



2020-2021
Elementary Parent/Student
Handbook

Board Approved – March 2020

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WHITLEY COUNTY CONSOLIDATED SCHOOLS ELEMENTARY HANDBOOK

WELCOME

Welcome to Whitley County Consolidated Schools. We hope and expect that our schools will be a source of pride for everyone.

Please become familiar with the contents of this handbook. It is designed to help explain the services and policies of our elementary schools.

Your child's elementary years will be a time for growth, exploration and learning. A key to success will be practicing PRIDE skills as listed below.

ELEMENTARY SCHOOL MISSION STATEMENT

Whitley County Consolidated Elementary Schools will prepare its community of learners for the challenges and opportunities of today and tomorrow.

WCCS MISSION STATEMENT AND CORE VALUES

WCCS is a safe, dynamic educational environment empowering students to become educated, productive, responsible citizens.

Core Values of Whitley County Consolidated Schools:

- Safe and secure school environment
- Highest student achievement
- Professionalism, compassion, dedication, flexibility and accountability
- Continuous growth through intentional practices
- Strong relationships and partnerships
- Dynamic, rigorous curriculum and diversity of opportunities
- Financial plan aligned to the Core Values that supports the goals of the corporation



P.R.I.D.E. Skills

P ersistence	<i>Student completes the task at hand regardless of the obstacles that occur.</i>	<ul style="list-style-type: none"> • Needs minimal supervision • Completes assignments • Willingness to re-work when necessary • Maximizes available resources
R espectfulness	<i>Student demonstrates and promotes a spirit of cooperation within and outside classroom.</i>	<ul style="list-style-type: none"> • Teamwork: Interacts effectively with others Offers assistance to peers • Community Service • Communicates clearly and appropriately and in a professional manner
I nitiative	<i>Student is a self-starter and a problem solver.</i>	<ul style="list-style-type: none"> • Quick to assume task; remains on task • Shows leadership • Works independently
D ependability	<i>Student demonstrates academic readiness; is reliable and demonstrates responsibility.</i>	<ul style="list-style-type: none"> • Average or above grades • Excellent attendance • Arrives on time every day • No discipline referrals
E fficiency	<i>Student is organized, punctual, and demonstrates self-management.</i>	<ul style="list-style-type: none"> • Uses instructional time efficiently • Manages time wisely • Demonstrates organization

PARENT/STUDENT GENERAL INFORMATION

SCHOOL DAY AND OFFICE HOURS

Coesse Elementary	7:40 A.M. – 2:10 P.M.
Little Turtle Elementary	7:40 A.M. – 2:10 P.M.
Mary Raber Elementary	7:40 A.M. – 2:10 P.M.
Northern Heights Elementary	7:40 A.M. – 2:10 P.M.

Elementary office hours are 7:00 A.M. – 3:30 P.M.

SCHOOL DELAYS AND CLOSINGS

Weather delays may be either two (2) or three (3) hours in length. Based upon weather conditions, a weather delay may progress from two (2) hours to three (3) hours in length. Weather delays may be upgraded to a school closing or a closing with eLearning. An automated phone message will be used to notify households with updated phone numbers on file. The following radio and TV stations will also broadcast the delays and closings: WOWO 1190 FM; WBTU 93.3 FM; WBCL 90.3 FM; WAJI 95.1 FM; WMEE 97.3 FM; WLZQ 101.1 FM; WQHK 105 FM; WILLS 95.1; TV channels 15, 21, 33 and 55. Families /students may sign up for text alerts through local media outlets. Any delay or closing will be announced as “Whitley County Consolidated Schools.”

Breakfast may not be served in some buildings on delay days. Check with your child’s individual school for details.

CHANGE OF ADDRESS

Parents/legal guardians are to inform the school secretary immediately of any address or telephone number changes and make revisions online using Skyward.

GUIDANCE

WCCS elementary school staff members and counselors create an environment where children are taught to Treat People Right, Do the Right Thing and Become Lifelong Learners.

The purpose of guidance services is to help your child with the challenges s/he may encounter at school. The guidance counselor will work with parents and teachers, as a team, to help the child become more successful. If your child would like to have ongoing contact with the counselor, written or verbal consent from a parent or guardian is required.

The purpose of guidance services is to help each student in his/her social, education, personal and vocational development. Any concerns that a parent may have with regard to the use of this service should be communicated to the school in writing.

TELEPHONE USAGE

From time to time, students may need to use the telephone. The school office is happy to assist with this if there is a good reason for the student to use the school phone.

TEXTBOOK/RESOURCE FEES

Textbook/resource fees are to be paid in full by October 31st of each school year. Any family that qualifies may pursue the textbook assistance program. The family will be billed for any charges that the State of Indiana does not reimburse. These charges will be due upon receipt of the billing.

ELEMENTARY FOOD NUTRITION SERVICES

Breakfast and lunch are available to all students daily. Monthly menus and prices are posted on corporation and school web sites. To prepay meals, check balances or set up reminders, use the district's online payment process. Parents will need the child's nine-digit school identification number. Students may pay by check or cash by submitting it in an envelope with your student's information and payment to the school office, teacher or by bringing it to the school cafeteria at breakfast or lunch. Checks should be made payable to "WCCS Food Service." DO NOT INCLUDE any other payments such as book, yearbook or supplies on these checks.

