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# Wea Ridge Elementary

## 2020-2021

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August 7 .....	Open House
August 10 .....	Teachers Work Day
August 11 .....	Students return to school
September 1 .....	Fall School Pictures
September 7 .....	No School – Labor Day Holiday
October 9.....	End of 1 <sup>st</sup> Nine Week Grading Period
October 13 & 15 .....	Elementary Parent/Teacher Conferences
October 16 & 19 .....	No School-Fall Break
October 21.....	Fall School Pictures Retakes
November 25-27.....	No School-Thanksgiving Holiday
December 18.....	End of 2 <sup>nd</sup> Nine Week Grading Period – End of 1st Semester
December 18.....	Winter Break Begins
January 4.....	Teachers return to school
January 5.....	Students return to school
January 11-February 26 .....	WIDA Testing Window
January 18.....	No School – Martin Luther King, Jr. Day
January 21.....	Group Picture Day
February 15 .....	No School – Make-up day for days missed through 1/29/21
March 12 .....	End of 3 <sup>rd</sup> Nine Week Grading Period
March 16 & 18.....	Elementary Parent/Teacher Conferences
March 22-26.....	No School-Spring Break
April 6 .....	Spring School Pictures
April 19-May 21 .....	ILearn Testing Window
May 10-21.....	3 <sup>rd</sup> grade IREAD Assessment Window
May 21 .....	Last Student Day
May 24 .....	Teachers ½ Work Day

## **Welcome**

It is exciting to welcome you to Wea Ridge Elementary School. The Wea Ridge staff is very proud of Wea Ridge and are pleased to have you as a member of our school community.

## **Attendance**

The TSC Board of Trustees' Student Attendance/Absentee policy states: There is educational value in a student being present in class. Pupils who are not in attendance cannot receive maximum educational benefits. The entire process of education requires continuity of instruction, classroom participation, learning experiences, and study in order for each child to attain his/her maximum educational potential.

It is the policy of the Tippecanoe School Corporation that all students enrolled in its schools shall be in attendance during each regular school term.

Two elements must be completed in a satisfactory manner in order for students to qualify for grade promotion or earn course credit:

- A. Academic grade level or course requirements as defined by school corporation policy and teacher expectations.
- B. Satisfactory class attendance as defined by Tippecanoe School Corporation Policy.

**For all absences, parents are to notify the school office prior to the start of school.**

When the student or parents know in advance that the student will be missing school for a pre-planned event, such as a family vacation, requests must be made to the school prior to the date of the event.

In order to qualify for grade promotion or course credit, a student must be present in class 90% of the class enrollment days or course periods.

Indiana law mandates compulsory attendance as stated in Section 20-8.1-3-17 Indiana Code. Any student who demonstrates excessive absences/tardies and is in violation of the stated school attendance policy will be referred to Truancy Mediation. Truancy Mediation will determine what court action is warranted.

## **Arrival and Departure**

The typical school day will be from 8:50 AM to 3:30 PM. The YMCA offers child care programs that will be available before and after school hours. You can contact them at (765) 474-3448 for more details. Please call the office and ask if you have any questions about drop off or pick up locations.

## **Birthdays**

A student may bring a treat for the class for his/her birthday. Treats should be simple and will typically be served near the end of the day. We strongly suggest parents supply store bought treats. This helps us identify the ingredients which are necessary for keeping our students safe.

Please note that balloons and flowers are a distraction in the classroom and are not permitted in the classroom or on a school bus.

We request that birthday invitations for parties conducted outside of school not be distributed at school, unless everyone in the class receives one.

## **Book Rental**

Fees should be paid at the time of registration. Book rental does not mean ownership. Lost or damaged books must be paid for in full.

## **Breakfast**

A breakfast program is offered each morning. Breakfast costs \$1.15 per day or \$.30 for students on a reduced price program. Please read the information in the Lunch Program section of this handbook for further information on policies which may pertain to the breakfast program, too. The breakfast menu is published each month with the lunch menu and is available on the TSC web page or you can download the lunch menu app to your phone to see which meals TSC is serving.

