

Telephone Number:
West Noble Elementary - 894-3191

Parents living outside the Ligonier and Cromwell area may dial 1-800-488-3191 toll free and be connected with either school. When calling before or after school hours, you will reach an automated phone system.

West Noble Elementary Vision Statement

The vision of West Noble Elementary is that all students will believe in themselves, reach their highest potential, and be ready for college or a career.

Attendance

West Noble School Corporation Attendance Policy

The West Noble Board of Education believes that good attendance is vital to the education of students. The administration and staff believe very strongly that good attendance is essential for meaningful learning. Attendance to school and to class is the responsibility of the student and parents. Indiana state law provides for compulsory attendance until the age of sixteen (16). The following is the Indiana state law regarding compulsory attendance as enforced by West Noble School Corporation.

Sec. 17-20-& 1-3-17 Compulsory Attendance

Subject to the specific exceptions under this chapter, each child shall attend either a Public school which the child is entitled to attend under 1020-9.6 or some other school which is taught in the English language and which is open to inspection by the state attendance officer, local attendance officer, and school officials. A child is bound by the requirements of this chapter from the earlier of the date on which he officially enrolls in a school or he reaches the age of seven (7), who is withdrawn from school is not subject to the requirements of the chapter until he is re-enrolled or reaches age seven (7). The child for whom education is compulsory under this section shall attend school each year (1) for the number of days public schools are session in the school corporation in which the child is enrolled in Indiana; or (2) if the child is enrolled outside Indiana, for the number of days the public schools are in session where the child is enrolled.

Sec. 17-20-8.2-3.33 Compulsory Attendance-Parent's Responsibility

- (a.) It is unlawful for a parent to fail to ensure that his child attends school as required under this chapter.
- (b.) Before proceedings are instituted against a parent by superintendent having jurisdiction over the public school or his designee, where the child has legal settlement or the superintendent of the transferee

corporation, I or his designee, if the child has been transferred. Personal notice must consist of and take place at the time of the occurrence of one of the following events: (1) the date of personal delivery of notice; (2) the date of receipt of the notice sent by certified mail; or (3) the date of leaving notice at the last and usual place of the residence of the parents. If the violation is not terminated within one (1) school day after this notice is given or another violation is committed during the notice period, no further notice is necessary, and each day of violation constitutes a separate offense. (IC 20-8.1-2-22, as added by Acts 1973,P.L. 218, & 1,p,1097,P.L. 101, & 7,p.437: 2,& 2003,p2) See.17-20-8.1

3-36, Compulsory Attendance; Certain institutions, duty of officials.

Sec 26- It is unlawful for a person operating or responsible for an educational, correctional charitable, or benevolent institution or training school to fail to ensure that a child under his authority attends school as required under this chapter. Each day of violation of this section constitutes a separate offense. (formerly: Acts 1973 P.L..218, Sec 1). As amended by Acts 1978, P.L., Sec. 2005.

Sec. 17-20-8.1-3-37 Penalty. Sec. 37.

A person who knowingly violates this chapter commits a Class B misdemeanor. (Formerly: Acts. 1973, P.L.. 218 Sec. 1) As amended by Acts 1978, P.L.\2, Sec. 2006.
Dated: May 27, 1986

Daily Absence Procedure

According to the Indiana law, there are two legitimate excuses for absence from school. They are illness and death in the family. Due to the fact that medical and dental appointments are difficult to obtain, students are permitted to leave school for such appointments if they cannot be obtained at any other time.

It's the parents/guardians responsibility to provide the elementary school office a reason for the student's absence by 8:30 a.m. the day of the absence. If no call as been made, the attendance secretary will call the student's home. The student will be marked unexcused unless the school is notified. If your child has been seen by a physician, please send the doctor's slip to insure an excused absence.

Student's arriving at school after 8:00 will be marked tardy. Five tardies will count as ½ day absence. Any student arriving after 9:00 a.m. will be considered missing a half day. Students missing more than 1 hour of instructional time during any part of the day will be counted absent at least one-half of the school day.

A letter of notification will be sent to parents after 4 unexcused or 8 combined excused/unexcused absences per trimester. A doctor's slip will be required for any

additional absences per trimester. Additional absences without a doctor's slip could result in notification to the prosecutor for further action.

SAMPLE LETTER OF NOTIFICATION

We have confirmed that your child _____ was truant from _____ or _____

The West Noble Board of Education feels that good attendance is vital to the education of your child. It is impossible to carry out our responsibilities to your child while a condition of truancy exists.

The policy of the West Noble School Corporation is as follows:

1. **Letter of Notification.** (First Confirmed Truancy) The school will inform the parents of the attendance problem giving date(s) of truancy.
2. **Twenty-four Hour Notification.** (Second Confirmed Truancy) During this specified time period it is the responsibility of the parents to return their truant child to his/her respective school. A conference with the parent(s) will be requested at this time.
3. **Notification of the Noble County Prosecutor.** (Third Confirmed truancy by your child will be referred to the county prosecutor for further action.

GENERAL INFORMATION

Parent Visitation

Parents are welcome to visit their child at school during lunch or for special events in the classroom. Please contact the building principal to arrange a visit. We ask you to please enter through the main doors and check in with the secretary.

Parent Volunteers

All parents who are interested in volunteering at school or on field trips must have a criminal background check. If you are interested in volunteering, please contact the West Noble Elementary School office. A form will be provided for you to fill out.

Book Rental

The West Noble School Corporation will furnish books on a rental plan to those who pay their book rental. Those not paying at enrollment, or the first week of school, must come to school where their children attend and make some type of arrangements to pay.

Lunches

A hot lunch with a planned balanced menu is served daily. When children carry a lunch, milk can be purchased to supplement the lunch. Schools in the West Noble School Corporation have accepted a U.S. D. A. policy on providing free or reduced price lunches to needy school children.

Any family already on welfare is immediately eligible for free or reduced price school lunch policy. Other family financial conditions may make them eligible if they qualify in regards to the guidelines set by the U.S.D.A. policy. All applications must be approved by the principal. The application submitted by patrons will be kept in strict confidence and the names of those who have been accepted will not be published.

School Closing For Bad Weather

In the event that school must be cancelled because of bad weather the following media sources will be notified at once and information should be on the air by 7:00.

