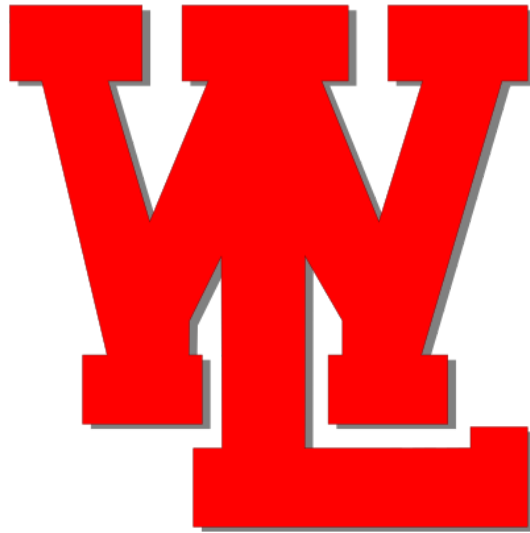


# West Lafayette Elementary School

600 Cumberland Ave. West Lafayette, IN 47906  
Attendance Line - 765-269-4100  
Attendance Email - wlesattendance@wl.k12.in.us  
School Office -765-464-3212  
wles.wl.k12.in.us

Dr. Amber Targgart, Principal  
Mrs. Sara Delaney, Assistant Principal  
Mrs. Marcella Holmes, Dean of Students



## Student Handbook & Code of Conduct

2021-2022

*Our mission is to engage students in a world-class educational experience that prepares them to be well-rounded, ethical, innovative, creative, productive, and adaptive citizens who shape our global society.*

# WEST LAFAYETTE ELEMENTARY SCHOOL EXPECTATIONS

## **ABSENCE PROCEDURES**

- Call or email the office, by 9:00 AM if your child will be absent for any reason.
  - 24-hour Attendance Hotline: 765-269-4100
  - Email: wlesattendance@wl.k12.in.us
  - School Office: 765-464-3212
- You will receive a call at home or work if we have not been notified of your child's absence. This call-in program is a safety procedure that helps us ensure that our students are safe in the care of you or a trusted adult. Please be sure to return any voicemails left.
- Students will be required to check in with the school nurse prior to returning to class following a missed day of school.
- Upon your child's return they are also expected to make up any work missed. Students will receive one day per every absence to make up work. Consequences for any incomplete work will be at the discretion of the teacher.
  - After a student has been absent two or more days, you may request classroom assignments that can be completed at home. The assignment(s) will be available in the office between 3:30 and 4:00 PM.

## **ACADEMIC HONESTY**

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

## **ADMISSION TO THE BUILDING & GROUNDS**

The playgrounds are not available to students or families before school. For assistance with childcare before or after school, you may call Safe Harbor Before and After School Care (765-464-8800).

Students are not allowed in the building prior to 8:30 am. – Unless they are enrolled in before and after school care or a before school club.

## **ARRIVAL & DISMISSAL**

At the beginning of the school year we will provide information regarding the various arrival and dismissal procedures. Your child's teacher will also gather information from you regarding your plans for arrival and departure.

To provide the safest care for our students, should your child arrive late or leave early, an adult must sign them in and out at the Welcome Window inside Door 1.

- **We strongly encourage picking up before 2:45 for afternoon appointments.** This will minimize potential dismissal confusion for students and staff. If it is necessary to pick your child up prior to dismissal, it is best to park in the spaces closest to Cumberland Ave., so as not to be blocked-in by the car-rider line.
- In case of an emergency causing an unavoidable need to change end of the day plans, the office should be called no later than 2:30 p.m.

- Office staff will call your child's room and have him/her sent to the office for pick-up.
- Because instructional time is so valuable, we will only call children to the office to leave for an appointment when a parent or guardian arrives in the office to sign them out. Please plan your pick-up time so that your child will have time to gather his/her things and walk to the office to sign out.
- Parents or guardians should notify the classroom teacher via a note or email if your child will be picked up during the school day.
- Should you wish to take your child from school for lunch, you will need to sign your child out in the front office and back in after lunch. An adult must accompany students who walk home for lunch.

## **ATTENDANCE**

- **Certified Absences: (Does NOT count against the child/parents for legal purposes)**
  - Any absence for illness or appointment verified by a health professional. A doctor's note should accompany the student upon returning to school and be turned in to the office. (certified)
  - Death in the family – up to 5 days if needed for travel (certified)
  - Legal obligations (certified)
  - Religious holidays –day of holiday only (certified)
- **Excused Absences: (DOES count against the child/parents for legal purposes if the number exceeds nine per semester)**
  - Parent approved absences (parents have notified the office) - up to 9 absences per semester.
  - Once a child reaches more than 9 absences within a semester, all non-certified absences will be classified as unexcused and will result in a truancy referral.
- **Unexcused Absences or Tardies:**
  - Absences and Tardies are considered unexcused if the parent does not contact the school by 9:00 am on the day of the absence or tardy.
  - Once a child reaches more than 9 absences within a semester, all non-certified absences will be classified as unexcused and will result in a truancy referral.
- **Tardiness**
  - A student who is not in the building at 8:45 is tardy.
  - Students who arrive after 9:30 AM will be considered absent for the morning.
  - Students who leave between 12:45 PM- 2:30 PM will be considered absent for the afternoon.
  - The accumulation of five tardies will result in a conversion to a half-day absence.
- **Truancy**
  - A student absent more than 9 days (non-certified) in a single semester or a total of 18 for the school year (10% of the school year ) is considered to have habitual/excessive absences.

- You will receive an email regarding your student's absences if they are absent more than five certified or non-certified days per semester.
- If a student is excessively or habitually absent, you will be contacted by the Dean of Students to determine the nature of the absences and to work together to remedy the impact on the child's education.
- Habitual absences impact your child's education and referral to the Tippecanoe County Truancy Mediation Program may occur.

