

# West Noble Primary School 2024 – 2025

## Student/Parent Handbook



The vision of West Noble Primary is *TO BE THE BEST ME AT WNP!*

*LIVE LEARN LAUGH LEAD*

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# **West Noble School Corporation**

## **School Administration & Support Personnel**

### **Superintendent**

Nate Lowe                      Office Phone: 894-3191

### **Curriculum Director, 504 Coordinator**

Sarah Wilson                      Office Phone: 894-3191

### **School Board Members:**

Joe Hutsell (President)  
Joe Saggars (Vice President)  
John Schwartz (Secretary)  
Jeremy Brown (Member)  
Paul Fought (Member)  
Parrish Kruger (Member)  
Travis Stohlman (Member)

### **Principal, West Noble Primary School**

Brian Shepherd                      Office Phone: Ext #4001

### **School Resource Officer, West Noble Primary School**

Grant Moser                      Office Phone: Ext # 4006

### **School Counselor, West Noble Primary School**

Alyssa Juday                      Office Phone: Ext #4010

### **School Nurse, West Noble Primary School**

Denise Hershman                      Office Phone: Ext #4040

### **West Noble Primary School**

Toll Free Number: (800) 488-3191

## West Noble Primary School Staff

School Year 2024-25

67 Staff Members

### Office – 8

**Brian Shepherd, Principal**

*Sonya Landeros, Secretary/Treasurer*

*Amy Stoner, Receptionist*

*Grant Moser, Resource Officer*

*Denise Hershman, School Nurse*

*Danielle Sitts, Instructional Coach*

*Alyssa Juday, School Counselor*

*Joy Wert, EL Director*

### Custodians -3

*Tracy Pelfrey, Head Custodian*

*Tim Records*

*Cindy Staton*

### YMCA Staff - 3

*Faith Champion*

*Taylor Shoemaker*

*Alecia Snyder*

### Certified Staff -26

*Tyler Alles, Grade 1 / Head Teacher*

*Suzanne Bohde, Kindergarten/ Head Teacher*

*Alondra Campos, Kindergarten*

*Grissel Campos, Grade 1*

*Amanda Custer, Kindergarten*

*Jennifer Finlinson, Art / Music*

*Jaylee Frye, Speech / Hearing*

*Tami Golden, Grade 1*

*Marjorie Goyings, Applied Skills*

*Yaquelin Guzman, Grade 1*

*Julie Hanna, Kindergarten/Head Teacher*

*Tammi Hicks, Special Ed*

*Christy Hofmeister, Grade 1*

*Sarah Hursey, Special Ed Preschool*

*Mary Kiser, Grade 1 / Head Teacher*

*Robert Martin, Kindergarten*

*Katrina Pruitt, Grade 1*

*Abby Richardson, Speech/Hearing*

*Donna Risser, Literacy*

*Yvette Rojas, Kindergarten*

*Elizabeth Smith, Literacy*

*Jen Teel, Special Ed Preschool*

### Classified Staff -21

*Freicy Benavides, Kindergarten -Program*

*Amy Boggs, Applied Skills - Program*

*Kari Brown, Kindergarten - Program*

*Trisha Budd, Special Ed Preschool -Program*

*Vicki Coats, Applied Skills -Program*

*Sherry Cox, Grade 1 - Program*

*Madison Doege, Grade 1 - Program*

*Maria Garcia, EL Program*

*Angela Hunter, Kindergarten - Program*

*Teresa Hull , Special Ed Preschool - Program*

*Tammie Hursey, Grade 1 - Program*

*Kara Jane, Applied Skills - Program*

*Samantha Klages, Grade 1 - Program*

*Dawn Lortie, Literacy -Program*

*Donnette Nelson, Literacy / Special Ed-Program*

*Thalia Parson, Kindergarten - Program*

*Julia Petersen, Media Center -Program*

*Rosalina Ruvalcaba, EL Program*

*Lisa Simpson, Special Ed Preschool-Program*

*Christopher Young, Applied Skills -Program*

### Food Service -6

*Sharon Bennett, Manager*

*Shelly Keck, Assistant Cook*

*Rachelle Castro, Lunch Helper*

*Sandy Hunter, Lunch Helper*

*Bethany Koontz, Lunch Helper*

*Michelle Koontz, Lunch Helper*

**Telephone Number:**  
**West Noble Primary – 260-894-3191**

Parents living outside the Ligonier and Cromwell area may dial 1-800-488-3191 toll free and be connected with either school.

When calling before or after school hours, you will reach an automated phone system.

**West Noble Primary School Mission Statement**

Live, Learn, Laugh, and Lead

**West Noble Primary Vision Statement**

To be the best me at WNP!

