is relevant to the child's academic growth and equivalent to the child's school activities/experiences. Such absence requires a written request submitted to the principal at least 30 calendar days in advance if the event is known or should have been known prior thereto. Upon the student's return to school, he or she must make-up work missed and submit a report to the principal about the WWS curriculum-relevant learning that took place during the absence. The principal shall have discretion to rescind prior approval of the excused absence status if the reporting is deemed insufficient. Principals will consider the proposed absence based on factors that include but may not be limited to: the timeliness and quality of the parent's/guardian's written request, the student's prior attendance record, the student's academic standing, the nature of the proposed activity, and school curriculum/activities that the student would miss during the proposed other educational activity.

In accordance with IC 20-33-2-14, -15, -16, -17, students supplying the proper notification to the school office and participating in the following events are not counted absent:

1. Page or honoree in the Indiana General Assembly;
2. Any required court appearance for which they are subpoenaed;
3. Help to a political candidate, a political party or to a precinct election board ON ELECTION DAY; or
4. National Guard duty (maximum 10 days).

**Parents/Guardians must notify the school with physician documentation when circumstances of prolonged student illness occur. This will assist the principal in employing this policy's parent/guardian notice and intervention provisions.**

## **Excessive Absences**

**A student that has excessive absences may be withdrawn from classes.**

### **Target Group 1: Students with Excessive Absences**

Excused absences **not** included in Project ACES are:

- Religious holidays
- Death in the immediate family
- Court appearances, jury duty
- Serving as a page for the State Legislature
- College visitation – High School
- Driver license examination – High School
- Immigration, passports

**Step 1:** When a student misses 7 days of school (vacation or illness, no doctor's notes provided), the parent, student, school administration, and counselor will communicate to discuss the student's attendance at school. Documentation of the meeting will be kept in the school file.

**Step 2:** When the student misses 10 days from school (vacation or illness, no doctor's note provided), a Letter of Incapacity and a Physician's Certificate, which requires a doctor's note for any further absences, will be mailed to parent by certified mail.

**Step 3:** When the student misses 12 days of school (vacation or illness, no doctor's note provided), the student and parent are referred to the Project ACES program. The school administration will complete and submit an ACES referral form to a representative of the Hamilton County Prosecutor's Office. The Prosecutor's Office will then contact the parents both by mail and phone to inform the parent and child of a required meeting to be held to discuss the continued absences of the student.

**Step 4:** At the meeting, a Hamilton County Deputy Prosecutor will share a presentation with the parents and student on how truancy leads to delinquency and increases the chances for becoming a dropout. He/she will review Indiana Law on school attendance and educational neglect, define excused and unexcused absences, and discuss the consequences of further absences from school. If appropriate, the child will be referred to the Westfield Youth Assistance Program to assist the student and parent in correcting his/her school attendance issues.

**Step 5:** If students in grades 1-6 are still missing school, educational neglect charges will be filed. If students in grades 7-12 are still missing school, truancy charges will be filed and a pick up order will be requested.

### **Target Group 2: Students who are Truant**

A student is truant when neither his/her parents/guardians nor school officials know the reason for a student's absence at the time of the absence or the "willful refusal to attend school in defiance of parental/guardian authority." (Indiana Court of Appeals: Simmons v. State of Indiana.) Skipping a class or leaving school without permission is an example of truancy. Truancies accumulate throughout the school year and do not reset at any time.

**Step 1:** When a student is truant for 1 day of school, the parent, student, school administration, and counselor will meet. At the meeting, an attendance letter will be handed to the parent, as well as information on the Westfield Youth Assistance Program. When appropriate, the student will be assigned a Thursday School. Documentation of the meeting will be kept in the school file.

**Step 2:** When a student is truant for 2 days of school, the student and parent are referred to Project ACES. The school administration will complete and submit a Project ACES referral form to a representative of the Hamilton County Prosecutor's Office. The Prosecutor's Office will then contact the parents both by mail and phone to inform the parent and child of a required meeting to be held to discuss the continued absences of the student.

