

MSDWC ELEMENTARY STUDENT HANDBOOK

2026-2027



**METRO NORTH ELEMENTARY SCHOOL
NORTHFIELD ELEMENTARY SCHOOL
SOUTHWOOD ELEMENTARY SCHOOL**

Dream Big. Work Hard.

MSDWC Elementary Student Handbook

Metro North Elementary School
Northfield Elementary School
Southwood Elementary School

Adopted by the
Board of Education
June 9, 2026

Foreword

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for reference. It is a valuable resource during the school year and a means of avoiding confusion and misunderstanding. Should you have any questions that are not addressed in this handbook, contact your building principal. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subject.

Vision Statement

- MSDWC: Innovators and thinkers that are successful in life and enrich the lives of others.
- We are.....
 - Creative problem solvers
 - Driven to take initiative and ready to roll up our sleeves and get the job done
 - Resilient and unafraid to fail.... Try – Fail – Learn – Try again!
 - Self-reliant
 - Ethical, honest and trustworthy

Mission Statement

Inspiring a community of learners to discover and achieve their passion and potential.

Tagline

Dream Big & Work Hard

MSDWC ELEMENTARY STUDENT HANDBOOK

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MSDWC BOARD OF SCHOOL TRUSTEES

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The Board of School Trustees meet on the second and fourth Tuesday of the month, with some exceptions. A Board Meeting schedule is available on the MSDWC website. Meetings are held at 6:00 pm at the MSDWC Central Office at 204 N 300 W, Wabash, IN 46992. The public is invited to attend the meetings in person, or they can join via Facebook Live through the MSDWC Facebook Page.

Table of Contents

Section I - General Information:

EQUAL EDUCATION OPPORTUNITY	2
GAGGLE AND SPEAK UP FOR SAFETY TIP LINE	2
SCHOOL DAY	3
STUDENT RIGHTS AND RESPONSIBILITIES	3
STUDENT WELL-BEING	3
INJURY AND ILLNESS	4
INSURANCE	4
STUDENT ASSISTANCE PROGRAM	4
ENROLLING IN THE SCHOOL	4
SCHEDULING AND ASSIGNMENT	5
RELEASE OF STUDENTS	5
TRANSFER OUT OF THE CORPORATION	5
IMMUNIZATIONS	5
USE OF MEDICATIONS	6
CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS	7
CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES	8
SPECIAL EDUCATION	8
ANNUAL WRITTEN NOTIFICATION – MEDICAID PROGRAM	8
AMERICANS WITH DISABILITIES ACT - SECTION 504	9
HOMELESS STUDENTS	9
STUDENT RECORDS	10
STUDENT FEES AND CHARGES	11
PRESCHOOL TUITION	11
STUDENT FUND-RAISING	11
STUDENT VALUABLES/PERSONAL PROPERTY	12
MEAL SERVICE	12
PROCEDURE FOR STUDENT LUNCH/MEAL ACCOUNTS	13
FIRE, TORNADO AND SCHOOL SECURITY DRILLS	14
EMERGENCY CLOSINGS AND DELAYS	15
VISITORS	15
USE OF THE MEDIA CENTER	15
USE OF SCHOOL EQUIPMENT AND FACILITIES	15
LOST AND FOUND	15
SCHOOL PARTIES	16
STUDENT SALES	16
USE OF OFFICE/ CLASSROOM TELEPHONES	16

USE OF WIRELESS DEVICES.....	16
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Section II - Academics:

PROGRAM FOR HIGH ABILITY STUDENTS.....	18
ADVERTISING OUTSIDE ACTIVITIES.....	18
FIELD TRIPS.....	18
GRADING PERIODS.....	18
PROMOTION, PLACEMENT AND RETENTION.....	19
HOMEWORK / LATE WORK.....	19
MEDIA RELEASE.....	19
STUDENT ASSESSMENT.....	20
GOOGLE PRODUCTS & SERVICES.....	20
PARENTAL DEVICE CONTROLS & INTERNET ACCESS REQUESTS.....	21
MSDWC STUDENT RESPONSIBLE USE GUIDELINES.....	22

Section III - Student Conduct:

ATTENDANCE.....	25
STUDENT ATTENDANCE AT SCHOOL EVENTS.....	28
STUDENT BEHAVIOR STANDARDS.....	28
EXPECTED BEHAVIORS.....	28
PUBLIC DISPLAYS OF AFFECTION.....	29
DRESS AND GROOMING.....	29
DISCIPLINE.....	29
CIVILITY.....	30
CODE OF CONDUCT.....	30
HARASSMENT.....	31
USE OF AN OBJECT AS A WEAPON.....	32
KNOWLEDGE of DEADLY or DANGEROUS WEAPONS or THREATS OF VIOLENCE.....	32
BULLYING & CYBERBULLYING.....	33
CRIMINAL ORGANIZATION ACTIVITY IN SCHOOLS.....	34
ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS AND CODE OF CONDUCT.....	37
CONSEQUENCES.....	38
EXPULSION FOR FIREARMS POSSESSION.....	39
SEARCH AND SEIZURE.....	39
VIDEO SURVEILLANCE.....	39
MSDWC ELEMENTARY SCHOOL BEHAVIOR VIOLATION SYSTEM.....	41
DUE PROCESS RIGHTS.....	42
STUDENT RIGHTS OF EXPRESSION.....	43

BUS TRANSPORTATION TO SCHOOL.....	44
BUS CONDUCT.....	44
PENALTIES FOR INFRACTIONS.....	45
2026-27 MSDWC SCHOOL CALENDAR.....	46

NOTE: This Handbook is based in significant part on policies adopted by the Board of School Trustees and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was created in June 2025. If you have questions or would like more information about a specific issue or document, contact your school principal.

Metropolitan School District of Wabash County's board policy can be found on the MSDWC website at msdwc.org, then click "About" then "Board" and then "Policies."

Section I – General Information

EQUAL EDUCATION OPPORTUNITY

MSD of Wabash County has a policy to provide an equal education opportunity for all students. Educational services, programs, instruction and facilities will not be denied to any student at MSD of Wabash County regardless of his or her race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background. For further information, clarification, or complaint, please contact the Superintendent of MSD Wabash County, 204 North 300 West, Wabash, IN 46992 (260) 563-8050.

The complaint will be investigated and a response, in writing, will be given to the concerned person within 14 days. The Compliance Officer may provide additional information concerning access to equal education opportunity.

GAGGLE AND SPEAK UP FOR SAFETY TIP LINE

MSD of Wabash County utilizes Gaggle, an online student safety management software, to support the health and safety of our students. The SpeakUp for Safety Tip Line, an added feature of Gaggle, allows students to report concerns such as bullying, peers in crisis, threats of violence, weapons in school, other safety situations, suspicious activity, smoking, vaping, drug use, and vandalism.

Trained safety representatives evaluate SpeakUp for Safety tips 24 hours a day, 7 days a week, 265 days a year. Non-life-threatening situations are communicated to designated school or district personnel via email. Severe situations are communicated to district-appointed contacts immediately. In the most imminent cases, trained safety representatives contact law enforcement to intervene if they are unable to notify a district-appointed contact.

The SpeakUp for Safety Tip Line integrates directly with our district email system allowing students to have daily access. The SpeakUp for Safety Tip Line instantly replies to student emails with a phone number students are able to utilize for text messages or phone calls. In addition, students may utilize the following contact information to submit a tip:

- Email: speakup@msdwc.org
- Phone (voicemail or text): 260-264-4971

SCHOOL DAY

Elementary school start times vary. Please keep in mind that if your student arrives after the school's start time, then your student is tardy. Your student must report to the school office to avoid being counted absent for the day and to request a school lunch.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed or upon request. Many times, it is the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time, be prepared to participate, and to be equipped with the necessary tools (paper, pencils, books, and charged laptop) to participate in the educational program.

STUDENT WELL-BEING

Student safety is a responsibility of the parents, students and the staff. All students and parents are obligated to observe rules and procedures in place. All staff members are familiar with emergency procedures such as fire, tornado, and school security drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, the student must notify any staff person immediately.

All students must have an annual emergency health/medical form completed, signed by a parent or guardian as part of the online registration process.

Students with special health challenges (asthma, diabetes, seizures, severe allergies, etc.) require a yearly Individualized Health Plan signed by parents and the attending physician and on file in the school office. The forms can be secured from the school nurse. Chronic health challenges will be shared with the appropriate educational professionals to ensure a student's safety.

