

## WEST NOBLE MIDDLE SCHOOL MISSION STATEMENT

The mission of West Noble Middle School is to provide a safe, positive, and respectful educational environment that will challenge all students to reach their highest level of achievement.

## WELCOME BACK CHARGERS!

Welcome to West Noble Middle School! We are ready for a terrific year! This year we have made changes to several courses in our Related Arts department, including the addition of a Health course for 6th and 7th graders. We have also had some changes in our staff. We will continue to offer our most popular programs and events, including the Charger Reading Challenge, Achieve 3000 prizes, the Privilege Program, grade-level STAR Parties, Halloween fun, ISTEP week activities and Spring Fling.

We are always looking for ways in which to improve your experience at West Noble Middle School. We hope you make the most of your middle school experience, and that you take advantage of the variety of clubs and sports we have available! If you encounter difficulty during the year, our team of teachers, counselors and administrators are here to help you. If you have questions about our programs or policies, the information in this handbook will help.

Have a great year!

Mrs. Tijerina, Mr. Jagger, and Mr. Teel  
WNMS Administrative Team

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## School Administration & Support Personnel

Superintendent Galen Mast	Office Phone 894-3191
Curriculum Director, 504 Coordinator Candice Holbrook	Office Phone 894-3191
School Board Members: Kathy Hagen Joe Hutsell Todd Moore David Peterson Travis Stohlman Donna Schwartz Josh Vargas	
Principal Melanie Tijerina	Office Phone 894-3191
Assistant Principal Wade Jagger	Office Phone 894-3191
Assistant Principal/Athletic Director Gene Teel	Office Phone 894-3191
Guidance Counselor Janet Hutsell	Office Phone 894-3191
Media Specialist Chris DeVries	Office Phone 894-3191
Response to Instruction (RtI) Coordinator Ashley Bradley	Office Phone 894-3191
School's toll free number:	1-800-488-3191

## Middle School Staff

### FIFTH GRADE TEACHERS

Samantha Christner  
Darin Kauffman  
Michele Leitch  
Stephanie Montgomery  
Christina Peña  
Greg Riegsecker  
Adam Sprague  
Leslie Wechter  
Dee Woody

### SEVENTH GRADE TEACHERS

Kevin Becker  
Tisha Bradley  
Heather Foster  
Kyla Kensill  
Hannah Pawlicki  
Vicki Replogle  
Tim Schermerhorn  
Jeremy Swank

### RELATED ARTS

Kendra Burns  
Thomas Connor  
Justin Goelz  
Ross Hales  
JoNel Kurtz  
Jeremy Merrifield  
Susan Sprague  
Jodee Swank  
Renee Zeigler

### E.L.L. ASSISTANTS

5th/6th – ToyLeann Mast  
7th/8th – TBD

### HEALTH SERVICES ASSISTANT

Rachea Eytcheson

### FUNCTIONAL SKILLS

Marla Chapple  
Jessica Hicks  
Sarah Wroblewski

### SIXTH GRADE TEACHERS

Michelle Edington  
Rusty Emmert  
Deb Hagen  
Tracy Miller  
Bailey Showalter  
Stacy Steele  
Travis Steele  
Adam Tomlinson  
Becky Younce

### EIGHTH GRADE TEACHERS

Kevin Becker  
Kenna Cross  
Ashley Libben  
Danielle Long  
Betsy Shrock  
Jason Sprague  
Mike Weimer  
Chad Wilson

### INSTRUCTIONAL ASSISTANTS

Tina Anderson  
Heather Fuleki  
Rhonda Jacobs  
Cindy Swank  
Cheryl Watts

### SECRETARIES

Jill Beckman-Kill  
Starr Cox  
Rhonda Cunningham  
Jacob Vargas

### RtI REMEDIATION

Darlene Correll  
Faith Champion  
Dana Gaff

### INSTRUCTIONAL COACHES

Dixie Kreager (Reading)  
Ashley Bradley (RtI)

## ACADEMIC HONESTY

Parents are asked to encourage and assist students on their educational journeys. Independent thinking skills at an early age will help children develop the study habits they will carry with them throughout their academic careers and lives.

### **Tips for parents:**

- Help your child plan ahead to prevent last-minute time crunches that can increase the temptation to cheat.
- Be sure your child understands assignments and encourage him/her to ask questions of the teacher when unclear.
- Have your child keep a list of sources used, including author, title, publisher, and copyright date.
- Encourage good study habits.
- Make homework a priority.
- Children are more eager to do homework if they know their parents care that it gets done well.

Parents are responsible for guiding their children in completing outside assignments. The following are examples of academic dishonesty:

1. Plagiarism is copying or paraphrasing, in whole or part, published works or ideas without giving proper credit.
2. Claiming credit for work that is not your own, including work done by parents, siblings or other students.
3. Allowing others to take credit for your work.
4. Cheating on a test, which includes looking at someone else's answers, using notes when not allowed, and allowing someone else to see your answers.
5. Submitting a paper or portion of a paper as your own which was taken from the internet.
6. Copying or sharing homework.

### **Discipline Procedure:**

The following steps could be taken as a result of cheating or plagiarism.

1. Failing grade on the assignment
2. Parent call.
3. Behavior slip
4. Office referral

Repeated behavior may require additional discipline steps.

*\*Used with permission from Fayetteville-Manlius School District, New York.*

### **Academic Requirements**

Students in grades 5, 6, 7 and 8 are required to participate in a full course of study including English, math, science, social studies, and related arts courses.

Student progress is assessed using a number of instruments and procedures. These may include portfolios, standardized tests, performance evaluations, daily assignments, and teacher made tests and checklists. Each teacher will inform students and parents of his or her grading policy. The school grading scale, which is followed by all teachers who use percentages, is: A+ = 100%; A 93-99%; A- = 90-92%; B+ = 87-89%; B= 83-86%; B- = 80-82%; C+ = 77-79%; C 73-76%; C- = 70-72%; D+ = 67-69%; D= 63-66%; D- = 60-62%; F 0-59%; and I = incomplete. If special circumstances warrant it, pass/fail grades may be assigned to students.