### **ATTENDING A SCHOOL EVENT**

When parents are invited to attend school events during regular school hours they are reminded that due to privacy laws, **pictures may not be taken** and that they need to sign-in at the front office before attending the event.

### **BIRTHDAYS**

All birthday treats must be non-food items. This will help to eliminate health concerns regarding food in the building. Please check with your child's teacher regarding their classroom policies for celebrating birthdays. Invitations to private birthday parties are only allowed to be passed out at school if every child in the class is invited. Please remember that extra special items like balloons, gifts and flowers should not come to school.

### **BULLY BEHAVIOR AND SEXUAL HARASSMENT**

The school corporation will not condone or tolerate any form of sexual harassment and will take all reasonable steps necessary to discourage sexual harassment. Bullying and bully type behavior is not tolerated and our school discipline code and policy will be enforced to ensure your child's safety at school. Refer to the school code of conduct.

### **BUS INFORMATION**

Riding a school bus is a privilege. Families who are able to access the bus service (live more than one mile from school) should do so in order to avoid traffic, save energy, and ensure your child arrives at school on time. Mr. Doug Caldwell ([caldwelld@wl.k12.in.us](mailto:caldwelld@wl.k12.in.us)) is our Transportation Director and can be contacted regarding questions about bus routes. Our Dean of Students will be able to assist with other bus related questions or concerns.

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.

The WLCSC 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 12th grade that live MORE than one mile from school are eligible for transportation to and from school. Kindergarten students who attend half (½) day shall be transported one way. Midday transportation for half (½) day kindergarten will not be provided.
  - a. Drivers will only release kindergarten students at bus stops if an adult is present.
2. Students who live less than one mile from school 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 WLCSC.
7. School bus routes, times, and drivers are subject to change.
8. All PM transportation changes must be communicated to the front office and teacher by 2:30 PM.

## **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. Students are to ride their assigned bus to and from school.
4. Wait, away from the roadway, until the bus comes to a complete stop, door is open, and the driver gives you the signal to board the bus.
5. 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.
6. Students are to stay at least ten feet in front of the bus when crossing.
7. Never cross behind a school bus.
8. Never go under or reach for anything under a school bus.
9. Do not board the school bus until the driver is present.

### Inside the Bus

1. Obey all of the driver's directions promptly and respectfully.
2. Stay seated with eyes directed forward.
3. Keep the aisle and doorway clear of feet, books, etc.
4. No loud voices. Talk to seatmates only. Use a normal voice when talking.
5. Never open or play with windows without driver's permission
6. Windows shall be only half way down when open.
7. Never put anything out the window including hands, hair, heads, arms, paper, etc.
8. Never yell out the window.
9. Remain seated until the bus comes to a complete stop and the driver opens the door.
10. Students will be quiet at railroad crossings.
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:
  - a. 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.
  - b. Live animals.
  - c. Glass containers/objects.

- d. Inflated balloons.
  - e. Weapons, ammunition, explosives, or dangerous material.
  - f. Any item that could cause a mess or destruction to the bus.
  - g. Any item that could be determined to be a safety hazard.
  - h. Large musical instruments like cellos and string base. Smaller instruments may be transported if they can be stowed under the seat or between the student's legs. 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 Transportation Director.

### **BUS 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
  - a. The driver fills out a Bus Conduct Report. Guardians will be informed of the referral via email. The student is given a warning and informed of the consequences if rules are broken again. The student may be moved to an alternate seat.
2. Second Offense
  - a. 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. An administrator or transportation director will determine the length of suspension from the bus, if any.
3. Third Offense
  - a. 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.
  - b. Should a serious misconduct occur, a student might be suspended indefinitely from riding the bus without a previous warning.
  - c. Students shall never be put off the bus until they have reached the school or their designated bus stop.

### **CHILD CARE BEFORE AND AFTER SCHOOL**

Safe Harbor Before and After School Care provides care before and after-school in the West Lafayette Elementary School building. Call 765-464-8800 for further information. If there is a two-hour delay, Safe Harbor will operate on a one-hour delay, opening at 7:30. If school closes during this delay, Safe Harbor will close as well. If school is released early, Safe Harbor will **not** be operating that afternoon/evening.

### **CLASS PARTIES**

Snacks should be reviewed by the classroom teacher and/or room parent to ensure all allergy and health

concerns are considered. In order to let the focus remain on the students in the classroom, no younger siblings may attend classroom parties.

## **COMMUNICATING WITH YOUR CHILD'S TEACHER**

Please allow 24 hours for a response from an email or voicemail. Responses to email or phone messages in all likelihood will happen more quickly than in one day's time, but please do not think we are ignoring your inquiry if it takes a bit of time to return a call or an email. "Old-fashioned" notes are often the easiest way to communicate quickly for the teacher.

***If you leave a message or send an email and you do not hear back from the teacher or other school personnel within 24 hours PLEASE call again – we sometimes have technology glitches or we are absent and did not receive your message.***

## **CRIMINAL HISTORY/BACKGROUND CHECK**

Any volunteer who may have direct, ongoing contact with children when performing services for the school must provide to the Corporation an expanded criminal history check prior to beginning volunteer work for the Corporation.

Visit the following link for information on how to complete this process:  
<http://www.wl.k12.in.us/handouts-forms-flyers/background-check>

## **DESKS/LOCKERS**

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.

## **DISCIPLINE**

Teachers will send home a copy of their class discipline plan. Please review the plan with your child. Please read the **Student Code of Conduct** that is attached to this handbook to review the discipline policies in place for our entire school corporation for serious or habitual discipline issues. In specific situations, parents may not be contacted directly concerning minor discipline matters. We believe it is important to allow children to correct their poor choices on their own when possible, especially when the situation is a minor one and we believe the situation does not need additional parent intervention.

## **DRESS CODE**

Rationale: Student dress should reflect the prevailing standard of the West Lafayette Community School Corporation and its community where health and safety, common decency, respect, and behavior expectations are met.

