

2026 - 2027

M.S.D. of Wayne Township Sanders Handbook



WE ARE WAYNE!

“We Are Wayne” is more than a tagline. It’s a bragging right, a rallying cry that echoes through our hallways, classrooms, and community. It’s an invitation - whether you’re a student, a teacher, a parent, or a community member - to step into your greatness and experience the power of belonging, collaboration, and growth.

Our Mission:

To activate and accelerate
student learning

Our Beliefs:

We believe in the power of
belonging, collaboration,
and growth.

Our Vision:

To develop GREAT people.

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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 Dowell	Director of Special Services, WCJS	988-8605	linda.dowell@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. Julie Pulley	Administrative Assistant	988-8552	julie.pulley@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	Mr. Trent Provo	Mr. Dustin Robinson
Mooresville Consolidated	Dr. Jake Allen	Mrs. Windy McGowen
Speedway Schools	Dr. Kyle Trebly	Mrs. Libby Dunbar
MSD of Wayne Township	Dr. Shenia Suggs	Dr. Linda Dowell

Back to School Supply List

Elementary (Pre-K - 6)	Secondary (7-12+)
Art supply zipper bag Pencils (mechanical and regular) Crayons/colored pencils Tissues	Composition notebooks Folders with prongs and pockets Pen Earbuds or headphones



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	Sanitizer wipes Post-it notes Index cards Liquid glue Highlighters Art supply zipper bag Tissues Hand Sanitizer Dry erase markers Glue sticks Pencils (mechanical and regular)
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Arrival and Dismissal Procedures

School Hours and Schedule:

Monday School Schedule: 10:40 a.m. to 3:30 p.m.

Tuesday - Friday School Schedule: 8:40 a.m. to 3:30 p.m.

Office Hours: 7:30 a.m. to 4:30 p.m.

Dismissal Changes:

For any dismissal changes, students must have a note or a parent/guardian must make a phone call to the front office. Without a note or phone call, we will send your child home in their normal way. All dismissal changes should be called into the elementary school's office at least 30 minutes before dismissal begins:

- ☐ Sanders: All changes should be called into the building office before 3:00 p.m.

Assessments

ACCESS/WIDA:

As required by the No Child Left Behind Act, the annual ACCESS assessment is administered to all Limited English Proficient students in the State of Indiana. This assessment measures annual growth in the English language domains of listening, speaking, reading, writing, and comprehension. The Access English proficiency Assessment is linked to Indiana's K-12 English Language Proficiency Standards and given in January and February. Students in kindergarten through sixth grade are assessed using this state test. Parents can review their student's assessment results on Skyward. Click on the Skyward link at www.wayne.k12.in.us



AMIRA:

Amira's reading benchmark assessments are given to students in kindergarten, first, and second grade. Teachers utilize this data to implement appropriate instruction. This data is reviewed by a team of people to respond and support students as needed. Contact your child's teacher with questions.

ILEARN:

Indiana Statewide Testing for Educational Progress is referred to as the ILEARN test. The ILEARN test is administered based on Indiana's Academic Standards. For more details and standards information, visit [IDOE Indiana Academic Standards Page](#) or contact your child's teacher.

ILEARN Checkpoints and Summative Assessment: All 3rd - 6th-grade students will take 3 shorter assessments throughout the school year and 1 summative assessment at the end of the year. It is important that students get a good night's sleep and eat a healthy breakfast to be at their best for the test. Students will partake in the summative assessment each year in April/May. You can access details about the assessment for your child's grade level in this [ILEARN Family Guidance](#) document.

IREAD3:

The purpose of the Indiana Reading Evaluation and Determination (IREAD-3) assessment is to measure foundational reading standards through grade three. Based on the Indiana Academic Standards, IREAD-3 is a summative assessment that was developed in accordance with Public Law 109. Public Law 109 requires the evaluation of reading skills for students who are in grade three to ensure that all students can read proficiently before moving on to grade four. State law indicates that students who do not pass IREAD3 will be required to be retained in 3rd grade for the following year. For more information on the IREAD3 assessment, see the included [Family Guidance Document](#).