**Step 3:** At the meeting, a Hamilton County Deputy Prosecutor will share a presentation with the parents and student on how truancy leads to delinquency and increases the chances for becoming a dropout. He/she will review Indiana Law on school attendance and educational neglect, define excused and unexcused absences, and discuss the consequences of further absences from school. If appropriate, the child will be referred to the Westfield Youth Assistance Program to assist the student and parent in correcting his/her school attendance issues.

**Step 4:** When a student is truant for 3 days of school, when appropriate he/she will be assigned to the Out of School Suspension Partnership Program which will be served in Saturday School (grades 5-12 only).

**Step 5:** When a student is truant 4 or more days of school, a truancy petition will be filed. In addition, a pick up order will be requested for students in grades 7-12.

**If a student is truant, work will not be credited and progressive discipline will ensue. Truancy will count toward the absence limit.**

### **Habitual Truant**

Westfield Washington Schools defines a "habitual truant" as a student who is truant from school or any part of the school day, for a second time during the school year and neither the parent/guardian nor school officials know the reason for a student's absence at the time of the absence or the student displayed "**willful refusal to attend school in defiance of parental/guardian authority**" (Indiana Court of Appeals: Simmons v. State of Indiana).

WHS is required to notify the Indiana Bureau of Motor Vehicles which could then either invalidate that student's license to operate a motor vehicle or prevent the student from acquiring a learner's permit for a time period as prescribed by law.

The Bureau of Motor Vehicles is prohibited from issuing a driver's license or permit to a student less than eighteen (18) whom:

1. is a habitual truant;
2. has at least a second suspension from school for the school year;
3. has an expulsion from school; or
4. has withdrawn from school, for a reason other than financial hardship, and the withdrawal was reported before graduating.

If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion, or has withdrawn from school as described in Section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following events.

A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit or have a license or permit revalidated upon the earliest of one of the following events:

1. the student turns eighteen (18);
2. 120 days after the person is suspended, or the end of a trimester during which the person returns to school, whichever is longer;
3. the suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.

Furthermore, the Bureau of Motor Vehicles may not issue a driver's license or permit to a student who is:

1. at least thirteen (13) years of age, but less than fifteen (15);
2. a habitual truant;
3. and identified in a list submitted to the Bureau of Motor Vehicles may not be issued an operator's license or a learner's permit to drive a motor vehicle or motorcycle under IC 9-24 until the person is at least eighteen (18) years of age.

## **STUDENT BEHAVIOR**

### **Classroom Expectations**

Each classroom teacher, in cooperation with his/her students, sets up classroom expectations at the beginning of the year. These co-created expectations provide the foundation for a safe, equitable, and relationship driven learning environment. The co-created expectations are shared with parents/guardians at our classroom *Information Night/Meet the Teacher Night* and are sent home the first week of school.

WWS is dedicated to the social and emotional development of all students to help them reach their full potential. This is an ongoing process focused on student, teacher, and parent / guardian cooperation and collaboration in the classroom, built on a foundation of positive relationships between school and home. Classroom teachers utilize a wide array of interventions to support positive behavior in the classroom. Some examples included, but are not limited to: relationship building, classroom circles, cooperative learning, restorative practices, goal setting, problem-solving, self-reflection, empathy building, mindful moments, etc.

### **Supporting Student Behavioral Needs**

Each classroom teacher and bus driver establishes a system for his/her classroom or bus with expectations and age appropriate student supports. If a child experiences a lack of success with classroom / bus expectations, then additional supports may include:

- conference with child and teacher;
- conference, in person or by phone, with parent/guardian;
- letter to parent/guardian;
- loss of recess and/or special school privileges;
- loss of bus privileges if incident was bus related;
- assignment of tasks to complete such as letters of apology, school service project, etc.;
- after-school detention;
- in-school suspension;
- out-of-school suspension;
- expulsion.

