

WELCOME TO THORNTOWN ELEMENTARY SCHOOL

On behalf of the staff, I am pleased to welcome you to Thorntown Elementary School. This Student Handbook is prepared so that all students and parents of Thorntown Elementary may have a ready reference to information which is necessary for the understanding of the daily operation of our school. It is important that all students and parents read the information contained in this handbook so there may be as few misunderstandings as possible. When this handbook does not give you the information you need, you should contact your principal or classroom teacher for help.

Pam Taylor

Principal

THORNTOWN ELEMENTARY 2018/2019

PHILOSOPHY OF THORNTOWN ELEMENTARY SCHOOL

The purpose of education is to give each student a positive outlook and to help him/her to become a useful, integral part of society. Our curriculum recognizes that each individual has unique needs and capabilities, and attempts to provide the necessary learning experiences to develop the whole child. The development of each child to his or her highest potential is a shared responsibility among students, parents, faculty, administration, and community.

WESTERN BOONE MISSION STATEMENT

We are a partnership of school and community that serves diverse educational needs by providing a safe learning environment that is innovative, competitive, a builder of self-worth, inspiring and fun.

THORNTOWN MISSION STATEMENT

Thorntown Elementary staff, parents, and community dedicate themselves to promoting and improving the education of children and youth. In addition, the school provides a safe climate, favorable to positive educational growth. Educational experiences are flexible enough to enhance the personal and intellectual development of all students; as well as to provide encouragement for students to become life-long learners.

Principal - Mrs. Pam Taylor
Assistant Principal - Mrs. Abbie Hayden
Secretary - Mrs. Cindy Johnson
Treasurer - Mrs. Susan Allen



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WESTERN BOONE COUNTY COMMUNITY SCHOOL CORPORATION

SCHOOL CALENDAR 2018-2019

August	6	Staff Organization (Full Day)
August	7	Classes Begin (Grades K-12)
August	31	Mid Terms go out (19 days)
September	3	Labor Day / NO SCHOOL
September	26	eLearning Day for Professional Development
October	5	End of 9 weeks (43 days)
October	15-19	Fall Vacation / NO SCHOOL
November	9	Mid Terms go out (20 days)
November	22-23	Thanksgiving Vacation / No School
November	28	eLearning Day for Professional Development
December	21	Last Day before Christmas Vacation
December	21	End of Second Grading Period (48 days)
December	21	End of 1st Semester (91 days)

SECOND SEMESTER

January	7	Teachers Record Day
January	8	Classes Resume - Begin Second Semester
January	21(Mon)	Martin Luther King's Birthday / Possible <i>Snow Make Up Day</i>
January	30	eLearning Day for Professional Development
February	8	Mid Terms go out (23 days)
February	18-19	Winter Break / Possible <i>Snow Make Up Days</i>
March	8	End of 3rd 9 weeks grading period (41 days)
March	20	eLearning Day for Professional Development
March	25 – 29	Spring Break / No School
April	19	Mid Terms go out (25 days)
May	22	End of 4th 9 weeks Grading Period (48 days)
May	22	End of 2nd Semester (89 days)
May	23	Record- 1/2 Day A.M. - Staff only
May	27	Memorial Day

A SAFE SCHOOL

A major goal of our school is to provide a safe and secure environment for our students and staff. In order to accomplish this goal, parent help is essential. The following guidelines are in place to help ensure a safe environment. All students, parents, volunteers and visitors must enter the school through the front doors of the building. To ensure the safety of our students, **ALL VISITORS/PARENTS MUST SIGN-IN IN THE OFFICE UPON ENTERING.** Safe Visitor is a cloud-based monitoring program that instantly checks various state and national databases to ensure that the individuals entering our buildings for any reason, are safe to interact with our students and staff. All visitors will be asked to present a government identification (driver's license) upon entering the office. Once the driver's license is scanned, approved visitors will be given a photo badge to wear. Frequent volunteers will be provided with a badge that can be reused. Our overall goal for the implementation of this new system is to improve the process already in place in our schools and keep the safety of our students a top priority. If you are planning to visit your child's classroom, pre-communication with the teacher/school is recommended. Other rules concerning safety are found later in the handbook. Our school has a current crisis response plan, which is in place and practiced once each semester.

Thorntown Elementary School is a **SMOKE FREE** School and campus. For the purposes of this policy "use of tobacco" shall mean all uses of tobacco, including a cigar, pipe, snuff or any other matter or substance that contains tobacco. In order to protect students and staff who choose not to use tobacco from an environment noxious to them, the Board prohibits the use of tobacco in school buildings, on school grounds, in school vehicles, or at any school-related event. BP-1350

ARRIVAL AND DEPARTURE

Students who walk or ride bicycles to school should come to school and return to their home via Vine Street. They should **NOT** arrive at school before 7:30 a.m. when the doors open. They will enter the front door and report to their assigned classroom. Students will be counted tardy if they **arrive after 7:55 a.m.**

Students who ride to school on buses will be dismissed from the buses at 7:40 a.m. when they will be permitted to enter the building.

At the end of the school day, the bus riders will be dismissed before the town / walking students. Bus riders will be dismissed at 2:40 and town students will be dismissed when the buses have cleared the front of the building, (approximately at 2:45). All walkers are asked to cross at the location of the crossing guard.

Students should go straight home after school, except for special activities sponsored by the school. For car rider arrival, parents are asked to enter the east parking lot. Traffic will flow in a one-way pattern along the sidewalk. The door on the southeast side of the building will be unlocked at 7:40 to allow students to enter. Do not allow students to leave the car until indicated by a school employee. Students should exit their vehicle onto the sidewalk. For the safety of the students, please do not allow students to exit into the parking lot. These doors will lock at 7:55. If you arrive after 7:55, please use the main entrance. In the morning, parents may also choose to drop off their children at the front of the building along the sidewalk on Mill Street. At dismissal, car riders will exit the southeast door. Parents are again asked to pull into the east parking lot off Market Street. If there is no room in the lot, please form a line on Market Street until a space becomes available. Only school buses will be allowed to use the driveway between 7:15–7:55 a.m., and 2:00- 3:10. All cars parked in the driveway between these times will be required to move so buses may enter or leave with students. School buses and cars of school personnel are the only vehicles permitted to drive behind the school from 7:15 a.m. to 3:00 p.m. No parking is allowed on the north side of Mill Street from 8:00am until 3:00pm. We request that parents refrain from parking on Mill Street at dismissal. Parent volunteers may park in the visitor spaces in front of the school or in the ease parking lot.

BICYCLE RIDERS

Bike riders must park their bikes in the bike racks at the front of the building upon arrival at school. Bicycle riders are urged to be cautious and look out for pedestrians and vehicles alike. No bicycles are to be ridden in the area of bus loading or unloading during the start or closing of the school day. Once on school grounds, walkers and riders are not permitted to leave in another vehicle, other than school vehicles. All bike riders are to come and leave school via Vine Street. This street is closed to vehicle traffic before and after school.

ENROLLMENT INFORMATION

At the beginning of each year, the student information data base is updated with new or changed information. It is extremely important that you continue to report to us during the school year any changes in phone numbers or names and numbers to contact in case of emergencies. Please review this information with your child.

NEW STUDENTS

Thorntown Elementary extends a warm welcome and a hope that together we may accomplish the educational goals and desires we have for your child. According to IC 20-8.1-3-17, each public school shall require a student who initially enrolls in the school after July 1, 1989, to provide:

1. The name and address of the school the student last attended, if any.
2. A certified copy of the student's birth certificate or other reliable proof of the student's date of birth (i.e. Social Security card)
3. Proof of current immunizations

If the document described in subsection 2:

- (a) If proof of immunization or a religious waiver is not provided within twenty (20) days of school the child will be excluded from school or

- (b) appears to be inaccurate or fraudulent; the school shall notify the Indiana Clearinghouse for information on missing children under IC 10-1-7 and determine if the child has been reported missing.

