

# **West Washington Elementary MISSION STATEMENT**

Revised June 12, 2007

West Washington Elementary School will strive to provide a challenging, nurturing and safe environment through a partnership with home, school and community where our students have the opportunity to achieve their full potential and become responsible and independent citizens.

## **WELCOME TO WEST WASHINGTON ELEMENTARY!**

Dear Students and Parents,

I'd like to welcome your family to the West Washington Elementary School for the 2013-2014 school year. We hope this school year will bring many new and positive learning experiences to you and your children.

Throughout the school year we will keep your family informed about what is going on at school. Your family's participation in our school activities will make this a successful and memorable school year.

We have developed this handbook to help develop an understanding of our rules and procedures. The rules in the handbook are in addition to our broad, discretionary authority to maintain safety, order, and discipline inside the school zone. These rules support, but do not limit, our authority.

We believe West Washington Elementary is an excellent school that not only will bring a quality education to your child but will also bring much enjoyment throughout the year.

Sincerely,  
Tom Rosenbaum, Principal

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## **AFTER-SCHOOL ACTIVITIES**

A variety of after-school activities will be provided. Information will be sent home about each activity. Permission slips are required for participation. Parents are responsible for the student's transportation. Only students directly involved in after-school activities shall be allowed to remain after school. No student shall be allowed to remain after school on game nights, home or away, unless under the direct supervision of a school official or their designee.

## **21<sup>st</sup> CENTURY AFTER SCHOOL PROGRAM**

The 21<sup>st</sup> Century Community Learning Center's After School Program is an after school enrichment program for elementary school students. This FREE program provides homework/tutoring, art/craft projects, recreational activities, computer based programs, life skills training, and much more. It also provides some limited transportation home. Services are available from the time the regular school day ends (including early release days) until 5:45 P.M. on all days that school is in session. Enrollment forms are available at the school office, program site, or Hoosier Uplands Main Office. Enrollment is limited. Call Hoosier Uplands (812)849-4557 for more information.

## **ATTENDANCE**

According to state law, it is the parents' responsibility to ensure that their children attend school. The student must bring a note from the parent or doctor to be excused. The date of the absence and the reason for the absence must be given to be excused. Students who do not bring a note or do not have a valid reason for the absence will receive an unexcused absence and will not have the opportunity to make up work missed.

Valid reasons according to West Washington School Corporation Policy:

A student may be absent no more than five days per semester - 1) Personal illness or serious illness in the immediate family 2) Death of a relative or close friend, or attendance at a funeral; 3) Valid reasons acceptable to the principal, but not to exceed five days per school year; 4) Emergency medical/dental care (Routine medical and dental care should be scheduled before or after school hours if possible).

As stated in the policy, these are not valid reasons for being absent, late or for leaving early, and will be considered unexcused: 1) Working at home or business; 2) Missing bus, no transportation; 3) Suspension, expulsion; 4) Oversleeping; 5) Babysitting; 6) Vacations, unless approved by the principal.

As a courtesy, you may call in attendance, 755-4934, prior to 8 a.m. when your student will be absent, late to school, or needs to leave early. Parent notes are due on the day the student returns. Excellent attendance = success. (See Appendix VII.)

## **BACKGROUND CHECK FOR VOLUNTEERS**

To protect students and staff members, the School Board requires a criminal history check from a law enforcement agency into the personal background of each parent, guardian, or any other individual, before such individual may be a room parent or involved in any activity where interaction with students occurs, including all school functions. If the criminal history check reveals conviction of the person of a misdemeanor within five (5) years preceding the background check, or a felony at any time, the applicant will not be allowed to be involved in any school activity that involves interaction with students other than his or her child, grandchild or ward. Records obtained under this policy are confidential and shall not be released except to a school employee authorized by the Superintendent. Such employee shall keep the results confidential.

## **BAND**

Our school has a fifth and sixth grade band program. New band students will meet with the band director in order to determine their skills level and degree of interest for band participation.

## **BUS POLICY**

**Bus Conduct:** Students who ride a school bus to and from school should be aware of their responsibilities on the bus. Students should enter the bus in a mannerly fashion, be seated, and remain seated until the bus stops at their destination. It is important that students not walk around on the bus when it is in motion. The noise on the bus should be held at a reasonable level in order that the bus driver may drive safely.

Students are to be waiting at the bus pickup point when the bus arrives. Drivers are not obligated to wait after stopping if a student is not in sight. Neither are bus drivers obligated to wait on a routine basis on students.

Students are to go directly to the school bus at dismissal time. Students are to get on the bus and remain on the bus. There is no reason for students to be behind or between the buses.

**When Your Child Does Not Ride The Bus:** Anytime a child does not ride the bus, the person picking up the child must come to the office and sign him/her out on a release form. We must have a record of who picks them up. Your child's safety is most important to us. If your child is to ride a different bus, he/she must bring a note to their teacher in the morning to receive a bus pass. If it becomes necessary to make other arrangements after your child has arrived at school, parents must contact the office.

This should be done by 12 noon. Last minute contacts may result in a child not receiving the message, because he/she were on their way to the bus.

**Students:** All students are to exhibit the same respect for the bus driver as they do toward the classroom teacher. The student will be given due process just as if he/she were in the school building, at the vocational school, or attending an extra-curricular school event. The parents will be responsible for any violations of state or local infractions, including damages to school property for all students under the age of 18. Students 18 years of age or older are responsible for their actions. It is expected that parents will work closely with the bus driver and the building principals to avoid any such violations.

The bus driver has the right to suspend a student from his/her bus for one day at a time. The principal has the right to suspend a student from the bus for a longer period. The superintendent may expel a student from the bus permanently. If each student is responsible for his/her own behavior on the bus, it should be a safe trip to and from school. Note: Transportation is provided by the corporation as a courtesy for our students. School transportation is not mandated by state law.