Rules: The administration has the authority to determine what is appropriate. Students will be considered in violation of the dress code guidelines if their apparel:

- is found to be disruptive to the educational process, embarrassing, or indecent in the opinion of faculty or administration;
- presents a hazard to the health or safety of the student himself/herself or to others in the school;
- interferes with school work, creates disorder, or disrupts the educational program;
- causes excessive wear or damage to school property;
- prevents the student from achieving his/her own educational objectives because of blocked vision or restricted movement.
- Children are not allowed to wear open-toed shoes to school because they do not give enough protection of the foot/toes for all school activities – especially during PE and recess.

### **EARLY SCHOOL DISMISSAL**

On rare occasions, school is dismissed early for weather emergencies. We strongly recommend that families develop contingency plans for their children since it is impossible to contact all parents in such cases. You will be provided a form at the beginning of school and again at the beginning of the second semester to inform the school of your contingency plan.

### **EMERGENCY CONTACT NUMBERS**

It is essential that the emergency contact numbers that we have on file are for a LOCAL person who is able to help your child and school officials immediately should a need arise. If we are unable to contact a parent, guardian, or emergency contact person, our next step is to contact local authorities for assistance. Emergency contacts must be different than the primary family member(s).

### **FIELD TRIPS**

Field trips are an important part of the educational curriculum at West Lafayette Elementary School. They provide valuable learning experiences that enrich and extend classroom study. These experiences should not be missed unless your child is ill or will be missing school for an excused absence. Parents must give written permission for field trips occurring outside of Tippecanoe County. Often, small fees are collected from students to cover expenses. Scholarships are available for some class field trips. Please contact your child's teacher anytime a scholarship is needed.

Pre-school children are not allowed to attend classroom field trips, these special events are for West Lafayette Elementary School students, the teacher and parent chaperones only. Students participating in field trips involving buses should ride the bus to and from the destination.

Field trip chaperones are needed based on the teacher's decision and/or the rules of the destination. If chaperones are needed, the spots are filled on a first come, first served basis and on whether the parent has had a turn to be a chaperone or volunteer. Chaperones must have a school background check on file, as do all volunteers working with our children. Parents or guardians not assigned as a chaperone are **not** allowed to meet the class or participate in the field trip activities. This helps us fulfill our prearranged commitment with the directors of the organization, the trip planners, and the schedule of the teachers. Chaperones must ride the bus to and from the field trip destination.



Students without permission to take the school bus to the destination will be accommodated at school for the day. Parents/guardians are not allowed to drive their child to the destination for a school trip.

### **HEAD LICE**

The school nurse will check students for lice as necessary throughout the school year. Please follow the nurse's protocol for the treatment of head lice and guidelines regarding returning to school.

### **HIGH ABILITY INSTRUCTION**

Unlike many schools in the state, West Lafayette Elementary School is able to accommodate the needs of High Ability students within their general education classrooms. Through differentiated instruction and the use of small group strategies, the teachers make it a regular practice to meet the diverse needs of all of their students.

### **HOMEWORK**

Your child will have homework at West Lafayette Elementary School. You can expect the homework to be practice or review of concepts taught at school. Your child may also be assigned a "project" that is an individual or family project designed to be shared at school. We expect that homework will generally follow the "10 minutes per grade level" concept, meaning that homework in Kindergarten will take about 10 minutes, First grade about 10 -15 minutes, Second grade about 20 minutes and Third grade about thirty minutes. These expectations DO NOT include "Reading at Home" – EVERY child/family should spend at least 10-30 minutes every day READING! Reading is directly tied to achievement and success in school and is a habit for life – "Reading" should not be considered "homework" / "schoolwork" during the school year OR during the summer break!

### **ILLNESS AND SCHOOL PARTICIPATION**

If a child is ill at home, parents will call/email the school attendance line daily to report the reason for absence. It is helpful if specific symptoms and/or diagnosis are reported. When a child returns to school after an illness, s/he must go to the nurse's office for an evaluation and if the child is not well enough yet to be in school, he/she will be sent home.

Indications of when a child should stay home include, but are not limited to:

- Any fever of 100 degrees fahrenheit or more, the child should stay home until 72 hours after the temperature returns to normal.
- Vomiting or diarrhea indicates the child should stay home until 24 hours after the last episode.
- A rash that may be disease-related or the cause is unknown should be checked by the child's health care provider before sending the child to school.

A doctor's excuse is required for a child to be excused from recess or physical education. Students are to participate in recess and physical education whether it is inside or outside. If a child is well enough to be in school, he/she is usually well enough to go to recess.

### **INTRAMURAL SPORTS**

Programs are offered through the West Lafayette Parks and Recreation. (765-775-5110)

## **ITEMS BROUGHT TO SCHOOL DURING THE DAY FOR YOUR CHILD**

If items are brought to school for your child after the school day has begun, please bring them to the office for your child to pick up at the teacher's convenience. This helps us reduce interruptions to the instructional day for all students. Please remember that special items like balloons, gifts and flowers should not be brought to school.

## **LUNCH**

Students may buy their lunch, bring a sack lunch and purchase milk or water, walk home with a parent, or go out with their parents for lunch. **No sodas or fast food may be brought to the cafeteria.** Lunch menus can be found on the West Lafayette Elementary School website and are posted in the classrooms.

Parents wishing to eat lunch with their child may do so once a background check is approved. We are only able to accept cash payment for adult lunch purposes. If using cash, we do not have change in the school office, so exact change is needed.

Please wait until after the first month of school to arrange to eat lunch with your child so that he/she and his/her classmates can get used to the cafeteria procedures and eating lunch in a large group setting. In order to let the focus remain on the student, no younger siblings may participate.

**Due to privacy laws cameras are not allowed in the cafeteria.** Administration retains the right to delete any picture taken of West Lafayette Elementary School students during school hours.

