Westfield Washington Schools

Elementary School

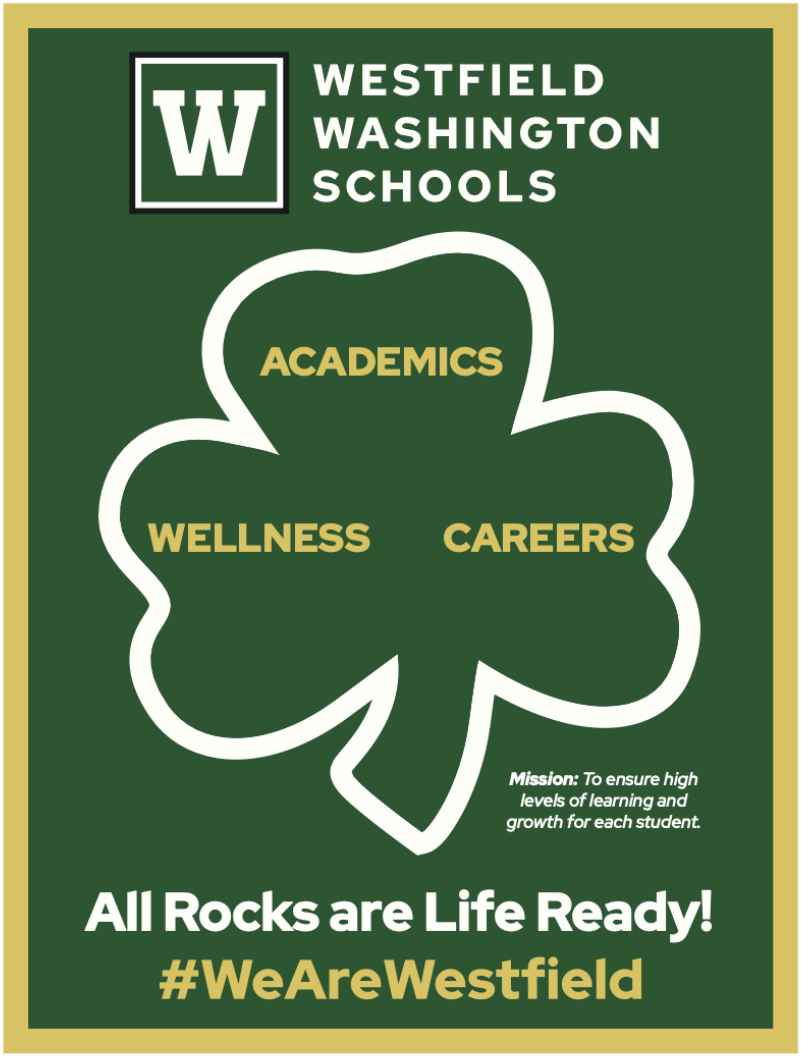
Student/Parent Handbook

2026-2027

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WWS MISSION & VISION



GUIDING PRINCIPLES

Westfield Washington Schools fosters the development of students by providing a variety of opportunities for students to acquire and apply the necessary knowledge, skills, and attitudes to navigate life challenges in an ethical and productive way. WWS cultivates life readiness in the areas of Wellness, Career, and Academic through our five core guiding principles - Compassion, Honesty, Hard Work, Responsibility and Respect.

An integral part of WWS mission is to intentionally build a caring, participatory, and safe learning environment. By utilizing a variety of learning practices, programs, and processes, WWS actively strives to develop the necessary skills students need to be successful academically and ultimately in life.

SCOPE & PURPOSE

The Board of School Trustees approves and authorizes all items in school handbooks. As a result, the School Handbook represents the legal and formal policies that will guide activity in the Westfield Washington Schools.

WELCOME MESSAGE

Welcome to Westfield Elementary Schools! We are excited to have you as part of our learning community, where every child is supported, challenged, and inspired to reach their full potential. Guided by our vision that All Rocks are Life Ready, we are committed to preparing students with the knowledge, skills, and character needed for success beyond the classroom. Our mission—To ensure high levels of learning and growth for each student—drives our dedication to academic excellence, development of employability skills, and a culture of collaboration. Together, we will create a nurturing and engaging environment where every child thrives. We look forward to an amazing year of learning, growth, and success!

☘ SCHOOL HOURS

Elementary Schools Mon, Tues, Thurs, Fri	7:50 - 2:30	First Bell: 7:40 a.m. Tardy Bell: 7:50 Students must be signed in at the office by a parent/guardian.	Office Hours: 7:15 – 3:30
Elementary Schools Wed	8:20 – 2:30	First Bell: 8:10 a.m. Tardy Bell: 8:20 Students must be signed in at the office by a parent/guardian.	Office Hours: 7:15 – 3:30

If you bring your child to school, please do not drop off your child at school before the doors open. No supervision is provided.

BAC

WWS is committed to our partnership with our families. Student Support Programs offer many fee-based services, which extend our support beyond the school day and school year. Before and After Care (BAC) programs are offered from 6:45 a.m. to the start of the school day and from the end of the school day to 6:00 p.m., as well as on late start days, extended learning days, teacher work days, and breaks. BAC summer camp offers many experiences for a fun and enriching summer for all Westfield students from three years through high school

Information for all of the Student Support Programs is available on our website at: www.wws.k12.in.us, by selecting Departments then Student Support Programs. For questions regarding billing, enrollment, program information or concerns email: mychild@wws.k12.in.us, or call the administrative office at 317-896-4800 x14003.

EMERGENCY SCHOOL DELAY/CANCELLATION/DISMISSAL

The cancellation or late beginning of school will be broadcast via email, SMS/text messages, social media and (in most cases) by automated phone call. Parents will be contacted through School Messenger, our emergency contact system. Parents are encouraged to keep phone contacts updated in PowerSchool. Please do not call the superintendent's office or school office to ask about the closing of school.

If you are not receiving emails, SMS/text messages, or phone calls from SchoolMessenger, please follow the steps in this Troubleshooting guide to update your information, opt into messages, and/or allow messages from WWS.

Certain situations may require releasing students from school before the end of the day or relocating them from one school building to another. If students are released early or relocated, the school district will notify parents by providing information via School Messenger. Information may also be available on the school district social media channels (information will not be shared on these public channels if said details being posted publicly could pose a risk to student safety).

If there is an emergency school closing during school hours, it is imperative that your child knows exactly what he/she is supposed to do.

Example 1: If your child is to go home he/she should always have a key or know where one is kept.
Example 2: If your child is not to go home he/she must know where he/she is supposed to go.
Example 3: If your child attends BAC, please make sure that he/she knows to attend BAC as normal.

If you transport your child to and from school, please make arrangements with someone who will always be able to pick him/her up.

Emergency closing arrangement information is requested from each parent/guardian the first week of school for the school/district to keep on file for each student. Please keep this and other emergency information up to date during the school year in PowerSchool.

If a bus driver or other school employee believes a child may be harmed by releasing him or her from a bus or school, and the parent or guardian is not present, alternative arrangements may be made. The parent or guardian will pay associated costs for these services.

LEAVING SCHOOL EARLY

It is preferred that if an early dismissal is known that communication is sent to the classroom teacher and the front office stating the time of dismissal.

Parents/Guardians must come to the school office to pick up students for these early dismissals. NO parent/guardian will go to the classroom for student dismissals. The office staff will call the classroom for the student to be dismissed from the class to the office. Students should report back to the school office if they return the same day so a re-admit slip may be issued.

If an unexpected situation arises and a parent/guardian needs to make special dismissal arrangements with a student, they may call the school office and speak to an office staff member. The office must be called no later than 1:00 p.m. to complete such special arrangements. Please do not leave special dismissal messages on teachers' TalkingPoints, voicemail, or email.

☘ ACADEMICS, CURRICULUM & LEARNING

BODY SAFETY PROGRAMS

In July 2018, the Indiana General Assembly passed legislation that expands the grade levels for body safety education in schools to grades Kindergarten through Grade 12. (Previously the law required education in grades 2-5). Each school corporation shall make available for inspection to a parent all of the instructional material used in connection with instruction on human sexuality. Prior to a school providing instruction on human sexuality, the school must provide a written request for consent of instruction from an emancipated student or a student's parent(s). This allows the parent or emancipated student to opt out of the instruction.

CURRICULAR MATERIALS & STUDENT FEES

The Indiana Department of Education covers the cost of curricular materials for students. Parents will be invoiced for student fees, covering consumable and perishable items in a student's classes. Full payment or a payment plan should be completed by the end of the first six weeks of school.

If a student's schedule changes during the year, fees may be adjusted based on the new classes. The parent may incur an additional cost or be due a credit.If a credit is on the account, a refund will be issued by the end of June.

Westfield Washington Schools requires all unpaid fees not on a payment plan to be sent to a collection agency by the end of the school year. Any account turned over to collections will have an additional $10.00 fee added to its outstanding balance.

If a student is withdrawn from school, the parent will receive a prorated refund for any consumable items that have not been used. However, many consumable materials used in classes lose their value once they have been used for any part of a class.

Student fees are established annually and approved by the Board of School Trustees. Payment is collected at the district level. Payment can be made at the administration building with cash, check, credit card (Visa/Mastercard/Discover), or by completing a payment contract. Payment can also be made online through the PowerSchool interface. Payments made via credit card will be subject to credit card fees.

<u>Lost And Damaged Curricular Materials</u>

Books and materials are issued by the classroom teacher and must be returned to the same teacher upon completion of the school year or withdrawal from school. Responsibility for textbooks rests with the student to whom the textbooks are issued. Loss of books or materials due to theft or other circumstances will not be accepted as an excuse for nonpayment or the failure to complete assignments.

1. Failure on the part of any student to pay for lost or damaged books shall deprive the student of further use of textbooks and material. If a textbook is lost, before another one is issued, the student will be required to pay the cost of replacing the textbook. If the book is found and returned, a refund will be made to the student. If the book is damaged, the student is required to pay a damage charge depending upon the degree of damage and the condition of the book when it was issued.
2. Students are required to have textbooks and other materials and equipment in class necessary to perform the daily lesson.

ELEARNING

eLearning days are held in place of cancellation days which would need to be made up later, often in June, by adding days onto the end of the school calendar. When these make-up days are at the end of the school year they do not reflect the learning that was needed at the time of the day off. WWS eLearning days allow students to continue to make educational progress. This is especially important when faced with high stakes tests (ILEARN, AP, IREAD-3, etc.) which have fixed testing dates regardless of the number of cancellation days.

1. School cancellation days will be eLearning Days unless otherwise communicated.
2. All classroom work will be posted by 9:00 AM on the day of the cancellation (unless a two hour delay turns into a full eLearning day due to inclement weather. In this case assignments will be posted by 10:00AM.). K-5 students will find their work posted on Google Classroom and have a designated window to complete the work. 6-12

students will find their work on Canvas and have two school days to complete. For those students who do not have a device or internet access, parents should reach out to the school for guidance and support.