Results of these assessments are shared with parents by conferences, telephone calls, letters, and a progress report which is sent home at the end of each grading period. Progress Reports are issued approximately one week after the end of a grading period. If a student is not enrolled at least half of the

grading period, no grades will be given. If a student or parent has a question about a grade, he/she should arrange a conference with the teacher to discuss the matter. INOW may be accessed anytime to obtain current student grades. Access to INOW can be gained by visiting the West Noble website ([www.westnoble.k12.in.us](http://www.westnoble.k12.in.us)).

An honor roll is posted every grading period consisting of the students who made grades to qualify. The honor roll is also sent to the local newspaper for publication.

At the end of the school year, a student will be promoted to the next grade, retained in the same grade, placed in the next grade, or conditionally promoted to the next grade. Students who have an F average grade in two or more subjects for the school year may be considered for grade retention. Parents of students who are recommended for retention will be contacted and the procedure used in the West Noble School Corporation will be implemented.

**Conditional Promotion:** A student may be promoted to the next grade level on probationary terms. This student has done most of the work required for promotion from one grade level to another but is on probation as a result of failure in one or more areas. If, after a sufficient length of time, the area of deficiency is not corrected, the student may be reassigned to the lower grade level.

## **SCHOOL PROCEDURES**

### **Attendance**

The West Noble School Corporation has the obligation and duty to educate the students of this school community. One part of this mandate is to enforce the rules on attendance so that each student has the opportunity to receive all educational benefits offered by this school corporation. Attendance laws are compulsory in the state of Indiana. We accept this responsibility and insist that all students be regular in their attendance.

*'Attend' means to be physically present: (1) in a school; or (2) at another location where the school's educational program is being conducted; during regular school hours on a day.*

*Currently state law charges each school district to locally define "excused" and "unexcused" absences. As such, West Noble School Corporation defines:*

**Absent** – *A student is absent when he/she is not in their scheduled location to receive and participate in the instruction, the support or the activities planned for them.*

**Excused absences** *are defined as absences that the school corporation regards as legitimate reasons for being out of school. These include:*

- *Illness verified by note from parent/guardian*
- *Illness or medical condition verified by note from Physician*
- *Family funeral*
- *Military Connected Families (e.g. absences related to deployment and return)*
- *Mandated court attendance (if documented)*

**Exempt absences** – *Absences which are a result of serving as a page or honoree of the General Assembly; serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election; when subpoenaed to testify in court; serving with the National Guard for no more than 10 days; or serving with the Civil Air Patrol for up to 5 days are all exempt absences. In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. School trips when approved by the school principal are exempt. Student participation in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers may also qualify as exempt with the Principals' approval. Absences related to activities of clubs, groups or organizations that are not school sponsored and not listed above cannot be exempt.*

**Unexcused absences** *are defined as any absence not covered under the definition of excused or exempt.*

***Habitual Absence*** – When a student has more than 10 unexcused absences or a combination of 18 excused or unexcused absences that which do not have a physician’s note he/she is declared habitually absent. Any absence beyond that may result in notification to the Noble County Prosecutor.

*Excessive absences interfere with the instructional process and the overall educational program for students. Disciplinary action, including but not limited to dropping students from classes or even expulsion, may be taken when absenteeism becomes excessive.*

Parents should call the school or send in a note within 24 hours of a student’s absence. The numbers to call are 894-3191 or 1-800-488-3191, extension 2015. Parents may leave a message on the voice mail 24 hours a day. If the school is not notified, the student may be considered truant until such a time that notification is received from the parent.

Students who arrive late must report to the office. Habitual tardiness will be addressed each trimester with disciplinary consequences beginning with the 6<sup>th</sup> unexcused tardy to school. Students leaving early must report to the office before leaving the building. No one may leave the building during school hours unless written permission has been given by the parents. Students are not to be in the building before or after school hours unless accompanied by a parent, a teacher, or coach.

Students missing more than 1 hour of instructional time during any part of the school day will be counted absent at least one-half of the school day. In the case of an absence, it is the responsibility of the student to secure the makeup assignments from their teachers. Students may be allowed one day of makeup for each day of absence.

***School Administrators reserve the right to address each student attendance situation and any associated concerns on an individual basis.***

### **Concert Attendance**

All Music Classes follow the school policy of excused and unexcused absences. Any absence for a scheduled concert for reasons other than those listed in school policy will result in an unexcused concert absence. Parent contact about an absence should be made before the concert begins. Email or phone contact is acceptable.

Although nothing can compare to a performance, all excused absences will have an alternate assignment that will need to be completed. An alternate assignment for half credit will be assigned in the case of unexcused absences.

### **Emergency Drills**

Safety is a top priority at West Noble Middle School. In accordance with governing laws & regulations, and to help ensure our preparedness should a true emergency arise, a variety of emergency drills are conducted. These emergency drills commonly include: **Fire Drills, Severe Weather (Tornado) Drills, and Lockdown Drills**. Whether a drill is initiated by alarm, air horn signal, or a public announcement system, students must:

1. Remain quiet and orderly.
2. Follow staff directions and posted procedures promptly.
3. When directed by staff, proceed to and remain in the designated area until the completion of the emergency drill is clearly communicated by school personnel.
4. When the emergency drill has concluded, follow staff directions to resume class or return to the building in an orderly fashion.

### **Guest Procedure**

Any adult other than school personnel entering the school must report to the office to sign in and pick up a visitors tag. If a student wants to show the school to a guest, he/she should make arrangements in advance with Administration in order to bring the guest to school. Parents wishing to visit a classroom during instructional time must request and receive prior approval from school administration.

## **High Ability Program**

High Ability classes are offered to students who qualify in 5<sup>th</sup> thru 8<sup>th</sup> grade. Students may qualify for HA Language Arts, HA Mathematics classes and/or (8<sup>th</sup> only) foreign language classes. Qualification is determined by a screening process and/or teacher and parent referrals. Anyone who would like more information about the requirements for these classes should contact the guidance department.

## **Lockers**

Students are assigned to lockers at the beginning of the school year. If a need for change does arise, see a school administrator.

Lockers should be kept clean. Marking or writing on lockers is not acceptable. To avoid locker theft, students should keep their locker combinations to themselves and not share their lockers with others. No student should get into another student's locker. The school has a master key to all lockers and has the right to search and seizure. Students may be denied the use of lockers.