## **MEDICATIONS**

The school nurse or school personnel are only allowed to give medication at school if there is a written doctor's order **and** written parental authorization. The doctor's order needs to include specific instructions regarding dates, times, and dosage for the medication. Medicine must be in the original container with a label stating name of individual, name of medicine, dosage, and name of physician. On request, most pharmacists will prepare two bottles with labels...one to be used at home and one to be used at school. **Parents must personally deliver medications to the school nurse.** Parent permission must be obtained by the nurse to provide non-prescription medications such as Tylenol, ibuprofen, or Benadryl. Questions? Contact the school nurse at 464-3212 extension 4105 or [wehkampn@wl.k12.in.us](mailto:wehkampn@wl.k12.in.us).

## **MESSAGES TO STUDENT DURING SCHOOL HOURS**

Please refrain from calling the office or your child's classroom to give your child a message unless it is a true **emergency**. Messages concerning transportation should be left with the front office staff before 2:30 PM. Students will not be allowed to call home unless the situation is deemed serious by the teacher and/or administration.

## **PARENT-TEACHER CONFERENCES**

The Indiana Department of Education does not allow schools to utilize ½ days of school to facilitate parent-conference appointments. Our teachers choose to arrange to have Parent-Teacher conferences in the Fall and sometimes also in the Spring on their own time. Information will be sent home by your child's teacher when he/she schedules the conferences. These scheduled

conferences do not include those times when you might need to meet with your child's teacher earlier or later in the semester. Please contact your child's teacher to request a meeting with him/her if necessary.

### **PERSONAL ELECTRONIC DEVICES**

No electronic communication devices, personal game systems, or similar items may be used at school unless approved for school purposes. Any watches or personal devices that may send or receive messages must be left at home for third grade standardized testing. Cellular phones or other communication devices may not be used by students during school hours. If these devices are mistakenly brought to school, they will be kept in the school office where the parents may pick up the device from the office.

### **PERSONAL TOYS**

No personal toys may be brought to school unless approved by the classroom teacher and/or administration. If these items are mistakenly brought to school, the student will be asked to place it in his/her back-pack. If it is displayed again it will be kept in the school office for parent pick up at the end of the day.

### **PETS**

Families choosing to bring a pet with them during arrival and dismissal must have the pet on a leash, clean up after them, and ensure the comfort of our students by keeping a comfortable distance from entrances and walkways. We have over 700 children and many adults with different medical, emotional, and social needs. A classroom teacher may invite special animals to their classroom in order to complete a classroom activity or we have a convocation that involves animals. When these activities are planned all of the medical, emotional, and social needs of individual students and adults have been considered.

### **Playgrounds**

- East Playground: Only students with adult supervision may play on the East playground after school.
- West Playground: The West playground is closed during the school day to create a safe environment for our students from the beginning of the school day to after dismissal. From 4:00 to 6:00 PM, this playground is reserved for Safe Harbor Before and After School Care. This routine also minimizes the distractions for many of our walkers and bike riders.

### **PROMOTION, PLACEMENT, AND RETENTION**

The school 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.

Our goal is to have each class be a representative sample of the school community. The administrative team compiles class lists with input from teachers. Parent-Principal conferences regarding class placement are not encouraged. A move from one class to another or from one grade level to another is very rare. This is done only when the educational professionals (the teacher and the principal) are in agreement that the move will benefit the child, other children, and

the teacher.

Each student's placement shall be consistent with his/her own development as assessed by the classroom teacher and building principal with parental input. In case of dispute, the final decision will rest with the building principal.

### **POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)**

PBIS is a school-wide program designed to recognize positive behavior throughout the building, including the classroom, specials, hallways, lunch and recess. All staff participate in celebrating good citizenship.

### **REPORT CARDS**

We have four reporting periods. Each lasts approximately 9 weeks. Report cards will be sent home with your child for you to review and discuss together. If you have questions or concerns regarding the report card please send an email or call your child's teacher to further discuss the report card.

### **SCHOOL CLOSINGS AND DELAYS**

During severe weather it sometimes becomes necessary to close school. 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 through Skyward emails, phone messages, and text messages.

Remember - **West Lafayette Elementary** is a part of the **West Lafayette Community School Corporation**, NOT Tippecanoe County Schools or Lafayette Schools.

Please do not call the school in regards to school closings, instead use the above resources. The decision to close or delay is made by the superintendent. We do not receive the information early in regards to school closings or delays.

### **SCHOOL FACILITIES**

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

#### **A. USE OF THE SCHOOL BUILDING BY STUDENTS**

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.

#### **B. HALLWAY PROCEDURES**

Hallway behavior should reflect an attitude of respect for others. (Quiet voices, no running or unsafe behavior)

#### **C. RESTROOMS**

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

## D. BUILDING USE

Groups that are not WL Schools extracurricular groups, before and after school care, or WL Parks and Recreation Groups may not reserve West Lafayette Elementary School space before 8:00 AM, nor between 8:30 AM and 4:30 PM. For after-school groups, students must go home to a parent, guardian or supervisor and then come back for after-school groups such as Boy Scouts, Girl Scouts, or other service-oriented group. The safety and delivery of all children to their expected location is our #1 priority between 3:15 PM and 4:15 PM.

## **SIGN IN AND SIGN OUT PROCEDURES**

To provide the safest care for our students, your child must be signed in and out by an adult, through the office when leaving with you for any reason.

- **We strongly encourage picking up before 2:45 for afternoon appointments.** This will minimize potential dismissal confusion for students and staff. If it is necessary to pick your child up prior to dismissal, it is best to park in the spaces closest to Cumberland Ave., so as not to be blocked-in by the car-rider line.
- Office staff will call your child's room and have him/her sent to the office for pick-up.
- If your child returns before the end of the school day, you must sign him/her back in with the office staff prior to his/her return to class.
- Because instructional time is so valuable, we will only call children to the office to leave for an appointment when a parent or guardian arrives in the office to sign them out. Please plan your pick-up time so that your child will have time to gather his/her things and walk to the office to sign out.
- Parents or guardians should notify the classroom teacher via a note or email if your child will be picked up during the school day.
- Should you wish to take your child from school for lunch, you will need to sign your child out in the front office and back in after lunch. An adult must accompany students who walk home for lunch.