3. Teachers will be responsive to Canvas messages, TalkingPoints messages, and their school email throughout the instructional day. A tech hotline (317-867-8087) is also available to support students and parents as issues arise. The tech hotline will be available Monday through Friday from 8:00 am - 8:00 pm during the eLearning window.
4. Attendance will be determined by students logging in and engaging in their classwork over the duration of the eLearning period.

The above protocols are for eLearning days due to inclement weather, other short-term or emergency situations, or planned teacher professional development days.

FIELD TRIPS (POLICY C500)

Each grade level plans field trips that relate directly to the curriculum being studied. A fee is assessed for admission and transportation costs. When space allows, there may be opportunities for parents/guardians to chaperone on field trips. All parents/guardians serving as chaperones must complete the Safe Visitor background check as described above in the "School Visitor" section. For safety and supervision reasons, younger siblings are not permitted to attend field trips.

It is School Board policy that all children going on field trips have a signed permission slip. These forms must be signed by the parent/guardian and returned by the day of the trip. *A student without proof of proper immunizations is considered in violation of IC 20-34-4-5 students will not be allowed to attend field trips and/or extracurricular activities until immunization records are up to date and on file with the school nurse.

GOOGLE CLASSROOM

Google Classroom is our primary learning management system. Students can utilize Google Classroom to access assignments and submit tasks.

GRADING SCALE

The grading scales are as follows:

Grades K-2	
S	Satisfactory
N	Needs Improvement
U	Unsatisfactory

Grades 3 & 4		
A	=	93%-100%
A-	=	90%-92%
B+	=	87%-89%
B	=	83%-86%
B-	=	80%-82%
C+	=	77%-79%
C	=	73%-76%
C-	=	70%-72%
D+	=	67%-69%
D	=	63%-66%
D-	=	60%-62%
F	=	59% & below

GRADE REPORTING

Students in kindergarten and grades one and two receive a standards-based report card showing the progression of skill development (+, o, -) on state and local curriculum standards (+=Achieved the skill, o=Ongoing-working to achieve the skill, and -=Skill not yet achieved). S, N, or U are assigned in special area subjects. (S=Satisfactory, N=Needs Improvement, U=Unsatisfactory)

Students in grades 3-5 receive letter grades each trimester in academic subjects. S, N, or U are assigned in non-academic and special areas.

Throughout the trimesters, parents/guardians should check their student's progress in PowerSchool and talk to their student about their social, emotional and academic progress. If a parent or guardian feels that a conference to discuss their student's progress is needed, please contact the student's teacher.

PROMOTION, RETENTION AND PLACEMENT OF STUDENTS (POLICY E125)

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

Promotion or retention of students stems from the total development of the individual child related to the educational program. General overall scholastic achievement should have a primary influence in determining retention and/or promotion of the individual child.

Promotion of a student will occur based on the professional recommendations of the teaching/administrative staff. The student must also achieve the instructional objectives set for the present grade level.

A student identified as a student with special needs shall be promoted or retained based on the opinion/professional judgment of the case conference committee team and building administrator/principal.

A student identified whose primary language is not English shall be promoted or retained based on the professional opinion of the EL teacher, classroom teacher, and building administrator/principal.

If a child is being considered for retention, the following action should occur:

- Parents of any student whose promotion is in jeopardy will be notified well in advance of any actual decision regarding the possibility of promotion/retention. Final determinations will be made before the end of the current school year.
- Parent teacher conferences must be held whenever retention of a child is being considered. Retention will not be finalized until the parent has had an opportunity to meet with the classroom teacher and school administrator. Completion of the Lights Retention Scale will be completed and shared at the parent teacher conference.
- The school principal has the legal responsibility for student classification and students may be reclassified when, in the professional judgment of the principal, it becomes necessary or advisable.

State law (Indiana Senate Enrolled Act 1) requires third grade students who do not pass IREAD to be retained in third grade, unless they qualify for a Good Cause Exemption (GCE). A Good Cause Exemption prevents a student from being retained; however, it does not exempt them from future retesting requirements.

The following students are eligible to receive a Good Cause Exemption (GCE) and are thus exempt from this requirement.

- A student who has previously been retained in third grade;
- The student has an intellectual disability or the student's Individualized Education Program (IEP) specifies that retention is not appropriate, and the student's case conference committee (CCC) has determined that promotion to another grade is appropriate,
- A student who is an identified English Learner (EL) who has received services in Indiana for fewer than two years and has an Individual Learning Plan (ILP) committee that determines promotion to the next grade level is appropriate;
- A student who achieved a performance level of "Proficient" or "Above Proficient" on the third grade ILEARN Mathematics assessment; or
- A student who has received two or more years of intensive intervention in reading aligned to the science of reading and was retained more than once during kindergarten, first grade, or second grade.

RELEASE OF DIRECTORY AND STUDENT RECORDS/PRIVACY ACT INFORMATION (POLICY E175)

As referenced in Policy E175 and in The Family Educational Rights and Privacy Act (FERPA), sensitive information about students is kept confidential. FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as student's name, address, parents'/guardians' names, major field of study, sex, age, date of birth, grade level and school, school or activity photo, honors and awards, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, and enrollment status. The law specifies, however, that certain non-sensitive "Directory Information" may be released for any purpose at the discretion of the school corporation, with general notification of such intent. Notification may consist of published policies such as this one.

The permission has been divided into two categories: Print and Electronic. Print publications include the yearbook or student newspaper, printed programs for extracurricular activities, news releases to the local media, district publications, and interviews with local news media. Electronic mediums (internet and broadcast) include the district website, district videos, podcasts, and interviews with local news media for broadcast such as TV or radio.

Parents/Guardians have the right to request the withholding of any or all directory information. Please consider very carefully your decision to withhold any of the above information. This information is typically used in news stories about our students' achievements and classroom activities, honor roll lists, the yearbook, and school directories and school/district newsletters. Should a parent/guardian deny permission for the release of information, any future requests for such information from news media and other individuals will be refused for the duration of the school year.

To request withholding of information, please notify your child's school in writing within 14 days of the start of school or within 14 days of enrolling your students.

During a student's career, the school system collects and records data concerning the student. The school system recognizes that the collection, maintenance, and limited dissemination of such data is essential in school operations, but also that preserving the rights of privacy of the student and parents/guardians, and the student's or parent's/guardian's right to correct inaccurate data is equally essential.

In accordance with IC 20-33-7-3 (Senate Bill 204, 2001), a school corporation or other entity to which the education records privacy provisions of the federal Family Educational and Privacy Rights Act (20 U.S.C. 1232g) apply may disclose

or report on the education records of a child, including personally identifiable information contained in the education records, without the consent of the child's parent, guardian, or custodian, under the following conditions:

1. The disclosure or reporting of education records is to a state or local juvenile justice agency.
2. The disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released.
3. The juvenile justice agency receiving the information certifies, in writing, to the entity providing the information that the agency or individual receiving the information has agreed not to disclose it to a third party, other than another juvenile justice agency, without the consent of the child's parent, guardian, or custodian.

For purposes of subsection two (2), a disclosure or reporting of education records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the juvenile justice agency seeking the information provides sufficient information to enable the keeper of the education records to determine that the juvenile justice agency seeks the information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to supervision of the child as an adjudicated delinquent child.

As referenced in Policy E175 and in The Family Educational Rights and Privacy Act (FERPA), personally identifiable information about students is kept confidential. Parents and eligible students (a student who has reached 18 years of age) have the right to:

1. inspect and review the student's education records at reasonable times within 45 days of the day a school receives a request to access records;
2. seek amendment of the student's education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. provide written consent before the school discloses the student's education records, except to the extent FERPA authorizes disclosures without consent; and
4. file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue SW, Washington D.C> 20202, concerning alleged failures by the district to comply with the requirements of FERPA.

Certain persons may examine student records without a parent's consent. These include school officials who have "legitimate educational interests." A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as a software or technology service provider, an attorney, auditor, medical consultant, or therapist; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

A parent or eligible student may view his/her student's records by making a request in writing to the building principal. Any request for amendment of education records by requesting an informal conference with the Superintendent or designee.

☘ ATTENDANCE POLICIES AND PROCEDURES

Westfield Washington Schools prepares all students for the day after graduation and emphasizes Life Readiness in order for all young people to be successful in our community. The WWS student experience at the elementary level daily forms student foundational skills that will be built upon as they prepare for Life Readiness. A student's attendance is essential to learning -- learning that includes not only factual subject matter but also the skills needed for Life Readiness. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during guided instruction, class collaboration, or supervised work. Furthermore, every student contributes to one another; therefore, a student who is absent short-changes those who are not.

Westfield Washington Schools determines its own attendance policy (Policy C175) founded on its vision that all students are Life Ready. WWS bases its attendance policy on state code and Indiana Department of Education guidance. Collaboration and communication with families is vital as each WWS school strives to partner with each family in order to best educate their student(s). Indiana State Code requires children to attend school during the time it is in session until the child graduates or becomes 18 years of age. The Board of School Trustees, as an agency of the State, is required to enforce regular attendance of students. Absence from school is defined as any non-presence (excused or unexcused) during part or all of a scheduled school day that is not canceled or altered due to weather or other emergency.

Using both state code and IDOE guidance, Westfield Washington Schools provides guidance that all students maximize their learning experience by being present for over 166 days of the 175 day school year, meaning that students should not miss more than 9 days in a year. Not missing more than 9 days (whether excused or unexcused) ensures a student has an attendance percentage of 95% or higher; this percentage has been proven to maximize student learning. Westfield Washington Schools sees student attendance as the first and most important rule in creating the best learning experience for students.

Any student who is absent for 10 full days or more, or for 10 individual class periods or more at the middle and high school level, puts their status as a student in good standing in jeopardy. As a result, the ability to participate in co-curricular or extracurricular events (including but not limited to clubs, performing arts, et al.) may be revoked unless approved by an administrator.

REPORTING ABSENCES

It is the responsibility of the child's parent to notify the school office when a student is absent. Please enter your child's absence on the PowerSchool attendance plug-in or call your school's attendance line (and press 1, then follow the series of prompts) by 9:00 a.m. the day of the student's absence. A parent may call the attendance line and leave a voicemail 24 hours a day. A parent may call in his/her native language. Please give your name, phone number, your child's name, and the reason for the absence. Any absences not verified by a parent within 24 hours may be deemed as unexcused or truant, which may merit school discipline or other measures shared below.

Parents/Guardians are encouraged to provide a doctor's excuse to the office for each absence that requires a visit to the doctor or other medical professional.

Per state code, attendance policies are determined locally. It is a local decision to excuse or not excuse an absence.

TYPES OF ABSENCES

Indiana State Code utilizes the terminology of Excused, Unexcused, and Truant for absences. As a result, Westfield Washington Schools utilizes the same terminology. Further explanation of these terms follows. Excused absences are verified by either a parent or a third party, such as a doctor and match the board approved definition. Unexcused absences are either unverified, or exceeding the allowed limit even if verified, or truancies.

EXCUSED ABSENCES

A parent call-in or report over the PowerSchool Attendance Portal is the first required step to excuse an absence. The school then determines whether to excuse using the following as initial criteria in the attendance code process.