Breakfast may not be served in some buildings on delay days. Check with your child's individual school for details.

Free and reduced price meal applications are available all school year online, at your school's office or the administration office and may be completed at any time.

WCCS MEAL CHARGE PROCEDURES

Meal charging is not encouraged, but we understand it may be necessary on occasion. No ala carte items may be charged and all meal charges must be repaid in full. Funds may be transferred between students' accounts in the same household up until one week after the close of the school year. Negative balances after June 30th of the school year may be turned over to collections.

To insure elementary students do not go hungry, they may be permitted to charge no more than three school meals.

- For each meal charge, the cashier will verbally remind the student to ask parents to, "Please send lunch money." Negative balance letters with the student's name and balance will be sent home with students.
- When three (3) charges have occurred, requests for repayment via phone calls, letters and emails will be made.
- After the third meal charge, students arriving at school without payment or a meal from home may be served a substitute meal of a sandwich and milk.
- If paid and reduced students have money in hand for the price of a meal, they will receive a meal,

even if s/he has charges.

- A la carte items may not be charged.
- All families have access to the district's online payment process to check balances, set up email reminders and make payments online. Parents will need the child's nine-digit school identification number for online services. It may take 24-48 hours for payments to be processed.
- Free and reduced applications will be available throughout the school year.
- Charging meals will not be permitted the last two weeks of school.
- All WCCS schools are equal opportunity providers.

RECESS

We will have outdoor recess whenever possible. Students should dress for recess outdoors. The temperature and wind chill will be checked before determining where recess will be held. During the winter months, students will go outside for recess unless the temperature or wind chill is at or below zero (0) degrees Fahrenheit. It is important all children dress for the weather including appropriate clothing such as a hat, winter coat, gloves, snow pants and boots.

VISITORS

Visitation by your children's friends is not permitted. Relatives of students may be permitted in the school cafeteria and classrooms during the school day, only after obtaining permission from the principal and making an appointment in advance. Visits to the playground are not permitted. Classroom visits should last no more than 60 minutes. All visitors must follow all school rules and policies and wear proper identification at all times. All visitors must sign in at the office. Adult visitors must have an approved criminal background check on file for the current school year.

USE OF METAL DETECTORS

WCCS has a duty to maintain a safe learning environment for our students. The Board of School Trustees has authorized the use of metal detectors. Students or adults entering a school building within the corporation may be subject to screening with a metal detector. The metal detector may be a walk-through, handheld or other type of metal detection device. Persons who do not consent to a metal detection screening may be denied admittance.

SOCIAL INVITATIONS

Families should make social arrangements away from the school setting. Invitations to private social events (i.e., birthday parties) will not be distributed at school, on the bus or in other school settings.

LOST AND FOUND

Lost and found items are kept in the school office. Any found items should be turned in at the office.

ADULT VOLUNTEERS

Each year, numerous adults volunteer to help teachers in the classrooms. These volunteers are welcome in Whitley County Consolidated Schools classrooms; however, for the safety of all students and staff, any volunteer must adhere to the following guidelines:

- Pick up a volunteer packet in the school office where you would like to volunteer. This packet includes a Criminal Background Check form, list of procedures, an opportunity to express areas of interest for volunteering and information regarding required bullying/safety training.
- Complete the criminal background check prior to volunteering. A driver's license or state-issued photo ID must be presented to the office staff member processing the criminal background check.
- Sign and submit a release of liability form.
- Make arrangements with the classroom teacher before being approved to help in the classroom.
- Complete the district bullying/safety training before October 15th of each year.

For more information about volunteering, contact your child's school office.

ATTENDANCE

Attendance at school and in class is a responsibility that students share with their parents. Good attendance is important for success, both in school and as preparation for future jobs. When a student is absent from school, it is impossible to make up all the educational opportunities that are missed. Families are encouraged to only take vacations during non-school times to avoid missing important instruction.

The Whitley County Consolidated Schools strongly encourage students to attend school regularly. There are times, however, when all of us are prevented from following our normal routine. For more detailed information on verifying absences, please reference the WCCS Handbook.

A full attendance and tardy report *may* be submitted to the Department of Child Services for official examination and potential action if excessive unexcused absences or tardies occur. Doctor's excuses that do not include an in-person evaluation by the doctor *may not be accepted*. For more detailed information on absences and tardiness, please refer to the WCCS Handbook.

REPORTING STUDENT ABSENCES

If a student is going to be absent from school, the parent or guardian should call the school office by 9:00 A.M. that day and report the reason for the absence. When the student returns to school, the parent or guardian must send a written note explaining the absence.

TARDINESS

Students are expected to arrive at school and report to class on time. When there is a late arrival, the parent or guardian must accompany the student into the building and sign the child in. The student will be issued a tardy pass before s/he leaves the office for class.

TRUANCY

A student is considered truant from school if absent without the school's or the parent's knowledge. Any suspected truancy will be reported to the student's parent or guardian.