## **CANCELLATION OF SCHOOL**

Cancellation of school takes place only during circumstances, such as extreme weather, equipment failure, or public crisis. This school board and administrators are aware of the hardship which can be caused by an abrupt cancellation. Therefore, school will not be cancelled unless a significant safety risk has been created by unusual circumstances.

On days when we have snow or ice, our superintendent will check on road conditions, confer with the state and county highway officials, consult with meteorologists concerning weather forecasts, and talk with our bus drivers. After analyzing all available information, a decision will be made to: a) Run the regular bus routed; b) Start school one or two hour's late, using regular routes; c) Close the schools. As soon as a decision is made, WSLM Radio in Salem, and WHAS TV (Channel 11) in Louisville will be contacted. Please do not call the superintendent to see if the school is closed. Listen to your radio or television for this information.

## **CARE OF SCHOOL PROPERTY**

We try to instill in students pride in the appearance of their school. Students must not mark school furniture, walls, ceiling, floor or equipment with pen, pencil, marker or any other instrument. Students must not tamper with fire alarms, fire extinguishers, plants, trees or any electrical system in the school. Anyone who willfully destroys school property through vandalism, arson or larceny, or who creates a hazard to the safety of our students will be referred to the proper law enforcement agency.

## **CHANGE OF ADDRESS/TELEPHONE**

It is the parents' responsibility that every student maintain an up-to-date record of address and telephone number at the school office. Notify the school immediately if you have a change of address or telephone number during the school year. West Washington Elementary School cannot be responsible for emergency situations when parents cannot be contacted.

## **COMPUTERS**

WWES has a state of the art computer lab. All users are subject to the West Washington School Corporation Electronic Information Services and Network Policy (see Appendix V).

## **CONFERENCES**

Parent-Teacher Conferences will be held each fall. The week before conferences begin, all parents will be notified by their child's classroom teacher, and a conference time will be set up.

Some parents are hesitant about participating in conferences, but our teachers can do a much better job with students if they can share their understanding of the student directly with the parent. It is not necessary to wait for the regular

conference time if a parent has a special concern. Parent conferences are encouraged and can be arranged at any time during the school year.

## **DAILY SCHEDULE**

Doors open at 8:05 a.m. \*(Students are not to arrive before 8:05 a.m.); classes begin at 8:30 a.m.; lunch begins at 10:45 a.m.; dismissal of students begins at 2:59 p.m.

\*Students should not be dropped off at West Washington Elementary School early in the morning before the school is officially open. Our doors are open to students at 8:05 a.m. Before that time, there is no supervision for students. Also, students should be picked up no later than 3:10 p.m.

## **DISCIPLINE**

Teachers have the authority and responsibility to maintain discipline in the classroom. School discipline policies will be established and consistently enforced. When a student is having a problem, the teacher may: Conference with the student, conference with the parent, use classroom discipline procedures, or refer the situation directly to the principal.

Effective July 1, 1990, the school board developed written discipline policies for the school corporation. The superintendent, principal and administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior. In addition to the actions specifically provided in this policy, reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith, such action including such matters as: 1) Counseling with a student or group of students; 2) Conferences with a parent or group of parents; 3) Assigning students additional work; 4) Rearranging class schedules; 5) Requiring a student to remain in school after regular school hours to do additional work or for counseling; 6) Restriction of extra-curricular activity. (See Appendix I, Corporation Discipline Policy, for more specific offenses and punishments).

## **DOCTOR AND DENTIST APPOINTMENTS**

Parents are expected to make every effort to schedule doctor and dentist appointments outside of school hours. However, when this is not possible, students will be given an excused absence for these special appointments. Please let the classroom teacher know in advance of an appointment. Please pick up students at the office.

## **DRESS CODE**

Students' dress should contribute to good health, safety, common decency, and be non-disruptive. The wearing of hats, caps, or headgear of any kind will not be permitted in the building. No clothing is to be worn that is suggestive or that advocates the use of liquor, drugs, tobacco, or vulgar language. (See Appendix III for Corporation Policy).

## **EARLY DISMISSAL**

In case school is dismissed prior to the end of the regular school day, i.e. weather, mechanical problems, no water etc., each student should have a plan on file as to where they should go. It may be a matter of switching buses or calling to verify that someone will be home when the student gets there. This is extremely important especially for our younger students. The form to fill out will be available when students fill out their enrollment cards in the fall. These situations happen very rarely, but we do need this information so your child will be sent to a safe place.

## **ELEMENTARY COUNSELOR**

West Washington Elementary has a full time counselor on staff who works with students in K-6 in individual, small group, and/or large group setting. The counselor's main role is to help students manage and express their feelings so they can work toward reaching their potential academically, socially and emotionally. He/she helps students with issues such as getting along with others, improving self esteem and setting goals. The counselor not only works with students, but with the parents and teachers to help the student experience success at school. Students can ask to see the counselor or they can be referred by a teacher, principal or parent.

## **EMERGENCY DRILLS**

Fire drills are conducted once each month and tornado drills are conducted once each semester. Detailed escape plans are posted inside the door of each classroom.

## EMERGENCY INFORMATION

In case of emergency, each student is required to have on file at the school office the following information: 1) Parent(s) or guardian(s) name(s); 2) Complete and up-to-date address; 3) Home phone and parent(s) work phone; 4) Emergency phone number of friend or relative; 5) Physician's name and phone number, and 6) Medical alert information.

## FIELD TRIPS

Field trips within Washington County and nearby points of interest are scheduled by various classroom teachers throughout the school year. These trips are designed to supplement different aspects of the classroom curriculum and to introduce students to the resources of the community. Parents will receive notices of field trips well in advance of the scheduled trip date and will usually be asked to sign field trip permission forms. Sometimes a small amount of money may be requested from each student to help defray transportation or facility use cost. Only students may go on a field trip with their class or club.