RADIO

WBCL 90.3 FM, WOWO 1190 AM

TELEVISION

WANE TV Channel 15, WFFT Channel 55, WSJV Channel 28, WNDU Channel 16, WPTA Channel 21

Patrons with Internet access may obtain delay and cancellation information via the West Noble website. To check for a delay or cancellation go to the West Noble website, <http://westnoble.k12.in.us> and click on the Activities (DynaCal) Calendar. For other information, such as a listing of the media sources WNSC uses or how to set up an account to receive Alerts/Notifications from DynaCal, go to the WN website and click on 'Cancellations and Delays' <http://westnoble.k12.in.us/centraloffice/schoolclosings.html>

If the weather looks threatening, and you're not receiving information from your favorite media, please check another source from the list. **Remember:** It is impossible to guarantee text message delivery or the delivery of information via radio, TV, or Internet, 100% of the time. **Text Alert Suggestion:** Set up text alerts from two different media

Assessment of Student Progress

Student progress is assessed using a number of instruments and procedures. These include portfolios, standardized tests, performance evaluations, and teacher made tests and checklists.

Results of these assessments are shared with parents by conferences, phone calls, letters and a Pupil Progress Report which is sent home at the end of each 9 weeks. Each Progress report has an explanation of the marking system used.

School Records

“School records are subject to your inspection at any time in conjunction with appropriate office or administrative personnel.” It is the school’s policy not to release information concerning students unless permission to do so has been granted by the student or their parent or guardian. Disciplinary information, except in cases of expulsion, will not become part of the permanent record. Such information will be destroyed following graduation.

Homework Policy - 50060

Definition

Homework is an assignment given to a student to be completed outside of the regular school day. It should be an extension of class work and should be related to the curriculum being studied.

Homework is one vehicle that can assist schools in emphasizing the partnership needed between home and school in the educational process of their children.

In order to be effective, homework should consist of the following objectives:

1. To review, reinforce, or extend classroom learning by providing practice and application of knowledge gained
2. To encourage a carry-over of ‘worth while’ school activities into permanent career and leisure interests
3. To provide opportunities for broad enrichment activities

The amount of homework assigned should vary as to age, ability, interest and physical needs of the student. All homework should be for the benefit of the student.

Role of the Teacher

The teacher is responsible for implementing a homework policy. This policy should be discussed with parents and students at the start of the school year and updated as the need arises throughout the school year. The teacher is responsible for the amount of homework assigned and the length of time required for completion.

1. Homework assignments should be specific and students should know what is expected of them. Homework should not be ‘busy-work’ or ever used as punishment.
2. Homework must be an integral part of the classroom activities. Concepts should be first taught within the class and assigned homework should serve as a reinforcement of the class activities. In some cases, a student may be expected to read an assignment prior to class discussion or review.
3. Homework should include only those activities which a child can carry on outside of school and which have direct application to classroom studies.
4. The teacher should develop a clearly understood procedure for evaluating assignments. In order that students may be effective in their planning at home, school and other responsibilities and activities; it is suggested that teachers be

aware of demands on students' time. Teachers are encouraged to give assignments that are not only on a day-to-day basis, but those that can be projected for a longer time period. For example, the high school courses may include a syllabus.

5. Care should be taken not to overburden a child with excessive homework. It should be reasonable for all students. Teachers in a departmentalized situation should be aware of their colleagues' assignment practices so that students are not overburdened with homework.
6. The teacher should notify parents if a student consistently fails to do homework assignments.

Role of the Principal

The principal as the instructional leader has the continuing role of policy implementation. The principal is responsible for:

1. communicating the philosophy and purpose of the policy to teacher, parents and the community.
2. coordinating homework guidelines within the departments and among teachers.
3. serving as a liaison between the parents and teachers concerning homework policy problems.

Role of Parents

Cooperation by parents is necessary in achieving meaningful homework experiences. Parents can encourage their children by showing interest and exhibiting helpful attitudes toward homework. Parents can help students learn organizational skills and learn to use their time wisely by monitoring their child's study time. These suggestions may help.

1. Provide an appropriate place for their child to study.
2. Establish a regular 'homework time'.
3. Communicate with the teacher(s) if their child has consistent difficulty with homework assignments. Encourage children to seek help and ask questions of the teacher when in doubt about an assignment.
4. Check completed assignment(s) and give support without doing the work for you child.

Role of the Students

Each student has the responsibility to develop good work and study habits.

1. Know his/her assignment, how the teacher wants it done, and when it is due, before leaving class.
2. Take home any materials needed to complete assignment.
3. Budget his/her time.
4. Analyze his or her study habits and take advantage of available study helps.
5. Complete and return all homework on the date requested.
6. Make up work missed during illness or an absence.

Retention and Placement of West Noble Students- 50070

The Board of Education of the West Noble School Corporation hereby establishes the West Noble student retention and placement procedures. When determining or considering student placement, the over-riding responsibility of those involved in making the decision, as it relates to the appropriate placement, is to determine what is 'best' for the student as it relates to his/her academic, social and emotional well being.

The West Noble Board of Education recognizes the authority of the professional school personnel to determine the appropriate placement of all students within West Noble jurisdiction. The following procedures should be followed when determining appropriate student placement or retention:

1. The student's teacher, or teachers, should document (through report cards, and/or deficiency slips) and communicate (through written notice or specific parent conference, in addition to regularly scheduled school-wide parent conferences), the progress that the student is making in mastering the required skills in the courses or class in which the student is enrolled.
2. As soon as a teacher, or teachers, feel that retention of a student is a possibility, this information should be conveyed by the teacher at the earliest appropriate time and, if at all possible, should occur prior to the last nine weeks of school.
3. Once retention has clearly been determined to be in the 'best interest of the student', by the teacher, this information should be conveyed to the parents or guardians. This decision and recommendation will be shared in a conference between the teacher and the school administration prior to the decision and recommendation being conveyed to the parents or guardians.
4. If the parents or guardians question the advisability of the retention or placement, they may appeal the teacher's decision to the school administration (principal). If the principal determines that it is in the 'best interest of the student', the principal is authorized to overrule the teacher's recommendation and decision. If the principal supports the teacher's recommendation, the retention or placement will stand as originally made by the teacher.
5. If the principal does not over-rule the decision of the teacher, as it relates to the retention or placement of the student, the parent has a right to appeal the principal's decision to the Superintendent of Schools. If the Superintendent of Schools does not rule in favor of the parent's wishes, the parent has the right to appeal this matter to the Board of Education where it will be heard in executive session. This will be the first board meeting following the appeal request whereby all the legal notice requirements can be met.