WITHDRAWAL FROM SCHOOL

A parent is required to handle a student withdrawal or transfer from school in the school's office. All school property must be returned to the teacher or the school office. Any refunds will be made by check to the parent or guardian. Student records will be mailed to the new school upon request from the receiving school as long as all fees have been paid and the school's property has been returned.

TRANSFERRING WITHIN WCCS

Parents may request to transfer a student from one school to another within Whitley County Consolidated Schools. Parents may seek a transfer request for one or four reasons:

- Accessibility of the school
- Childcare arrangements
- Hardship
- Health reasons

Please remember:

- A transfer request is to be turned into central office prior to the start of the school year.
- The superintendent will make a determination if there is space available at the requested school to allow the transfer.
- Parents will be notified as soon as possible following the submission of the transfer request.
- All transfer requests must be submitted annually. If class sizes become too large at the receiving school, students may be required to move back to their home schools.
- A family that moves during the school year and requests to stay at the same building for the remainder of the school year will be allowed to do so. The family must provide transportation. This arrangement is only for the balance of that school year. The next school year, the student is expected to attend his or her home school as determined by school district boundaries or submit a transfer request.
- The second, third, etc. child in a family that has had an older child approved for a transfer must follow the transfer request process. There is no guarantee that a sibling will be allowed to transfer.

Official request forms may be obtained at any of the WCCS offices. All request forms must be submitted to the Superintendent for a final determination.

SCHOOL-WIDE PROCEDURES

ARRIVAL / DEPARTURE PROCEDURES

Students should not arrive earlier than 15 minutes before the start of school. When riding the bus or while at school, students are expected to obey all school and bus rules. Students are not to leave school grounds anytime during the school day unless the principal or someone in the office excuses them. At dismissal, students are to go immediately to their bus or assigned dismissal area.

DISMISSAL PROCEDURES

Students are to walk directly to the designated areas of exit (bus, guardian pick-up, etc.). Any change in transportation will be allowed only if a note or call from a parent/guardian is received. Any changes in transportation MUST be made prior to noon of the day the change is to be implemented.

HALLWAY PROCEDURES

When out in the hallway with their classmates, students are to:

- Move in a straight line.
- Keep hands and feet to themselves.
- Walk at an appropriate pace.
- Use an indoor voice and appropriate language.
- Go directly to the intended destination.
- Keep to the right and do as the teacher requests.

CAFETERIA PROCEDURES

When in the cafeteria for lunch, students are expected to:

- Stay along the wall and keep hands to self while in the lunch line.
- Remain seated at all times until dismissed.
- When dismissed, take their trays back and line up by the adult supervisor.
- Follow the rules and procedures posted in the cafeteria at all times.

ACCIDENTS

If a student is injured at school, the child should report the injury to the nurse/office assistant. If the student needs additional medical attention, the school nurse will notify the parent/guardian.

INSURANCE

Whitely County Consolidated Schools offers, at each parent's expense, a reasonable supplemental student insurance policy. Contact any school office for information and registration forms.

CLINIC/MEDICATION PROCEDURES

If a student becomes ill during the school day, s/he will request a pass to go to the clinic in the office. If the student has a temperature more than 100 degrees, is vomiting, has diarrhea, or other serious symptoms that warrant removal from school, the student's parent/guardian will be called for pick-up. School personnel are not permitted to provide transportation to any student.

WCCS follows recommendations from the Center for Disease Control. Parents are to keep their children at home for at least 24 hours after they are free of fever (100 degrees F or greater) without the use of fever-reducing medications. If a student has vomiting or diarrhea, s/he should stay at home at least 24 hours after the symptom subsides. If a student is taking medication to alleviate vomiting or diarrhea, s/he needs to be symptom-free for at least 24 hours after stopping the medication. Students should also remain at home if they exhibit signs of contagious illness, such as a rash or redness/drainage from the eyes.

Any medication required during the student day must be provided by the parent/guardian in its original bottle. This includes over-the-counter medications such as Tylenol. The student must have a completed Permission for Medication form (Form 5330 F1) on file.

TRANSPORTATION

DROP-OFF AND PICK-UP

Each WCCS elementary school's pick-up and drop-off pattern is different. Please respect the established process and pick-up and drop-off only as each school dictates. Your child's name tag should be displayed on the passenger side of the car. Please read your start of the school newsletter for the exact details as they pertain to your elementary school.

Each student will have only one afternoon bus drop-off location. This will ensure that students, drivers, teachers and office staff members know the location each child will be delivered each day. Parents may change this location with written notice to the school office only once per quarter. Parents may contact the school for their children to be car riders or attend YCare.

SCHOOL BUS LAP/SHOULDER BELT PROCEDURES

The safety of students is one of WCCS' highest priorities. This includes safe transportation on our school buses. School buses currently use compartmentalization as the safety standard, which minimizes impact and injury should a collision occur, and a three-point lap/shoulder (safety) belts in new buses, as of October 2019. If a bus is equipped with safety belts, all riders are required to wear safety belts when on the bus.

The following procedures apply to all buses equipped with lap/shoulder belts:

- 1) All school bus drivers who operate a school bus that is equipped with safety belts shall provide instruction to passengers on the proper fastening of the safety belt once each semester.
- 2) During the first week of school, drivers will instruct students as they board the bus to put on their

seat belts.