4. Proof of Residency

TEXTBOOK RENTAL POLICY WILL BE ESTABLISHED AFTER THE JUNE BOARD MEETING

Under the Indiana law textbooks are adopted for a period of six years. The textbook adoption committee must consist of 40% parents. The rental fees for textbooks are based on the cost of the textbooks and consumable materials the students are using. The textbooks we use are chosen from a list of possible choices that we receive from the State Department of Public Instruction. In most cases there will be several companies from which we make our selection of textbooks.

The rental fees and refund amounts for the **2018-2019** school year are listed below.

Grade K	TBD	Grade 1	TBD
Grade 2	TBD	Grade 3	TBD
Grade 4	TBD	Grade 5	TBD
Grade 6	TBD	Preschool	TBD

REFUND SCHEDULE

1. If a student withdraws before Nov. 1, 75% of the total book fee will be refunded.
2. If a student withdraws on or after Nov. 1, and on or before the last day of the first semester, 50% of the total charge will be refunded.
3. If withdrawal is after the 2nd semester starts and on or before Mar. 1, 25% of the total charge may be refunded.
4. No refunds will be issued after Mar. 1.

REDUCED CHARGES

1. If a student enrolls before Nov. 1, 100% of the total charge may be required.
2. If a student enrolls on or before Nov. 1, and before the end of the 1st semester, 75% of the total charge may be required.
3. If a student enrolls during the 2nd semester and on or before Mar. 1, 50% of the total charge may be required.
4. If a student enrolls after Mar. 1 30% of the total charge may be required.

If a student during the school year damages a textbook beyond normal use, the student may be asked to pay the replacement cost of the textbook.

STUDENT WITHDRAWS

If your family is moving to another School Corporation, you must sign a record release form in the school office. You will receive a pupil withdrawal and transfer form indicating the grades and attendance of your child at the time of withdrawal. All textbooks, workbooks, library books, and material belonging to the school must be returned before leaving. Also, all fees owed the school must be paid.

WESTERN BOONE ATTENDANCE POLICY

Students are expected to be in attendance at school every day unless there is a very good reason to be absent. Students are allowed no more than 8 absences each semester. There are certain absences that will not count toward the eight-day limit. Please see section A below. Each absence is either excused (documented) or unexcused (undocumented). Any student who is absent the entire day is not allowed to attend any extracurricular activities without prior permission from the administration.

Section A (Excused by law)

1. Service as a page for the Indiana General Assembly IC 20-33-2-14
2. Service in a precinct election IC 20-33-2-15
3. Active duty with the National Guard/Air patrol IC 20-33-2-17-17.2
4. Subpoenaed by a court IC 20-33-2-16
5. Attendance at State Fair for educational purposes IC 20-33-2-17.7
6. Educationally related non-classroom activities i.e., field trips IC 20-33-17.5
7. Attendance for religious instruction IC 20-33-2-19

Section B: (Excused with documentation)

Excused or documented absences will not count toward the undocumented 8 day limit. Documentation is defined as any approved document provided to the school containing information outlining the reason for the absence.

Types of approved documentation:

1. Doctor's note

2. Court Documentation
3. College Visit Brochures (All College visits must be pre-arranged)
4. Funeral Program
5. Other: Documentation not listed may be approved at the school's discretion

ANY absence where documentation is not provided will be considered **undocumented**.

Parent notification for a student who is ill is considered undocumented unless documentation from a physician is provided within 24 hours.

Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student and/or school.

Upon the 9th undocumented absence, the student's attendance records will be forwarded to the School Resource Officer and the Boone County Juvenile Probation Department.

The Administration has final approval in this policy and the administrative procedures followed. Other absences not listed above, including trancies may be considered unexcused absences.

Attendance Procedures:

1. If a student must be absent, the parent or legal guardian shall call Thorntown Elementary at 485-2447 and inform the school of their child's absence. During non-school hours the parent or legal guardian may call the Attendance Hotline at 485-2447 and leave a message of their child's absence.
2. Absent students whose parents have not called the school the day of their absence will be called or receive a home visit by the School Resource Officer.
3. When calling the office, please wait for voice instructions to be completed. All phone calls not accompanied by documentation will be considered undocumented.
4. All documentation must be provided within 24 hours of the absence or it will be considered undocumented.

Students Leaving the Building during the School Day:

- 1.) The parent or guardian must sign the student out when leaving the building and sign in at the main office when returning to school during the same school day. Students must provide documentation upon returning to school.
- 2.) Parents must come into the main office when picking up students who leave during the school day.

Prearranged or Extended Absences:

It is the responsibility of the parent/legal guardian and the student to acquire a prearranged or extended absence form from the Administration of Western Boone. If a student is going to be absent for a family-related function, he/she must have the absence approved by completing the prearranged absence form (from the main office) at least one week in advance of the function. Prearranged or extended absences will be counted as undocumented.

Tardies:

A student who is tardy to school in the morning must report directly to the main office to receive an admit slip. A tardy is defined as a student not being in his/her assigned seat when the bell rings for class to begin at 7:55. Tardy is 7:55 – 9:55 AM. ½ day 9:55 AM – 12:40 PM or more than two hours. T/PMED 12:40 – 2:40 PM. MDD is less than 2 hours out of the building.

Chronic Absenteeism:

Recently IC 20-20-8-8 was amended to define habitual truancy to include students absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10%) or more of a school year for any reason.

Students who are habitually truant or chronically absent may be reported to the intake officer and the Department of Child Services.

PARENT COMMUNICATION REGARDING ATTENDANCE CONCERNS

Parents will be informed in writing of their child's absence record at the 4th undocumented absence per semester. Upon the 9th undocumented absence per semester the student's attendance records will be forwarded to the School Resource Officer for further evaluation. Continued undocumented absences may be reported to the Department of Child Services.

MAKE UP WORK

Students absent for more than one day should request make up work. A request for make-up work should be made before noon of the day it is to be picked up. Make-up work and textbooks will be available in the office at the close of the school day.

STUDENT HEALTH SERVICES STATE REQUIREMENTS 2018-19

The school maintains health services for all children so they may attend school with the best physical, mental, and emotional health conditions attainable to facilitate learning.

Students who enter school for the first time, whether preschool, kindergarten or first grade, are requested to have a completed physical and dental examination.

BIRTH CERTIFICATE AND CURRENT IMMUNIZATION RECORD REQUIRED: THE STATE REQUIRES A CERTIFIED COPY OF THE

STUDENT'S BIRTH CERTIFICATE AND A COPY OF THE CHILD'S CURRENT IMMUNIZATIONS ON FILE IN OUR STUDENT RECORDS.

2018-19 IMMUNIZATION POLICY

ALL CHILDREN IN K-12 NEED TO HAVE 2 DOSES OF MMR & Varicella vaccine and SHOULD BE VACCINATED AGAINST HEPATITIS B.

Current Indiana State Dept. of Health Requirements for 2018-19 listed below:

Indiana State Department of Health
School Immunization Current Requirements

	3-5 Year Olds	K	1	2	3	4	5	6	7	8	9	10	11	12
DTaP/DTP/DT/Td*	4	5	5	5	5	5	5	5	5	5	5	5	5	5
Polio **	3	4***	4	4	4	4	4	4	4	4	4	4	4	4
Measles	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Mumps	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Rubella	1	1	1	1	1	1	1	1	1	1	1	1	1	1
Hepatitis B-	3	3	3	3	3	3	3	3	3	3	3	3	3	3
Varicella ∞	1	2	2	2	2	2	2	2	2	2	2	2	2	2
Hepatitis A	-	2	2	2	2	-	-	-	-	-	-	-	-	-
Tdap	-	-	-	-	-	-	-	1	1	1	1	1	1	1
MCV4	-	-	-	-	-	-	-	1	1	1	1	1	1	2

*Four doses of DTaP/DTP/DT are acceptable if the fourth dose was administered on or after the child's fourth birthday.

