

## Spectacular Sanders Scholars and Families,



Thank you for being a part of the Sanders Enlightened Learning Foundation! We are a specialized program designed to individualize academic, behavioral, and emotional support so that scholars return to a lesser restrictive environment in their home schools and community after developing skills in self-awareness, self-regulation, and self-advocacy. Sanders employs the most dedicated staff that work tirelessly to hone their pedagogy to support scholars in a proactive, positive, and restorative approach that protects the dignity and learning process for everyone involved. We grow scholars' emotional literacy by teaching them specifically about how their brain works in connection with their bodies, how trauma plays a role in our educational lives, how to develop characteristics that foster resilience, and how restorative practices enhance the learning environment for everyone.

Especially at Sanders, partnership between school, family, and support systems are critical to create the right educational setting to assist our scholars in realizing their goals. Thank you for entrusting your scholar to us and partnering with us to support their self-realization.

Educationally,

Dr. Taryn Richard, Principal

Check us out on X @SandersSELF & Join Sanders Facebook Page

### [Sanders Mission Statement](#)

At the SELF Center, we are passionate about equipping our scholars with skills needed to develop self-awareness, self-regulation, and self-advocacy for self-realization. Our work enlightens others that **our scholars are more** than just their behavior. We understand that behavior communicates a need for support. It is our job to cultivate our scholars' strengths and skills to assist them in fulfillment of their goals.

We believe:

Within a positive school setting focused on a proactive and collaborative approach involving the scholar, family, and individual champions, our scholars will develop :

- the ability to recognize the required social problem-solving strategies/actions to effectively meet their needs. (Self-Awareness)
- the ability to identify their emotional state and employ successful strategies to self-regulate. (Self-Regulation)
- skills in proactively communicating their social, emotional, and academic strengths and deficits to address their needs. (Self-Advocacy)

- an understanding of self and socially appropriate ways of being that utilizes self-awareness, self-regulation, and self-advocacy to maximize their potential. (Self-Realization)

**SANDERS SCHOOL**  
 4730 GADSDEN STREET  
 INDIANAPOLIS, IN 46241  
 (317) 988-8500

**ADMINISTRATION**

Dr. Linda Watkins	Director of Special Services, WCJS	988-8635	linda.watkins@wayne.k12.in.us
Dr. Taryn Richard	Principal	988-8551	taryn.richard@wayne.k12.in.us
Mr. Trenton Worden	Assistant Principal	988-8509	trenton.worden@wayne.k12.in.us
Mrs. Lisa Braden	Case Conference Coordinator	988-8596	lisa.braden@wayne.k12.in.us
Mrs. Andrea Mason	Administrative Assistant	988-8552	andrea.mason@wayne.k12.in.us
Mrs. April Rosner	School Secretary	988-8553	april.rosner@wayne.k12.in.us

**WEST CENTRAL JOINT SERVICES**

School Corporation	Superintendent	Local Director/ Designee
Danville Community	Dr. Tracey Shafer	Ms. Kelly Lacey
Monroe-Gregg School	Dr. Kirk Freeman	Ms. Melissa Lancaster
Mooresville Consolidated	Dr. Randy Taylor	Mrs. Windy McGowen
Speedway Schools	Dr. Kyle Trebly	Mrs. Andrea McIntosh
MSD of Wayne Township	Dr. Jeff Butts	Dr. Linda Watkins

**Back to School Supply List**

<b>Elementary (Pre-K - 6)</b>	<b>Secondary (7-12+)</b>
Art supply zipper bag Pencils (mechanical and regular) Crayons/colored pencils Tissues Hand Sanitizer Folders with prongs and pockets Notebook paper or spiral bound notebooks Markers (washable) Erasers of any kind Dry erase markers Ziplock baggies Blunt tip scissors (right or left handed) Glue sticks Sanitizer wipes Highlighters Post-it notes Earbuds or headphones	Composition notebooks Folders with prongs and pockets Pen Earbuds or headphones Sanitizer wipes Post-it notes Index cards Liquid glue Highlighters Art supply zipper bag Tissues Hand Sanitizer Dry erase markers Pencils (mechanical and regular)

**APPROPRIATE SCHOOL APPEARANCE**

The Metropolitan School District of Wayne Township is committed to providing an environment that is the most beneficial for student’s safety and learning. A broad-based committee of parents, teachers, scholars and administrators developed the following guidelines which were approved by the Wayne Township School Board. They were designed to reflect Wayne Township Community Values. These guidelines are consistent with the Student Code of Conduct Rules for the MSD of Wayne Township. No article of clothing, tattoo, or accessory may contain language or graphic representations depicting or promoting the use of drugs, alcohol, tobacco, showing gang affiliation or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist scholars and their families in recognizing what is acceptable in Wayne Township schools. Please contact Dr. Richard for further clarification and requests for special circumstance exemptions.