## **Search and Seizure**

Authorized school personnel may conduct a search of a student, locker, electronic files, book bag, or student possessions/belongings if they have reasonable suspicion for a search. A certified dog and the handler may be used to establish reasonable suspicion. Reasonable suspicion for a search means circumstances which would cause a reasonable person to believe the search of a particular person, place or thing will lead to the discovery of:

- 1) Evidence of a violation of West Noble Corporation Behavior Code or Indiana law; or,
- 2) Anything which represents a danger of physical harm or illness to students, teachers, assistants, or others, whether on school property, at a school-sponsored or school-supervised event, or otherwise.

Anything found in the course of a search, which is evidence of a violation of the law must be turned over to a law enforcement officer.

Anything not turned over to the law enforcement officer which was found in the course of a search may be:

- 1) seized and admitted as evidence in any suspension or expulsion proceeding as it relates to an alleged violation of the West Noble School Corporation Behavior Code.
- 2) destroyed if it has no significant value (as determined after notification to parent or guardian); or,
- 3) turned over to the parent of the student from whom it was seized.

The above policy applies to students, staff, and employees of the West Noble School Corporation.

## **Lost and Found**

Lost and Found is located in the main hall. If an article is lost, it can be reported to the office. Unclaimed items will be periodically donated to local charities.

## **Privilege Program**

Students who make good decisions at school, complete work, maintain regular attendance and earn acceptable grades will be considered for the Privilege Program at WMNS. In order to qualify, students must maintain an 85% cumulative average and receive no major discipline referrals, as determined by the administration, during each trimester.

Students who meet the criteria will receive a privilege card that will allow access and opportunities not afforded to other students. Additional details regarding the privilege program will be shared with students during the first week of school.



## **S.T.A.R. Program**

Each grade-level will organize their own STAR (Students Triumphantly Achieving Rewards) incentive and reward program. Parents receive information about this program at the start of each school year.

## **Student Agendas**

Students will be provided with a student agenda upon enrollment and are expected to maintain it in good condition throughout the school year. Student agendas contain a copy of the student handbook, student data pages, and a daily planner. Student agendas will be used regularly throughout the school year for data conferencing and student organization. Lost or damaged agendas will be replaced automatically and the student will be charged a replacement fee.

## **Student Drop-off/Pick-up Information**

Students who ride home with anyone other than a parent or sibling must have a parent note/phone call on file at the middle school. Arrangements should be made prior to dismissal.

Parents, who bring their student to school and/or pick them up at the end of the day, should do so at the South Gym parking lot. Due to safety concerns, students must not be picked-up/dropped-off at the Main Entrance when buses are present.

## **Student Store**

There is a Student Store available each morning before school. Basic school supplies and some novelty items are available. West Noble apparel may also be ordered through the Student Store.

## **School Delays and Closings**

Students may learn about school delays and closings by listening to the following stations, WOWO (1190 AM), WBCL (90.3 FM), WPTA-TV (Channel 21-Fort Wayne), WANE TV (channel 15), WFFT (channel 55), WNDU-TV (Channel 16-South Bend), or WSJV-TV(Channel 28-South Bend). Cancellations and delays are also recorded on the schools automated phone message system (894-3191 or 1-800-488-3191). To check for a delay or cancellation online go to the West Noble website (<http://westnoble.k12.in.us>).

For other information, such as a current listing of the media sources WNSC uses or how to set up an account to receive Alert/Notifications from DynaCal, go to the West Noble Website and click on “Cancelations and Delays” (<http://westnoble.k12.in.us/centraloffice/schoolclosings.html>). If weather looks threatening, and you are not receiving information from your favorite media, please check another source from the list. Remember: It is impossible to guarantee text message delivery for the delivery of information via radio, TV, or internet. Text Alert Suggestion: Set up text alerts from two or more different media. You can also follow “WNMSLigonier” on Instagram or Twitter.

## **Telephone**

There is a telephone available in the office for student use. Students may not use classroom phones without permission.

## **STUDENT DISCIPLINE**

*(Corporation Policy #84020)*

School Administration will follow Board Policy in addressing student discipline issues.

### ***Grounds for Suspension or Expulsion***

*The following includes 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 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.*
  - 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 on school property.*
  - e. *Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.*
  - f. *Engaging in criminal gang activity.*
  - g. *Engaging in physical and/or verbal abuse or intimidation of students and/or staff members. Verbal abuse will include but not be limited to, profane, vulgar, or otherwise inappropriate language.*
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. Reasonable action undertaken on the reasonable belief that it was necessary to protect yourself or 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. *Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, as defined by IC 35-41-1-8.*
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 drugs authorized by a medical prescription from a physician is not a violation of this subdivision. A student shall be considered intoxicated when, because of use of a substance, his/her regular life activities are impaired.*
8. *Engaging in the unlawful selling of a controlled substance, or the sale of any other intoxicant, 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 the 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.*

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;*
  - f. *being present or having knowledge of substantial rules violations and/or criminal law violations without attempting to inform school or police officials;*
  - g. *leaving school grounds without permission, failing to attend any class for which a student is scheduled, or refusal to complete detention periods assigned to the student.*
12. *Knowingly possessing, or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.*
13. *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 the Title 18 of the United States Code, and are in compliance with Indiana state law:*
    - *any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive*
    - *the frame or receiver of any weapon described above*
    - *any firearm muffler or firearm silencer*
    - *any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device*
    - *any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and*
    - *which has any barrel with a bore of more than one-half inch in diameter*
    - *any combination for 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: ten (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.*
14. *Dress or grooming which presents a clear and immediate danger to the student's health and safety or disrupts a classroom, school activity, function, event, or interferes with school purposes or the operation of a school. Dress covered by this rule includes but is*

- not limited to, hats and bandannas in the building(s), bare midriiffs, apparel with objectionable language or pictures, and any item which can be construed as gang related. Shoes are required to be worn. The Administration will make the final decision about whether clothing is acceptable or not.*
15. *Giving out or selling any materials which are defamatory or insulting to any person or institution or which are intended to subject any student, teacher, or employee of the School Corporation, ethnic group or religion to scorn, ridicule, or contempt.*
  16. *Use or possession of any tobacco product or anything having to do with the consumption of tobacco.*
  17. *Consumption of ingestion of any controlled substance, alcoholic beverage, drug, or intoxicant of any kind before attending school or a school function or event.*
  18. *Bullying, (defined by the state legislature as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student), will not be tolerated at West Noble. Incidents of bullying will be dealt with in a manner similar to fighting, intimidation, threats, harassment, and other acts of violence.*

