

## MISSION STATEMENT

The staff of West Lafayette Intermediate School is committed to providing our students with a safe and enriching school environment that will allow every child to experience success, promote within each child a positive self-image, recognize the uniqueness and needs of every child, and will encourage acceptance of others.

## ACADEMIC HONESTY

Each student is expected to accept the responsibility for his or her academic honesty. Students found to be in violation of this section will be subject to disciplinary action.

## ATTENDANCE POLICY

Regular school attendance is important to the educational growth of students. Parents are encouraged to remind their children that consistent attendance and the completion of daily school assignments will result in a continuity of the instructional process, higher grades and a more enjoyable school experience.

Classroom attendance and participation of a student are critical elements of the learning process. The most productive use of teacher and student time occurs when students are prompt and in regular attendance. Absences and tardiness disrupt the teaching process and adversely affect student performance. A student's attendance pattern is evidence of a seriousness of purpose. Students may be referred to the Truancy Mediation program if absences total more than nine days per semester (Minimum Attendance Rule).

The following attendance regulations exist to assist the parents and school team to work together to help students develop good punctuality and attendance patterns. There are two types of absence categories: either EXEMPT from the Minimum Attendance Rule or NON-EXEMPT/UNEXCUSED from the rule. The maximum number of NON-EXEMPT/UNEXCUSED absences allowable per semester is nine. Descriptions of the types of absences in each category may be found in this section.

### DEFINITIONS:

#### Exempt Absences:

Written verification must be presented for all types of exempt absences. The written excuses must be turned in to the office within 2 business days of the student's return to school. If no verification is submitted, then the absence will be marked non-exempt/unexcused.

The following absences are exempt from the minimum attendance policy:

- a. Absences due to medical or dental appointment with verification from a health professional.
  - ◆ A not redacted form completed and signed by an official health professional which includes the date and time of appointment.
  - ◆ If the appointment takes place during the school day, parents must come in to the office and sign out your child.
- b. Hospitalization or students homebound with a medical condition with verification from a medical doctor.

- c. Personal illness due to an acute or chronic condition with verification from health professional.
- d. Other exempt absences:
  - ◆ Mandated court appearances (Indiana statute)
  - ◆ Death of member of household or immediate family with proper documentation for up to five days, if needed for travel. "Immediate family" is interpreted as including father, mother, brother, sister, legal guardian, grandparent, aunt, uncle, and first cousin.
  - ◆ Recognized religious holidays which are celebrated in the family's faith
  - ◆ Absence for an educational opportunity that is approved.

#### Non-Exempt and Unexcused Absences:

All other absences except those caused by school disciplinary suspensions and absences declared as truancy shall be considered **Non-Exempt or Unexcused**. Parents may use a parent approved non-exempt absence up to nine times per semester without violating the student attendance policy. (This includes illness, vacation, family business, etc.)

A non-exempt unexcused absence is documented when no verification is provided to the office within 24 hours of absence.

When a student has accumulated **three** non-exempt absences, the parent/guardian will be notified. When the student has accumulated **six** non-exempt absences a conference will be requested with the proper school officials and parent/guardian to determine the nature of the absences. When the student accumulates **nine** non-exempt absences the parent/guardian will be notified and truancy discussed. Any non-exempt/unexcused absences beyond **nine** may result in referral to Truancy Mediation.

#### Tardiness:

A student who is not seated and prepared for class at the 8:00 a.m. bell is considered tardy. If a student misses the bus, it is the parent's responsibility to arrange for their child to get to school. Happy Hollow students are NOT permitted to ride Cumberland buses. Excessive or habitual tardiness is defined as a student having been tardy five times in a semester. If a student is in attendance but late to a class, the student will be subject to the disciplinary rules of the teacher in charge of the class.

#### Excused Tardy:

Excused tardies will follow the guidelines listed under **EXEMPT absences**. These tardies must have written verification in order to be excused. The written excuses must be turned in to the office within 48 hours of the student's return to school. If no verification is submitted, then the tardy will be marked unexcused.

#### Unexcused Tardy:

Any tardy not meeting the requirements for "excused tardy" shall be considered an unexcused tardy. A student who arrives after 8:20 a.m. without EXEMPTS will be considered **tardy-truant**. Each tardy-truant will be considered unexcused and will be subject to the absence procedures

along with truancy mediation procedures. A student will receive an unexcused tardy if they return late from lunch unless proper documentation is provided, ie doctor's note.