**Attendance Policy**

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

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

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

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

- (a.) It is unlawful for a parent to fail to ensure that his child attends school as required under this chapter.
- (b.) Before proceedings are instituted against a parent by the superintendent having jurisdiction over the public school or his designee, where the child has legal settlement or the superintendent of the transferee corporation, l or his designee, if the child has been transferred. Personal notice must consist of and take place at the time of the occurrence of one of the following events: (1) the date of personal delivery of notice;

(2) the date of receipt of the notice sent by certified mail; or (3) the date of leaving notice at the last and usual place of the residence of the parents. If the violation is not terminated within one (1) school day after this notice is given or another violation is committed during the notice period, no further notice is necessary, and each day of violation constitutes a separate offense. (IC 20-8.1-2-22, as added by Acts 1973,P.L. 218, & 1,p,1097,P.L. 101, & 7,p.437: 2,& 2003,p2) See. 17-20-8.1

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

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

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

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

Dated: May 27, 1986

### **Daily Absence Procedure**

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

It's the parents/guardians responsibility to provide the primary school office a reason for the student's absence by 8:30am 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 insure an excused absence. Students arriving at school after 7:45 a.m. will be marked tardy. Any student arriving after 9:00 a.m. will be considered missing a half day. When leaving early from school the absence will be determined by the principal.

A letter of notification will be sent to parents after 3 unexcused or 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.

### **LETTER OF NOTIFICATION**

We have confirmed that your child \_\_\_\_\_ was truant from  
\_\_\_\_\_ to \_\_\_\_\_.

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

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

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

3. **Notification of the Noble County Prosecutor.** (Third Confirmed truancy by your child will be referred to the county prosecutor for further action.
4. **Tardiness.** A student will be counted tardy after 7:45 a.m.

### **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. **(This is just a reminder the West Noble School Corporation Charging Policy will not allow charging for Breakfast or Lunch the last 2 weeks of school. If a student has no money in their lunch account and doesn't have cash in hand, they will receive an alternative meal for lunch and no breakfast. Please bring your child's lunch account up to date.)**

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. The application submitted by patrons will be kept in strict confidence and the names of those who have been accepted will not be published.

### **Enrollment Requirements For Kindergarten**

West Noble Primary requires a child to be at least 5 years of age on or before August 1<sup>st</sup>, unless approved by the building principal. A birth certificate must be presented for the child's enrollment into kindergarten. An affidavit affirming the age of the child may be substituted if the birth certificate is not available.

No child will be enrolled in kindergarten for the first time at the beginning of the second semester.

State law requires that parents furnish the school health records. These are given out at preschool enrollment or may be picked up at any time from the elementary office.

### **Kindergarten Policy**

Kindergarten is a very important part of the total school experience. We believe this program helps to provide readiness for success in the school years ahead.

We believe:

1. All children should attend kindergarten
2. If a teacher and the administration feels a child should repeat kindergarten for his own future success in school, this will be done.

### **Top 10 Ways to Help your Child Succeed in Kindergarten**

**READ** to your child every day!!!!

I Can...

- name each letter in random order.
- name numbers 0-10 in random order.
- write numbers 0-10.
- name basic shapes (circle, square, rectangle, triangle, hexagon).
- count to 30 and touch and count 10 or more objects.
- write my name correctly – only capitalize 1<sup>st</sup> letter (Kylie).



- name colors.
- tie shoes, zip coat, button pants, and use the bathroom independently.
- be responsible (share, take turns, use good manners, help others, etc.)

### School Closing For Bad Weather

Patrons with internet access may obtain delay & cancellation information via the West Noble website. To check for a delay or cancellation go to the West Noble website, <http://westnoble.k12.in.us>. For other information, such as a listing of the media sources WNSC uses or how to set up an account to receive Alerts/Notifications go to the WN website and click on [Delays and Closings](#)

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

### Parent-Teacher Conferences

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

### Open House

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

### Textbook Adoption

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

### Health Information

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

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

1. When it is apparent to school officials that the child no longer has a communicable disease or is no longer infested with parasites.

2. Upon certification of physician, that the child no longer has the communicable disease, or is no longer infested by parasites.

“If school personnel disagree with the certifying physician as to whether the child should be readmitted to school, the local health officer shall determine whether the child may be readmitted to school.”

### Student Medication Guidelines

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

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

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

## 2024-25 School Year - IN State Department of Health

### *School Immunization Requirements*

Below are the number of doses and each vaccine required for school entry.

<b>3 – 5 year olds/Preschool</b>	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps & Rubella) 1 Varicella
<b>K-1 Grades</b>	3 Hep B 5 DTaP 4 Polio 2 MMR 2 Varicella 2 Hep A ( <i>Hepatitis A</i> )

**All** students must be immunized for diphtheria, whooping cough, tetanus, polio, Hepatitis B, Varicella, measles, mumps, Hepatitis A, and rubeola.