*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.*

### ***Suspension Procedures***

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

1. *A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:*
  - a. *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 meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.*
3. *Following the suspension, the parents 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 parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. The student and the student's parents may waive the right to an expulsion meeting. 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 meeting 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 reasons 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 ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the School Board must be in writing. If an appeal is properly made, the Board must consider the appeal unless the Board votes not to hear the appeal. If the Board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The Board will then take any action deemed appropriate.*

### **Further Provisions**

*The foregoing text setting forth rules of conduct, grounds for expulsion, and procedures prescribed for handling suspensions and expulsions from school is not intended to be all inclusive, and all of the provisions contained within the Indiana Statutes as enacted by the General Assembly of the State of Indiana, concerning education, students, school officials and personnel, school rules and disciplinary and other procedures in connection therewith, are adopted herein by reference as fully and completely as through here set forth, and all acts amendatory or supplemental thereto. A full and complete copy of the Indiana Statutes is available in the Superintendent's Office.*

*Legal: IC 20-33-8*

*IC 35-41-1-8*

*Adopted: May 1, 1974*

*Updated: May 27, 1986*

*Updated: July 1, 2006*

## **Reasonable Suspicion Illegal Drug/Alcohol Testing for Students**

*(Corporation Policy #86050)*

*In order to comply with the rules and regulations of the State of Indiana for providing a drug free environment for our students and staff, the West Noble School Board hereby establishes this policy for reasonable suspicion testing of West Noble students for illegal drug or alcohol use. This policy will be implemented with the following guidelines.*

*If there is reasonable suspicion that a student is violating the school corporation's policy against possessing, using, transmitting, or being under the influence of any drug or intoxicant as prohibited in the West Noble Student Handbooks, the appropriate school administrator may require that student to submit to a chemical test. A chemical*

*test means an analysis of the student's blood, breath, urine, or other bodily substance for the determination of the presence of alcohol, a controlled substance, or a drug. A student who refuses a request to submit to a chemical test will be disciplined in accordance with the guidelines as set forth in the student handbook for the violation of the school corporation's policy for illegal drug and alcohol use. The cost of the chemical test will be paid for by the school corporation and the school will have the right to choose the test provider. In all cases the least intrusive testing method reasonably available that provides the most accurate test results will be used.*

*For the purpose of this policy "reasonable suspicion" shall be defined to mean that school personnel have witnessed a student's behavior, speech, body odor, or appearance that is indicative of the use of alcohol and/or illegal drugs (controlled substances) or that school personnel have specific and credible information that a student has violated the school corporation's illegal drug and alcohol policy.*

*If the results of reasonable suspicion testing are positive for illegal use, the student will be disciplined according to the guidelines as set forth in the student handbook for such violations. Students involved in extra-curricular activities will also be subject to the rules and discipline of the department, coach and/or sponsor of that activity. Students are encouraged to seek professional treatment in dealing with substance abuse. At the discretion of the appropriate school administrator, the successful completion of a professional substance abuse treatment program by the student may result in the modification of the penalty for such behavior.*

*Source: West Noble School Corporation*

*Adopted: July 2001*

*Updated: July 1, 2006*

## **Grade-Level Behavior Systems**

Grade-levels will design their own behavior monitoring system each year with the guidance of their Team Leaders. These systems are designed to monitor student classroom behavior, help prevent minor classroom misconduct from becoming office-level discipline, and encourage effective communication between teachers and parents. Each grade-level system provides for behavioral consequences with increasing accountability. School administrators review and approve each grade-level plan for implementation at the start of each school year. This information is sent home to parents and is posted on the school's webpage each year.

## **School Bus Discipline**

In accordance with Indiana Law, the West Noble School Board has removed bus transportation from formal due process requirements. Riding a school bus is a privilege, not a right. Any student who misbehaves on a school bus may be denied the privilege of riding any West Noble school bus. Should a suspension of such privilege be issued, the student may not ride any West Noble school bus for the number of assigned days that the student maintains regular school attendance.

Parents should first contact the bus driver about any discipline concerns. If the situation is not resolved, then the parent should contact the Director of Transportation. School bus drivers are to have control of all students transported between the homes of the students and the school, and in return. The driver shall keep order, maintain discipline among the students while on the bus or along the route, and shall treat all the students in a civil manner, and see that no student is imposed upon or mistreated while in their charge.

Proper behavior is necessary in order to minimize risks to student safety. When drivers must deal with improper behavior, they cannot give their full attention to their primary responsibility of driving the bus. We urge and appreciate parent cooperation in maintaining proper behavior. Riding on a bus is a privilege which may be revoked. Parents are urged to support the driver and administration, and take actions necessary to ensure appropriate behavior of their own children.

Requests for bus changes must be handled through the Transportation Office.

## **School Bus Safety**

(Corporation Policy #38030)

*The safe transportation of pupils on school buses is of great importance. The school bus driver is responsible to see that the following regulations are observed by all pupil passengers:*

1. *Each student shall be located immediately upon entering the bus in the place assigned by the driver.*
2. *No student shall stand or move from place to place during the trip, except by permission of the driver.*
3. *Loud, boisterous, profane language or indecent conduct shall not be tolerated.*
4. *Students shall not be allowed to tease or handle each other.*
5. *No windows or doors will be opened or closed except by permission of the bus driver.*
6. *A bus must be completely stopped before a student may enter or leave the bus.*
7. *The student should be waiting at his/her boarding station when the school bus arrives. The bus driver, at his/her discretion, may wait a reasonable length of time for late riders, taking into consideration weather conditions, traffic and other circumstances. Bus drivers should be as consistent on the timing of their routes as much as possible.*
8. *A school child who is required to cross a highway before boarding or when unloading from a school bus shall be required by the driver of their school bus to wait before crossing the highway until it is safe for them to cross. The child must cross the road in front of the bus.*
9. *The driver of the bus has the same authority as any teacher in the classroom.*

*Source: West Noble School Corporation*

*Adopted: 1977*

*Updated: February 1999*

*Updated: July 1, 2006*

## **STUDENT CONDUCT**

School should be a pleasant place to work and learn. Students are expected to exhibit a good attitude toward the school and at all times be respectful to themselves, their classmates, teachers and other school personnel.