For the most effective decision to be made, as it relates to the retention and placement of students, parents' or guardians' input should be solicited and given. However, school personnel cannot give away their responsibility to make a decision based on the best information the teacher can obtain---to place the student in a situation that will be the most beneficial to the student educationally.

** The above listed policy does not affect the placement of students who have special needs and qualify for special education programs. Local, State and Federal rules, regulations, procedures and laws will take precedence in the placement of special education students.

Source: West Noble School Corporation
Adopted: Effective with the 1986-87 school year
Updated: July 1, 2006
Review: March 28, 2011

Parent-Teacher Conferences

These conferences are very important. You will be notified as to when they are to be held.

Open House

An Open House will be held in the beginning of the school year. It is an opportunity for parents to meet their child's teacher and learn about the upcoming year.

School Insurance

School insurance is available to all students and teachers under a school accident plan for a small cost.

Textbook Adoption

2011-2012	Art, Music, Business	2014-2015	Social Studies
2012-2013	Reading	2015-2016	Math
2013-2014	Language Arts	2016-2017	Science, Health

Any parent wishing to serve on the textbook adoption committees should contact their respective school. Also, if parents wish to see any of the curriculums or teacher materials, please contact the building principal.

WEST NOBLE SCHOOL CORPORATION RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

The parent or guardian of a child enrolled in a school within the West Noble School Corporation shall be entitled to inspect any instructional materials which will be used in connection with a survey, a personal analysis, or an evaluation which is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, other video materials, or tapes.

Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints.

STUDENT SUBMISSION TO SURVEYS, PERSONAL ANALYSIS, OR EVALUATIONS OF SCHOOL CURRICULUM

No student shall be required without prior written consent of the student's parent or guardian or prior consent of a student if the student is an adult or is emancipated, to submit to a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

1. political affiliations;
2. religious beliefs or practices;
3. mental or psychological conditions that may embarrass the student or his/her family;
4. sexual behavior and attitudes;
5. illegal, anti-social, self-incriminating or demeaning behavior;
6. critical appraisals of other individuals with whom the student has a close family relationship;
7. legally recognized privileged or confidential relationships, including a relationship with a lawyer, physician, or minister; or
8. income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

A consent form to be used to implement this policy will be developed by the West Noble Administration and will include an accurate description of the contents and nature of the survey, evaluation, or personal analysis.

LEGAL REFERENCE: IC 20-10. 1-4-15

Health Information

If a child is ill, has a communicable disease, or is infested with parasites, the school principal may send the child home with a note to the child's parent or guardian. The note must describe the nature of the illness or infestation and, if appropriate, recommend that the family physician be consulted." The school nurse, as a direct designee of the school principal, may send a child home.

A child who is sent home under this section may be readmitted to school:

1. When it is apparent to school officials that the child no longer has a communicable disease or is no longer infested with parasites.
2. Upon certification of physician or Christian Science practitioner, who is listed in the Christian Science Journal, that the child no longer has the communicable disease, or is no longer infested by parasites.

"If school personnel disagree with the certifying physician or Christian Science practitioner as to whether the child should be readmitted to school, the local health officer shall determine whether the child may be readmitted to school."

Student Medication Guidelines

Indiana State Law requires that schools observe certain regulations when administering medication to students. Whenever possible, give your child's medication at home. School nurses are not always available to dispense medication on a daily basis, therefore, a designated school employee will administer medication. That designated person, who in good faith administers medication, is not liable for civic damages as a result of the administration except for an act amounting to gross negligence or willful and wanton misconduct.

Please follow these guidelines when requesting that medication be given at school:

1. No medication should be sent to school unless it is really necessary. Medication that is prescribed three times a day can usually be given before school, after school and at bedtime.
2. PRESCRIPTION medications must be in the original doctor or pharmacy labeled container. (your pharmacy will give you an empty, labeled bottle for school use, if requested) The parent/guardian must complete, sign and return the medication authorization.
3. OVER-THE COUNTER medications must be in the original, labeled container and the parent/guardian must complete, sign and return the medication authorization for any over-the-counter medication that is to be kept at school for the year. OTC medications, sent on a daily basis, must have written authorization by the parent/guardian. Parent/guardian must pick up the medication each day after school or send only the dosage needed to be taken that day (see guideline #4 & #5). Baggies will not be accepted. Empty, original packaging will be returned with student. Herbal medications will require a physician's written order, including the age appropriate dosage information.
4. Medication that is possessed by a school for administration during school functions for a student in grades kindergarten through grade 8, may be released only to the student's parent/guardian or an individual who is at least 18 years of age and the parent/guardian has designated in writing that this individual may receive the medication.
5. Students in grades 9-12 may transport medication home from school if the student's parent/guardian provides written permission for the student to receive the medication.
6. Students, who have physician and parent written authorization, may carry on their person and self-administer medication for an acute or chronic disease or medical condition, such as diabetes, asthma or allergic reaction to bee stings, in the presence of an adult school employee or coach. The school nurse must be notified when self-administration of medication is completed.
7. The parent/guardian shall accept the legal responsibility for the safe arrival of their child's medication to the school.

Immunization Policy:

Students enrolling at West Noble School Corporation for the first time or any subsequent time and at any grade, must show either that immunizations have been completed or a written request for a religious or medical objection to immunizations is

on file. This request must be updated each school year. In the case of a medical exemption, the signature of a physician is required. Documentation may be by a physician or county health department record, or records forwarded from another school with a complete date for each dose of vaccine. Students will be excluded from school for failure to comply with this policy. If there is an epidemic, such as chicken pox, students who do not have 2 immunizations will be asked to stay home for twenty-one days past the last outbreak.

Required immunizations for Grades 1-5

3 Hep B	2 MMR
5 DTaP	2 Varicella
4 Polio	

Vision and Hearing Screening

Each year the state of Indiana requires that vision and hearing testing is done. The school nurse coordinates this testing. For vision testing, students in kindergarten, 1, 3, 5 and 8th grades will be tested.