If your child is ill with a fever, please do not allow the child to return to school until the child has been fever free, without medication, for 24 hours. This protects your child from relapsing and slows the spread of germs.

Pesticide notification: parents, guardians, and staff are invited to be added to the pesticide notification registry. Please contact the school office if you want to be on that registry.

INJURY AND ILLNESS

All injuries are reported to a teacher or the office. If minor, the student is treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student is released from school without proper parental permission. Please ensure phone numbers and emergency contact information are up to date.

INSURANCE

Student accident insurance coverage is available for purchase from an outside vendor. This is of interest to parents who do not have health care coverage for their children. There are no provisions for the School to carry general medical payment insurance on students at the taxpayers' expense. It is the responsibility of the parent to provide adequate insurance for their child.

STUDENT ASSISTANCE PROGRAM

Every MSD of Wabash County student is offered two free counseling sessions with any Bowen Center location. More information is available from the school office.

ENROLLING IN THE SCHOOL

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements are approved. A transfer form is available upon request at registration and at each school.

Students new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents need to bring:

- a birth certificate or similar, reliable document which establishes birth date
- court papers allocating parental rights and responsibilities, or custody (if appropriate)
- proof of residency (no homeless child is denied enrollment based on a lack of proof of residency)
- proof of immunizations or a completed Immunization Objection Form (parents/guardians may request this form from the school)
- If enrolling in 4th grade, parents will need to provide proof the student has passed the IREAD-3 Assessment or received a good cause exemption.

In some cases, temporary enrollment is permitted. If that is done, the parents are told what records are needed to make the enrollment complete.

SCHEDULING AND ASSIGNMENT

The principal will assign each student to the appropriate classroom and the program in which the student is participating. Any questions or concerns about the assignment needs discussed with the Principal.

RELEASE OF STUDENTS

The following general rules offer safeguards in the interest of the health and safety of children during the time the school is responsible for them:

- Children are released from school only to their parents/guardians or to persons authorized by their parents/guardians.
- Children are released to law enforcement officers and/or DCS personnel only after proper clearance by the principal.
- In the event of marital discord, one parent may ask the school to bar the other parent from picking the child up from school. The school has no authority to interfere with the parental rights of a parent. Such requests are honored only if legally mandated.
- In case of illness or emergency, a child is sent home only with the parent or with another authorized and reliable adult if the parent is not available.
- Requests for released time for dental and medical appointments are honored. However, the student is considered absent. Appointments after school and on non-school days are preferable. An adult must sign out any student leaving school early.
- School personnel will NOT take the student's word for any change in transportation arrangements. IF the student is being picked up from school, riding a different bus or going home in any manner which deviates from the usual, or staying after school to participate in an activity, the parent must inform the school, preferably in writing. School personnel cannot guarantee that phone messages received during the day are delivered to the students or the student's teacher in a timely manner.

TRANSFER OUT OF THE CORPORATION

If a student plans to transfer from school, the parent must notify the principal. Upon receiving a request for records, your child's school records are transferred within fourteen (14) days to the new school corporation. Parents are encouraged to contact the school office for specific details.

Prior to transferring, parents should ensure all bills are paid and all instructional materials, including library books, laptops, power cords, and iPads have been returned to the school.

IMMUNIZATIONS

Each student should have the immunizations required by law (IC 20-34-4-2) or complete the Immunization Objection Form.

USE OF MEDICATIONS

The school nurses serve multiple schools and are not available to administer medications every day at each building site. Therefore, each site principal will designate a person to dispense medication, most likely the school secretary.

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are observed.

- Parents should, with their physician's counsel, determine whether the medication schedule is adjustable to avoid administering medication during school hours.
- The Medication Request and Authorization Form 5330 F1, F1a, and F1b is filed with the respective building before the student is allowed to begin taking any medication during school hours.
- All medications are registered with the school office.
- Medication that is brought to the office is properly secured.
 - Medication is transported to school directly by an adult.
 - Medication **IS NOT** sent to school in a student's lunch box, pocket, or other means on or about his/her person.
 - All over the counter medications are in the original bottle with the label intact.
 - Medications that have reached the expiration date are not administered.
 - If the medication is in liquid form, a calibrated measuring spoon is sent with the medication.
 - School personnel will not administer herbal medicine.
 - Aspirin is not administered. Aspirin has been linked to Reyes' Syndrome. School personnel will only administer aspirin with a written directive from a medical doctor.
- Students who may require administration of an emergency medication may have such medication stored in the school nurse's office. However, if the parent and physician have provided authorization for self-medication the student may retain possession of the self-administered medications (ex: asthma inhalers and epi-pens.)
- Medication that is possessed by a school for administration during school hours or at school functions, for students in grades PK-5 is released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
- Any unused medication unclaimed by the parent is destroyed by the end of the school year.
- A log for each prescribed medication is maintained noting the personnel giving the medication, the date, and the time of day. This log is maintained along with the physician's written request and the parent's written release.
- All prescriptions must have the pharmacy label. Inhalers must have a pharmacy label on the canister as well as on the box.

Self-Administered Medication

A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent completes the proper form, which requires a physician's statement, annually. The form is secured from the school nurse.

The physician's statement must include the following information:

- An acute or chronic disease or medical condition exists for which the medication is prescribed.
- The student has been given instruction on how to self-administer the medication.
- The nature of the disease or medical condition requires emergency administration of the medication.

The School or School Board is not liable for civil damages because of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

Non-prescribed (Over-the-Counter) Medications

Parents may authorize the school to administer a non-prescribed medication as part of the online registration process or by utilizing a form available in the school office. A physician does not have to authorize such medication, but all of the other conditions described above under Prescribed Medications will also apply to non-prescribed medications.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized, is in violation of the Schools' Substance Abuse Policy and disciplined in accordance with the drug-use provisions of the policy.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal is only for the contagious period as specified in the school's administrative guidelines.

CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES

In the case of non-casual contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Non casual contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that are specified by the State Board of Health.

As required by Federal law, parents are requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

SPECIAL EDUCATION

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent as an active participant. To inquire about the procedure, a parent should contact the building principal.

ANNUAL WRITTEN NOTIFICATION – MEDICAID PROGRAM

The federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school.

Under the Family Education Rights and Privacy Act (FERPA), your consent is required for the school system to release information about your child to the Indiana Medicaid program in order to access your or your child's public benefits. You are entitled to have a copy of any information the school system releases to the state Medicaid program.

If you have previously given consent for the MSD of Wabash County School System to access you or your child's public benefits and to release information needed to access Medicaid funding for services provided through your child's individualized education program (IEP), the school district may release:

- Your child's name and Social Security Number;
- Your child's date of birth;

- Your child's IEP documentation including evaluations;
- The dates and times services are provided to your child at school;
- Reports of your child's progress, including therapist notes, progress notes and report cards.

Your child will continue to receive all required IEP services at no cost to you. Reimbursed services provided by Metropolitan School District of Wabash County and Wabash Miami Area Exceptional Children Program does not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which your child is enrolled.

You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to provide all required IEP services at no cost.

You may ask questions about this program or revoke your consent at any time by contacting the Wabash Miami Area Program Director of Special Education at 260-563-8871.

AMERICANS WITH DISABILITIES ACT - SECTION 504

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual is discriminated against because of a disability. This protection applies not just to the student, but all individuals who have access to the corporation's programs and facilities.

Students with disabilities who do not qualify for IDEA may receive services within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student, and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in school should contact the building principal.

HOMELESS STUDENTS

Homeless students are provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under the school nutrition programs. Homeless students are not denied enrollment based on lack of proof of residency. For additional information contact the Superintendent.

STUDENT RECORDS

The teachers, counselors, and administrative staff maintain many student records. There are two (2) basic kinds of records - directory information and confidential records.

Directory information is given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal. Directory information includes: student name, address, phone number, e-mail address, names and pictures of participants in various extracurricular activities or recipients of awards, Honor Roll status, grade level, pictures of the student, date, and place of birth.

Parents and eligible students may refuse to allow the school to disclose any or all of such “directory information” upon written notification to the school within 10 days after receipt of the school’s annual public notice.

Confidential records contain educational and behavioral information that has restricted access based on the Family Education Rights and Privacy Act (FERPA). This information is only released with the written consent of the parents, the adult student, or a surrogate. The only exception to this is to comply with State and Federal laws that may require release without consent.

Confidential records may include test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The school must have the parents’ written consent to obtain records from an outside professional or agency. Confidential information that is in a student’s record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the school with copies of records made by non-school professional agencies or individuals.

