

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

2019-2020

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

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 JUK@School. (765-463-6129)

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.

AFTER SCHOOL

In a 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.

ATTENDANCE

Volumes of research confirm that regular attendance at school is essential for success! **Please insist that your child be here unless he/she is ill.** PLEASE schedule vacations, and routine doctor's appointments for before or after school hours, or during times when your child is not expected to be in school. Your child should be in school unless their fever is higher than 100 degrees or they are vomiting or coughing excessively within the past 24 hours (these symptoms may indicate the need for a trip to your child's doctor). In order to be documented as a certified absence, students must return with a doctor's note, religious exemption, or funeral documentation.

ATTENDANCE REGULATIONS

The following attendance regulations exist to assist the parents and school team to work together to help students develop good punctuality and attendance patterns. In addition, if your child is enrolled in school, the state law applies to the parents regarding Compulsory Attendance. Failure to adhere to these laws can result in a report being filed with Tippecanoe Truancy Mediation.

ATTENDANCE DEFINITIONS

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 - up to 9 absences per semester.
- Habitual unexcused absences could result in a referral to truancy mediation through the Tippecanoe County Court System. (See definition below.)

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. Please use our 24-hour attendance hotline at (765)269-4100 or wlesattendance@wl.k12.in.us, to report absences. If we do not hear from you, the attendance secretary will call to confirm your child's absence. Please be sure to return any voicemails left. This is a safety protocol.

Habitual or Excessive Absences

- 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.
- Expect to 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, parents will be requested to talk with 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.

Tardiness

- Your child learns best when he or she is in class on time. Tardy students are very disruptive to the class and the learning process for all students. A bell will ring at 8:45 AM. and students should be in their classes at that time. Announcements will begin at 8:50 AM.
- Any student entering after 8:45 AM **must** have a parent present to sign-in at the office and will receive a tardy slip.
- 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.

Consequences for being tardy:

- The accumulation of five tardies will result in a conversion to a half-day absence.
- Habitual late arrivals could result in referral to truancy mediation through the Tippecanoe County Court System.

ABSENCE PROCEDURES

- A call to the office or 24-hour attendance hotline or an email sent to wlesattendance@wl.k12.in.us by 9:00 am is expected when your child needs to be absent from school. (464-3212 or the attendance line 765-269-4100)
- We will call you 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.

- 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.
- Upon your child's return to school from an illness, the child must check in with the school nurse.
- 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.
- Upon your child's return from an appointment, you must check your child into the office in order to enter class.

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.

BIRTHDAY TREATS and PARTIES

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.

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 to school on time. Mr. Doug Caldwell (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.

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

Please read the West Lafayette Community School Corporation's Policies, Rules, and Guidelines for safe school bus transportation with your child. Each year parents receive a form stating that you and your child have read and understand the rules, guidelines, and policies for safe transportation.

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 ($\frac{1}{2}$) day shall be transported one way. Midday transportation for half ($\frac{1}{2}$) 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 aisle and doorway clear of feet, books, etc.
4. No loud voices. Talk to seatmates only. Use 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 form. One copy will be sent home, one will be kept in the office, and one to the driver. 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

JUK@School provides care before and after-school in the West Lafayette Elementary School

building. Call 765-463-6129 for further information. If there is a two-hour delay, JUK@School will operate on a one-hour delay, opening at 7:30. If school closes during this delay, JUK@School will close as well. If school is released early, JUK@School will not be operating that afternoon/evening.

CLASS PLACEMENT

We attempt to provide a learning environment in which every child will learn best. Our goal is to have each class be a representative sample of the school community. The principal 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.

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.

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 individually drive to meet the class. This helps us fulfill our prearranged commitment with the directors of the organization, the trip planners, and the schedule of the teachers. All 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.

FREEDOM OF EXPRESSION

Students may freely express their points of view provided they do not seek to coerce others to join their mode of expression and provided they do not otherwise intrude upon the rights of others. Obscene, lewd, vulgar, offensive, inflammatory, or defamatory expressions will not be tolerated. Staff members hearing such language, or witnessing such activity should report the incident to an administrator. Students found to be in violation of this section will be subject to disciplinary action.

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.

HONESTY EXPECTATIONS

Honesty is expected of all students at all times; cheating and/or lying are unacceptable.

