

WEST NOBLE ELEMENTARY STUDENT/PARENT HANDBOOK 2023-2024



5294 N US Highway 33
Ligonier, IN 46767
260-894-3191

West Noble Elementary Staff

Office	Special Classes	School Resource Officers
Mark Yoder, Principal	Tammy Bieberich	Chris Shearer
Jennifer Duncan, Assistant Principal	Hayley Hostetler	Grant Moser
Linda Shearer, Secretary	Jalee Miller	Custodians
Claudia Christenson, Migrant Secretary	Juliana Riegsecker	Sarah Bollet
Lisa Crick, Counselor	Lillinana Wright	Adam Records
Erika Gutierrez, School Nurse	Amy Groff	Selena Neal
Brenda Custer, Instructional Coach	Special Populations Teachers	Angie Collis
2nd Grade	Jacque Fair	
Leia Noll	Nanatte Galloway	Food Service
Chassy Gallmeier	Stephanie Gerber	Jennie Allen
Brittany Isaac	Jaylee Frye	Anita Furkis
Heather Ostrowski	Katie Salazar	Jamie Kolb
Kim Terry	Kaylen Warble	Tonya McDonald
Jessica Foster	Brooke Phillips	Judy Mullet
Jill Grady	Title Teachers	Stevie Rupright
3rd Grade	Jenna Groff	
Angie Beers	Jennifer Schiffl	
Stephanie Farkas	Classified Staff	
Chanelle Hawkey	Stacey DeLong	
Jane Kidulas	Pamrla Kauffman	
Melody Marsh	Bobbi Leitch	
Brittany Bair	Sarah Mambula	
Brenda Yoder	Becci Stech	
Katie Salazar	Rosario Troxel	
4th Grade	Bethany Ward	
Paige Barnett	Madisyn Watson	
Stacy Blosser	Heather Smith	
Ruthanna Easterling	Makayla Lee	
Mike Flora	Delai Salas Rubalcava	
Sonja Grotemat		
Abigail Richardson		
Dee Dee Scheremerhorn		

Mission, Vision, and Beliefs

The **mission** of West Noble Elementary is to build relationships, knowledge, and character. Every Charger, Every Day.

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.

At West Noble Elementary we **believe**

- All students should feel safe, valued, and loved.
- Meaningful relationships are the key to student success.
- Each student is unique, learns in different ways, and should have a variety of learning experiences.

Daily Absence Procedure

School hours are 7:45-2:15. If a student is going to be absent, parents/guardians should call the school office with the reason for the student's absence by 8:15 a.m. the day of the absence. If no call has 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 ensure an excused absence. Student's arriving at school after 7:50 will be marked tardy. Students will also be counted tardy if they leave before 2:00. Five tardies will count as ½ day absence. 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. 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.

A letter of notification will be sent to parents after 5 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.

West Noble School Corporation Attendance Policy

(Policy #5200)

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered.

Attendance shall be required of all School Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session or during the attendance sessions to which s/he has been assigned.

Exceptions to compulsory attendance that shall be recognized by the school corporation as provided by State statute are:

- A.** service as a page or honoree of the general assembly (I.C. 20-33-2-14)
- B.** service on a precinct election board or helper to a political candidate on the date of an election (I.C. 20-33-2-15)
- C.** subpoena to appear in court as a witness in a judicial proceeding (I.C. 20-33-2-16)
- D.** service in active duty with the National Guard for not more than ten (10) days (I.C. 20-33-2-17)
- E.** participating as a member of the Indiana wing of the civil air patrol for not more than five (5) days (I.C. 20-33-2-17.2)
- F.** exhibiting or participating in the Indiana State Fair for educational purposes by a student or member of the student's household (I.C. 20-33- 2-17.7)

The student must be in good academic standing as determined by the Corporation. Parents must request the absence in writing, it must be approved in writing by the principal, and it may not exceed five (5) days.