When a student has accumulated **three unexcused tardies/tardy truants**, the parent/guardian will be notified. Each additional tardy/tardy truant the student will report to the homework room during their lunch recess. When the student has accumulated five tardies/tardy truants a detention will be assigned. The detention may be before school or after school. A conference will be requested with the parent/guardian to determine the nature of the tardies/tardy truants. Excessive **tardy truants** may result in referral to Truancy Mediation.

#### ABSENCE PROCEDURES

##### Parents:

- a. Parents are requested to call (765-269-4308) or email (WLSattendance@wl.k12.in.us) the attendance line each day, before 9:00 a.m., if a student will not be attending.
- b. Non-reported absence, after 24 hours, will be counted as unexcused.
- c. Classroom assignments may be requested by parents and will be available on the bookshelf, outside the office, from 2:30-5:30 p.m. If requesting assignments, please do so by 9:00 a.m. to allow ample time to prepare assignments.

**SPECIAL NOTE:** Teachers are not required to give homework prior to students leaving on vacation or who will be gone for an extended length of time. You may check the West Lafayette Intermediate School's website for the assignments. Students will be given the number of days missed to make-up all homework while they were out. For example, if a student misses two days, he/she will have two days from when the student returns to make-up their assignments.

##### Students:

- a. Upon returning from an absence due to illness, a student must report to the nurse with a note from the parent or health professional before going to class.
- b. Upon returning from an absence that was not due to illness, the student should report to the office with a note from the parent explaining the reason for the absence.

#### BREAKFAST

The cost of a student breakfast will be \$2 and will be a grab and go style. Students should report immediately to the cafeteria for breakfast. The breakfast bell will ring at 7:35 a.m. to dismiss students purchasing breakfast to the cafeteria. To expedite matters, all breakfasts will be prepackaged. All students will be dismissed from the cafeteria at 7:45 a.m. Students are expected to eat quickly and return to class by 8:00 a.m. **Students are NOT permitted to bring in breakfast from home to eat. Only students that have purchased a school breakfast are allowed to eat the classroom.**

#### CELL PHONES & PERSONAL ELECTRONIC DEVICES

Electronic Devices such as cell phones, MP3, iPod, smart watches or similar items should remain off and in the student's locker/book bag unless otherwise directed by an adult. Students are not permitted to use their cell phones in the hallways or on the school bus. They are also not allowed to be used during lunch and recess. Students that use their own personal device to access our network without permission will be in violation of our network usage agreement.

#### CHILD CARE AFTER SCHOOL

Students are expected to go directly to their after school destinations. Only students with adult supervision may remain in the building. JUK@School provides care for after school dismissal in the cafeteria until 6:00 p.m. If you can't pick your child up before 2:45 p.m. or fifteen minutes after an after school activity is complete, you should make arrangements with JUK@School. Call 765-463-6129 for further information.

#### CODE OF CONDUCT

The following sections set forth the rules of the Code of Conduct to which students are expected to conform. Enforcement of such sections shall not only be in accordance with the rules and regulations set forth therein, but also in accordance with the policies of the Board of School Trustees of the West Lafayette Community School Corporation and Indiana Codes relevant to the operations of the public schools. The rules you are about to read in the Code of Conduct supplement are in addition to the school's broad, discretionary authority to maintain safety, order, and discipline inside the school zone. The rules support, but do not limit the school's authority.

#### STUDENT DISCIPLINE RULES

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY – TEACHER:
  - ◆ A teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. SUSPENSION FROM SCHOOL – PRINCIPAL
  - ◆ A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. EXPULSION:
  - ◆ A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the

expulsion period is listed under the Grounds for Suspension and Expulsion, **Section C and Section D.**

### **GROUND FORS SUSPENSION OR EXPULSION**

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

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

#### **A. Student Misconduct and/or Substantial Disobedience**

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
  - ◆ Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - ◆ Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - ◆ Setting fire to or damaging any school building or property.
  - ◆ Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - ◆ Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonable 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 is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
  - ◆ **Exception to Rule 11:** A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
    - ◆ That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
    - ◆ The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    - ◆ The student has been instructed in how to self-administer the prescribed medication.
    - ◆ The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine,

- barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.
  14. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
  15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
  16. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
  17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
  18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or state or federal law.
  19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
  20. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
  21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
  22. Taking or displaying pictures (digital or otherwise) without the consent of the student or staff member in a situation not related to a school purpose or educational function.
  23. Engaging in pranks that could result in harm to another person.
  24. Use or possession of gunpowder, ammunition, or an inflammable substance.
  25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
    - ◆ Engaging in sexual behavior on school property;
    - ◆ Engaging in sexual harassment of a student or staff member;
    - ◆ Disobedience of administrative authority;
    - ◆ Willful absence or tardiness of students;
    - ◆ Engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - ◆ Violation of the school corporation's acceptable use of technology policy or rules;
  - ◆ Violation of the school corporation's administration of medication policy or rules;
  - ◆ Possessing or using a laser pointer or similar device.
  26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
  27. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

## B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - ◆ places the targeted student in reasonable fear of harm to the targeted student's person 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 or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who

feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator] who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the building principal or designee. This report may be made anonymously.