Students and parents have the right to review all educational records generated by the school corporation, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the building principal, in writing, stating the records desired. The records are collected and an appointment is made with the appropriate persons present to answer any questions.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpc

Informal inquiries may be sent to the Family Policy Compliance Office via the following e-mail addresses:

FERPA@ED.Gov and PPRA@ED.Gov

STUDENT FEES AND CHARGES

The School charges specific fees for activities and courses not related to curricular materials. The School does not charge for curricular materials such as devices and textbooks. Such fees or charges are determined by the activity. The School and staff do not make a profit.

In the event that a student loses a device or textbook, the student will pay the replacement cost. Students returning damaged devices or textbooks are assessed a charge to cover the repairs. All students withdrawing from school must return devices, textbooks, and materials to a school official or the person in charge of curricular materials.

Students who steal, destroy, or damage school property and equipment are charged for the repair or replacement of the property and equipment.

PRESCHOOL TUITION

Preschool tuition fees are due in monthly installments.

Fifty percent (50%) of tuition fees are due on December 15th. The remaining balance is due on April 1st.

Failure to pay tuition fees on time will subject individuals to collections and will result in being submitted to our local attorney for processing. Collection fees, attorney fees, and court costs are the responsibility of the parent or guardian.

Tuition support and assistance are available for qualifying families through the On My Way PreK grant and the Child Care and Development Fund. In addition, MSDWC determines preschool tuition based on the information obtained through a family's free and reduced meal application. Applications for free or reduced meal programs are available at registration.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities are allowed to solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules will apply to all fundraisers:

- Students involved in the fund-raiser are not to interfere with students participating in other activities in order to solicit funds.
- Once students take possession of the fund-raiser merchandise, the student and his/her family are financially obligated to pay for those items.
- No house-to-house canvassing is allowed by any student for any fund-raising activity unless the child is accompanied by a parent who will provide for the child's safety.

- No student may participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

STUDENT VALUABLES/PERSONAL PROPERTY

All personal student items, especially clothing, should be clearly labeled with the student's name.

Students may not bring to school personal items unrelated to the instructional program. This includes, electronic devices, expensive jewelry, or trading cards of any description, etc. Such items are tempting targets for theft and extortion. The school is not responsible for their safekeeping and is not liable for loss or damage to personal valuables.

Students may continue to bring basketballs, soccer balls, footballs, dolls, small stuffed animals, action figures, and small cars as long as it is clearly understood the child has sole responsibility for the item(s).

Students are never to possess a laser light, toy guns, or play weapons. Students may not engage in the selling, trading, or giving away of possessions or money.

MEAL SERVICE

The school participates in the National School Lunch Program and prepares lunch and breakfast each day. A meal account is established for all students, and students utilizing lunch cards must have cards present for all food purchases. A lost or defaced card is replaced at a charge of \$5 per incident. All meals are paid for at least 24 hours in advance. Payment envelopes are supplied. Parents are notified by letter/email when the child's food account is running low on funds. The school is NOT permitted to extend credit for lunches. Students with a negative balance may be denied breakfast or served an alternative lunch.

Students may also bring their own lunch to school to eat in the school's cafeteria. Please come eat lunch with your child, but do not bring lunch for any other student. According to federal guidelines carbonated drinks are not allowed in school cafeterias.

An application for the school's free and Reduced-Priced Meal program is distributed to all students. If a student does not receive an application, contact the school office.

Students are advised of the rules in the cafeteria. Students who violate the rules and engage in horseplay or are disruptive, take food from other students, or are disrespectful to the cafeteria supervisors may be removed from the cafeteria and assigned to an alternative area for lunch. Other school discipline may also be assigned.

PROCEDURE FOR STUDENT LUNCH/MEAL ACCOUNTS

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Metropolitan District of Wabash County will adhere to the following meal charge procedure.

All cafeteria purchases are prepaid before meal service begins. Cash/check deposits are made by 9 am at each building office. Deposits are also made electronically through Skyward Family Access before 10:15 am for that day.

A student may not charge meals to their account if there are not sufficient funds in the student's account.

A staff member may not charge meals to their account if there are not sufficient funds in the staff member's account.

Students who want a second meal must have sufficient funds in their account. Second meal costs are more than the original purchase because they are not reimbursable. Students who use other student's accounts are charged the full price for the second purchase.

If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this is a potential sign of abuse or neglect, and the proper authorities are contacted.

Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However, if the student who pays a reduced or full price has enough money in hand for a meal that day, they are not denied a meal.

Schools will provide an alternative meal of a peanut butter sandwich, a half a cup of fruit, and a cup of water to a student who pays reduced or full price and who does not provide the required payment for that meal.

The food service manager, principal, and other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.

The automated Skyward system will email parents as soon as their account is below \$5. If we don't have an email address on file, then notices will be given to the student. An automated call system will also notify parents daily of any accounts that are below \$5 including any outstanding negative balance in the student's lunch/meal account.

All accounts must be settled as soon as possible with any final settlements by the end of the school year. Letters are sent home at the end of the year to students who have any negative balances. Any negative balances not paid will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation. Any funds remaining in an active students account will automatically be applied to the students' balance for the next school year if money is not collected.

Students who graduate or withdraw from the corporation and have money left in their lunch/meal food service account are notified by mail or phone call by the school office and given the option to transfer the

funds to another student or to receive a refund. If no response/request is received within 30 days, the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances are transferred to any other unpaid account for that student. If there is none then it will be transferred to the Food Service Fund.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for prior civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotape, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: http://www.ascr.usda.gov/complaint_filing_cust.html, and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

*(1) email: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410;*

(2) fax: (202) 690-7442; or

(3) email: program.intake@usda.gov.

This institution is an equal opportunity provider.

FIRE, TORNADO AND SCHOOL SECURITY DRILLS

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. Specific instructions on how to proceed are provided to students by their teachers who are responsible for safe, prompt, and orderly evacuation of the building.

Tornado drills are conducted twice each semester using the procedures prescribed by the State.

School security drills are conducted twice each semester using the procedures outlined by the district.

EMERGENCY CLOSINGS AND DELAYS

MSD of Wabash County uses a calling and messaging system to notify parents and staff regarding school closings and delays.

Information is also available at msdwc.org

Parents and students are responsible for knowing about emergency closings and delays. Parents should have a contingency plan in the event school is delayed, dismissed early, or closed. To ensure prompt notification of delays and closings, be sure to supply the school with current/ correct phone numbers.

VISITORS

We take your child's safety very seriously. We insist that all school visitors (this includes parents) report to the school office, sign-in and receive an ID badge before walking the hallways or going to a classroom. This is to prevent unauthorized people from having access to our students.

If a person wishes to confer with a member of the staff, the individual should call for an appointment prior to coming to the school in order to assure the person's availability.

Students may not bring visitors to school without first obtaining written permission from the Principal. Students from outside the school district, who wish to visit within the school day, may do so during the lunch period. Visitors/parents are welcome to eat lunch with friends but are not allowed to visit the classroom or attend recess. Visitors are required to pay for their lunch and should make arrangements in advance through the school office.

USE OF THE MEDIA CENTER

The media center is available to students throughout the school day. Passes are obtained from a student's teacher. Books on the shelves are checked out for a specific period of time. Students must pay for the replacement of lost or damaged materials checked out to them. Should a lost book later be found, the money is refunded.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the Principal to use any other school equipment or facility. Students are held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use. Students are billed for lost or damaged instructional materials and equipment.

LOST AND FOUND

Each school maintains a Lost and Found. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items are given to charity at the end of each semester.

SCHOOL PARTIES

The school traditionally has three parties during the school year. The classroom teacher plans the Fall, Christmas, and Valentine parties with treats provided by the students. Each teacher will inform the students of their responsibility for their party. If a student is not to participate in the party activities, advance notice should be given to the teacher. Birthday treats are permitted, but permission should be obtained in advance. Also, check with the teacher to determine the appropriate quantity necessary to serve all students and inquire about any students with dietary restrictions. Birthday treats are given out during a time least disruptive to instruction. The treat should be simple to serve.

STUDENT SALES

No student is permitted to sell any item or service in school without the approval of the building principal. Violation of this policy may lead to disciplinary action.

USE OF OFFICE/ CLASSROOM TELEPHONES

Office telephones are not used for personal calls. Except in an emergency, students are not called to the office to receive a telephone call. The school office will accept and deliver important messages.

Telephones are available in the classroom for students to use with teacher permission. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF WIRELESS DEVICES

A student may bring a wireless communication device to school but is prohibited from possessing or using the device during the school day.