For hearing testing, students in kindergarten, 1, 4, 7 and 10th grades will be tested.

If the child does not pass the testing, the parents will be notified. The parents or guardian are then responsible for seeking medical help for the student.

Illness

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 degree 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.

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 will be made for parent or designated care giver to come for the child.

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.

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.

Incontinence/Accidents

Occasional incontinence or accidents are normal for elementary school age children. For those circumstances the nurse has some clothes available in the nurse office 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 parent's 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.

Nursing Services

Nursing Services is responsible for providing the professional leadership to develop and implement a sound program of school health in accordance with Indiana State Law and policies approved by the School Board. Nursing Services are designed to supplement, not substitute for, the health care parents should provide for their children. The school nurse provides health counseling, supplementary health education, prevention and control of communicable diseases, assessment of physical health, mandated visual and hearing screening, and serves as a direct link between physicians, families, and community agencies to assure access and continuity of health care for students.

Indoor Air Quality Policy And Guidelines Animals in School

Indoor air pollutants, related to animals in a classroom, are to be monitored by the building principal and school nurse.

Classroom teacher and school nurse collaborate to determine the potential exposure that a specific animal would cause to children with asthma and allergies.

Health risk and designated action will be determined by the building principal after joint consultation of the classroom teacher, principal and school nurse.

Student and staff exposure will be reduced to minimal accepted air quality.

Suspected indoor air pollutants should be reported to the building principal.

Potential air pollutants, such as fur bearing animals and birds, are not to be present as long-term residents in a classroom (long-term defined as over 3-4 weeks). The building principal may permit them on a short-term basis. The principal should consult with the school nurse to determine that the following guidelines are satisfactorily followed:

Animals and birds should be healthy and disease free before admission to the classroom area.

Parents of children with asthma and allergies should be notified prior to the arrival of the animal to determine the effect of exposure. Parents then have the option of providing medication or requesting their child be removed from the area while the animal is present.

Good hygiene, such as hand washing, must be observed if children handle animals and birds.

Snakes, frogs, turtles, lizards, fish and hairy animals, such as gerbils, guinea pigs, hamsters, mice and rats do not present as high an allergic reaction rate as fur and feathers. Therefore, the building principal may permit their residence in a classroom. The principal should consult with the school nurse to determine that the following guidelines are satisfactorily followed:

Animals should be healthy and disease free before establishing residency in a classroom.

Immunizations as needed, designated by a veterinarian should be completed in a timely manner.

Good personal hygiene must be observed if these animals are handled to prevent potential transfer of disease.

Parents of children should know that an animal resides in a classroom.

Cages are to be cleaned after students leave the building for the day; gloves may be obtained from the school nurse for hygienic purposes.

The above guidelines do not apply to mounted and stuffed animals as taxidermy rarely presents an allergic reaction. However, dust may be a factor related to sneezing and other allergy symptoms.

Guidelines for Control of Communicable Diseases

HEAD LICE: Head Lice are wingless, gray-brown insects, the approximate size of a pin head, which reside on humans only. The lice are completely dependent on blood which they suck from bite wounds on the scalp. The bites produce intense itching. Head lice lay tiny white eggs (nits) which are attached to the hair shaft with a glue-like substance. Eggs hatch in about one week and are capable of multiplying in 8-10 days. The adult louse lives 20 to 30 days, laying 4 to 5 eggs per day. Lice can survive only 1-2 days away from the scalp. Transmission occurs by direct contact with an infested person or direct contact with their personal belongings that are harboring live lice.

Head lice may be present any place on the hair and occur at anytime of the year. Repeated scratching of the scalp is the most noticeable indication of an infestation. Parents should inspect their child's hair each week or when notified by the school nurse or day-care provider that the child has been exposed to students with head lice. This notification will normally occur with the first infestation in a classroom and thereafter on the professional judgement of the school nurse.

All bedding and clothing must be washed and dried with a hot setting or dry cleaned. Combs and brushes should be washed in hot, soapy water. Anything that cannot be treated in this manner may be placed in a plastic garbage bag and sealed for two weeks. All carpets, couches and chairs, pillows, and mattresses must be vacuumed thoroughly. Lice sprays for household articles are not recommended as they only kill the live adult and not the eggs. If someone in the family has asthma or other upper respiratory problems, the spray could cause complications.

The manufacturer's label instructions must be followed exactly on all head lice products. All eggs should be removed by using a metal lice comb that is available at

your pharmacy. A fine tooth pet grooming comb is acceptable. (The plastic comb included in the pesticide product box may not adequately remove the eggs). Do not use vinegar or other special rinses after using NIX as this removes the pesticide coating on the hair. A second treatment is needed in 10 days to kill the lice that hatch from eggs that were not killed and missed by visual inspection. Lindane (KWELL) is not a recommended treatment because of the danger to the central nervous system, to pregnant or nursing mothers, and children under 2 years of age. Pesticides should kill live lice 3-4 days old. Prior to that the louse's own central nervous system is not developed and the pesticide may not affect it.

If a parent fails to follow through with these instructions, head lice may reappear. Daily household vacuuming is necessary to remove all lice and eggs that may have dropped on furniture and floors. Be sure to vacuum the seats and carpeting in the car. No treatment is 100% effective if the nits (eggs) are not removed and daily household cleaning for two weeks is not completed.

Children found to have lice capable of being transmitted will be removed from the classroom. A child may return to class only when the school nurse has determined that they no longer have lice that can be transmitted to another student. Parents are responsible for both the treatment and transportation of students with head lice. A child known to have live head lice will not be sent home on the bus. The local health department will be consulted for chronic cases of head lice.

If a student is absent from school for three days due to head lice, it will be turned over to the DCS to be processed as educational neglect.

IMPETIGO: Impetigo is a highly contagious skin infection that spreads easily if not treated. Consult with your physician for appropriate medication. First signs are a small blister-like area, often around the nose and/or mouth, that breaks open and forms a brownish crust. The discharge is infectious and can be spread by touching the area with the fingers and not washing with soap and water before handling books, etc.

Students are excluded from school but may return after treatment with appropriate medication.

PINK EYE: or Conjunctivitis is a redness of the eye(s) caused by bacteria, virus, foreign body in the eye, or an allergy. Younger children's eyes are often infected with bacteria or virus caused irritations. Personal hygiene, such as good hand washing, is important and avoidance of rubbing the eyes helps control spreading an infection. If purulent (yellow or yellow-green) drainage is present and coating the eyelids, keep your child at home and consult your doctor.

