



District Handbook

Adopted March 16, 2020

WHITLEY COUNTY CONSOLIDATED SCHOOLS

MISSION

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

CORE VALUES

- ✓ *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.*

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SCHOOLS AND ADMINISTRATORS

**Whitley County Consolidated Schools
107-111 N. Walnut Street, Suite A
Columbia City, IN 46725
Telephone: 260-244-5771
Fax: 260-244-4099**

Central Office Administration:

Superintendent:

Dr. Patricia O'Connor
oconnorpc@wccsonline.com

Assistant Superintendent:

Dr. Laura McDermott
mcdermottla@wccsonline.com

Director of Business and Operations:

Mr. Todd Fleetwood
fleetwoodta@wccsonline.com

Executive Director of Innovation and Construction
Liaison:

Mr. Jake Hoag
hoagjr@wccsonline.com

Director of Special Education

Ms. Susan Harmeyer
harmeyersl@wccsonline.com

Assistant Director of Special Education:

Dr. Sue Corbin
corbinsm@wccsonline.com

Director of Maintenance & Grounds:

Mr. Dan Rex
rexdr@wccsonline.com

Director of Food Services:

Ms. Lisa Schnorr
schnorrlm@wccsonline.com

Director of Student Assessment & Information:

Ms. Julie Landis
landisja@wccsonline.com

Director of Transportation:

Mr. Keith Kohut
kohutke@wccsonline.com

Benefits Coordinator:

Ms. Lori Leeuw
leeuwlj@wccsonline.com

WCCS Schools:

Coesse Elementary School

2250 S. 500 E.
Columbia City, IN 46725
Telephone: 260-244-3351
Fax: 260-244-4086
Office Hours: **7:00 am-3:30 pm**

Principal:

Ms. Michelle Burch
burchmm@wccsonline.com

Little Turtle Elementary School

1710 S. State Road 9
Columbia City, IN 46725
Telephone: 260-244-3343
Fax: 260-244-3229
Office Hours: **7:00 am-3:30 pm**

Principal:

Mrs. Angela Ayers
ayersar@wccsonline.com

Mary Raber Elementary School

700 E. Jackson Street
Columbia City, IN 46725
Telephone: 260-244-5857
Fax: 260-244-4059
Office Hours: **7:00 am-3:30 pm**

Principal:

Ms. Julie Turpin
turpinjc@wccsonline.com

Mary Raber Preschool

700 E. Jackson Street
Columbia City, IN 46725
Telephone: 260-244-5857
Fax: 260-244-4059
Office Hours: **7:00 am-3:30 pm**

Principal:

Ms. Julie Turpin
turpinjc@wccsonline.com

Columbia City High School

1600 S. State Road 9
Columbia City, IN 46725
Telephone: 260-244-6136
Fax: 260-244-5610
Office Hours: **7:30 am-4:00 pm**

Principal:

Ms. Jennifer Reiff
reiffjl@wccsonline.com

Assistant Principal:

Mr. Lyle Kuhmichel
kuhmichellp@wccsonline.com

Dean of Students:

Mr. Rob Bell
bellra@wccsonline.com

Athletic Director:

Mr. Khelli Leitch
leitchkl@wccsonline.com

Northern Heights Elementary

5209 N. State Road 109
Columbia City, IN 46725
Telephone: 260-691-2371
Fax: 260-691-3228
Office Hours: **7:00 am-3:30 pm**

Principal:

Mr. Wesley Mullett
mullettwd@wccsonline.com

Indian Springs Middle School

1692 S. State Road 9
Columbia City, IN 46725
Telephone: 260-244-5148
Fax: 260-244-4710
Office Hours: **7:30 am-4:00 pm**

Principal:

Ms. Janet Boylen
boylenjk@wccsonline.com

Assistant Principal:

Mr. Kyle Nelson
nelsonkm@wccsonline.com

Dean of Students:

Mrs. Meggan Hoag
hoagma@wccsonline.com

Eagle Tech Academy

1600 S. State Road 9
Columbia City, IN 46725
Telephone: 260-244-5707
Fax: 260-248-4403
Office Hours: **7:30 am-4:00 pm**

Principal:

Mr. Braden Mullett
mullettbm@wccsonline.com

Dean of Students:

Mr. Rob Bell
bellra@wccsonline.com

I. GENERAL INFORMATION

STUDENT SCHOOL DAY

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.
ISMS	8:15 A.M. – 3:10 P.M. (Car Riders) 3:15 P.M. (Bus Riders)
CCHS	8:30 A.M. – 3:35 P.M.
Eagle Tech Academy	8:30 A.M. – 3:35 P.M.
Mary Raber Preschool	See preschool handbook

SCHOOL DELAY/CLOSING INFORMATION

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 (3) hours in length. Weather delays may be upgraded to a school closing. An automated phone message will be used to notify households with updated phone numbers on file. Area radio and TV stations may also broadcast the delays/closing. 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).**

See individual school handbooks for weather delay schedules.

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 that is already 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. The parent will be responsible for any charges assessed by the YMCA.

RESOURCE FEES

ALL students in grades K-12 will have a textbook fees statement each school year. This statement includes costs related to student textbooks, chromebooks (6-12), curricular materials, and materials fees. At the elementary level and ISMS, arrangements for the payment of fees are to be made during the first week of school. If it is necessary, a payment plan should be developed at the individual school office. The textbook fees statement for high school level students will be mailed to parents. These fees need to be paid promptly after receipt of the fees statement.

CHILD ABUSE

WCCS is concerned with the physical and mental well-being of the children of this Corporation and will cooperate in the identification and reporting of cases of child abuse in accordance with law. Information concerning alleged child abuse of a student is confidential information and will not to be shared with anyone other than the administration or the reporting agency.

Each staff member employed by this Corporation shall be responsible for reporting immediately every case, whether ascertained or suspected, of abuse, abandonment, cruelty, or neglect resulting in physical or mental injury to a student by other than accidental means to the Indiana Child Abuse and Neglect Hotline.

CRIMINAL TRESPASSING

School administrators are authorized to refuse entry onto school grounds to persons who do not have legitimate business at the school and to request any unauthorized person or any person engaging in unacceptable conduct to leave school grounds. (I.C. 35-43-2-2).

The principal/designee is authorized to request assistance of law enforcement officers in cases of emergency and to seek prosecution to the fullest extent of the law when persons violate the provisions of the district policy regarding trespassing on school grounds, damage to school property, loitering, or any other disruptive activity.

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 to 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>

ENROLLMENT INFORMATION

Having accurate enrollment information with emergency and early dismissal instructions is critical for us to provide the best care for your child. Be sure the school office has your child's current information on file at the start of each school year. Remember to provide your child's school office with updated information regarding address, phone numbers, email address, or childcare whenever changes occur.

GUIDANCE

The purpose of guidance services is to help each student in his/her social, educational, 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.

PARENT ORGANIZATIONS

Each school has several organizations that need parental involvement. You are encouraged to check with your child's school to see with which one(s) you might become active.

REPORT CARDS

Parents are encouraged to give close attention to the progress and grade reports that are issued. These reports are intended to keep the parent informed as to the amount or quality of work the pupil is doing. Contact with the student's teacher regarding these reports is encouraged. *For the benefit of your child, we must share responsibility in this matter.* Refer to individual schools' handbooks for specific grading scales.