## **SNACKS**

Daily individual snacks may be permitted. Please speak to your child's teacher regarding their classroom policy. Please remember that all classrooms are nut free when deciding on your child's snack.

## **SPECIAL SERVICES FOR STUDENTS WITH SPECIAL NEEDS**

GLASS (Greater Lafayette Area Special Services), a cooperative of all schools in Tippecanoe County, provides services for students who qualify under Article 7. Other students may qualify for modifications in their instruction through Section 504. Please contact our School Principal if you have questions or concerns about your child needing Special Education Services or Section 504 Services. They will be able to answer many questions and guide you to other educational professionals who can help and support your child.

## **STUDENT or PARENT 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 and requested that parents and/or students talk directly to the specific staff member involved rather than to a third party. If problems are not resolved, then talking with the school counselor, the Dean of Students, Assistant Principal, or the Principal can occur.

## **TESTING**

ILEARN & IREAD-3: The Indiana state mandated test for third grade, ILEARN, will be given in the spring each year. In addition, the third grade students will be given a standardized reading assessment in the spring called IREAD-3. Students will be expected to pass the IREAD-3 exam in order to be promoted to fourth grade. Students not passing the IREAD-3 exam will be required to participate in remediation programs for the remainder of third grade and must retake the exam during the summer. Students not passing the IREAD-3 exam will be required to repeat the third grade reading curriculum unless he/she qualifies for an exemption of some kind. Individual needs of students will be discussed with the parents, teacher, and principal regarding IREAD-3 results.

WIDA: The purpose of the English Language Proficiency Assessments is to determine a student's level of English proficiency. WIDAACCESS is the English Language Proficiency Assessment administered in Indiana. The W-APT placement test (kindergarten) and the WIDA Screener (grades 1-12) function as a screener that is used for both initial and English Language (EL) program placement of students who are identified as Limited English Proficient (LEP). The annual assessment is administered to determine a student's current level of English proficiency.

## **VISITORS TO WEST LAFAYETTE ELEMENTARY 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, obtain permission to be in the building, and receive a visitor badge. Visitors must check out via the main office before leaving the building. Parents wishing to visit classrooms need to receive approval from the classroom teacher and office at least 24 hours in advance. Visits may be limited in certain situations depending on the individual privacy needs of our students. We will not begin welcoming visitors into the building until after Labor Day for the 2021-2022 school year. Please see the section titled *Criminal History/Background Check*.

## **WALKING TO SCHOOL**

Crossing guards are provided by the West Lafayette Police Department and are located at the intersection of Benton St. and Cumberland Ave., at the intersection of Barlow St. and Cumberland Ave., and at the entrance to the Little League fields on Lagrange St. in the University Farms Subdivision. Kindergarten students may not walk to or from school alone. An adult, or older sibling, must accompany them. Please provide your child's kindergarten teacher with the name of the older sibling.

## **WITHDRAWING FROM SCHOOL**

While we hate to see families move out of the WLCSC school district, we understand that plans may change during the school year. Please call the office to notify us of your planned withdrawal. This

will allow us to ensure that school records are prepared and ready when the new school requests them. Students who withdraw for extended travel outside of the country or to complete home-school will not receive materials from WLES. It is the parent's responsibility to enroll the child in another school or to complete home-schooling.

If a student's legal settlement is changed after the student has begun attending WLES the student may be permitted to stay through the end of the semester if transportation can be provided by the family. At the discretion of the Building Principal, based upon academic standing, attendance, and behavior, the effective date of withdrawal from the Corporation may be extended to the end of that school year.

## **West Lafayette Community School Corporation K-12 STUDENT CODE OF CONDUCT**

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:
  - 1) A middle school, junior high, or high school teacher may remove a student from the teacher's class 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) An elementary 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'S FOR SUSPENSION OR EXPULSION:**

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

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

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

1. 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:
  - i. 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:
    1. Occupying any school building, school grounds, or part thereof with intent to



- deprive others of its use.
2. 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
  3. Setting fire to or damaging any school building or property.
  4. 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.
  5. 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.
  6. 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.
  7. 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.
  8. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
  9. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
  10. Causing or attempting to cause physical injury or 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 is not a violation of this rule.
  11. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
  12. 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.
  13. 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, persons, or damage property when the student has information about such actions or plans.
  14. Possessing, handling, or transmitting a knife or any object that can reasonably

be considered a weapon, is represented to be a weapon, or looks like a weapon.

15. 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.
  - i. **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:
    - ii. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
    - iii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
    - iv. The student has been instructed in how to self-administer the prescribed medication.
    - v. The student is authorized to possess and self-administer the prescribed medication.
16. 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.
17. Possessing, using, transmitting, or being affected by caffeine-based substances other than
  - i. beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or
  - ii. any other similar over-the-counter products.
18. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.
19. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
20. 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.

21. 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.
22. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
23. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
24. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.
25. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
26. 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.
27. Engaging in pranks that could result in harm to another person.
28. Use or possession of gunpowder, ammunition, or an inflammable substance.
29. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
  - i. Use of an electronic device, a cellular telephone, or any other telecommunication device in a situation which is on school grounds, during school hours, that is not related to a school purpose or educational function is prohibited.

30. 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.

LEGAL REFERENCE:

- I.C. 20-33-8-0.2
- I.C. 20-33-8-13.5

C. Possessing A Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property. The following devices are considered to be a firearm under this rule:
  - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
  - b. the frame or receiver of any weapon described above
  - c. any firearm muffler or firearm silencer
  - d. 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
  - e. 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

- f. 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
  - g. an antique firearm
  - h. a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes
2. For purposes of this rule, a destructive device is
    - a. 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,
    - b. 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
    - c. 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.
  3. 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.
  4. 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:
  - i. 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.
  - ii. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - iii. 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*) notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### E. Unlawful Activity

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

#### F. Legal Settlement

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

#### RIGHT TO APPEAL

The 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 both 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-
- I.C. 35-47.5-2- 4
- I.C. 35-47-1-5

# **SUSPENSION AND EXPULSION PROCEDURES**

## **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:
  - i. 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:
  - a. legal counsel
  - b. 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.
  - c. An expulsion will not take place until the student and the student's parent 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.
2. 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.