Students with bacterial or viral conjunctivitis are excluded from school but may return after appropriate treatment is instituted by a doctor.

RINGWORM: Ringworm is a fungus skin infection that appears as a circular, dry, crusty spot or as bald spots on the scalp that contain short, whiskery-like hairs. Ringworm is spread by contact with infected persons or objects contaminated with the fungus. Students will be excluded from school until treatment is started by a physician. A medical excuse from physician must be presented to the nurse or school secretary when student returns to school.

STREPTOCOCCAL INFECTION: Scarlet fever/scarlatina, and “strep” throat are caused by the streptococcal organism. The glands of the neck are often swollen and the child will develop a red, sore throat, fever, and possibly headache and vomiting. A fine, red rash appears with scarlet fever/scarlatina. The disease is spread by spray droplet of sneeze or cough and by contaminated articles. Students should be excluded from school until antibiotic treatment has been used for 24 hours and no fever is present.

Special Services

All special services are offered to all of the elementary children in the West Noble School Corporation.

West Noble School Corporation ~ Title III

West Noble School Corporation has many students who speak more than one language. Sometimes students come to West Noble with Limited English Proficiency (LEP). This means that they need extra help with Speaking, Listening, Reading or Writing in English.

In order to evaluate your child's English ability, we administer the WIDA Access Test. The results of this test determine whether or not your child should receive extra help in English during the school day. The WIDA Access Test is scored in four areas of English Proficiency: Speaking, Listening, Reading and Writing. A student can score at a Level between 1 and 6 in each of these four areas. A score of **Level 1** in any of the three areas means that the student does not understand English. A **Level 2** means that the student understands a few words or phrases. A **Level 3** means that the student understands enough English to communicate their needs. A **Level 4** means that the student makes few errors in English. A **Level 5+** indicates that the student uses English fluently for their age level.

Here at the West Noble School Corporation, we offer a lot of support during the school day for students who need help with English. We provide cluster classrooms to help students with their academic needs. We have an EL teacher and assistant who support the classroom teacher with meeting the needs of the students. We notify classroom teachers of each student's language score so that they can decide on the best teaching strategies to use with those students.

Psychological Services

The School Psychological Services recognizes the serious learning adjustments or emotional problems of the pupil. Request for this service may come from teachers, parents or the principal. If a child is referred to the school psychologist, the assistant principal makes a home call and secures the social and medical history of the child. All information is kept confidential.

Homebound Instruction

This program provides academic instruction to both the elementary or secondary student who is temporarily or permanently unable to attend school.

1. The homebound child must be capable of academic progress as indicated by intelligence and/or achievement test scores.
2. A doctor's approval slip is required, affirming that while the pupil cannot attend school, his condition warrants a program of Home Instruction.
3. Referral for homebound instruction is made directly to the superintendent. The state law of Indiana sets up all rules and regulations for homebound instructions.

Speech and Hearing Therapy

This program will be offered to all students in the West Noble School Corporation who indicate a need for this service.

One of the keys to understanding children is the manner in which they communicate. Children must use the sounds of our language correctly so their ideas are understood.

A child's failure to develop normal speech patterns may be due to many causes, but we recognize that the inaccurate patterns can be a deterrent in the development of his/her self image and therefore his/her school work.

As a result we encourage the child to improve his/her speech. The learning experiences of a speech improvement program provide an excellent way to bring about the necessary changes.

Hearing Screening – Hearing screening is conducted for all 1st, 4th, 7th, and 10th graders by the school nurse. Those who fail (and special referrals) are then screened by the Speech Pathologist. If the child fails again a report and a medical form will be sent home. The parent or guardian is then responsible for seeking medical help.

Speech Screening – A child is screened at the request of a teacher or parent. If the child exhibits difficulty in speech, language or voice further testing may be requested. If further testing is requested the parents are notified and parent permission is required for in-depth testing. The parent is then involved in any decision concerning speech therapy.

Counseling Program

Students may be referred to the counseling program for behavioral, social, educational, psychological, or familial difficulties. Counseling services are geared toward student needs and may include, but are not limited to: new student orientation, individual counseling, group counseling, support group participation, referrals, parent contacts, and classroom guidance units. Referrals may be made by school personnel, parents, and others involved in the educational process.

Special Education

This program is offered to children who for emotional or mental reasons are unable to cope with the regular classroom situation but with extra support, are expected

to benefit from instruction. The West Noble School Corporation has primary special education programs plus programs in both middle school and high school.

Eligibility for the special programs is determined by state law. The school superintendent, director of special education, and all special examiners (medical, psychological, etc.) shall interpret results of an evaluation in such manner as to aid in making the proper placement of a child into the special education program. Conferences are held with parents to discuss the reasons for recommending placement.

The West Noble School Corporation belongs to the Northeast Indiana Special Education Cooperative which was formed in September 1970 for the purpose of providing, on a shared basis, quality education programs for all "challenged" youngsters who reside within the boundaries. Steuben County, LaGrange County, Noble County, and DeKalb County are involved in this cooperative.

Discipline Policies

West Noble School Corporation Discipline Policy Philosophy

West Noble School Corporation's approach to school discipline is based on the ideal of mutual respect among students and staff. We urge students to accept self-discipline, and the responsibility of controlling their own actions. At the same time we recognize that adult intervention is both desirable and necessary.

Discipline in the West Noble Schools is everyone's business. Everyone is affected by disruptive, violent, and misbehaving students. When a student is unable or unwilling to behave in an acceptable manner, the school also, in a sense, fails. Student misbehavior is an opportunity for counselors, students, parents, staff, and administrators to work together for the good of each student and the entire school organization.

Administration

The first responsibility of the administration is to establish written discipline policies, procedures, and consequences for misbehavior. The administrator must recognize:

1. That he or she is responsible for the climate of a well-disciplined school. Leadership in this area is essential for learning to take place in the West Noble School Corporation.
2. That staff morale is vitally important. High staff morale is the result of effective administrative support in the area of student discipline.
3. That he or she should make themselves accessible and visible to the staff and students to the degree possible.
4. That discipline must be handled in a manner that is fair, firm, and consistent.