SCHOOL INSURANCE

Whitley County Consolidated Schools has a sincere interest in each student in each one of our schools. Although no school has any legal liability for the injury of any student or player, the corporation offers, at the parent's expense, a very reasonable supplemental policy for each student who attends our schools.

The purpose of this coverage is to provide a measure of protection against financial loss to the parent. WCCS provides prudent supervision, yet we know that accidents may occur. Forms are available in each school office and must be completed by the designated enrollment period.

SCHOOL TELEPHONES

The telephones located in the school office areas are meant for school business only. The school office will accept **EMERGENCY CALLS** for students, only if the call is from the parent/guardian of the student. A student will be called to the office from class to take a phone call **ONLY** in the event of an emergency. Guidelines for outgoing calls can be found in the handbooks of each individual school.

CELLULAR TELEPHONES and other ELECTRONIC DEVICES

Possession of a cellular telephone or other approved electronic device (e.g. iPods, MP3 players, E-Readers, Personal Gaming Systems, or other devices designed to receive and send an electronic signal) by a student is a privilege, which may be forfeited by any student who fails to abide by the terms of the device use at school, on school property, or at school activities.

All electronic devices are to be off (not just on silent mode) during school hours unless permission is granted.

Electronic devices may not be used to access or view Internet web sites that are not school appropriate.

Electronic devices with a camera function may not be used for that purpose without permission and are never to be used in that mode in a locker room, restroom, clinic or other similar private area.

Violations of this policy may result in disciplinary action and/or confiscation of the cellular telephone or electronic device. If the cellular telephone or electronic device is confiscated, it will be released/returned to the student's parent/guardian after the student complies with any other disciplinary consequence that is imposed. The building principal may also refer the matter to law enforcement if the violation involves an illegal activity (e.g., child pornography).

The student who possesses a cellular telephone or electronic device is responsible for its care. The Board is not responsible for preventing theft, loss, damage, or vandalism to cellular telephones or electronic devices brought onto its property.

Parents/guardians are advised that the best way to get in touch with their child during the school day is by calling the school office.

SCHOOL VISITORS/VOLUNTEERS

Parents, guardians, and school patrons are welcome to visit any Whitley County Consolidated School. Since schools are places of work and learning, certain limits must be set. The building administrative team is responsible for all persons in the school building or on school grounds. For these reasons, the following policy applies to visitors to the WCCS schools:

1. Anyone who is not a regular staff member or student of the school is a "visitor/volunteer."
2. Any visitor/volunteer to the school will report to the school office when entering the school and receive authorization to visit elsewhere in the building.
3. Each visitor/volunteer will be asked to sign in and wear a "Visitor/Volunteer Badge" while on the school property during regular school hours and sign out upon departure.
4. Individuals who would like to serve as volunteers need to pick up a volunteer packet in the school office that includes a criminal background check, procedures, and an opportunity to express areas of interest.
5. A driver's license or state issued photo id must be presented to the office staff member processing the criminal background check.

USE OF METAL DETECTORS

Whitley County Consolidated Schools 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.

RESPONSE TO INSTRUCTION

In an effort to help all students to succeed at school, WCCS utilizes the Response to Instruction (RtI) process. This process helps identify learning difficulties and matches them to various levels of teaching strategies. Teachers, parents or students may refer students to the process. If parents/guardians have concerns, the building principal can help begin this process.

SICK OR INJURED STUDENT

In the event of a sick or injured student, the school has the responsibility to do the following:

1. Administer any first aid that appears to be immediately necessary. A copy of Guidelines for Emergency Care of Injuries and Illnesses Occurring at School provided by the Indiana State

Department of Education, Office of Student Services, is available in the clinic of each school. The school nurse or designee will follow the outlined practices for first aid as closely as possible.

2. Make every effort to notify the parent/guardian so that proper arrangements may be made to either get the student home or secure the necessary treatment. With the cooperation of the parent, the enrollment form of each student will contain the current information including: the name of the parent/guardian, where the parent/guardian can be reached during the school day, whom to call in case the parent/guardian cannot be reached, and the name of the family physician.
3. In the event the parent/guardian cannot be reached and medical attention appears to be needed, 9-1-1 will be called.
4. If the parent/guardian cannot be reached, the principal/designee and/or the school nurse will use reasonable judgment in each situation.
5. Remove students from school who have temperatures of 100 degrees or more, who are vomiting, who have diarrhea, or who are experiencing other serious symptoms.
6. Ensure that students who have been removed from school for a fever, vomiting or diarrhea, are 24 hours symptom free without medication before returning to school.

If the student's parent/guardian is leaving town for a period of time and the student will be staying with someone else, the parent/guardian needs to notify the School/Attendance Office as to whom will be the student's temporary guardian in case of an emergency.

IMMUNIZATIONS

IN State Department of Health
School Immunization Requirements

Updated November 2014

<i>3 to 5 years old</i>	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps, Rubella) 1 Varicella	
<i>K & Grade 1</i>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 2 Hep A (Hepatitis A)
<i>Grades 2 to 5</i>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella
<i>Grades 6 to 11</i>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap (Tetanus & Pertussis) 1 MCV4 (Meningococcal conjugate)
<i>Grade 12</i>	3 Hep B 5 DTaP 4 Polio 2 MMR	2 Varicella 1 Tdap 2 MCV4

HEP B The minimum age for the 3rd does of Hepatitis B is 24 weeks of age.

DTaP Four doses of DTaP/DTP/DT are acceptable is 4th dose was administered on or after child's 4th birthday.

Polio Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose with only one type of vaccine used (all OPV or all IPV). For students in grades kindergarten through 5th grade the final dose must be administered on or after the 4th birthday, and be administered **at least 6 months** after the previous dose.

Live Vaccines (MMR, Varicella & LAIV) Live vaccines that are not administered on the same day must be administered a minimum of 28 days apart. The second dose should be repeated if the doses are separated by less than 28 days.

Varicella Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 7th grade. Parental report of disease history is acceptable for grades 8-12.

Tdap There is no minimum interval from the last Td dose.

MCV4 Individuals who receive dose 1 on or after their 16th birthday only need 1 dose of MCV4.

Hep A The minimum interval between 1st and 2nd dose of Hepatitis A is 6 calendar months.

For children who have delayed immunizations, please refer to the 2015 CDC “Catch-up Immunization Schedule” to determine adequately immunizing doses. All minimum intervals and ages for each vaccination as specified per 2015 CDC guidelines must be met for a dose to be valid. A copy of these guidelines can be found at <http://www.cdc.gov/vaccines/schedules/>.

WORK PERMITS

Any student, fourteen (14) to eighteen (18) years of age, who is employed, must secure a work permit. Work permits may be obtained from the Office Manager or School-to-Work Secretary at CCHS/ETA during regular school hours. During the summer, students are to report to the main office to secure a work permit. Poor attendance and/or poor grades may result in the loss of the work permit (I.C. 20-33-3-20). Students with poor attendance or failing grades may be subject to a probationary status with regard to a work permit.

II. ATTENDANCE

Good attendance is essential to both academic and vocational success and is required by Indiana state law. All students are required to attend school and be on time for classes in order to derive maximum benefit from the instructional program and to develop habits of self-discipline and responsibility. Moreover, students who miss a class will never be able to completely retrieve that learning. The interaction with the teacher and fellow students can never be effectively duplicated.