## **Bus Information**

Parents and students are reminded that school bus transportation is a privilege. Failure to comply with the rules and regulations established by the Transportation Department may result in the loss of this privilege.

Some of the rules and regulations most frequently inquired about include:

1. Parents must notify teachers and the school office in writing if arrangements other than riding the bus have been made. If no note or communication from the parent is on hand, a child will be placed on his/her usual bus.
2. Students should:
  - a. Arrive at pick-up points before buses arrive. There is no recognized waiting time for the bus. Students should inform the driver if they do not intend to ride the bus on a given day.
  - b. Be seated promptly and avoid blocking the aisle.

- c. Obtain permission from drivers to open or close windows.
- d. Use calm, quiet voices.
- e. Keep arms, hands, and head inside the bus at all times.
- f. Remain seated until the bus has come to a full stop.
- g. Make arrangements for transportation of animals, glass materials, and objects which totally or partially obstruct the aisles, doors, or view of the bus driver.

### **Calendar**

A calendar of school events can be found on our school website at <http://wre.tsc.k12.in.us/>. Please check it for updates.

### **Cancellations/Closings**

In the event of severely inclement weather or mechanical breakdown, school may be closed, the starting time delayed, or school may be dismissed early. These schedule changes are always announced to the media. The local radio stations and TV station will broadcast these changes as soon as they are received. If at all possible, please do not call the school.

It is strongly suggested that families develop a plan for emergency dismissals. A plan may include whom to call if school is dismissed early or it may include going to the neighbors. Please plan for these events. The school will provide much support to your child in the event of an early dismissal. Our first concern is your child's safety.

### **Check-in or Sign-out**

Students arriving to school after the beginning of the school day must report to the office. Parents must walk their child into the building, report the reason for the late arrival and sign their student in.

Students departing prior to the normal departure time must be signed-out by a parent/guardian. A note, phone call or email from the parent/guardian to the teacher and school office in advance is necessary.

### **Computer - ACCEPTABLE USE POLICY**

#### **TIPPECANOE SCHOOL CORPORATION COMPUTER USER AGREEMENT 21 ELSTON RD. LAFAYETTE, IN 47909 765-474-2481 NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY**

Users are encouraged to use the Corporation's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Users must conduct themselves in a responsible, efficient, ethical, and legal manner. It is the joint responsibility of the student, parent, and staff of the Corporation to monitor the use of the Internet, TSC network, and equipment. Unauthorized or inappropriate use, including any violation of this AUP, may result in cancellation of the privilege, disciplinary action, and/or civil or criminal liability.

Smooth operation of the Corporation's Network relies upon users adhering to the following guidelines. The guidelines outlined below are posted on the TSC portal and provided so that users are aware of their responsibilities.

- A. Users are responsible for their behavior and communication on the Internet.
- B. Users may only access the Internet by using their assigned network user account. Use of another person's account/address/password is prohibited. Users may not allow others to use their accounts.
- C. Users may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.
- D. Users may not use the Internet to engage in "hacking" or other unlawful activities.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Internet for commercial purposes, advertising, or political lobbying is prohibited.
- G. Users may have the opportunity to publish documents on the Internet. Published works will not contain user information or location and will conform to Board policies and guidelines.
- H. Users are expected to abide by the following generally-accepted rules of network etiquette:
  - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Corporation's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.
  - 2. Never reveal names, addresses, phone numbers, or passwords of yourself or other users, family members, teachers, administrators, or other staff members while communicating on the Internet.
  - 3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
  - 4. Never agree to get together with someone you "meet" on-line without prior parent approval.
  - 5. Never respond to unsolicited on-line contacts or advertisements.
- I. Use of the Internet to access, process, distribute, display, or print child pornography and other material that is obscene, objectionable, inappropriate, or harmful to minors is prohibited. As such, the following material is

H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000

prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and material that lacks serious literacy, artistic, political, or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Corporation's computers/network (e.g., viruses) are also prohibited.