### **Illness**

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

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

Important: Emergency care information must be on file for each student, giving home and work telephone numbers, where parents may be reached. Please contact the school secretary for any changes in employment that result in a change of work telephone numbers. When illness occurs during the school day, parents will be notified and arrangements will be made for parent or designated care giver to come for the child.

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

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

## **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.

## **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<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, and 8<sup>th</sup> grades will be tested. For hearing testing, students in kindergarten, 1<sup>st</sup>, 4<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> grades will be tested.

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

## **Food Allergies**

Children with a documented food allergy are encouraged to bring their own lunches on the days that a food is offered that they can't eat. The kitchen staff will easily substitute juice if a child has a milk allergy but will not substitute other foods on the menu if they have a doctor's note.

## **Indoor Air Quality Policy and Guidelines**

There are definite guidelines given in the Indiana Code that affect Indoor Air Quality at school. These codes ensure that the school will maintain good Indoor Air Quality for the school students and staff.

Some of the areas addressed in these guidelines include:

- idling vehicles on the school grounds
- maintaining temperature and humidity in student classrooms
- routine maintenance of heating and cooling systems
- ozone purifiers sold as air purifiers
- animal visits in the classrooms
- student exposures to chemicals
- cleaning schedules in school

For more information about Indoor Air Quality at WNP, please contact our custodian, Tim Emely, at the school.

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

## Guidelines for Control of Communicable Diseases

### HEAD LICE: Purpose

- A. To prevent the spread of pediculus humanus capitis (head lice) among the school population.
- B. To detect pediculiasis 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.

#### I. 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.

#### II. 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 1/4" 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."

### **III. 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."

### **IV. 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.

### **V. 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

### **VI. 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.

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

**PINK EYE:** Students with bacterial or viral conjunctivitis are excluded from school but may return after appropriate treatment is instituted by a doctor. The typical treatment for a student with bacterial conjunctivitis includes treatment with antibiotic eye drops for 24 hours before coming back to school.

**RINGWORM:** A medical excuse from physician must be presented to the nurse or school secretary when student returns to school.

**STREPTOCOCCAL INFECTION:** Students should be excluded from school until antibiotic treatment has been used for 24 hours and no fever is present.

### **Bed Bugs in the School Setting**

Bed bugs do not transmit disease but they can cause significant anxiety, itchiness, and sleeplessness. Infestations often require multiple treatments by licensed pest control professionals and are quite costly.

#### **Bed bugs at School**

If a bed bug is found on a student or his/her belongings:

1. The student should be discreetly removed from the classroom so that the school nurse or qualified individual can examine the student's clothing and other belongings. Any bugs found should be removed and collected for identification. Put the bug in a jar with rubbing alcohol.
2. The school nurse will notify the nurse in the building where other siblings attend.
3. As possible, the nurse should provide temporary clothing for the student. Place all of the clothes, including shoes, in the dryer on high for 30 minutes.
4. After clothing has been heat treated, have the student change back into their clothes and return to class.

5. The nurse will examine the student and any students who live in the same household for evidence of bug bites. First aid will be provided as needed.
6. If a confirmed bed bug is found on a student, then the school principal or nurse should contact the student's parents to inform them of the presence of such bug on their child. Parents will need to examine their home and contact professional pest management as needed. Educational materials should be provided to the family.
7. Provide instruction on actions parents can take to reduce the spread of bedbugs to the school environment including: laundering clothes, use of dryer to kill bugs, storing laundered items in sealed clear plastic bin or garbage bag, daily inspection of items which will leave the home, and routine cleaning of hard surfaces.
8. The student's belongings which go between school and home will be stored in plastic airtight bins or bags while the student is at school.
9. Students should not be excluded from school due to bed bugs unless repeated efforts have been made to remedy an infestation. Schools should not be closed due to bed bug presence; if pest management is necessary, it will usually target specific areas and treatment will occur outside school hours.
10. When students are not present, the student's classroom, locker, coat closet, etc., will be examined for bed bugs.

If bed bugs are found in the classroom or elsewhere in the building:

1. Bug should be collected for identification. Try to keep the specimen intact.
2. School administrator or custodian should contact pest management company to identify specimen and determine whether a classroom inspection/treatment is needed.
3. If a bed bug infestation is confirmed in a classroom or in another area of the school, staff should prepare the classroom for treatment as instructed by the pest management professionals.
4. If a bed bug infestation is confirmed in a classroom or in another area of the school, send notification to all parents and staff in the classroom regarding the treatment plan and provide advance notice of the pesticide application.