Teachers

The key to effective school discipline is the sound management of classroom discipline before the problem is sent to the office.

The classroom management procedure is built upon the concept of applying a minimum amount of force and gradually increasing levels of authority if misbehavior persists.

West Noble teachers should make the students aware:

1. That high standards of achievement are “expected” in their classroom.
2. That the teacher is in charge of the classroom. Students must perceive that this is the way it is going to be throughout the school year.
3. That classroom disruption is not expected, nor will it be tolerated.
4. That all students will be treated in a manner that is fair and consistent.

Students

The West Noble student must understand that his/her attitude and behavior has an impact on the ability of classmates to be successful. No student will be allowed to be disruptive in the classroom and interfere with the learning of other students. Students must perceive:

1. That at West Noble the same set of rules apply to all.
2. That self-discipline is a highly desirable personal goal.
3. That fairness exists in the disciplinary procedure.

West Noble Elementary Discipline Policy

West Noble Elementary is committed to developing children who are thoughtful, respectful, and responsible. We strive to teach our students as individuals who are worthy of respect and capable of making good choices. Having a well defined discipline plan will help provide the structure needed to produce an orderly environment that will help us reach our educational goals. A structured learning environment will help students grow academically and socially. Behavior that disrupts the learning environment will be addressed in a respectful manner that holds the student accountable for their actions and helps them learn to make appropriate choices. West Noble Elementary has established school-wide principles to promote a safe, orderly, and caring school atmosphere. All students, staff, and parents are expected to follow these school-wide principles:

1. Treat others the way you want to be treated.
2. Always do your best.
3. Show respect to others and be responsible for your actions.
4. Be trustworthy and honest.
5. Act in a safe and courteous manner.

Students, staff, and parents are also expected to follow the school-wide behavioral expectations for common areas, such as hallways and sidewalks, the cafeteria, restrooms, playground, on the bus, and convocations.

In addition to the school-wide behavioral expectations, each teacher will also establish a discipline policy for their own classroom. The teacher will send a copy of the plan home the first week of school.

If inappropriate behaviors occur that lead to an office referral, students may face a variety of consequences. Administrators will use the least extreme measure that can

resolve the problem. The following is a listing of some of the consequences which may be used for inappropriate behavior:

- | | |
|--|-----------------------------------|
| -Conference with principal/assistant principal | -Loss of privileges |
| -Loss of recess | -Before or after school detention |
| -Temporary class removal | -Student sent home |
| -Student program adjustment | -In-School Suspension |
| -Out-of-School Suspension (up to 5 days) | -Expulsion |

Search and Seizure Policy

The West Noble Board of Education hereby authorizes the Superintendent, or his designee, to request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property, the search shall be conducted by the law enforcement officers in accordance with the legal standard applicable to law enforcement officers.

The West Noble Board of Education authorizes the use of specially trained dogs to detect the presence of drugs, firearms, bombs, or any controlled substance on school property. The Superintendent or his designee shall determine the conditions under which a K-9 drug and weapons interdiction unit to search any area of the school premises at any time.

A certified dog and the handler may be used to establish reasonable suspicion. Authorized school personnel may conduct a search of a student's, locker, book bag, student possessions/belongings, or automobile they have reasonable suspicion for a search. 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 Behavioral 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 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 preceding 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.

Locker Search (Property of West Noble School Corporation)

1. A student using a locker or desk that is the property of West Noble School Corporation is presumed to have no expectation of privacy in that locker or desk or the content there in. Blanket searches of lockers or desks may be conducted as deemed necessary by the administration. A certified dog and the handler may be used to initiate a search.
2. A Principal of West Noble School Corporation or other member of the administrative staff of the school corporation designated in writing by the Principal, may, in accordance with these rules, search a desk or locker at any time.
3. The West Noble School Corporation, by publishing this rule in the West Noble Student Handbook, has provided each student and each student's parents a written copy of the rules of West Noble School Corporation regarding searches of lockers and desks and their contents.
4. Other than a general search of locker or desks of all students, any Search conducted under this section shall comply with the following:
 - A. That when possible, the locker or desk search shall be conducted in the presence of the student whose assigned locker or desk is the subject of the search.
 - B. The purpose of the search shall be limited to the search for Such contraband as drugs, alcohol, weapons, stolen goods, unreturned library books, or such an item or items as may affect the health, safety or order of the school, unless otherwise removed.
 - C. That prior to the search there should be a reasonable indication that a desk or locker contains contraband as set forth in the paragraph above.
 - D. Any law enforcement agency having jurisdiction over the geographic area in which West Noble School Corporation exists, may at the request of the school Principal assist the school administrators in searching a locker, desk or its contents , provided the Principal has determined that the probable contents of the locker warrant the expertise of the law enforcement a agency. Once a locker or desk has been opened and searched and contraband found to exist that may necessitate a law enforcement agency's analysis or assistance, the principal may request the law enforcement agency's assistance.
5. This regulation shall not apply to the general search of lockers of all students or a class of students for a general administrative inspection of locker, or opening lockers for cleaning purposes.
6. This section shall not limit the **Search and Seizure** section next above.

West Noble School Corporation Transportation Rules For Students

In accordance with Indiana Law, the West Noble School Corporation 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 a school bus! If discipline concerns should arise, the parents should first contact the Building Principal. If the Principal is unable to resolve the conflict, the next step would be to the Director of Transportation.

School bus drivers are to have control of all students conveyed between the home of the student and the school, and in return. The following regulations are to be observed by all student passengers.