**Three doses of polio vaccine are acceptable if 3rd dose was administered on or after the child's fourth birthday and the doses are all IPV or all OPV.

***The 4th dose of polio vaccine must be administered on or after child's fourth birthday. This applies only to kindergarten for 2013-2014.

~Two dose alternative adolescent schedule (Recombivax HB given at age 11-15 years x 2 doses) is acceptable if properly documented.

∞Physician documentation of disease history, including month and year, is proof of immunity for preschool – 6th grade students. A signed statement from the parent/guardian indicating chicken pox history of disease, including month and year is required for children in grades 7-12.

SCHOOL NURSE

A school nurse is in our building every day of the week. The school nurse is on call for medical emergencies.

MEDICAL EMERGENCY

In cases of medical emergencies, every effort will be made to first contact a parent or guardian of the child. If this is not possible or if, in the opinion of school officials, immediate action is required, emergency ambulance services will be called.

COMMUNICABLE DISEASES

A list of Communicable Diseases' is in the Nurse's Offices. They include principle signs and symptoms, how the disease is transmitted and school and parent procedures. *Illness Policy – Keep your child home if they have a severe cough, vomiting, diarrhea or a fever of 99.6 or higher. They will need to be symptom free for 24 hrs. before returning to school. The school will send your child home if they are vomiting or have a fever of 100° or above.* A written note from the doctor will be needed when a student is ill for longer than five (5) days consecutively. This would include surgery and a long-term communicable or non-communicable disease. The School Corporation reserves the right to require a doctor's clearance whenever school officials feel it necessary, to protect the health of the pupil who has been ill or that of the other pupils in school. If you are not sure about a particular case, please call your School Principal for advice before your child returns to school.

MEDICATIONS

In order to protect the health and welfare of children and school staff members alike, Indiana laws require that school personnel observe certain safeguards in administering prescription medication to pupils. If we are to administer prescription medicine to your child, the following procedures will be observed:

1. We must have written request of the parent/guardian or physician.
2. Medication that is brought to school must be checked in with authorized school personnel at your child's building.
3. Medication must be in the original container from the pharmacist with directions on when it is to be taken and how much to give.
4. Continuing long term medication must be re-verified at the beginning of each school year.

Non-prescription medication will be given or dispensed by the school nurse or other school personnel ONLY upon written request of the parent/guardian, which must include the specific instructions for administration.

WE CANNOT ASSUME RESPONSIBILITY FOR MEDICATION UNLESS THESE PROVISIONS ARE FOLLOWED.

We do stock Non-Aspirin tablets for occasional minor aches and pains. If you want your child to receive Non-Aspirin as needed, permission is indicated on the student information sheet- not as a separate permission form. These student information sheets will be kept on file in the office and are only good for the current school year.

POLICY FOR MEDICATION SENT TO SCHOOL

In order to protect the health and welfare of children and school staff members alike, Indiana law requires that school personnel observe certain safeguards in administering medications to students. This includes:

1. Only those medications that are medically necessary during the school hours for a student's attendance should be sent to school. All medication must be checked in with authorized school personnel. No student will be allowed to keep medication with them during the school day. (Exceptions-see # 4)
2. If prescription medication is required during the school day, we must have a written request of the parent/guardian or physician. Medication must be in the original container with the prescription label giving directions on when it is to be taken and how much is to be given. **Parents are responsible for transporting the medication.**
3. Non-aspirin tablets, antacids and throat lozenges are available for occasional and unexpected discomforts during the school day. Parent permission is obtained at registration and is for the current school year only. Other non-prescription medications will be provided by and dispensed only upon written request of parent/guardian. These medications must be in the original container with specific instructions for administration.
4. A student with a chronic medical condition may possess and self-administer medication (Insulin, inhalers, Epi-pen) for their condition at school, at any school related activity, or on the school bus if the following conditions are met:
 - The student's parent has filed an authorization with the student's principal to self- possess and self-administer the medication.
 - A physician states in writing that:
 - (A) the student has a medical condition that requires urgent/emergency administration of the medication
 - (B) the student has been instructed in how and when to administer the medication.

HEALTH TRAINING PROGRAMS

The school nurse teaches a course in Basic Aid Training to all 4th grade students. Human Growth and Development education on physical maturation for boys and girls is provided in grades 4, 5, and 6. Notices will be sent home with the students notifying the parents as to the date and time of the maturation film and discussion. If any parent objects or wishes to preview the material, please notify Mrs. Taylor.

SCHOOL DISMISSAL DUE TO INCLEMENT WEATHER

School will remain open in Western Boone each school day unless inclement weather conditions bring about a crucial safety hazard to students getting to and from school. Officials will determine as early as possible if the schools are to be closed.

Parents will be contacted via the Student Notification System along with WRTV (Channel 6), WISH (Channel 8), WTHR (Channel 13), WXIN (Channel 59) and WTTV (Channel 4). Weather delays and closing are also posted on our school website and on Twitter. If severe weather conditions arise during the school day, the bus drivers will be notified and plans for dismissal will be made. However, at these times telephone lines often are jammed and communication is difficult. The radio stations will be alerted with an announcement. Parents are urged to make arrangements in advance for such an emergency that would involve their children. Heavy fog may make driving hazardous in a portion of the Western Boone Corporation, which includes six townships. Each driver has the option of delaying for one hour or two hours if the driver deems conditions are too severe. That driver will attempt to notify the homes of the children on the route.

When weather is bad, but not severe enough to close schools, buses will be traveling slower than usual and may be behind schedule. If more than ten minutes late, it is suggested that parents check the radio to see if schools are closed. It is possible that on a given day one road might be blocked when the other roads are accessible. In this case the bus driver may not attempt to drive that section of the route. Students who are missed because the road is blocked will not be counted absent on the day that the bus driver could not pick them up.

Procedures to be followed for extra-curricular activities due to inclement weather:

Morning Delay in School- No morning practices

Early Dismissal of School- No practice or games.

- Determination time in the morning will be no later than 6:00 a.m.
- Discretion of the Superintendent will be used when unusual circumstances arise.

STUDENT NOTIFICATION SYSTEM

Keeping you informed is a top priority at Western Boone Community Schools. We have adopted the ALERTNOW Notification Service which will allow us to send a telephone and e-mail message to you providing important information about school events or emergencies. In the event of an emergency at school, you can have peace of mind knowing that you will be informed immediately by phone and e-mail.

HARMONY

Harmony gives you and your children secure access to limited information contained in the school's Student Management System, so you can see important information that is specific to your child's performance and conduct in class, grades, attendance, etc... You will also be able to communicate with school staff via email, whenever you need to.

The Harmony enrollment form can be completed during the on-line registration. At that time, you will receive your confidential user ID and Password and further instructions. In the event you have trouble accessing the web site, please call Thorntown Elementary at 765-485-2447. Naturally we believe that a few minutes spent at the beginning to set up Harmony securely and smoothly with each parent is going to prove well worth the effort in terms of assisting your child's future success in school.

Harmony is offered at no cost to you! We hope that it will make a huge and measurable impact on your child's success at school.

PARENT-TEACHER ORGANIZATION

The Thorntown PTO is a nonprofit organization of parents and teachers interested in the education and development of students. PTO sponsors fundraisers throughout the year. Profits are used to support many activities and to help purchase school equipment. Most events are announced through newsletters or via Harmony. Watch for ways you can be involved in your child's school and please volunteer. Students benefit more when everyone supports PTO

PARENT TEACHER CONFERENCES

A conference may be scheduled between parents and teachers as needed.