Confirmed bed bug in a student's home but no bugs on the student:

1. Student should be discreetly removed from the classroom so that the nurse can examine the student for evidence of bug bites.
2. If bites are found, the nurse will call the parent to ask whether infestation is present and whether treatment has been started.
3. Parents will be given information about actions to take to reduce the spread of bed bugs (washing clothes, use of dryer to kill bugs, storing laundered items in sealed clear plastic bin or garbage bag, daily inspection of items which will leave the home, routine cleaning of hard surfaces, etc.).
4. The student's belongings which go between school and home will be stored in plastic bins or bags while the student is at school.

## **Parent Visitation**

Parents are welcome to visit their child at school during lunch. Please contact the building principal to arrange a visit. Again this needs to be arranged in advance. We ask you to please enter through the main doors and check in with the secretary.



## **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**

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

The Department of Education (DOE) requires that every newly enrolled student fill out a Home Language Survey (HLS). Based on the HLS responses, the school administers the WIDA Language Test to evaluate your child's English Proficiency. The results of this test determine whether or not your child should receive additional support in English during the school day.

Here at West Noble School Corporation, we offer a lot of support during the school day for our EL's (English Learners). We have an EL teacher and assistant that give support to our classroom teachers and we provide Cluster Classrooms to additionally support the EL students with their academic needs. Teachers are provided with each student's language score so that they can decide on the best teaching strategies to use with those students.

## **Psychological Services**

The School Psychological Services recognizes the serious learning adjustments or emotional problems of the pupil. Request for this service may come from teachers, parents or the principal. If a child is referred to the school psychologist, the parent completes a social history form, which includes the medical history of the child. All information is kept confidential.

## **Homebound Instruction**

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

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

## School Wide Title I

Our Title I programs are designed to generate high levels of academic achievement in core academic areas for all students, especially those not demonstrating proficiency on state standards.

Being a School Wide Title I school allows us greater flexibility of programs and services we can provide for all of our students.

Some of the services we provide are Leveled Literacy Instruction (LLI), small instructional reading groups, kindergarten parent involvement tutoring and push-in help in every classroom. Title I staff is also involved in our Response to Intervention (RTI) Tier 2.

Title I also provides K-1 academic and parent involvement meetings throughout the year.

## 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. A child must use the sounds of our language correctly if his expressed ideas are to be 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 self image and therefore his school work.

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

**Hearing Screening** Hearing screening is conducted for all 1<sup>st</sup>, 4<sup>th</sup>, 7<sup>th</sup>, and 10<sup>th</sup> 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** Each child is screened for speech difficulties as a kindergartner, when transferring to our corporation, or when referred by a teacher or parent. If the child exhibits a possible speech, language, or voice problem, he will be re-screened annually unless in-depth testing is indicated or he screens out. If in-depth testing is indicated, a permission form will be sent home for your signature. The parent would then become involved in any decision concerning speech therapy for the child.

## Counseling Services

West Noble Primary's counseling department is focused on providing students with the appropriate social and emotional skills to be successful in life. With programs like "Little Leaders", "Little Spot Social/Emotional learning curriculum", and the Kindness Program, West Noble Primary students are given many opportunities to incorporate and practice the skills during their years at the Primary School. In addition to school wide programs 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 up to five sessions, group counseling, and behavioral coaching in a classroom setting. Classroom guidance lessons are taught weekly to all Kindergarten and First grade students. 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 cognitive reasons are unable to cope with the regular classroom situation but with the advantage of a special education program, may be expected to benefit from instruction. The West Noble School Corporation has primary special education programs plus programs in elementary, middle and high school.

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

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.

## **Desk/Locker Search**

### **Property of West Noble School Corporation**

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

- f. This section shall not limit the Search and Seizure section above.

## **West Noble School Corporation Transportation Rules For Students**

In accordance with Indiana Law, the West Noble School Corporation has removed bus transportation from formal due process requirements. Riding a school bus is a privilege, not a right. Any student who misbehaves on a school bus may be denied the privilege of riding a school bus! If discipline concerns should arise, the parents should first contact the Building Principal. If the Principal is unable to resolve the conflict, the next step would be to the Director of Transportation.