## FOOD SERVICES

Lunches are served from 10:45 a.m. to 1:00 p.m. daily. WWES cooks prepare a basic meal. The students are encouraged to take advantage of the service, which meets requirements for the federal school lunch program.

Parents are encouraged to send lunch money weekly on Monday or the first day of each school week. Lunches can be paid for on-line with credit card through the school website. The cost will be \$1.90 daily or \$9.50 per week for a five-day week, if a student qualifies for a reduced lunch, the price is 40 cents or \$2 per week. Adult lunches will be \$3.50 daily. Adult breakfasts will be \$2.25 daily. The school offers breakfast to each student at a price of \$1.40. If a student qualifies for a reduced breakfast, the price is 30 cents. Prices are subject to change.

Free breakfast and lunch applications will be available to all students at enrollment time. Elementary students and high school students should be listed separately on individual application forms. Completed application should be returned to school as soon as possible. Notification of approved applications will be sent to those applying within the first few weeks of school.

Any changes and/or substitutions from the regular school meal must be requested in writing by the parent, and accompanied by a physician order. This order must be updated annually.

## GUM

Our school does not permit students to use gum during school hours.

## HATS

No student shall be allowed to wear a hat in the school building unless a special hat day is designated.

## HEALTH INFORMATION

**Nurse:** The School Nurse's office is located at the end of the kindergarten and first grade hallway. The nurse is responsible for care of minor injuries and illness, the maintenance of health records, routine health checks, parental contact concerning health problems, and assistance in health teaching, and vision screening, to name a few. Please be sure to contact the nurse if your child misses school due to a communicable disease. Precautions may need to be taken to protect other children.

**Illness or Injury:** In case of illness or injury, a student will be cared for temporarily by the school nurse, health aide or members of the school staff. School personnel will render first-aid treatment only. If emergency medical treatment is necessary the parents will be contacted. If parents or other listed emergency contacts are not available, the students will be taken to the emergency room at the hospital. An emergency telephone number where parents can be reached, and the name and telephone number of the student's family doctor **must** be on file at the school. This information must be updated at the beginning of each new school year and if changes occur.

### **Medications:**

Non-prescription medication is not to be given, or made available to student, unless the parent provides it. A request for administering the medication must be made in writing from both the parent and physician.

Non-Prescription Medicines: 1) Must be in the original container or bottle; 2) Must be clearly identified as to the name and type of medication and dosage instructions; 3) A note, dated and signed by the parent, must accompany the medication, giving the dosage and amounts, dosage times, and other instructions if necessary; 4) A physician order must be on file.

No prescription medication will be administered or made available to any students without verification from a physician.

Prescription medicine: 1) Must be clearly identified as to the name and type of medication; 2) Must be in the original container; 3) Must carry a prescription label with the child's name, drug identity, dosage instruction, doctor's name and

prescription date; 4) The prescription must be current; 5) A note, dated and signed by the parent, must accompany the medication, giving the dosage amount, specific dosage times and other instructions if necessary; 6) Refrigeration is Available; 7) Medication will be given by the school nurse or her designee.

**Head Lice Policy:** Screenings for head lice will be done if signs or symptoms are present. If lice are found, the parent/guardian will be contacted and treatment will be needed when the child arrives home. If no live lice are found, but student has nits, then follow up examinations will be given during the next fourteen days.

#### **Immunizations:**

The West Washington School Corporation shall enforce the following immunization laws and policies for all students enrolled in the West Washington Elementary and Jr./Sr. High School.

### **HOMEWORK**

Homework is important. It is an extension of the learning that takes place in school. Homework can provide practice and drill that reinforces classroom learning and can provide opportunities for independent study, research and creative thinking. Parents can help their children by arranging a quiet, comfortable place for the students to work and by seeing that assignments are completed.

If a student has been absent for two or more consecutive days, parents may request homework by calling the office before noon of the school day. Requested homework may be picked up in the main office area.

### **HOURS**

Office Hours: 7:30 a.m. - 4 p.m.

School Hours: 8:30 a.m. - 2:59 p.m.

Lunch Hours: 10:45 a.m. - 1:00 p.m.

### **INSURANCE**

Student insurance policies will be offered at the beginning of each school year. The cost is small compared to the potential cost of medical care and parents are encouraged to take advantage of this service.

**West Washington Elementary School does NOT carry insurance on any student. The premium would be prohibitive.**

### **KINDERGARTEN**

Children entering kindergarten are required to be five years old on or before August 1<sup>st</sup> for the school year in which they are enrolling. Pre-registration takes place in the spring. Parents must bring birth certificates and a record of immunizations in order to complete the enrollment. A kindergarten round-up is held annually in the spring in order to familiarize our incoming kindergarten parents and students with the program.

### **PARENTAL INVOLVEMENT**

West Washington Elementary School feels that it is very important for parents to be involved in their child's education and school. Volunteers are always needed to help in such activities as book fair, science fair, fund raising, room parents, etc. Open House and parent teacher conferences will be held in the fall. Parents are always welcome to call the school if they have any questions.

### **PHYSICAL EDUCATION**

The staff at West Washington Elementary School believes that physical education is an important part of the educational experience. The development and maintenance of a healthy body is essential for physical well-being and good mental health. We also believe that attitude development is an important part of an education. We attempt to create an atmosphere for the development of leadership, sportsmanship, and congeniality through our physical education program. Physical education classes are provided twice each week for all students.

Students are required to wear a pair of rubber soled tennis shoes to participate in gym class. Following an illness or injury, a student may be excused from physical education class for up to one week with a note from a parent. To be excused for more than one week requires a note from a physician.