*Shirts / Tops*

‘All shirts or tops must “cover” the underarm, chest, shoulders (no spaghetti straps), stomach, and back.

### *Pants, Skirts, Shorts*

All articles of clothing on the lower torso must rest naturally at the top of the hip to ensure that undergarments are not visible in the standing or sitting position. Shorts and skirts must be mid-thigh/fingertip in length when a student's arms are comfortably at his/her side. Clothing which is primarily constructed of spandex, spandex type, or other excessively tight material is not permitted as an outer garment, unless it is covered by acceptable clothing at the mid-thigh/fingertip length. Pajamas are not permitted. Any holes in the clothing above fingertip length must be covered with tape or other materials.

### *Shoes*

Footwear must be worn in school at all times. House shoes and house slippers are not permitted. At the elementary level, shoes should be appropriate for recess and student safety should be a consideration. Excessively loose shoes or shoes that pose a tripping hazard should be avoided.

At Sanders, we understand that some scholars struggle with maintaining appropriate footwear due to sensory needs. In some cases footwear expectations will be made. This will be agreed upon with the family and documented in IIEP either through the communication log or through the IEP and in collaboration with the Occupational Therapist.

### *Jackets / Coats*

Jackets are permitted to be worn in the school during the instructional day. Heavy coats designed for frigid temperatures and/or excessively large coats are not permitted.

At Sanders, we understand that some scholars require sensory input that benefits from being snug and a weighted vest does not always meet this need. If a case conference committee determines that a heavy jacket will support this need, consideration for this scholar will be made.

### *Headwear and Glasses*

Sunglasses shall not be worn in the buildings. Head coverings will not be permitted during the school day. Students may appropriately use articles (barrettes, bandanas, headbands, scarves) designed to pull or hold hair.

### *Hair / Facial Jewelry*

Student's hair, jewelry, or other accessories should not interfere with the educational environment of the school or safety of each student.

### *Book bags / Backpacks*

Book bags and backpacks are permitted in school. Excessively large bags and bags with rollers may be restricted during the school day.

### *Undergarments / See-Through Materials*

Undergarments are not to be visible at any time. Outer garments are to be worn in a manner which will cover up all undergarments. See-through materials do not constitute "cover."

**This list is not intended to be an exhaustive list of prohibited items. Clothing, accessories, and other items deemed disruptive, offensive, or contrary to the school's mission by the school administration may be prohibited.**

## **ATTENDANCE**

Research indicates a positive correlation between attendance and grades. Parents are encouraged to maintain close contact with the school so that a joint effort might be made to prevent the development of attendance and discipline problems. A student's attendance is essential to learning. Every absence, whether excused or not, interrupts the student's understanding of the material being presented and weakens his/her interests in the continuing program. Absences for medical appointments may be necessary, but if a student is absent due to a pre-arranged appointment, the student should attend school the remaining portion of the day. When a student is absent from school, the following procedure must be followed:

1. A parent or guardian must call the school (988-8500) before 10:00 a.m. on the day the absence occurs to notify the school of the absence.

The following should be included in the voice mail message:

- The student's name (first and last) and grade (please include the correct spelling of the name.)
- The name of the person making the call and the relationship to the student
- The reason for the absence
- The date(s) of the absence(s) and time periods if not the entire day
- A telephone number so the call can be verified

2. If a parent does not have access to a phone, a note from the parent/legal guardian will be accepted on the day the student returns to school. If the absence is due to a

medical, dental, or other professional appointment, a note of verification from the place of business is required. The note should include the date, time, and length of the appointment on a professional letterhead with phone number and address.

3. If a note or phone call is NOT received, the absence will be considered UNEXCUSED. It is the responsibility of the student and parents to report absences to the school promptly.

4. Notification will be sent to parents after a student has been absent three days (or more). If a student is absent more than ten days, he/she will be considered a chronic absentee unless confined by serious illness or accident. Excused absences include personal illness and death in the family up to a combined total of 10 days. Medical and dental appointments are also excused with verification. After 10 days of absence, illness and death in the family must be verified with a note of verification from the doctor or obituary of a relative confirming the relationship. Students without verification will be counted as unexcused after the 10<sup>th</sup> absence.

### **BED BUGS**

*Cimex lectularius*, commonly known as bed bugs, is an invasion of a type of bug. Bed bugs do not have wings and can't fly or jump. Bed bugs lurk in cracks and crevices and they've been living on human blood for centuries. Though they aren't known to transmit diseases or pose any serious medical risk, the stubborn parasites can leave itchy and unsightly bites. Since bed bugs are not known to transmit diseases, students should not be excluded from school due to bed bugs.