Attendance at school and in class is the responsibility of the student and his/her parents/guardians. Every effort will be made to monitor the attendance of the students and to keep parents/guardians informed.

1. Each school office will analyze absence and tardy data weekly.
2. Parents will be emailed/mailed if a concern arises. The communication will include details regarding the absences and/or tardies.
3. Parents may be asked to meet with school personnel to develop a plan to ensure improved attendance and/or timeliness.
4. The Whitley County Prosecutor’s Office, Department of Child Services, and Whitley County Probation Office will be kept informed of excessive absences (10 or more absences) and tardiness (16 or more incidences of tardiness for grades K-8).

The following information should be helpful in further clarification of how attendance procedures work:

LEGAL POLICIES & GUIDELINES UNDER INDIANA LAW

Indiana Law IC 20-33-2-4 (Compulsory Attendance)

Subject to the specific exceptions under this chapter, a student shall attend either a public school that the student is entitled to attend under IC 20-26-11; or another school taught in the English language.

Indiana Law I.C. 20-33-2-28: (Compulsory Attendance Duty of Parents)

It is unlawful for a parent to fail, neglect, or refuse to send his/her child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools.

Indiana Law I.C. 20-33-2-44: (Penalties)

Any person who knowingly violates this chapter commits a Class B misdemeanor.

Indiana Law I.C. 20-33-8-10: (Delegation of Authority)

A principal may take action concerning any school activity within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with any educational function or school purpose.

Indiana Law I.C. 20-33-2-25: (Habitual Truants)

The Superintendent or Attendance Officer may report a student who habitually absents himself/herself from school in violation of this chapter to an intake officer of the juvenile court or the Department of Child Services.

Indiana Law I.C. 20-33-2-11: (Habitual Truants)

A child who is designated a habitual truant is defined as "a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) year."

EXCUSED ABSENCES

The following types of absences constitute excused absences from school:

1. Personal illness or injury with a doctor's excuse;
2. Doctor, dental, or other clinical appointments;
3. Serious illness or injury in the family (parent, brother, sister);
4. Death in the immediate family (parent, brother, sister, grandparent);
5. Family emergency (verified with the building administrator).

The Attendance/School Office *may excuse* the following types of absences, depending on the attendance record of the student at the time of the request, by having a parental/guardian signature on the request for absence. Pre-arranged absences, such as college visitations, exhibiting projects at the State Fair, participation in an educational related non-classroom activity may be included in the allowable school limits *only if the student is in good academic standing, as determined by the Corporation, parents request the absence in writing PRIOR to the absence, it is approved in writing by the principal, and does not exceed five (5) days*(I.C. 20-33-2-17.5 and -17.7).

HOW TO VERIFY AN EXCUSED ABSENCE

In order to verify an excused absence, a parent / guardian must;

1. Make a Phone Call:

All WCCS student absences must be reported by phone call to the Attendance/School Office by 9:00 A.M. on the day of the absence.

2. Provide a Note:

Parental notes must be presented to the Attendance Secretary at CCHS/ETA, the grade-level office at Indian Springs, or to the classroom teacher at the elementary level. These notes must be presented on the day of the student's return to school or the absence may be considered truancy. Parents should verify, in writing, any requests for vacation days.

The parental note must include the following information:

- a. Student's full name
 - b. Student's grade
 - c. Date of the absence
 - d. Reason for the absence
 - e. Parent/Guardian signature
3. Doctors Excuses:
- a. Doctors' excuses should be turned into the school office on the day the student returns to school.
 - b. Doctors' excuses that do not include an in-person evaluation by the doctor may not be accepted.
 - c. It is suggested that medical appointments should be scheduled prior to 9:30 A.M. or after 2:00 P.M. to minimize the amount of school time missed.

UNEXCUSED/TRUANCY ABSENCES

An unexcused absence is any absence that is not recognized by Indiana state law or Whitley County Consolidated Schools. All absences that are not excused absences are classified as truanancies.

LONG-TERM ILLNESS

Students missing three (3) or more consecutive days of school **are encouraged** to have a doctor's excuse for the absences.

MISSED WORK DUE TO ABSENCES

A student will be allowed to make up work missed due to any type of excused absence. As a guideline, a student should be given one day to make up work for each day missed. For detailed information please refer to the individual school's handbook.

REQUEST OF ASSIGNMENTS FOR SHORT-TERM/LONG-TERM ABSENCES

1. It is the responsibility of the student/parent to contact the designated office to request assignments. Such requests should be made by 9:00 A.M. if the assignments are to be picked up the same day. Parents and students are responsible for retrieving necessary materials.
2. When a student enrolled at a Whitley County Consolidated School enters a long-term treatment unit, such as Parkview Behavioral Center, it is the responsibility of the treatment center to notify the designated office. Textbooks and/or other appropriate materials will be prepared for delivery to the treatment center for all courses where there is still opportunity for success. Notification from the treatment center is necessary.
3. All information involving the student will be kept in strictest confidence.

DISCIPLINARY RULES (ATTENDANCE)

Students are expected to be on time arriving at school and for classes. See your school handbook for a definition of tardy.

Truancy, Skipping Class, or Leaving School Grounds: (based on a per school year accounting).

Truancy is defined as a student who is absent from school or class without proper authorization or permission.

1. Once a student has arrived on school grounds, whether it is by bus, private vehicle, or on foot, the student may not leave school grounds until dismissed through the Attendance/School Office or by the principal/designee.

2. Each day missed is counted as one day of truancy. Example: Three days missed in a row that are all unexcused absences would be classified as three separate truanancies.
3. Truanancies may accumulate throughout the entire school year.
4. Counseling may be recommended or required at any level of truancy.
5. The student's work permit may be revoked at any step in this process.
6. Excessive truanancies and unexcused absences will be referred to the Whitley County Prosecutor's Office.

HABITUAL TRUANNCIES & DRIVER'S LICENSE

I.C. 9-24-2-1 and I.C. 9-24-2-4 requires that WCCS report to the Bureau of Motor Vehicles disciplinary actions concerning any student who is between the ages of 13 and 17 and:

- (1) is a habitual truant;
- (2) is under a second suspension from school for the school year;
- (3) is under an expulsion from school; or
- (4) is considered a dropout.

According to this law, the driver's license of any person under the age of 18 who is under a second suspension, expulsion, or exclusion may subsequently be invalidated by the Bureau of Motor Vehicles.

The principal/designee will obtain and review the attendance and discipline records of any new students and will recognize a previous school's designation, or determination of truancy and habitual truancy as well as any suspensions, expulsions, or exclusions for misconduct.

REQUESTS TO LEAVE SCHOOL GROUNDS

1. In order to receive permission to leave school grounds during the school day, a student must have a signed and dated note from the parent/guardian stating the reason for the request.
2. Upon returning to school, the student must report directly to the Attendance/School Office and sign in before going to class.
3. Students and parents are encouraged to schedule professional appointments outside the school day. If the professional appointment must be during school hours, students should bring a note to school from the office of the professional.
4. If a student is ill and needs to go home, verbal permission via a phone call must be obtained from the student's parent/guardian. ISMS and elementary students must bring a note from the parent/guardian when returning to school even though permission by phone was previously received.
5. Students will not be allowed to officially leave school grounds without the consent of the parent/guardian. No exceptions will be made.
6. Students who fail to follow these procedures will be considered truant from school.