- J. Internet filtering and monitoring systems have been implemented and shall be maintained in place on all corporation workstations connected to the Internet.
- K. Intentional use of the Corporation's computers/network to develop programs that harass or bully other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Users may not use the Corporation's computers/network in such a way that would disrupt their use by others.
- L. All communications and information accessible via the Internet should be assumed to be private property (i.e., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.
- M. Users are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication without prior approval from a teacher or administrator. All such authorized communications must comply with this AUP.
- N. Privacy in communication over the Internet and the network is not guaranteed. To ensure compliance with this AUP, the Corporation reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent using the Corporation's computers/network. Messages relating to or in support of illegal activities will be reported to the proper authorities.
- O. Use of the Internet and any information procured from the Internet is at the user's own risk. The Corporation is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Corporation is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources, must be cited the same as references in printed material.
- P. The Corporation is not responsible for unauthorized financial obligations resulting from District provided Internet access.
- Q. Proprietary rights in the design of web sites hosted on the Corporation's servers remains at all times with the Corporation.
- R. This policy and all its provisions are subordinate to local, state, and federal statutes.H.R. 4577, P.L. 106-554, Children's Internet Protection Act of 2000  
47 U.S.C. 254(h), (1), Communications Act of 1934 as amended  
20 U.S.C. 6801 et seq., Part F, Elementary and Secondary Education Act of 1965, as amended  
18 U.S.C. 2256  
18 U.S.C 1460  
18 U.S.C. 2246

### **Dress and Appearance**

Our policy on dress and appearance has been adopted with the interest of creating a positive learning atmosphere. School is preparation for adult life and life's work. Our policy is designed to form proper dress and appearance habits for one's future.

If a manner of dress, grooming, or appearance disrupts the normal educational process, school personnel will take necessary action to correct the situation.

There shall be adequate coverage of the body. Shoulders should be covered. Muscle, tank shirts, tube tops, spandex shorts, and bare midriffs are prohibited. Dresses, skirts, or shorts must be of moderate length. Clothing which displays inappropriate pictures, words, or the advertising of alcohol or tobacco products is not permitted.

### **Equipment**

Items brought from home are the owner's responsibility and must have prior approval by the classroom teachers. The school cannot be held responsible for any loss, theft, or breakage. Consideration needs to be taken before sending valuable merchandise. Any electronic device that can be used for telecommunication cannot be utilized during school hours.

### **Fire/Disaster/Lockdown Drills**

Fire, disaster (storm), and lockdown drills will be held periodically in order to accustom each pupil with a safe and efficient exit or place of security. Every pupil must cooperate fully in order to insure the safety of all students. Fire drills occur once a month. Disaster drills and lockdown drills occur once per semester.

### **G.L.A.S.S.**

Greater Lafayette Area Special Services conducts a continuous search for all children with disabilities. The purpose of the search is to ensure that every child with a disability who resides within Tippecanoe County is receiving the special education and related services that are his/her right under state and federal law. Parents should contact the G.L.A.S.S. office (765-771-6006) or the school principal for information regarding referral procedures.

G.L.A.S.S. is a cooperative effort sponsored by the Lafayette School Corporation, the Tippecanoe School Corporation, and the West Lafayette Community School Corporation. The G.L.A.S.S. office is located at 2300 Cason St., Lafayette, IN 47904.

### **Harassment**

"Tippecanoe School Corporation prohibits sexual harassment and hazing of and by students and employees." A copy of the specific policy language (Policy 3362 and 5515 or 4352) is available in each school office or on the T.S.C. web site.

### **Holidays**

Wea Ridge will conduct holiday activities celebrating Fall, Christmas, and Valentine's Day. Our fall activities will be centered around a seasonal theme rather than a Halloween theme. Pumpkins, scarecrows, spiders and other items associated with Halloween may be utilized in the classroom but will not be celebrated. The holiday season will be celebrated with the traditional programs and may include a small gift exchange in the classroom. The Valentine's Day party will also feature a traditional valentine card exchange.