3. 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.
4. 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.

## **APPEALS**

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 both 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. 20-33-8-19

# WLCSC Seclusion and Restraint Plan

## **Overview**

Every effort should be made to prevent the need to restrain or to place students in seclusion. However, West Lafayette Community School Corporation (WLCSC) recognizes it may become necessary when there is imminent risk of harm to the student or others, but should never be used as a means of punishment or convenience. A supportive school environment can greatly reduce, and in many cases eliminate, the need for restraint or seclusion.

All behavioral interventions used must ensure the right of all students to be treated with dignity and respect. The school will use prevention, positive behavior intervention and support, and conflict de-escalation strategies to eliminate or minimize the need for the use of restraint or seclusion. School staff should promote and teach students appropriate behavior and should model appropriate behavior with their own conduct. WLCSC is dedicated to providing the appropriate training to its staff for restraint and seclusion.

This Restraint and Seclusion Plan applies to all students, not only students with disabilities. Any behavioral intervention, including any physical restraint or seclusion, must be consistent with any applicable behavioral intervention plan (BIP), or individualized education plan (IEP), as well as with this restraint and seclusion plan.

## **I. USE OF RESTRAINT**

A. Restraint shall only be used when a student is displaying physical behavior that presents substantial imminent risk of injury to the student or others.

B. Restraint shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted without success.

C. Restraint shall only be employed by staff members who have received crisis intervention training by the school in the use of restraint procedures with the following exceptions:

1. Other school personnel may employ restraint procedures only in rare and clearly unavoidable emergency circumstances when fully trained school personnel are not immediately available. Untrained staff shall request assistance from trained staff as soon as possible.

2. Restraint of a student shall be conducted in a manner consistent with the techniques prescribed in crisis intervention training program.

D. Restraint shall last only as long as is necessary for the student to regain behavioral stability, and the risk of injury has ended, usually a matter of minutes.

E. The degree of restriction employed must be in proportion to the circumstances of the incident, the size and condition of the student, and the potential risks for injury to the student.

F. Mechanical or chemical restraints are not authorized in school.

G. Prone or Supine forms of restraint are not authorized and shall be avoided.

H. Seclusion or restraint shall never be used in a manner that restricts a child's breathing or harms the child

I. Every instance in which seclusion or restraint is used shall be carefully, continuously and visually monitored to ensure the appropriateness of its use and safety of the child, other children, teachers, and other personnel

## **II. WHEN RESTRAINT PROCEDURES SHALL NOT BE EMPLOYED**

A. Restraint shall not be used unless there is imminent risk of injury to someone by the student.

B. A verbal threat or verbally aggressive behavior does not itself indicate an imminent risk of injury, and shall not result in restraint.

C. Destruction or damage to property does not constitute a risk of imminent injury unless in so doing a risk of injury to the student or others is created.

D. When known medical or physical condition of the student would make the restraint procedures dangerous for that student (e.g. students with heart or circulatory conditions, asthma, etc.) they shall not be employed.

E. Restraint shall never be used as a punishment, or to force compliance with staff commands

## **III. USE OF SECLUSION**

A. Seclusion shall only be used when a student is displaying physical behavior that presents substantial imminent risk to the student or others, and the threat could be diminished if the student was in a safe environment away from other students and staff.

B. Seclusion shall only be employed as a last resort after other methods of de-escalating a dangerous situation have been attempted.

C. Seclusion shall only be used as long as necessary and shall be discontinued when the student is no longer an imminent threat to others.

D. Seclusion shall only be employed by staff members who have received specific West Lafayette Community School Corporation approved crisis intervention training in the use of seclusion procedures.

E. Seclusion must be used only when the student can safely be transported to the seclusion environment by trained staff members using appropriate techniques based on crisis intervention training.

F. Time out procedures that do not constitute seclusion are permitted in school.

G. All seclusion environments shall be inspected and shall:

1. Be of reasonable size to accommodate the student and at least one adult.
2. Be of reasonable size to permit students to lie or sit down.
3. Have adequate ventilation including heat and air conditioning as appropriate.
4. Have adequate lighting.
5. Be free of any potential or predictable safety hazards such as electrical outlets, equipment, and breakable glass.
6. Permit direct continuous visual and auditory monitoring of the student.
7. Permit automatic release of any locking device if fire or other emergency in the school exists.
8. If locked, shall be automatically released after five minutes or with any building wide alarm (such as fire, tornado or code red alarm).
9. Shall meet current fire and safety codes.

#### **IV. WHEN SECLUSION PROCEDURES SHALL NOT BE EMPLOYED**

- A. When the substantial imminent risk of injury no longer exists.
- B. When known medical or physical condition of the student would make the seclusion procedures dangerous for that student (e.g. students expressing suicidal thoughts, students with heart or circulatory conditions, asthma, or other conditions).
- C. Seclusion shall never be used unless a staff member can continuously monitor the student for visual or auditory signs of physiological distress, and can communicate with the student.
  - 1. Students shall be permitted to use the restroom upon request, and be escorted to and from the restroom.
  - 2. Students shall be provided water on request.
- D. Seclusion shall never be used as a punishment, or to force compliance with staff commands.

#### **V. TIME-OUT** (see Sample Time-Out Procedures found later in this text)

Time-out is a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.

#### **VI. INFORMING PARENTS AND GUARDIANS GENERALLY**

All student handbooks shall include a statement similar to this:

*As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parents or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstances that led to the use of restraint and or seclusion.*

#### **VII. TRAINING**

- A. The West Lafayette Community School Corporation will provide all staff members with basic training about conflict de-escalation procedures, the dangers of seclusion and restraint, and procedures for contacting fully trained and certified staff when behavioral crises occur.
- B. This training will be recurrent and will be provided to new staff.
- C. The West Lafayette Community School Corporation will determine a specific curriculum and method of providing training related to seclusion or restraint.
- D. A core group of appropriate personnel will be trained in each building in crisis intervention techniques which will include the use of seclusion and restraint procedures.