SCHOOL VISITATIONS

Parents are invited and encouraged to visit their child's classroom to observe how it functions during the school day. The parent visitation should be scheduled with the office to coordinate with the classroom program. A one-day notification is suggested. There will be no visiting students allowed in the school during the school day. When visiting the cafeteria and classrooms, we would request that cell phones be kept on silent, and in purses, bags, coat or pant pockets. All visitors must sign-in in the office and pick up an identification badge upon entering following Safe Visitor system procedures. ***If an item needs to be delivered to the classroom, the office staff will deliver the item to avoid disruption to instruction*.**

VOLUNTEERS/ CHAPERONS

We appreciate the tremendous **volunteers / chaperons** that help our students and staff; however, we need to maintain as safe an environment as possible. To support this, we are requiring anyone who **volunteers / chaperons** at school to have a Limited Criminal History Check. Volunteer Registration forms are available on the corporation website at www.weboschools.org then clicking on the Parents tab.

KINDERGARTEN

Kindergarten students must be five years old on or before Aug. 1, 2018 to enter kindergarten.

In **2018-2019**, we will provide full day kindergarten programs for all students.

Students in the full day kindergarten class will be allowed to ride the bus in the morning and home in the afternoon. School lunch will also be available and the cost is \$1.80 per day.

PRESCHOOL

Thorntown Elementary will provide a paid pre- school program for the 2018– 2019 school year. To be eligible for pre-school, students must be 4 years old on or before August 1, 2018. The cost is \$230.00 per month. Registration information is available by calling the office anytime during school hours.

DEVELOPMENTAL PRE-SCHOOL – This class will be available to students who qualify for speech, occupational, or physical therapy services

as determined by a case conference committee. Preschool curriculum focuses on literacy skill instruction and developmentally appropriate learning opportunities. This class will be located at Granville Wells Elementary School.

GRADE LEVEL STANDARDS

Grade level standards may be accessed by visiting the Indiana Department of Education website- www.doe.state.in.us

SPEECH AND HEARING

The Speech and Hearing clinician will screen teacher referrals to determine if placement in speech, language and hearing program would be advantageous to the student.

Audiometric (hearing) screening examinations are administered to students in grades K, 1, 4, new students, and to any student the teacher suspects is having a hearing problem. A complete audiogram is done yearly for students who have a hearing loss. Students failing the screening test the second time are given a complete audiogram and referred for further medical evaluation.

MEDIA CENTER

The Media Center is the "Information Center" for the entire school. Students are encouraged to use the library at every opportunity. The Center has specific rules for book checkout and care, and all students are urged to observe these rules.

We are proud to have an automated Media Center with Camcorders, TV's. and computers with digital technology. With care and consideration, we will enjoy and greatly benefit from the use of this equipment.

COMPUTER LAB

Educational technology is one of the major goals of Thorntown Elementary School. The age we live in stresses that students become efficient at applying computer skills to educational tasks. The School Board has identified and addressed this need with financial support.

Thorntown Elementary has two designated school owned computer labs. Use of the school owned computer labs will be built into the curriculum with all students using the labs on a scheduled basis. The school owned computer labs are used to reinforce skills learned in the classroom. Students are expected to use caution and care when in the labs. No students are allowed in the labs without supervision of a staff member. Students must follow the instruction of the teacher to assure proper use and care for the equipment.

COMPUTER USE

- 1.) School computers are to be used for educational activities in support of curriculum plans.
- 2.) To maintain the privilege of using a school computer, a student must abide by the computer/network usage rules found in our district Acceptable Use Policy (AUP).
- 3.) Any student using any computer in the building must be supervised by a teacher.
- 4.) Student email access is permitted for educational purposes.
- 5.) Chat room and broadcast messages are prohibited.
- 6.) No one may log in under someone else's name. Both parties will be found at fault.
- 7.) Sharing of passwords is strictly prohibited. Violations will result in loss of computer/network privileges.
- 8.) Deleting or altering someone else's files is prohibited.
- 9.) Classroom and school rules apply to computer use.
- 10.) Students should not come to the computer lab unsupervised.
- 11.) Students not observing posted computer lab rules may lose their lab privileges.
- 12.) Anyone suspecting illegal or inappropriate use of the internet is to report it immediately to the teacher or school administrator.
- 13.) Students that cause damage to school computers by misuse, negligence, or vandalism will be charged for repairs or replacements.

PHYSICAL EDUCATION

Physical Education involves a wide variety of physical activities. Each student will have a physical education class on a regular basis. When the classes are held, all students must wear tennis shoes for the child's safety. These shoes do not have to be new, but should be left at school for gym use only. Any student without tennis shoes will not be permitted to participate. To prevent loss of instructional time, students will not change clothes for physical education classes.

If a student is to be excused from physical education for any length of time a medical excuse from a doctor will be required.

A doctor's excuse will be required to allow the child to return to physical education if they have had a previous medical note excusing them for this activity.

TITLE I PROGRAM

The Title One Program is a federally funded program that provides supplemental instruction intended to help students meet high academic expectations. All students at Thorntown benefit from small group instruction designed to meet their unique needs. Students are identified for tiered levels of support through achievement test scores and by teacher referral. The Board of Education endorses the parent involvement goals of Title I and encourages the regular participation by parents in the learning programs at Thorntown. The education of children is viewed as a cooperative effort among the parents, school and community. In this policy, the "parent" also includes guardians and other family members involved in supervising the child's schooling. Pursuant to federal guidelines, the school will develop jointly with, agree on with and distribute to parents of children participation in the Title I program a written parent involvement policy. At the required annual meeting of Title I parents, parents will have opportunities to participate in the design, development, operation and evaluation of the program for the next school year. Proposed activities shall be present to fulfill the requirements necessary to address the requirements of parental involvement. In addition to the required annual meeting, additional meetings shall be held, at various times of the day and /or evenings, for parents of children participating in the Title I program. The meetings shall be used to provide parents with:

1. Information about programs provided under Title I
2. A description and explanation of the curriculum in use, the forms of academic assessment used to measure student progress, and the proficiency levels students are expected to meet
3. Opportunities to formulate suggestions and to participate, as appropriate, in decisions relating to the education of their children; and
4. The opportunity to bring parental comments, if they are dissatisfied with the school's Title I program to the district level

The parents of children identified to participate in supplemental support shall receive an explanation of the reasons supporting each child's selection for support, a set of objectives to be addressed, and a description of the services to be provided. Opportunities will be provided for the parents to meet with the classroom and Title I teachers to discuss their child's progress. Parents will also receive guidance as to how they can assist in the education of their children at home. Each school in the corporation receiving Title I funds shall jointly develop with parents of the children served in the program a "School-Parent Compact" outlining the manner in which parents, school staff and students share the responsibility for improved student academic achievement in meeting State standards.

The "School-Parent Compact" shall:

1. Describe the school's responsibility to provide high-quality curriculum and instruction in a supportive and effective learning environment enabling children in the Title I program to meet the State's academic achievement standards:
2. Indicate the ways in which each parent will be responsible for supporting the children's learning, such as monitoring television watching, volunteering in the classroom, and participating, as appropriate, in decisions related to their child's education and positive use of extra-curricular time; and
3. Address the importance of parent-teacher communication on an on-going basis, with at a minimum, parent-teacher conferences, frequent reports to parents, and reasonable access to staff.