### **Bullying**

Indiana law (IC 20-33-8) defines “bullying” as overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. Educational efforts are on-going in classrooms for the identification, prevention, and response students should take toward bullying. Special emphasis is placed on proactive actions to prevent bullying. Bullying is prohibited at West Noble Middle School and is subject to disciplinary action as outlined by school/district policy and governing laws. Unacceptable behavior includes bullying on school grounds immediately before or during school hours, immediately after school hours or any other time when the school is being used by a school group; off school grounds for a school function; traveling to or from school or school function; or using property or equipment provided by the school. Depending upon the severity or repetitiveness of the offense, a variety or combination of disciplinary options may be used in an attempt to correct the situation. A student who is a victim of bullying is expected to report such incidents to school personnel as soon as possible.

### **Cell Phones/Electronic Devices**

Students will be allowed to have cell phones and electronic devices at school. However, cell phones and electronic devices should not be used in classrooms unless approved by a staff member. Cell phones must not be used in restrooms or locker rooms. The school will not be responsible for theft or loss of any electronic devices.

## **Dress Code**

Students are expected to dress appropriately at school. The following items are not allowed:

- Hats, bandanas, or hoods
- Spaghetti straps, bare midriffs, or open-backed tops
- Visible undergarments
- Holes in apparel above finger-tip length with visible skin
- Apparel with objectionable language, symbols or pictures
- Apparel and personal effects referring to alcohol, drugs, and/or tobacco
- Apparel and personal effects that promotes or depicts violence
- Any item which can be construed as gang related
- Sagging apparel
- Low-cut shirts
- Pajamas and/or slippers, including flannel pants
- Shorts or skirts higher than mid-thigh (using finger-tip length)
- Coats worn during the school day
- Chains
- Book bags carried during the school day

*School Administration reserves the right to make all final judgments as to students' dress.*

## **Disruptive or Inappropriate Behavior**

If a student becomes disruptive or inappropriate, a variety of disciplinary penalties may be imposed as deemed necessary by School Administration to maintain order and a positive learning environment.

## **In-Area Without Permission**

Students are expected to be in assigned areas at all times. Students leaving an authorized area must obtain permission from a staff member before doing so. Violation of this expectation or abuse of pass privileges can result in disciplinary consequences.

## **Other Misconduct**

Other behavioral problems will be reviewed on their own merit and disciplinary action could be taken. School Administration reserves the right to make all final judgments as to such situations occurring in the school facilities or programs under their direction.

# **STUDENT SERVICES**

## **Food Service**

The school maintains a breakfast and lunch program for the students. The meals are designed to be balanced and nutritional. Applications for free or reduced lunches are available in the office. Food from outside restaurants must be removed from original containers and packaging before entering the cafeteria.

School lunch accounts are accessed through finger scan technology. Parents with questions about finger scan technology should contact the Corporation Food Service Director.

Money can be deposited into a student's individual account using a Lunch Deposit Envelope. (Students receive a price break for pre-payment of meals.) Attempts will be made to inform the student when his/her account is getting low. A student or parent may access their account balance at any time using the online system. For any questions, concerns, or special requests contact the school office.



## **Guidance**

The students should feel free to visit the guidance office and make an appointment to see the guidance counselor at any time. Students may receive information about vocations or aid in evaluating their abilities and interests. Students may receive individual or group counseling in relation to personal problems, how to get along with friends, crisis intervention, or how to be more effective as a student. Students may also receive help in selecting courses for high school. If a student has a problem with their schedule, they should make an appointment to see their guidance counselor. Any schedule changes must be made through the Guidance Office.

In compliance with Public Law 93-380 (Family Education Rights and Privacy Act of 1974), parents may make an appointment to see their child's records. If a student is moving, parents should notify the office.

Various booklets with parenting tips and advice for parents and students may be obtained from the guidance office or checked out from the media center. The guidance office also organizes an in-school mentorship program in addition to outside referrals.

## ***Student Records***

*(Corporation Policy #82010)*

*Personal student records which are held by the public school authorities shall be accessible to the student 18 years of age or older; and to his parents if under 18 years of age, when information from the student's record is requested. School personnel (e.g., counselors) knowledgeable of the individual student's maturity shall be present to explain the contents of the records to the student and/or his parents.*

*The school records of students which are open to inspection and review by parents or guardians include:*

*...any and all official records, files, and data directly related to their children, including all material that is incorporated into each student's cumulative record folder, and intended for school use or to be available to parties outside the school or school system and specifically including, but not necessarily limited to, identifying data, academic work completed, level of achievement (grades, standardized achievement test scores), attendance data, scores on standardized intelligence, aptitude and psychological tests, interest inventory results, health data, family background information, teacher or counselor ratings and observations, and verified reports of serious or recurrent behavior patterns.*

*No one but authorized school personnel, (administrators, office personnel, or their designees) students 18 years of age or older, parents, and legal guardians shall have access to the cumulative record without a judicial order or subpoena or the written permission of the student and/or his/her parents. In cases of a judicial order or subpoena, parents must be given advance notice of the order prior to release of records.*

*If a parent or guardian desires to examine the records of his or her child, the following procedures are established.*

- 1. Contact the Principal of the school.*
- 2. Indicate the desired records to be examined.*
- 3. Make an appointment for examination purposes (records may not be removed from the school).*

*Parents shall have an opportunity for a hearing to challenge the content of their child's school records, to insure that the records are not inaccurate, misleading, or otherwise in violation of the privacy or other rights of students, and to provide an opportunity for the correction or deletion of any such inaccurate, misleading, or otherwise inappropriate data contained therein.*

*School officials will forward transcripts from the cumulative record upon request of parents, legal guardians, students 18 years of age or older, ex-students, and bonafide educational institutions to such persons as may be properly entitled thereto. The parent may also request and receive a copy of the record forwarded. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose for the examination.*

All terms and provisions set forth and contained in the “Family Educational Rights and Privacy Act of 1974”, Federal Public Law 93-380, are made a part hereof and included herein by reference.