### **Homework**

Wea Ridge recognizes that the most successful education is provided when parents are actively involved with their children's school work. It is our goal to provide homework which supports the classroom instruction and allows the parent the opportunity to assess the progress his/her student is making. Homework assigned to students will follow this policy:

1. Homework is a form of independent practice which is to be given after successful guided practice occurs in the classroom.
2. The amount or volume of homework should be planned so as to be compatible with the ability of the student.
3. All students should be given credit and/or recognized for completing assigned homework.

**Honesty** - In support of Tippecanoe School Corporation's mission of maintaining the highest professional standards, honesty will be expected at all levels. Cheating is unacceptable. Individuals violating this corporation policy will be disciplined per our school's discipline plan.

**Honor Roll** - The Tippecanoe School Corporation believes in the academic success of all of its students. To recognize the academic success of the TSC student body, each school will establish an Honor Roll. Honor Roll recognition will take place at the conclusion of each nine-week grading period. Students with A's and B's will be recognized with the Honor Roll distinction. At the middle and high school levels an additional level of Distinguished Honor Roll exists. To qualify for this advance level, a student must have no less than 6 A's with remaining grades of B.

**Insurance for Students** - Student insurance is available for all students through the school group plan. Insurance is not compulsory unless your child participates in sports activities. He/she then must have evidence of either school insurance or a family insurance policy.

### **Lunch Program**

Wea Ridge offers a balanced, nutritional school lunch program. Students may purchase an entire lunch or just milk to drink with a "sack" lunch. Lunches are priced at \$1.90. Students qualifying for reduced priced lunches will be charged \$.40 per day. Students buying just milk are charged \$.50. It is preferred that students bring lunch money for the week on Mondays. Each child's payment will be deposited into his/her account. Each day the student orders a lunch or milk the appropriate deduction will be taken from the account. We request that lunch money be sent to school in an envelope with the student's name, the amount of money sent, the student's lunch account number, and the teacher's name or room number written on the envelope. Parents are encouraged to use the MySchoolBucks.com online system accessible on the T.S.C. or Wea Ridge web site.

Parents will be notified by email or a note sent home with your child if the student's lunch account becomes delinquent. **At our discretion a student could be served an alternative lunch when the student accumulates a negative balance equivalent to three meals.**

When leaving the Tippecanoe School Corporation lunch monies collected, but unspent, will be returned to families when the amount is equal to or greater than \$5.00. This will be in the form of a check; no cash will be disbursed.

Applications for assistance with lunch fees are available online through the Parent Portal. Applications for assistance need to be submitted yearly online as part of the registration process.

**Students should not bring soft drinks to school.**

### **Lunch Room Visitors**

Beginning in the fall of 2003, the School Corporation has adopted a policy that parents may **NOT** bring fast food to the cafeteria. Thus, McDonalds, Subway, Pizza King, and other fast food items may not be brought to school to share with your child. Parents wishing to have lunch with their child are asked to order a school lunch or bring a lunch from home.

We welcome visitors at lunch time. Please order your lunch in advance. Payment may be made at the time you arrive, but it is necessary to let us know you will be joining us for lunch. We need to be sure we have enough lunches prepared. You may send a note in the morning with you child or call the school office by 10:30 am. The cost for an adult lunch is \$2.70.