Legal Reference: 20 U.S.C. 6318

High Ability/GT Program

High ability programming is for students in grades kindergarten through six who have been identified as high ability by demonstrating high academic potential on measures of aptitude, achievement and classroom observation. Students identified as high ability will receive differentiated classroom instruction designed to meet their academic needs. In addition, identified students in grades two, three, four, five, and six will meet regularly with the GT teacher. The following measures may be used to identify students as high ability:

NWEA MAP and MPG

Terra Nova Achievement Assessment: K-6

CogAt Aptitude Assessment: K-2

OLSAT Aptitude Assessment: 3-6

Modified Kingore Teacher Observation: K-6

All students in grades 2, 4, and 6 are evaluated for high ability in the fall semester of each school year. Kindergarten students are evaluated during the spring semester. In addition, students in grades 1, 3, and 5 may be considered for evaluation with a teacher or parent request, or if the student is a new enrollee whose school records indicate that the child qualified for high ability programming at the school where the child was previously enrolled.

Students who are identified as high ability in previous grades will be reassessed in 6th grade prior to transitioning to junior high. If a student does not meet the qualification criteria to be identified as high ability, a teacher or parent may submit a formal appeal in writing using the Appeal Form available from the school principal.

The GT Program stresses higher level thinking skills, extensive work in academic areas, and students work on projects that encourage creative solutions.

B.A.S.E. PROGRAM

The Parent Handbook for the Before and After School Experience has been developed to provide parents with information concerning the policies and procedures which govern the program. The Youth Action Community Council of Boone County, Inc. is responsible for the

administration and operation of the program with the Before and After School Experience Advisory Committee, the appropriate school personnel, parents, the Lebanon Community School Corporation and the Western Boone County School Corporation. Parents interested in more information about BASE should contact 482-3020.

The Youth Action Community Council of Boone County, Inc. is a not for profit corporation whose objectives are the promotion and development of programs that address the spiritual, emotional, physical, recreational, intellectual and cultural needs of the youth of Boone County and their families. This council has an elected Board of Directors of nine. They have under their direction the Before and After School Advisory Committee.

The program will be located at each of the four elementary schools in Lebanon Community School Corporation and the two elementary schools in the Western Boone School District as enrollment dictates. The program is open to all children enrolled in these elementary schools with priorities given based on family commitments as outlined below. The exception is this program cannot accommodate half-day care for kindergarten students although they could attend before and after school time slots. It is nonsectarian and is available without regard to race, color, religion, sex, national origin or handicapping conditions. Questions should be directed to the Business Director or site leader.

PROGRAM PURPOSE

The purpose of the Before and After School Experience is to provide a consistent and quality childcare alternative to parents who are unavailable to supervise their children at home before and after school. It is not an academic extension of school even though it is located in the schools. Instead, a more open ended setting will be provided where the children will be allowed to master their own interests and use free time creatively. There will be mixed age groupings, a variety of choices, homework tutoring, self-help skills, provisions for privacy, and opportunities for physical and emotional release.

The program is designed to be a support program for working parents. Priority for enrollment will be given to children from K-3
**In the event of inclement weather and school is dismissed early there will be no B.A.S.E program for that day.*

D.A.R.E. PROGRAM

The Western Boone School Corporation, in conjunction with the Boone County Sheriff Department, is presenting a drug abuse, anti-gang and violence education program at your child's elementary school. The primary emphasis of the program is to assist students in recognizing and resisting the pressures that influence them to experiment with drugs and/or gangs. The program is entitled D.A.R.E. (Drug Abuse Resistance Education).

The curriculum, developed by the Los Angeles Unified School District's Instructional Specialists, will be taught by an officer in uniform and will cover such topics as how to say no to peers, building self-esteem and alternatives to drug use. For the first and second graders, this will be an introductory four-week course taught once a week for approximately fifteen to twenty minutes per lesson. For the third and fourth graders, this will be a five-week course taught once a week for approximately twenty to twenty-five minutes per lesson. A semester course will be given one day each week to fifth grade students.

You are always welcome to observe the class. All parent visitations should be scheduled with the office. A one-day notification is suggested. This will allow the officer to have enough handout material for you to follow along.

It is hoped that you share the School Corporation and Sheriff Department's enthusiasm regarding this program and please contact Lieutenant Debbie Martin at 482-1412 or Pam Taylor at 485-2447 if you have any questions regarding this program.

SCHOOL RESOURCE OFFICER AND CANINE COMPANION

Boone County Officer Jeremy McClaine is the School Resource Officer for the Western Boone Community School Corporation. Canine Officer Zino (Smooth) will be utilized in conjunction with our SRO Program and will be present at school regularly and handled by Officer McClaine. Zino is trained to identify drugs and assist in tracking lost items or students. However, Zino has not been trained to be aggressive. It is the board's hope that the K9 will act as a deterrent for any drug activity on school property and provide an additional form of positive interaction with Officer McClaine and police officers in general.

STUDENT COUNCIL

Thorntown Elementary has an organized Student Council. The purpose of this organization will be to promote school spirit and give students a sense of pride in their school, as well as to provide a sense of self government.

Student Council will consist of 1 boy and 1 girl elected from each class in grades 4-6. These elected members will meet with the sponsors to have planning sessions.

ELIGIBILITY REQUIREMENTS

1. Students must be passing all subjects listed to be eligible for Student Council (English, Reading, Math, Social Studies, Science/Health). Students must maintain a C average to be an active representative of the Student Council.
2. If grade requirements are not met, one probationary period of 9 weeks will be allowed for the representative with the alternate to take his/her place. At the end of the probationary period if the elected representative grade requirements are not met, the alternate will complete the year.

3. Students must be in good standing with administration and teachers to remain active in Student Council.

ATHLETIC PROGRAM

Boys and Girls in grades 5 and 6 may participate in inter-scholastic basketball. Girls may also participate in inter-scholastic volleyball. The teams may be divided into A and B teams. Students in 6th grade are allowed to participate in sports at Western Boone Jr./Sr. High. The student/parent physician's certificate must be filled out and signed for each student to be eligible to participate in any sport.

To participate in elementary athletics, a student must be passing **all** of their subjects at the time grade cards are sent home at the conclusion of each 9 week grading period.

Any students wishing to be a cheerleader for the 5th and 6th grades will be allowed to participate. The cheerleaders have the same eligibility requirements as the members of the volleyball and basketball team.

Students should remember that during any after school activity they are representing our school and school rules are still applicable.

CONVOCATIONS

Convocations of an educational and entertaining nature shall be selected by the staff and presented to the student body. The cost will be paid from the grade school fund of the extra-curricular account.

FIELD TRIPS

Field trips are an important part of the educational program; however, while they may be enjoyable, their primary purpose is educational. On field trips there will normally be one adult chaperon for each ten to twelve pupils, in addition to the teacher. Adult chaperons should not bring younger children/siblings along on field trips. A parent permission slip will be sent home prior to each trip. The form must be signed and returned for your child to participate. Teachers will establish the guidelines for the students and chaperons. The cost of field trips (transportation cost) has risen steadily, therefore to help offset the cost of the trips, each student could be asked to pay a fee for each trip. However, no child will be denied field trips that cannot meet this expense. We require parents to have a Limited Criminal History Check on file before they can chaperon a field trip.

HOMEWORK

Homework will be assigned at the discretion of the teacher within the policy guidelines as follows:

1. Teachers will assign homework as an extension of the class work. Homework assignments need to be completed according to the directions given by the teacher. It will be evaluated in relation to the objectives of the subject being studied.
2. Homework will be used to provide experiences that will enhance learning.
3. Homework will not be viewed as punishment or as a substitute for classroom instruction.
4. Homework will be used to help strengthen the self-discipline needed to concentrate.
5. Homework assignments will be varied according to the age, learning ability level, physical needs and interests of the students.
6. Homework assignments will reflect the teacher's appreciation of the scope of school-sponsored activities and student responsibilities in other subject areas.
7. Parents are expected to be responsible for creating a learning environment for homework assignments.

GRADING SCALE

The grading scale below is used by all teachers in evaluating most of the student's work. There are some papers and activities that could not and should not be graded by this percentage scale.