### **PLAYGROUND RULES**

Students are to remain on the playground, grass area or blacktop play area during outdoor recess. When the grass area is muddy, the area will be off-limits. Tackle football is not permitted. Other dangerous activities, such as skateboarding,

piggyback riding, rock throwing and snowball throwing are not permitted. Misuse or destruction of playground equipment will not be tolerated.

Note: Our school will strive to have a safe playground. However, it is strongly recommended that students wear firm sole shoes. Shoes such as gym shoes offer good protection. Shoes such as sandals and flip flops offer little protection if pointed objects are stepped on or a student stumbles while running. Please help us protect your child.

## **PROMOTIONS AND RETENTIONS**

Promotions and retentions are based on evaluation of academic, physical, social and emotional growth. The primary reasons for considering retention are: a) Lack of academic achievement; b) Physical or social immaturity; c) Frequent or long absences; d) Scoring below the state mandate on Indiana statewide testing for educational progress (ISTEP). e) Does not meet promotion guidelines on the retention/promotion policy for grades K-3.

## **RECESS POLICY**

All children are expected to participate in regular classroom activities during the school day, including recess. If weather is inclement in the judgment of the recess supervisor, the children will be kept indoors. When recess is held outdoors, all children are expected to participate. Exceptions will be made if a child has a temporary health condition where it is not advisable for him/her to be out in the cold. A note from the parent or guardian is required for the day he/she is to be excluded. Other circumstances not covered by this policy should be brought to the school principal for consideration. Exceptions will also be made for disciplinary reasons.

## **REPORT CARDS**

Report cards are issued following the completion of each nine-week grading period. Interim reports are issued every four- and one-half weeks. Please carefully review your child's progress, and contact the school if you have any questions regarding grades.

## **SCHOOL VISITORS**

Parents are always welcome to visit the school. Any visits during the school day should be coordinated with the office, unless a conference with a teacher has been pre-arranged. Conferences and visits must be planned with a one-day notice. Teachers and students work on a planned schedule and program. Unnecessary interruptions consume time and hinder this program.

For the protection of the students and security in the school, it is required that any person entering the building during the day come directly to the office before going to any other part of the school, where upon a visitor's pass will be issued. No students will be permitted to leave the building with a visitor unless this has been done through the school office.

It is not permissible for students to bring friends to West Washington Elementary School during the school day.

## **SHARING OF INFORMATION**

During the school year, West Washington Elementary School sometimes needs or is required to share information. Student names may be released to area newspapers and radio stations that are covering a story at school. The school also provides names for identification purposes to the publisher of the school yearbook.

The school also shares information with the South Central Area Special Education Cooperative, the Washington County Welfare Department and the Washington County Probation Officer.

## **SOLICITATION**

Students are not to be solicited for money unless a project has been approved by the principal. No sale of items is to be conducted at the school by students.

## **SPEECH THERAPIST**

The speech therapist will be on site five days a week to work with West Washington Elementary students.

Each year all kindergarten and newly-enrolled pupils in our school are routinely given a speech screening test. In the event the pupil is found to have some difficulty with speech or language, it is necessary to have the parent's permission for diagnostic testing, and permission for enrollment into the therapy program must be on hand before the pupil can be seen in the speech program. It is also necessary to have a conference with the parent to develop an individualized educational plan. The I.E.P. is the outline for the approach in therapy.



## **SPORTS BEHAVIOR EXPECTATIONS**

Attending sports events may be new to many students. It is important that we establish proper behavior habits from the beginning.

1. Only team players and cheerleaders are to use the gym floor. No spectators are to shoot baskets at half time or between games.
2. Remain at the game you came to see. Running back and forth between an elementary game and a junior-senior high game is not permitted.
3. Remain in the building. Students should not go outside and play in the parking lot during the game.
4. Be a positive representative of our school at all times. Be polite, courteous, use good judgment and be a good sports person. It is courteous to remain seated during the game and to buy refreshments at half time and between games.

## **STUDENT IN CRISIS**

If it is brought to a staff member's attention that a student feels like harming themselves, then that student's parent/guardians will be notified immediately. To ensure the safety and welfare of the student, the student will not be allowed to be left alone, or ride the bus home. Parents/guardians will be required to pick up their child from school if this situation arises. (WE WISH TO ADD) **If the parent/guardian refuses without justification to provide for such pickup of the child, and assuming physical custody of the child, school officials shall contact Child Protective Services under IC 31-33-5-1, because a reasonable belief that a child is neglected has occurred. Before readmission of the child to school, the school shall be provided a statement by a licensed medical provider that the student should be readmitted to school and is not a danger to her/himself or others.**

## **STUDY SKILLS**

Specific skills and techniques can make learning easier and more enjoyable. The following are student guidelines for achieving good study habits:

1. Come to class prepared with pencil, paper and other necessary materials.
2. Be an active participant in class. Listen well and take part in class.
3. Ask questions to clarify problems.
4. Plan your day and schedule time for homework.
5. Use what is learned and apply it to new situations.
6. Strive to do the very best work possible. Just "getting by" is not a worthwhile goal.

## **SUBSTITUTE TEACHERS**

Every student will periodically be taught by a substitute teacher. The most common reason for using substitute teachers occurs when the regular teacher is ill. However, substitutes are also used when regular teachers are on leave for personal business, professional training, or family emergency. Students are expected to be courteous to substitute teachers. Any misconduct in the classroom will be dealt with immediately.

## **TELEPHONE**

The office telephone is a business phone and is not to be used by students, except in an emergency. Students are not allowed to use the phone to make personal arrangements (such as requesting permission to go to another student's home after school).

## **TESTING**

Indiana Statewide Testing of Educational Progress (ISTEP) will be given to students in grades three, four, five and six in the spring.