Students may be screened periodically by the school nurse as needed. Jackets, clothing, backpacks and shoes may be inspected or laundered depending upon each individual case. Parents will be notified and educated regarding prevention and treatment.

### **BEHAVIOR MANAGEMENT PLAN**

The Sanders School program and school-wide positive behavior support plan is based upon the idea that we are developing a strong sense of SELF in an environment that ensures all scholars and staff are safe and are treated with dignity and respect. This occurs through clear expectations, predictable structures and routines, positive feedback, instructional practices that meet individual needs, and flexibility to build plans unique to each scholar while preserving the learning environment for the whole.

Please examine your scholar's Classroom Management Plan for specifics to the programming provided. Each Classroom Management Plan incorporates our belief in

Co-Existing, teaching scholar’s how meeting expectations support our SELF Realization, the use of CHAMPS, Positive Programming, and our Level Up Program.

Sanders Expectations: We are SELF Aware!

<b>Engage in productive learning</b>	<b>Maintain a safe &amp; clean environment</b>	<b>Be your Best SELF</b>	<b>Help others to be their Best SELF</b>
<p>Eyes following point of instruction</p> <p>Listening by thinking about the speaker</p> <p>Uses accommodations to support learning</p>	<p>Items are put away</p> <p>Surfaces are clean</p> <p><a href="#">5S procedures</a></p>	<p>Uses self control plan consistently</p> <p>Accesses accommodations and strategies consistently</p> <p>Appropriately advocates for self and others</p>	<p>Encouraging words</p> <p>Able to coexist</p>

**BOOK BAGS and OUTER GARMENTS**

Book bags/ backpacks/winter outer garments are permitted before and after the regular school day to transport school materials to and from school and to keep scholars warm and must be stored during the school day in an appointed place. No bag bigger than a drawstring backpack will be utilized by scholars throughout the school day. A sweatshirt or sweater may be kept here for scholars to use during the instructional day.

In the case where a case conference committee has determined that the use of a book bag or heavy outerwear will meet a sensory need, this will be taken into consideration. This decision would be made with an Occupational Therapist who has completed a sensory profile and has determined with the scholar that there is no other way to meet that need.

**BUS TRANSPORTATION & PARENT DROP OFF / PICK UP**

Bus transportation is arranged by each student’s local school district. Questions concerning transportation should be directed to the Transportation office of your local

school district or assistant principal, Mr. Worden. To assure a safe transportation program, it is necessary for the school and parents to support scholars in meeting the expectations of a safe bus ride to and from school including the time spent waiting for the bus at the bus stop. Misconduct on the bus will be reported in writing to school authorities. Misconduct on the bus can result in the student receiving a bus write-up. Students should be ready for bus pick-up 10 minutes before expected pick-up time. If stated in the IEP, or in Kindergarten, scholars are expected to have someone meet them at the bus stop. Communication regarding agreements in the IEP will be communicated to transportation from both the parent and the scholar's teacher of record.

Parents who are dropping off or picking up their child will use the main entrance (door #1) on the south side of the building. Visitor parking spaces are provided for your convenience. Due to safety concerns, cars are not to be driven on the bus parking lot located on the South side of the school building during arrival and dismissal of students. Students who arrive before the late bell at 8:50 A.M. do not need to be signed in at the office, while students arrive at or after 8:50 A.M. must be signed in by parents. Parents picking students up at the end of the day are requested to sign them out at the office.

Because scholars at Sanders are offered special transportation for behavioral difficulties, student use of bicycles or automobiles is highly discouraged and will be determined in agreement between the school and parent in each individual case.

## **CAFETERIA**

Our school serves a free well balanced breakfast and lunch each day. You may view the menu at the Sanders website: <https://sae.wayne.k12.in.us/>. All Sanders students qualify for the free universal breakfast and lunch program, with breakfast free for all students who arrive by 9:00 a.m. Cold milk may be purchased separately for students who wish to bring a well balanced, nutritious lunch from home. Soft drinks and junk food are not appropriate as a part of a student's lunch or breakfast and should not be brought from home for consumption at school. Students may not bring or have fast food brought into the school for consumption in the cafe. If parents wish to join them as an extra treat for lunch, with meals prepared elsewhere, they will be able to enjoy lunch with their student in an alternate location. Extra milk and additional servings may be purchased by all students participating in the food service program. Students must have money in their accounts to purchase extra food items and will not be allowed to charge extra food purchases. Food service program prices are as follows:



Breakfast	Free @ Sanders	8:40 - 9:00 a.m.	Extra Milk = \$0.50
Lunch	Free @ Sanders	Time Varies	
	Extra Entrée = \$1.75	Extra Vegetable = \$0.50	Extra Fruit = \$0.50
Adult Breakfast	\$1.50		
Adult Lunch	\$3.25		
Extra Student Lunch	\$3.00		

### **CALLS / MESSAGES FOR STUDENTS**

Important messages will be relayed to the student by the office staff. Only in the case of extreme emergency will a student be called from class to receive a message. Please make arrangements for after-school activities ahead of time. If you need to get information to your student, please refrain from calling or texting them on their personal phones. This is a distraction to the learning environment. Please call the front office and we will relay the message.

### **CASE CONFERENCES**

An annual case conference will be scheduled for each student. You will receive notification from the Case Conference Coordinator to schedule the conference. The case conference will be scheduled at a mutually agreeable time. School staff or the parent may request a conference at any time.

### **CLASSROOM STRUCTURE**

Sanders classrooms are set up to meet the needs of unique learners by developing instructional plans that support growth toward individualized goals. However, research supports highly structured classrooms with clear routines and expectations that set an effective environment for individual growth. Specifics to your scholar's classroom structure is outlined in their Classroom Management Plan.

### **WIRELESS COMMUNICATION DEVICE**

We are writing to inform you about a new [Wireless Communication Device Policy](#) approved by our School Board that will take effect this school year.

### **Why We Have a New Policy**

A new Indiana law (SEA 185) requires schools to regulate the use of personal wireless communication devices (WCDs) like cell phones, earbuds, tablets, and laptops during school hours. This law aims to ensure a focused and productive learning environment.

### **Balancing Screens with Skills**

M.S.D. of Wayne Township's comprehensive Wireless Communication Device (WCD) guidance balances the use of personal devices with minimal disruption in the classroom and essential collaborative and social-emotional skills.

### **Key Points of Our New Policy**

1. Developmental Stages and Responsibility:
  - The guidance is aligned with our students' developmental stages, ensuring a gradual increase of responsibility as they mature and develop self-regulation skills.
2. Use of Personal WCDs:
  - Personal WCDs, such as cell phones, earbuds, tablets, laptops, gaming devices, and wearable technology, will be regulated during instructional time.
  - Students must bring their district-issued devices (iPads in K-2 and Chromebooks in 3-12) to class.
  - Personal WCDs are prohibited in the classroom unless approved by the teacher.
3. Special Situations:
  - In unique cases, students with identified disabilities may need to keep a personal WCD with them during the school day. The case conference committee approves these situations and will consider them only when necessary to meet specific, documented needs.
4. Communication During the School Day:
  - Parents can call the school's main office to communicate necessary information, especially in emergencies.
  - Parents are encouraged to send an email to the student's district-issued email.

## **Grade-Level Expectations**

- Elementary School (K-6):
  - Bring District-issued iPad or Chromebook devices daily.
  - Keep personal devices at home or silenced in a backpack.
- Middle School (7-8):
  - Bring District-issued Chromebook devices daily.
  - Keep personal devices at home or silenced in a backpack or locker.
- Ninth Grade Center (9):
  - Bring District-issued Chromebook devices daily.
  - Keep personal devices silenced in a backpack or locker unless during passing periods and lunch.
- High School (10-12):
  - Bring District-issued Chromebook devices daily.
  - Personal devices are not allowed in the classroom unless approved by the teacher. Personal devices are permitted in non-classroom areas if they do not disrupt the school environment.

## **Consequences for Violations**

1. 1st Offense: Verbal warning, caregiver contacted by teacher
2. 2nd Offense: Classroom documentation with caregiver contact by teacher
3. 3rd Offense: Offense referral, caregiver/student conference with the administrator
4. 4th Offense: Offense referral, device confiscated and returned to student
5. 5th Offense: Offense referral, student consequence not resulting in missed instruction, device confiscated and returned to caregiver
6. 6th Offense and Beyond: Offense referral, device confiscated, and returned to caregiver with progressive consequences

Our new policy and guidelines aim to empower students with essential digital literacy skills while fostering collaboration, communication, and social-emotional growth. By purposefully and responsibly integrating technology in school, we endeavor to cultivate well-rounded students equipped to thrive in an increasingly interconnected world.

School personnel may direct a student to delete a video that was taken in the classroom. Videos taken of peers in the learning environment can be considered a violation of FERPA.

## **EMERGENCY DRILLS**

Fire, tornado, lock-down, and security drills are held regularly to develop safety practices that will help students to move quickly and in an orderly manner to pre-designated safety areas during an emergency.