A wireless communication device is any portable device capable of voice, messaging, or data communication between two or more parties, including but not limited to:

- Cellular phones
- Smartwatches connected to a cellular network or the Internet
- Tablet computers (non-school issued)
- Laptop computers (non-school issued)
- Gaming devices
- Any similar device

During the school day, all student wireless communication devices must be:

- Powered off
- Stored in the student's assigned school-issued locker (or other school-designated secure storage area)
- Inaccessible to the student during the school day

Wireless communication devices shall remain in the stored area throughout the school day unless otherwise authorized under this policy.

This policy shall not apply in the following circumstances:

- The student has received permission from a teacher to use a school-issued device for instructional purposes
- The student uses the device to manage a documented medical condition pursuant to an order from a licensed health care provider
- The use of the device is included in the student's Individualized Education Program (IEP) or Section 504 Plan
- The device is necessary for language translation, when a school-managed option is not available
- The student is authorized to use a device during an emergency, at an appropriate time as determined by school personnel

A student who violates this policy may be subject to disciplinary action, including but not limited to:

- Confiscation of the device
- Parent/guardian notification
- Progressive discipline in accordance with the Student Code of Conduct, up to and including suspension or expulsion

The school corporation assumes **no responsibility or liability** for the loss, theft, or damage of any student-owned wireless communication device.

Section II - Academics

PROGRAM FOR HIGH ABILITY STUDENTS

MSD of Wabash County recognizes that not all students learn in the same way. Many high ability students require a modified curriculum, including learning at a faster pace, access to more challenging learning materials, or content that is more complex. At the elementary level, we provide various forms of cluster grouping in our classrooms, train our teachers to provide differentiated lessons, and offer opportunities for enrichment, to allow all students to discover, develop, and apply their many talents.

We believe that it is important for the school, the home, and the community to work together to provide appropriate and challenging learning experiences for all children. For more information, please go to our district website at msdwc.org

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities is permitted without the approval of the Superintendent. A minimum of **five (5) school days** notice is required to ensure that the Superintendent has the opportunity to review the announcement or posting.

FIELD TRIPS

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. Students who violate school rules may lose the privilege to go on field trips. No student may participate in any school-sponsored trip without parental consent. Students attending a field trip during the academic day are required to ride the bus to and from the trip. The principal, at his or her discretion, may amend this procedure due to extenuating circumstances.

Sometimes parents are needed to serve as chaperones on trips. All chaperones must be 21 years of age and pass a criminal background check. Chaperones may not bring additional children on trips. Parent chaperones must agree to follow all rules established by the trip sponsor and all the policies of MSD of Wabash County.

While the Corporation encourages the student's participation in field trips, excused absences are provided for any student whose parent does not give permission for the student to attend.

GRADING PERIODS

Students shall receive a report card at the end of each nine (9) week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, notification is provided to the parents so they can talk with the teacher about what actions are needed to improve poor grades.

Parents with Internet access are able to view their child's grades, attendance, and discipline referral on-line. Please contact the school office to receive log-on information.

PROMOTION, PLACEMENT AND RETENTION

The Metropolitan School District of Wabash County believes that the decision to promote or retain a student is a very important one and is made only after a thorough review of the progress of each individual student. The progress review is done periodically throughout the school year and properly reported to the student's parent(s)/guardian(s). Whenever it is determined that a student is in danger of retention, the student's teacher shall inform the parent(s)/guardian(s) of the same and shall invite and encourage a conference. The final decision to promote/retain a student is not made prior to the last ten school days of the school year. In grade three the IREAD-3 Test is a determining factor in retention and promotion. The building principal will make the decision after proper consultation with the child's teacher(s) and other school personnel who have worked with the student.

If the decision is made to retain a student, the principal and the teacher will have a conference with the students' parent(s)/guardian(s) to inform them of the decision and give them an opportunity to present additional and/or new evidence related to the child's academic progress. The principal, after studying all evidence, shall make the final decision.

The parent(s)/guardian(s) may appeal the principal's decision to the Superintendent. In the event the parent(s)/guardian(s) are dissatisfied with the Superintendent's decision, they may appeal to the Board of Education.

HOMEWORK / LATE WORK

Homework is a required part of the educational experience. Any homework or projects not completed by the prescribed due date is considered late work and lowered one letter grade or 10%. The grade is lowered an additional letter grade or 10% for each additional day the work is late.

Generally, homework is not used for disciplinary reasons but only to enhance the student's learning and to prepare students for state mandated assessments.

MEDIA RELEASE

The Metropolitan School District of Wabash County is making a concentrated effort to promote the positive activities, honors, and work of our staff and students. This includes working with the local newspapers, radio, and also developing our own publications. These publications include likenesses, and images which may appear on the district web site as well as in other publications and on other websites. At times, television stations from the area may wish to video our students. As we go through each school year there are opportunities for various students to be photographed. However, we understand that some parents may request that we do not photograph their child(ren). If you would prefer not to have photographs of your child taken and used in any publications, please pick up and fill out a media release form in the school office. This form is filled out annually. Please note that this form does not prohibit any photographs taken during extra-curricular activities or for the school yearbook.

Students who participate in extracurricular activities forfeit their rights to retain authority over the publication of photos taken.

STUDENT ASSESSMENT

To measure student progress, students are tested in accordance with State standards and Corporation policy.

Unless exempted, each student is expected to take and pass the ILEARN assessment. Make-up dates are scheduled, but unnecessary absences need to be avoided.

MSD of Wabash County also uses other assessment tools to provide further information to teachers and parents. A complete listing of these assessments is on-line at www.msdlwc.org. The scheduling of these assessments is advertised well in advance of the event, so every effort is made to ensure the student is present to participate in the assessment.

Classroom tests are used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

If necessary, intelligence tests, speech and language evaluations, individually administered achievement tests, and other special testing services are available to students needing these services.

Depending on the type of testing, specific information and/or parent consent may need to be obtained. The school will not violate the rights of consent and privacy of a student participating in any form of evaluation.

GOOGLE PRODUCTS & SERVICES

The assumed presumption is MSDWC is permitted to utilize third-party Google applications with students that may track users' data across multiple apps for educational use (i.e. Google Docs, Google Sheets, Google Slides, YouTube, and other applications deemed necessary by the school district.). By acknowledging receipt of the MSDWC Elementary Student Handbook, parents/guardians are providing MSD of Wabash County permission to use these Google products and services. Parents/guardians not wishing students to utilize third-party Google applications will need to provide annual written notice denying the permission of his/her student. Denying the use of these applications may significantly hinder your child's ability to participate in the educational process at MSD Wabash County, as these products, services, and practices have been in place for 10+ years and utilized by all teachers in all grade levels.

PARENTAL DEVICE CONTROLS & INTERNET ACCESS REQUESTS

Parents or legal guardians may submit a written request to access tools that allow them to:

- Increase the strength of the device filter
- Block additional websites or content accessible on the device
- Limit the amount of time the device may be used by the student

These controls apply during periods when the student is not in school or participating in virtual instruction or remote learning.

Parents or guardians who do not wish for their student to have internet access for curricular purposes must notify the school administration in writing.

MSDWC STUDENT RESPONSIBLE USE GUIDELINES

Statement of Purpose

MSD of Wabash County believes that students need access to technology when they act in a responsible, efficient, courteous, and legal manner which supports the district vision and mission. Internet access and other technologies available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. As part of 21st century learning, teachers and students will be using Web Tools which may include, but not be limited to, blogs, wikis, podcasts, and videocasts through appropriate supervision. These technologies improve student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills.

Responsible uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology.

I will:

- Keep private information private. (My password and identity are mine and not to be shared.)
- Treat others with respect, both online and offline.
- Strive to be a responsible digital citizen.
- Encourage others to be good digital citizens.
- Use computers for school-related purposes during school hours.
- Credit my sources when I am using other people's information, images, or other material.
- Respect the work of other students and not copy, alter, or otherwise damage work that is not mine.
- Follow District policies, rules, and regulations
- Ask for permission before connecting my own devices to the District network.
- Take care of District technology equipment.
- Notify an adult immediately if by accident I encounter content which violates the rules of responsible use.
- Ask permission before I print while at school.

I will not:

- Read another student's private communications and schoolwork without permission.
- Use improper language or pictures.
- Use any form of electronic form of communication to harass, intimidate, ridicule, or otherwise harm others.
- Pretend to be someone else online.
- Give out my full name, password, address, or any other personal information to someone I don't know.
- Give out full names and addresses of others.
- Look for, read, view, or copy inappropriate pictures or information.
- Load my own software on the District network to use at school, unless I have received permission.