- 3) In the afternoon when all students have boarded the bus, the school bus driver will walk down the aisle to confirm that all students have fastened their safety belts. If there is a bus monitor on the bus, this person will be responsible for the seat belt check.
- 4) The school bus will not leave until every student is seated with his or her safety belt fastened.
- 5) Students are responsible for putting the seat belt on and fastening it immediately upon boarding the bus.
- 6) Students must remain seated and keep the seat belt fastened for the duration of the bus ride.
- 7) Students should not remove their safety belts until the bus has come to a complete stop.
- 8) Failure of the student to comply with the seat belt procedure will result in parents being contacted by the driver. If, after the driver speaks with the parent, the student again refuses to wear the safety belt, he/she will be suspended from the bus for at least one day. If the student continues to refuse to wear the seat belt, he/she may be suspended for up to one year from bus transportation.
- 9) The student and parent will be responsible for the cost of vandalized seat belts and seats.

EMERGENCY DISMISSAL

In the event of an emergency dismissal of students, WCCS will dismiss schools in the following order:

- 1. ISMS**
- 2. CCHS & ETA**
- 3. All four elementary schools.**

The buses will run in reverse order of the morning routes. Dismissal time will be announced using the WCCS dialer and email.

It is imperative that WCCS families maintain updated information regarding Emergency Dismissal drop off locations for each child. Emergency Dismissal instructions must include an address and bus number that is on the route of one of the buses serving the school your child attends and should reflect a location where an adult would be present in the event of an emergency.

In the event of an emergency, school staff will be focused on attending to the safety and well-being of students. WCCS staff will NOT make phone calls to determine where a child should go, nor will they be available to take phone calls to make transportation changes. If staff is in doubt regarding your child's drop-off location, your child will be sent to Y-Care for parent pick-up.

SCHOOL BUS RULES

Each student's conduct must be acceptable while going to or coming home from school on a school bus. This includes field trips and other special events. A list of specific bus rules can be found in the WCCS Handbook.

BUS DISCIPLINARY REFERRALS

Any violation of the bus rules or any behavior that distracts the driver from the road is unacceptable. If a driver is distracted or must split attention between the road and student misbehavior, a dangerous situation

has been created for everyone on the bus. A driver may talk with a student about a behavior problem, may give the student an assigned seat, may issue a Bus Discipline Referral to the school principal and the driver will call the parents.

If a student receives a Bus Disciplinary Referral, the following may occur at the discretion of the principal or the principal's designee:

- First referral: The minimum discipline may be an assigned seat for a period to be determined by the school administrator and the bus driver. Dependent upon the nature of the behavior problem, the administrator may revoke all bus privileges for a period of up to five (5) days or for the remainder of the school year.
- Second referral: A seat may be assigned for up to the remainder of the school year. Dependent upon the nature of the behavior problem, the administrator may revoke all bus privileges for a period of up to five (5) days or for the remainder of the school year.
- Third referral: A seat may be assigned for the remainder of the school year and there may be a loss of all bus privileges for five (5) days or for the remainder of the school year, dependent upon the nature of the disciplinary infraction.
- Fourth referral: This could result in the loss of all bus privileges for the remainder of the school year.

REQUESTS TO RIDE DIFFERENT BUSES

The transportation department of Whitley County Consolidated Schools will not allow students to ride the buses for social reasons. The transportation department will continue to deliver students to sitters located on a preexisting route.

VISITOR PARKING

Limited visitor parking is available at each WCCS Elementary School. Please use the appropriate parking areas when visiting or conducting school business.

EMERGENCY INSTRUCTION/DRILLS

A variety of emergency drills are conducted throughout the year to ensure each student knows what to do in the event of an emergency.

STUDENT PERFORMANCE

GRADE CARDS, GRADING SCALE AND ACADEMIC PROGRESS

Grade cards will be issued on a quarterly basis for all elementary students. The grading scale is as

follows for grades 1-5:

A	94-100	C	74-77
A-	90-93	C-	70-73
B+	88-89	D+	68-69
B	84-87	D	64-67
B-	80-83	D-	60-63
C+	78-79	F	0-59

Students that do not turn in work on time may receive a grade of Incomplete. Student progress will be communicated through parent access to Skyward and via parent and teacher communication.

HONOR ROLL

Students in grades 4 and 5 who achieve grades of no lower than a B during any grading period will be placed on the school Honor Roll. Certain rewards, at the discretion of the principal, may be awarded to those students who earn Honor Roll status.

STUDY TIPS FOR STUDENTS

To enjoy success at school, students must develop good study habits. To form good study habits, students should:

- Establish a definite study schedule. It may be right after supper or after school, but set aside a definite time for school work.
- Take advantage of study time available at school.
- Take home the necessary resources to complete homework.
- Be organized with study habits.
- Find a place at home to study without distractions
- Do not try to watch TV and study at the same time.
- Write down important ideas and facts to remember them.