5. The building principal or designee shall investigate immediately all reports of alleged bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The building principal or designee has the authority to investigate any claim and to speak with any student prior to notifying the parent or guardian. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. However, information about student discipline and consequences can only be shared with a child's parent or guardian. Parents or guardians cannot receive information about other students who might be involved.
6. The building principal or designee will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. 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.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.
9. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.
10. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

### C. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - ◆ any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - ◆ the frame or receiver of any weapon described above.
  - ◆ any firearm muffler or firearm silencer.
  - ◆ any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - ◆ any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
  - ◆ any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - ◆ an antique firearm.
  - ◆ a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
3. For purposes of this rule, a destructive device is:
  - ◆ an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
  - ◆ a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch.
  - ◆ a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

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

**D. Possessing a Deadly Weapon**

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
  - ◆ a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - ◆ an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - ◆ a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon; up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent (*shall immediately/may*) notifies the appropriate law enforcement agency when a student engages in behavior described in this rule.

**E. Unlawful Activity**

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

**F. Legal Settlement**

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

**RIGHT TO APPEAL**

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will

consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: I.C. 20-33-8-1 et seq.  
I.C. 35-41-1-8 I.C. 35-47.5-2-4 I.C. 35-47-1-5

**SUSPENSION PROCEDURE**

When a principal (or 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 written or oral statement of the charges;
  - ◆ If the student denies the charges, a summary of the evidence against the student will be presented; and,
  - ◆ The student will be provided an opportunity to explain his or her 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 parent or guardian of a 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.

**EXPULSION PROCEDURE**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - ◆ Legal counsel
  - ◆ a member of the administrative staff who did not expel the student during the current school year 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 parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or

- parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
- 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.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: I.C. 20-33-8-18  
I.C. 20-33-9-19

### **DRESS CODE**

Student dress should be appropriate for the school purpose during the school day and while at school-sponsored activities. Students should exercise modesty and good taste in their selection of wardrobe. The administration has the authority to determine what is appropriate. Such dress shall be determined appropriate if:

- It does not endanger the health or safety of any student.
- It is not disruptive to the educational process.

Restrictions include but are not limited to the following:

- Clothing that is unreasonably revealing as determined by a staff member includes:
  - ◆ Clothing which has holes or rips any higher than the student's knees.
  - ◆ Skirts and shorts with length higher than the student's extended fingertips
  - ◆ Any top with a low cut, strapless dresses, or muscle shirts
  - ◆ Shirts should be long enough and pants high enough that one's stomach does not show.
  - ◆ Pants should be worn at or above the top of the hip and covering all underwear.
  - ◆ Shoes or sandals must be worn at all times. NO FLIP FLOPS for safety purposes.
  - ◆ Sweatshirt hoods may not cover the head.
  - ◆ Hats shouldn't be worn in the building.
- Clothing or accessories with vulgar or suggestive expressions or promoting alcohol (including establishments that sell alcohol) drugs, or tobacco in any language is prohibited.

- Clothing shall be free of symbols or slogans on clothing designed to humiliate others or which may be considered racist, sexist, or ethnically derogatory.

### **EXTRA-CURRICULAR ACTIVITIES/AFTER SCHOOL EVENTS**

Students must be present for at least three hours out of the school day to attend after school events or extra-curricular activities. Also, if a student is suspended or leaves school early due to being ill, they will not be allowed to participate in any after school or extra-curricular activities that day. All students are expected to be picked up within fifteen minutes of the activity's ending or make other arrangements.

Any student participating in a junior high extra-curricular activity/sport, will follow the below grade eligibility requirements:

Students must be passing all classes in order to participate. Ineligibility is determined at the midpoint and at the end of each grading period, and becomes effective the day that grades or progress reports are posted in Skyward. Ineligible students have two weeks to turn failing grade(s) into passing grade(s) in class(es) that ineligibility is determined. Ineligibility is for all events and games of the extra-curricular activity. Students who are ineligible may practice, but may not participate in games or events. An ineligible student who doesn't participate in practices while ineligible may be permanently dropped from the team. Also, an ineligible student who does not regain eligibility at the first opportunity (two weeks after becoming ineligible) may be eliminated from the team. While still on the team, an ineligible athlete may travel to an event with the team, but the ineligible athlete may not be in uniform for the event.