- a. Each student shall be located immediately upon entering the bus in the seat assigned by the driver.
- b. Students shall not stand or move from place to place during the trip.
- c. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
- d. Students shall not be allowed to tease, scuffle, trip, hold, or use their hands, feet, or body in any objectionable manner.
- e. Windows or doors will be opened or closed only by permission of the driver.
- f. Students will enter or leave the bus only when it has come to a full stop and the door has been opened by the driver.
- g. Students should be waiting at their boarding station when the school bus arrives.
- h. The driver will assign students to a specific seat. Any person who refuses to accept his or her assigned seat will be denied the privilege of riding the bus.
- i. Any vandalism such as cutting seats, breaking windows, etc., must be paid for by the student or his or her parents. Vandalism will result in a suspension of riding privileges.
- j. By Indiana Law the school bus driver has the same authority on the bus as a teacher has in the classroom.
- k. Discipline Procedures:
 1. Minor disciplinary problems will be handled immediately by the bus driver. Bus drivers are to inform the Principal and/or Assistant Principal of the problems.
 2. Students will not be put off the bus except at a school or home.
 3. If minor problems are not corrected, or if a major problem occurs, the driver may suspend a student for one day. Either the driver or Principal will notify the parent or guardian of the suspension.
 4. If a discipline problem is severe, the Principal may suspend the student up to 5 days. A conference with the student, driver, and parent should be held prior to reinstatement on the bus.
 5. If a student continues to misbehave after the first 5 days suspension, or if the behavior is severe enough, the Principal may recommend to the Director of Transportation that the student be suspended for 1 semester. Permanent suspension may be given by the

Superintendent. Permanent suspension may be appealed to the School Board if done in writing within 5 days of the suspension.

Students will ride their assigned bus to their assigned destination unless parent permission is granted by a phone call or note. When parents are picking a student up at dismissal, please wait until the buses have departed.

Bullying

Bullying, (as defined by the state law), will not be tolerated at West Noble Elementary.

HEA 1423

IC 20-33-8-0.2 – “Bullying ”

Overt (intentional) unwanted, repeated acts or gestures including: Verbal or Written communication , or images transmitted in any manner (including digitally or means: electronically) Physical acts committed, aggression , or any other behaviors that are committed by a student or group of students against another student with the intent to Harass, ridicule, humiliate, intimidate, or harm the targeted student and Create for the targeted student an objectively hostile school environment places the targeted student in reasonable fear or harm to the to the targeted student property ; has a substantially detrimental effect on the targeted student ’ has the effect of substantially interfering with the targeted student ’ has the effect of substantially interfering with the targeted student ’s ability to participate in or benefit from the services, activities, and privileges provided by the schools person or physical or mental health ;academic performance ; OR has the effect of substantially interfering with the targeted student ’s ability to participate in or benefit from the services, activities, and privileges provided by the school.

Incidents of Bullying will be dealt with in a manner similar to fighting, intimidation, threats, harassment and other acts of violence. Depending on the severity, consequences may include, but will not be limited to, conferencing with the student, parental contact, removal from class or activity, in-school suspension and out of school suspension leading to expulsion.

In an effort to prevent bullying incidents from occurring within the school, all students will receive bullying education. This education will occur before October 15th each school year.

In addition to all students receiving bullying education, all staff will be trained each school year as well. Staff members will receive training on preventing bullying incidents and intervening when a bullying incident occurs.

If an incident has been deemed to be a bullying incident, as defined by the state law, parents will be contacted. The parents of the bully and the victim will be contacted by administration as soon as possible.

Students involved in a bullying incident, (both the bully and the victim) will receive follow up services from the school guidance counselor.

Student Conduct

Threats, intimidation, vandalism of property, and acts of violence by students will not be tolerated. Any student who assaults or threatens to assault a staff member or who causes damage to a staff member's property will have due process proceedings initiated against him/her which may lead to expulsion. If the attack results in injury to the staff member and/or damage to a staff member's property the student may be prosecuted in the courts by the affected staff member who will have the cooperation of the board and its representatives in such action.

Summary: It is highly recommended that the parents be contacted in most cases of inappropriate behavior. Specific school rules have been adopted by the West Noble School Corporation and will be published by each individual school in the student handbook.

Dress Code

Clothing that contains words or pictures of drugs (alcohol, tobacco, etc.) or clothing that contains suggestive words, pictures or shows midsection is not allowed. Hats, bandanas, and any other item considered to be gang related is not allowed. Neither pajamas nor other sleepwear are to be worn to school unless designated by the school. Furthermore, any clothing that is considered disruptive to the school setting is not allowed. The administration reserves the right to judge what is acceptable and what is not.

Toys and Electronics

Toys, trading cards, laser lights, pagers, cell phones, and electronic games are not appropriate to bring to school.

Consequences of Inappropriate Behavior

The most appropriate action taken by school officials should be the least extreme measure that can resolve the problem. The following is a listing of some of the actions which may be employed if there is a breach of student discipline.

Consequences of behavior, continued

- Teacher/student conference
- Counselor/student conference
- Teacher/parent conferences
- Isolation by teacher
- Staff Conference
- Administrator/student conference
- Student program adjustment
- Detention before or after school
- Temporary removal from class

Financial restitution

Teacher/student/parent conference

Counselor/student/parent conference

Referral to Special Services

Loss of privileges including, but not limited to, athletic activities,

Noncredit school activities, and school provided transportation.

In-school suspension: Administrative placement of a student away from regular activities.

Out-of-school suspension: Any disciplinary action where by a

Student is separated from school for a period of 10 days

Or less. Due process procedures must be followed.

Probationary agreement between school and students.

Expulsion: Disciplinary action whereby a student:

- a. is separated from school attendance for a period more than 10 days.
- b. Is separated from school attendance for the balance of the current year unless a student is permitted to complete required examinations in order to receive credit in the then current semester of the current year.
- c. Suffers a penalty which automatically prevents his completing, within the normal time, his overall course of study in any school in the school corporation. Due process must be followed.

Summary: It is highly recommended that the parent be contacted in most cases of inappropriate behavior. Specific school rules have been adopted by the West Noble School Corporation and will be published by each individual school in the student handbook.

Student Rights and Responsibilities

Recognizing that the behavior of some students may be so disruptive that it interferes with school purpose or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 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 teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day and the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL-PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period 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.

Grounds for Suspension or Expulsion

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

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 rule.
 - a. Occupying any school building, school grounds, or part there of, 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. 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 any purpose, including obtaining money or anything of value from the student.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule # 13 below.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic

- beverage, or intoxicant of any kind. Appropriate use of drugs authorized by a medical prescription from a physician is not a violation of this rule. 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 directions of teacher 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.
 - a. Engaging in sexual behavior on school property.
 - b. Disobedience of administrative authority.
 - c. Willful absence, tardiness, and habitual truancies of students.
 - d. 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 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.
 - h. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purpose.
 12. Knowingly possessing, or using on school grounds during school hours an electronic paging device or a hand held portable telephone in a situation not related to a school purpose or educational function.
 13. Possession of Firearm:
 - a. No student shall possess, handle or transmit any firearm on school property.
 - b. The following devices are considered to be a firearm under this rule:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above

- any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
 - An antique firearm
 - A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purpose
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, or event, or interferes with school purposes or the operation of the school. Dress covered by this rule includes but is not limited to hats and bandannas in the building, bare midriffs, 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, 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.