### **EMOTIONAL LITERACY**

Scholars attending Sanders School will all participate in effective education on emotional literacy. The purpose of emotional literacy is to teach scholars team building skills and support the development of skills in self-awareness, self-regulation, and self-advocacy. We use a variety of resources such as Second Steps for Elementary scholars and IMPACT lessons for Secondary scholars and embed this learning throughout our instructional day. We focus on the tenets created with students and staff on learning how to Co-Exist because everyone deserves to Feel Safe, Attend an Orderly school and to Learn. Our goals are to:

- Engage in productive learning
- Maintain a safe and clean environment
- Be your BEST Self
- Help others to be their BEST Self

### **FIELD TRIPS**

Educational field trips that are related to the curriculum may be planned. A letter explaining the field trip and a permission slip will be sent home with the students prior to the field trip. The permission slip, signed by the parent/guardian, must be received before the student will be allowed to attend. All volunteer chaperones will be required to have a criminal history check completed by Wayne Township well in advance of the planned field trip. All scholars will have the opportunity to attend a field trip however, behavioral expectations prior to the trip may be a stipulation for participation.

### **HARASSMENT POLICY & PROCEDURES**

It is the objective of the Board of Education of the Metropolitan School District of Wayne Township to provide members of its school community with a safe environment in which students can learn. The School strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of hazing, harassment, intimidation, and provocation, including bullying (see Board Policy A125 & C350).

The School shall vigorously enforce its prohibition against hazing, harassment, intimidation, and provocation, and encourages students, parents, and staff to work together to prevent these acts. The school is particularly devoted to preventing and

diligently addressing harassment based on a protected class including but not limited to race, color, national origin, gender, age, religion, or disability.

All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school grounds immediately before, during, or immediately after school hours; in any school program or activity taking place in school facilities, on school transportation, or at other off-campus locations, such as at school-sponsored field trips or a training program; or using property or equipment provided by the school, including school-owned computers and the school's computer network.

The goal of this policy is to ensure the School adequately addresses and provides sufficient options for responding effectively to incidents of hazing, harassment, intimidation, and provocation.

Anyone who believes that a student or staff member has possibly been or is the victim of a violation of this policy is encouraged to immediately report the situation to an appropriate staff member such as a teacher, counselor, administrator, or Complaint Coordinator. Any staff member receiving a report or observing offending behavior shall immediately report it to their supervisor.

Complaints need not be in formal written format. Reporters may informally and verbally report discrimination and harassment to an appropriate staff member pursuant to this policy. A formal complaint form may be submitted by a reporter at any time. A complaint alleging offending behavior shall:

1. name the complainant and the harasser and describe the offending behavior in sufficient detail to allow an investigation to occur;
2. be presented to any administrator for transmittal to the Complaint Coordinator and Chief Personnel Officer who shall jointly agree how the complaint will be investigated and by whom;
3. be promptly and thoroughly investigated and the results of the investigation shall be reported in writing to the Chief Personnel Officer or Deputy Chief Personnel Officer.

The School will investigate formal and informal complaints under this policy. A complaint shall be considered as "confirmed" where an investigation results in a finding supported

by a preponderance of the credible evidence that offending behavior has occurred. If offending behavior is confirmed, the School will take prompt and effective steps reasonably calculated to stop the behavior, remedy the behavior, and prevent the behavior from recurring. This may include, but is not limited to: separating the harasser and the victim, providing counseling for the victim and/or harasser, or taking prompt disciplinary action against the harasser. A student violating this policy is subject to discipline including suspension and expulsion. An employee violating this policy is insubordinate and is therefore subject to discipline, including reprimand, suspension without pay, and discharge. These steps should not penalize the victim of the harassment.

A person who knowingly or recklessly makes a false material statement in a complaint or an investigation under this policy shall be subject to disciplinary action.

### **HEALTH SERVICES AND MEDICATION AT SCHOOL**

Sanders School has a full time nurse. At certain grade levels and by referral, the nurse helps conduct screening for vision and hearing.

Information is now easily shared through SchoolCare. Please connect with the Sanders team if you are experiencing any challenges with getting signed in to this system.

Written instructions from a physician must accompany any prescribed medication to be taken by a student at school. The prescription drugs must be brought in the original container with the prescription label attached. Medication which can be purchased over the counter must be accompanied by a written permission form signed by the parent/guardian before it can be dispensed.

A student who becomes ill during school hours is taken to the nurse's office. If it is necessary to send the student home because of illness, the parent or another person designated by the parent in writing will be notified and requested to provide transportation. It is very important that the school be provided with medical emergency information, alternate parent phone numbers, and alternate persons to call for assistance in the event that a parent cannot be reached.