1. Student illness (with accompanying medical note preferred; accompanying med note is required if a student reaches 7 or more of any type of absences)
2. Death/grave illness of an immediate family member
3. Exclusion because of exposure to contagious disease
4. Required religious observation
5. Medical, dental, or professional appointments. Please make every effort to schedule appointments outside of school hours.
6. Military Family Leave
7. Pre-arranged absences
   Pre-arranged absences include vacations (provided student absences do not exceed 7 days), club sports athletic tournaments, external performing arts opportunities, and extended medical absences. Any possible external verification for these types of absences is encouraged.
   a. Parents/guardians are expected to plan vacations around the school schedule as absences are a serious interruption to the learning process.
   b. The parent/guardian must call the school attendance office at least two school days in advance of any pre-arranged absence.
   c. Planned vacation days shall be taken with the parent/guardian of the student.
   d. Class work shall be completed in advance of the pre-arranged absence or as teachers may determine.
   e. The principal or assistant principal may deny pre-arranged absence excused days to students having excessive absences or when family choice will extend absences beyond the 7 day limit.

OTHER EDUCATIONAL ACTIVITY

Other educational activity is defined as any other absence, approved by the building principal or assistant principal, resulting from an educational activity that is relevant to the child's academic growth and equivalent to the child's school activities/experiences. Such absence requires prior notification by at least two school days prior to the absence and proper verification. These types of absences will be coded uniquely, accounting for presence in class on those days and not accumulating towards the student's absence total. The principal or assistant principal shall have discretion to rescind approval of the other educational activity status if the reporting is deemed insufficient, if the student already has excessive absences, or if the student is not in good academic standing.

In accordance with IC 20-33-2-14, -15, -16, -17, students supplying the proper notification to the school office and participating in the following events are not counted absent:

1. Service as page or honoree of general assembly
2. Service to the election board or political candidate on Election Day.
3. Witness in judicial proceeding or any required court appearance for which a student is subpoenaed.
4. Participation in the state fair.
5. A principal approved educationally sound activity.

Parents/Guardians should notify the school with physician documentation when circumstances of prolonged student illness occur. This will assist the principal in employing this policy's parent/guardian notice and intervention provisions.

UNEXCUSED ABSENCES

An unexcused absence is any absence not covered under either the definition of excused absence or listed as an exception to compulsory attendance. Administrative discretion may be utilized if needed in determining coding.

The following are considered unexcused absences:

1. Any absence in excess of 7 previously accrued that is not excused by state law or accompanied with medical verification, or previously approved by principal.
2. Any absence not recognized by state law or Westfield Washington Schools.
3. Students who arrive to school after the tardy bell are considered tardy. If a student arrives after 11:00 a.m., that student is considered absent for half the school day.

TRUANT

Truancy is defined as an absence from school without the knowledge or consent of the parent/guardian and the school, or absent from school when there is an attempt to evade the Indiana Compulsory Attendance Law. The following circumstances are considered truancy:

a. The willful non-attendance by a student not to attend school. This act of non-compliance is not authorized an/or known by the parent/guardian.
b. A student does not report for an assigned class during the course of the school day.
c. A student leaving the building and/or school grounds during the day without permission.
d. Late arrival to school may be considered an instance of truancy.
e. Students will be considered a "habitual truant if they are truant from school more than ten (10) days in the school year.

CODES TO KNOW AND OTHER KEY DEFINITIONS

WWS Attendance Codes	What it Means
IAS	In Attendance (present and on time)
IND	Other Educational Activity (not in class, but counted as presence code)
X	Excused (Parent Verification matching Excused Absence Criteria)
M	Medically Excused (written verification from MD, DO, NP)
ILL	Illness (Parent Verification)
RE	Religious Observation
CT	Court Appearance
DF	Death in Family/Funeral
NS	Nurse Excused

FCXP	Family Choice Planned - Excused – (Student absence numbers (are/remain lower than7) may factor into whether absence is excused)
FCXU	Family Choice Unplanned - Excused – Unplanned absences due to maternity, military, or other reasons that occur unexpectedly due to unforeseen family circumstances or decisions and approved by building principal
A	Absent – No verification/call-in
UNX	Unexcused – Verified by parent and/or determined by school administration.
FCUNX	Family Choice – Unexcused (Absence not covered under definition of excused absence and/or student absence numbers are higher than 7)
R	Truant

Key Definitions:

Full Day Presence: A student who arrives at school prior to/by the tardy bell and remains in school is considered present for the entire day.

Half Day Presence: A student who arrives to school after 11:00 a.m. or who is picked up from school prior to 11:00 a.m. is considered absent for a half day.

Absence: A student who does not report to school or misses over 75% of the instructional day is considered absent for that day.

Habitual Truant: Habitual truant" refers to a student who has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school. (Indiana Code 20-18-2-6.5)

Chronic Absentee: The term Chronic Absentee refers to a student who has been absent 10% or more of the school days during the scholastic year regardless of type of absence (Indiana Code 20-18-2-2.4)

Westfield Washington Schools Truancy Prevention Policy (Policy C175)
Effective July 1, 2024, Indiana Code 20-33-2.5 establishes that each school corporation shall adopt a truancy prevention policy. Effective July 1, 2025, SEA 482 has provided further codification regarding truancy prevention. Westfield Washington Schools champions student learning and preparation for Life after Graduation; as a result, every school will fulfill this plan as appropriate for grade level. Beyond state expectations, Westfield Washington Schools is committed to an informative and educational policy regarding student attendance. As a result, we incorporate three tiers to our system in order to best reach all families.

Tier 1: Every school may send all families returning to a district school a written attendance update at the end of each school's term (trimester or quarter). These will be sent to emails on file. The school may share transparent, current data updates about attendance performance targets in principal newsletters.

Tier 2: Students who have missed five, nine, and/or fifteen total days or more during the school term will be informed in writing. As this is cumulative throughout the year and not within one single grading period, this may not require further action unless otherwise indicated.

Tier 3:

I. Westfield Washington Schools will initiate truancy prevention for any absent student who is absent 5 days (unexcused and/or unverified) within a school year
   A. Students who are absent in conformity with a medical letter of incapacity to attend signed by a doctor, therapist, or other medical professional may be exempt from this.

II. Upon the fifth unexcused absence, the process will be initiated with a written notification sent either virtually or on paper to the parents of the student, informing the parent of the student's attendance record and reminding the parent of responsibility to monitor the student's attendance and ensure the student attends school in accordance with compulsory attendance laws. This letter will invite response for a required in-person attendance conference to discuss an action plan of improvement. This letter will also include verbiage on the definition and action steps that must legally be taken if the student is considered a habitual truant, which includes reporting the student to an intake officer of the juvenile court or the department of child services in accordance with IC 20-33-2-25, and subsequent actions that may be taken by those entities upon referral by the school district.

III. The attendance conference will be held within ten (10) school days of notification. The following individuals will be present in the conference:
   A. A representative of the school (principal, assistant principal, dean, and/or counselor)
   B. A teacher of the student
   C. The student's parent(s)/guardian(s)
      1. The school will permit the student's parent(s)/guardian(s) to elect to bring a representative who may provide insight into the student's absenteeism if the student's parent fulfills the following:
         a) Makes request to the school that the representative attend; and
         b) Provides notice to the school regarding the identification of the representative;
      2. Notified at least forty-eight (48) hours before the attendance conference.

IV. During the meeting, an attendance contract will be developed; contract will be in effect for forty-five (45) days. The contract time frame may be extended by the school. Attendance contract may include expectations accompanied with extra supports and/or accountability measures.

MAKE-UP WORK

Classwork and assignments are essential to the learning process. All work missed due to absence (excused, unexcused, or truancy) is expected to be completed. A student has one day to make up work for each day of absence. This guideline may be altered at the discretion of the principal and the teacher if it is determined that it is unreasonable for the student to complete all missing work within the allotted time. **This guideline may also be altered for prearranged absences, such as vacations, in order for the learning process to remain as uninterrupted as possible.** Students should utilize the school's learning management system (Google Classroom) first to see the work they missed while they **are** out, **completing what is possible to be completed if physically able**. Lengthy absences may require that the teacher provide schoolwork alternatives and timeframes for completion. In such cases, the teacher will notify the student and the principal. Teachers will strive to ensure the alternative assignments assist the student in achieving course learning targets and set a reasonable timeframe for the completion of the work.

CURRICULAR, CO-CURRICULAR AND EXTRACURRICULAR INCENTIVES FOR ATTENDING

Students in regular attendance are considered students in good standing. A student must be present on the day of a co-curricular or extracurricular activity in order to be able to participate. Administrative approval is required for any exceptions.

A student who has accrued five or more absences in any given trimester or ten or more absences for the current school year (excused or unexcused) may be withheld by administration from participating in field trips.

A student who has accrued five or more absences in any given trimester or ten or more absences for the current year may be withheld from participation in school organizations, including but not limited to athletic teams, musical and theatrical co-/extracurricular organizations, *et al*.

Tardies are considered a form of absence. A student who has accrued excessive tardies may be withheld from participating in field trips as well as co-/extracurricular activities and organizations.The school may issue discipline for excessive tardies; parents may be notified if a student accrues 5 tardies within a grading period

DISCIPLINARY ACTION

Westfield Washington Schools may utilize school discipline for any unexcused absence, truancy, or absence exceeding 7 in the school year unless deemed excused by administration.

A. Disciplinary Action for Truancy
   1. Loss of ability to participate in co-curricular and/or extracurricular activities/organizations; loss of ability to participate in field trips.
   2. Other in-school consequences implemented by administration
   3. Placement on an attendance contract
   4. Referral to Hamilton County ACES
   5. Referral to DCS
   6. Filing of truancy with the Hamilton County Prosecutor's Office

B. Actions for Absences Exceeding 10 in the School Year

Excessive absences can merit both school discipline as well as extra support. Any of the following disciplinary steps may occur:

   1. Loss of ability to participate in co-curricular and/or extracurricular activities/organizations; loss of ability to participate in field trips.
   2. Other in-school consequences implemented by administration
   3. Attendance Contract
   4. Requirement for parent/guardian to produce a certificate of incapacity not later than six (6) days after the certificate is demanded.
   5. Requirement for medical notes upon future absences.
   6. Wellness check through WPD
   7. Referral to DCS
   8. Referral to Hamilton County ACES
   9. Filing of truancy with the Hamilton County Prosecutor's office.

WESTFIELD WASHINGTON SCHOOLS ATTENDANCE PROCEDURES/HAMILTON COUNTY SCHOOLS ATTENDANCE PROGRAM PROJECT ACES – ATTENDING CLASS EQUALS SUCCESS

Westfield Washington Schools participates in the Hamilton County Schools Project ACES Attendance Program in collaboration with the Hamilton County Juvenile Prosecutor's Office. Project ACES tracks the total number of excused/unexcused absences to school accumulated for the entire school year. The goal of Project ACES is to ensure that every child attends school as required by Indiana Law so that each child will receive the necessary guidance and knowledge to become a productive member of the community. Absences to school are cumulative throughout the school year and do not reset at any point during the school year for grades K-12.