### **FACILITIES**

Students are expected to keep facilities orderly and clean and to contribute in their maintenance. The student will assume the full cost of repair or replacement of any facilities damaged or lost by the student.

- USE OF THE SCHOOL BUILDING
  - ◆ Building hours are posted. Students may not be in the building other than posted hours unless supervised by a member of the faculty, a coach or an activity sponsor. Support staff and maintenance personnel are not authorized to assume the responsibility of supervision.
- VISITORS TO SCHOOL
  - ◆ All visitors to the school, i.e., any person not enrolled as a student at school or employed by West Lafayette Community School Corporation, must report to the main office of the school, declare his or her business, and obtain permission to be in the building for a fixed period of time. Visitors must check out with the main office before leaving the building.
- HALLWAY PROCEDURES
  - ◆ Hallway behavior should reflect an attitude of respect for others.
- RESTROOMS

- ◆ Students are expected to assist in keeping the facilities clean and orderly.

### FIELD TRIPS

Field trips are an important part of the educational curriculum. They provide valuable learning experiences that enrich and extend classroom study. Parents must give written permission in advance of each planned field trip. Often small fees are collected from students to cover expenses. Scholarships are available however we asked that you please pay what you can towards the trip if possible. Contact your child's teacher or the office if you think you may need one. Any parent wishing to be a parent chaperone must have a background check on file with the office.

### FREEDOM OF EXPRESSION

Students may freely express their points of view provided they do not seek to coerce others to join their mode of expression and provided they do not otherwise intrude upon the rights of others.

Obscene, lewd, vulgar, offensive, inflammatory, or defamatory expressions will not be tolerated. Staff members hearing such language, or witnessing such activity should report the incident to an administrator. Students found to be in violation of this section will be subject to disciplinary action.

### HEALTH POLICIES

There are several health services that will be available to your child during the school year.

The Speech and Hearing Clinician will conduct hearing testing on 4<sup>th</sup> graders, all new students, and by request. Speech screening will be done for all new students and referrals. Parents will be informed of the testing results only if further examination is indicated. If for any reason during the school year you wish your child's speech or hearing checked or rechecked, please contact the speech clinician.

For your child's protection and the protection of the other children, we are asking you to help us by doing the following:

- a. Please keep your child home:
  - ◆ Until student is fever free for at least 24 hours without medication.
  - ◆ If there is an undiagnosed rash.
  - ◆ If eyes are inflamed or have a white discharge.
  - ◆ If coughing, sneezing excessively, or has a runny nose or sore throat.
  - ◆ Until vomiting and diarrhea free for 24 hours.
- b. Please inform the school nurses if your child contracts a communicable disease, e.g. chicken pox, strep throat, fifth's disease, etc.
- c. Fresh air and exercise are important for good physical and mental health. Please help your child dress appropriately for the weather so that he/she will be comfortable during the recess period.

- d. Doctor's notes and medical restrictions need to be submitted to the nurse with beginning and end dates.
- e. If a child is unable to participate in PE due to a doctor's note, they will also not be able to participate in recess during that time unless otherwise noted by the doctor.
- f. The nurse is permitted to excuse students from PE for one class period due to illness/injury with a parent note. Any additional days needing to be excused from our PE curriculum will require a doctor's note.

Please put your child's name, grade, and teacher (if possible) on all health forms and permission slips.

Physical examinations by a doctor are required for children before entering Kindergarten, 7<sup>th</sup> grade, and students new to our school corporation.

**SPECIAL NOTE:** The school nurse or school personnel are not allowed to give **any** prescription medication unless a legal guardian brings a written doctor's order and a written parental authorization to school. Include specific instructions regarding dates, times, and dosage. **All medications** must be in the original container. If you have any questions, please contact the nurse at 746-0505.

### HOMEWORK POLICIES

- **4<sup>th</sup> grade:** Homework will be accepted two days late. Late homework will receive 10% off (no matter if it is one or two days late). Homework received after the two day grace period will be a zero.
- **5<sup>th</sup> grade:** Homework that is received one or two days late will receive 15% off each day. Homework received after the two day grace period will be a zero.
- **6<sup>th</sup> grade:** Homework will receive a zero if it is not received when it is due. Homework may be turned in the next day and receive 80% of the earned grade. Work that is turned in after this **may** receive 50% of the earned grade. Students will not be allowed to phone home and ask for their homework to be brought to school.