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

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

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

### **How Parents Can Help**

1. Help your child accept the fact that at times he may have to stay with others, and provide the opportunity for him to be away from home and parents.
2. Instruct your child how to cross streets safely, obey traffic officers and school bus driver.
3. Frequent, frank discussions between teacher and parent will often prevent emotional problems of children.
4. Do not instill a fear of the teacher or principal into the child. Inform him they are there to help.
5. Serious personal problems should not be discussed in the presence of the child.
6. If your child has a physical disability, inform the school.
7. Be sure your child can care for himself when using the toilet at school.
8. Buy boots large enough to be put on without help, and teach him to tie his shoes.
9. Students riding buses are to have a bag to transport items to and from school; this includes sport balls.
10. Purchase clothing your child can manage and put the child's name on each item of outdoor clothing.
11. Arrange for an emergency number if you are away from home during school hours.
12. Teach a child his full name, age and date of birth.
13. Teach your child the names of each parent, their address and phone number.
14. Read many good stories to him, and provide some books of his own.
15. Teach your child to put toys and clothing away.
16. Teach your child to respect others, property, and feelings.
17. Give your child home responsibility suitable to his age and ability.
18. Do not over organize your child. Select entertainment and experiences suited for your child's age level.
19. Show an interest in his school activities and experiences.
20. Treat the school with the same respect that you expect the school to treat the home.
21. Help your child talk plainly.
22. Promptly read and answer notes from school.
23. Show interest in the papers your child brings home from school.
24. Send your child to school happy.

### **West Noble School Corporation Discipline Policy Philosophy**

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

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

### **Administration**

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

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

## **Teachers / Program Assistants**

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

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

West Noble teachers should make the students aware:

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

## **Students**

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

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

## **Bullying**

Bullying (as defined by the state legislature), will not be tolerated at West Noble Primary School. Incidents of Bullying will be dealt with in a manner similar to fighting, intimidation, threats, harassment and other acts of violence. Depending on the severity, consequences may include, but will not be limited to, conferencing with the student, parental contact, removal from class or activity, in-school suspension and out of school suspension leading to expulsion. Bullying is addressed in each classroom several times during the school year by the Guidance Department.

## **Consequences of Inappropriate Behavior**

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

Teacher/student conference  
Counselor/student conference  
Teacher/parent conferences  
Isolation by teacher  
Staff Conference  
Administrator/student conference  
Student program adjustment  
Detention before or after school  
Temporary removal from class  
Financial restitution  
Teacher/student/parent conference  
Counselor/student/parent conference  
Referral to Special Services

Loss of privileges including, but not limited to, athletic activities, noncredit school activities, and school provided transportation.

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

Out-of-school suspension: Any disciplinary action whereby a student is separated from school for a period of 10 days or less. Due process procedures must be followed.

Probationary agreement between school and students.

### Student Rights and Responsibilities

Recognizing that the behavior of some students may be so disruptive that it interferes with school purpose or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY-TEACHER:** An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day and the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL-PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the Grounds for Suspension and Expulsion in this policy.

### Grounds for Suspension or Expulsion

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule.



- a. Occupying any school building, school grounds, or part thereof, with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
  - f. Engaging in criminal gang activity.
  - g. Engaging in physical and/or verbal abuse or intimidation of students and/or staff members. Verbal abuse will include but not be limited to profane, vulgar, or otherwise inappropriate language.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule # 13 below.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Appropriate use of drugs authorized by a medical prescription from a physician is not a violation of this rule. A student shall be considered intoxicated when because of use of a substance his/her regular life activities are impaired.
8. Engaging in the unlawful selling of a controlled substance, or the sale of any other intoxicant, or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teacher or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance.
  - a. Engaging in sexual behavior on school property.
  - b. Disobedience of administrative authority.
  - c. Willful absence, tardiness, and habitual truancies of students.



- d. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  - e. Possessing, using, transmitting, or being under the influence of caffeine-based substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
  - f. Being present or having knowledge of substantial rules violations and/or criminal law violations without attempting to inform school or police officials.
  - g. Leaving school grounds without permission, failing to attend any class for which a student is scheduled, or refusal to complete detention periods assigned to the student.
  - h. Engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purpose.
12. Knowingly possessing, or using on school grounds during school hours an electronic paging device or a hand held portable telephone in a situation not related to a school purpose or educational function.
13. Possession of Firearm:
- a. No student shall possess, handle or transmit any firearm on school property.
  - b. The following devices are considered to be a firearm under this rule:
    - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
    - the frame or receiver of any weapon described above
    - any firearm muffler or firearm silencer
    - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
    - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
    - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled
    - An antique firearm
    - A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purpose
14. Dress or grooming which presents a clear and immediate danger to the student's health and safety or disrupts a classroom, school activity, function, or event, or interferes with school purposes or the operation of the school. Dress covered by this rule includes but is not limited to hats and bandannas in the building, bare midriffs, apparel with objectionable language or pictures, and any item which can be construed as gang related. Shoes are required to be worn. The Administration will make the final decision about whether clothing is acceptable or not.
15. Giving out or selling any materials which are defamatory or insulting to any person or institution or which are intended to subject any student, teacher, employee of the school corporation, ethnic group or religion to scorn, ridicule, or contempt.
16. Use or possession of any tobacco product or anything having to do with the consumption of tobacco.