Attendance and Late Start Mondays

School Hours and Schedule:

Monday School Schedule: 10:40 a.m. to 3:30 p.m.

Tuesday - Friday School Schedule: 8:40 a.m. to 3:30 p.m.

Office Hours: 7:30 a.m. to 4:30 p.m.

Every Monday, students report to school 2 hours later than normal. During these two hours on Monday mornings, our teachers are in intentional professional development and data meetings to plan and respond to student data.

Absences

If your child is absent from school, it is critical that you notify the school. Please call the school before 9 a.m. If contact is not made between the school and the parent, your child will automatically receive an unexcused absence for that day. Absences are classified as excused or unexcused.



Vacations should be planned during scheduled school breaks. Township policy requires the school to send notification when a child has 5, 7, 9, and 10 unexcused absences. After being notified, you will need to provide medical documentation for all absences. Students who continue to have excessive absences or tardies may be referred to truancy.

State Law SEA482 regarding Absenteeism and School Attendance requires schools to notify the Department of Child Services and the Marion County Prosecutor when students are habitually truant. This means schools will ask parents to provide doctors' notes when students have numerous illnesses. Parents will also be required to meet with school officials after 5 unexcused absences to develop a truancy prevention plan.

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.

Birthday Celebrations and Snacks/Treats from Home

Birthdays & Snacks: Store purchased, prepackaged items with listed ingredients may be provided. We do not accept items containing peanuts of any kind, red dye, or caffeine.

Please check with the classroom team to find out their procedure for celebrations and snacks.

Breakfast/Lunch Programs

Breakfast and lunch will be available at no cost to **ALL** students as part of the Community Eligibility Program (CEP) through the U.S. Department of Agriculture. Students wishing to purchase any à la carte items must have money on account (elementary) or pay with cash.

Parents must still complete an [Application](#) each school year to determine if they qualify for assistance. This application also determines the cost for approved fees based on the students' status.

The Child Nutrition Department also offers parents an online program to deposit money into their child's school meal account. Please visit the [online payment system](#). Menus are available in each school cafeteria and on the [district website](#).

Charge Procedures

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for charges. The M.S.D. of Wayne Township will adhere to the following charge procedure.

Prepayments:



- ☐ All elementary purchases are to be prepaid before meal service begins. Money can be turned in at the classroom, and the money is sent to the building's child nutrition manager to be deposited into the student's account.
- ☐ Parents can also set up an online payment account at www.schoolpay.com

Charges:

Any student or adult wishing to purchase à la carte items (or adult meals) must have money on account or pay in cash.

- ☐ Students and adults may not charge any à la carte items.
- ☐ If the Child Nutrition Manager suspects that a student is misusing this procedure, the parent/guardian will be contacted.
- ☐ Parents/guardians will be notified via a letter and/or email of all unpaid charges.
- ☐ Parents/guardians of students who graduate or withdraw from the district and have money remaining in the meal account must contact the Child Nutrition Office to (1) request a refund, (2) transfer the account balance to another student's account, or (3) donate to the Child Nutrition Department to pay off unpaid student balances. Funds remaining in a cafeteria account after three years of inactivity will automatically be donated to the Child Nutrition Department to help other students.

For assistance and/or questions, please contact the Child Nutrition Office at **317-988-7950**.

Bullying

In the M.S.D. of Wayne Township, we believe everyone deserves to feel safe, secure, and accepted regardless of color, race, gender, popularity, athletic ability, intelligence, religion, and/or nationality. We aim to intervene and resolve conflicts, so they do not evolve into bullying

Definition of Bullying: Bullying is overt, unwanted, repeated acts or gestures, including verbal or written communication or images transmitted in any manner, physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

- (1) Places the targeted student in reasonable fear of harm
- (2) has a substantially detrimental effect on the targeted students' physical or mental health
- (3) has the effect of substantially interfering with the targeted student's academic performance or
- (4) has the effect of substantially interfering with the targeted student's ability to participate or benefit from the services, activities, and privileges provided by the school.