### **Medical/Health Services**

#### **Immunization:**

According to Indiana Code 20-8.1-7-10.1(c) (1) When a student enrolls for the first time in a school corporation, a statement of the student's immunizations which shows that the student has received at least the minimum number of immunizations for the student's age will be supplied to the school by a parent or guardian. A student may not be permitted to attend school beyond the first day of school unless the school has authorized a twenty day waiver. Upon completion of the twenty days **the student will be excluded from school if the immunizations remain incomplete.**

#### **Student Medication:**

1. All prescription and over-the-counter (OTC) medication must be FDA approved and will be kept in the school office, unless a student has authorized permission to possess and self-administer the medication according to IC 20-8.1-5.1-7.5.
2. Written instructions from the parent/guardian are required for all prescription and OTC medication. The instructions must include: name of medication, reason for medication, amount to administer, and time to be given. (OTC medication must be in age appropriate dosages as per product label)
3. Prescription and OTC medication must be in the original container affixed with a current pharmacy or package label.
4. Medication ordered three times a day or less should be given before and after school or at bedtime. Prescription medication with specific time listed that is during school hours will be given as directed.
5. As directed in IC 20-8.1-7-22, **No medication of any type may be sent home with a student in grades K-8.** Medication must be picked up in the school office and will be released only to the student's parent or an individual who is at least 18 years old with written designation from the parent. Medication may be sent home with students in grades 9-12 with written permission from a parent or guardian.

#### **Injury**

The corporation physician provides standing orders for health care for TSC students. The following medications and supplies are being used as first aid measures within TSC schools: Contact lens solution, eye irrigations, topical antiseptics, topical analgesics, throat lozenges, band aids, bandages, elastic wraps, heating pads, and ice packs. Diphenhydramine (an oral antihistamine) may be used for severe allergic reactions. It is the parent or guardian's responsibility to notify the school if they prefer that these products **not** be used when treating their child.

#### **Illness**

Students with vomiting, diarrhea, undiagnosed skin rashes, eye infections, or fever over 100 degrees should not attend school. Students should not return to school until symptoms have resolved, or are fever free for 24 hours. Students being treated with antibiotic medications should receive the medication for 24 hours before returning to school. Students will be sent home from school with temperatures over 100 degrees, vomiting, diarrhea, skin rashes, eye infections or other symptoms of illness.

#### **Health Screenings**

**Vision** screening is done with all students in grades K, 1, 3, 5, and 8.

**Hearing** screenings are completed with grades 1, 4, 7, and 10.

**Postural or Scoliosis** screenings are conducted with students in grades 5, 6, 7, 8, & 9.

Parent or guardians will be notified by a referral letter if a concern is identified during the screening process. Referrals are based upon Indiana State referral recommendations. Further medical evaluation should be obtained. Questions regarding these procedures should be directed to your child's school nurse.

## **Parent/Teacher Conferences**

Conferences are conducted at the conclusion of the first and third grading period for all students. School Corporation policy provides the scheduling of one conference per child at the elementary level. Be sure to check the school website for all updates. <http://wre.tsc.k12.in.us/>

## **Pest Control Policy**

Anytime pesticide applications are to occur, parents will receive notice 2 school days in advance. If you wish to receive personal notification in addition to the general notice, such a request must be made in writing.

## **Plagiarism**

Plagiarism, as defined by the *Random House Dictionary*, is "to steal (the language, ideas, or thoughts) from (another) representing them as one's own original work." Intentional or not, when a student fails to acknowledge the source of words and ideas that are not his or her own, the result is plagiarism, that is, theft. Plagiarism is not tolerated in the Tippecanoe School Corp.

### **There are several kinds of plagiarism:**

1. Copying word for word or incompletely paraphrasing a phrase, sentence, group of phrases, group of sentences, or whole paragraphs from another source without crediting that source. This kind of plagiarism can be quantified as the copying, at a minimum, of six words or more in a row, including a, an, and the, from another source without citing the source.
2. Giving a speech or submitting a paper, poster, project, or any other assignment that has been written completely or partially by someone else.
3. Cutting and pasting material found on the Internet or in other electronic databases into one's own paper, speech, poster, project, or other assignment without crediting the source.
4. Downloading entire texts and presenting them as one's own work.
5. Presenting ideas from another source as one's own original thoughts. These can be ideas taken from textual sources or from speeches, lectures, television programs, or other forms of oral language.
6. Improperly citing sources with the intent of misleading the reader (e.g. making up citations) as to the source of the information presented.