92-100---A	4.00	72-77----C	2.00	WF	Withdraw Failure
90-91----A-	3.67	70-71----C-	1.67		
88-89----B+	3.33	68-69----D+	1.33		
82-87----B	3.00	62-67----D	1.00		
80-81----B-	2.67	60-61----D-	0.67		
78-79----C+	2.33	<60----F	0.00		

Semester tests will not be given to elementary students.

GRADE REPORTING

Our corporation has four nine week grading periods. Parents will be notified at the midterm of the grading period to encourage them to view Harmony Family Access to review their child's current grades. Parents will be notified when report cards have been published at the end of the nine weeks grading period. Paper copies of report cards will be sent home to families without internet access.

PROGRESS AND PROMOTION

The awarding of grades and making decisions relative to promotion or retention is the responsibility of teachers and the building principal. Parents are to

be kept informed of their child's progress through report cards, personal contacts, letters, and parent teacher conferences.

HONOR ROLL

To be eligible, a student must have a grade of B or better in each of the following areas: Reading, Mathematics, English, Social Studies, Spelling, and Science and Health.

ISTEP+ Information

Section 1111(b) (2) (I) (ii) of the federal No Child Left Behind Act requires all students be assessed academically in mathematics and reading. In Indiana, the statewide test that meets the NCLB requirement is ISTEP+. Every student attending a public, charter or accredited nonpublic school in Indiana must take the required Indiana assessments to graduate or, in the case of IREAD-3, avoid being retained. Furthermore, it is a violation of Indiana's compulsory school attendance laws for a parent to refuse to send his or her child to school for the purpose of avoiding tests, including assessments (See IC 20-33-2). The Indiana Administrative Code enforces this requirement by requiring that points be deducted from a school's performance and improvement category scores if the school fails to assess at least 95 percent of its students. The score determines a school's performance and improvement grade. Thus, students' failure to take Indiana's assessments may result in a lower A-F accountability grade.

As with any test, a student who is absent from school on the day (or time) he or she is scheduled to participate in required statewide testing will take the test upon their return to school. Absences for the purpose of abstaining from testing will be marked as unexcused, and class work missed during the student's absence, will not be accepted for credit. Students who are absent during an entire test window for the purpose of abstaining from required statewide testing will be unexcused and may be subject to retention, expulsion, additional disciplinary consequences as deemed appropriate by the school principal or his/ her designee. Teachers will not send make up work or spend class time remediating students whose absences are unexcused.

Parents of students who are absent for the purpose of abstaining from testing are subject to consequences under Indiana's Compulsory School Attendance Laws, Ind. Code 20-33-2. Parents of students who are absent during the entire test window will be reported to the Boone County Sheriff's Office for habitual truancy and violation of Compulsory Attendance Laws and will subject to actions taken by the Boone County Court.

MULTIDISCIPLINARY TEAM

Multidisciplinary Team - An interdisciplinary team of staff members that provide a systemic approach to the prevention, identification, referral, intervention, support and follow-up procedures affecting students WHO'S academic and/or behavior concerns interfere with their own education. PSYCHO EDUCATIONAL TESTING WILL BE COMPLETED BASED ON REQUIREMENTS STATED WITH ARTICLE 7, INDIANA'S SPECIAL EDUCATION RULES.

Here are some of the services available through Joint Services

Achievement, Ability and Behavioral Assessments

Achievement Test (WJ III)

Behavioral Assessment System for Children (BASC)

Differential Ability Scale (DAS)

Vineland Adaptation Behavior Scales

Wechler Individual Achievement Test (WIAT II)

Wechler Intelligence Scale for Children (WISC III)

Woodcock Johnson Psychological Educational Assessment Battery

Speech Pathology

Articulation and language test

Clinical Evaluation of Language Fundamentals (CELF III)

Goldmen-Fristoe Articulation

Hearing Screening

Peabody Picture Vocabulary Test (PPVT)

Photo Articulation Test (PAT)

Test of Language Development (TOLD)

THORNTOWN ELEMENTARY SCHOOL IMPROVEMENT PLAN PREPARED IN COMPLIANCE WITH PUBLIC LAW 221

Starting in 2002, each school in Indiana is required to submit a comprehensive school improvement plan. It was prepared under the leadership of the building principal and assistant principal working in cooperation with the school improvement committee appointed in compliance with Indiana Public Law 221. The plan is structured using the guidelines provided in rules approved by the Indiana State Board of Education. It covers a three-year period. The plan is updated each year. It has always been the goal of the staff at Thorntown Elementary School to provide for continuous improvement in student achievement. This plan is a statement to the community as to how those of us at Thorntown Elementary expect to fulfill that commitment in the coming years.

A complete copy is available on line, in the school office and the administration office.

FIRE DRILLS

The signal for a fire drill is a continuous sounding of the fire alarm. There is a larger placard in each classroom denoting the exit students shall use for evacuation. Each teacher will instruct you regarding specific procedures.

TORNADO ALERTS

There is a weather radio located in the principal's office which is used to receive emergency messages from the National Weather Service. The signal for a tornado drill is an announcement from the office. The homeroom teacher is responsible for the deployment of his or her group. If we are under a tornado warning at dismissal time, students will be detained and kept in the building by the principal. Students will only be released to their parents, if parents sign a release statement.

There will be 1 drill conducted each semester.

Additional safety/lockdown drills are conducted each semester.

PETS IN SCHOOL

We ask that parents receive approval from the principal for their child to bring any animal or pet to school. **Please refrain from bringing pets when escorting children to and from school.**

CAFETERIA

Lunchtime is a time that students should be especially considerate of one another. Excessive noise, loud conversation, offensive eating habits, and exchanging food will not be tolerated. Each student must accept the responsibility of helping to keep the cafeteria a clean and pleasant place to eat.

MY SCHOOL BUCKS PREPAY

Western Boone Community School Corporation has enrolled in an internet-based service called My School Bucks Prepay. My School Bucks enables parents to keep track of their student's account balance. <http://www.myschoolbucks.com> also allows you to deposit money into your student's meal account using your Visa, MasterCard, Discover or American Express. Participation in this service is voluntary; you may enroll at any time.

LUNCH PROGRAM

Type A lunches are served in the cafeteria each day school is in operation. Salads are available one day each week for students in grades 2-6. Milk is served with each meal. Lunches are \$1.80 per day or \$9.00 per week. Reduced price of lunches is \$0.40. (Prices are subject to change) In an effort to encourage healthy eating choices, soft drinks should not be included in student lunches brought from home. To support the Western Boone Wellness Policy parents should not bring fast food to students in the cafeteria.

Any student who qualifies for free or reduced price lunch receives 1milk with their lunch

Continuing in **2018-2019**, parents may prepay for lunches up to 75 days at a time. Each student will use a student pin number that will be kept in the lunchroom. Students can still bring lunch money each week and it will be credited to their account. Information will be available at registration.

Make checks payable to Thorntown Elementary School. Meals may be paid up to 75 days in advance; however, meals charged beyond one week will result in a student receiving a sandwich rather than a full meal. **It is the parent's responsibility to inform the school nurse of any food allergy their child might have and provide applicable medical documentation. Due to health concerns, the sharing of food is not permitted.**

Elementary School Cafeteria Charging Policy- Parents will receive a low-balance notification via email and paper copy once the student's account reaches \$8.00. Students may be served until their account reaches a negative balance of \$8.00. If the account is not replenished, students will be served a cheese/peanut butter sandwich and milk. Once funds are replenished, the account will then be charged for the sandwich and milk. Based on financial criteria, parents may apply for free/reduced meals.

BREAKFAST PROGRAM

Continuing for the 2018-19 school year, Thorntown Elementary School will offer a breakfast program for any interested student. The cost will be:

\$1.35 per day

\$.30 per day for students on reduced lunch (prices are subject to change)

\$.0 per day for students on free lunch

We will use the existing payment system- so parents may need to put additional money in your child's lunch account.