- G.** participating in an educationally related non-classroom activity which is consistent with and promotes educational philosophy and goals of the School Corporation, facilitates the attainment of specific educational objectives, is part of

the goals and objectives of an approved course or curriculum, represents a unique educational opportunity, cannot reasonably occur without interrupting the school day, and is approved in advance by the school principal (I.C. 20-33-2-17.5)

For any of these exceptions a student shall not be recorded as absent from school.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A.** single absence;
- B.** prolonged absence;
- C.** absence of more than three (3) days duration;
- D.** repeated unexplained absence and tardiness.

The Board considers the following for excused absences:

- A.** illness verified by a note from the parent
- B.** illness verified by a note from a physician
- C.** recovery from accident
- D.** required court attendance
- E.** professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- F.** death in the immediate family or of a relative
- G.** observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- H.** maternity
- I.** military connected families' absences related to deployment and return such other good cause as may be acceptable to the Superintendent or permitted by law

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as absence from school without permission of the parent.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

Attendance need not always be within the school facilities, but a student will be considered to be in attendance if present at any place where school is in session by authority of the Board.

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports daily and weekly to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

Such guidelines also shall provide for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

The Superintendent shall ensure that the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A.** identifies the habitual truant, that is, a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year;
- B.** investigates the cause(s) of his/her truant behavior;
- C.** considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;

- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for reporting to the Bureau of Motor Vehicles those students who are habitual truants.

The Superintendent also shall ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

Student Transportation

Students may ride the bus to and from school or be picked up and dropped off by a parent or guardian. Students may be dropped off at the back of the school in the morning at 7:30-7:45. After 7:45 students will need to be dropped off at the front entrance of the school. Students may also be picked up after school from 2:00-2:20. If there are any changes in transportation for a given day please contact the school no later than 1:30 PM.

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 will need to 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 canceled 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, WPTA channel 21, WFFT channel 55, WSJV channel 28, WNDU channel 16

Facebook, Instagram (wneschargers)

Parents with Internet access may obtain delay and cancellation information via the West Noble website. Parents may also sign up for School Messenger through their school to receive delay and closing information.

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

(Policy #2330)

The School Board acknowledges the educational validity of out-of-school assignments as adjuncts to and extensions of the instructional program of the schools in grades K to 12.

"Homework" shall refer to those assignments to be prepared outside of the school by the student or independently while in attendance at school.

The Superintendent shall develop administrative guidelines for the assignment of homework according to these guidelines:

- A. Homework should be a properly planned part of the curriculum to extend and reinforce the learning experience of the school or to complete work not completed in class.
- B. Homework should help students learn by providing practice in the mastery of skills, experience in data gathering, and integration of knowledge, and an opportunity to remediate learning problems.
- C. Homework should help develop the student's sense of responsibility by providing an opportunity for the exercise of independent work and judgment.
- D. The number, frequency, and degree of difficulty of homework assignments should be based on the ability and needs of the student and take into account other activities which make a legitimate claim on the student's time.
- E. As a valid educational tool, homework should be assigned with clear direction and its product carefully evaluated.
- F. The schools should recognize the role of parents by suggesting ways in which parents can assist the school in helping a student carry out assigned responsibilities.
- G. Homework should always serve a valid learning purpose; it should never be used as a punitive measure.

Promotion, Placement, and Retention of Students

(Policy #5410)

The School Board recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It shall be the policy of the Board that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course requirements at the presently assigned grade;

- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

A student enrolled in special education shall be promoted or retained based on the opinion of the Case Conference and the student's I.E.P.

It is the policy of the Board that a student shall not be retained or held back in a grade level for the sole purpose of improving the student's ability to participate in extracurricular athletic programs.

The Board will comply with the requirements of the Indiana Department of Education regarding the consequences for students in grade three who fail to pass the Indiana Reading Evaluation and Determination Assessment (IREAD-3). Accordingly, a student who does not pass the IREAD-3 assessment either during the assessment period in the school year or during the summer assessment window, and is not eligible for a "good cause exemption" outlined below, shall be considered for retention in third-grade based on the student's overall academic performance in all subject areas.