A student with a fever of 100 °F or greater will be sent home from school, and students who have vomited and/or had diarrhea may be sent home. Parents are expected to make arrangements to pick up the student when called. Students need to be fever free

without medication for at least 24 hours before returning to school. Please notify the school secretary of absence due to fever.

All students must meet state requirements for immunizations and provide proof of immunizations to the school nurse. Failure to do so could result in exclusion from school until proof of immunizations is presented through SchoolCare. Please work with our school nurse on immunizations.

### **HOMEWORK**

The staff members of Sanders are committed to a quality educational program. As part of this commitment, it is recognized that homework is an out-of-school assignment that contributes to the total educational process. It is our belief that homework is an extension of class work and should be related to the objectives of the curriculum. Homework will be used to enhance, not merely to increase, the time students spend on learning.

### **POSITIVE BEHAVIOR SUPPORT TEAM**

When scholars are struggling to meet expectations and classroom support is failing to be effective, Sanders employs the skill sets of our Positive Behavior Support Team as the second tier of support for scholars. The primary goal is to assist them in using their self control plans, advocacy, awareness, and regulation within the classroom. Staff may request support for a scholar in the classroom or assistance when a scholar's difficulties are disrupting the learning environment and a more individualized level of support is needed. Our Positive Behavior Support members are embedded into classroom environments and work with scholars outside the classroom only in instances where they are working on specific emotional literacy lessons or are involved in a restorative practice.

### **PROGRESSION in LEVEL UP!**

Sanders uses a four level system to acknowledge scholar progress in self-awareness, advocacy, regulation and realization. Each level is tailored to the scholar around the reasons for their being moved to Sanders for further growth and development in their social and emotional regulation. The timeline for growth at each level will be established with the scholar. We look at approximately four week intervals for how the scholar is progressing.

Scholar movement is always forward within the level system. A scholar's level is never taken away once achieved. If a scholar begins to struggle at a level, supports are given

at that level appropriate to the scholar's needs. Please speak with your scholar's team about where your scholar is in this progression in [Level System 24-25](#). This leveled system works in collaboration with scholar's IEP goal attainment.

Once at the Black level, scholars will have a portfolio that they have created to help demonstrate their readiness for their next best step. The portfolio is designed for the scholar to demonstrate their growth in social and emotional regulation and advocacy. This proud moment helps the scholar to really showcase all of the successes!

### **REPORT CARDS / IEP PROGRESS REPORTS**

Report cards and/or IEP progress reports are issued every nine weeks for all scholars and are mailed home the week after closing grades. Report cards will include information regarding academic progress and goal achievement. Midterm grades will also be sent home. You may view your scholar's grade in real time utilizing Skyward. Please contact the school if you do not know your password.

### **RESPONSE TO FAILING TO MEET AN EXPECTATION**

1. When a scholar fails to meet an expectation in the classroom, this will be reviewed and practiced again. It is also possible that time needs to be spent on the "why" this is an expectation. We understand that there are many sub skills to meeting expectations. Time is needed to teach those sub skills and provide feedback when they are not yet met.
2. Natural consequences may include missed instruction, peers being upset, feeling disappointed with self, being worried about how others think of you, embarrassment.
3. Punitive consequences may involve planned ignoring, restricted privileges, timeout, call to parent, restorative activity, etc. The use of a scholar's primary plan includes the supports used that are specific to that scholar.
4. Positive Behavior Support Team staff will provide classroom-based assistance to problem solve behavioral situations.
5. If struggles persist members of a scholars team will request a Family Group Decision Making Meeting with all the scholar's support inside and outside of the school to assist in problem solving.
6. Scholars may access needed sensory integration, de-escalation activities, transfer of emotional literacy lessons, and alone time needed to support scholars in returning to their academics. All of these supports are embedded into our school environment and schedule.
7. Sanders staff are trained in the application of principles provided by Pro-Act for crisis-intervention.



8. Severe infractions may result in an intervention such as out-of-class support, out-of-school suspension, security support, or consideration of a more restrictive environment through a case conference.

### **SCHOOL CLOSING INFORMATION**

When it is necessary to close school because of inclement weather, an announcement will be made as early as possible through the following stations:

TV Stations: WRTV 6, WISH 8, WTHR 13, and FOX 59

AM Stations: WNDE 1260, WTLC 1310, and WXNT 1430

FM Stations: WWFT 93.9, WFMS 95.5, WLHK 97.1, WQME 98.7, WZPL 99.5, WJJK 104.5, B107.9

Sanders School will be closed when M.S.D. of Wayne Township Schools are closed. Students from Danville, Monroe-Gregg, Mooresville, and Speedway are excused from school when their home districts are closed due to weather. However, those scholars may attend when their home district is closed due to weather if Wayne Township Schools have remained open, as long as the parent is able to provide transportation both to and from school that day.