The breakfast is optional.

Town students / walkers will be allowed in at 7:30

Bus riders will be allowed in at 7:35

WELLNESS POLICY

The board believes that good nutrition, healthy eating patterns, and physical activity are important for academic achievement and lifelong health. The WBCSC supports participation in the National School Lunch and Breakfast Program and in accordance with federal law, establishes this wellness policy. To promote student wellness, the District supports goals in the following four areas:

Nutrition Education

1. Nutrition education will be included with health education curriculum standards and guidelines.
2. Nutrition education will be offered in lunchrooms as well as in classrooms through coordination between the administration, foodservice and instructional staff.
3. Students in grades K-12 will receive nutrition education to support adoption of healthy eating behaviors.
4. Schools will support nutrition education activities with the coordinated school health program.

Physical Activity

1. Students will be given opportunities for physical activity during the day through physical education classes, daily recess periods for elementary students or the integration of physical activity into the academic curriculum.
2. Students will be given opportunities for physical activity through a range of before and after-school programs including, but not limited to, intramurals, interscholastic athletics, and activity clubs.
3. Schools will encourage parents and guardians to support their children's participation in physical activity, to be physically active role models, and to include physical activity in family activities.
4. Schools will promote good nutrition and lifelong physical activity.

Foods and Beverages on School Campuses

1. All food available for sale to students during the school day including vending machines, student stores, and fund raisers should offer food choices that provide the opportunity for students to select products that reflect healthy and nutritional principles and lifestyles.
2. All food sales must comply with state and federal nutrition program regulations/guidelines.
3. All beverage and food vending machines that are available to students shall provide at least 50% healthy beverages and 50% healthy foods. The following definitions apply to this policy:

Healthy beverages: water, milk, fruit drinks with at least 50 % fruit juice, vegetable drinks, and 100 % fruit juices.

Healthy foods: any food item that does not have more than 30% total calories from fat, more than 10% of the recommended daily value for one of the following nutrients: vitamin A, vitamin C, calcium, iron, protein, or fiber.

4. Prices for all beverages and food items sold to students will be offered at comparable prices for comparable size packages.

Other School-Based Activities Designed to Promote Student Wellness

1. WBCSC will provide a clean, safe, enjoyable meal environment for students.
2. WBCSC encourages all students to participate in school meal programs and will make every attempt to protect the identity of students who eat free and reduced price meals.
3. WBCSC will schedule lunch times as near the middle of the day as possible.
4. WBCSC will ensure that school fundraising efforts support healthy and positive dietary products and lifestyles.

Legal Reference: PL 108-265

PARTIES, TREATS, AND CHEWING GUM

Parties may be held for special occasions in the classroom. All treats must be pre-packaged. Flowers and balloons sent to the students during the day for their birthday or a special day will be held in the office until student dismissal. Students will be notified to stop by the office to pick up their gift. **Parents, please do not send party invitations to school to be passed out. classmates that get left out are sometimes saddened by their absence of an invitation.** Chewing gum is not permitted at school. The main concern is that gum gets on the carpet and under tables. Soft drinks and candy are not permitted at school unless they're approved by the teacher for a special occasion.

STUDENT DRESS

Students shall be expected to be well groomed and clothing should be neat and clean at all times. Parents are urged to use good judgment in choosing student's clothing. School personnel have the discretion to determine whether clothing is appropriate. Safety, comfort, and decency will determine appropriate clothing. Writing and/or pictures on clothing promoting the use of violence, drugs, alcohol, and tobacco should not be worn. Clothing that is offensive to others will not be allowed. Skin tight or excessively clingy yoga pants, bare midriffs, low hung pants, spaghetti strap tops, see-through or cut out fabric or material, or another attire which draws negative comments or inappropriate attention to your child, should not be worn. Torn or ripped clothing should not be worn. Shoes must be worn at all times. Open-toed shoes are discouraged and sandals without ankle straps are not permitted due to safety issues and physical activity during the school day. Shoes sometimes called "heelies" are not permitted at school as they damage carpet and leave marks on the floors. Tennis shoes must be worn during physical education class. Hoods (on hooded sweatshirts) are not to be used in the building. Hats should not be worn in the building, unless a special day has been designated. Shirts with "spaghetti straps" are discouraged. Thorntown Elementary School is air-conditioned. The temperature of the rooms will be maintained at a comfortable level. On hot days, students should wear clothing appropriate for the comfort level of the classrooms and not the outside temperature. **Students will go outside whenever possible.** Coats, sweatshirts, and sweaters may be kept in the student's locker. The majority of students and parents have exercised good judgment and parents are to be commended for their appearance and cleanliness.

LOST AND FOUND

Lost articles should be taken to the office. Anyone who has lost an article should check with the school secretary. All unclaimed articles are available daily for examination and will be located in the gym balcony. Marking items of clothing, especially lunch boxes, hats and gloves, will help us return lost items to the proper person.

TELEPHONE CALLING

These guidelines will be used for telephone usage. Teachers and students are not to be called from the class unless an emergency exists.

All calls to the school will be directed through the secretary's switchboard. Messages for students and teachers will be given to them at appropriate times. (Voice mail can be accessed during the day through the office)

No student is to use the phone unless an emergency exists and he/she has permission from school secretary or teacher.

Parents are encouraged to call by 2:00 in the day if a change in plans has occurred regarding the student going home. Whenever possible, let the student know about any changes before leaving for school. If the student is to ride the bus home with another student, please write a note to that effect. Teachers and bus drivers will need to know.

CELL PHONE USAGE

The availability and usage of cell phones has increased in recent years. We understand that cell phones can be a great assistance to parents. We require cell phones to be used under the following guidelines. 1) If students bring cell phones to school, the phones must be turned off and left in book bags or lockers during the school day. 2) Cell phones are not allowed to be used in the locker room. 3) Cell phone usage on buses will be allowed both before and after school. If the cell phone becomes a distraction the bus driver may take this privilege away along with the phone. The driver will return the phone to the student upon leaving the bus on the first offense, on the second offense it will go to the student's principal. Violation of any of the guidelines above will result in the phone being confiscated and kept in the office until parents come and pick up the phone from an administrator.

PLAYGROUND

All equipment should be used as it was designed to be used. The following rules will be enforced while students are on the playground:

1. There shall be only one person on a swing. Students shall not stand up / or lay down in the swing while swinging.
2. Students shall sit down when using the slide.
3. Students shall not sit on the monkey bars.
4. Students shall not throw snowballs or slide on ice.
5. Students shall not play tackle football.
6. Students shall stay away from classroom windows.
7. Writing on the asphalt is not allowed.
8. Student play involving karate kicks, "Big Time Wrestling Holds" or punches will not be allowed.

9. Electronic musical devices are not allowed.
10. Instructional assistants have same authority as a teacher.
11. Failure to follow guidelines for recess could result in the loss of this activity.

Students should not bring the following items to school for use on the playground or classrooms.

1. Hard baseballs
2. Wood or aluminum bats
3. Skateboards
4. Radios
5. IPODS
6. Remote powered vehicles
7. Toys of any kind
8. Laser lights (they can cause potential eye damage)
9. Trading cards of any kind

The school cannot accept responsibility for personal items (toys, playthings) brought from home.

*Roller skating, skate boarding, heelies and other skating activities are prohibited on school grounds.

GYM

The gym is a place to release your energy; however, students must be careful to avoid running into one another and kicking balls or throwing balls too hard. Students will be expected to play on the gym floor only. Students are expected to line up to leave the gym when instructed by the supervisor on duty. A class is not to enter the gym until instructed to enter. The students need to have tennis shoes to leave at school for use in the gym.