HOMEBOUND INSTRUCTION

1. Any student who has a medical problem requiring twenty (20) school days to be missed must get a doctor's statement and notify the principal and Attendance/School Office to receive homebound instruction. In all cases of extended medical illness, the Attendance/School Office must be notified.
2. If the principal is not notified of this medical problem in a timely manner, then the days absent may be classified as truancy with a possibility of expulsion being recommended.
3. Upon notification that the student is being placed on homebound instruction, the student and the student's parent/guardian may enter into a homebound instruction contract. This contract will clearly spell out the responsibilities of each party while the student is on homebound instruction.

4. The student's parent/guardian may need to meet with the principal and the student's teachers prior to the start of homebound instruction.
5. Requests for assignments by homebound students will be honored through the designated office. All requests after the first week of absence must be made by 9:00 A.M. on the first school day of the week. Students/parents are required to obtain the needed books and materials. Assignments will be given for only one week at a time.

III. WCCS Board Policy & WCCS Procedures

FAMILY EDUCATIONAL RIGHTS & PRIVACY ACT OF 1976

1. A copy of the Family Educational Rights and Privacy Act of 1976 can be obtained at each principal's office. This Act permits parents or eligible students (eighteen years or older) to inspect the student's educational records.
2. Personally identifiable information will not be released to newspapers, colleges, or civic organizations and will not be published in athletic, music, or theater presentation programs if the parent or eligible student requests that this information remain confidential.
3. Educational records will be forwarded, upon request, to other secondary and post-secondary educational agencies, or institutions in which the student plans to enroll. Reasonable effort will be made to notify parents of the transfer of records, unless the parent or eligible student has initiated the request.
4. Parents and eligible students have a right to seek correction of educational records of the student through a request to amend the records, or through a hearing that would permit the parent of a student or eligible student to place a statement in the educational records.
5. Parents and eligible students have a right to file complaints concerning alleged failures by local educational institutions to comply with the Family Educational Rights and Privacy Act of 1976. Reference WCCS Board Policy 8330.

AMERICANS WITH DISABILITIES ACT – SECTION 504 - IDEA

The Americans with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act requires WCCS to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student but to all individuals who have access to the Corporation's programs and facilities.

Students with disabilities who do not qualify for Individuals with Disabilities in Education Act (IDEA) may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student's parents, and the student. Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the student's school principal.

COMPLAINT PROCEDURE: (BOARD POLICY #9130)

The Board welcomes constructive criticism of the schools when it is motivated by a sincere desire to improve the quality of the education program. Further, the Board recognizes its responsibility to protect the rights of citizens and employees who are concerned over policies, procedures, actions, and controversial issues or materials. These include the right to secure information from school officials, to inspect instructional materials, and to file formal protests with the full expectation that they will receive a courteous, fair, and prompt reply.

The Board places trust in its employees and desires to support their actions so that they may be free from unnecessary, spiteful, or negative criticism or complaint. The Board will not consider anonymous complaints or grievances nor will the Board consider complaints that have not first been explored at the appropriate administrative level. Therefore, when a complaint is made directly to an individual board member or the Board as a whole, it will be referred to the administration for study.

The person filing the complaint will be advised to discuss the issue with the employee(s) involved. If the issue is not resolved following such discussion, then the person filing the complaint should submit the complaint in writing to building administration, detailing the specifics of the complaint and the action desired. The matter will then be referred to appropriate supervisory personnel for possible resolution. If a solution acceptable to the complainant and employee has not been achieved in a reasonable amount of time, then the matter will be referred to the Superintendent. Again, if a solution acceptable to all parties has not been achieved in a reasonable amount of time, the matter will be referred to the School Board.

Generally at this point, all parties involved will be given the opportunity to present additional facts, make further explanations, and clarify the issues. Hearsay and rumor shall be discounted except those directly related to the facts of the situation. The Board shall conduct its review of the matter in as fair and just a manner as possible. The Board will determine the final resolution of the matter and will issue its decision in a timely fashion.

The provisions of this policy apply to complaints, concerns, and suggestions regarding any employee of Whitley County Consolidated Schools in the performance of his/her duties as a professional, paraprofessional, classified, or volunteer staff member implementing the curricular, extra-curricular, or service programs of the corporation and all policies, procedures, books, and materials related thereto.

STUDENT DIRECTORY – PERMISSION TO PUBLISH (BOARD POLICY # 8330)

The Board designates as student “directory information:” a student’s name; address; telephone number; date and place of birth; photograph; major field of study; grade level, participation in officially recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; type of diploma awarded; awards received; honor rolls; and/or scholarships. School assigned email accounts shall not be released as directory information beyond the limited purpose to facilitate student registration for access to various online educational services.

Parents and eligible students may refuse to allow the Corporation to disclose any or all of such “directory information” upon written notification to the Corporation within fifteen (15) days after receipt of the Superintendent’s annual public notice.

GANG ACTIVITY OR ASSOCIATION

Gangs that initiate, advocate, or promote activities which threaten the safety or well-being of persons or property on school grounds or which disrupt the school environment are harmful to the educational process. The use of hand signals, graffiti or the presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, symbol, or any other attribute with such a group presents a clear and present danger. This is contrary to the school environment and educational objectives and creates an atmosphere where unlawful acts or violations of school regulations may occur and therefore are prohibited. Incidents involving initiations, hazing, intimidations, and/or related activities or such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students are prohibited.

Any student wearing, carrying, or displaying gang paraphernalia, portable communication equipment, or exhibiting behavior or gestures which symbolize gang membership, or causing and/or participating in activities which intimidate or affect the attendance of another student shall be subject to disciplinary action.

The type of dress, apparel, activities, acts, behavior or manner of grooming displayed, reflected or participated in by the student shall not:

1. lead school officials to reasonably believe that such behavior, apparel, activities, acts or other attributes are gang related and would disrupt or interfere with school environment or activity and/or educational objectives;
2. present a physical safety hazard to self, students, staff, or other employees;
3. create an atmosphere in which a student, staff, or other person's well-being is hindered by undue pressure, behavior, intimidation, overt gesture or threat of violence;
4. imply gang membership or affiliation by written communication, tattoos, drawing, or painting a design emblem upon any school or personal property or on one's person.

Students identified as being gang involved, influenced by or affiliated with shall be provided assistance and/or programs which discourage gang involvement or affiliation, enhance self-esteem, encourage interest and participation in school or other positive activities and promote membership in authorized school organizations.

Except in extenuating or exceptional circumstances, the following discipline shall apply:

First Offense:

1. The principal/designee will confront the student and identify the specific violation that has occurred.
2. The principal/designee will review with the student the current Board policy and related procedures.
3. The principal/designee will notify, if appropriate, the student's parents/guardians of the violation and ask for their assistance.
4. The principal/designee may apply short-term suspension or recommendation for expulsion, if appropriate.

Second Offense:

5. The principal/designee may recommend long-term suspension or expulsion, if warranted.

Third Offense:

6. The principal/designee will follow the same procedures as set forth for the second offense except that for a third offense the student shall be recommended for expulsion.
7. Any offense that occurs within thirty-six (36) months after the second offense shall be considered cause for immediate expulsion.