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

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. A doctor's excuse is required for a child to be excused from recess or physical education. 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.

INAPPROPRIATE USE OF TECHNOLOGICAL HARDWARE AND SOFTWARE

In consideration for being allowed access to the West Lafayette Community School Corporation network, including its computers, related hardware, and communications devices to other networks, students must sign and agree to the rules and regulations outlined in the West Lafayette Community School Corporation Network Use Agreement for Students. Unauthorized viewing, changing, or reconfiguring electronic or hard copy of official school records or information is prohibited. Students will not use hardware designated for faculty/staff without permission being granted by the primary faculty/staff user.

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 extra special items like balloons, gifts and flowers should be sent to or given at home.

LUNCH

Students may buy their lunch (\$2.65), bring a sack lunch and purchase milk, 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 if space allows. You also will need \$3.75 in cash to pay for your lunch. 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. Preschool children, toddlers, and infants are not invited to the school cafeteria, we are not equipped to accommodate their needs.

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. This also includes non-prescription medications such as Tylenol. 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 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.** Questions? Contact the school nurse at 464-3212 extension 4105 or wehkampn@wl.k12.in.us.

MESSAGES TO STUDENT DURING SCHOOL HOURS

Effective schools have a lower number of interruptions during instructional time. The research on this is clear and convincing. We need your help. **Please refrain from calling the office or your child's classroom to give your child a message unless it is a SERIOUS 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 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 conference 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 during school hours 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 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 Dean of Students or the Principal.

PETS

Pets should not come to school before, during, or immediately following the school day, unless it is a service dog. We have over 700 children and many adults with different medical, emotional, and social needs. Therefore, for the safety and security of all children and adults we do not allow non-service animals in or around the building. The only exceptions to this rule are when a classroom teacher invites special guests or creatures to their classroom in order to complete a classroom activity or we have a convocation that involves animals. Please be aware that when these activities are planned all of the medical, emotional, and social needs of individual students and adults are accommodated for and permission from the principal for the special project has been obtained.

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 3:15 to 6:00 PM, this playground is reserved for Just Us Kids @ School. before and after school care. This routine also minimizes the distractions for many of our walkers and bike riders.

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) 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.

Half-Day Kindergarten Parents need to be aware that we work to balance out the time that your children miss school due to inclement weather by using a special system as explained below:

The following school closing announcements pertain only to Half-Day Kindergarten parents and their children:

“Alternate Half-Day Kindergarten Schedule” – means that Half-Day Kindergarten students will not come to school at all for a two-hour delay or a cancelled school day. We will keep track of the number of delays and cancellations that occur throughout the winter months very carefully. After Spring Break, we will be able to determine the number of days missed and we will “make up” those days for Half-Day Kindergarten students by having them attend school ALL day at the end of the school year. This will give your child the time to make up the instructional minutes lost, as well as provide a good transition for your child from Half-Day to Full Day School. They will get to experience lunchtime, lunch recess and riding the bus to and from school.

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 OUT AND SIGN IN PROCEDURES

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

- **Between 2:45 PM until after dismissal, individual pick-up is not allowed.** If your child has an after-school appointment, please be sure to pick him/her up PRIOR to 2:45 PM. This will help us keep safety a top priority in the front parking lot and will minimize potential dismissal confusion for students and staff.
- Office staff will call your child's room and have him or her sent to the office for pick-up.
- If your child returns before the end of the school day, you must sign him or her back in with the office staff prior to his or 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 or 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.

STROLLERS

Please make sure to leave your strollers parked outside of the building when the halls are crowded for the safety of our students and adults walking through the hallways. (Make sure to bring your baby or younger child in with you!)

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. WIDA ACCESS 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.

TRANSPORTATION, OTHER THAN BUS

Please see our website for updated information regarding pick-up and drop-off during construction. Pay attention to email communication from West Lafayette Elementary School administrators regarding changes and updates.

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 with 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. Please see the section titled Criminal History/Background Check.

WALKING TO SCHOOL

If you are not on a bus route, please encourage your child to walk to school with other children in your neighborhood. Crossing guards are provided by the West Lafayette Police Department and we are fortunate to live in a walking-friendly community. Walking to school also develops friendships, independence, and self-confidence in your child. This will also help you avoid traffic, save energy, and you will be encouraging a healthy habit for your child.

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 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