In the interest of maintaining a safe and healthy educational environment for all stakeholders, the administration reserves the right to conduct searches of school property based upon reasonable suspicion. The nature and manner in which the search is conducted shall be controlled by the circumstances of each particular situation.

### **Recess**

All children should wear proper clothing and footwear to match current weather conditions to go outside for recess (e.g. coats, hats, boots, mittens, etc. for cold or snowy weather). The children will go out for recess in cold weather when the wind chill factor is 15 degrees or above. Children will only be allowed to stay inside for one to three days with a note from a parent or guardian. A doctor's note may be required after three days. If students are inside during recess because of illness, they will complete unfinished work or do quiet work.

## **WWS Behavior and Disciplinary Policy (Policy 10000-05)**

As referenced in Policy 10000-05, it is the policy of Westfield Washington Schools to balance the rights of student expression with that of all members of the school community, with the interests of an orderly and efficient educational process, and with the needs of a school environment suitable for the healthy growth and development of all students.

## **Anti-Bullying (Policy 10000-49)**

Bullying is **prohibited** by Westfield Washington Schools. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

Definition: “Bullying” is defined as overt, unwanted, **repeated** acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, head for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in **reasonable** fear of harm to his or her 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, or privileges provided by the school.

Applicability: Westfield Washington Schools prohibits bullying in all forms. This policy 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 Westfield Washington Schools 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. Westfield Washington Schools prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Education: Westfield Washington Schools will provide training and/or instruction on bullying prevention and policy to all students in grades K-12, as well as staff, in accordance with Indiana law.

Reporting: In an effort to maintain an orderly and safe environment, students and parents/guardians can report incidents to the anonymous reporting platform located on the district website homepage.

The entire School Board policy (10000-49) can be found on the district website, [www.wws.k12.in.us](http://www.wws.k12.in.us), under *School Board/Policy Information*.

## **Children’s Internet Protection Act (CIPA) (Policy 10000-50)**

1. WWS recognizes its responsibility to educate students regarding appropriate behavior on social networking and chat room sites about cyberbullying. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites and in chat rooms and cyberbullying awareness and response.
2. The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, chat rooms, and other internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

## **Criminal Organizations (Policy 10000-52)**

Criminal organizations are **prohibited** by Westfield Washington Schools. Students who commit any acts of criminal organization and criminal organization activity, or reprisal, or retaliation against an individual who reports suspected criminal organization activity are subject to discipline.

Definition: “Criminal Organizations” means a group with at least three (3) members that specifically:

1. either:
  - A. promotes, sponsors, or assists in; or
  - B. participates in; or



2. requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Definition: “Criminal Organization Activity” involves a student who knowingly or intentionally actively participates in a criminal organization, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization.

Applicability: The Board of School Trustees of Westfield Washington Schools prohibits criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

Education: Westfield Washington Schools will provide training and/or instruction on criminal organization activity and policy to all students in grades 1-12, as well as staff, in accordance with Indiana law.

Reporting: In an effort to maintain an orderly and safe environment, students and parents/guardians can report incidents to the anonymous reporting platform site located on the district website homepage.

The entire School Board policy (10000-52) can be found on the district website, [www.wws.k12.in.us](http://www.wws.k12.in.us), under *School Board/Policy Information*.

## **Due Process**

It is important that students be aware of their legal rights and responsibilities. The Student Due Process Code (IC 20-33-8), enacted and amended by the General Assembly of Indiana, outlines in detail the procedures to be followed when either suspension or expulsion is utilized as a disciplinary measure. Once due process is initiated, a student will not be permitted to withdraw from school to avoid disciplinary action except in Policy 10000-05, Student Behavior, Rights, and Discipline. Due process procedures begin at the time a student is questioned in relation to an incident.

In August 2006 the School Board instituted a practice not to hear student due process appeals for expulsion.