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 (American 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
Telephone: 1-260-244-5771
oconnorpc@wccsonline.com

STUDENT MEDICATION POLICY (BOARD POLICY #5330):

The following procedures must be followed for medication to be administered to a student while in school:

1. Written permission to administer the medication must be provided by the parent/guardian. The signature of a physician will also be needed for the administration of prescription medication. (The label on the prescription bottle is sufficient.)
2. Prescription medications must be in the original pharmacy container. The label will meet the requirement for the physician's signature. The parent must complete and sign a medication permit form obtained from the school or submit a written permission note with the name of the medication, dosage, and time to be administered. The parent or guardian, rather than the student, should bring the medication to the nurse's office. If this is not possible, the parent or guardian should contact the school nurse to make alternate arrangements. If written permission from the parent or guardian is on file in the nurse's office, a high school student may transport medication to and from the nurse's office. The medication must be brought directly to the nurse's office as soon as the student arrives at school and can be released to the student after the school day has concluded.
3. Over-the-counter medication must be sent in its original container and be clearly labeled with the child's name. The parent must complete and sign a medication permit form obtained from the school or submit a written permission note with the name of the medication, dosage, and time to be administered.
4. Medications sent to school in any type of container other than the original container or prescription bottle WILL NOT be administered.
5. Only the amount of medication needed should be sent to school.
 - a. Students who have bee sting allergies or life threatening conditions may keep medication in the health clinic for the entire school year. The medication will be sent home with the student at the end of the school year.
 - b. Students who are prone to have headaches or other mild illnesses may store acetaminophen or some other pain reliever in the health clinic. The parent must either complete and sign a medication permit form obtained from the school or send a written permission note with the name of the medication in such a manner as to ensure that no other person can obtain possession of it.
6. The school nurse, principal, or a trained designee will dispense all medication.
7. All medication will be kept in a place inaccessible to students.
8. The school nurse will ensure that all medication is destroyed or returned to the legal custodian when no longer used or needed by the student. Destruction of medication will be done in such a manner as to ensure that no other person can obtain possession of it.
9. Circumstances that may require exceptions to this policy will be reviewed and considered on an individual basis.

STUDENT SEARCH POLICY: SEARCH & SEIZURE (BOARD POLICY #5771):

1. The Whitley County Consolidated School Board recognizes that the privacy of students and/or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion.

2. All lockers and other storage areas provided for student use, on school premises, remain the property of the school corporation and are provided for the use by students. They are subject to inspection, access for maintenance, and search pursuant to this policy. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal/designee. Unapproved locks will be removed and destroyed.
3. While student lockers are protected from other students that protection is not extended against inspection by school administrators. Not only have the school administrators the right to inspect, but also this right becomes a duty when reasonable suspicion arises that something of an illegal nature may be concealed in the locker. Whenever possible, the search will be conducted by the principal/designee in the presence of the student and a staff member other than the principal/designee.
4. The principal/designee may search a student and/or any motor vehicle of a student during school hours or at a school activity if the principal/designee has reasonable suspicion to suspect that the search will discover evidence of a violation of law or of school rules.
5. A search of a student's person or intimate personal belongings shall be conducted by a person of the student's gender or in the presence of another staff member of the student's gender. The extent of the search will be governed by the seriousness of the alleged infraction, the student's age, and the student's disciplinary history.
6. Students who take advantage of the privilege of being able to bring a cell phone or any type of electronic communication device, give consent to the school to access voice mails, text messages, pictures, and data when there is a reason to believe that the electronic device contains evidence of a school rule violation.
7. The principal/designee shall be responsible for the prompt recording in writing of each student search including: the reasons for the search; information received that established the need for the search and the source of the information; the persons present when the search was conducted; any substances or objects found; and the disposition made of them. The principal/designee shall be responsible for the custody, control, and disposition of any illegal or dangerous substance or object taken from a student and notification of the parent/guardian within twenty-four (24) hours, if possible.
8. The authorization to search shall also apply to all situations in which the student is under the jurisdiction of the WCCS Board as defined by I.C. 20-33-8-14.

PROMOTION, PLACEMENT, AND RETENTION (BOARD POLICY #5410):

The School Board 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 their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- B. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's Individual Education Plan (I.E.P.).

No student who has completed a grade successfully shall be retained or allowed to repeat a grade in order to improve his/her ability or lengthen his/her eligibility to participate in extra-curricular athletic programs.

Guidelines for promotion, placement, and retention of students:

- A. require the recommendation of the professional staff for any promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that reasonable efforts be made to remediate the student's difficulties before s/he is retained;
- D. assign to the school administrator the final responsibility for determining the promotion or placement of each student;
- E. assign to a WCCS review group the final responsibility for determining the retention of a student. (Members of the review group will be determined by the Superintendent.)

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 the pesticides may pose a hazard to children. Therefore, pest control practices involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

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, 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.

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

IV. TRANSPORTATION

BUS BEHAVIOR PROCEDURE

Any violation of the bus rules or any behavior that pulls the driver's attention 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. If a student misbehaves, the driver will talk with the student, may give the student an assigned seat, may issue a Bus Discipline Referral to the school principal, or will call and discuss the issue with parents.

The authority of the bus driver will be recognized and supported by all. For everyone's safety, the bus driver must be heard, be able to hear traffic sounds such as sirens, and be obeyed by students quickly and efficiently.

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

First write-up: 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 severity of the behavior problem, the administrator may revoke all bus privileges for a specific number of days or for the remainder of the school year.

Second write-up: A seat may be assigned for up to the remainder of the school year. Dependent upon the severity of the behavior problem, the administrator may revoke all bus privileges for a specific number of days or for the remainder of the school year.

Third write-up: A seat may be assigned for the remainder of the school year and dependent upon the severity of the behavior problem, the administrator may revoke all bus privileges for a specific number of days or for the remainder of the school year.

Fourth write-up: Dependent upon the severity of the behavior problem, the administrator may revoke all bus privileges for the remainder of the school year.

School transportation is a privilege. Transportation is available, but it can be taken away if students choose to violate any of the safety and conduct rules. If transportation privileges are lost, the parents/guardians are responsible for getting their children to and from school.

BUS SAFETY RULES

In order to promote a safe, orderly, efficient and enjoyable bus ride to and from school, these rules must be followed:

1. All school rules covering student behavior also apply to behavior on the buses.
2. Always obey the driver promptly and respectfully.

3. Be at the bus stop five (5) minutes before the assigned time. Board and leave the bus only at your regularly assigned stop, unless you have received special permission in advance and a note from the student's respective office. This note is required to be handed to the driver when boarding the bus.
4. When the bus has come to a complete stop, you may approach the door of the bus to enter or leave. Take your turn and do not push.
5. Be seated promptly and sit safely.
6. Keep all books and materials on your lap or contained in a backpack or sack.
7. Be courteous and respectful to everyone. Speak in a low voice. Using profane or disrespectful language is prohibited.
8. To ensure a safe and pleasant ride for everyone, do not push, shove, fight, engage in horseplay or do anything that causes a disturbance.
9. No tobacco, alcohol, drugs or weapons are allowed on the bus.
10. Keep everything in the bus. Do not throw objects inside or outside the bus.
11. Windows are to remain closed except when permitted by the driver.
12. No eating or drinking on the bus.
13. Keep the bus clean and orderly, and treat all bus equipment with respect.
14. If crossing the street, wait for a signal from the driver before crossing in front of the bus.
15. Do not bring anything on the bus that obstructs the driver's view, comes into contact with other students, is fragile, takes up additional seating space or is a safety hazard. Examples of this might be, but are not limited to, animals, large musical instruments, balloons, large posters and skateboards.
16. Different drivers will have additional rules. Students are expected to follow these rules.