HOMEWORK

Homework is assigned to improve a student's understanding of material presented in the classroom. When assigned work is to be done outside of class, the student is responsible for its completion. Parents are encouraged to discuss and/or help students with homework. Involvement of parents in supervision of, and aiding in, assignments will provide and in-depth understanding of the instruction that is taking place in the classroom. Parents cannot be held responsible for school assignments, but they should provide a positive atmosphere in which to learn. This promotes understanding, stresses the importance of the schoolwork and helps students complete the assignments. Teachers are responsible for assigning meaningful work, with some expected carry-over value. The teacher is also responsible for attempting to make certain that students have a clear understanding of all of the assignments. The final responsibility for learning is ultimately up to the student, who must provide the energy and attitude that will carry through his/her experiences as a student and as a citizen. Teachers, with the aid of parents, must provide

the motivation and challenge the student.

Homework that is not completed and submitted on the due date may receive a reduced grade. If a student repeatedly fails to complete homework assignments and meet due dates, the student will jeopardize the opportunity to enjoy school and to move on to the next grade level.

MAKE-UP WORK

It is always the student's responsibility to make up work missed due to an absence. Missed work caused by an extended illness will be reviewed and specific dates will be established for work completion.

ELEARNING

WCCS utilizes eLearning days when school would otherwise be closed due to inclement weather. The district's eLearning days are an extension of our vision to prepare our students to be "Ready for Tomorrow." eLearning days enable us to maintain continuity in student learning and reduce the need for make-up days added onto the end of the school year. Instruction is provided by each student's teacher through the use of technology. Families are notified of eLearning days just as they are notified of school delays and closings via the automated dialer system. Resources and further information regarding eLearning can be found at <https://www.wccsonline.com/Page/565>

RESPONSE TO INSTRUCTION/RtI

In an effort to help all students succeed at school, WCCS utilizes the General Response to Instruction (RtI) process. This process helps identify learning difficulties and matches specific difficulties with various levels of teaching strategies. Teacher, parents or students may refer students to the process. The building principal can help you begin the process.

PROMOTION, PLACEMENT AND RETENTIONS

Promotion, placement and retention require the recommendation of the professional staff. If a retention is warranted, a parent/guardian will be informed in advance of the possibility of student retention. All reasonable efforts will be made to remediate any deficiencies before a student would be retained.

Successful completion of required goals will mean promotion to the next grade. When a student does not meet all required goals, retention may be considered. The final decision regarding the retention of a student will be made by a district committee made up of teachers and administrators.

For more details, refer to the WCCS Handbook.

RELEASE OF RECORDS

Generally, schools must have written permission from the parent or eligible student in order to release any

information from a student's education record. The Family Educational Rights to Privacy Act (FERPA) does, however, allow schools to disclose those records, without consent, to certain parties under specific conditions. A list of those parties and conditions appears in the WCCS Handbook.

Schools may disclose, without consent, "directory" information such as a student's name, address, telephone number, date and place of birth, honors and awards and dates of attendance. However, the school must tell parents and eligible students about directory information and allow parents and eligible students a reasonable amount of time to request that the school not disclose directory information about them. Schools must notify parents and eligible students annually of their rights. This notice verification is part of online registration.

STUDENT CONDUCT

BEHAVIOR

Students are responsible for their own behavior during the course of the school day in all parts of the building, at school events and on buses. The purpose of the school is to provide each student with a quality education. When behavior becomes uncooperative or disruptive, it prevents other students from learning. Each classroom will build a set of guidelines that supports the total school mission and vision and PRIDE skills. Each classroom teacher will develop expectations and consequences for not following them. If a student's behavior interferes with the learning process of other students, disciplinary actions will be taken.

For more behavior details, refer to the WCCS Handbook.

RESPONSIBLE USE OF TECHNOLOGY

RESPONSIBLE USE POLICY FOR ELECTRONIC RESOURCES **(SCHOOL BOARD POLICY #7540.03/7540.04):**

Advances in telecommunications and other related technologies have fundamentally altered the ways in which information is accessed, communicated, and transferred. Such changes are driving the need for educators to adapt the way they approach student learning. Students and staff of Whitley County Consolidated Schools will use electronic resources in order to learn/teach core subjects and apply skills in relevant and rigorous ways. It is our goal to provide a technology-rich environment that enables students to create, communicate, learn, share, and collaborate in order to think and solve problems.

In order for this environment to be productive and safe, all Whitley County Consolidated Schools (WCCS) students are responsible for their actions and activities involving the school district's computers, electronic devices, network and Internet services, and for their computer files, passwords, and accounts.

These rules provide guidance concerning the use of school computers and other electronic devices and provide examples of prohibited uses. These rules and guidelines detail responsible use of electronic information resources under which students and members of the WCCS community, herein referred to as “users,” will be held accountable. These rules do not attempt to describe every possible prohibited activity. Students and parents who have questions about whether a particular activity is prohibited are encouraged to contact a building administrator. These rules apply to all school computers, all school-provided electronic devices wherever used, all uses of school servers, and Internet access and networks regardless of how they are accessed.

Responsible Use

1. School computers, network and Internet services, and electronic resources are provided for educational purposes and research consistent with the WCCS educational mission, curriculum, and instructional goals.
2. Users may use the WCCSPublic Wi-Fi for incidental personal use.
3. Users must comply with all school board policies, the student handbook, and school rules and expectations concerning conduct and communication when using school computers or school-issued electronic resources, whether on or off school property.
4. Students also must comply with all specific instructions from school staff.