If early dismissal becomes necessary before the regular dismissal time, announcements will be made via radio stations listed above. Working parents are required to arrange for supervision of their children in such emergencies. If weather causes a two-hour delay, school will start at 10:50 a.m. This information will be broadcast on the radio and television stations. Parents are requested to keep radios tuned in during inclement weather in order to arrange for supervision of their children in such emergencies.

Wayne Township schools have rich exposure using X. See the latest and greatest from our district by following Dr. Jeff Butts at @WayneTownshipSuper and We Are Wayne at @WayneTwpSchools. For information and highlights for Sanders specifically please follow us at @SandersSELF.

### **SCHOOL SECURITY**

Sanders School will have a school resource officer on location. The primary responsibility is to ensure the safety of all students, staff, families, and community members that may be on campus. The MSD of Wayne Township security and/or police officers may be utilized in situations in which a student exceeds the school's ability to de-escalate behaviors and maintain a safe and orderly environment. Security may be

utilized to maintain or restore the educational environment when the presence of security is necessary to prevent injuries to persons or property. If school security/police are involved in a situation, there is the possibility that an arrest will be made. If an arrest is made, "directory information" such as student name, address, date of birth, parent name, address, and phone numbers will be released to the officer. The school administrator will make a reasonable effort to notify the scholar's family when security or police are contacted.

Sanders School Resource Officer (SRO) works diligently to build positive relationships with scholars and families to assist in fulfilling our mission.

### **SENSORY REGULATION, LANGUAGE SUPPORT, & SELF CONTROL PLANS**

Staff at Sanders believes that once scholars understand themselves and their areas of strengths and weaknesses, success is attainable. We work with scholars to assist identifying when they are beginning to exhibit a strong emotion. Once a scholar has this self-awareness we work with him or her to identify successful ways to regulate so he or she can be successful. Our school schedule builds in structured times to utilize sensory regulation and language support and embed sensory regulation and a language rich environment to assist in acquiring this understanding.

In our work, we recognize that scholars can not always predict or control their triggers and frustrations. When those situations arise, we model, teach, and practice the use of our Self Control Plans.

### **STUDENT DRUG TESTING**

The use of illegal drugs, alcohol, and tobacco is prohibited and requires intervention. Students may be tested through voluntary testing which requires parental/guardian permission or required testing based on individualized, reasonable suspicion. Voluntary testing may be requested when a student violates certain school rules or if the student is having significant trouble with grades or attendance. "Individualized, reasonable suspicion" means circumstances which, when considered together in the context of which each occurred, gave rise to a reasonable belief that, at the time the test would be administered, the test would show that the student had used a drug, alcohol, or tobacco in violation of the Indiana or Federal Law or M.S.D. of Wayne Township Student Conduct Rules.

Substances for which students may be tested include illegal drugs, legal drugs, alcohol, tobacco, and substances that mask the presence of or block the detection of another

substance. The use of a “blocking agent” is an expellable offense. The refusal to provide a specimen is a violation and will have the same consequences as a positive test. The results of voluntary testing will be reported to the district testing coordinator who will notify the parent/guardian of the results. If the test results are positive, the testing coordinator will work with the parent or guardian to find appropriate assistance for the student. The consequences of a confirmed, positive, required test shall be consistent with the Student Code of Conduct.

### **STUDENT RECORDS AND PRIVACY**

Parents and eligible students (18 years of age and older) may review their present and past school records. Upon request to the principal, arrangements will be made for parents or eligible students to review and discuss their educational records. The principal or designee will be present during the review to answer questions and interpret data. If a parent or eligible student questions the validity of any educational record, the person may ask for a meeting with the Superintendent or his designee to discuss the correction. If the conference with the Superintendent or his designee does not meet the satisfaction of the parent or eligible student, the person may request a further hearing into the matter. Complete procedures for inspection, fee schedules, location, and identification of school officials for education records are listed in the School Board policy.

### **TRADING, BUYING, or SELLING ITEMS**

Students may not trade, buy, sell, or give items away to other students or staff. If a scholar wishes to engage in such, the item will be confiscated and returned to the parent of the original scholar. Sanders staff are not responsible for items that have been traded, purchased, or sold at school. We advise against such activities and will direct items to be returned home if we are made aware of these activities. Activities such as these distract from the intent of the educational experience. Please refrain from these activities while at school.