1. Bullying can happen when a student is:

- a. On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group (including summer school);
- b. Off school grounds at a school activity, function, or event;



- c. Traveling to or from school or a school activity, function, or event; or
- d. Using property or equipment provided by the school.

2. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the classroom teacher, social worker, assistant principal, or school principal. School personnel will investigate all reports of bullying.

3. Counseling, corrective discipline, and/or referral to other supports may be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

4. Educational outreach and training will be provided to the school community concerning the identification, prevention, and intervention of bullying.

Cancellations, Delays, and Early Dismissals (Weather/Emergencies)

It may become necessary to close school because of inclement weather or emergency situations. As a practice, instruction is offered and schools are kept open as long as a learning environment can be maintained. Should it become necessary to close school for any reason, the following procedures will apply:

M.S.D. of Wayne Township Website, Radio Stations and TV

- ☐ Announcements will be posted on the [M.S.D. of Wayne website](#), on X, and also on local radio and television stations.
- ☐ Announcements will state the reasons for the school closing. If the closing results in an evacuation, the announcement would state where the children have been taken and what parents should do.
- ☐ Parent Square is utilized to communicate these closings. Please keep your information up to date in Skyward and ensure your ParentSquare account is set up.
- ☐ Please watch for WAYNE TOWNSHIP SCHOOLS. Some stations may also list us as M.S.D. OF WAYNE TOWNSHIP. Please note: We are not part of IPS or Wayne County Schools. Those are separate school districts not associated with Wayne Township
- ☐ The two-hour delayed schedule leaves dismissal times unchanged, and starting times for all elementary schools are as follows:

- ☐ Sanders will begin at 10:40 a.m.

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.



Cell Phones/Electronic Devices

Schools have established a daily routine for student use of cell phones, smartwatches, earbuds, smart glasses, and other personal electronic devices. While we understand that it is essential for students to have their devices to communicate with parents after the school day ends, having these devices out and using them during the school day serves as a distraction to the positive and engaging learning environment we strive to cultivate in the M.S.D. of Wayne Township. Students are always welcome to use their Wayne Township-issued iPads and Chromebooks for their academic needs.

For additional information, please see the [M.S.D. of Wayne Township Wireless Communication Guidance](#) and [Student Borrower's Agreement of a School-Owned Device](#)

Centralized Enrollment

The policy for enrollment, which follows state guidelines, is as follows:

Children entering Kindergarten must be five (5) years of age on or before August 1st.

Parents/Guardians must be legal residents of the M.S.D. Wayne Township or be granted an Out of District School Transfer approval. Parents/Guardians shall submit the following documents.

- ☐ Birth Certificate
- ☐ Current immunization records
- ☐ Two (2) proofs of residency
- ☐ Custody papers, if appropriate
- ☐ Valid picture ID for proof of legal guardianship

We understand that flexibility is key for busy families. Enroll your child in the way that works best for you.

- ☐ Online (Recommended): Complete the enrollment process quickly and securely through our online portal, available 24/7 at your convenience. Our streamlined digital process guides you through each step with clear instructions and helpful prompts.
- ☐ <https://www.wayne.k12.in.us/enroll/how-to-enroll>
- ☐ In Person: Visit our Centralized Enrollment Center if you need assistance or have complex enrollment situations that require face-to-face support from our enrollment specialists.
 - ☐ Location: 700 N. High School Road (in the same building as Wayne Township Fire Department Headquarters)
 - ☐ Hours: Monday-Friday, 8 a.m. to 6 p.m.
 - ☐ Summer Hours: Monday-Thursday, 8 a.m. to 6 p.m. Fridays 8 a.m. to 11 a.m.
 - ☐ Phone: 317-988-7710
 - ☐ Email: enrollment@wearewayne.org



Most families find our online enrollment process simple and efficient, allowing you to complete everything from home at your own pace. However, our enrollment specialists are always available for families who need additional support or have questions that require personalized attention.

Any changes, such as an address, phone number, or emergency contacts and numbers, should be reported to the school office right away.