Prohibited Uses

Unacceptable uses of school electronic resources include, but are not limited to, the following:

1. Accessing or Communicating Inappropriate Materials – Users may not access, submit, post, publish, forward, download, scan, or display defamatory, abusive, obscene, vulgar, sexually explicit, sexually suggestive, threatening, discriminatory, harassing, bullying, and/or illegal materials or messages.
2. Illegal Activities – Users may not use the school district’s computers, electronic devices, networks, or Internet services for any illegal activity or in violation of any board policy/procedure or school rules. WCCS and its employees and agents assume no responsibility for illegal activities of users while using school computers or school-issued electronic resources.
3. Violating Copyrights or Software Licenses – Downloading, copying, duplicating, and distributing software, music, sound files, movies, images, or other copyrighted materials without the specific written permission of the copyright owner is prohibited, except when the use falls within the Fair Use Doctrine of the United States Copyright Law (Title 17, USC) and content is cited appropriately.
4. Plagiarism – Users may not represent as their own work any materials obtained on the Internet (ie: term papers, articles, music, etc). When using other sources, credit must be given to the copyright holder.
5. Use for Non-School-Related Purposes - School district’s computers, electronic devices, and network and Internet services are provided for purposes related to educational programs, school operations, and performance of job responsibilities. Incidental personal use of school devices is permitted as long as such use: 1) does not interfere with the user’s responsibilities and performance; 2) does not interfere with system operations or other system users; and 3) does not violate this policy and the accompanying rules or any other board policy, procedure, or school rules. “Incidental personal use” is defined as use by an individual for occasional personal communications.
6. Misuse of Passwords/Unauthorized Access – Users may not share passwords, use other users’ passwords, access or use other users’ accounts, or attempt to circumvent network security systems.

7. Malicious Use/Vandalism – Users may not engage in any malicious use, disruption, or harm to the school district’s computers, electronic devices, or network and Internet services, including but not limited to hacking activities and the creation/uploading of computer viruses.
8. Avoiding School Filters – Users may not attempt to or use any software, utilities, or other means to access Internet sites or content normally blocked by the school filters.
9. Unauthorized Access to Blogs/Social Networking Sites, Etc. – Users may not access blogs, social networking sites, etc. prohibited by building administration or the WCCS Technology Department. Students using authorized social networking sites for educational projects or activities shall follow the age requirements and legal requirements that govern the use of social networking sites in addition to the guidelines established in this policy.
10. Wasting System Resources - Users shall not use the network in such a way that would waste system resources or disrupt the use of the network by others. This includes but is not limited to excessive printing, file storage, online games, and video/audio streaming not directly related to educational projects as determined by the supervising instructor or building administrator.
11. Unauthorized Equipment - Users may attach unauthorized equipment, including personal laptops, tablets, and handheld devices, to the WCCSPUBLIC Wi-Fi only.

Compensation for Losses, Costs, and/or Damages

As technology has become more mobile many electronic devices owned by Whitley County Consolidated Schools and used by students are transported outside both the direct physical control and locations controlled by the Whitley County Consolidated Schools. In the event that an electronic device is lost, stolen, or damaged the individual student may be responsible for a deductible. In addition, all users may be responsible for compensating the school district for any losses, costs, or damages incurred for negligence and/or violations of board policies/procedures and school rules. The school district assumes no responsibility for any unauthorized charges or costs incurred by users while using school district computers, devices, or the school network.

Student Security

Students may not reveal personal information, including a home address and phone number, about themselves or another individual on any electronic medium, such as websites, blogs, podcasts, videos, wikis, or social networking sites. If users encounter dangerous or inappropriate information or messages, they shall notify the school administration immediately.

All Whitley County Consolidated Schools are closed campuses. WCCS retains all rights concerning any recording and/or publishing of any student’s or staff member’s work(s) or image(s). Students must obtain permission from a WCCS staff member to publish a photograph or video of any school-related activity. It is best practice and common courtesy to ask permission before recording an individual or groups.

The use of cameras on any type of electronic device is strictly prohibited in locker rooms and restrooms.

Students may be issued a school email address to improve student communication and collaboration on school projects.

Technology Privacy

All computers, telephone systems, voicemail systems, electronic mail, and electronic communication systems are the district's property. The district retains the right to access and review all electronic and voice mail, computer files, databases, and any other electronic transmissions contained in or used in conjunction with district's computer system, telephone system, electronic mail system, and voice mail system. Students should have no expectation that any information contained on such systems is confidential or private.

System Security

Any user who identifies a security problem must notify his/her teacher or building administrator immediately. The user shall not demonstrate the problem to others or access unauthorized material.