The grounds for suspension or expulsion listed above apply when a student is -

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function, or event, or
- c. Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **Suspension Procedures**

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. a written or oral statement of the charges
  - b. if the student denies the charges, a summary of the evidence against the student will be presented, and
  - c. the student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

### **Expulsion Procedures**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at this meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parents to request and appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.

4. If the expulsion meeting is held, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

### **Further Provisions**

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

### **Student Conduct**

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

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

### **Dress Code**

Clothing that contains words or pictures of drugs (alcohol, tobacco, etc.) or clothing that contains suggestive words, pictures or shows midsection is not allowed. Hats, bandanas, and any other item considered to be gang related is not allowed. 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. No costumes outside of approved dress-up days

### **Toys and Electronics**

Phones and other electronic devices are not permitted at school. Toys and trading cards can be brought to school if they fit inside a book bag. They must remain inside the book bag. The school will not be responsible for lost or stolen items.

## **West Noble School Corporation**

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

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

If there is reasonable suspicion that a student is violating the school corporation's policy against possessing, using, transmitting, or being under the influence of any drug of intoxicant as prohibited in the West Noble Student Handbooks, the appropriate school administrator may require that student to submit to a chemical test. A chemical test means as analysis of the student's blood, breath, urine, or other bodily substance for the determination of the presence of alcohol, a controlled substance, or a drug. A student who refuses a request to submit to a chemical test will be disciplined in accordance with the guidelines as set forth in the student handbook for the violation of the school corporation's policy for illegal drug and alcohol use. The cost of the chemical test will be paid for by the school corporation and the school will have the right to choose the test provider. In all cases the least intrusive testing method reasonably available that provides the most accurate test results will be used.

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

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

Effective date: July 1, 2001

## **West Noble Homework Policy**

### **Definition:**

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

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

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

1. To review, reinforce, or extend classroom learning by providing practice and application of knowledge gained.
2. To teach students responsibilities and organizational skills.
3. To promote wise and orderly use of time.
4. To encourage a carry-over of "worth-while" school activities into permanent career and leisure interests.
5. To provide opportunities for broad enrichment activities.

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

## **Role of the Teacher:**

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

1. Homework assignments should be specific and students should know what is expected of them. Homework should not be “busy work” or ever used as punishment.
2. Homework must be an integral part of the classroom activities. Concepts should be first taught within the class and assigned homework should serve as a reinforcement of the classroom activities. In some cases, a student may be expected to read all assignments prior to class discussion or review.
3. Homework should include only those activities which a child can carry on outside of school and which have direct application to classroom studies.
4. The teacher should develop a clearly understood procedure for evaluation assignments in order that students may be effective in their planning at home, school and other responsibilities and activities. It is suggested that teachers be aware of demands on student’s time. Teachers are encouraged to give assignments that are not only on a day-to-day basis, but those that can be projected a longer time period. For example, the high school courses may include a syllabus.
5. Care should be taken not to overburden a child with excessive homework. It should be reasonable for all students. Teachers in a departmentalized situation should be aware of their colleagues’ assignment practices so that students are not overburdened with homework.
6. The teacher should notify parents if a student consistently fails to do homework assignments.

## **Role of the Principal:**

The principal, as the instructional leader, has the continuing role of policy to teachers, parents and the community.

1. Communicating the philosophy and purpose of the policy to teacher, parents, and the community.
2. Coordinating homework guidelines within the departments and among teacher.

## **Role of Parents:**

Cooperation by parents is very necessary in achieving meaningful homework experiences. Parents can encourage their children by showing interest and exhibiting helpful attitudes toward homework.

1. Parents should provide an appropriate place for their child to study.
2. Should establish a regular “homework time”.
3. Should communicate with the teacher if their child has consistent difficulty with homework assignments. Encourage children to seek help and ask questions of the teacher when in doubt about an assignment.
4. Should carefully check the completed assignment. Remember, the student must be held responsible to do his/her own work.

## **Role of the Student:**

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

1. Before leaving class, each student should know the assignment, how the teacher wants it done and when it is due.
2. Take home any materials needed to complete assignments.

3. Each student needs to learn to be in class on time.
4. Each student needs to analyze his or her study habits and take advantage of available study helps.
5. The student will be responsible to make up work missed during illness or an absence.
6. The student should return all homework on the date requested unless permission has been granted to extend the time.

### **Retention of West Noble Students**

The board of education of the West Noble School Corporation hereby establishes the West Noble retention procedures.

When determining or considering student placement, the overriding responsibility of those involved in making the decision, as it relates to the appropriate placement, is to determine what is “best” for the student as it relates to his/her academic, social, and emotional well-being.