### INAPPROPRIATE USE OF TECHNOLOGICAL HARDWARE AND SOFTWARE

In consideration for being allowed access to the West Lafayette Community School Corporation network, including its computers, related hardware, and communications devices to other networks, students must sign and agree to the rules and regulations outlined in the West Lafayette Community School Corporation Network Use Agreement for Students.

Unauthorized viewing, changing, or reconfiguring electronic or hard copy of official school records or information is prohibited. Students will not use hardware designated for faculty/staff without permission being granted by the primary faculty/staff user.

### CUBBIES/DESKS

Indiana statutes authorize and regulate student locker/desk searches in the public schools.



The principal shall authorize opening and inspection of any locker or desk in the school building, if in his/her judgment there is a clear and present danger to other persons or property or if there is reasonable cause to believe that materials, forbidden by law, school policy, or school rules, are contained therein. If possible, the student whose locker/desk and contents are being inspected shall be present except in the case of a general opening and search of the lockers of all students.

### **MESSAGE TO STUDENTS DURING SCHOOL HOURS**

Please refrain from calling the office or the classroom to give your child a message unless it is a real emergency. Your plans for the day should be complete before your child leaves for school in the morning.

### **NETWORK INSTRUCTIONAL PHILOSOPHIES AND USE GUIDELINES**

#### **Philosophy:**

The West Lafayette Community School Corporation recognizes that the Internet and other electronic databases available over our NETWORK offer vast, diverse and unique resources to both students and staff members. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The NETWORK will be used to support goals and objectives that are stated in the curriculum guides for the school corporation. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value, in the context of the school setting. The intent of our acceptable use policy is to ensure that all use of the NETWORK is consistent with our stated purpose and goals. Students must apply for a Network Account. Users of the NETWORK must agree to the guidelines in the "NETWORK USE AGREEMENT (NUA)". The NUA is provided so that students and parents are aware of the responsibilities they are about to acquire.

Availability of the school district's NETWORK and Internet-related policies and procedures: information about the NETWORK and Internet policy has been published in the corporation's Newsletter. Each student who needs NETWORK access must return a parent-signed NUA. Copies of NUAs and other information are available in school packets, student handbooks, and upon request in the schools' offices.

#### **Sanctions taken should violations of the NUA occur:**

The privilege of using the NETWORK and/or the Internet will be suspended for the student. The student may receive disciplinary action resulting from violations of the schools' Code of Conduct. Legal action may also be taken. For your information the INDIANA CODE is cited in this document. NETWORK privileges may be restored after a review by the schools' administration.

#### **INDIANA CODE:**

IC 35-43-1-4 (b) Computer Tampering

A person who knowingly alters or damages a computer program or data without consent of the owner commits computer tampering, a Class D felony. For example...John

uses Fred's password without permission and enters Fred's area to change or delete files. Up to \$10,000 fine and 3 years in jail.

#### **IC 35-43-2-3 Computer Trespass**

A person who knowingly accesses a computer or network without consent of the owner commits computer trespass, a Class A misdemeanor. Anytime a student logs in as someone else, without permission of the system owner, computer trespass has been committed. Up to a \$5,000 fine and one year in jail.

#### **Parent rights regarding Internet use**

Students will only get Internet privileges when the parent or guardian signs and returns the NUA. When the student returns the NUA with the parents or guardian's signature and choices, Internet rights will be assigned. The teachers will give students who do not have Internet access alternate assignments.

#### **Internet usage**

Students will need permission from a faculty or staff member to use the Internet. All areas where students access Internet are supervised.

#### **The educational value of student Internet use**

The school board has demonstrated their responsibility by approving the NUA and the schools' curriculum. The parents demonstrate their responsibility by signing the NUA. The staff and faculty demonstrate their responsibility by supervising Internet access and by following the curriculum guides. In effect, all groups share the responsibility for the educational value of the use of the Internet. Due to the dynamics of the Internet, teachers may require students to use a variety of services provided by outside/3rd party entities. By signing this NUA, you agree to allow your student to set up accounts with such services (e.g. Google Apps, Prezi).

#### **The school district's Internet-related policies and procedures availability**

Information about the NETWORK policy has been published in the corporation's Newsletter. Each student who needs NETWORK access must return a parent-signed NUA. Copies of NUAs and other information are available in school packets, student handbooks, and upon request in the schools' offices.