Additional Rules for Electronic Devices Issued to Students

1. Users are responsible for the proper care of electronic devices at all times, whether on or off school property, including costs associated with repairing or replacing the device.
2. Users must report a lost or stolen device to the building administration immediately. If a device is stolen, a report also should be made immediately with the school Resource Officer and/or local police.
3. The policy and rules apply to the use of the electronic device at any time or place, on or off school property. Students are responsible for obeying any additional rules concerning care of devices issued by school staff.
4. Violation of policies or rules governing the use of electronic devices or any careless use of the device may result in a student's device being confiscated and/or a student only being allowed to use the device under the direct supervision of school staff. The student will also be subject to disciplinary action for any violations of Board policies/procedures or school rules.
5. Parents are responsible for supervising their child's use of the device when not in school.
6. Users are cautioned to only install software from reputable software manufacturers. When in doubt, all inquiries should be directed to the technology department. In all instances pay particular attention to the Children's Internet Protection Act (CIPA), the Children's Online Privacy Protection Act (COPPA), the End User License Agreement (EULA), and the Terms of Service (TOS). For more information please see the WCCS [CIPA, COPPA, EULA and TOS](#) need to know document.
7. The device is to be used only by the student to whom it is issued. The person to whom the device is issued will be responsible for any activity or action performed on the device.
8. The device must be returned in acceptable working order by the last day of each school year, upon withdrawal or exit date from the school district, and whenever requested by school staff.

21st Century & Digital Web 2.0 Tools

1. In order for Whitley County Consolidated Schools to provide your student with the most effective web-based tools for learning, we need to abide by Federal COPPA Regulations that require parental permission. Our school corporation utilizes several computer and web-based apps and services operated not by Whitley County Consolidated Schools, but by third parties. These parties include: Google Apps for Education, and other similar educational programs and apps which are listed on our corporation website: <http://www.wccsonline.com/>
2. In order for students to use these programs and services, basic personal identifying information, including student's name, user name, and email address must be provided to the website

operator. In many of these cases, access to these websites and resources is provided through a teacher account, and is monitored by the teacher using the resource.

3. Under Federal COPPA law, these websites must notify parents and obtain parental consent before collecting personal information from children under the age of 13. However, the law permits schools such as Whitley County Consolidated Schools to consent to the collection of personal information on behalf of all of its students, thereby eliminating the need for individual parental consent given directly to each website provider.

Your signature on this Responsible Use Policy constitutes your consent for Whitley County Consolidated Schools to provide limited personal identifying information for your child consisting of first name, last name, email address, and username to the following educational web-operators: Google Apps for Education, and the operators of additional web-based educational programs which Whitley County Consolidated Schools may deem necessary during the upcoming academic school year. A complete listing of all of the websites and apps used by Whitley County Consolidated Schools along with the privacy policy for each can be found on the corporation website at <http://www.wccsonline.com/>.

Terms of Use

WCCS reserves the right to deny, revoke, or suspend specific user privileges and/or take other disciplinary action, including suspensions or expulsion from school, for violations of this policy. Additionally, all handbook regulations apply to the use of the WCCS network, Internet, and electronic resources.

Disclaimer – WCCS, its employees and agents, make no guarantees of any kind, neither expressed nor implied, concerning the network, Internet access, and electronic resources it is providing. Furthermore, WCCS is not responsible for:

1. The accuracy, nature, quality, or privacy of information stored on local servers or devices or information gathered through Internet access.
2. Any damages suffered by a user (whether the cause is accidental or not) including but not limited to, loss of data, delays or interruptions in service, and the infection of viruses or other malware on personal computers or other devices.
3. Unauthorized financial obligations resulting from the use of WCCS electronic resources.

SCHOOL, PLAYGROUND AND CAFETERIA BEHAVIOR

Students will be expected to follow all school procedures and demonstrate PRIDE skills.

PERSONAL GROOMING AND DRESS

We take pride in the appearance of our students. The school considers student appearance relating to dress and grooming as an important factor in creating an effective and desirable atmosphere for learning. Corrective action will be taken whenever dress or grooming creates a problem related to:

- Disruption of school programs;
- Cleanliness;
- Safety hazards;

- Indecency;
- Clothing that may promote, mention or depict undesirable activities such as gang affiliation; drug, alcohol or tobacco use; violence; defamation of individuals/groups/organizations; or content that is sexually related.

Parents are encouraged to use good judgement regarding shorts, coats and hats on days when the temperatures are changing. Hats are not to be worn inside the school or any building that might be visited. This applies to all school and school-related activities.

The following guidelines have been set as school appropriate:

- Shorts and skirts that have at least a four (4) inch inseam
- Skirts that are not shorter than four (4) inches above the knee
- Shirts, tops and dresses that have at least three (3) inches of shoulder covering material and do not expose the midriff area
- Pants/jeans that do not have holes above the knee and are worn at waist level

HARASSMENT/BULLYING

All children in the Whitley County Consolidated Elementary Schools need a safe and threat-free environment if they are to do their best. To that end, our schools take a strong stand against harassment and/or bullying. Name-calling, inappropriate remarks or verbal threats toward other classmates can occur. Sometimes it becomes more than just verbal and a student may touch someone inappropriately or use physical threats to intimidate or threaten another classmate. 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 that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate or harm the targeted student and create for the targeted student an objectively hostile environment that:

- Places the targeted student in reasonable fear of harm to the targeted student or property;
- Has a substantially detrimental effect on the targeted student's physical or mental health;
- Has the effect of substantially interfering with the targeted student's academic performance, or;
- Has the effect of substantially interfering with the targeted student's ability to participate in services, activities or privileges provided by the school.