## **TEXTBOOKS**

Textbooks and workbooks are furnished for a yearly rental fee. This fee is payable during enrollment at the beginning of the school year.

If a book is lost, misused, or damaged beyond reasonable wear, the student shall be fined or be charged for replacement of the book.

## TRAFFIC PRECAUTIONS

If you transport your child or other children to school, be sure you unload in the drop-off lane immediately in front of the West Washington Elementary building. Always be alert giving students the right-of-way. If you are going to come into the school, you are required to park in a marked parking spot, not along the sidewalk.

Your cooperation is essential if we are to have a safe school year.

## VALUABLES

Common sense and consideration are the best guides in determining whether or not to bring personal possessions to school. **The school administrators and staff cannot be responsible for valuables which students bring to school.** It is recommended that students leave all valuables at home. If special circumstances make it necessary for a student to bring substantial cash or other important possessions to school, these items can be safeguarded by leaving them with the school office.

## WITHDRAWALS

The school should be notified as soon as possible of students expecting to withdraw. Teachers and staff will summarize the student's progress and prepare the student's file for forwarding to his/her next school of enrollment.

# APPENDIX I

## WEST WASHINGTON SCHOOL CORPORATION STUDENT DISCIPLINE POLICY

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of I.C. 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. **Removal from Class or Activity – Teacher:** An elementary, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one 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 10 school days.
3. **Expulsion:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period of no longer than the remainder of the current semester, plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.
4. **Guidelines for Administering Corporal Punishment:**
  - (a) Reasonable corporal punishment (i.e. spanking/paddling) shall be used after other disciplinary measures designed to change a student's behavior have failed, in the opinion of the principal or assistant principal, to produce the desired results.
  - (b) Corporal punishment may be administered by:
    - (1) the building principal;
    - (2) the assistant principal;
    - (3) A certified staff member with the principal or assistant principal's permission.
  - (c) A reasonable effort shall be made to contact the student's parent/guardian prior to the administration of corporal punishment. If the parent/guardian objects to the use of corporal punishment, the principal or assistant should consider using an alternative disciplinary measure such as in-school or out-of-school suspension. However, the principal or assistant may, over parental objection, choose to use corporal punishment as a disciplinary measure.
  - (d) The administration of corporal punishment shall be documented in writing.
  - (e) When corporal punishment is administered, the student's parent/guardian shall be notified in writing of such action taken.

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

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - (a) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - (b) Blocking the entrances or exits of any school building, corridor or room therein with intent to deprive others of lawful access to or from use of the building, corridor or room.
  - (c) Setting fire to or damaging any school building or property.
  - (d) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly in school property.
  - (e) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
2. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from the student.
6. Possession of a deadly weapon is defined as materials or devices that can be reasonably used as a weapon i.e. chemicals, bomb making materials, cross bows, etc. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon or look alike weapon including BB guns, pellet guns, etc. Antique firearms, shotguns, handguns and rifles are considered weapons under this section of the Student Discipline Policy.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.
8. Engaging in the unlawful selling or possessions of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under the supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - (a) Engaging in sexual behavior on school property;
  - (b) Disobedience of administrative authority;
  - (c) Willful absence or tardiness of students;
  - (d) Knowingly possessing, using or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
  - (e) Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
12. Knowingly possessing or using on school grounds during school hours an electronic paging device, hand-held portable telephone, radio, CD player, portable TV, walkman, tape player, game boy, laser pointer, etc... not related to a school purpose or educational function.
13. Skateboards, roller blades, or any other type of shoes with wheels attached are not allowed on school property.
14. Possession of a Firearm.
  - (a) No student shall possess, handle or transmit any firearm on school property.
  - (b) The following devices are considered to be a firearm as defined in Section 921 of Title 18 of the United States Code:
    - ~Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
    - ~The frame or receiver of any weapon described above.

~Any firearm muffler or firearm silencer.

~Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant, charge or more than one-quarter ounce, mine, or any similar device.

~Any weapon which will, or which may be readily converted to, expel a projectile by the action of any explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.

~Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.

(c) **The penalty for possession of a firearm:** 10 days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

(d) The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

15. **Fighting:** No student shall fight. The penalty for fighting, at the principal's discretion, is three days out-of-school suspension or expulsion.

16. **Smoking:** No student shall smoke or possess any type of tobacco products on school grounds, buildings, or riding on school-provided transportation. The penalty for smoking shall be three days out-of-school suspension (first offense) and five days out-of-school suspension (second offense).

17. **Disrespect:** No student shall be disrespectful toward an administrator, teacher, school employee or other students. The penalty for disrespect is one to five days out-of-school suspension, paddling, or Saturday School.

18. **Cursing:** No student shall curse. Penalty for cursing shall be one to five days out-of-school suspension, paddling or Saturday School.

19. **Leaving School without Permission:** No student shall leave school without appropriate permission. Penalty for leaving school without permission shall be one to five days out-of-school suspension, paddling or Saturday school.

The grounds for suspension or expulsion listed above 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;

(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.

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

## **APPENDIX II**

### **SCHOOL SUSPENSION**

#### **Suspension Procedures**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A notification will be held prior to the suspension of any student. At this notification the student will be entitled to:

(a) A written or oral statement of the charges;

(b) If the student denies the charges, a summary of the evidence against the student will be presented; and

(c) The student will be provided an opportunity to explain his or her conduct.

2. The notification shall precede suspension of the student, except where the nature of the misconduct requires immediate removal. In such situations, the notification will follow the suspension as soon as reasonably possible following the date of the suspension.