The school shall make one (1) of the following determinations:

- A. Retention is necessary based on the overall academic performance of the student in all subject areas. The student should be reported to the State as a third-grader in the subsequent school year, and the student should receive third-grade instruction in all subject areas.
- B. Retention is not necessarily based on the overall academic performance of the student in all subject areas. The student should move on to fourth-grade instruction in all subject areas. However, the student will continue to receive third-grade reading instruction during the subsequent school year and must retake the IREAD-3 assessment until the student passes the assessment or qualifies for a "good cause exemption".

Good cause exemptions that may be considered are:

- A. a student who has been previously retained two (2) times prior to the fourth grade;

- B. a student with disabilities whose case conference committee has determined that promotion is appropriate;
- C. an English learner student whose Individual Learning Plan (ILP) Committee has determined that promotion is appropriate.

Parent-Teacher Conferences

Parent -Teacher conferences will take place in the fall. You will receive information as to when they are to be held.

Open House

An Open House will be held before the start 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.

Health Information

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.

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.”

Pediculus Humanus Capitis (Head Lice) Procedure

I. Purpose

- A. To prevent the spread of pediculus humanus capitis (head lice) among the school population.
- B. To detect pediculosis in the early stage in order to prevent secondary infections caused by scratching.
- C. To keep the student in school as long as they are medically safe to be there.

II. Definitions

- A. Head Lice is an ectoparasitic (parasites that live on the surface of the host) infestation of the scalp and neck hairs exquisitely adapted to living on a human host.
- B. Louse is another term for live adult lice
- C. Nits are the louse eggs.

III. Communicability

- A. Indiana State Department of Health ~ Position Statement (2012)

Period of Communicability: “A person can spread lice as long as live lice remain on an infested person in the hair and are within ¼” from the scalp.”

School Nursing Implications: “School nurses should work with their administration and local health department to implement a policy regarding head lice and attendance.”

- B. Center for Disease Control~ Head Lice Information for Schools (2010)

“Students diagnosed with live head lice do not need to be sent home early from school; they can go home at the end of the day, be treated, and return to class after appropriate treatment has begun.”

“Head lice can be a nuisance but they have not been shown to spread disease.”

B. American Academy of Pediatrics July 2010

Screening

- a. “Screening for nits alone is not an accurate way of predicting which children are or will become infested, and screening for live lice has not been proven to have a significant effect on the incidence of head lice in a school community over time. In addition, such screening has not been shown to be cost-effective.”
- b. “The results of several descriptive studies have suggested that education of parents in diagnosing and managing head lice may be helpful.”
- c. “Because of the lack of evidence of efficacy, routine classroom or school-wide screening should be discouraged”

Management on the Day of Diagnosis

- a. “Because a child with an active head lice infestation likely has had the infestation for 1 month or more by the time it is discovered and poses little risk to others from the infestation, he or she should remain in class but be discouraged from close direct head contact with others. If a child is diagnosed with head lice, confidentiality must be maintained. Common sense should prevail when deciding how “contagious” an individual child may be (a child with hundreds versus a child with 2 live lice). It may be prudent to check other children who were most likely to have had direct head-to-head contact with the infested child.”

Criteria for Return to School

- a. “A child should not be restricted from school attendance because of lice, because head lice have low contagion within classrooms.”

Prevention

- a. “It is prudent for children to be taught not to share personal items such as combs, brushes and hats.”
- b. “In environments where children are together, adults should be aware of the signs and symptoms of head lice infestation, and infested children should be treated promptly to minimize spread to others.”

IV. National Association of School Nurses (January 2011)

“It is the position of the National Association of School Nurses that the management of pediculosis (infestation by head lice) should not disrupt the educational process. No disease is associated with head lice, and in-school transmission is considered to be rare.”

“Children found with live head lice should remain in class, but be discouraged from close direct head contact with others.”

V. Transmission

- A. Transmission is mainly acquired by direct head-to-head contact with the infested person’s hair.
- B. Live lice crawl on the scalp and hair shaft. They are not transmitted by flying or jumping.
- C. Head lice transferred by fomites (hats, scarves, coats, brushes etc.) is possible, but highly unlikely.