This rule may be applied regardless of the physical location of the bullying behavior when a student committing the bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

Any student or parent who has knowledge of conduct in violation to this rule or any student who feels s/he has been bullied in violation of this rule should immediately report the conduct to school administration. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying school administration. This report may be made anonymously.

Consequences:

- Step 1: Parent will be notified about the incident and action taken by the school. This will include a meeting with the school counselor or principal. Student will receive a warning about inappropriate behavior. A parent conference with the principal may be required.
- Step 2: Parent will be notified about the incident and action taken by the school. This will include a second meeting with the counselor or principal along with a disciplinary action. A parent conference with the principal may be required.
- Step 3: Parent will be notified about the incident and action taken by the school. This may include a minimum of a one-day in-school suspension. A parent conference with the principal will be required.
- Step 4: Parent will be notified about the incident and action taken by the school. This may include a suspension of up to ten days out of school and/or a request for expulsion. A parent conference with the principal will be required.

Anti-Harassment Policy Statement:

It is the policy of the WCCS Board of School Trustees to maintain an education and work environment which is free from all forms of unlawful harassment. This commitment applies to all School Corporation operations, programs and activities. All students, administrators, teachers, staff and all other school personnel share responsibility to discourage and report any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property or at another location if such conduct occurs during an activity sponsored by the Board.

The School Corporation will vigorously enforce its rules against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community to report incidents. The School Corporation will promptly investigate all allegations of harassment and in those cases where harassment is substantiated, the School Corporation will take immediate steps to address the harassment. Individuals who are found to have engaged in harassment will be subject to appropriate disciplinary action.

Reports of alleged harassment and inquiries about the School Corporation’s commitment to a harassment-free environment may be directed to: WCCS Complaint Coordinator, Dr. Patricia O’Connor, 107 North Walnut Street, Columbia City, IN 46725, (260) 244-5771.

Anti-Harassment Compliance Officers:

The following individuals serve as “Anti-Harassment Compliance Officers” for the Corporation. They are hereinafter referred to as the “Compliance Officers.”

Dr. Patricia O’Connor
Superintendent
107 N. Walnut Street
Columbia City, IN 46725
(260) 244-5771

Mr. Todd Fleetwood
Director of Business and Operations
107 N. Walnut Street
Columbia City, IN 46725
(260) 244-5771

GUEST TEACHER GUIDELINES

Our schools are fortunate to have capable people help us whenever our regular teacher are ill or are attending a conference. A guest teacher is an important employee whose impressions of our schools will be carried into the community. Since a guest teacher has the same authority as a regular classroom teacher, students are expected to follow school procedures and apply the PRIDE skills just as they would any other school day.

ADDITIONAL POLICIES

INDOOR AIR QUALITY NOTIFICATION

In accordance with Indiana State Department of Health regulations, the Whitley County Consolidated Schools indoor air quality management plan is located at the Administration Building, 107 North Walnut Street, Columbia City, IN 46725.

All questions concerning indoor air quality in our buildings should be directed to the corporation IAQ Coordinator, Dan Rex, at (260) 244-5771, ext. 1220.

PEST CONTROL AND USE OF PESTICIDE

The School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

In accordance with Indiana State Department of Health regulations, the Whitley County Consolidated Schools indoor air quality management plan is located at the Administration Building, 107 North Walnut Street, Columbia City, IN 46725. All questions concerning indoor air quality in our buildings should be directed to the corporation IAQ Coordinator, Dan Rex, at 260-244-5771 ext. 1220.

Parents and staff members may register for prior notice of pesticide applications. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing or email to be received no later than two (2) school days prior to the application unless an emergency is declared. When possible, pesticide applications will be done during non-instructional time or during vacation periods.

Request for Advance Notice of Pesticide Application

Whitley County Consolidated Schools

Please Print

Name of Parent or Guardian: _____

Mailing Address: _____ Home Phone: (____) ____ - _____

Email Address: _____ Cell Phone: (____) ____ - _____

Name of Student: _____ Grade: _____ School: _____

Name of Student: _____ Grade: _____ School: _____

Name of Student: _____ Grade: _____ School: _____

Signature: _____ Date: _____

Requests must be renewed each school year

NON-DISCRIMINATION POLICY

Whitley County Consolidated Schools Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, creed, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. For further information, clarification, or complaint (grievance) procedures, please contact the Superintendent’s office (260-244-5771) or the following:

Dr. Patricia O’Connor
A.D.A. Coordinator (Americans with Disabilities)
Section 504 Coordinator
Title IX Coordinator (gender discrimination)
Title VI Coordinator (race, color, creed, national origin)
Whitley County Consolidated Schools
107 N. Walnut Street
Columbia City, Indiana 46725
1-260-244-5771

FERPA

The Family Educational Rights and Privacy Act (FERPA), requires that WCCS, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child’s education records. However, WCCS may disclose appropriately designated “directory information” without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow WCCS to include this type of information from your child’s education records in certain school publications. Examples include:

- A playbill showing your student's role in a drama production;
- The annual printed and video yearbooks;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require Local Education Agencies (LEA's) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories (names, addresses and telephone listings) unless parents have advised the LEA that they do not want their child's information disclosed without their prior written consent.