3. Following the suspension, the parents or guardians of suspended students 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 Procedures**

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 and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reason for the expulsion and the date, time, place and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

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 of school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

**Legal Reference:**

**20 U.S.C. 8001**

**20 U.S.C. 8002**

**I.C. 20-8.1-5.1-1 et seq**

## **APPENDIX III**

### **WEST WASHINGTON SCHOOL CORPORATION DRESS/PERSONAL APPEARANCE CODE**

In addition to educational responsibilities, school personnel at all grade levels recognize the opportunity and obligation to work with parents in the development of positive student attitudes toward personal hygiene, appearance, and dress/attire.

A spirit of support and cooperation between parents and school personnel is needed to ensure that students come to school appropriately dressed in attire which does not pose health or safety hazards and is not disruptive or distracting to the school environment.

School personnel strive to provide an educational environment for students which are pleasant, safe, individualistic, and conducive to instruction/learning. Students are permitted to express their individuality as long as their appearance does not compromise the safety or inherent rights of other students by displaying obscene and/or objectionable attire which disrupts or interferes with school purposes or an educational function.

The following items attempt to serve as a guide to students as they dress for school:

1. Students may wear fingertip length shorts and skirts. Shorts should be loose-fitting. **Spandex and other types of shorts designed to be worn skin-tight will not be permitted unless other acceptable clothing is worn over them.**
2. Students are required to wear shoes with soles at all times.
3. Students are required to wear shirts, sweaters, or blouses. (Those which reveal a bare midriff will not be permitted.)
4. Students are not to wear:
  - (a) Shirts or garments which only partially cover the upper body, such as halter tops, tube tops, strapless tops, or mesh tops, unless said items of apparel are worn over or under a blouse or shirt.
  - (b) Hats, caps, headbands, or bandanas. Provided, however, that these items may be worn from the bus directly to the student's locker, and left at the locker. For medical or religious reasons, the item may be worn at school, but for no other purpose.
  - (c) Clothing, jewelry, or accessories that refer to or promote the use of alcohol, beer, illegal drugs, tobacco, or brands thereof.

- (d) Clothing that contains obscene/lewd writing or pictures, contains profanity, implies or portrays sex, or suggests violence.
- (e) Clothing that has been altered to expose inappropriate body parts.
- (f) Clothing or jewelry that displays gang emblems, signs, or symbols.
- (g) Body piercing jewelry, except earrings attached to the ear(s).
- (h) Clothing that exposes the midriff.
- (i) Any other dress or jewelry that might detract from the educational purpose or be hazardous to the student.

If, in the professional opinion of the principal or assistant principal, a student's dress/attire (including jewelry) or personal appearance (including hair color, and hair cuts such as Mohawks, faux hawks, etc...) detracts from, disrupts, or interferes with school purposes or an educational function, the student will either be:

- a) directed to modify his/her attire or personal appearance while at school; (b) sent home to make necessary changes, or
- c) suspended from school or otherwise disciplined pursuant to the Indiana Student Due Process Code. (I.C. 20-8.15-1-1 et seq).

When a student is directed to modify or change his/her clothes, attire or personal appearance, the principal or assistant principal should make a reasonable attempt to contact the student's parent(s) to discuss the situation.

## **APPENDIX IV**

### **EDUCATIONAL RECOVERY POLICY**

The purpose of educational recovery is to provide a means of discipline while still keeping up with class work. Students in educational recovery are expected to comply with the following rules:

A room will be provided for the educational recovery program.

Teachers may refer students for educational recovery by using the form provided.

Lunch will be served to students in the educational recovery room and restroom breaks will be given during a time when regular students are in class.

Parents will be notified of students assigned to educational recovery.

Students who refuse to take advantage of educational recovery as a means of correcting their rules violations by violating the educational recovery rules will be suspended out-of-school for a period of three days.

Students will be assigned to educational recovery by the principal or the assistant principal based upon referrals by teachers and other rules violations.

## **APPENDIX V**

### **ELECTRONIC INFORMATION – SERVICES AND NETWORKS POLICY**

The purpose of Corporation provided Electronic Information services is to facilitate communications in Support of research and education. To remain eligible as users students must be in support of and consistent with the educational objectives of the West Washington School Corporation. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on school-based computers will always be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly. Students utilizing District-provided Internet access must first have the permission of and must be supervised by the West Washington School Corporation's professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply.

The following uses of school-provided Internet access are not permitted:

- to access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- to transmit obscene, abusive, or sexually explicit language;
- to violate any local, state, or federal statute;
- to vandalize, damage, or disable the property of another individual or organization;

to access another individual's materials, information, or files without permission;

to violate copyright or otherwise use intellectual property or another individual or organization without permission; and

to participate in chat pages that is not part of a class assignment.

Any violation of Corporation Policy and rules may result in loss of access to the Internet and other Computer uses.

Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate language or behavior. When and where applicable, law enforcement agencies may be involved. The West Washington School Corporation will not be responsible for any loss of data, or the accuracy or quality of materials accessed. The corporation will not be responsible for unauthorized financial obligations resulting from corporation provided access to the Internet.

The West Washington School Corporation is pleased to offer access to the Internet. This computer technology will help propel our school through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base.

While the Corporation intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. The West Washington School Corporation will institute technical methods and or systems to regulate compliance with the Electronic Information Services and Networks Policy. However those methods and or systems can not guarantee complete compliance with the corporation's policies. The West Washington School Corporation will make every effort to encourage acceptable use by the staff members and students.

Parents of students in the West Washington School Corporation shall be provided with the following information:

The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our schools through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the-Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for which a student or parent or guardian would be liable.

While the Corporation's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even should the Corporation institute technical methods or systems to regulate student's Internet access, those methods could not guarantee compliance with the Corporation's acceptable use policy. That notwithstanding, the Corporation believes that the benefits students receive by having access to the Internet exceed any disadvantages. Ultimately, however, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information sources. Toward that end, the West Washington School Corporation makes the Corporation's complete Internet policy and procedures available on request for review by all parents, guardians, and other members of the community; and provides parents and guardians the option of requesting for their minor children alternative activities not requiring Internet use.