VI. Symptoms

- A. Severe pruritus of the scalp
- B. Excoriated eruptions of the scalp and/or scratch marks on the nape of the neck
- C. Presence of louse eggs (nits) and/or live lice

VII. Management at School

- A. Entire school screenings for head lice are not indicated.
- B. Using nursing judgment, the school nurse will consider the degree of infestation and screen as the individual situation warrants.
 - a. If there are 3 or more consecutive cases of confirmed live head lice in a classroom, the nurse will complete a classroom check. She will also send home a letter that a classroom check was completed.
 - b. Nurse will check all siblings within same school, as well as, close contacts to infested student for (example: locker partner or cubby partner.)
 - c. At the nurses discretion they may use the robi-comb as a screening tool to detect live lice.
 - d. If there are 3 or more consecutive cases of confirmed head lice in a classroom, the teacher will not use cubbies or lockers and will have students put coats on back of chairs for 2 weeks.
 - i. Also wash any shared pillows and/or blankets. They will also not allow them to be used for 2 weeks.
 - e. Nurses will not complete classroom lice checks upon parent/teacher requests. There has to be 3 or more consecutive cases of live lice within the classroom.
- C. The “Head Louse Infestation in Schools” algorithm will be followed.

Medication (Policy #5330)

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines, including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent (see Form 5330 F1). This document shall be kept on file in the office of the school nurse, and made available to the persons authorized to administer the medication or treatment. The prescription must be in its original container and labeled with the student's name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription unless the prescribed dosage exceeds the permissible dosage for such medication, in which case the parent will be contacted to come to school to administer a dosage greater than the maximum permissible dosage.

Both the physician and the parent also must authorize any self-medication by the student. In addition, the physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 - Self-Administered Medication.

The Board requires the prior written consent of the parent before any non-prescribed medication or treatment may be administered (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the school nurse. Except in the case of authorized self-medication, all forms of medication shall be administered by the School Corporation in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of over-the-counter medication to another student.

Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

Student Medication Guidelines

Requirements for administration of medication to students at school by school employees have been developed for the West Noble School Corporation in compliance

with P.L. 264.2001, Sec. 2 (IC 20-8-1-5.1-7.5 and IC 20-8.1-5.1-7.5). School employees will not administer medication if these requirements have not been followed. All medication is stored in the nurse's office in a locked and secure location. Request forms may be obtained from the school nurse for prescription medications. Any medication to be given three times a day should be given in the morning before school, after school, and at bedtime. Any exceptions must be requested by the physician as an order faxed to the school nurse.

Immunization (Policy #5320)

The School Board requires that all students be properly immunized against diphtheria, pertussis (whooping cough), tetanus, measles, rubella (German measles), poliomyelitis, mumps, varicella (chicken pox), Hepatitis A, Hepatitis B, and meningitis. From time to time other communicable diseases may be designated by the State Board of Health.

The Superintendent shall require parents to furnish to their child's school, no later than the student's first day of school attendance after enrollment, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the State immunization data registry. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) school days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) school day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a health care provider's statement that the needed immunizations are contraindicated.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The Superintendent shall consult with the State Department of Education and the State Board of Health to develop necessary information and needed materials.

Materials concerning immunizations and immunization preventable diseases shall be provided to parents and guardians of students by each Building Principal, who shall obtain these materials from the State Department of Education. Posting the materials on the school building's website shall satisfy the distribution requirement.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

The parent of each student who is entering grade six (6) shall be provided with information prescribed by the State Department of Health concerning cancer and the human papillomavirus (HPV) infection and that an immunization against the HPV infection is available.

The Superintendent shall ensure that all applicable immunization information is complete in the State immunization data registry not later than the first Friday in February each year.

Minimum Immunization Requirements

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

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

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.

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.

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. Requests 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 instruction.

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 provides 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 a 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.

West Noble School Corporation Discipline Policy Philosophy

(Policy #5600)

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board requires each student of this School Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Superintendent will promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.