In consideration for being allowed access to the West Lafayette Community School Corporation Network (the "NETWORK"), including its computers, related hardware, software, communications devices, data, and access through such hardware, software, and communications devices to other networks, I agree as follows:

1. In connection with use of the NETWORK, I will NOT:
  - a. Violate any local, state, or federal statute.
  - b. Violate copyright, or otherwise use another person's intellectual property without his or her prior approval or proper citation;
  - c. Access, upload, download, or distribute pornographic, obscene or sexually explicit materials;
  - d. Transmit obscene, vulgar, abusive, or sexually explicit language;

- e. Access another person's materials, information, or files without the implied or direct permission of that person;
  - f. Use the NETWORK for commercial activities, product advertisement, or political lobbying;
  - g. Access West Lafayette Community School Corporation computers, networks, or online resources that I have not been granted permission to use;
  - h. Cause the West Lafayette Community School Corporation, or any other entity or person any financial obligation;
  - i. Reveal my personal address, or phone number, or the addresses or phone numbers of any other persons through the NETWORK;
  - j. Use the NETWORK in a manner that disrupts use of the NETWORK by other users;
  - k. Use an account number assigned to another user;
  - l. Allow another person or entity to use my account number;
  - m. Attempt to harm, alter, or destroy any system or any data belonging to anyone else, either indirectly, such as by uploading or creating computer viruses, or directly.
2. In connection with use of the NETWORK, I WILL:
    - a. Be polite in my messages to others;
    - b. Use appropriate language;
    - c. Use my account name ONLY when using the NETWORK to access other networks, such as Internet.
  3. I will report immediately to my teacher, the adult supervisor, or the building Principal, any threatening or unwelcome communications received through my use of the NETWORK.
  4. If I believe there is a security problem on the NETWORK, I will notify my teacher, the adult supervisor, or the building Principal, immediately. I will not demonstrate the problem to other NETWORK users.
  5. I understand that any financial obligation resulting from NETWORK use, such as purchase of goods and services via the Internet, is my responsibility and not the responsibility of West Lafayette Community School Corporation.
  6. I understand that West Lafayette Community School Corporation makes no warranties of any kind, whether express or implied, regarding my use of the NETWORK. I hereby agree to hold WLCSC harmless for any loss or injury to me as a result of the nature, accuracy or quality of information obtained by me through the NETWORK.
  7. I understand use of the NETWORK is a privilege and that WLCSC at any time and for any reason or for no reason may discontinue general access to the NETWORK or rescind my privilege of using the NETWORK.

**I understand that if I violate any provision of this Agreement or refuse to follow any direction given to me by a system administrator, at the discretion of WLCSC or a system administrator, my privilege of using the NETWORK may be revoked, other disciplinary action may be taken, and legal action may be taken against me.**

## **PARENT INVOLVEMENT**

Parents are always welcome at West Lafayette Intermediate School. Any parent wishing to volunteer in the classroom or on a field trip must complete a background check at least two weeks in advance. There are many opportunities to volunteer including helping with Parent Council programs, serving as room parents, assisting with class projects, presenting topics of interest or just visiting. Parents wishing to visit their child's class are requested to make arrangements at least one day in advance.

## **PARENT/TEACHER CONFERENCES AND COMMUNICATION WITH YOUR CHILD'S TEACHER**

At the present time, we do not have set parent/teacher conferences in the school calendar. Parents may request a conference by contacting the teacher. Arrangements should be made in advance so that the teacher will be able to give you adequate time and attention. Allowing 24 hours for responses is often a good idea. Responses to email or phone messages in all likelihood will happen more quickly than in one day's time, and please do not think we are ignoring your inquiry if it takes a bit of time to return a call or an email.

If you leave a message or send an email and you do not hear back from the teacher (or principal) within 24 hours PLEASE call again – we sometimes have technology glitches and we have "lost" information due to technical or even human error.

## **PHYSICAL EDUCATION REQUIREMENTS**

Each student will participate in PE twice a week. Please make sure your child is wearing gym shoes on PE days. Students aren't allowed to wear boots or sandals while participating in PE. Also, please send any notes regarding PE participation to the nurse. The nurses will communicate any restrictions to all pertinent staff members. Should your child require more than one absence from our PE curriculum for any given medical condition, the school nurse will require a note from the student's health care provider. The note needs to include the extent of the restriction (what the child can or cannot do) and the duration of the restriction (start and end date).

## **QUEST**

Quiet Uninterrupted Educational Study Tables (QUEST) meets daily 2:30 p.m. – 3:30 p.m. in the homework club room Monday thru Thursday. This is a **teacher** referred program to help students that are struggling to complete their homework nightly. A certified teacher, as well as, FWS students and Purdue volunteers help the students with their homework during this hour. The teacher needs to submit a QUEST referral form as well as have the student's parents fill out a QUEST form that will require parents to commit to the days their child will be attending.