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

1. The student’s teacher or teachers should document and communicate with parents or guardians the progress that the student is making in mastering the required skills in the course or class that the student is enrolled.
2. As soon as a teacher or teachers feel that retention of a student is a possibility, this information should be conveyed to the parents or guardians. This information should be conveyed in a timely way and, if at all possible, should occur prior to the last nine weeks of school.
3. Once retention has clearly been determined to be in the “best interest of the student” by the teacher, this information should be conveyed to the parents or guardians. This decision and recommendation will be shared with the school administration prior to the decision and recommendation be conveyed to the parents or guardians.
4. If the parents or guardians question the advisability of the retention, they may appeal the teacher’s decision to the school administration (principal). If the principal determines that it is not in the “best interest of the student”, the principal is authorized to overrule the teacher’s recommendation and decision.
5. If the principal does not overrule the decision of the teacher, as it relates to the retention of the student, the parent has a right to appeal the principal’s decision to the superintendent of schools. If the superintendent of schools does not rule in favor of the parent’s wishes, the parent has the right to appeal this matter to the Board of Education where it will be heard in executive session. (This will be the first board meeting following the appeal request where by all the legal notice requirements can be met.)

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

**All WNSC policies can be found at <https://www.westnoble.k12.in.us/>**





## RTI Plan at WNPS



### **WHAT IS RESPONSE TO INTERVENTION?**

Parents want to see their child excel, and it can be very frustrating if a child falls behind in reading, math, writing, or other subjects, or if the child has difficulty getting along with others or making appropriate choices. Response to Intervention (RTI) is a process that provides intervention and educational support to all students at increasing levels of intensity based on their individual needs. The goal is to prevent problems and intervene early so that students can be successful.

### **WHAT DOES RTI LOOK LIKE?**

The RTI process has three tiers that build upon one another. Each tier provides more intensive levels of support:

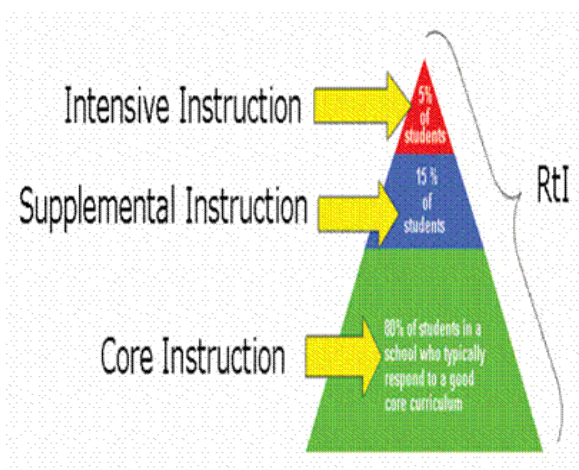
- Tier I includes high quality instruction. The school provides all students with access to high quality curriculum, instruction, and behavior supports in the general education classroom.
- Tier II includes additional targeted, supplemental instruction/interventions. The school provides interventions to small groups of students who need more support than they are receiving through Tier I.
- Tier III includes intensive interventions. The school develops and implements interventions to meet the individual needs of students. Your child's progress is monitored and results are used to make decisions about additional instruction and intervention.

### **What can I expect with RTI?**

- ☐ You will be informed when your child is below level on the common assessments and needs intervention during tier 2 or 3.
- ☐ You will see levels of support (academic and behavioral) that increase or decrease in intensity depending on your child's needs.

### **RTI Includes:**

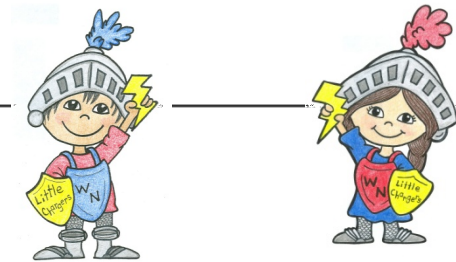
1. High quality, research-based instructional and behavior supports in the general education setting.
2. School-wide screening to determine which students need closer monitoring or additional interventions.
3. Multiple tiers of increasingly intense, research-based interventions matched to the needs of the student.
4. Use of collaborative problem solving to develop, implement, and monitor student interventions.
5. Continuous monitoring of student progress to determine if instruction/interventions are effective in meeting the needs of the student.
6. Follow-up to ensure that the instructional interventions were implemented as planned.



## West Noble Primary School Kindergarten / Grade 1

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Brian Shepherd, Principal  
Nate Lowe, Superintendent



Dear Volunteer and/or Fieldtrip Chaperone,

We are very pleased that you have expressed interest in volunteering or chaperoning at West Noble Primary. For the safety of all students and adults, we ask that you follow the guidelines listed below.