E. Recurrent training will be provided on a regular basis at least annually.

## **VIII. Reporting, Documentation and Debriefing Requirements**

A. Immediately after the student has restored emotional and behavioral control following the use of restraint and/or seclusion, a staff member not involved with the incident shall examine the student to ascertain if any injury has been sustained during the seclusion or restraint.

B. The building administrator or designee will verbally notify the parent/guardians as soon as possible (no later than the end of the school day in which the seclusion or restraint occurs).

1. The Principal or designee will update the parent/guardian on the student's current physical and emotional state and;
2. Will discuss strategies to assist the parent/guardian in dealing with any residual effects of the incident.

### **C. Incident Report**

1. Staff involved in the use of seclusion or restraint will contribute in an "Incident Report" as soon as practical after the use of seclusion or restraint.
2. The building administrator or designee will send a copy of the written report to the parent or guardian documenting the use of seclusion or restraint, and will place a copy of the report in the student's confidential file.
3. A copy of the incident report shall also be sent to a designated West Lafayette Community School Corporation administrator.

D. A minimum of the following will be included in the incident report created after each instance of restraint or the use of seclusion:

1. The student's name;
2. The racial/ethnic status of the student;
3. The date and time of the incident;
4. The duration of any seclusion or restraint; or the beginning and ending times of the restraint and/or seclusion;
5. A description of any relevant events leading up to the incident;
6. A description of any interventions used prior to the implementation of seclusion or restraint;
7. A description of the incident and/or student behavior that resulted in implementation of seclusion or restraint including a description of the danger of injury which resulted in the seclusion or restraint
8. A log of the student's behavior during seclusion or restraint, including a description of the restraint technique(s) used and any other interaction between the student and staff;
9. A description of any injuries (to students, staff, or others) or property damage;
10. A description of the planned approach to dealing with the student's behavior in the future;
11. A list of the school personnel who participated in the implementation, monitoring, and supervision of seclusion or restraint and whether they had training related to seclusion or restraint;
12. The date and time on which the parent or guardian was notified;
13. If the student has a disability (IDEA or Section 504), the type of disability.

E. Further, it is expected that each staff member involved in an incident will engage in a de-briefing or processing session(s) in order to determine what could have been done to prevent the future need for use of seclusion or restraint for this student specifically and for other students in similar situations.

1. Components to be included in this session are outlined in the Staff Processing of Seclusion or restraint Form.
2. The supervisor will provide support to the staff member and determine when the staff member shall return to his or her duties.
3. The student, with assistance from staff, will process the event at the earliest appropriate time.
4. The staff member's supervisor or designee shall complete and file the form.

## **IX. Annual Review, Planning Process and Oversight**

A. A West Lafayette Community School Corporation administrator (or designee) will be designated as the coordinator of data, planning and oversight of the use of seclusion or restraint procedures in the West Lafayette Community School Corporation

B. The West Lafayette Community School Corporation shall establish a Committee or use a standing committee to conduct an annual review of all individual and program-wide data associated with this policy. The Committee shall review the following components related to the use of restraint:

1. incident reports;
2. procedures used during restraint, including the proper administration of specific West Lafayette Community School Corporation approved restraint techniques;
3. preventative measures or alternatives tried, techniques or accommodations used to avoid or eliminate the need of the future use of restraint;
4. documentation and follow up of procedural adjustments made to eliminate the need for future use of restraint;
5. injuries incurred during a restraint;
6. notification procedures;
7. staff training needs;
8. specific patterns related to staff or student incidents;
9. environmental considerations, including physical space, student seating arrangements, and noise levels.

C. Upon review of the data, the Committee shall identify any issues and/or practices that require further attention and provide written recommendations to the Superintendent of Schools for changes in policies or practices.

D. The Committee can recommend review of the training program to ensure the most current knowledge and techniques are reflected in the West Lafayette Community School Corporation training curriculum.

## **APPENDIX & DEFINITIONS**

**Behavioral intervention plan:** means a plan that is agreed upon by the case conference committee (CCC) and incorporated into a student's individualized education program (IEP) and that, a minimum, describes the following:

- (1) The pattern of behavior that impedes the student's learning or the learning of others.
- (2) The purpose or function of the behavior as identified in a functional behavioral assessment.
- (3) The positive interventions and supports, and other strategies, to:
  - (A) address the behavior; and
  - (B) maximize consistency of implementation across people and settings in which the student is involved.
- (4) If applicable, the skills that will be taught and monitored in an effort to change a specific pattern of behavior of the student.

The behavioral intervention plan seeks to maximize consistency of implementation across people and settings in which the student is involved.

**Chemical Restraint:** the administration of a drug or medication to manage a student's behavior or restrict a student's freedom of movement that is not a standard treatment and dosage for the student's medical or psychiatric condition.

**Crisis Intervention Training:** training provided to selected staff members which addresses how to deal with aggressive, violent or out of control behaviors. It includes specific techniques for seclusion and restraint and could result in certification of the individuals who complete the training.

**De-Escalation:** causing a situation to become more controlled, calm and less dangerous, thus lessening the risk for injury to someone.

**Employee:** means all paid school staff, volunteers, contract employees, consultants or any other agents of the school or corporation.

**Functional Behavioral Assessment:** ongoing process of gathering information that can be used to hypothesize about the function of student behavior. The analysis provides the information necessary to develop a intervention plan.

**Imminent:** Likely to happen right away; within a matter of minutes.

**Mechanical restraint:** means the use of (1) a mechanical device (2) a material or (3) equipment attached or adjacent to a student's body that the student cannot remove and that restricts the freedom of movement of all or part of the student's body or restricts normal access to the student's body. The term does not include (1) mechanical devices, (2) a material or (3) equipment used as prescribed by a doctor.