## **Legal Settlement (IC 20-33-8-17) (Policy 10000-03)**

A student may be expelled from school if the student’s legal settlement is not in the attendance area of the school corporation where the student is enrolled. Expulsion will not be undertaken if the student voluntarily is withdrawn by the parents/guardians within five calendar days of discovery.

## **Grounds for Suspension or Expulsion**

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - a. Occupying any school building, school grounds, or part thereof with 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 substantially damaging any school building or property or lighting a fire on school property.
  - d. Possession of matches, lighter, or anything that could be used to start a fire.
  - e. Prevention of or attempting to prevent by physical act the convening or continued function of any school or education function, or of any meeting or assembly on school property.
  - f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.

4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself or some other person does not, however, constitute a violation of this rule.
5. Threatening or intimidating any student for any purpose including obtaining money or anything of value from the student or hazing of other students.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or represented to be a weapon. A weapon is defined as any object, mechanism or air gun that could be used to inflict physical harm to another person. This is punishable by up to one-year expulsion.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, spice, alcoholic beverage, tobacco products including electronic cigarettes, vaporizers, or intoxicants of any kind. Use of drug(s) authorized by a medical prescription from a physician for the person in possession of the drug is not a violation of this rule.
8. Engaging in the unlawful selling or supplying of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Possession of, use, or transmitting drug paraphernalia.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence or tardiness of students;
  - d. possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - e. possessing, using, transmitting or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;
  - f. engaging in speech or conduct, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes or that advocates any illegal activity.
13. Using school or personal electronic devices in an inappropriate manner, this includes but is not limited to, utilizing them for cheating purposes or for the purpose of harassing, bullying or bringing harm to others.
14. Possessing a firearm.
  - a. No student shall possess, handle, or transmit any firearm on school property.
  - b. The following devices are considered to be a firearm under this rule:
    - 1) any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or compressed air;
    - 2) the frame or receiver of any weapon described above;
    - 3) any firearm muffler or firearm silencer;
    - 4) 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;
    - 5) any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other repellent, and that has any barrel with a bore of more than one-half inch in diameter;
    - 6) 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;
    - 7) an antique firearm;
    - 8) a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
  - c. Weapon - up to one-year expulsion.
  - d. The penalty for possession of a firearm: suspension up to 10 (ten) 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 trimester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

- e. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

In addition to the grounds listed above for expulsion or suspension, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, or other school breaks and functions.

Suspension, expulsion, and student discipline are governed by IC 20-33-8 and Westfield Washington Schools' policies and procedures are in compliance with that statute. Policy 10000-05 covers student behaviors, rights, and discipline.

### **Non-Discrimination & Anti-Harassment (Policy 13000-01)**

WWS does not discriminate on the basis of a protected class including but not limited to race, color, religion, gender, national origin, age, disability, ancestry, or sex, in its programs or activities. WWS strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of harassment.

WWS is committed to providing a safe environment in which students can learn. WWS shall maintain a nondiscriminatory environment protecting students from discrimination and harassment.

Harassment or discrimination of students, staff members, and guests is prohibited at all academic, extra-curricular, and school-sponsored activities. Behavior prohibited by this policy also includes conduct in any school program or activity taking place in school facilities, on school transportation, or any off-campus conduct that has a continuing effect on campus or in a school program or activity. WWS prohibits discrimination and harassment through a computer, computer system, or computer network.

Harassment and discrimination may take many forms, including: verbal acts and name-calling; graphic and written statements; sexual violence or unwanted sexual contact; or other conduct that may be harmful, humiliating, or physically threatening. Harassment and discrimination do not have to include intent to harm, be directed at a specific target, or involve repeated incidents, but may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment and discrimination may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities provided by WWS.

Anyone who believes that a student or staff member has possibly been the target of discrimination or harassment is encouraged to immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or appropriate coordinator based on the form of harassment or discrimination. Inquiries regarding compliance with and information concerning the complaint procedure with respect to Title VI, Title IX, Section 504, or non-discrimination should be directed to the corresponding coordinator at Westfield Washington Schools, 1143 East 181<sup>st</sup> Street, Westfield, IN 46074.