Clinic, Medication, Immunizations

- ☐ All parents/guardians are expected to enroll their child(ren) in School Care. Use the following link: [SchoolCare](#).
- ☐ Students must be 24 hours of fever, vomit and/or diarrhea free without medication before being able to return to school.
- ☐ Students may not carry medication on them unless there is a doctor's note on file in the nurse's clinic.
- ☐ If a parent/guardian wants the school nurse to administer medication at school, they must complete the following form: [Authorization of Medication Form](#).

It is mandatory, according to state law any child enrolls in a school corporation, for the first time or any subsequent time, their families must show that the child has been immunized or that a current religious or medical exemption form is on file. Please keep your child's immunization record up to date.

Minimum immunization requirements for all children enrolled in K-5

- ☐ 3 doses of Hepatitis B vaccine;
- ☐ 5 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria tetanus vaccine (DT), or 4 doses are acceptable if the fourth dose was administered on or after the 4th birthday;
- ☐ 4 doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), and any combination, or three doses of all OPV or all IPV are acceptable if the third dose was administered on or after the 4th birthday;
- ☐ 2 doses of Varicella (chicken pox). Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. A parent report of disease history is not acceptable.
- ☐ 2 measles, mumps, and rubella;
- ☐ 2 Hepatitis A; The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels

Minimum Immunization Requirements for all children enrolled in Grade 6:

- ☐ 3 doses of Hepatitis B vaccine;



- ☐ 5 doses of diphtheria-tetanus-acellular pertussis (DtaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria tetanus vaccine (DT), or 4 doses are acceptable if the fourth dose was administered on or after the 4th birthday;
- ☐ 4 doses of either oral polio vaccine (OPV) or inactivated polio vaccine (IPV), and any combination, or three doses of all OPV or all IPV are acceptable if the third dose was administered on or after the 4th birthday;
- ☐ 2 doses of Varicella (chicken pox). Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. A parent report of disease history is not acceptable.
- ☐ 2 doses of MMR
- ☐ 2 Hepatitis A; The minimum interval between first and second dose is six calendar months. Two doses are required for all grade levels
- ☐ 1 dose of MCV4 (Meningococcal)
- ☐ 1 dose of Tdap

*Failure to provide these immunizations may lead to the exclusion of your child from school.

Indiana Immunization School Requirements: [DOE: Immunizations - IN.gov](#)

Religious Exemption Form: [Religious Exempt Form](#)

Medical Exemption Form, Medical provider must fill out and sign: [Medical Exemption Form](#)

Indiana Immunization Coalition-Vaccine Clinics: <https://vaccinateindiana.org/>

Fire, Tornado, and Lockdown Drills

Fire, tornado, and lockdown drills are necessary for the safety of the students, staff, and faculty. Everyone should know the specific directions for reaching a point of safety from those areas of the school building in which he/she may be. Specific information is posted in each area. Order, safety, and speed are essential during these drills.

- ☐ Fire Drills: All students and faculty exit the school quickly and safely. Fire drills are conducted every month of the year.
- ☐ Tornado Drills: All students and faculty move to a ground-floor interior room or hallway. Tornado drills are practiced once each semester.
- ☐ Lockdown Drills: Lockdown drills are practiced once each semester.

Homework

Homework is a necessary part of each student's educational program. Students may be expected to spend some time on homework in addition to scheduled class instruction to achieve proficient work. Homework reinforces skills taught in the classroom, increases the student's success on achievement tests, gives practice in developing good work habits, offers opportunities for students to learn to budget their time wisely, and provides opportunities for parent involvement and responsibility. It is



the child's responsibility to ask for all assignments he/she might have missed due to his/her absence from school. Work missed due to an excused absence must be made up within a reasonable amount of time.

ParentSquare Communication

Good communication between home and school is vital to a successful school experience for each child. In order to communicate vital information to caregivers, our district uses [ParentSquare](#) as a communication tool. [ParentSquare](#) translates into 190 languages, supporting all of our learners. Each teacher has a telephone, voicemail, Parent Square and email. Please make sure you have an updated email in Skyward, so that you are informed of school-specific activities and announcements. For information about managing your account, visit [ParentSquare](#).