Legal: Federal - Public Law 93-380, Family Educational Rights and Privacy Act of 1974

Updated: May 27, 1986

Updated: July 1, 2006

### **Library Media Center/ Technology**

The Library Media Center (LMC) is available to all students for book check-out, research and leisure reading. Students use their student identification numbers to check out materials. Videos, books, and some magazines may be checked out. Filmstrips, vertical files, computers, and most magazines are used in the LMC.

The LMC sponsors the Charger Reading Challenge and Battle of the Books. The LMC staff welcomes student suggestions for new materials and is ready to help students find and use the materials they need. Some students may be able to work as student library helpers during their study time.

Students forgetting Chromebooks may checkout a replacement device for the day from the Media Center. Parents and students may reference the Digital Learning Handbook on the school’s website ([www.westnoble.k12.in.us](http://www.westnoble.k12.in.us)).

### **Acceptable Use Policy (AUP) For West Noble School Corporation Technology Resources (Corporation Policy #50050)**

*West Noble School Corporation (WNSC) provides staff and students with a wide array of technology resources. All technology must be used in a responsible, ethical, and legal manner. It must also be used in accordance with the policies and educational objectives of WNSC. These expectations apply regardless of whether access is on campus or remote. When used on campus or during school sponsored events, personally owned technology resources must also meet these guidelines.*

#### Appropriate Use

*Technology should be used to support and enhance learning. This includes:*

- *Creating, communicating, presenting, publishing, and organizing school work.*
- *Deepening knowledge and understanding of topics being studied in school.*
- *Gathering information related to career, life circumstances, community service, employment, and/or further education.*
- *Communicating with teachers, experts, agencies, or others connected with school work.*
- *Participating in online assessment.*

#### Inappropriate Use

*The use of technology should be viewed as a privilege, not a right. Inappropriate use may result in the loss of privileges. West Noble prohibits viewing, searching, downloading, retrieving, transmitting, storing, or publishing any material in violation of state or federal laws or material that is beyond the scope of stated education-related objectives. This includes, but is not limited to:*

- *Materials that are threatening, violent, or destructive in presentation or advocacy.*
- *Materials that are pornographic, obscene, or sexually oriented in presentation or advocacy.*
- *Materials that advocate or promote violence, hatred, or prejudice towards any individual or group.*
- *Materials that advocate or promote the superiority of one race, ethnic, or religious group.*
- *Materials that could be construed as political activity.*
- *Language that is obscene, insulting, ostracizing, harassing, or intimidating.*
- *Plagiarism – presenting intellectual property of others as if one’s own work.*
- *Use of software, media, music, or digital content that is in violation of fair-use copyright restrictions and/or licensing policies.*
- *Intentional damage or modification of technology resources and/or school networks.*
- *Intentional or neglectful transmission of viruses.*

- All forms of hacking.
- Use of school resources to conduct a business or other commercial activity.
- Use of school resources for financial gain or fraud.
- Using technology in a way that incurs an expense to school accounts (unless spending authority has been granted.)
- Improper disclosure of any student or staff information, including names, photographs, grades, home address, phone numbers, and other personal information as defined by federal guidelines and confidentiality laws.
- Use of school resources to participate in non education-related activities, such as gaming, role-playing, gambling, spamming, social networking, and streaming.
- Any activity that violates school rules and policies and/or state, local, or federal laws.

*Note: In accordance with federal mandates and in an attempt to safeguard technology users from offensive and/or inappropriate material, WNSC filters and monitors online activity. Users should be aware that no filtering system is failsafe.*

### General Guidelines and Expectations

*WNSC staff will promote, model, and teach digital citizenship and responsibility. Responsible use will protect our technology users as well as our technology resources. To the extent possible, students using technology will be supervised by school personnel. Ultimately, responsibility falls to the individual users.*

- *Keep passwords and log-ins private. Do not allow others access to your accounts, the Internet, or your home directory.*
- *Do not vandalize, abuse, modify, or disrupt technology or data. Vandalism is defined as an intentional act that requires another person's time to repair, replace, or perform corrective work.*
- *Use quality and current virus protection and anti-spyware software on any personal computer used to access the district network.*
- *Do not use email for discussions that are best conducted in person.*
- *Report technology-related security issues immediately.*
- *Report harassment, threats, hate-speech and inappropriate content immediately to a teacher, administrator, or technology director.*
- *If uncertain of the appropriateness of an activity or website, contact a teacher, administrator, or technology director.*
- *Protect yourself by keeping personal communication and personal use out of the school environment.*
- *Always conserve resources – e.g. bandwidth, memory, paper, supplies, ink, electricity, storage space.*

### Consequences for Misuse

*Failure to follow stated terms and conditions may result in disciplinary action or legal action. Misuse of technology resources will result in disciplinary action as outlined here and in school handbooks.*

- *Students may lose access privileges.*
- *Student-owned technologies may be temporarily confiscated and turned over to guardians.*
- *Personal technology will not be allowed if it causes disruptions to the learning environment.*
- *Personal technology will not be allowed if it interferes with the operation of school resources.*
- *Individual schools may choose to have additional rules and regulations pertaining to the use of personal and/or school provided technology resources.*
- *Intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other school resources are punishable under local, state, and/or federal law.*

### Privacy

*Digital storage on school provided resources is West Noble property. Files and communications may be viewed or reviewed at any time without consent. Staff and students should not expect files stored on or with school resources to be private. All school resources are subject to the Public Records Law which means that any email or files sent, received, created, or stored on school provided technology could become public information (i.e. published by news media or subpoenaed by court). Speech transmitted by the use of school technology is subject to regulation by the administration.*

### Reliability and Limitations of Liability

West Noble School Corporation (WNSC) makes no warranties of any kind, expressed or implied, for the technology resources it provides. Additionally, WNSC cannot service or support personal equipment used at school. WNSC is not responsible for any damages including those arising from service interruptions, unauthorized use, loss of data, or exposure to harmful or inappropriate material or people. Use of any information obtained via the Internet is at the user's risk. Students, staff, and/or parent/guardians will indemnify and hold WNSC harmless from any losses sustained as the result of misuse.