NOTICE: This policy and all its provisions are subordinate to local, state and federal statutes.

## **APPENDIX VI**

### **STUDENT IMMUNIZATIONS**

The West Washington School Corporation shall enforce the following immunization laws and policies for all students enrolled in the West Washington Elementary and Jr./Sr. High School.

#### **SCHOOL IMMUNIZATION LAW**

##### **20-8.1-7-10.1 Statement of immunization history**

###### **Sec. 10.1**

(a) Each school shall require the parents of a child who has enrolled in the school to furnish, no later than the first day of school, a written statement of this nature so it is on file with the school.

(b) This statement must show, except for a child covered by section 2 or 2.5 of this chapter (Religious Objection or Exception for Child's Health), that the child has been immunized as required under section 9.5 of this chapter. The statement must include the child's date of birth and the date of each immunization.

(c) A child may not be permitted to attend school beyond the first day of school without furnishing this written statement, unless:

- (1) the school gives the parents of the child a waiver; or
- (2) the local health department or a physician determines that the child's immunization schedule has been delayed due to extreme circumstances and that the required immunizations will not be completed before the first day of school.

The waiver referred to in subdivision (1) may not be granted for a period that exceeds twenty (20) days. If Subdivision (2) applies, the parent of the child shall furnish the written statement and a time schedule, approved by a physician or the local health department, for the completion of the remainder of the immunizations.

(d) The state department of health may commence an action against a school under IC 4-21.5- 3-6 or IC 4-21.5-4 for the issuance of an order of compliance for failure to enforce this section.

(e) Neither a religious objection under section 2 of this chapter nor an exception for the child's health under section 2.5 of this chapter shall relieve any parent from the reporting requirements imposed under this section.

#### **20-8.1-7-2 Religious objection**

Sec. 2 (a) Except as otherwise provided, a school child may not be required to undergo any testing, examination, immunization, or treatment required under this chapter when the child's parent objects on religious grounds. A religious objection does not exempt a child from any testing, examination, immunization, or treatment required under this chapter unless the objection is:

- (1) made in writing,
- (2) signed by the child's parent; and
- (3) delivered to the child's teacher or to the individual who might order a test, an exam, an immunization, or a treatment absent the objection.

The written document, signed by the parent, must state that the objection to immunization is based on religious grounds. There are no requirements that the statements must be from the pastor of a church, appear on church letterhead, or provide proof that they are members of a religious organization. The Indiana State Department of Health policy requires that the written statement be verified by the parent each year.

#### **20-8.1-7-2.5 Exception for child's health**

Sec. 2.5 If any physician certifies that a particular immunization is inapplicable for that child until it is found no longer detrimental to the child's health, the requirements of this chapter for that particular immunization is inapplicable for that child until it is no longer detrimental to the child's health.

A written document signed by the physician must state that a particular immunization is contradicted for a child because it is detrimental to the child's health. This Indiana State Department of Health policy requires that a written statement be verified by the school personnel each year until it is found that the particular immunization is no longer detrimental to the child's health.

#### **20-34-4-2 Required immunizations**

Sec. 2. (a) Every child residing in Indiana shall be immunized against:

- (1) diphtheria;
- (2) pertussis (whooping cough);
- (3) tetanus;
- (4) measles;
- (5) rubella;
- (6) poliomyelitis; and
- (7) mumps.

(b) Every child residing in Indiana who enters kindergarten or grade 1 shall be immunized against hepatitis B and chicken pox.

(c) The state department of health shall adopt rules under IC 4-22-2 to require school age children to receive additional immunizations against the following:

- (1) Meningitis.
- (2) Varicella.
- (3) Pertussis (whooping cough).

The additional immunizations required under the rules shall include an immunization booster if considered appropriate by the state department.

(d) The state department of health may expand or otherwise modify the list of communicable diseases that require documentation of immunity as medical information becomes available that would warrant the expansion or modification in the



interest of public health.

(e) The state department of health shall adopt rules under IC 4-22-2 specifying the:

- (1) required immunizations;
- (2) child's age for administering each vaccine;
- (3) adequately immunizing doses; and
- (4) method of documentation of proof of immunity.

**The State of Indiana has passed and approved legislation requiring the following immunizations:**

**Minimum immunization requirements for all children enrolled in kindergarten and grade 1:**

- **5 doses of diphtheria-tetanus-a cellular pertussis (DtaP), Diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus (DT), or 4 doses are acceptable if the fourth dose was administered on or after the fourth birthday;**
- **4 doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), in any combination or 3 doses of all OPV or all IPV are acceptable if the third dose was administered on or after the fourth birthday.**
- **2 doses of MMR, if given as a single antigen 2 measles, 2 mumps, 1 rubella.**
- **3 doses of hepatitis B vaccine.**
- **2 doses of varicella or physician documentation of disease history, including month and year.**

**Minimum immunization requirements for all children enrolled in grades 2 to 5:**

- **3 doses of hepatitis B vaccine.**
- **5 doses DTaP, 4 doses of DTaP/DTP/DT acceptable if 4<sup>th</sup> dose given on or after child's 4<sup>th</sup> birthday.**
- **4 doses Polio, 3 doses of polio vaccine acceptable if 3<sup>rd</sup> dose administered on or after 4<sup>th</sup> birthday and doses are all IPV, or all OPV**
- **2 doses MMR, if given as single antigen 2measles, 2 mumps, 1 rubella required**
- **1 dose varicella, or a signed statement from the parent/guardian indicating history of disease including the month and year.**

**Minimum immunization requirements for all children enrolled in grades 6 to 12:**

- **3 doses of hepatitis B vaccine.**
- **5 doses DTaP, 4 doses of DTaP/DTP/DT acceptable if 4<sup>th</sup> dose given on or after child's 4<sup>th</sup> birthday.**
- **4 doses Polio, 3 doses of polio vaccine acceptable if 3<sup>rd</sup> dose administered on or after 4<sup>th</sup> birthday and doses are all IPV, or all OPV**
- **2 doses MMR, if given as single antigen 2measles, 2 mumps, 1 rubella required**
- **2 doses varicella, or a signed statement from the parent/guardian indicating history of disease including month and year. Two doses of varicella separated by at least 3 months are recommended for all elementary aged students**
- **1 dose Tdap, a Tdap booster can be given as early as 1 year after Td vaccination.**
- **1 dose MCV (meningococcal)**

When a child enrolls for the first time, the parent must show that the child has been immunized with the minimum requirements.