Project ACES is a collaboration between the school, parent, student, Westfield Youth Assistance Program, and the Hamilton County Prosecutor's Office. In working together and through early intervention, we believe that attending class will equal success for each and every student.

☘ CODE OF CONDUCT

CODE OF STUDENT CONDUCT PHILOSOPHY

At Westfield Schools, we believe that a safe, respectful, and inclusive learning environment is essential for every child to thrive. Our Code of Conduct is built on the foundation of mutual respect, personal responsibility, and a commitment to fostering a positive school culture where all students feel valued and supported. We recognize that children are learning and growing every day, and we approach discipline as an opportunity for reflection, learning, and development.

WWS BEHAVIOR AND DISCIPLINARY POLICY (C375)

As referenced in Policy C375, it is the policy of Westfield Washington Schools to balance the rights of student expression with that of all members of the school community, with the interests of an orderly and efficient educational process, and with the needs of a school environment suitable for the healthy growth and development of all students.

ANTI BULLYING (POLICY C200)

Bullying is prohibited by Westfield Washington Schools. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

Definition: "Bullying" is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, head for the targeted student an objectively hostile school environment that:

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

Applicability: Westfield Washington Schools prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within Westfield Washington Schools and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. Westfield Washington Schools

prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Education: Westfield Washington Schools will provide training and/or instruction on bullying prevention and policy to all students in grades K-12, as well as staff, in accordance with Indiana law.

Reporting: In an effort to maintain an orderly and safe environment, students and parents/guardians can report incidents to the anonymous reporting platform located on the district website homepage.

The entire School Board policy (C200) can be found on the district's BoardDocs website, https://go.boarddocs.com/in/wws/Board.nsf/Public.

CRIMINAL ORGANIZATIONS (G125)

Criminal organizations are prohibited by Westfield Washington Schools. Students who commit any acts of criminal organization and criminal organization activity, or reprisal, or retaliation against an individual who reports suspected criminal organization activity are subject to discipline.

Definition: "Criminal Organization" means a group with at least three (3) members that specifically: (1) Promotes, sponsors, or assists in; or participates in; (2) Requires as a condition of membership or continued membership; or (3) Has as one of its goals; The commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Definition: "Criminal Organization Activity" means knowing or intentional participation in a criminal organization, or knowing or intentional solicitation, recruitment, enticement, or intimidation of another individual to join a criminal organization.

Applicability: The Board of School Trustees of Westfield Washington Schools prohibits 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 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 criminal organization activity and similar destructive or illegal group behavior.

Education: Westfield Washington Schools will provide training and/or instruction on criminal organization activity and policy to all students in grades 1-12, as well as staff, in accordance with Indiana law.

Reporting: In an effort to maintain an orderly and safe environment, students and parents/guardians can report incidents to the anonymous reporting platform site located on the district website homepage.

The entire School Board policy (G125) can be found on the district website, www.wws.k12.in.us, under School Board/Policy Information.

BEHAVIOR EXPECTATIONS

Each classroom teacher sets up classroom expectations at the beginning of the year. These expectations provide the foundation for a safe, equitable, and relationship- driven learning environment.

WWS is dedicated to the social and emotional development of all students to help them reach their full potential. This is an ongoing process focused on student, teacher, and parent or/ guardian cooperation and collaboration in the classroom, built on a foundation of positive relationships between school and home. Classroom teachers utilize a wide array of interventions to support positive behavior in the classroom. Some examples include, but are not limited to: relationship building, classroom circles, cooperative learning, restorative practices, goal setting, problem-solving, self-reflection, empathy building, mindful moments, etc.

Expectations for Shared School Areas (Classrooms, Hallways, Restrooms, Cafeteria, Media Center, etc.)

We believe in taking care of ourselves, taking care of each other, and taking care of our space. This philosophy guides our actions in every area of the school.

- Take care of yourself by showing respect for your own well-being and making positive choices.
- Take care of each other by being kind, respectful, and considerate toward others.
- Take care of our space by keeping shared areas clean, using school property responsibly, and maintaining a safe environment for all.

In shared spaces like hallways, restrooms, the cafeteria, and the media center, we expect students to:

- Show respect for all students, staff, and visitors
- Care for school property and spaces
- Use appropriate voice levels for each area
- Walk safely—no running in hallways or common areas
- Keep hands, feet, and belongings to yourself
- Be respectful during special programs and activities

By following these expectations, we create a positive, respectful, and supportive environment where everyone can thrive.

DISCIPLINE

Possible Consequences	Possible Supportive Measures
• Parent meeting / conference • Education module • In School Suspension • Out of School Suspension • Suspension pending expulsion hearing • Bus suspension • Schedule alteration • Alternate transportation • No contact contract • SRO Involvement	• Remove respondent, or if requested complainant, from situation to ensure physical and/or psychological safety • Counseling for complainant or respondent • Referral to school-based mental health provider for complainant or respondent • Referral to community resources for complainant or respondent • Education modules for respondent to understand the harm • Restorative practices / conversations • Follow up “check-ins” for complainant / respondent • Mutual restrictions on contact between parties • Increased supervision of certain areas of campus • Modification to class schedules / placement • Classroom / community meeting • Re-entry plan for complainant or respondent

DRESS CODE

The school dress code is designed to promote a positive learning environment in which students can thrive in their journey to becoming Life Ready. The following guidelines are intended to help students dress for success in a variety of opportunities in and beyond their elementary experience. Clothing choices need to be appropriate for the occasion of learning and attending school-sponsored functions. Students and parents will have the opportunity to make decisions regarding clothing and appearance unless those choices:

- Present a hazard to themself or others
- Interferes with a student's ability to complete work or achieve an academic objective
- Solicit behavior that works against those promoted by WHS namely anything that is illegal or disruptive to learning

A student is expected to be dressed properly for the activities in which he/she is to participate. Good personal hygiene is expected. Clothing should not have disrespectful or vulgar pictures or sayings.

DUE PROCESS (POLICY C375)

It is important that students be aware of their legal rights and responsibilities. The Student Due Process Code (IC 20-33-8), enacted and amended by the General Assembly of Indiana, outlines in detail the procedures to be followed when either suspension or expulsion is utilized as a disciplinary measure. Once due process is initiated, a student will not be permitted to withdraw from school to avoid disciplinary action except in Policy C375, Student Behavior, Rights, and Discipline. Due process procedures begin at the time a student is questioned in relation to an incident.

In August 2006 the School Board instituted a practice not to hear student due process appeals for expulsion.

ELECTRONIC DEVICES & WIRELESS COMMUNICATION DEVICE (POLICY A301)/CELL PHONES/COMMUNICATION DEVICES

Generally, no student may use a wireless communication device during the school day, pursuant to Indiana law. Further, if students bring a wireless communication device to school, it must be stored away, powered off, and inaccessible throughout the school day.

"Wireless communication device" means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including a cellular telephone, tablet computer, laptop computer, gaming device, or smart watch that is connected to a cellular telephone, a cell tower, or the Internet.

"School day" means the entirety of the time a student is present on school property for a student instructional day.
"School sanctioned wireless communication device" means a wireless communication device that is:

a. owned by a student or a third party vendor;
b. approved by the Corporation for instructional use;
c. required or permitted by the Corporation for participation in classroom instruction;
d. subject to Corporation managed network controls, filtering, or monitoring that restrict access to noninstructional content during the school day; and
e. not a cellular telephone, gaming device, or smartwatch.

A student is permitted to use a school sanctioned wireless communication device only when directed by a teacher for educational purposes during the school day.

Notwithstanding the above, a student may use a wireless communication device under the following circumstances:

1. In the event of an emergency. An emergency for this purpose includes the use of a wireless communication device during the school day to make an otherwise lawful alert or call for assistance in response to a condition or situation

causing an immediate risk to health, life, or property . It does not include the use of a wireless communication device in an unlawful act, nor does it include the use of a wireless communication device in a manner that impairs, obstructs, or disrupts emergency response or assistance by the Corporation, health professionals, government officials or other authorized persons.

2. As necessary for the management of a documented medical condition pursuant to an order provided by a licensed health care provider.
3. As permitted by the student's Individualized Education Program (IEP) or Section 504 Plan.
4. As necessary for language translation to ensure access for multi-lingual learners, prioritizing school-managed wireless communication devices or applications where available.

Violation of this policy may result in forfeiture of technological privileges and other discipline as provided in the Student Code of Conduct.

Students are personally and solely responsible for the care and security of wireless communication devices brought onto Corporation property. The Corporation assumes no responsibility for theft, loss, damage to, misuse, or unauthorized use of a wireless communication device brought onto its property.

This Policy should be followed in tandem with Policy A300 Responsible Use of Technology and Internet Use Policy.

EVERY STUDENT SUCCEEDS ACT

Westfield Washington Schools must comply with the Every Student Succeeds Act. Information regarding out-of-school suspensions and/or expulsions will remain part of each student's permanent record that begins in kindergarten and concludes when a student graduates, transfers outside the district, or is expelled. Information about in-school suspensions or punishments by individual teachers, such as an after-school detention, is not part of the permanent record. These records will not appear on transcripts of grades that colleges receive. This information will be shared with other schools only when the student transfers. For more information, contact the Director of Student Services at 317-867-8000 x10006.

EXPULSION-LEGAL SETTLEMENT (IC 20-33-8-17) (POLICY C125)

A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled. Expulsion will not be undertaken if the student voluntarily is withdrawn by the parents/guardians within five calendar days of discovery.

FIREARMS, WEAPONS & DESTRUCTIVE DEVICES (A200)

Definitions

"Firearm" means any weapon that is capable of expelling, designed to expel, or that may readily be converted to expel a projectile by means of an explosion.

"Weapon" means an object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bomb, incendiary device, grenade, Molotov cocktail, or rocket, with a propellant charge of more than four (4) ounces, etc.).

A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. § 35-47-5-2.5(a).
"Imitation firearm", for purposes of IC 35-47-9-2, means an object or device that is substantially similar in coloration and overall appearance to a firearm that a reasonable person would believe the object or device is a firearm.

Policy
Indiana law prohibits individuals from possessing, storing, making, or using certain dangerous weapons in or on school property. Indiana law states that no person may possess a firearm or imitation firearm in or on school property or on a school bus, unless specific exceptions apply. Indiana law states that no person may possess a knife intended to be used as a weapon in or on school property or on a school bus.

A student or employee who has reason to believe that a person is violating the law or this Policy shall immediately report the alleged violation to an administrator or law enforcement officer. Westfield Washington Schools (the "Corporation") will immediately report any suspected violation of this law to law enforcement, as a violation of this law constitutes a criminal offense for adults and an act of delinquency for juveniles. The Corporation may take any necessary steps to exclude the person from school property or events for safety concerns.