- Damage, change, or tamper with the hardware, software, settings, or the network in any way.
- Decorate the physical computer with stickers, writing, or other markings.
- Take, record and/or display or distribute video pictures (digital or otherwise) or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.

I understand:

- Sometimes my computer work may be lost, and I should be careful to back up important work.
- Some things I read on the Internet may not be true.
- The computers and network belong to the District and that using them is a privilege, not a right.
- The computers, network, and printers may not work every day.
- It is my responsibility to make sure that any devices I use on the District network are approved.
- The things I do using a school computer or network are not private and that my teachers and District staff may review my work and activities at any time.
- If I break any of my promises, I might not be able to use technology or may experience other appropriate consequences.
- It is my responsibility to read and abide by the terms and conditions of and all revisions of this policy.

Consequences for misuse:

- I might not be allowed to use the computers or the District network if I break these rules.
- I may be suspended or expelled from school if I act irresponsibly.

MSDWC Elementary Device Matrix

	Incident 1	Incident 2	Incident 3
Accidental device damage (inoperable)	Damage fee per occurrence (Keep device at school until paid)	Damage fee and device stays at school (Keep device at school for rest of the year)	Damage fee and device stays at school (Keep device at school for rest of the year)
Intentional device damage (inoperable)	Partial Restitution (\$150) Device remains at school ***Authorities possibly involved, police report to be filed, juvenile probation notified.	Full Restitution based on year of device (See Chart Below) Device remains at school	
Lost or stolen Additional consequences, including leaving device at school, may be applied by administration	See chart at bottom	See chart at bottom	See chart at bottom
Device/Internet Violation		Loss of recreational Internet privileges for two weeks	Loss of recreational internet privileges for the semester
Recreational privilege is defined as Internet radio, television shows, social networking, chat etc.			
Students are charged the following fees for LOST devices unless a police report is filed.			
The fee is based on the number of years we have used the device.			
Year 1	Year 2	Year 3	Year 4
2024-25	2025-26	2026-27	2027-28
\$350	\$250	\$150	\$150

Section III – Student Conduct

ATTENDANCE

The M.S.D. Wabash County School Board recognizes that regular and punctual student attendance is essential to student achievement and future opportunity. Promptness and dependability are important values in our society and it is appropriate that they are stressed in school. All students are expected to attend school regularly and be on time in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. We do understand that there are legitimate reasons for students to miss school. It is reasonable and proper for the district to set time limits of controllable absences. In alignment with Indiana Law, the district is committed to supporting students and families through clearly defined attendance policies, effective interventions, and proactive truancy prevention strategies.

Definitions Relating to Attendance:

- Attend (IC 20-33-2-3.2): Physically present at school or an approved off-site educational program. A child is required to attend school beginning with the school year in which the child becomes 7 years of age (IC 20-33-2-6).
- Chronically Absent (IC 20-18-2-2.4): A student who misses 10% or more of the school year for any excused or unexcused absence.
- Habitual Truant (IC 20-18-2-6.5): A student with 10 or more unexcused absences during a school year.
- Absent Student (IC 20-33-2.5): A K–12 student with 5 unexcused absences in a 10-week period.
- Excused Absence: An absence meeting district or legal criteria with appropriate documentation and notification.
- Unexcused Absence: Any absence not meeting the criteria for excused absences or lacking proper documentation and notification.

Reporting An Absence

In order to report an absence, a student's parent/guardian must contact the school and provide an explanation for the absence. Voicemail is available 24 hours a day to report an absence. Absences are not excused unless the contact is made and meets the appropriate absence category. If the parent or guardian does not call, the school will attempt to call the parent or guardian that day to document the appropriate absence type.

Failure to notify the school or the lack of a legitimate excuse will result in an unexcused absence.

Categories of Absences

If a student is not physically present in school, then they are absent. There are three categories of absences: exempt, excused, and unexcused.

When a student has an exempt absence, he/she is counted as present. The following absences are classified as exempt and are authorized by statute and are not counted against the student's attendance record:

- Service as a page in the Indiana Legislature (IC 20-33-2-14)
- Serving as a poll worker on election day or helper to a political party or candidate (IC 20-33-2-15)
- Court appearances with a subpoena (IC 20-33-2-16)
- Active duty with the Indiana National Guard, the United States Armed Forces, or their reserve components (IC 20-33-2-17)
- Civil Air Patrol participation (up to 5 days) (IC 20-33-2-17.2)
- Educationally Related Non-Classroom Activity (IC 20-33-2-17.5)
 - School Field Trips
 - College visits (2 per year)
- Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to 5 days and if the student is in good academic standing) (IC20-33-2-17.7)
- Participating in a scheduled competition, exhibition, or event for educational purposes offered by the national or Indiana FFA organization or a 4-H club approved in writing by the principal (up to 6 days and if the student is in good academic standing) (IC 20-33-2-17.8)

When a student has an excused absence, he/she is counted as absent. Excused absences are reported, but the absence is not considered truant when proper notification and documentation are provided. Planned absences must use the prearranged absence form and submit 2 full days before the first of such absence to enable proper authorization. Excused absences include:

- Administrator Approved (Planned): Absence has been prearranged and authorized by a school administrator. The decision to approve is at the discretion of the school administrator, ensuring that the absence meets the criteria set forth by school policies.
- Family Choice (Planned): Pre-arranged absence for vacations or family events. (Up to 5 days for Planned)
- Family Choice (Unplanned): Unforeseen circumstances such as unexpected emergencies, weather issues, or transportation problems. (Up to 5 days for Unplanned)
- Funeral/Bereavement: Death of a close family member or loved one.
- Medical: Doctor appointments, school nurse request, illness, injury, or treatment with appropriate documentation.
 - Subsequent medical absences beyond 10 days without a medical provider's note will require a medical provider's note stating the student was seen by a provider to be medically excused.
 - A long term provider note is necessary when a student has been injured or suffers from an illness and is anticipated to be absent for a minimum of 20 instructional days. This provides the necessary information for the school to create a plan for meeting the student's educational needs during these absences.
- Religious: Observance of recognized religious events, practices, or holidays.

All absences not designated as exempt or excused are considered an unexcused absence. If a student accumulates 10 unexcused absences from school during a school year, the student and a parent/guardian will be referred to the Attendance Officer for appropriate action. Absences due to a disciplinary suspension will not count toward the 10 day limit.

Truancy Prevention

The following procedures apply to students enrolled in Kindergarten through Twelfth Grades who have five (5) unexcused absences in a 10-week period:

- The school shall upon the student's fifth unexcused absence in the 10-week period immediately provide a written notice to the parents/guardians. Such written notice shall include:
 - The student is an absent student based upon having five unexcused absences within a 10-week period;
 - The parent/guardian is responsible for monitoring the school attendance of the student and ensuring the student attends school;
 - The school will initiate truancy prevention measures in regards to the absent student;
 - The parent/guardian is required to attend an attendance conference concerning the truancy measures the school will implement and such conference is held not more than ten instructional days after the fifth unexcused absence occurred;
 - The superintendent or the attendance officer are required to report if the student is a habitual truant to juvenile court or the department of child services, wherein the juvenile court may determine the student is committing a delinquent act under state law and the parent/guardian may be prosecuted for educational neglect.
- The school shall hold an attendance conference to discuss the student's absences and establish an attendance plan. The conference will include the following people:
 - School Representative
 - A teacher of the student
 - The parent/guardian of the student
 - Parent's Representative (if parent gives 48 hours' notice of the representative's attendance and the name of the representative)
- The school shall establish an attendance plan that may include:
 - Wraparound services to ensure school attendance for the student.
 - A description of the behavior required and/or prohibited for the student.
 - The effective time period for the plan, but not to exceed 45 instructional days.
 - Disciplinary actions the school will take if the student does not comply with the plan.
 - A referral to counseling, mentoring or other services for the student as appropriate.
 - Whether the parent/guardian is required or expected to attend the services

Makeup Work From Absences

Students must make up all work missed due to an absence. Upon request of the student, make-up work is offered for all student absences. The type of make-up work is at the discretion of the teacher and may be equivalent, but not necessarily identical, to the instruction presented in class. As a rule, the student will have the same number of days to make up the work missed as the length of the absence. In the case of a planned absence, the arrangements to determine when the work is due are made prior to the absence. Makeup work for extended absences are handled on an individual basis.