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 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 a 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 or 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.

REQUESTS TO RIDE DIFFERENT BUSES

If there is an after school social gathering, it is recommended that the hosting parent make the necessary arrangements to pick up the participants at school and take them to the gathering. It is also necessary for the parents of the participants to provide a written note allowing students to leave school via the arranged transportation. 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.

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 one time per nine weeks (quarter). Parents may contact the school if they wish their children to be car riders or attend Y-Care.

BUS VIDEOTAPES AND HARD DRIVES

The WCCS School Board has authorized the installation of video cameras on WCCS school buses for the purpose of monitoring student behavior by school administration. If a student is reported to have misbehaved on a bus and his/her actions were recorded on videotape, the video will be submitted to the school's principal and may be used as evidence of the misbehavior.

V. CRISIS / EMERGENCY PROCEDURES

CRISIS / EMERGENCY EVACUATION OF SCHOOLS

The WCCS School Board recognizes that its responsibility for the safety of students extends to possible natural and man-made disasters. Such emergencies are best met by preparedness and planning.

All threats to the safety of corporation facilities shall be identified by appropriate personnel and responded to promptly in accordance with the plan for emergency preparedness. Procedures for the handling of emergencies include a plan for the prompt and safe evacuation of the schools.

The Board authorizes a system of emergency preparedness that ensures:

- the health and safety of students and staff are safeguarded;
- minimum disruption to the educational program occurs;
- students are helped to learn self-reliance and trained to respond sensibly to emergency situations.

Please refer to each individual school for precise crisis/emergency procedures.

VI. FOOD SERVICE

BREAKFAST PROGRAM

Breakfast is available in each WCCS building on regularly scheduled and 45-minute delay days. Most buildings offer breakfast on 2 or 3- hour delay days. Please check with your child's school.

MEAL MONEY

Food Service Meal Accounts are set up and meals recorded for **ALL** WCCS students (K-12) by using student ID numbers.

By using your child's ID number, you may access his/her account using the district's online payment process. You may add funds to the account or check balances at this site. You may pay with cash/check at each building. *No checks will be cashed.* The total amount of a check will be placed in the child's account.

Checks should be made payable to **WCCS Food Service**. DO NOT INCLUDE any other payment such as books, yearbooks, or supplies on these checks. ID cards are used for accountability purposes at ISMS and CCHS. If a replacement card is required, inquire at the school office. NOTE: A fee may be charged.

A la carte items are available for purchase.

MEALS & TEXTBOOK ASSISTANCE

Applications for Free/Reduced Meals and Textbook Assistance are available throughout the school year online or contact your child's school office to request a paper application.

In early July, a Notice of Direct Certification will be sent to any household determined by the State of Indiana to be automatically eligible for assistance. If you would like to request assistance, but did not receive notification of eligibility, you will need to complete a Free/Reduced Meals and Textbook Assistance application.

This is an annual requirement. Contact Food Service Director @ 260-244-5772 ext. 1280 for assistance.

VII. STUDENT ACTIVITIES

ATHLETICS

Each WCCS school may provide a variety of athletic activities in which students may participate providing they meet any eligibility requirements that may apply. Please refer to each individual school handbook or contact the principal or athletic director at that individual WCCS school.

SCHOOL-SPONSORED CLUBS AND ACTIVITIES

WCCS provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular class, or contain school/grade-level subject matter.

Extra-curricular activities do not reflect the individual school's curriculum but are made available to students to allow them to pursue additional worthwhile activities.

All students are permitted to participate in the activities of their choosing as long as they meet the eligibility requirements.

NON-SCHOOL SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups organized for religious, political, ethical, or philosophical reasons may meet during non-instructional hours. The application for permission can be obtained from the building principal. The club or activity must verify that someone other than a staff member initiates the activity, attendance is voluntary, and that the event will not interfere with school activities. All groups must comply with the individual school rules and must provide equal opportunity to participate.

Non-corporation-sponsored organizations may NOT use the name of the school, corporation, or school mascot.

VIII. STUDENT RESPONSIBILITIES

STUDENT CONDUCT CODE

Indiana Code 20-33-8-8, states the following in regard to student discipline:

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

STUDENT CONDUCT

Appropriate conduct is essential for the successful operation of any organization. The following is a list of guidelines regarding school conduct that is expected of the students of Whitley County Consolidated Schools during school, on school grounds, and/or at extra-curricular functions.

Students must:

1. be courteous and respectful
2. exhibit behavior which is not harmful or dangerous to themselves or others (no fighting)
3. follow the instructions of any WCCS staff member
4. treat school property and that of others with respect. (This includes keeping the building, the cafeteria and grounds neat and clean)
5. have a proper pass when in the halls during class time
6. keep food and drink in the cafeteria, unless otherwise permitted
7. check with the building administrator before bringing electronic devices to school. SUCH UNITS MAY BE CONFISCATED (Refer to Electronic Device policy.)

ACADEMICS: PLAGARISM/CHEATING

Plagiarism is defined by the American Heritage Dictionary (1989) in this manner “to steal and use the ideas or writings of another as one’s own.” When using three or more consecutive words of another person, a writer must give proper credit through footnoting or other documentation. Students will be expected to cite the sources of information used in assignments so that they are not guilty of plagiarism.

Cheating is defined as any of the following actions:

1. Incorrect grading of a paper, either by changing an answer, adding an answer that had been blank, or not marking an error incorrect.
2. Copying someone else's work or giving someone answers, whether homework or in a test situation.
3. Allowing someone else to copy your work.
4. Using resources that have not been approved by the teacher.

DISCIPLINARY SYSTEM: STUDENT BEHAVIOR RIGHTS & RESPONSIBILITIES

When teachers and pupils are brought together so that learning may take place, an environment that permits an orderly and efficient operation of the schools must be provided. This environment comes through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression for their own just and legal privileges as members of Whitley County Consolidated Schools and society.

The responsibility for development and maintenance of this self-discipline falls to a combined effort of students, parents, teachers, administrators, and to our community that establishes the value system we accept. Students are encouraged to be responsible by reporting any knowledge of inappropriate behavior (i.e. knowledge of weapons, or the threat of using weapons such as; guns, knives, or explosives). When self-discipline fails, however, regulations for management of school behavior must be outlined by those responsible for the operation of the schools. The School Board of Whitley County Consolidated School Corporation has this legal responsibility for Whitley County Consolidated Schools. This authority for such School Board responsibility is found in the Indiana Code 20-33-8.