No employee in the scope of his or her employment may possess a firearm, an imitation firearm, ammunition, or other dangerous weapon in or on school property, in or on property that is being used by a school for a school function, on a school bus, or in a motor vehicle that is owned, leased, or controlled by the Corporation. The Superintendent will report an employee who violates this policy to law enforcement officials. The employee also will be subject to disciplinary action, up to and including termination, for violation of this policy.

No student may possess, store, make, or use a weapon, in or on property that is being used by a school for a school function, or on a school bus.

The Superintendent will report any student who violates this policy to the student's parents or guardians and to the law enforcement agency having jurisdiction over the property where the offense occurs. The student also may be subject to disciplinary action, up to and including expulsion.

This prohibition does not apply to weapons under the control of law enforcement personnel, as well as a School Resource Officer or other school security personnel who is not a law enforcement officer, but who may legally possess a firearm.
This prohibition does not apply to a firearm that is locked in an employee or visitor's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of a shooting sports team. This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24) months.

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

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

a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
c. Setting fire to or substantially damaging any school building or property or lighting a fire on school property.
d. Possession of matches, lighter, or anything that could be used to start a fire.
e. Prevention of or attempting to prevent by physical act the convening or continued function of any school or education function, or of any meeting or assembly on school property.
f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself or some other person does not, however, constitute a violation of this rule.
5. Threatening or intimidating another person for any purpose including obtaining money or anything of value from the student or hazing of other students.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or represented to be a weapon. A weapon is defined as any object, mechanism or air gun that could be used to inflict physical harm to another person. This is punishable by up to one-year expulsion.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, spice, alcoholic beverage, tobacco products including electronic cigarettes, vaporizers, or intoxicants of any kind. Use of drug(s) authorized by a medical prescription from a physician for the person in possession of the drug is not a violation of this rule.
8. Engaging in the unlawful selling or supplying of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Possession of, use, or transmitting drug paraphernalia.
10. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
    a. engaging in sexual behavior on school property;
    b. disobedience of administrative authority;
    c. willful absence or tardiness of students;
    d. possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
    e. possessing, using, transmitting or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;

f. engaging in speech or conduct, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes or that advocates any illegal activity.

13. Using school or personal electronic devices in an inappropriate manner, this includes but is not limited to, utilizing them for cheating purposes or for the purpose of harassing, bullying or bringing harm to others.
14. Possessing a firearm.
    a. No student shall possess, handle, or transmit any firearm on school property.
    b. The following devices are considered to be a firearm under this rule:
        i. any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or compressed air;
        ii. the frame or receiver of any weapon described above;
        iii. any firearm muffler or firearm silencer;
        iv. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
        v. any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other repellent, and that has any barrel with a bore of more than one-half inch in diameter;
        vi. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled; an antique firearm;
        vii. a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
    c. Weapon - up to one-year expulsion.
    d. The penalty for possession of a firearm: suspension up to 10 (ten) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first trimester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
    e. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

In addition to the grounds listed above for expulsion or suspension, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, or other school breaks and functions.

Suspension, expulsion, and student discipline are governed by IC 20-33-8 and Westfield Washington Schools' policies and procedures are in compliance with that statute. Policy C375 covers student behaviors, rights, and discipline.

NON-DISCRIMINATION & ANTI-HARASSMENT (POLICY A100)

WWS does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion, genetic information, disability, or sex, in its programs or activities. WWS strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of harassment. WWS is committed to providing a safe environment in which students can learn. WWS shall maintain a nondiscriminatory environment protecting students from discrimination and harassment.

Harassment and discrimination may take many forms, including: verbal acts and name-calling; graphic and written statements; sexual violence or unwanted sexual contact; or other conduct that may be harmful, humiliating, or physically threatening. Harassment and discrimination do not have to include intent to harm, be directed at a specific target, or involve repeated incidents, but may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment and discrimination may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities provided by WWS.

Procedural Response:

Please see Policy A100 for a full description of the procedure to investigate a complaint of harassment
All complaints will be followed up on and the following steps will be taken. They may not always follow this order.

- Report
- Supportive interim measures
- Investigation
- Supportive Measures
- Consequences
- Communication with parents/guardians to inform/update on investigation
- Follow up with students involved

Note: All reports are taken seriously and investigated.

Factors Involved in Decision Making Process (not limited to):

- Student's age(s)
- Relationship between parties
- Specific offense and circumstances of incident, including if this is a repeated incident
- Verbal or physical conduct
- The effect on the target and the degree of harm caused
- Student's prior disciplinary record
- input from persons in parental relation, teachers, mental health professionals, as appropriate I
- Special circumstances such as if the Disability status (determine whether behavior is directly related to disability)
- Staff members involved
- Student privacy considerations under FERPA

WWS recognizes that consequences are a natural result of behavioral misconduct, and consequences need to be paired with teaching and additional support for the purpose of changing chronic misbehavior. As administrators take into account the factors involved in decision making above, a range of consequences and supportive measures have been developed following school and state board policies. This list of consequences and supportive measures are not all inclusive therefore administrative discretion will be applied as needed. WWS will follow all applicable laws and regulations in regard to the Family Educational Rights and Privacy Act (FERPA) when communicating with students, families, and community. Therefore, WWS is unable to disclose educational records and/or personally identifiable information to third parties without consent (including but not limited to: consequences received, supporting measures put in place, details of the incident, etc.).

The entire School Board policy (A100), including coordinator contact information, can be found on the district website, www.wws.k12.in.us, under School Board/Policy Information.

RECESS

All children should wear proper clothing and footwear to match current weather conditions to go outside for recess (e.g. coats, hats, boots, mittens, etc. for cold or snowy weather). The children will go out for recess in cold weather when the wind chill factor is 15 degrees or above. Children will only be allowed to stay inside for one to three days. A doctor's note may be required after three days. If students are inside during recess because of illness, they will complete unfinished work or do quiet work.

SEARCH & SEIZURE (POLICY C550)

Desks/ Books/ School Property

The Board of School Trustees authorizes the principal or his/her designee to examine school desks and their contents when deemed appropriate. Students are expected to properly care for all school property including desks, library books, textbooks, technology, etc. If a student destroys or loses school property he/she and his/her parents/guardians are responsible for the replacement cost of the lost or destroyed property.

Students are also expected to respect the property of their classmates and teachers.

SMOKING, VAPING AND TOBACCO PRODUCTS

Smoking and tobacco use are prohibited in and on school grounds. Tobacco and nicotine-based products and look-a-like products such as electronic cigarettes are specifically prohibited by Indiana Statute and Westfield Washington Schools. Tobacco includes, but is not limited to, cigarettes, cigars, smoking tobacco, smokeless tobacco, nicotine, nicotine delivering devices, chemicals, or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. Violations will result in serious consequences as outlined in the due process section of this handbook.

☘ COMMUNICATION

CONTACTING A STUDENT

If a parent/guardian wishes to get a message to a student or teacher during school hours, he/she may send a message via TalkingPoints, call the teacher's voicemail, or send an email. If the message is about a dismissal change, please call the school office by 1:00 p.m.to be sure that the message is received rather than calling the classroom teacher. A complete telephone directory is available online. Students and teachers are not called to the telephone except in emergency situations. It is preferred that Parents/Guardians should be sure that pick-up arrangements for after-school activities are finalized in the morning so the use of a telephone is not necessary. Teachers are with students throughout the day and may not be able to return your message promptly.

CONTACTING A TEACHER

If a parent/guardian needs to contact a teacher, they should contact the teacher directly through TalkingPoints, email, or voicemail. Your call will be returned as soon as possible. Staff can also be reached by email. Staff email addresses are listed on the school's website under Staff Directory.

PARENT/TEACHER CONFERENCES

Formal parent/guardian teacher conferences for students in grades K-5 will be held during the fall. At any time during the school year a parent/guardian may call to set up a conference with a teacher. A teacher or staff member may also request a conference with the parent/guardian.

PLANNED EARLY DISMISSAL

If it is necessary for a student to leave school during the school day, a written note stating the reason for this absence must be presented to the teacher at the beginning of the school day. These notes are forwarded to the school office so an early dismissal slip may be completed.

Parents/Guardians must come to the school office to pick up students for these early dismissals. NO parent/guardian will go to the classroom for student dismissals. The office staff will call the classroom for the student to be dismissed from the class to the office. Students should report back to the school office if they return the same day so a re-admit slip may be issued.

If an unexpected situation arises and a parent/guardian needs to make special dismissal arrangements with a student, they may call the school office and speak to an office staff member. The office must be called no later than 1:00 p.m. to complete such special arrangements. Please do not leave special dismissal messages on teachers' voicemail or email.

SCHOOL MESSENGER

School Messenger is the WWS electronic parent/guardian notification system. Emergency notifications, weather delays, closings, student documentation, general building information and district information are sent via voice messaging, text messages and email notification to the phone numbers and email addresses provided. Email is generally used for non-emergency situations (i.e. weekly newsletters or district announcements). For an emergency or immediate activity, the system calls the parents/guardians' listed number and sends a text to the cell phone number provided. Please be sure to keep accurate email addresses and phone numbers in PowerSchool. Parents/guardians can update their email and phone number by notifying the front desk of their child's school.

TALKINGPOINTS

Westfield Washington Schools uses TalkingPoints as a multilingual communication tool between teachers and families. Families can choose to receive messages via SMS text messaging or through the free FAMILIES/TalkingPoints mobile app for Apple or Android. To ensure messages are received from your child's teachers, make sure your contact information for the "Father" and "Mother" fields in PowerSchool are correct. When a teacher sends a message, TalkingPoints will automatically use these two phone numbers. If you would like to add additional contacts, please reach out to your child's teachers.

☘ ENROLLMENT/WITHDRAWAL

All registration at Westfield Washington Schools is submitted online. The link for online registration can be found at www.wws.k12.in.us under Parents/Registration. The following documents can be uploaded during online registration, or the documents can be brought to your child's school or the administration office within 10 days of completing the online process. If a parent/guardian does not have access to a computer, they may use computers at the district office at 19500 Tomlinson Road, Suite B.

Please have the following documents available:

1. Provide one of the following at the time of enrollment for proof of Washington Township residency.
    a. Current purchase, rental, or lease agreement
    b. Property tax statement
    c. Copy of filed IRS form
    d. Voter registration

    e. Recent utility bills in the name of the parent/guardian
2. Indiana driver's license
3. Birth certificate (signed by county health official, hospital records cannot be accepted)
4. Proof of custody (if applicable)
5. Immunization records
6. List of child's medications (if applicable)
7. Emergency contact information
8. Transcript from previous school
9. IEP (if applicable)
10. Grades in progress (if applicable)
11. Withdrawal papers from previous school (if applicable)
12. Current psycho-educational evaluation (if applicable)
13. ILEARN results

Westfield Washington Schools recognizes and complies with the McKinney-Vento Act.

KINDERGARTEN AND FIRST GRADE ENROLLMENT

As referenced in Policy C100, Each Child of legal settlement or who has been granted transfer status shall be eligible for enrolling in kindergarten if s/he has attained the age of five (5) on or before August 1st.