- 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 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/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 a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

Expulsion 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 during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at this meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents to request and appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. If the expulsion meeting is held, 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 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 meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

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 there to. A full and complete copy of the Indiana Statutes are available in the Superintendent's office.

West Noble School Corporation Policy for Reasonable Suspicion Illegal Drug/Alcohol Testing for Students

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 as 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 to 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 extracurricular 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.

Effective date: July 1, 2001

Civil Rights Assurance of Equal Opportunity And Nondiscrimination statements:

West Noble School Corporation has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, sex, handicapping conditions, disability, or national origin, including limited English proficiency.

Educational services, programs, instruction, and facilities will not be denied to anyone in the West Noble Corporation as the result of his or her race, color, sex, handicapping condition, disability, or national origin, including limited English proficiency. For further information, clarification, or complaint please contact the following persons:

Title IX (sex discriminations) Coordinator Coordinator

Superintendent of Schools
Dennis VanDuyne
West Noble School Corporation

5050 N US 33
Ligonier, IN 46767
Phone: 260-894-3191

Section 504 (handicapped)

Curriculum Coordinator
Candice Holbrook
West Noble School Corporation

5050 N US 33
Ligonier, IN 46767
Phone: 260-894-3191

Corporation

West Noble School Corporation's Nondiscrimination Grievance Procedure

1. Applied to Regulatory TITLES IV (race, color, national origin). Section 504 of the Rehabilitation Act of 1973 (handicapping condition), Americans with Disabilities Act of 1990, and the Indiana State Board of Education Advisory Committee V-Rules Requirements and the guidelines developed by the Indiana Department of Education, Vocational Education Section.
2. Interested parties include school corporation officers, employees, students, and patrons.

3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping conditions, disabilities, and national origin, including limited English proficiency.
4. Civil Rights Compliance Coordinator
 1. The building Principal or designee for allegations of building level violations to students or building patrons.
 2. The Superintendent of Schools or designee.
5. The Process
 - A. Level One
 1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinators described in #4 or # 5 above. The complain shall stipulate the specific act or omission, the date of same, and parties involved.
 2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within ten (10) calendar days of the receipt of the written complaint.
 3. The compliance coordinator shall render a decision within twenty-one (21) calendar days of the receipt of the written complain. The decision shall be in writing to the complainant.
 4. The complainant shall have ten (10) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinators and submits such a statement in writing to the compliance officer, a level two procedure shall be enacted.
 - B. Level Two
 1. The compliance coordinator shall submit the written disagreement statement and all related information to the Superintendent within five (5) calendar days of receipt.
 2. The Superintendent shall review all material and schedule a meeting within ten (10) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinators, and the Superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
 3. The Superintendent shall make a decision within ten (10) calendar days of the final meeting of parties. This decision shall be final.
6. NOTE: By Mutual Agreement circumstances of calendar availability may fall in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.
7. NOTE: If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

Sexual Harassment

It is the policy of West Noble School Corporation to maintain a learning and working environment that is free from sexual harassment.

It shall be violation of this policy for any member of the West Noble School Corporation Staff to harass another staff member or student(s) through conduct or communication of a sexual nature as defined in this policy. It shall also be a violation of this policy for student(s) to harass other student(s) and/or student(s) to harass staff through conduct or communication of a sexual nature, as defined in this policy.

Definitions of Harassment

- A. Sexual harassment shall consist of unwelcome sexual advances, requests for sexual favors and other inappropriate verbal or physical conduct of sexual nature when made by a member or when made by a student to another student, student(s), or to staff.

- B. Sexual harassment as defined may include but is not limited to the Following:
 - 1. Verbal harassment or abuse
 - 2. Repeated remarks to a person with sexual or demeaning nature.
 - 3. Unwelcome touching
 - 4. Pressure for sexual activity.
 - 5. Suggestive or demeaning words or actions of a sexual nature accompanied by implied or explicit threats concerning grades, job, etc.

Complaint Procedures

Any person who alleges sexual harassment by any staff member or student(s) in the school district may complain directly to his/her immediate supervisor, Assistant Principal, Building Principal, Assistant Superintendent, or Superintendent. Complaint must be made in writing and must name the employee or student charged with sexual harassment and state the facts. The school officer who receives a written complaint shall investigate the alleged sexual harassment. A report of the results of the investigation shall be presented to the Superintendent of Schools and/or the Board of School Trustees will take what ever disciplinary action which may include suspension and/or expulsion.

- 1. A Substantial charge against a staff member in the school corporation shall subject each staff member to disciplinary action which may include suspension and/or expulsion.

- 2. A substantial charge against a student in the school corporation shall subject the student to disciplinary action which may include suspension and/or expulsion.

Any person who knowingly files false charges against a staff member or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action.

The identification of the alleged victim and the accused will be respected to the degree possible throughout the investigative phase of the alleged misconduct.

Effective: March 1, 1992

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

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 at school and by parents/guardians outside of school. 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: July 1, 2006, June 14, 2010, July 27, 2015
Review: March 28, 2011

Release of Directory Information – 82040

The West Noble School Corporation may release certain “Directory Information”, which means information contained in an education 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, the student’s 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.

Source: West Noble School Corporation
Adopted: December 21, 1989
Updated: July 1, 2006, January 24, 2011
Reviewed:

West Noble Pest Control Policy

The West Noble School Board has adopted a Pest Control Policy to provide guidance for the correct use of pesticides at all West Noble facilities. A copy of this policy is available at each building and Corporation office. Contact Dennis VanDuyne, Superintendent at 260-894-3191, ext. 5002 for information regarding this policy. West Noble has employed ACE Pest Control of North Webster, IN to perform scheduled treatments of the kitchen facilities. That company may be contacted at 1-800-552-2787, Mr. Greg Long, for additional information. Listed below are the scheduled dates of treatment for the 2013-2014 school year.

Dates for service can be obtained for **West Noble Elementary, Middle School** and **High School** at the corporation office.

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