Source: West Noble School Corporation

Adopted: January 22, 1996

Updated: May 29, 2012

### **School Nurse**

To prevent the spread of communicable diseases to other students and to protect the ill child himself, it is the policy of the West Noble School Corporation to send students home from school for one or more of the following reasons:

- 1) Temperature of 100 degrees or above
- 2) Sore throat, hoarseness accompanied by a temperature of 100 degrees or above
- 3) Excessive coughing or sneezing
- 4) Red, watery eyes not associated with allergies
- 5) Headache, nausea, or vomiting
- 6) Skin sores, rash, or any skin condition resembling a communicable disease

**A child must be fever-free (less than 100 degrees) for 24 hours without fever-reducing medication (such as acetaminophen or ibuprofen) before returning to school in order to keep illnesses from spreading.**

IMPORTANT: Emergency care information must be on file for each student, giving home and work telephone numbers where parents may be reached. Please contact the school secretary for any changes in employment that result in a change of work telephone numbers. When illness occurs during the school day, parents will be notified and arrangements should be made for parent or designated caregiver to come for the child. Students are not to contact parents for pick-up during the school day without permission from office staff.

In the event of a serious emergency and the parent or other designated emergency contact cannot be reached by telephone, the written signature of a parent on the enrollment card gives permission for a school nurse to take the child to a doctor or notify Emergency Medical Service and take the child to a hospital.

### **Incontinence/Accidents**

For occasional circumstances of incontinence or accidents, the school nurse usually has some clothes available for the student to use. Some children have frequent incontinence or accidents. This usually indicates a medical issue that needs to be addressed by a family physician. In the case of a student with frequent accidents, a change of clothes must be provided to the school nurse. When the clothing is soiled and sent home, it will be the parents' responsibility to replace the clothing. If clothing is not provided, the parent will be asked to come to the school and provide clothing for their child.

### **Student Medication Guidelines**

Requirements for administration of medication to students at school by school employees have been developed for the West Noble School Corporation in compliance with P.L. 264.2001, Sec. 2 (IC 20.8-1-5.1-7.5 and IC 20-8.1-5.1-7.5). School employees will not administer medication if these requirements have not been followed. All medication is stored in the nurse's office in a locked and secure location. Request forms may be obtained from the school nurse for prescription medications.

Any medication to be given three times a day should be given in the morning before school, after school, and at bedtime. Any exceptions must be requested by the physician as an order faxed to the school nurse.

### ***Medication***

*(Corporation Policy #85080)*

*No medication shall be administered to a student without the written and dated consent of the student's parent or guardian. The consent shall be valid only for the period specified on the consent form and no longer than the current school year.*

*All nonprescription medicine to be administered to a student must be accompanied by a parent or guardian's statement describing the medicine, the dosage, and the time for it to be administered to the student. The medication must be in the original, labeled container.*

*All prescription medication, including injectable medicine and all blood glucose tests by finger prick, to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription, or the pharmacy label. The written consent of the parent or guardian and the written order of the physician shall be kept on file.*

*No student shall be allowed to keep medicine at school except as provided by State law. Any medicine to be administered to a student shall be brought to either the principal or school nurse. The medication will be kept in a locked, secure place. Unused medicine for kindergarten children through grade 8 must be sent home with the student's parent or an individual who is at least 18 years old and is designated in writing by the student's parent or guardian to receive the medication. For students in grades 9 through 12, unused medicine may be sent home with the student with the written permission of the student's parent.*

*Medication shall be administered in accordance with the parent's written request, in the case of the nonprescription medicine, or the physician's order, in the case of prescription medicine, only by a school nurse or other employee(s) designated, in writing, by the school principal. Any administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training from a practitioner or a registered nurse and such training shall be documented in writing to be kept on file in the school building office.*

*Legal: 511 IAC 7-21-8*

*IC 20-8.1-7-22*

*Adopted: May 27, 1986*

*Updated: July 1, 2006*

### ***Immunization***

*(Corporation Policy #85030)*

*When a child enters a school corporation for the first time, at any level, his/her parents or guardian must show either that he/she has been immunized, or that a religious or medical objection of immunization has been filed.*

*Children who enter a school corporation with a history of receiving less than the minimum required immunizations have a period of thirty (30) days in which to begin or resume their series of immunizations. They may remain in school at the end of this thirty (30) day period by documenting that they have either:*

- 1. completed all requirements or*
- 2. entered upon a specific schedule of immunization approved by a physician or the local health department or*
- 3. qualified for exemption as indicated by a physician's note or filing a religious exemption with the school which is updated annually.*

*All students must be immunized for diphtheria, whooping cough, tetanus, polio, measles, mumps, rubeola, and hepatitis B. All entering kindergarten and first grade students must have proof of varicella*

*immunization or a written note from the parent stating the approximate date and year of having chickenpox.*

*Students will be excluded from school for failure to comply with this policy.*

*Source: West Noble School Corporation*

*Adopted: March 28, 1977*

*Updated: May 27, 1986*

*Updated: July 1, 2006*

### **Minimum Immunization Requirements**

In addition to requirements of grades 1-5, students entering 6<sup>th</sup> grade must have the following:

1. Two Varicella immunizations or documentation of having Chicken Pox, or a second booster shot will be required.
2. One dose of tetanus-diphtheria-acellular-pertussis vaccine (Tdap) given on or after the child's 10<sup>th</sup> birthday.
3. One dose of meningococcal conjugate vaccine (MCV4).

## **STUDENT ACTIVITIES**

### **Extra-curricular Activities**

WNMS has a variety of extra-curricular activities. Students must accomplish minimum goals before participating in extra-curricular activities. When grade cards are issued, all grades will be checked. Beginning with the first grade card, an athlete can receive one (F) and still be eligible. Any student receiving two or more F's at this time will be ineligible to compete in competitions; however, during this time students may practice with the team at the discretion of the coach or supervisor. Students may regain their eligibility status following a 2-week probationary period if they meet the one (F) rule. However, if at this time the student has two or more F's, they will continue to be ineligible and may be removed from the team at the coach or supervisor's discretion.

Spring grades from the previous school year will determine fall eligibility. Any incidents of alcohol, tobacco or drug use by students involved in extracurricular activities will result in a review of the student's eligibility status. The administration reserves the right to make all final decisions regarding eligibility.