### **TREATS FOR THE CLASS**

Non-edible treats sent for birthdays or other celebrations must gain prior approval by the classroom teacher. Treats sent to school for consumption by students must be store purchased and in the original, unopened packaging. Your cooperation with this policy will help the school plan for individual dietary needs and allergies.

### **UTILIZATION OF PRO-ACT FOUNDATIONAL PRINCIPLES**

Sanders School strives to be a “hands off” environment meaning the use of proactive and positive methods are embedded into all student and staff interactions. All staff at Sanders School are trained in the principles of Pro-Act, Inc. which is committed to the safe and dignified treatment of all people, regardless of age or ability. Utilizing the principles of approach, problem-solving, emergency response, individual differences, teamwork and rights, Sanders' educational environment distinguishes the differences between challenging behaviors and behaviors that possess the immediate threat of serious bodily harm and responds accordingly. Our continuum of response progresses from the use of primary plans, backup plans, crisis communication, evasion, and possible restraint and/or seclusion.

At Sanders, behavioral intervention is consistent with a scholar's right to be treated with dignity, respect, free from abuse and aligned with a scholar's current individualized education plans and behavior intervention plan. Engagement at scholar's academic level, prevention, positive behavior supports, de-escalation, and evasion will be used consistently to reduce the need for restraint or seclusion. Restraint and seclusion will only be used as a last resort when less restrictive procedures have not been successful and there is an imminent risk of injury to the scholar or others. Parents/guardians will be notified of the restraint or seclusion as soon as possible and always within 24 hours. A copy of the incident report with debriefing will be provided to the parent. Routine training and consistent de-briefing of escalations in behavior will refine our skill sets in prevention and the ability to create a responsive, differentiated, and effective plan for all of our scholars.

### **VIDEO RECORDS**

Video observation as a means of providing school safety and security is allowed under Wayne board policy G175/G175R. All speech and conduct is subject to being recorded, preserved, and examined by video. No person has a legitimate expectation of privacy with respect to his or her conduct or speech. Recorded information is treated as an “educational record” and shall not be produced outside of the school district except pursuant to a subpoena, court order, or release in accordance with the Family Educational Rights and Privacy Act. There is no guarantee of recording in every environment as not every environment is equipped with video recording equipment and the school cannot account for failure of equipment to videotape. The videos are maintained under the supervision of school administration. Video recordings are not kept indefinitely and may not be available unless requested in writing within a 7 day period following the recording. No video recording may be viewed outside the school without a subpoena or court order, or parental consent where applicable. Should you

have questions about video records, please call the school and request to speak to an administrator.

### **VISITORS / GUESTS**

We welcome a strong partnership with our Sanders Families and the support providers you have chosen to help your scholar reach their BEST Self! As your educating school, we also believe strongly in the work that we do both academically and behaviorally. Please respect the learning environment by adhering to the following procedures when it comes to meeting with your learner during the school day.

1. Family visitors will stay in the front of the building. We appreciate a good, positive check-in. You are welcome to do this during your learners lunch time. Please check with your learner's teacher for these times.
2. If you choose to have lunch with your learner, we will provide you a space to enjoy time together.
3. If you need to speak with your learner's teacher, please call or email first to set up an appointment. We want to give you our full attention. This happens best at times where teachers are not providing instruction.
4. Please schedule your child's appointments (medical, dentist, mental health services) outside of the instructional day. Missing time in school slows the learning process. We appreciate learners being on time and present for their full instructional day.

In addition to these procedures for our families, we understand that some families choose service providers that are outside of the Sanders School Community. We welcome a strong partnership to best meet the unique needs of our learners. Once a release is gained, we will begin that partnership.

- All service providers will collaborate with the teacher on how to best support their shared scholar in the classroom. This requires a meeting with the building administration and teacher to set expectations and guidelines on how to best support Sanders Mission and the individualized education plan we are honoring.
- Please keep in mind that when working with a shared scholar in the educational setting, the energy and dynamic of the classroom changes because of your presence. It is for this reason that we need to meet to discuss how you can best serve.
- Please schedule a time through Andrea Mason during the teacher's prep or at 8:00 a.m.

- Just as with families, outside providers will be permitted to meet with scholars outside of the classroom. We will have a designated space available for this time.

All visitors who need to go into the school past the office will need to have a government issued ID out and ready to be checked. The ID will be scanned and a badge will be printed for you. When leaving school, you will drop the badge back off at the office so you can be checked out. Scanning visitors in and out allows us to check the National Sex Offender registry and keep an accurate account of who is in our school at all times.

Updated 7/16/2024