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

1. **REMOVAL FROM CLASS OR ACTIVITY-TEACHER (I.C. 20-33-8-25)** Removal of a student by a teacher from that teacher's class for a period not to exceed: five (5) class periods for middle or high school students or one (1) school day for elementary school students; if the student is assigned regular or additional schoolwork to complete in another school setting.
2. **SUSPENSION FROM SCHOOL-PRINCIPAL (I.C. 20-33-8-18)** (a): A school principal/designee may deny the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION (I.C. 20-33-8-20)** (a): A student may not be expelled for a longer period than the remainder of the school year in which the expulsion took effect if the misconduct occurs during the first semester. If the student is expelled during the last semester/trimester, the expulsion remains in effect for summer school and may remain in effect for the first semester of the following school year, unless otherwise modified or terminated by order of the governing body.

STUDENT APPEARANCE

At school and school-related activities, the School Board believes that proper dress and proper grooming are the responsibilities of every student attending Whitley County Consolidated Schools. The administration and staff are charged under I.C. 20-33-8-12 with the responsibility of establishing and enforcing reasonable standards of dress and grooming necessary for the orderly operation of the school. For detailed information please refer to the school's handbook.

Important Notice: Whenever a school official considers a student's appearance to be inappropriate, immodest, unsafe, or distracting to the educational decorum, a conference will be held with the student, and the student will be required to change clothes. In the cases of extreme or repeated violations, school officials will notify parents.

PUBLIC DISPLAY OF AFFECTION

Students should not, under any circumstances while on school grounds, anywhere in the building or at school functions, show affection to one another in any manner that creates a scene and draws undue attention to themselves. Students who are observed violating this standard may be referred for disciplinary action.

GROUND FOR SUSPENSION OR EXPULSION (I.C. 20-33-8)

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following is a list of examples of student misconduct or substantial disobedience which would result in suspension or recommendation for expulsion:

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 conduct such as:
 - 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, 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;
 - d. prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property;
 - e. 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 educational function under their supervision;
 - f. possession of fireworks, firecrackers, or other combustibles;
 - g. profanity or threats directed at any staff member.
2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property.
3. Intentionally causing or attempting to cause substantial damage to valuable private property, or stealing or attempting to steal valuable 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 some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with intent of, obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this rule.

8. Engaging in the unlawful selling of a controlled substance or other violation of criminal law that constitutes a danger to other students, or constitutes an interference with school purposes or an educational function.
9. Failing in 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 such failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of the state of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating any rules that are necessary in carrying out school purposes or an educational function, and are validly adopted 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. knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, 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.
12. POSSESSION OF A FIREARM (I.C. 20-33-8-16) or DESTRUCTIVE DEVICE (I.C. 35-31.5-2-86)
 - a. No student shall possess, handle or transmit any firearm or destructive device on school property.
 - b. The following devices are considered to be a firearm under this rule:
 - any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
 - c. For the purposes of this rule, a destructive device is:
 - An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,
 - A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - A combination of parts designed or intended for use in the conversion of a device into a destructive device.
 - d. A destruction device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
 - e. The penalty for possession of a firearm or destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
 - f. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.
13. POSSESSING A DEADLY WEAPON
 - a. No student shall possess, handle or transmit any deadly weapon on school property.
 - b. The following devices are considered to be deadly weapons for the purposes of this rule:

- A weapon, Taser, or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;
 - An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime: or
 - A biological disease, virus, or organism that is capable of causing serious bodily injury.
- c. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
 - d. The superintendent may notify the appropriate law enforcement agency when a student engages in behavior described in this rule.
14. Engaging in any activity that leads school officials to reasonably believe that such behavior, apparel, activities, acts, or other attributes are gang-related and would disrupt or interfere with the school environment or activity and/or educational objectives.
 15. Engaging in any type of activity that leads school officials to reasonably believe that such behavior constitutes sexual harassment. This may consist of unwelcome sexual advances, request for sexual favors, and any other inappropriate verbal or physical conduct of a sexual nature.
 16. Engaging in hazing; defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in the Whitley County Consolidated Schools bylaws and policies.

The grounds for suspension listed above apply when a student is (I.C.20-33-8-14):

1. on school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school;
2. off school grounds at a school activity, function or event;
3. traveling to or from school or a school activity, function or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, school breaks, and summer. (I.C. 20-33-8-15)

HARASSMENT/BULLYING (I.C. 20-33-8-0.2)

All children attending Whitley County Consolidated 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. 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 reasonable 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 he/she 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.

False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

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:

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
Columbia City, IN 46725
(260) 244-5771

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

IX. DISCIPLINE PROCEDURES

Please refer to each individual school's handbook for school specific procedures.

ALTERNATIVE DISCIPLINE PROGRAM (I.C. 20-33-8-25)

Alternative programs may include the following forms of discipline:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional work.
4. Rearranging class schedules.
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
6. Restricting extracurricular activities.
7. Removal of a student by a teacher from that teacher's class for a period not to exceed five class periods if the student is assigned regular or additional school work to complete in another school setting:
8. Assignment by the principal to
 - i. a special course of study;
 - ii. an alternative educational program; or
 - iii. an alternative school.
9. Assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides.
10. Removal of a student from school sponsored transportation.
11. Referral to the juvenile court having jurisdiction over the student.

Programs will be assigned as needed. Rules and times will be explained at the time the discipline is assigned.

Upon receipt of proper notice, any parent, guardian or custodian who fails to comply with the requirements of a school official to participate in the resolution of behavior problems of a student whose conduct is repeatedly disruptive to the student's own educational progress or to the progress of others may be referred to the Child Protective Services Division of Public Welfare, and the child may be considered to be a "Child in Need of Services" in accordance with I.C.31-34.

SUSPENSION PROCEDURES (I.C. 20-33-8-18)

When a principal/designee determines that a student should be suspended, the following procedures will be followed.

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented;
 - c. the student will be provided an opportunity to explain the conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents/guardians of the suspended student will be

- notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal/designee.
4. Any principal may suspend a student for a period of no more than ten (10) school days for conduct constituting grounds for expulsion or suspension as set out in I.C. 20-33-8-23.

EXPULSION PROCEDURES (I.C. 20-33-8-19)

When a principal/designee recommends to the Superintendent/designee that a student be expelled from school, the following procedures will be followed.

1. The Superintendent/designee may conduct an expulsion meeting or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel;
 - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent/guardian are asked to appear at an expulsion meeting conducted by the Superintendent's designee. Failure by a student or a student's parent/guardian to appear at this meeting will be deemed a waiver of rights to contest the expulsion.
3. The request to appear at the expulsion meeting will be delivered in writing by certified mail or personal delivery and contain the reasons for the expulsion and the date, time, place and purpose of the meeting.
4. At the expulsion meeting, the principal/designee will present evidence to support the charges against the student. The student or parent/guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent/guardian.

Students who have been suspended or expelled from the regular school setting will not be permitted to attend or participate in any extra-curricular activity during the period of the suspension or expulsion.

NOTICE: Under Indiana law, any student sixteen (16) years of age or older upon returning to school following an expulsion involving disorderly conduct or conduct dangerous to persons or property may be required to enroll in an alternative program or evening school. I.C. 20-33-8-24.