The entire School Board policy (13000-01), including coordinator contact information, can be found on the district website, [www.wws.k12.in.us](http://www.wws.k12.in.us), under *School Board/Policy Information*.

## **BUS BEHAVIOR**

### **Bus Expectations**

Parents/Guardians are requested to discuss School Bus Expectations with their students. Bus expectations are designed to provide maximum safety and comfort to all students. Parent/Guardian cooperation and support is needed so that quality transportation can be provided. School bus drivers will ensure that the following guidelines are observed.

1. Be careful when approaching bus stops. In areas where there are no sidewalks, walk on the left side of the roadway facing on-coming traffic. Always cross the street in front of the bus, once the driver signals, when boarding and unloading.
2. Avoid standing or playing on the roadway while waiting for the bus. **Never chase after the bus.**
3. Do not damage or destroy property near bus stops.

Help keep the bus on schedule. Please allow for a five-minute window on the scheduled stop time. Circumstances that necessitate this could be weather, traffic, etc. Please arrive to stops 5 minutes early

No student will enter or leave the bus until it has come to a complete stop and the door has been opened by the driver.

Take your turn and avoid pushing when entering or leaving the bus.

Be seated promptly, sit two or three to a seat, and be careful not to block the aisles. Remain seated until the bus stops.

Students may be assigned seats at the discretion of the driver. No one is permitted to save seats. Students are not to stand or move about while on the bus.

Loud, boisterous, profane language or indecent conduct will not be tolerated.

Windows will not be opened or closed except by permission of the driver.

Students should be waiting at the designated stop 5 minutes prior to the time the bus is scheduled to arrive. This does not mean the student leaves the residence when he/she sees the bus coming. If the student is not going to ride in the morning, please notify the Transportation Office.

4. The driver has full authority of the bus while students are being transported. For misconduct, the driver, upon notifying the parent/guardian, may suspend a student from riding for one day. The building administrator may recommend a three or five-day suspension from riding. Further misconduct will result in the riding privilege being revoked for the remainder of the trimester.
5. Students are not permitted to eat or drink on the bus without permission from the bus driver. Bottles and cans are prohibited.
6. Mutilation of seats or written obscenities on any part of the bus will be sufficient grounds to deny bus privileges to the offender in addition to the offender paying for any damages.
7. As a safety precaution, students will not be permitted to leave the bus until supervision is available in the building. After boarding the bus, a student is not permitted to leave the bus until the bus gets to the student's designated stop or to the school.
8. The aisle of the school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on the student's lap or safely placed on the floor in the space under the seat immediately in front of the student is not permitted on the school bus.

## **Bus Ridership**

Bus stops are placed in a location that is best for all riders. Door to door service is only provided to Special Needs students or specific circumstances related to the unique needs of a student.

**All students must ride their assigned bus to and from school.** Riding another bus is only permitted in emergency situations. In an emergency situation, a parent may contact their child's school to request that their child ride home with another student. Notes must be provided from each student's parents. The principal will check with Transportation to ensure there is enough room on that bus that day before determining whether the request will be granted. The driver and parents will then be notified. **The school bus should not be used as transportation for parties or sleepovers.** Parents are responsible for transporting students to events of this nature.

Please let the bus driver know of any special health problems your student might have.

School bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported. It is important that each student cooperate with the bus driver and practice safe bus riding habits at all times.

Parents/Guardians are encouraged to help in the supervision of the bus stops since the school is unable to provide supervision. Students should not arrive at the bus stops extremely early because of the lack of supervision.

## **Bus Stop Change Requests**

Bus stop change requests must be submitted at least 5 days before requested date of change.

Bus stop changes must be a permanent, every day change. A student may have a different pick up and drop off locations, but they must be the same all week. Transportation cannot accommodate intermittent or every other day requests.

Bus stop change requests must be within the boundaries of the attending school.