Tardy

A student is tardy when the student is late for the beginning of the school day or late for any class during the school day. Students reporting late to school are tardy. Tardy students must stop in the school office for clearance before proceeding to class.

Suspension From School

A suspended student is responsible for making up schoolwork lost due to suspension. It is recommended that a student complete all missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests.

Absences due to a disciplinary suspension do not count toward the 10 unexcused absences limit.

STUDENT ATTENDANCE AT SCHOOL EVENTS

The school encourages students to attend as many school events held after school as possible, without interfering with their schoolwork and home activities. Enthusiastic spectators help to build school spirit and encourage those students who are participating in the event.

However, in order to ensure those students attending evening events as non-participants are properly safeguarded, a parent or adult chaperone must accompany students when they attend the event. The school will not be able to supervise unaccompanied students nor will it be responsible for students who arrive without an adult chaperone. The school will continue to provide adequate supervision for all students who are participants in a school activity.

If a student is absent from school for a whole day or the second part of a day, that student may NOT participate in extracurricular activities after school for that day.

STUDENT BEHAVIOR STANDARDS

A major component of the educational program at school is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

EXPECTED BEHAVIORS

Each student shall be expected to:

- abide by Federal, State, and local laws as well as the rules of the school;
- respect the rights of others;
- act courteously toward adults and fellow students;
- be prompt to school and attentive in class;
- work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- complete assigned tasks on time and as directed;
- help maintain a school environment that is safe, friendly, and productive.

PUBLIC DISPLAYS OF AFFECTION

Public displays of affection between students are not permitted. Students should not kiss, hold hands, walk arm-in-arm, embrace, or anything of the sort during the school day, while traveling in a school vehicle or a vehicle that has been rented for a school trip, or during school sponsored activities, even those held off campus.

DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Since there will be many social functions and occupational obligations later in life which dictate appropriate dress and appearance, it is important that neatness, cleanliness, good grooming, and appropriate dress be considered the primary responsibility of all students. Students are expected to wear their clothing and manage their appearance in a manner which does not disrupt the educational environment.

The following styles or manners of dress are **prohibited**:

- Clothing which expresses double meanings, promotes vulgarity, sexual innuendos, questionable language, illegal substances (tobacco products, alcohol, drugs), violence, gang activity, or encourages disrespect for any individual or group
- Bare feet; shoes must be worn at all times; flip flops are discouraged
- Pants which drag on the floor; pants must also be worn at the waistline, not below
- Skirts, shorts which are too short; the hem of the garment must meet the tip of the fingers when arms are at the side in a standing position
- Hat, headgear, or sunglasses while in the school building
- Bathing suits, pajamas or sleepwear, tank tops, halters, shirts which expose a bare back, midriff, cleavage or any garment which exposes a large amount of the torso, even on male students, are not permitted
- Clothing which is too tight or too short

Exceptions are granted on special days set by the Administration and the Student Council.

DISCIPLINE

Students are subject to the rules and policies adopted by the Board of Education, to the supervisory authority of the administrative staff, the principal of each school and the teachers and other personnel having charge of any educational function. Behavior standards apply in the classrooms, on school grounds, on school buses, at all school sponsored functions and to any behavior outside school which causes substantial and material disruption to the school purpose.

Each teacher, substitute teacher, instructional aide, principal or other member of the administrative staff or other authorized school personnel shall, when pupils are under his/her charge, have the right to give any direction and take action which is reasonably necessary to carry out, or to prevent an interference with the educational function of which he/she is in charge. Teachers are in charge of classes at all times. Reasonable classroom rules have been established and will vary from teacher to teacher. It is the student's obligation to obey these rules.

Major violations may include: possession of tobacco, drugs, drug paraphernalia, or alcohol, glue sniffing, fighting, disrespect, vandalism, possession of fireworks, stealing, possession of weapons, physical or sexual harassment, or assault of other student or school personnel, written or spoken obscenities or profanities and repeated violations of any existing rules. These violations will likely result in suspension and in some instances, immediate expulsion from school.

CIVILITY

One of the roles and purposes of the American public school is to convey to students the appropriateness and importance of civility. Therefore, civility, self-restraint, and respect for everyone in the school environment will be an expectation for all students.

Name calling, racial or other epithets, threats, harassment based on race or gender, “fighting words” that are an expression intended to arouse anger or hostility at the person to whom they are directed, and lewd, vulgar, sexually explicit, and indecent expressions of any kind constitutes uncivil conduct.

Uncivil conduct towards students, staff members, and other persons is not acceptable and will be subject to disciplinary measures.

CODE OF CONDUCT

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

- On school property at any time;
- During and immediately before and after any school activity at any location;
- Traveling to and from school or to and from a school activity.

Violations of the Code of Conduct may be punishable by suspension or expulsion:

- Knowingly interfering with school purposes or inducing another student to do so;
- Stealing or damaging school property or property of another person;
- Knowingly causing bodily harm to another person;
- Threatening another person with bodily injury;
- Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks);
- Possessing, providing or using a drug or any type of drug-related paraphernalia except as authorized by prescription;
- Possessing, providing or using any substance or any type of paraphernalia represented to be a drug or drug-related paraphernalia;
- Possessing or providing an alcoholic beverage;
- Consuming or being under the influence of a drug or alcohol except as authorized by prescription;
- Possessing, providing, or using tobacco or any tobacco product; this includes any type of vape device, Juul, e-cigarette, or any other related device or paraphernalia, regardless of nicotine

content.

- Knowingly failing to report to scheduled assignment without permission or acceptable excuse;
- Failing or refusing to comply with directions of an adult supervising a class or school activity;
- Directing unwelcome statements, communications, or conduct of a sexual nature to another person; (See Harassment below)
- Materially altering any school document such as a hall pass;
- Violating Indiana or federal law;
- Leaving a school activity or school property without prior approval of a teacher or supervising adult;
- Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating;
- Attempting or conspiring with another person to violate any student behavior standard.

HARASSMENT

The school believes that every individual deserves to be able to come to school without fear of demeaning remarks or actions. The harassment/bullying of other students or members of the staff, or any other individuals is not permitted. This includes any speech or action that creates a hostile, intimidating, or offensive learning environment.

Conduct constituting harassment may take different forms, including but not limited to the following:

- Sexual Harassment
 - Verbal Harassment: the making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the corporation or third parties (visiting speaker, athletic team member, volunteer, parent, etc.).
 - Nonverbal Harassment: Causing the placement of sexually suggestive objects, pictures, or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling, and the like to a fellow student, staff member, or other person associated with the corporation or third parties.
 - Physical Contact: Threatening or causing unwanted touching or contact of a sexual nature, or attempts at same, including patting, pinching, brushing the body, or coerced sexual activity with a fellow student, staff member, or other person associated with the corporation, or third parties.
- Protected Forms of Harassment (Race, Religion, Color, National Origin, Age, Disability, Other)
 - Verbal Harassment:
 - Written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, religious beliefs, etc. toward a fellow student, staff member, or other person associated with the corporation, or third parties.
 - Conducting a "campaign of silence" toward a fellow student, staff member, or other person associated with the school or third parties by refusing to have any form of social interaction with the person.

- Nonverbal Harassment:
 - Placing insulting or threatening objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the corporation, or third parties.
- Physical Contact:
 - Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member, or other person associated with the corporation, or third parties.

Any student who believes they are the victim of any of the above actions or has observed such actions taken by another student, staff member, or other person associated with the corporation, or third parties should make contact with a staff member with whom the student would most likely be comfortable in discussing a matter of this kind.

The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and the nature of the harassing incident(s). A written summary of each such report is to be prepared promptly on Form 5517 F1 and a copy forwarded to the building principal.

Each report received by a designated person shall be investigated in a timely and confidential manner. While a charge is under investigation, no information is to be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. No one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- Protect the confidentiality of the student who files a complaint;
- Encourage the reporting of any incidents of sexual or other forms of harassment;
- Protect the reputation of any party wrongfully charged with harassment.

USE OF AN OBJECT AS A WEAPON

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry and so on. Intentional injury to another may result in a report to the law enforcement as well as discipline by the school. This violation may subject a student to expulsion.

KNOWLEDGE of DEADLY or DANGEROUS WEAPONS or THREATS OF VIOLENCE

Because the School board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

BULLYING & CYBERBULLYING

Bullying is defined by Indiana Code 20-33-8-0.2 as the mean overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression or any other behaviors 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:

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator] who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator]. This report may be made anonymously.