If a child seeking to enroll in first grade has not attended kindergarten, the Superintendent shall make a determination as to whether the student will enroll in kindergarten or first grade based upon the assessment model found in the administrative guidelines.

An assessment process for determining kindergarten or first grade placement for children entering school for the first time under the state compulsory attendance laws shall be utilized. The Superintendent or his or her designee will create an assessment procedure accordingly.

It is mandatory that the parents or guardian of the child seeking enrollment provide a birth certificate or other acceptable proof of age in order to enroll their child. Should such information not be readily available, the child may be admitted for a grace period of thirty (30) days. The child may be withdrawn at the end of the grace period should the parent fail to provide suitable proof of age.

WITHDRAWAL PROCEDURES

Withdrawal of a student during the year may be arranged through the building secretary. Please call the school office to arrange for a withdrawal.

☘ FOOD SERVICES

ALLERGY GUIDELINES

Peanut and nut products are allowed to be brought from home. Children with a nut allergy may choose to sit at a "nut free" table. The child with the allergy can bring two friends to sit with as long as those children have a nut free lunch.

If you are ever in question of a menu item, please do not hesitate to contact your Student Nutrition Department at 317-867-8000 x10062. Any questions or concerns may be directed to the Food Services Director at 317-867-8000 x10060.

BREAKFAST/LUNCH

The elementary lunch/breakfast prices are sent home in the summer registration packets. Breakfast/lunch money should be sent with your student in an envelope marked with the child's name, the teacher's name, and the amount sent. Money can be added to your student's account at any time by going online to, www.wws.k12.in.us Parents/Lunchtime. Healthy snacks are available for purchase. Parents have the ability to restrict items for their students. Parents will have access to viewing what purchases are made and the child's account balance all in real time.

The breakfast/lunch program is on the computer system that records when each child eats and keeps track of the money in his/her account. If your student packs their lunch and buys milk, the milk is charged to their account as an a la carte item. All charges will be the responsibility of the parent/guardian. Students will not be allowed to charge any a la carte items if their account is in the negative. Low Balance notifications are sent out when the students account hits $10.00 or less. This gives parents time to add money to their students account without disrupting the students ability to purchase their meal. Any outstanding balance at the end of the school year will be turned over to collections. At that time a $10.00 collection fee will be added to the outstanding balance. At no time will a child be denied a full meal.

Breakfast options are provided daily at all schools. If a student rides the bus, they should let the bus driver know that they wish to exit the bus to eat school breakfast.

CAFETERIA GUIDELINES

We want the cafeteria to be a place where the children can enjoy themselves and their lunch. Parents/Guardians are encouraged to eat lunch with their students but are required to have a Safe Visitor background check completed prior to eating lunch in the cafeteria. Arrangements for this can be made through the school office or the student's teacher. These expectations for the cafeteria are designed to make lunch time a pleasant experience for all. They are as follows:

- Ask permission to leave the table once seated.
- Use a quiet voice and observe non-verbal signals for announcements.
- Use good manners. Keep your hands and feet to yourself.
- Listen and follow the directions of the person supervising.
- Do not share food. Due to the variety of allergies in the building, it is not safe for children to share food.
- Soda/carbonated beverages in cans or bottles are not allowed to be brought in lunches for safety reasons.
- We encourage children to make healthy choices.

These are general expectations for all elementary buildings. Individual school building expectations may vary.

FOOD IN THE CLASSROOM

All elementary classrooms are nut - free. Only items from the safe snack list are approved to be in the classrooms.

SCHOOL MEAL ASSISTANCE

Financial assistance is available to parents who complete a Household Application for Free and Reduced Price School Meals form and qualify for assistance. The forms are available during registration, online or at the administration building. The form completed must be for the current school year. A child is eligible if the total household income and the amount and source of income received by each household member fall within federal guidelines for Free/Reduced Meals.

Any parent/guardian who may need financial assistance to pay for breakfast/lunch may contact the Administration Office at 317-867-8000 x10019 or the Student Nutrition Office at 317-867-8000 x10062 to apply for Free/Reduced benefits.

STUDENT LUNCHTIME ACCOUNT

Lunchtime Finger Scanners will be replacing student PIN numbers at the point of service.

In order to provide the most secure method available for identification of students through the cafeteria serving line, our school has recently implemented a biometric finger scanning solution. This solution will allow students to quickly identify themselves using their finger. A biometric solution is more secure than having students remember a PIN or carry an identification card.

The finger scanning enrollment process works as follows for each finger that is scanned:

- The student scans their index finger three times.
- The computer software develops a grid of intersection points from the ridges and valleys of the scanned image.
- Only specific characteristics, which are unique to every fingerprint, are filtered and saved.
- These specific characteristics are converted to a binary number, which is a series of zeros and ones.
- The binary number is stored in the database as the encrypted biometric key.

No fingerprint image is stored. The only item stored in the database is the series of points which is determined from the ridges and valleys of the scanned image. This data can't be reverse engineered to create a fingerprint.

Once the student completes the enrollment process, they will be able to use their finger as the method of identification when receiving meals and a la carte items from our cafeteria. When the student goes through the line, they will scan their finger (either left or right index) a single time. The software will again build the specific characteristics from the ridges and valleys of the scanned image. These specific characteristics are then converted to a binary number, encrypted and used to search against the encrypted biometric keys in the database to determine a match.

The finger scanning program software was developed by Focal Tech, Inc. of State College, PA. Focal Tech is also the developer of the LunchTime School Lunch Software System which is the cafeteria point of sale system we have implemented in conjunction with the finger scanning program. You can visit the Focal Tech corporate site at http://www.focaltechinc.com and the LunchTime product website at http://www.lunchtimesoftware.com.

The identification and matching process is extremely fast, secure and accurate. If you have any questions regarding the new biometric process we have implemented, please do not hesitate to ask.

☘ GENERAL INFORMATION

ACCIDENT INSURANCE FOR SCHOOL-AGED CHILDREN

Student accident insurance is an inexpensive type of insurance that should be considered as a supplement to your regular insurance plan since it is very limited in scope. This insurance is made available as a courtesy and is not sponsored by the school.

The school carries no coverage on your student and can make no payments to cover medical costs. The insurance plan offered covers accidents that require medical attention that happen at school and on the bus. An application can be completed on the district website under Parents/Important Documents.

BIRTHDAYS

We recognize that birthdays are a special time. We will acknowledge students' birthdays. However, as a result of our district's Wellness Policy, we have changed our procedures for celebrating student birthdays at the classroom level. Please do not send in or bring in food treats, flowers, balloons, etc. Each elementary school will have its own guidelines for celebrating birthdays. Guidelines will be explained through "Meet the Teacher" nights and newsletters. No birthday party invitations may be distributed to students during the school day.

LOST AND FOUND

Articles found in and around the school should be turned in to the lost and found box. Owners may claim their property by identifying it. Please check with the school office if your student loses an item at school. Many valuable items go unclaimed each year. Periodically, unclaimed items are given to charity.

MONEY

Children are discouraged from bringing money to school unless there is a definite need for it. The school is not responsible for the loss of money.

TOYS

All toys should be left at home unless a note is received from your student's teacher allowing toys to be brought to school. Toys, games, and/or cards brought to school without such permission may be kept by the teacher or school office until a parent/guardian picks them up.

Sports equipment for recess may be brought to school only after the classroom teacher approves it. Any equipment brought in must be labeled with the child's name, and the child must plan to share the equipment with the other students. The equipment must remain in the backpack, cubby, cabinet, or locker during the rest of the day. The school is not responsible for any lost or misplaced toys.

☘ HEALTH SERVICES

ADMINISTRATION OF MEDICATION AT SCHOOL

Administration of Medication at School (Policy C525)—For your student's safety, all medication needed during school hours or at school functions that are supervised by school staff, will be administered by the nurse, administrator, or trained designated staff. Medication given during school hours will be given in the health clinic. All medication permission forms are good for only the current school year and must be completed each year.

School Provided Medications

- These medications will only be given to students who have a current parent/guardian signed permission on the Medical Information page of the Demographic page in PowerSchool.

Transportation of Medication

- By Indiana State Law-all medication, both prescription and non-prescription, must be transported to and from the health clinic by a parent or guardian. This includes over the counter medications. All medications brought to the school by a student will be held in the health clinic until proper written permission has been obtained. No medication will be given without proper written permission.
- Students are not permitted to have any medication or drugs in their possession, exception see Emergency Medication information below.

Storage of Medication

- All medication, prescription and non-prescription, must be in the original container and stored in the health clinic.
- All prescription medication must be in a prescription bottle with a current label including the name of the student, name of the medication, correct dosage, and when to administer medication. All prescription medication requires a medical order from a physician to the school nurse with specific time to be given and dose at school.
- All non-prescription medication (over the counter) must be in the original container with the student's name written on the label.
- Parents/guardians may provide the clinic medication inventory for up to a 30-school day supply of medication or if less than 30 days left in the school year the maximum number of remaining school days.

Parent/Guardian Permission to Give Medication at School

- If a non-prescription medication request is for a dose greater than that listed on the label, a signed physician's medical order is required.
- Prescription medication must have a physician medical order indicating time and dose to be given during the school day to the nurse prior to administering any medication; this includes emergency medication, daily medications, and as needed medication.
- All medication that can be given prior to and after school should be given at home.

To Stop a Medication or Change Dose

- Parents/Guardians should notify the school nurse by phone or provide a written note to stop the medication if it is no longer needed at school.
- If a prescription dose is to be changed, it will require an updated medical order from your physician to the nurse.
- All medication must be picked up by the parent/guardian by the last day of school. Any medication left in the health clinic after the last day of school will be properly disposed of.
- All discontinued medication must be picked up from the health clinic within 1 week of notification.

Emergency Medication and Self-Administered Medication

- Students with a disease or medical condition may carry and self-administer medication for the chronic disease or medical condition when they have an authorization form on file with the school nurse. The authorization must be completed by the physician and state the following:
    - the student has a disease or medical condition for which the medication is prescribed,
    - the student has been instructed on how to self-administer the medication, and
    - the disease or medical condition requires emergency administration of the medication.

Contact the school nurse for a copy of the authorization form.

Homeopathic medication, over the counter herbs, minerals, essential oils, vitamins, and other non-FDA approved medications: Requests to administer these products by parent/guardian at school will not be honored, as there is no standardization, no FDA approval, and no guidelines regarding safety of these products.

EXCLUSION FROM SCHOOL

A child with a contagious illness, disease or fever should not be sent to school. Please specify on the school attendance line if your student is absent due to a fever, contagious disease, or chronic illness.

District exclusion criteria states students are to be excluded from school for one or more of the following medical conditions or at the school nurse's discretion.