Parent-Teacher Conferences

The M.S.D. of Wayne Township sets a goal each school year to confer with 100% of our caregivers during the October Family/Teacher/Student Conferences. When conferences are scheduled, it is important to keep your conference time and participate in the discussion with your child and his/her teacher.

If the need arises for you to confer with your child's teacher, please feel free to contact him/her. You can call or send a note with your child for your specific request. Please include suggestions for convenient times for you. This will assist the teacher in establishing a mutually acceptable time for both of you. Remember that teachers cannot always make calls during the day until children are dismissed. The teacher will respond to your request in most cases within 24 hours or as soon as possible.

Utilization of ProACT 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.

Recess

Recess is an important part of the school day and provides students with an opportunity for physical activity, social interaction, and fresh air. Students participate in outdoor recess daily, weather permitting. Our goal is to provide students with time to move, play, and recharge during the school day. At least two staff members supervise students during recess to ensure safety at all times. In cases of inclement weather, recess will be held indoors and supervised by staff.

Report Cards & IEP Progress Reports

Report Cards & IEP Progress Reports will be issued to students at the close of each nine-week grading period. These report cards contain academics. Attendance will be reported on the report card. The cover sheet must be signed by the parent and returned to the classroom teacher.

<u>Academic Achievement (Grades)</u>					
100%	=	A+ (Exemplary)	77-79 %	=	C+ (Progressing)
93-99 %	=	A	73-76 %	=	C
90-92 %	=	A-	70-72 %	=	C-
87-89 %	=	B+ (Proficient)	65-69 %	=	D
83-86 %	=	B	64% and below	=	F (Not yet meeting Standard)
80-82 %	=	B-			

School-Wide Behavior Expectations and Level System

Our elementary schools are committed to fostering a safe, supportive, and nurturing environment for all students. We believe that strong, positive relationships are foundational to an effective learning environment. In alignment with this belief, we intentionally recognize and celebrate positive student behavior. All schools implement a positive behavior system designed to encourage and reinforce behaviors that support students’ success both in school and throughout their lives.

When a student engages in inappropriate behavior, the response is determined by the severity of the infraction. A four-level discipline system is utilized to guide consistent and appropriate student behavior management.
 Sanders Expectations: We are SELF Aware!



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

Families are encouraged to review the [M.S.D. of Wayne Township Student Code of Conduct](#). Schools will not tolerate behaviors that disrupt the learning environment or compromise the safety and well-being of students or staff, including fighting, bullying, harassment, hazing, intimidation, disrespect toward others, obscene gestures or language, or destruction of school property. This includes behavior that causes or poses a risk of injury to a student or others, as well as actions intended to provoke or incite conflict.

M.S.D. of Wayne Township abides by all local, state, and national laws regarding discipline and due process. Harassing, bullying, threatening, hazing, or intimidating behavior that interferes with a student's ability to learn or benefit from school activities—after such behavior has been clearly identified as unwelcome—will not be permitted. Students who interfere with the learning process will be addressed in a manner that ensures instruction may continue for others. Student discipline is a shared responsibility between the school and home, and caregiver support for positive behavior and discipline is essential to maintaining a safe, welcoming, and productive learning environment.

Emotional Literacy

Scholars attending Sanders School will all participate in affective 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

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.

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](#). 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!

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 Police Officer 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 they 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 Dress

The Metropolitan School District of Wayne Township is committed to providing an environment that is the most beneficial for student safety and learning. A broad-based committee of parents, teachers, and administrators developed the following guidelines to reflect the Wayne Township Community Values. These guidelines are consistent with the Student Conduct Rules for the M.S.D. of Wayne Township.

No article of clothing or tattoo may contain language or graphic representations depicting the use of drugs, alcohol, tobacco, showing gang affiliation, or encouraging gang activity, violence, or sexual activity. These guidelines are provided to assist students and their families in recognizing what is acceptable in the Wayne Township schools. Please contact your student's Principal 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.