School personnel shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. Both the parent of a targeted student and the parent of an alleged perpetrator shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

School administration is responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

School employees who fail to report or investigate bullying, or who do not follow district policy, may face disciplinary action.

Counseling, corrective discipline, and/or referral to law enforcement will 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 bullying.

Educational outreach and training is provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Bullying prevention and intervention instruction is provided to all students in grades 1-5 by no later than October 15 of each year. A parent of a child in the school corporation may review any materials used in any bullying prevention program.

All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying.

Each school has an anonymous bullying/suspicious activity form located on the bottom right-hand side of each school's homepage. Please utilize this anonymous form if you feel any bullying situation or suspicious activity in the school needs to be checked out.

Note: The Metropolitan School District of Wabash County is not authorized to disclose to a target, private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. A record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under [IC 5-14-3](#).

CRIMINAL ORGANIZATION ACTIVITY IN SCHOOLS

The Board of School Trustees of Metropolitan School District of Wabash County prohibits gang or criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang or criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang or criminal organization activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

- Criminal Organization means a group with at least three (3) members that specifically:

- either:
 - promotes, sponsors, or assists in; or
 - participates in; or
- requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Organization or Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidents of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang or criminal organization activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang or criminal organization activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal organization activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall provide the parents of the students who were investigated with information about the investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services.

Support services may include one or more of the following:

- Gang or criminal organization awareness education that shows promise of effectiveness based on research. The gang or criminal organization awareness education information should be revised and updated regularly to reflect current trends in gang or criminal organization activity.
- Culturally and/or linguistically appropriate services/supports for parents and families.
- Counseling coupled with mentoring for students and their families.
- Community and faith-based organizations and civic groups.
- Viable, sustainable after-school programs developed in collaboration with other stakeholders.
- Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
- School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and School officials are encouraged to collaborate with stakeholders to provide gang or criminal organization prevention and intervention services and programs, including but not limited to:

- Provide training for staff and teachers on gang or criminal organization prevention and intervention resources within a jurisdiction on a periodic basis. The gang or criminal organization awareness information should be revised and updated regularly to reflect current trends in gang activity.
- Create formalized collaboration plans between local school administration and community-based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
- Coordinate resources and funding opportunities to support gang or criminal organization prevention and intervention activities.
- Consider integrating Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS AND CODE OF CONDUCT

The standards and the Code of Conduct are enforced by school administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.

The objectives of the enforcement of these standards and the Code of Conduct are:

- to protect the physical safety of all persons and prevent damage to property;
- to maintain an environment in which the educational objectives of the school can be achieved;
- to enforce and instill the core values of the MSD of Wabash County School Corporation and its school community.

The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:

- the nature and extent of any potential or actual injury, property damage, or disruption;
- the student's prior disciplinary history and the relative success of any prior corrective efforts;
- the willingness and ability of the student and the student's parents to participate in any corrective action;
- the interest of other students in the school in a school environment free from behavior that violates the school's behavior standards;
- any other aggravating or mitigating factor or circumstance.

In compliance with state law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a corporation building or on corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

- A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.
- A deadly weapon is defined as:
 - a loaded or unloaded firearm;
 - a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

A student who has been expelled may apply for reinstatement in accordance with guidelines, which are available in the Principal's office.

CONSEQUENCES

It is important to remember that the school's rules apply going to and from school, at school, on school property, at school-sponsored events, and on school transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off school property if the activity interferes with school purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other school breaks including summer recess.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

Two types of discipline are possible, informal and formal.

Informal discipline takes place within the school. It includes but is not limited to:

- Detentions - A student is detained after school or asked to come to school early by a teacher, after giving the student and his/her parents a one (1) day notice. The student or his/her parents are responsible for transportation.
- Removal - A student is removed from a classroom or an activity by the school employee in charge of that class or activity when s/he poses a threat to a safe, orderly, and effective educational environment. Such removal may be from the classroom for an entire school day.
- In School Suspension – A student is temporarily removed from his or her regular classroom(s) for a time period but remains under the direct supervision of school personnel.
- Saturday School - Saturday school is in session from 8:00 a.m. to 11:00 a.m. Assigned students will attend a continuous three (3) hour period during which time they are permitted one ten (10) minute break at 9:30 a.m. Each student shall arrive with sufficient educational materials to stay busy during this study period. This is not a private tutoring session! Students should come prepared with enough work to keep them busy for the full three hours.

Failure to timely serve Saturday School assignment(s) may lead to a suspension from school for a period not to exceed three (3) days. Any such suspension shall be in accordance with corporation guidelines on suspension and expulsion.

The following rules shall apply to Saturday School:

- o Students are required to have class assignments with them.
- o Students are not to communicate with each other unless given special permission to do so.
- o Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
- o Students shall not be allowed to put their heads down or sleep.

No radios, cards, magazines, or other recreational articles are allowed in the room.

No food or beverages are consumed.

Students are not allowed to use the telephone or to go to their lockers.

Transportation to and from Saturday school is the responsibility of the student.

Formal Discipline removes the student from school. It includes suspension for up to ten (10) school days and expulsion for the remainder of a semester or longer.

Suspension - The principal may deny a student the right to attend school and/or take part in any school function for up to a maximum of ten (10) consecutive school days.

EXPULSION FOR FIREARMS POSSESSION

Any student who is found to possess a firearm on school property is reported immediately to law enforcement officials. In addition, she/he is subject to expulsion for a period of one (1) year.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent **by school authorities**.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Anything that is found in the course of a search that may be evidence of a violation of school rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

VIDEO SURVEILLANCE

The MSD Wabash County Board of School Trustees authorizes using video cameras, some with audio capabilities, on school buses and its premises to monitor and maintain a safe educational environment for students and employees. Video cameras are utilized on its premises and buses for transportation to and from school, field trips, curricular events, and extra-curricular events. Students, staff, and parents are notified that the video footage's content may be used in student or staff disciplinary proceedings. The content of the video footage constitutes a confidential record and will be retained, filed, and maintained with other records if necessary for use in a disciplinary proceeding or for use in other matters as determined necessary by the administration.

Absent the consent of the parents or guardians of all other students depicted in the video footage, the school district may not, under federal regulation (FERPA), review with parents the video footage maintained by the school district. "Depicted" refers to the capture on the video of any personally identifiable information of a present or former student or any information by which the identity of a student could be easily traceable (including, but not limited to, clothing, facial features, and voice). In those situations, the school district may comply with federal regulations and satisfy the parent/guardian request for viewing by reviewing the video footage and informing the requesting parent or guardian about the contents of the video.

Video recordings may become a part of a student's educational record under FERPA guidelines or a staff member's personnel record under Access to Public Records Act guidelines. The district shall comply with all applicable state and federal record maintenance and retention laws.

Reviewing the video is limited to individuals with a legitimate educational purpose. In most instances, those individuals with a legitimate educational purpose may include the Superintendent, building principal, transportation director, bus driver, technology director, or special education staffing team. Video footage recorded during a school-sponsored trip, such as an athletic event, may also be accessible to the sponsor or coach of the activity. Students or staff violating Board policies, administrative regulations, building rules, or law shall be subject to appropriate disciplinary action. Others may be referred to law enforcement agencies.

MSDWC ELEMENTARY SCHOOL BEHAVIOR VIOLATION SYSTEM

Level One Behavior

Definition	Examples	Procedure	Possible Consequences
Behaviors that disrupt the orderly educational environment and: <u>do not</u> require administrator involvement <i>and</i> <u>do not</u> significantly violate the rights of others <i>and</i> <u>do not</u> appear chronic	• Throwing things • Refusal to follow staff directions • Not prepared or not having materials • Out of seat • Playing in desk • No homework • Not in line • Cheating • Talking out • Inappropriate language or gestures • Inappropriate use of electronic device	• Inform student of rule violated • Re-teach expected behavior • Contact parent if necessary	• Timeouts • Loss of privileges • Verbal reprimand • Written plan to do better • Assigned seat • Written response

Level Two Behavior

Definition	Examples	Procedure	Possible Consequences
Behaviors that: significantly violate the rights of others <i>or</i> are chronic Level One violations	• Throwing things at a person • Verbal, physical, or relational bullying • Horseplay that results in injury	• Inform student of rule violated • Re-teach expected behavior • Contact parent • Possible referral to office or PBIS team • Possible behavior contract • Student, parent, and staff conference	• Previous Level One consequences • Detention • Saturday school • Restitution • Suspension

Level Three Behavior

Definition	Examples	Procedure	Possible Consequences
Behaviors that: are serious violations of board approved MSD student handbook <i>or</i> threaten <i>or</i> are chronic Level Two violations <i>or</i> violate Indiana law	• Purposefully hitting another person with force • Inappropriate touching • Possessing a weapon or a look alike weapon • Possessing an illegal substance • Leaving assigned area/ running from class or school • Destroying school property • Use of threatening language or threats related to school or students	• Office referral • Students informed of their infraction • Parents notified • Possible referral to PBIS team • For illegal activities, law enforcement notified • For threats, law enforcement conducts home assessment • For threats, risk assessment completed by mental health agency prior to school return	• Previous Level Two consequences • Consequences as described by the board approved MSD student handbook • Expulsion

DUE PROCESS RIGHTS

Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures.