Volunteers and chaperones will:

- Be the parent or legal guardian of the child.
- Model the behaviors expected of students at all times and set a good example for our West Noble Primary students. Volunteers and chaperones should be familiar with our behavior expectations by consulting the West Noble Primary Handbook. Volunteers and chaperones should follow the directions or directives of the principal, teacher or other West Noble Primary employee.
- Dress appropriately and follow the guidelines from the West Noble Primary Student Handbook.
- Use their cell phone only in the case of an emergency while at school or on a fieldtrip.
- Not invoke any kind of discipline on a student except in cases of imminent threat to that student's or other people's safety or well-being. Be prepared to report any student behavior problems or inappropriate conduct to the child's teacher as soon as possible.
- Actively supervise and keep an accurate check on members assigned to them during the fieldtrip.
- Not possess or use alcohol, tobacco, illegal drugs or weapons of any kind while on school property or during a fieldtrip.
- Not be permitted to bring siblings or other persons to volunteer in classrooms, participate in classroom holiday parties or attend a fieldtrip.
- Not publish or post photographs on the internet or any other format. Photographs are for your personal use only.
- Complete a Limited Criminal History ( ) as required by West Noble School Board Policy.



# **West Noble School Corporation Social Media Guidelines**

## **Purpose**

This document defines the social media networking and social media guidelines for West Noble School Corporation (WNSC). To continue navigating the fast changing world of social media, West Noble School Corporation would like to provide guidelines for departments or buildings to reach a larger audience and promote the many great things happening in our schools. The purpose of the WNSC social media guidelines is to facilitate the effective use of social media to promote the educational goals of the district while keeping proper safeguards in place.

## **Expectations for sharing Student Information and Images**

Upon registration at West Noble School Corporation, parents will be notified of the following:

- WNSC will follow FERPA guidelines and board policies that protect the personal information of staff and students.
- WNSC may post names, pictures, and other directory information of staff or students to school sponsored social media pages and/or the West Noble School Corporation Website.
- If you do not want basic directory information posted on these sites, please contact your building level principal by email or phone (260-894-3191).

## **Definition of Social Media from Board Policy**

Social media are online platforms where users engage one another and/or share information and ideas through text, video, or pictures. Social media consists of any form of online publication or presence that allows interactive communication, including but not limited to text messaging, instant messaging, websites, weblogs ("blogs"), wikis, online forums (e.g., chat rooms), virtual worlds, and social networks. Examples of social media include but are not limited to Facebook, Facebook Messenger, Google Hangouts, Twitter, LinkedIn, YouTube, Flickr, Instagram, Pinterest, Skype, and Facetime. Social media does not include sending or receiving email through the use of Corporation-issued email accounts. Apps and services shall not be considered social media unless they are listed on the Corporation's website as Corporation-approved social media platforms/sites.

## **Goals of Social Media**

At WNSC, our faculty and staff members use social media platforms to connect with prospective families, current families, students, staff members, community members and alumni. This may include promotional materials, educational content, and school activities, amongst others. The platforms we use are Facebook, Instagram, and Twitter.

Faculty, staff, and students are all expected to show respect and to take the privacy of others into careful consideration. The goal of our official corporation and building social media platforms is to be an avenue for direct communication with our community and stakeholders, and to highlight the many great things happening at West Noble.

## **Allowing Comments or replies on official Social Media Platforms**

Allowing comments on our official social media platforms can allow community members to recognize our students, staff and happenings at WNSC. However, it can also allow for many negative views or opinions from community members as well. Allowing comments on posts from our official social media outlets is a decision by the page administrators that should not be taken lightly. It is the position of WNSC to allow comments on posts from our official social media platforms from community and staff members, but page administrators are expected to monitor the content of the comments. Comments that are posted which do not align with district goals or expectations should be taken down by the moderators of the pages. WNSC social media admins reserve the right to limit or delete comments at any time on any social media posts, and may choose to do so on any post they decide is inappropriate.

## **Expectations for West Noble School Corporation Faculty and Staff**

As a member of the West Noble community, you are expected to act professionally on social media. Faculty and staff are not to engage in an online debate especially when he or she feels they may have specific knowledge of a situation. As a WNSC employee, our online behavior must be held to a higher standard than community members. If you wish to post any content of your classes, practices, or in-school interactions on social media, please send it to your building principal or building page moderator to be posted on the school's official platforms. For content wanting to be published on the corporation sites please send them to Joyce Miller [millerjoy@westnoble.k12.in.us](mailto:millerjoy@westnoble.k12.in.us) or Mike Burke [burkem@westnoble.k12.in.us](mailto:burkem@westnoble.k12.in.us) for proper review.

## **Board Policy Links for Social Media Use**

[0100 - Definitions of Social Media](#)

[7544 Use of Social Media](#)

[7540 - Technology](#)

[7540.04 - Staff Technology Acceptable Use and Safety](#)