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.

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:

A student's hair, jewelry, or other accessories should not interfere with the educational environment of the school or the 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 that 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.

Our school dress code is designed to be inclusive and does not restrict religious attire. Students may wear religious items, including hijabs, as an expression of their faith.

Threatening Statements and Unauthorized Items

Any time a threatening statement or brings an unauthorized item to school the Sanders team activates our Safety & Emergency Response Team. This team includes administration, our Social Worker, our School Resource Officer, and several other Sanders staff members.

Among other individualized actions, our safety team will:

- Work alongside the family and our team to support the scholar in making safer choices.
- Have our School Resource Officer follow up with the family regarding weapons access and safety.
- Add the student to our search list upon entering the building.

We understand that when students make threatening statements, it can make our community feel unsafe. Please know that we take these concerns seriously while also providing support to all of our scholars, families, and staff.

Here is how you can help:

- Encourage your child to use calm, safe words when they are feeling upset or overwhelmed.
- Report any threats to ensure that the school team is aware
- Ensure that weapons in the home are appropriately secured



Please remind your child to always share safety concerns with a teacher or trusted adult: "If you see something, say something." Our [Online Tip Reporting System](#) is available 24/7 to report concerns anonymously, or you can call 317-653-6815.

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.

Transportation

Car Riders & Walkers: Please, follow the car rider and walker procedures shared at the beginning of the school year and provided to new students upon enrollment. These procedures outline school-specific guidelines, including designated arrival and dismissal areas, to ensure student safety and an efficient process for all families.

Bus Riders: Here Comes the Bus is an easy-to-use website and mobile device app that enables parents and caregivers to view the real-time location of their child's school bus on a computer, tablet or smartphone. With full access, email alerts and push notifications help parents can send their students to the bus stop at just the right time. All kindergarten students will need to have an adult listed on their enrollment form at the stop.

This application can be viewed on any smartphone (Apple iPhone, Samsung Galaxy, BlackBerry, etc.). Visit herecomesthebus.com and enter the student's ID and the M.S.D. of Wayne Township school code of 75632.

Visitors

SafeVisitor™ software is used in each building to provide a safe environment. Please make sure you have your I.D. ready to scan upon arrival. All visitors are asked to enter through the front door and report to the office. School safety (and safety in any public space) is often at the forefront of our minds as parents, educators, and citizens. As we strive to make our schools the safest places we can for our students, staff, and families, the following procedures and protocols have been implemented in all elementary schools:

- ☐ Parents who walk their child into school should remain in the front entryway and say their good-byes with their child at that location.
- ☐ Parents who need to speak with a teacher should ParentSquare, call, or email the teacher to set up an appointment. We know conversations with parents and teachers are most



productive when both adults can devote their full attention to the topic, and we want teachers to use every minute of the day to teach our students.

- ☐ If parents need to speak with their child during the school day, we will be happy to call your child to the office and find a private location for you to converse.
- ☐ All visitors who need to enter the school (having lunch with your child, meeting with a teacher, etc.) 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 not only allows us to check the National Sex Offender registry, but we are also able to keep an accurate account of who is in our school at all times.
- ☐ When visiting our school for lunch, please remember that fast food and soft drinks are discouraged. There will be a separate seating arrangement for you to enjoy lunch with your child. Due to space and student privacy needs, students may not invite friends to join them when they eat with their family. At the conclusion of lunch, adults should remain in the office to be checked out of the building. Adults should not attend recess with students or walk with them back to their classroom.

Outside Providers

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 Julie Pulley 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.

Weblinks

- [2026-27 Calendar](#)
- [Websites for Elementary Schools in the M.S.D. of Wayne Township](#)
- [M.S.D. of Wayne Township Student Code of Conduct and Annual Notices](#)



- [Skyward Information](#)

Withdrawing Students from School

When a student withdraws from school, families must notify the front office of their child's school of the effective date of withdrawal and the name of the school to which the student will be transferring.



Last updated: June 15, 2026