Suspension from School

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then have an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents are notified, in writing, of the reason for and the length of the suspension.

The Appeal Process

The suspension may be appealed after receipt of the suspension notice, to the Superintendent or designee. The request for an appeal must be in writing and made within two (2) days after notification.

During the appeal process, the student shall not be allowed to remain in school,

OR

The student is allowed to remain in school unless safety is a factor. If that is the case, the student shall not be allowed to remain in school.

When a student is suspended, s/he may make up work missed after returning to school,

OR

while on suspension. (Decisions on these two issues will vary depending upon the details of the discipline issue.)

Expulsion from School

If, in the Principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

Notice of Expulsion Meeting

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Superintendent, will issue a written decision following the expulsion meeting.

Appeal of an Expulsion

Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary.

The student or his/her parents may appeal the Board's decision to the appropriate court.

STUDENT RIGHTS OF EXPRESSION

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material, buttons, badges, or other insignia and the like. All items must meet school guidelines.

- A material cannot be displayed or distributed if it:
 - is obscene to minors, libelous, indecent, or vulgar,
 - advertises any product or service not permitted to minors by law,
 - intends to be insulting or harassing,
 - intends to incite fighting,
 - presents a clear and present likelihood that, either because of its content or because of manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

Students who are unsure whether or not materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

- Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Section IV - Transportation

BUS TRANSPORTATION TO SCHOOL

The school provides bus transportation for most students. Riding the bus is considered a privilege, not a right. The bus driver's goal is to transport children between home and school safely. To do so, the driver must have the complete cooperation of the students.

Students will ride only assigned school buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal or the Director of Transportation.

BUS CONDUCT

Students who are riding to and from school on transportation provided by the school are required to follow some basic safety rules. This applies to school owned buses as well as any contracted transportation that may be provided. The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety. The bus driver may deny bus privileges for up to one day after contacting parents.

The following behaviors are expected of all students:

- A child cannot disembark his/her bus other than at home or the designated pick up/drop off site without prior notification from the parent/guardian
- Students should carry all papers, books, and possessions in a backpack. Loose papers can be hazardous. Students sometimes react without thinking and run after papers blowing away from them.
- Large objects or animals require prior approval from the driver before they are brought onto the bus.
- Students are expected to be waiting at the boarding spot when the bus arrives. Students wait on buses. Buses do not wait on students! The bus driver will try to be as consistent as possible on pick up times. NOTE: Times may vary during inclement weather.
- Students should stand well off the road while waiting for the bus, and be ready to make an orderly entrance onto the bus.
- Students should not cross the road/street until the bus comes to a complete stop and then only after checking the traffic.
- Upon entering the bus, each student shall be seated immediately in the place designated by the driver. The aisle is to be kept clear of book bags, coats, feet, etc. at all times.
- Students are to sit back to back - seat to seat; that means the back of the student should meet the back of the bus seat and remain there. Facing forward is the safest position on the bus.
- Students shall remain seated while the bus is in motion and not stand or move from place to place.
- Students are expected to be courteous and respectful of others and not tease, scuffle, trip, hold, hit, or use their hands, feet or body in any objectionable manner.
- Students shall remain seated until the bus comes to a full stop and the door has been opened by the driver. Upon exiting the bus at the designated drop off site students are to move away from the bus to allow the driver to safely pull away.
- Loud, boisterous, or profane language or indecent conduct will not be tolerated.
- No eating or drinking on the bus unless prior permission is given by the driver.
- Students are not allowed to throw snowballs, paper wads, candy or any other item on the bus.
- Students should not bring squirting devices on the bus or to school. Students shall not possess weapons or threaten other students or the driver.

- Rules that apply to conduct at school also apply to students riding a school bus.
- A parent should never board a school bus without the permission of the driver. Doing so will be considered an act of aggression and the driver will notify the Superintendent's office to send law enforcement.

Students creating problems on a bus will be appropriately disciplined. Students who fail to correct their behavior after being disciplined or who are guilty of a serious rule infraction may be denied the privilege of riding the bus for one day. Longer bus suspensions may occur if approved by the building principal. Notification will be given to the parent/guardian prior to the child's bus privilege being revoked. The assistant superintendent/transportation director may deny bus privileges for extended periods of time if necessary, to protect the other students on the bus.

YOUR ASSISTANCE IN SUPPORTING THESE GUIDELINES IS APPRECIATED

PENALTIES FOR INFRACTIONS

A student who becomes a behavior problem on the bus shall be disciplined in accordance with the Student Discipline Code and may be deprived of the privilege of riding on the bus.

2026-27 MSDWC SCHOOL CALENDAR

MSD of Wabash County 2026-2027 District Calendar

2026

July					August					September				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
		1	2	3	3	4	5	6	7		1	2	3	4
6	7	8	9	10	10	11	12	13	14	7	8	9	10	11
13	14	15	16	17	17	18	19	20	21	14	15	16	17	18
20	21	22	23	24	24	25	26	27	28	21	22	23	24	25
27	28	29	30	31	31					28	29	30		
October					November					December				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	2	3	4	5	6		1	2	3	4
5	6	7	8	9	9	10	11	12	13	7	8	9	10	11
12	13	14	15	16	16	17	18	19	20	14	15	16	17	18
19	20	21	22	23	23	24	25	26	27	21	22	23	24	25
26	27	28	29	30	30					28	29	30	31	

2027

January					February					March				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
				1	1	2	3	4	5	1	2	3	4	5
4	5	6	7	8	8	9	10	11	12	8	9	10	11	12
11	12	13	14	15	15	16	17	18	19	15	16	17	18	19
18	19	20	21	22	22	23	24	25	26	22	23	24	25	26
25	26	27	28	29						29	30	31		
April					May					June				
M	T	W	T	F	M	T	W	T	F	M	T	W	T	F
			1	2	3	4	5	6	7		1	2	3	4
5	6	7	8	9	10	11	12	13	14	7	8	9	10	11
12	13	14	15	16	17	18	19	20	21	14	15	16	17	18
19	20	21	22	23	24	25	26	27	28	21	22	23	24	25
26	27	28	29	30	30	31				28	29	30		

● Important Date ● School Closed ● School Closed for Students/Teacher Work Day

Canceled days will become eLearning or SYNC. MLK and Presidents' Day may be in-person makeup days if needed. Professional Development Days and the Parent/Teacher Day will be a no-school day with an approved 1003 Flexibility Waiver from the Indiana State Board of Education.

1st Semester

JULY	
23-28	Online Registration Open
AUGUST	
10	First Teacher Day (AM Only)
11	Teacher Work Day
12	First Student Day
SEPTEMBER	
4	No School - Staff Professional Dev.
7	No School - Labor Day
OCTOBER	
9	End of 1st 9 Weeks (41 days)
15	No School - Parent/Teacher Conferences & Professional Dev.
19-23	No School - Fall Break
NOVEMBER	
25-27	No School - Thanksgiving Break
DECEMBER	
18	End of 2nd 9 weeks (41 days) & End of semester (82 days)
21-Jan 1	No School - Christmas Break

2nd Semester

JANUARY	
4	School Resumes
18	No School - MLK Day Makeup Day if Needed
FEBRUARY	
5	No School - Staff Professional Dev.
15	No School - Presidents' Day Makeup Day if Needed
MARCH	
12	End of 3rd 9 Weeks (47 days)
15	No School - Staff Professional Dev.
26- Apr 2	No School - Spring Break
APRIL	
Mar 26-2	No School - Spring Break
MAY	
27	Last Student Day, End of 4th 9 weeks (47 days) & End of semester (94 days)
28	Teacher Record Day
30	Southwood Commencement 1:30 pm
30	Northfield Commencement 4 pm

Adopted by the Board of School Trustees
on October 14, 2025.