A student who is unsure of how to cite (credit) the source of material he or she has copied has the responsibility to check with a teacher and/or consult *Writer's Inc.* or the *MLA Handbook*.

## **Penalties – Elementary School**

While no official penalties exist for plagiarism offenses, it is expected that classroom teachers would use such occasions as educational opportunities for all students. Time should be devoted to discussion and explanation of plagiarism.

## **Recess**

Students will experience one or two recesses each day. One recess will be planned at lunch time. Students should plan to go to recess daily. Students should dress appropriately for the weather. Students will not go out in the rain. Students will not go out for recess if the weather is 20 degrees or below.

## **Recycling Philosophy**

The Tippecanoe School Corporation believes good stewardship of our natural resources and our environment is an essential part of students' civic responsibility. The School Corporation is committed to establishing an educational environment for students that models active participation and teaches responsible waste reduction and recycling. The Corporation's recycling efforts will be coordinated by the Director of Buildings and Grounds.

## **Report Cards**

The elementary schools have four reporting periods. Report cards will not be printed at school. Rather, parents can access current report cards in the Parent Portal.

## **Rights, Rules, and Responsibilities**

The T.S.C. pamphlet listing student rights, rules and responsibilities is included with your beginning of year information.

## **Student Behavior**

An environment must be created at Wea Ridge that supports the orderly and efficient operation of the school. This environment is achieved through consideration of others and self-discipline. Our goal is to provide a learning environment that enhances student achievement and provides the best experiences.

All students should strive to be good citizens and respect the rights and property of others.

There are times when it is necessary for school personnel to make a decision concerning the acceptability of a student's behavior. These decisions are based on the welfare of the total school environment. A breach of discipline may result in reprimand, probation, referral to special personnel, parent conferences, suspension, or expulsion.

Behavior expectations at all activities at school or sponsored by the school will be the same as that during school. For further information, read "Student Rights and Responsibilities."

### **Student Safety Guidelines**

For the safety of all students, there are certain standards that are to be followed by everyone. The rules or guidelines listed here are not all inclusive. Teachers and staff members will provide instructional support for these and other safety measures. We urge parents to read and discuss these rules with your children.

- Walking in the hallways, in the cafeteria, and when entering and exiting the building is the necessary.
- Observe the rights of others. No "put downs."
- When at recess, walking on the blacktop is safer than running.
- Rough play during any game is forbidden.
- Students who bring their own toys or play equipment to school may do so, unless instructed differently by school personnel. Students risk the possible loss of items they bring to school. We strongly urge students to leave personal toys at home.
- Use all equipment safely. Do not jump from any of the playground equipment.
- It is always better to talk about disagreements. Hitting or kicking others does not solve problems, it creates a larger problem.

### **Seclusion and Restraint (Policy 5630.01)**

A student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. As soon as possible after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion and restraint. Significant violations of the law, including assaults on students and staff will be reported to the police.

**Visitors** – All visitors are required to enter the building through door #1 at the front of the building.

Parents are welcome however we do suggest that parents plan visits in advance with your classroom teacher. This may make your visit more meaningful. Please do not bring preschool children or infants at the time of a classroom visit.

### **Wea Ridge Mission**

Wea Ridge is committed to cultivating a positive learning environment which: Nurtures respect, openness and enthusiasm; Stimulates academic growth; Fosters an appreciation for the fine arts; Encourages a healthy lifestyle; Promotes individual talents; and Develops responsible citizens.

### **Wea Ridge Pledge**

I am happy.

I am caring.

I am smart.

I can handle whatever comes my way.

I believe something good is going to happen to me today.

I will do the right thing today - even if I don't feel like it.

I will treat people right today - even if I don't feel like it.

Today I will remember my will power is stronger than what I feel or how I think.

All things are possible today.

Good news is heading my way.