X. DRUG, TOBACCO, & ALCOHOL POLICIES

TOBACCO POLICY

Indiana Code 35-46-1-10.5 states: "A person less than eighteen (18) years of age who (1) purchases tobacco and/or electronic cigarette, or (2) accepts tobacco and/or electronic cigarette for personal use, commits a Class C infraction." Therefore, smoking and the use of smokeless tobacco is prohibited:

1. Anywhere on school grounds or within 1000 feet of school grounds immediately before, during, or immediately after school hours and at any time when a school group is using the school;
2. Off school grounds at a school activity, function, or event;

3. Traveling to and/or from school or a school activity, function or event.

A student found using, transmitting, or in possession of tobacco and/or electronic cigarette, in any form, will be subject to the disciplinary procedures per his/her building's handbook guidelines. The possession of an electronic cigarette (generally known as "e-cigarette") is prohibited which also includes any item that looks like or is represented to be an electronic cigarette.

DRUG FREE LEARNING ENVIRONMENT

Our students are our most important community resource and the school must provide a drug-free environment in which they can be nurtured and remain healthy. Whitley County Consolidated Schools are concerned about the use of alcohol and other drugs among the youth of our community, state, and nation. Such use is in violation of the law and can have serious and lifelong consequences. It is acknowledged that early identification, intervention, and support for youth and their families can help prevent chemical dependency and unfulfilled promise. It is the responsibility of the school to work with families and community agencies to support youth who decide to abstain from the use of alcohol and other drugs and to intervene to support the recovery of those who are using or who have become dependent upon chemicals. The primary purpose of the policies set forth in this section is to provide the framework for insuring a drug-free learning environment.

ALCOHOL & DRUG POLICY (SCHOOL BOARD POLICY #5530)

Alcoholic beverages, drug paraphernalia, and drugs are absolutely prohibited as outlined in I.C. 20-33-8 and under GROUNDS FOR SUSPENSION AND EXPULSION #11, d and e.

First Offense: The student will be subject to a ten (10) day suspension accompanied by a recommendation to the Superintendent for the student's expulsion from school for the remainder of the school year, if the offense took place in the first semester. If the offense occurs within the last semester of the school year, the recommendation for expulsion may extend through summer school and the next semester as well.

Upon review of the student's disciplinary record and the circumstances of the violation, the principal may recommend to the Superintendent that the student involved be given the option to enroll in an educational or counseling program of at least ten (10) hours duration and complete a drug assessment, which includes a laboratory analysis except where the service provider deems it to be unnecessary. Where fees for service are involved, parents must accept responsibility for payment. The service provider must be approved by the school district and the results of both the program and the assessment must be shared with the school upon the student's satisfactory completion. Failure to satisfactorily complete at least ten (10) hours of the designated program within a specific time frame established by the principal will result in immediate expulsion from school. The principal may authorize the student's return to school after no less than five (5) days and no more than ten (10) days of absence if drug assessment results are presented (or are pending due to a delay caused by a service provider) and satisfactory evidence of enrollment and active participation in an educational or counseling program is presented.

The student may enter the alternative program following the waiver of hearing rights or the conduct of a hearing in which the school's position is sustained. The student will continue to be considered expelled while he/she is participating in the alternative program. Students will be expected to make up all assignments missed during the duration of the absence.

Second Offense: The student will be subject to ten (10) days suspension accompanied by a recommendation to the Superintendent for the student's expulsion from school for the remainder of the current semester. Re-enrollment after the period of the

expulsion requires the presentation of evidence that the student has received professional intervention to assist with the substance involvement if specified by a hearing examiner.

Important Procedure: By the day following the successful completion of the program, the student and the parent/guardian must schedule a meeting with the principal and bring the packet of information from the treatment center.

ALCOHOL OR ILLEGAL DRUGS - Random Drug Testing Program

The School Board of Whitley County Consolidated Schools recognizes the importance of providing learning opportunities for students through involvement in athletics and other extracurricular activities. The Board also recognizes and accepts its responsibility to take a stand against the use of unauthorized and illegal drugs or substances by students at any time. The primary focus of this program is to provide students with a tool to say no to drugs, and to provide an incentive for students who test positive to participate in an approved drug education/ counseling program. In order to participate in any one of the Corporation's athletic program, extra-curricular programs, CTE work based learning, or driving to school, each student must submit to random testing for the use of drugs and alcohol. Failure to comply at any time with the rules and regulations of the random drug testing program may result in exclusion from participation in these programs. Refusal to comply will be considered an admission of guilt. See WCCS Board Policy 5530.01

Test results will not become part of the student's permanent record. Parents will be notified by the building principal if test results are positive. Any student who tests positive for any drug other than a prescribed medication shall be subject to consequences outlined in the building and district handbooks.

The following activities require that a student be at his/her best and chemical-free in order to provide a safe environment, not only for the student, but also for other students and adults who potentially could be affected. Any students in grades 9-12 and his/her custodial parents/guardian must sign a drug testing consent form for the student to be eligible to participate in any of these activities.

- Extra-curricular activities
- Athletics
- Drive a vehicle to school and park on school property
- Voluntary Participant Program

In the event of a failed test, the student will be restricted from participating in the above for at least 30 days. Additionally, the student will be subject to the disciplinary consequences as outlined in the athletic policy or any additional policies of the activity in which the student participates in. To be able to resume the privilege of participating in activities and/or of driving to school, the student will be tested again at the expense of the student or his/her custodial parents/guardians.

If the student fails a test a second time, the student will be restricted from activities and/or driving to school for one calendar year. Again, the student will also be subject to the disciplinary consequences as outlined in the athletic policy or any additional policies of the activity in which the student participates in.

If a student fails a test a third time, the student will be excluded from activities or driving for the rest of his/her high school career.

XI. 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 their means and methods of instruction, as well as 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 staff and 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 and staff 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, staff, and all 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, parents, and school staff 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. Teachers and 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 and staff members 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, or staff member may be responsible for a deductible. In addition, all users (students and staff) 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.

Staff Uses of Social Media or Social Networking Websites

To address the fast-changing landscape of the Internet and the way students, parents, and patrons communicate with and obtain information from the School online, School personnel may consider using social media tools to reach a broader audience. The Board encourages the use of social media to further the mission and goals of the School, where appropriate.

Administrative guidelines for social networking practices can be found in the Whitley County Consolidated Schools Social Networking Guide.

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.

Staff may post student pictures on district/ school/classroom “public” websites as long as the student’s name or other identifying information is not included. Students’ grades, test results, or identifying pictures may be stored only on district-approved secure sites that require a username and password for authorized individuals to access (ie. Harmony, Echo, Pivot, Drive, etc.).

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.

WCCS staff must maintain the confidentiality of student data in accordance with the Family Education Rights and Privacy Act (FERPA).

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 and staff 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. Staff shall immediately report any potential security breaches to the WCCS Technology Department. Staff shall change their network passwords at least once every 90 days.

Additional Rules for Electronic Devices Issued to Students or Staff

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 or staff member 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.

Staff/Student/Guest Acknowledgement:

I understand and will abide by the above Responsible Use Policy for Electronic Resources. I further understand that any violation of the regulations above is unethical and may constitute a criminal offense. Should I commit any violation, my access privileges may be revoked, school disciplinary action may be taken, and/or appropriate legal action may be taken.

User's Printed Name: _____

User's Signature: _____ Date: _____

Parent/Guardian Acknowledgement:

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

Parent/Guardian Printed Name: _____

Parent/Guardian Signature: _____ Date: _____

<i>XII. FERPA</i>

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;
- Honor roll or other recognition lists;
- 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 Educational Agencies (LEAs) 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.