**Physical Restraint:** physical contact between a school employee and a student in which the student unwillingly participates and that involves the use of a manual hold to restrict freedom of movement of all or part of a student's body or to restrict normal access to the student's body. The term does not include (1) briefly holding a student without undue force in order to calm or comfort the student, or to prevent unsafe behavior, such as running into traffic or engaging in a physical altercation, (2) physical escort, or (3) physical contact intended to gently assist or prompt a student in performing a task or to guide or assist a student from one area to another.

**Prevention and Conflict De-escalation Training:** training which is provided broadly to school staff on how to prevent, defuse and de-escalate potential behavioral crisis situations.

**Positive Behavior Intervention and Support:** a systematic approach that uses evidence based practices and data driven decision making to improve school climate and culture, and includes a range of systematic and individualized strategies to reinforce desired behavior and diminish reoccurrence of problem behavior to achieve improved academic and social outcomes and increase learning for all students.

**Prone physical restraint:** the person is being held face down lying on their stomach on a horizontal surface such as the floor.

**Seclusion:** means the confinement of a student alone in a room or area from which the student physically is prevented from leaving. The term does not include a supervised time-out or scheduled break, as described in a student's individualized education program, in which an adult is continuously present in the room with the student.

**Staff:** means all paid school staff, volunteers, contract employees, consultants or any other agents of the school or corporation.

**Supine physical restraint:** a person is being held face up on their back on a horizontal surface such as the floor.

**Time out:** means a behavior reduction procedure in which access to reinforcement is withdrawn for a certain period of time. Time-out occurs when the ability of a student to receive normal reinforcement in the school environment is restricted. Time-out shall be both developmentally and behaviorally appropriate and shall be short in duration.

**Substantial risk:** situation where there is serious, imminent threat of bodily harm and where there is the immediate ability to enact such harm.

**Staff Trained in Crisis Intervention:** individuals who successfully complete and maintain certification in a training program (TCIS – Therapeutic Crisis Intervention in Schools) that results in acquisition of skills to prevent restraints, evaluate risk of harm in an individual situation, use approved restraint techniques and monitor the effect of the restraint.

**Parent or guardian:** the student's parent, legal guardian, surrogate parent or student over the age of 18.

## **SAMPLE TIME-OUT PROCEDURES**

Effective time out procedures include multiple levels, with each level becoming more restrictive and exclusionary. It is important to note that for disruptive behavior requiring more restrictive interventions, once the behavior begins to de-escalate, transition to less restrictive forms of time out may make the return to regular classroom activities easier for the student. The following is a potential time-out plan that has been suggested by the DOE.

### **Level I.**

- A. Planned Ignoring: Ignore the student as long as possible if he or she is out of place or seat, noncompliant but not otherwise disruptive.
- B. Be (or have aide/ associate) available to counsel, provide one-to-one tutoring, or negotiate if the student is involved in a dispute.
- C. Modify/change student's assignment to get him or her re-involved with learning. Select a task that will provide immediate success.
- D. Separate student from others (i.e. creative seat assignment).
- E. Send student out of room - on an errand, for a walk, to "cool off"
- F. Offer a "time-in" situation with a support person outside the classroom.
- G. Quietly praise other students for ignoring inappropriate student behavior.
- H. When possible, talk to disruptive student out of classroom away from other students so that he or she can save face.

**Level II.** Level II time out is more restrictive than the first-level interventions. It is the exclusion of a child from positive reinforcing activities of the classroom without removing him or her from the room.

- A. Move student to different part of the classroom (i.e. closer to teacher, further away from audience)
- B. Avoid lengthy explanations to student. Simply say: "Because you \_\_\_\_\_, you go to time out for \_\_\_\_\_ minutes." Avoid other interaction.
- C. Allow student to take their own time-out.
- D. Keep time-out period brief. (Time out periods longer than 15 minutes rarely serve their intended purpose-temporary withholding of positive reinforcement. For time out periods longer than 30 minutes, a supervisory staff person shall be consulted about the appropriateness of continuing the time out procedure.)
- E. The student shall be supervised at all times during the time-out period.
- F. The student shall still be able to access any lesson or instruction being offered to other students in the student's classroom.



# WEST LAFAYETTE COMMUNITY SCHOOL CORPORATION NETWORK USE AGREEMENT FOR STUDENTS

## 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 NUA 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;
  - 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.

8. 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.

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 below. 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 jail.

#### The educational value of student Internet use

The school board has demonstrated its 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.

#### Internet usage

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

#### Parent rights regarding Internet use

Parents and guardians have the right to grant NETWORK use with Internet access or NETWORK use without Internet access. The teachers will give students who have not been given permission by parents/guardians for Internet access alternate assignments.

I am the parent or guardian of the Student whose name appears on this form. I have read the provisions of the

foregoing West Lafayette Community School Corporation NETWORK Use Agreement and in consideration for allowing the Student access to the NETWORK, I agree as follows. I understand that the Student's access to the NETWORK is designed for educational purposes only. I recognize that, although West Lafayette Community School Corporation may take precautions to restrict access to controversial material, it is impossible to restrict access to all such materials. I hereby agree to indemnify and hold harmless West Lafayette Community School Corporation, its agents, representatives and employees (collectively, "WLCSC") for a loss or injury of any nature, to property or person, whether physical, mental or emotional, either direct or indirect, to the Student or myself or WLCSC or any third party, as a result of the intentional or unintentional viewing of any information or materials via the NETWORK, or acting upon information received via the NETWORK, whether or not such loss or injury was caused directly or indirectly by the negligence of WLCSC. I further agree to indemnify and hold harmless WLCSC for any injury or loss as a result of the Student's voluntary release of personal information via the NETWORK. I hereby give permission to WLCSC to allow the Student access to the NETWORK. I may withdraw my permission at any time by giving notice in writing to the Student's building principal and I may request alternative activities not requiring Internet access.