- **Fever**—documented temperature of 100° F or above. Your student must be fever free (less than 100° F) for at least 1 full school day after being sent home with a fever. After the full day they may return to school once they are fever free (<100˚F) without using fever reducing medication.
- **Any rash and fever** combined—the student should remain home until fever free for at least 1 full school day and until fever free (<100˚F) without using fever reducing medication.
- **All red or pink eyes with pus or drainage** present should be evaluated by a physician. The student may return to school 24 hours after the start of treatment or a physician's note indicating that no treatment is necessary.
- **Vomiting**—return to school after 24 hours of no vomiting without medication.
- **Diarrhea**—return to school after 24 hours of no diarrhea without medication.
- **Impetigo**—the student should remain home until treatment has been given for at least 24 hours. Please notify the school nurse of this condition and provide a note from your physician.
- **Scabies**—the student should remain home until treatment has been given for at least 24 hours. Please notify the school nurse of this condition and provide a note from your physician.
- **Ringworm**—the student should remain home until treatment has been started; upon returning to school the area must remain covered at all times, if the area is too large or cannot be covered the student must remain home until the ringworm is gone.
- **Chicken pox**—the student should remain home until all vesicles (blisters) have scabbed over and no new ones are appearing or lesions are fading
- **Strep Throat**—the student should remain home until they have had at least a FULL 24 hours of antibiotic treatment and is fever free (<100˚F) without using fever reducing medication.
- **Whooping Cough**—if your student is suspected of having whooping cough, they must remain home until the test results have been confirmed. If the test is positive for whooping cough, the student must remain home for 5 FULL days on antibiotics, please notify the school nurse.
- **Urinary or Bowel Incontinence** --Due to risk of exposure to body fluids, if your student experiences repeated loss of bladder or bowel control at school and body fluids cannot be contained within your student's clothing and is at risk of exposing others in the school environment to stool or urine, your student will be sent home and can return, once the child has been properly cleaned up and the child is able to wear clothing that will prevent stool/urine leakage and exposure to others in the school environment. If this is a result of a medical condition, please provide a medical note to your school nurse.
- **IDOH Communicable Diseases Reference Guide**—The guidelines set forth by IC 20-34-3-9 and Indiana Department of Health Current Communicable Diseases Reference Guide for School Personnel is followed by the district in determining exclusions, restrictions, and control measures for students and their illnesses. Due to

outbreaks of communicable diseases during the school year, revisions to the reference guide for school personnel may occur after publication and may not be included in this handbook.

HEAD LICE

Parents/Guardians have the prime responsibility of assisting in the prevention and management of head lice cases through regular checks of their student's hair and starting immediate treatment when head lice are detected.

While head lice are a nuisance, they do not spread disease and are not a health issue. Should a case of head lice be brought to the school's attention, the school nurse will maintain confidentiality at school, verify presence of an active infestation, and bring it to the child's parent's/guardian's attention. Parents/Guardians, students and school staff will be educated about head lice identification, treatment and prevention.

If at all possible, students should not be excluded from school for having head lice as the management of head lice should not disrupt the educational process of the child. The need to exclude students from school will be determined on a case-by-case basis.

The policy is supported by the American Academy of Pediatrics, the National Association of School Nurses, and the Hamilton County Health Department.

HEALTH CLINIC

The health clinic is staffed by licensed Registered Nurse(s) provided by Riverview Health.The health clinic is provided to take care of illnesses and injuries that occur during the school day. Please update your student's medical information by logging onto PowerSchool found under PARENTS on your school building website. Every school year parents or guardians will need to verify, update and date the online form. This form is used to provide care for your student, provide information to emergency services, if needed, and allow the school nurse permission to administer the listed school provided over the counter medications.

HEALTH CONDITIONS AND/OR EMERGENCY MEDICAL NEED & POLICIES

If your student has a health condition (e.g. diabetes, asthma, severe food allergy, seizures) that requires the use of medication, emergency treatment, or a medical procedure during the school day, please contact the school nurse. An individual health care plan or emergency care plan for school and/or school sponsored events will need to be completed by the school nurse. All procedures including administration of prescription medication, and emergency treatment plans must have a medical order that is completed annually or as needed to ensure up-to-date information

ILLNESS/INJURIES AT SCHOOL

To help your student focus on their studies and classroom work we ask that all known illnesses or injuries be treated at home prior to arriving at school. If a student becomes ill or seriously injured at school and requires special medical attention, the following steps shall be taken:

1. First aid will be given as appropriate.
2. The principal, school nurse, or volunteer health aide will be notified and the student will be sent to the health clinic for medical attention.
3. If the student is not able to continue the school day due to a medical illness or injury, the parent/guardian will be contacted:
    a. If contact cannot be made with the parent or guardian at the first report of an illness or injury, the school may send the child home with the person whom the parent/guardian has indicated. Please remember to

keep all emergency contact information current in PowerSchool by updating home, cell, and work phone numbers, as well as, the names and phone numbers of friends and/or relatives who can be reached if the parent/guardian is not available.

b. If a parent/guardian has no means of getting the child home, the school may send the child home in accordance with the parent's request.
c. If a parent or guardian cannot be contacted and there is serious injury or illness, the school may secure the services of emergency medical services or any person previously designated in writing by the parent/guardian. The school assumes no responsibility for the emergency services or fees.
d. All school personnel should be informed (on a need to know basis) of children who have special health problems that may require special attention when an injury or illness occurs (hemophilia, diabetes, epilepsy, allergies, etc.). It is the parent's/guardian's responsibility to inform the school nurse of any health problems and update information on a yearly basis or as needed.

4. All personal injury accidents that require special medical attention occurring at school, on the way to or from school, or at related activities are to be reported in writing using the Incident Report Form.
    a. The Incident Report Form will be completed as soon as possible.
    b. One copy of the Incident Report Form will be retained in the health clinic and one filed within three (3) days of the incident at Westfield Washington Schools Central Office.
5. Students who are ill or injured may visit the clinic with a pass provided by the teacher. A daily log is kept of students' reasons for visiting the clinic and the treatment provided.

REPORTS TO CHILD PROTECTIVE SERVICES (POLICY A225)

As a school district, we are under duty by State Law to submit a report of any suspected child abuse or neglect to the Indiana Department of Child Services who handle all investigations. Such a report is made directly to the Department of Child Services and they handle the investigation.

SCHOOL REQUIRED IMMUNIZATIONS

Per IC 20-34-4, schools shall require the parent/guardian of a student who is enrolled in the school to furnish a current copy of your students' immunization record or exemption to the school nurse before the first day of school; unless a current copy is on file with the school. Grades K, 6 and 12 have specific immunizations requirements see the district website under Parents, Health Services or contact your school nurse.

Indiana State Law allows these exceptions: (IC 20-34-4-5): Medical exemption statement written by a physician or religious objection written by parent/guardian that list which immunizations are objected. Exceptions must be re-signed each year by the first day of school.

Immunizations for the underinsured and uninsured are available through the Hamilton County Health Department, call 776-8500 for additional information.

VISION & HEARING

Vision and hearing screenings will be conducted for students in designated grades as mandated by the State of Indiana. If appropriate, parents/guardians will be notified if a student is in need of professional consultation following a screening. Hearing Screenings are performed by the district Speech and Language Pathologists. School nurses and local optometrists/ophthalmologists perform the vision screening tests.

☘ SCHOOL VISITORS

A SafeVisitor background check will be required for anyone who visits our schools and will spend unsupervised time with any student, including family members of our students. Examples of activities in the schools where visitors will need a completed SafeVisitor background check are listed below:

Lunch Guests
Classroom Parties
Classroom Volunteers/Helpers/Room Parents
Field Trip Chaperones

Examples of activities that will not require a formal background check are listed below (these visitors will still follow normal school check-in procedures):

Classroom Guest Speakers
Parent/Teacher Conferences/Case Conferences
Special Events (Grandparent's Day/Famous Hoosiers/etc.)
School Programs
Visiting school office area or dropping off items at the school

Background checks are good for four years at any school in the district. These background checks will cost $12.95 (additional fees may apply) and can be acquired via the link below.

Please note - this process could take 3 to 6 business days. Once approved, please be on the lookout for a badge notification email from "info@safevisitorsolutions.com." Your badge will be attached as a PDF. Visitors can either print it, save it on your phone, or download the SafeVisitor app. A photo will be required and added upon your first visit to the school.

Web address for SafeVisitor process: https://secure.safevisitorsolutions.com/Safe/Volunteer/003471/volunteer

More information can be found at at www.wws.k12.in.us/Page/1474

☘ STUDENT SUPPORT SERVICES

SCHOOL COUNSELING SERVICES

School Counselors are licensed educators with a minimum of a master's degree in school counseling. School Counselors are available to collaborate with students, teachers, parents, and community organizations to support the academic, social, and post-secondary growth of all students.Through a comprehensive school counseling program, School Counselors provide direct and indirect services to foster a positive school environment that enhances student achievement and success.

SPECIAL EDUCATION SERVICES

WWS accommodates the unique needs of students in special education ages 3-22 years of age in the students least restrictive environment, which means inclusion in a general education classroom as frequently as possible (case conference committee determination). Teachers use a common framework for education, but regularly—and creatively—adapt their instruction to accommodate the needs of the individual student. WWS is a single district planning corporation as it relates to special education services.

Developmental Preschool Program (Child Find/Evaluation and Eligibility for special services): This program is for children ages 3-5 who qualify for special education services and is held at the Virginia F. Wood Early Learning Center. Each student who qualifies is evaluated by our Early Childhood Assessment Team.

Westfield Washington Schools also offers Occupational Therapy, Physical Therapy, and Speech and Language Therapy to students that qualify under an area of eligibility listed within Indiana Article 7.

☘ TECHNOLOGY

RESPONSIBLE USE OF TECHNOLOGY AND INTERNET USE POLICY (POLICY A300)

The use of technology (this policy includes, but is not limited to): telephones, cellular devices, digital media players, tablets, laptop and desktop computers and workstations, direct radio communication, Internet access, voice mail, e-mail, text messaging, direct messaging through device applications, facsimile transmission and receipt, artificial intelligence, including language-generation tools and large language models, and any computer based research and/or communication) is a privilege. Abuse or misuse of the equipment, policies, or rules will lead to a loss of privileges or disciplinary action by school administration. Students and their parents/guardians are responsible for the cost of repair or the cost of replacement of any damage incurred either by vandalism or carelessness. All technology use is governed by the Responsible Use of Technology and Internet Use Policy (A300) and any supporting guidelines..

Student owned personal devices and Corporation technology shall be used by students under teacher supervision with the purpose of improving instruction and student learning. A copy of the Policy and Parental Consent form is available in PowerSchool.

Children's Internet Protection Act (CIPA) (Policy A300)

WWS recognizes its responsibility to educate students regarding appropriate behavior when using the Internet. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites, user forums, chat sites, and about cyberbullying awareness and response.

The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, user forums, chat sites, and other internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

STUDENT ISSUED DEVICES

All students WWS receive a school-issued device. Students in Kindergarten and First Grade receive an iPad and it is kept in a cart at school. Second Grade students receive a Chromebook and it is also kept in a cart at school. Third and Fourth Grade students receive a Chromebook that they take home with them each night. It is the responsibility of students and parents to read and understand the Chromebook Guidelines which are posted on the district's website technology page under "1:1 Student Device Program". Among other things the guide details the following;

- Students are responsible for the general care of their Chromebook.