The Superintendent will designate sanctions for the infractions of rules, excluding corporal punishment, which:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;
- C. are directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct.

The Superintendent will appoint a committee of staff members by building to review rules of student conduct annually and to advise on alterations and modifications.

The Superintendent will request that the State Department of Education provide information and assistance to the Corporation regarding the implementation of the Code of Conduct to ensure that teachers and administrators receive appropriate professional development and other resources in preparation for carrying out the plan.

The Superintendent will report to the Board annually the methods of discipline used and the incidents of those types of student misconduct designated by the Board.

The building principal shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process rights to notice, hearing, and appeal.

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained or other suitable transportation arrangements have been made.

West Noble Elementary Discipline Policy Philosophy

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 a safe, orderly environment that will help us reach our educational goals. A structured learning environment will help students grow academically, socially and emotionally. Behavior that disrupts the learning environment will be addressed in a respectful manner that addresses the student's individual needs. The goal of the school's discipline policy is to hold the student accountable for their actions and help them, with the support of our faculty and staff, to 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. Teachers are expected to be in communication with parents about behavior concerns.

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 recess

-Loss of privileges
-Temporary class removal

*-Student sent home
-Out-of-School Suspension (up to 5 days)*

*-In-School Suspension
-Expulsion*

Parents who have questions or concerns about behavior at school, should first contact their child's teacher. If the problem is not resolved, the principal should be contacted.

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, stocking caps, bandanas, hoods, or 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. No costumes outside of approved dress up days are allowed. 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 and trading cards are not appropriate to bring to school. Phones and other electronic devices must be silenced and kept in the student's backpack until they leave the building after school. The school will not be responsible for lost or stolen items.

Bullying

(Policy# 5517.01)

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A.** the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B.** the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that: places the targeted student in reasonable fear of harm to the targeted student's person or property;

- A.** places the targeted student in reasonable fear of harm to the targeted student's person or property;
- B.** has a substantially detrimental effect on the targeted student's physical or mental health;
- C.** has the effect of substantially interfering with the targeted student's academic performance; or
- D.** 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.

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

- A.** Participating in a religious event.
- B.** Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- C.** Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article

I, Section 31 of the Constitution of the State of Indiana, or both.

- D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- E. Participating in an activity undertaken at the prior written direction of the student's parent.
- F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated according to the timeline established by the Superintendent's administrative guidelines.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the bullying behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to

resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident at the beginning of the investigation, the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or will be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Safe School Committee

In accordance with State law, there shall be a Safe School Committee in each school within this Corporation (see Policy 8400 - School Safety).

The Superintendent is directed to develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

West Noble School Corporation Transportation Rules For Students

Riding a school bus is a privilege, not a right. Any student who misbehaves on a school bus may be denied the privilege of riding any West Noble school bus. Should a suspension of such privilege be issued, the student may not ride any West Noble school bus for the number of assigned days that the student maintains regular school attendance. Students should adhere to the following expectations for bus conduct:

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

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

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

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

Student Technology Acceptable Use and Safety

(Policy #7540.03)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student

learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Corporation-owned property or at a Corporation-sponsored activity (see Policy 5136).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Corporation Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

First, the Corporation may not be able to limit access technologically, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology-related devices owned or leased by the Corporation or connected to the Corporation computer network.

Pursuant to State and Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or the Director of Technology may temporarily or permanently unblock access to websites or online education services/apps containing appropriate material if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online

D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or the use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Corporation Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms and cyberbullying awareness and response. Users of Corporation Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments.

Students are responsible for good behavior when using Corporation Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises, and at school-sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable both civilly and criminally, for uses of Technology Resources that are not authorized by this Policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of Corporation Technology Resources.

WNSC BOARD OF EDUCATION POLICY

All students and personnel must follow Corporation Policy adopted by the Board of Education. All Corporation Policy can be found on the Board of Education's webpage. (<https://go.boarddocs.com/in/wnsc/Board.nsf/Puhttps://www.westnoble.k12.in.us/districtBoardEd.aspxblic?open&id=policies>)

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