**DOCUMENTATION OF IMMUNIZATION HISTORY**

An immunization history may be documented in one of three ways:

- (1) A physician's certificate including the number and dates of doses administered;
- (2) Records forwarded from another school corporation including the number of doses and dates of administration;
- (3) Records maintained by the parent which shows the month, day and year during which each dose of vaccine was administered.

It shall be the policy of the West Washington School Corporation that no child will be permitted to attend school beyond the first day of school without furnishing one of the following:

- (1) a written statement of the child's immunizations;
- (2) a written statement of objection based on religious reasons;
- (3) a written statement based on exception for child's health; or
- (4) a written statement by a physician or nurse providing projected dates of completion of immunizations.

Parents may request a twenty (20) day waiver if there are circumstances that prevent them from providing immunization requirements upon enrollment. Waivers will be granted for a period not to exceed 20 school days.

The office of the superintendent will grant all waivers. A copy of each waiver, which includes enrollment and expiration dates, will be presented to the school nurse.

Parents not furnishing required immunization records, within the twenty day waiver period, will be notified of their child's immediate exclusion from school. The school nurse will be responsible for follow up on all waivers granted.

All parents will be encouraged to obtain needed records upon enrollment, rather than applying for a waiver, as this will ensure compliance with Indiana Immunization Laws.

## **APPENDIX VII**

### **West Washington School Corporation**

#### **ATTENDANCE POLICY**

#### **I. GENERAL**

Securing an education is the most important accomplishment of any young person. Regular attendance is considered to be the first essential in successful school life. No student can hope to do good work if he or she is not in class regularly with the exception of serious illness, most absences are unnecessary. They can result from poor health habits, too many outside activities or poor home or school adjustment. Our aim is to develop self-discipline and responsibility within each individual.

#### **II. PARENT'S RESPONSIBILITY**

When a student is absent, one of his/her parents must call the attendance office (755-4934) between the hours of 8:00 A.M. and 4:00 P.M. or send a note from either the parent or doctor by the end of his/her child's first day back at school (only one day's extension may be granted). The reason for the absence must be given. Valid reasons for receiving an excused absence are:

1. Student illness
2. Death in the family
3. Court appointment
4. Required Church observance
5. Any other unusual circumstances deemed necessary by school principal.

All absences resulting from other reasons will be considered unexcused. Unexcused absences may result in the student not being allowed to make up missed work. Excused absence may be given for reasons such as family emergencies. For example, shopping or hair appointments will not be excused, but a sudden illness of a family member requiring the student to accompany the family member to the doctor or baby sit with a younger sibling may be excused. Arrangements for these absences should be made before the absence occurs and should be made by direct communication between the parent/guardian and school officials on the student's first day back to school.

Students will not be counted as absent from school for the following reasons:

1. Attendance at funerals when prior permission is asked in writing by a parent/guardian. If circumstances prevent such prior permission then the parent/guardian should contact the school officials during the student's first day back to school.
2. Service as a page or as an honoree of the Indiana General Assembly. This service must be verified by the certificate received.

#### **III. SCHOOL'S RESPONSIBILITY**

Excessive absenteeism is an obstacle and a detriment to a student's ultimate academic success. Therefore, each student's absence during a semester will accumulate toward a five (5) day maximum.

After a student has been absent (5) days and the school has not been notified of the reasons for the absences, a letter may be sent home to the parent for an explanation of the absences.

Any student that has excessive absences or tardies may receive the following penalties:

1. a phone call at home or work
2. a home visit from school administrative personnel
3. require a possible Saturday school attendance
4. student assigned to mandatory summer school
5. Division of Family and Children notification
6. possible retention in current grade
7. notify the probation office

The administration recognizes that there could be circumstances when extended absences due to illness, accident or other cause may occur. Should circumstances arise, the parent/guardian may ask for an extension of the five (5) day limit. After hearing the parent's appeal the Principal will have the authority to extend the five (5) day limit.

#### **IV. GENERAL**

Students and parents should note that the five (5) day limit on absences constitutes one week of the eighteen weeks in each semester. Except for very unusual circumstances, this should easily cover common illnesses. Therefore, while attendance is very important, an ill student should stay home. On the other hand, it should be understood that the five (5) day limit built into the attendance policy is not to be considered five (5) days approved to neglect their education. Parents and students are urged to conserve these days for unforeseen circumstances, which do arise in the course of a school year.

#### **V. PERFECT ATTENDANCE, TARDY & HALF DAY**

For a student to be awarded a perfect attendance certificate the student must not be absent or tardy during the school year.

Students are considered tardy if they arrive at school after 8:30 A.M.

Students that arrive at school after 11:00 A.M. are considered absent one-half (1/2) day.

Students must leave school after 2:00 P.M. to receive a full day's credit attendance.

#### **VI. TRUANCY DEFINED**

The act of unauthorized absence from school or class for any period of time. Habitual truancy causing the student to exceed his/her five (5) day limit may result in expulsion.