- Chromebooks come with a four-year hardware warranty covering defects, excluding misuse or accidents. Repairs must be reported to school tech support.
- An optional protection plan is available for a small fee. This defers all repair costs.
- Chromebooks must remain in the protective case at all times.
- Chromebooks must be returned upon leaving the school district, or full replacement costs will be charged.
- No food or drinks near the Chromebook.
- Avoid shoving in lockers or book bags.
- Protect from extreme temperatures and direct sunlight.
- Do not leave in vehicles.

WIFI ACCESS

The school's wireless network (Wi-Fi) is provided exclusively for the use of staff and school-issued devices. **Personal devices are strictly prohibited from connecting to the school's Wi-Fi network.**

The network is equipped with security measures to prevent unauthorized connections. Any attempt to bypass these security protocols is a direct violation of Board Policy A300 and will result in disciplinary action. This includes, but is not limited to, the suspension or revocation of network access and other consequences as outlined in the student code of conduct.

Cooperation in adhering to this policy helps ensure the security and integrity of our network for educational purposes.

☘ TRANSPORTATION

ARRIVAL AND DISMISSAL PROCEDURES

Before/After School

- Please drop your students off at the designated doorway. Do NOT park your car and walk your student into the building. This is a safety concern as you and your student may be walking across moving traffic.
- Please park in a single file line and pull up to the next car as far as possible to allow more cars in line.
- Students should exit vehicles only on the side of the sidewalk. Do not walk around cars.
- Drivers should stay in vehicles.
- Please leave only when the car in front of you has moved forward. Do NOT pull around the car in front of you as children could run between the cars unseen.
- Please do NOT leave unattended cars in the drop-off line so that traffic can move freely. If you find it necessary to park and leave your vehicle, please find a designated parking space in the lot.

After School

All students are to leave school at their designated time. No student should be in the building unless participating in an activity supervised by a teacher or parent/guardian. If a student is to stay for such an activity, a note must be sent to the classroom teacher and the bus driver must be notified that the child will not be riding the bus home. Children without such notes will follow their usual dismissal procedure.

Parents/Guardians meeting students finished with after-school activities should follow the dismissal procedure set up by each club.

If an unexpected situation arises and a parent/guardian needs to make special dismissal arrangements with a student, they may call the school office and speak to an office staff member. The office must be called no later than 1:00 p.m. to complete such special arrangements. Please do not leave special dismissal messages on teachers' voicemail, or email.

BUS EXPECTATIONS

Parents/Guardians are requested to discuss School Bus Expectations with their students. Bus expectations are designed to provide maximum safety and comfort to all students. Parent/Guardian cooperation and support is needed so that quality transportation can be provided. School bus drivers will ensure that the following guidelines are observed.

1. Be careful when approaching bus stops. In areas where there are no sidewalks, walk on the left side of the roadway facing oncoming traffic. Always cross the street in front of the bus, once the driver signals, when boarding and unloading.
2. Avoid standing or playing on the roadway while waiting for the bus. Never chase after the bus.
3. Do not damage or destroy property near bus stops.
4. To help keep buses on schedule, please allow a five-minute window before or after the scheduled stop time. Delays may occur due to weather, traffic, or other unforeseen circumstances. Students should arrive at the bus stop at least five minutes early and be ready when the bus arrives. Students should not run to the bus, as this poses a safety risk.
5. No student will enter or leave the bus until it has come to a complete stop and the door has been opened by the driver. Take your turn and avoid pushing when entering or leaving the bus.
6. Be seated promptly, sit two or three to a seat, and be careful not to block the aisles. Remain seated until the bus stops. Students may be assigned seats at the discretion of the driver. No one is permitted to save seats. Students are not to stand or move about while on the bus.
7. Loud, boisterous, profane language or indecent conduct will not be tolerated. The school bus driver reserves the right to address such behavior, assign seats, and refer students for disciplinary action. All incidents will be reported to the building administrator(s). Discipline for bus-related behavior is at the discretion of school administration, in accordance with district policies.
8. Windows will not be opened or closed except by permission of the driver.
9. Students should be waiting at the designated stop 5 minutes prior to the time the school bus is scheduled to arrive. This does not mean the student leaves the residence when he/she sees the bus coming. If the student is not going to ride in the morning, please notify the Transportation Office.
10. The driver has full authority of the bus while students are being transported. Misbehavior can result in suspension from the bus with Administrators approval. The building administrator may recommend a three or five-day suspension from riding. Further misconduct will result in the riding privilege being revoked for the remainder of the trimester.
11. To protect students with food allergies, only essential food and beverages are permitted on school buses, as determined by the bus driver. This includes water and food required for documented medical needs. Any student who brings such items is responsible for removing all related trash and materials upon exiting the bus
12. Mutilation of seats or written obscenities on any part of the bus will be sufficient grounds to deny bus privileges to the offender in addition to the offender paying for any damages.
13. As a safety precaution, students will not be permitted to leave the bus until supervision is available in the building. After boarding the bus, a student is not permitted to leave the bus until the bus gets to the student's designated stop or to the school.

14. The aisle of the school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on the student's lap or safely placed on the floor in the space under the seat immediately in front of the student is not permitted on the school bus.

BUS RIDERSHIP

Bus stops are placed in a location that is best for all riders. Door to door service is only provided to Special Needs students or specific circumstances related to the unique needs of a student.

All students must ride their assigned bus to and from school. Riding a different bus is permitted only in emergency situations. In such cases, a parent or guardian must contact the student's school to request approval for the student to ride home on another bus with a classmate. Written permission must be provided by the parents or guardians of both students. The principal will consult with the Transportation Department to confirm available seating before determining whether the request can be approved. Once approved, the bus driver and parents will be notified.

School buses may not be used for transportation to parties, sleepovers, or similar social events. Parents or guardians are responsible for arranging transportation for these activities.

Please let the bus driver know of any special health problems your student might have.

School bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported. It is important that each student cooperate with the bus driver and practice safe bus riding habits at all times.

Parents/Guardians are encouraged to help in the supervision of the bus stops since the school is unable to provide supervision. Students should not arrive at the bus stops extremely early because of the lack of supervision.

BUS STOP CHANGE REQUESTS

Bus stop change requests must be submitted directly to the WWS Transportation Department. All bus stop changes are made at the discretion of the WWS Transportation Department and are not guaranteed to be approved. When reviewing requests, the Transportation Department will consider factors including, but not limited to, student safety, route efficiency, vehicle capacity, and overall transportation operations.

Bus stop changes must be permanent, every day change. A student may have different pick up and drop off locations, but they must be the same all week. Transportation cannot accommodate intermittent or every other day requests.

Bus stop change requests must be within the boundaries of the attending school.

VEHICLE IDLING (Policy G225)

Per school board policy (G225), drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped for more than five minutes in locations where vehicle exhaust may be drawn into the building or while on school grounds. This includes parking lots and parent drop off and pick up zones.

☘ DISTRICT DIRECTORY

Board of School Trustees	School Board Meetings
Mike Steele steelem@wws.k12.in.us Rebecca Ogle ogler@wws.k12.in.us Bill Anderson andersonb@wws.k12.in.us Carrie Larrison larrisonc@wws.k12.in.us Amber Willis willisa@wws.k12.in.us	The schedule of board meetings & meeting minutes can be found on Board Docs: https://go.boarddocs.com/in/wws/Board.nsf/Public

Carey Ridge Elementary School	**Maple Glen Elementary School**	**Midland Crossing Elementary School**
Mr. Scott Chambers, Principal 16231 Carey Road Westfield, IN 46074 Office: 317-867-6200 Attendance Line: 317-867-6200 x 18001	Mrs. Tiffany Buzan, Principal 17171 Ditch Road Westfield, IN 46074 Office: 317-896-4700 Attendance Line: 317-896-4700 x17001	Mrs. Mary Beth Fischer, Principal 16900 Towne Road Westfield, IN 46074 Office: 317-896-4900 Attendance Line: 317-896-4900 x21001
Monon Trail Elementary School	**Oak Trace Elementary School**	**Shamrock Springs Elementary School**
Mr. Jeremy Marvel, Principal 19400 Tomlinson Road Westfield, IN 46074 Office: 317-867-8600 Attendance Line: 317-867-8600 x15001	Mrs. Jane Hitch, Principal 16504 Oak Ridge Road Westfield, IN 46074 Office: 317-867-6400 Attendance Line: 317-867-6400 x16001	Ms. Annette Patchett, Principal 747 W. 161st Street Westfield, IN 46074 Office: 317-867-7400 Attendance Line: 317-867-7400 x20001
Washington Woods Elementary School	**Cool Creek Elementary School**	**Westfield Middle School**
Mrs. Libby Baud, Principal 17950 Grassy Branch Road Westfield, IN 46074 Office: 317-867-7900 Attendance Line: 317-867-7900 x19001	Mr. Andy Hilton, Principal 17710 Shamrock Blvd. Westfield, IN 46074 Office: 317-867-6500 Attendance Line: 317-867-6500 x13001	Ms. Stacey Swan, Principal 345 W. Hoover Street Westfield, IN 46074 Office: 317-867-6600 Attendance Line: 317-867-6600 x12001
Westfield High School		**Virginia F. Wood Early Learning Center**
Mrs. Alicia Denniston, Principal 18250 N. Union Street Westfield, IN 46074 Office: 317-867-6800 Attendance Line: 317-867-6800 x11001		Caylie Dicken 19500 Tomlinson Road, Suite A Westfield, IN 46074 Office: 317-896-4800

District Office, 19500 Tomlinson Road	317-867-8000
Dr. John Atha, Superintendent	x10010
Dr. Chris Baldwin, Assistant Superintendent of Human Resources	x10012
Dr. Ryan Hoover, Assistant Superintendent of Curriculum & Instruction	x10035
Dr. Greg Hunt, Assistant Superintendent of Business & Operations	x10013
Mr. Dan Brita, Director of Technology	x10106
Dr. Carmen Carnes, Director of Data & Assessments	x10022
Mr. Bobby Daniel, Director of Custodial Services	x10057
Mrs. Caylie Dicken, Director of Early Learning Programs	x14010
Mr. Mike Hall, Director of Operations	x10006
Luke Hildebrand, Director of Facilities	x10095
Michael Reinhardt, Director of Transportation	x10041
Mr. Brian Kelly, Director of Construction	x10048
Mrs. Ashley Knott, Director of Community Engagement, Executive Director WEF	x10047
Mrs. Teresa Layton, Riverview Health, School Nurse Manager	x10117
Mr. Kyle Miller, Director of Student Support & Counseling Services	x10038
Mr. Paul Sherrer, Director of Food Service	x10060
Dr. Krystal Thompson, EL & High Ability Coordinator	x10058
Mr. Craig Tierney, Communications & Public Relations Coordinator	x10088
Dr. Lindsay Tomamichel, Director of Exceptional Learners	x10017