## **RECESS**

Recess is an important part of the school day. Recess is held outside except during severe weather. Please have your child dress appropriately. In general, recess will be held inside if the temperature is below 20 degrees F. Parents may request in writing that their child stay inside following an illness.

## REPORT CARDS

We have four reporting periods. Each lasts approximately nine weeks. Parents will generally be emailed instructions on how to access their child's report card via Skyward on the first Friday, after the end of the grading period, unless the grading period ends at the start of a school break. i.e. Winter Break, Spring Break. Please follow these instructions for accessing your child's report card via Skyward:

1. Log into Skyward
2. Select Student Documents
3. Once in Student Documents, select attachments.
4. You should be able to view your child's report card.

The final report card of the school year will be mailed home to parents.

## SCHOOL CANCELLATIONS/DELAYS/EARLY DISMISSALS

School cancellations and delays are announced early in the morning. Information regarding school closings and delays can be found on the Corporation Website, ([www.wl.k12.in.us](http://www.wl.k12.in.us)) WLF1 TV-18 News and their website, local radio stations, and by updating your information for Skylert at the beginning of the school year.

West Lafayette Intermediate School is part of the West Lafayette Community Schools (NOT Tippecanoe County Schools or Lafayette Schools). On rare occasions, school is dismissed early for weather emergencies. We recommend that you develop a contingency plan for your child since it is impossible to contact all parents in such cases. Please know your plan in advance and share this with the school and your child.

Please, do not call the school in regards to school closings, instead use the above resources. Also, be aware that the Superintendent makes these decisions, and our school office does not make the decision to close school nor do we receive the information early in regards to school closings or delays.

## SIGN OUT

To provide the safest care for our students, please always sign out in the office when taking a student from the building. If your child returns before the end of the school day, he/she must check in with the front office. All students will remain in their classrooms until your arrival at school.

## STUDENT COMPLAINTS AND GRIEVANCES

It is the tradition in this School Corporation that education is best served when parents, students and teachers communicate with each other on matters of mutual concern. When problems occur, it is recommended that parents and/or students talk directly to the specific staff member involved rather than to a third party.

## TRANSPORTATION

1. BICYCLES
  - ◆ Bicycles must be parked in the racks provided.
2. SKATEBOARDS, SKATES, ROLLERBLADES, SCOOTERS, AND/OR SIMILAR DEVICES

- ◆ Skateboards, skates, roller blades, scooters, or similar devices are prohibited on school property and should not be brought to school. A violation may result in confiscation of the item.

School Board approval 7/06.

## BUS INFORMATION/RULES

School bus drivers play a very important role in our children's daily life. Not only do they drive a school bus, which is a huge responsibility in itself, they may listen to a child's story, wipe a tear or nose, encourage a child, discipline a child, and go that extra mile when needed. School bus drivers are very special people.

Please read the West Lafayette Community School Corporation's Policies, rules, and Guidelines for safe school bus transportation with your child. Each year parents receive a form stating that you and your child have read and understand the rules, guidelines and policies for safe transportation. This will need to be signed by the parent or guardian and returned to the school.

The West Lafayette Community School Corporation Transportation policy and Indiana Code state that any resident school students shall be transported to and from school which he/she attends at the beginning and at the end of each school day if that school is beyond the distance specified below.

1. Students enrolled in kindergarten through 12<sup>th</sup> grade that live **MORE** than one mile from school are eligible for transportation to and from school. Kindergarten students who attend half (1/2) day shall be transported one way. Midday transportation for half (1/2) day kindergarten will not be provided.
2. Students who live less than one mile from school may be transported if subjected to extreme safety hazards when walking to and from school. Working together, school administration and the transportation department will determine this.
3. Collection points may be established along routes within reasonable walking distances from residence of students.
4. Transportation shall be provided as required by law for handicapped children and those attending special classes.
5. In the event that a bus cannot operate but the school is in session, the students are expected to attend if possible.
6. Eligible students will be picked up and dropped off only at a point in the area designated by the West Lafayette Community School Corporation.
7. School bus routes, times, and drivers are subject to change.

## STUDENT MANAGEMENT

"All school children, while being transported on a school bus, shall be under the supervision, direction and control of the school bus driver, and shall be subject to discipline of the bus driver and governing body of the school corporation". (I.C. 20-9.1-5-19)

Before submitting a Bus Conduct Report the driver will strive to resolve all behavioral problems at the lowest level.