Students who are serving an out-of-school suspension (OSS) are not eligible to practice or participate in extra-curricular activities until their OSS has been served. Students serving in-school-suspension (ISS) may practice at the discretion of the coach or supervisor, but not participate in the extra-curricular activities until their suspension has been completed.

Extracurricular activities and club offerings change from year to year but have included: Art Club, Canoe Club, BLT Club, Drama Club, Computer Coding Club, Super Singers, Engineering Club, Charger Writing Club, Spanish Club, and Chess Club, Tennis Club, Spell Bowl, Geography Bee, Spelling Bee, Yearbook, Student Council, National Junior Honor Society, Cheerleading, and Athletic Teams.

## **Athletic Teams**

West Noble Middle School has established a tradition of excelling in sports. The coaching staff would encourage each student attending West Noble to participate in the sports which are suited to his/her abilities and interests. **Sports may include:**

### **Boys Sports**

Cross Country (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>)  
Football (7<sup>th</sup> & 8<sup>th</sup>)  
Soccer (7<sup>th</sup> & 8<sup>th</sup>)  
Basketball (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>)  
Wrestling (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>)  
Golf (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>)  
Track and Field (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>)  
5<sup>th</sup> grade sports

### **Length of Season**

August through October  
August through October  
August through October  
November through February  
January through March  
April through May  
April through May  
To Be Determined

### **Girls Sports**

Cross Country (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>)  
Soccer (7<sup>th</sup> & 8<sup>th</sup>)  
Volleyball (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>)  
Basketball (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>)  
Track and Field (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>)  
Golf (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>)  
Gymnastics (6<sup>th</sup>, 7<sup>th</sup>, 8<sup>th</sup>)  
5<sup>th</sup> grade sports

### **Length of Season**

August through October  
August through October  
August through October  
January through March  
April through May  
April through May  
January through March  
To Be Determined

## **Insurance**

Student insurance is available for those who are interested and is completely voluntary. If you are injured, claim forms may be picked up in the office. The insurance is a supplementary plan.

## **RELEASE OF DIRECTORY INFORMATION**

The West Noble School Corporation may release certain "Directory Information", which means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to: name, address, parent home and work telephone number, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, age, height, weight, grade level, date of birth, and other similar information, without parental consent to media organizations (including radio, television and newspapers), colleges, civic or school-related organizations, student-based commercial services, and state or local governmental agencies.

Parents desiring to object to the disclosure of any or certain categories of directory information should do so at the time of their student enrolling in the West Noble School Corporation. The Release of Directory Information form should be returned promptly with all other enrollment forms.

## WNMC BOARD OF EDUCATION POLICY

All School Personnel must follow Corporation Policy adopted by the Board of Education. All Corporation Policy can be found on the Board of Education's webpage. (<http://www.westnoble.k12.in.us/centraloffice/wnboard.html>) The following are just a few examples not previously mentioned in the WNMS Student handbook:

- ***Civil Rights Assurance of Equal Opportunity and Nondiscrimination Statements*** (Corporation Policy #80020 & #40020) **and** ***Nondiscrimination Grievance Procedure*** (Corporation Policy #80030)
- ***Locker Searches*** (Corporation Policy #84090)
- ***Reporting Child Abuse and Neglect*** (Corporation Policy #85060)
- ***Sexual Harassment*** (Corporation Policy# 84060)

### INDIVIDUAL STUDENT DATA

#### Last Year's ISTEP+ Results

	Test Status	Scale Score	Growth
Math			
E/LA			
Sci/SocSt			

Additional Data



LOCAL COMMON ASSESSMENT DATA

	Skill #1				Skill #2				Skill #3											
Pre																				
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.				/ 12 pts.							
Pst																				
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.				/ 12 pts.							
Re																				
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.				/ 12 pts.							

	Skill #1				Skill #2				Skill #3											
Pre																				
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.				/ 12 pts.							
Pst																				
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.				/ 12 pts.							
Re																				
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.				/ 12 pts.							

LOCAL COMMON ASSESSMENT DATA

	Skill #1				Skill #2				Skill #3											
Pre																				
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.				/ 12pts							
Pst																				
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.				/ 12pts							
Re																				
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.				/ 12pts							

	Skill #1				Skill #2				Skill #3											
Pre																				
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.				/ 12pts							
Pst																				
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.				/ 12pts							
Re																				
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.				/ 12pts							

LOCAL COMMON ASSESSMENT DATA

	Skill #1				Skill #2				Skill #3			
Pre												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Pst												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Re												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			

	Skill #1				Skill #2				Skill #3			
Pre												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Pst												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Re												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			

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	Skill #1				Skill #2				Skill #3			
Pre												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Pst												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Re												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			

/12pts

/12pts

	Skill #1				Skill #2				Skill #3			
Pre												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Pst												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Re												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			

/12pts

/12pts

LOCAL COMMON ASSESSMENT DATA

	Skill #1				Skill #2				Skill #3			
Pre												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Pst												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Re												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			

/12pts

/12pts

	Skill #1				Skill #2				Skill #3			
Pre												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Pst												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Re												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			

/12pts

/12pts

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	Skill #1				Skill #2				Skill #3			
Pre												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Pst												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Re												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			

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TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Pst												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Re												
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Pst												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Re												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			

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TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Pst												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Re												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			

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TOTAL	/ 4 pts.			/ 4 pts.			/ 4 pts.		
Pst									
TOTAL	/ 4 pts.			/ 4 pts.			/ 4 pts.		
Re									
TOTAL	/ 4 pts.			/ 4 pts.			/ 4 pts.		

	/ 12 pts			/ 12 pts			/ 12 pts		

	Skill #1			Skill #2			Skill #3		
Pre									
TOTAL	/ 4 pts.			/ 4 pts.			/ 4 pts.		
Pst									
TOTAL	/ 4 pts.			/ 4 pts.			/ 4 pts.		
Re									
TOTAL	/ 4 pts.			/ 4 pts.			/ 4 pts.		

	/ 12 pts			/ 12 pts			/ 12 pts		



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	Skill #1				Skill #2				Skill #3			
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TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			

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TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Re												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			

/12pts

/12pts

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TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Pst												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			
Re												
TOTAL	/ 4 pts.				/ 4 pts.				/ 4 pts.			

/12pts

/12pts