1. **First Offense**

- ◆ The driver fills out a Bus Conduct Report form. One copy will be kept in the office and one will be given to the transportation director. The student is given a warning and informed of the consequences if rules are broken again. Parents are contacted through Skyward.

2. **Second Offense**

- ◆ The driver fills out a Bus Conduct Report form. One copy will be sent home to the parents, one will be kept in the office, and one given to the bus driver. The principal or transportation supervisor will determine the length of suspension from the bus, if any.

3. **Third Offense**

- ◆ The driver fills out a Bus Conduct Report form. One copy will be sent home to the parent, one will be kept in the office, and one given to the bus driver. Recommended suspension may be for a longer time or may be permanently suspended from riding the bus.
- ◆ Should a serious misconduct occur, a student might be suspended indefinitely from riding the bus without a previous warning.
- ◆ Students shall never be put off the bus until they have reached the school or their designated bus stop.

**BUS RULES**

**OUTSIDE THE BUS**

1. Be on time; be at your designated stop at least five minutes prior to scheduled bus arrival time.
2. Stay out of the roadway and respect other people's property while waiting at the bus stop.
3. Follow all school rules while waiting for the bus. This includes at the school bus stop and walking to the bus.
4. Students are to ride their assigned bus to and from school.
5. Wait until the bus comes to a complete stop, door is open, and the driver gives you the signal to board the bus.
6. When crossing in front of the school bus stay off the roadway until the bus comes to a complete stop, stop arm is out, and the driver gives you the signal to cross in front of the school bus.
7. Students are to stay at least ten feet in front of the bus when crossing.
8. Never cross behind a school bus.
9. Never go under or reach for anything under a school bus.
10. Do not board the school bus until the driver is present.

**INSIDE THE BUS**

1. Obey all of the driver's directives promptly and respectfully.
2. Keep aisle and doorway clear of feet, books, etc.
3. No loud voices. Use normal voice when talking.
4. Never open or play with windows without driver's permission.
5. Windows shall be only half way down when open.
6. Never put anything out the window including hands, hair, heads, arms, paper, etc.
7. Never yell out the window.
8. Remain seated until the bus comes to a complete stop and the driver opens the door.
9. Students will be quiet at railroad crossings.
10. No cell phones or personal electronic devices are allowed to be used on the bus.
11. Fighting, wrestling, horseplay, or profanity will not be tolerated.
12. No eating or drinking on the bus, save snacks and homework for later.
13. Do not throw objects inside the bus or out the windows of the bus.
14. Emergency doors are used for emergencies only. Students are not to use the emergency doors to enter or exit the bus.
15. Non-transportable objects:
  - ◆ Any item that is too large to hold on a student's lap, placed on the floor between the student's legs, or between the sidewall of the bus and the student's leg.
  - ◆ Live animals.
  - ◆ Glass containers/objects.
  - ◆ Inflated balloons.
  - ◆ Weapons, ammunition, explosives, or dangerous material.
  - ◆ Any item that could cause a mess or destruction to the bus.
  - ◆ Any item that could be determined to be a safety hazard.
  - ◆ Large musical instruments like cellos, and string bases. Smaller instruments may be transported if they can be stowed under the seat or between the student's leg. No instrument may obstruct aisle ways, doors, or emergency exits.
16. When a student has a friend riding the bus with them or needs to be picked up or dropped off at an alternate bus stop they must have a signed note from the parent or guardian and approval from school personnel. This is limited to one friend riding the bus with a student. If there is more than one friend needing to ride, the parent must get prior approval from the WLCSC Transportation Director.

**DROP-OFF AND PICK-UP PROCEDURES**

1. Please stay off your cell phones while driving in the school zone helping us keep our children safe.
2. Enter into the front loop of the school using Lefty Lane. Please be cautious of any students crossing Lefty Lane.

3. Child(ren) get out of/into the car on the passenger side along ANY part of the long sidewalk in the loop in front of the school. Ideally, 10 cars can drop off/pick up at the same time, moving traffic along quickly, and avoiding delays and traffic jams.
4. Once your child has safely exited/entered the car, please exit the loop by following the posted signs, using the left lane of the loop, if necessary.
5. Also note the crosswalk in the loop. Pedestrians have the right of way. You must stop for everyone.
6. Please do not make U-turns along our loop.

**Where and When to Park**

- ◆ If you need to park the car and enter the school, here are some helpful hints to follow. If you arrive between 9:00-2:00, you may use the Salisbury entrance and walk in through door 1 (front entrance).
- ◆ If you arrive before 9:00 and after 2:00, you will need to enter off of Lindberg Road to access our parking lot.
- ◆ Parking isn't permitted in the bus lot.