TOYS FROM HOME

School is the place where attention should be focused on learning. Toys (*including toys, trading cards and electronic devices*) brought from home too often become the focal point and become a distraction from learning. Frequently, toys get damaged and create an undue hardship for the teacher, as well as the owner. Therefore, toys are not to be brought to school. Teachers may designate specific "Show and Tell" days whereby toys from home may be brought to school for that day.

PBIS (POSITIVE BEHAVIOR INTERVENTIONS & SUPPORTS)

The Western Boone School District adopted PBIS into practice during the 2017-2018 school year. PBIS is a system that operates from the idea that successful individual student behavior is linked to host environments or school climates that are effective, efficient, relevant, & durable. (Zins & Ponti, 1990) PBIS is implemented school-wide. It is a proactive measure that focuses on teaching expected behavior and reinforcing positive behavior. A PBIS Team has been developed in each Western Boone school to support implementation of PBIS across classrooms, to plan celebrations in honor of positive behavior, and to facilitate problem solving meetings that address any concerns with school climate and culture.

DISCIPLINE

Our goal is to create an atmosphere that allows learning to take place. Student supervision and the desirable behavior of students are responsibilities shared by students, parents, and teachers. Each teacher establishes rules for students to follow within their classroom. Students are expected to do what is asked of them while under jurisdiction of any faculty or staff member.

DISCIPLINARY POLICY OF WESTERN BOONE SCHOOL CORPORATION

The Board of School Trustees of Western Boone School Corporation adopts this policy in accordance with the requirement of Indiana Code 20-33-8-12. All administrators, teachers and staff members of the school corporation shall comply to the extent applicable, with the Due Process and Pupil Discipline Act, Indiana Code 20-33-8, as amended from time to time, in connection with the discipline of students, whether in or outside of the school setting. Any action to expel or suspend a student from school shall be in accordance with the above Act. Additional forms of disciplinary action, which are not covered by the Act, include but are not limited to the following:

- 1) Counseling with the student or group of students.
- 2) Conference with the parent/legal guardian or group of parents/legal guardians.
- 3) Assigning students additional work.
- 4) Requiring a student to remain in school after regular hours to do additional schoolwork or for counseling.
- 5) Restriction of extracurricular activity(s) or other school-based privileges.
- 6) Removal of a student by a teacher from that teacher's class for a period not to exceed one period.
- 7) Assignment by the principal to Lunch Detention, Recess Detention, Homework Detention, ISS, OSS, or Alternative School.

Additional rules of student conduct and procedures relating to student discipline for the Junior-Senior High School, Granville Wells, and Thorntown Elementary Schools are attached hereto and incorporated into this policy.

DISCIPLINE PROCEDURES

Referral of a student to the principal and/or assistant principal is used after the teacher has attempted other appropriate preventive and corrective measures. Once a student reaches the office the seriousness of the case will speak for itself. The case will be dealt with as rapidly, firmly, and fairly as possible. In many instances, parents will be contacted. When a student is suspended out of school, the parent will be contacted as soon as possible. After the student and his/her parents or legal guardians have conferred with administration, the student may be re-admitted to the school at the end of the suspension. It is understood that during an out-of-school suspension the suspended student cannot attend class, participate in any school activity, function, school sponsored event, or be on school grounds. Per Board Policy 60-40, Western Boone Community School Corporation School Board of Trustees will not hear suspension/expulsion appeals.

GENERAL STATEMENTS OF GOOD BEHAVIOR

If every student were to adopt the policy that the main purpose of school is an education, and strive toward that goal, disciplinary problems would be nonexistent. Therefore, the following statements are presented to serve as a guide to acceptable behavior.

- Student disrespect toward teachers, school personnel, students, guests, or oneself will not be tolerated in any form.
- The use of profanity, fighting, littering, running in the building, throwing objects, defacing school or private property, name calling, tardiness to school, screaming or yelling, whistling, horseplay, stealing, tampering with defibrillators, fire extinguishers or fire alarms, gambling, and violence are acts that will not be tolerated and will result in disciplinary action.
- School equipment, supplies and textbooks are furnished for the student's use. The student is responsible for the care and use of such items.
- Students share in the responsibility of keeping the halls, classrooms, and grounds free of litter. Students should make every effort to place trash in the proper containers at all times.
- Students staying after school must be under the direct supervision of a teacher or coach. Anyone without direct supervision must leave the building.

SUSPENSION, EXPULSION, AND DUE PROCESS

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from school. In this event and in accordance with the provisions of IC 20-33-8-9, the Western Boone School Board authorizes administrators and staff members to take the following actions:

1. Removal from class or activity – Teacher: a teacher will have the right to remove a student from his/her class or activity for up to one school period if the student is assigned regular or additional work to be completed in another school setting.
2. Suspension from school – Administrator: a principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 10 school days.
3. Expulsion: in accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

Grounds for Suspension or Expulsion: Indiana Code 20-33-8-14

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following includes examples of student misconduct or substantial disobedience, 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 illustrative and not limited to the type of conduct prohibited by this rule:
 - a) Occupying any school building, school grounds, or parts thereof with the intent to deprive others of its use.
 - b) Blocking the entrance or exits of any school building or corridor or room therein with the 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.
 - d) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
 - e) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of the teacher or any of the other personnel to conduct the educational function under his/her supervision.
2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
3. Causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.

4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this section.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes an item that is considered a weapon but is not a firearm as defined in rule 13 below.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician for the student in question is not a violation of this rule.
8. Engaging in any unlawful selling 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 educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any time when the student is properly under their supervision, where the failure constitutes an interference with school purposes and/or educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and validly adopted 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) Knowingly 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, or intoxicant of any kind;
 - e) Possessing, using, transmitting, or being under the influence of caffeine-based substance containing phenylpanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 - f) Engaging in speech of conduct, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
12. Possessing or using in a school building during school hours an electronic paging device or handheld portable telephone in situation not related to a school purpose or educational function.
13. Possession of a firearm or deadly weapon: (IC 20-33-8-16) Gun Free School Act of 1994
 - a) No student shall possess, handle, or transmit any firearm or deadly weapon on school property.
 - b) The following devices are considered to be a firearm under this rule:
 - any weapon, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 - the frame or receiver of any weapon described above.
 - any firearm muffler or firearm silencer.
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - any weapon which will, or which may be readily converted to expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, from which a destructive device may be readily assembled.
 - an antique firearm.
 - a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
 - c) The penalty for possession of a firearm: suspension up to 10 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 semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such a reduction.
 - d) The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
14. Indiana Code 20-33-8-15
 In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with the school purposes or 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, school breaks, and the summer period when students may not be attending classes or other school functions.

SUSPENSION PROCEDURE:

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:

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

EXPULSION PROCEDURE:

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

1. The superintendent (or designee) may appoint one of the following persons as the expulsion examiner:
 - a) Legal counsel
 - b) A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion meeting will take place if the student's parent request an expulsion meeting. Failure by a student's parent to request this meeting will be deemed a waiver of rights administratively to contest the expulsion. The request for an expulsion meeting will be in writing, delivered by certified mail or by personal delivery and must be received within 7 days of the postmarked date on the expulsion papers sent by the expulsion examiner.
3. Once a written request is made, the expulsion examiner will notify the student's parents of the date, time, and place of the expulsion meeting.
4. If an expulsion meeting is conducted, the principal (or designee) will present the evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and present any evidence to support the student's position.
5. Following an expulsion meeting, the expulsion examiner will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents via certified mail.

DETENTIONS:

Detentions are part of the disciplinary action plan for Thorntown Elementary School. Detentions can occur during recess, lunch, or after school. If a conflict occurs with a scheduled detention, it will occur at the next available opportunity. If there is a conflict with an after school detention, the student's parents must contact the main office to reschedule the assigned detention. Detentions should occur during the same week as the offense whenever possible.

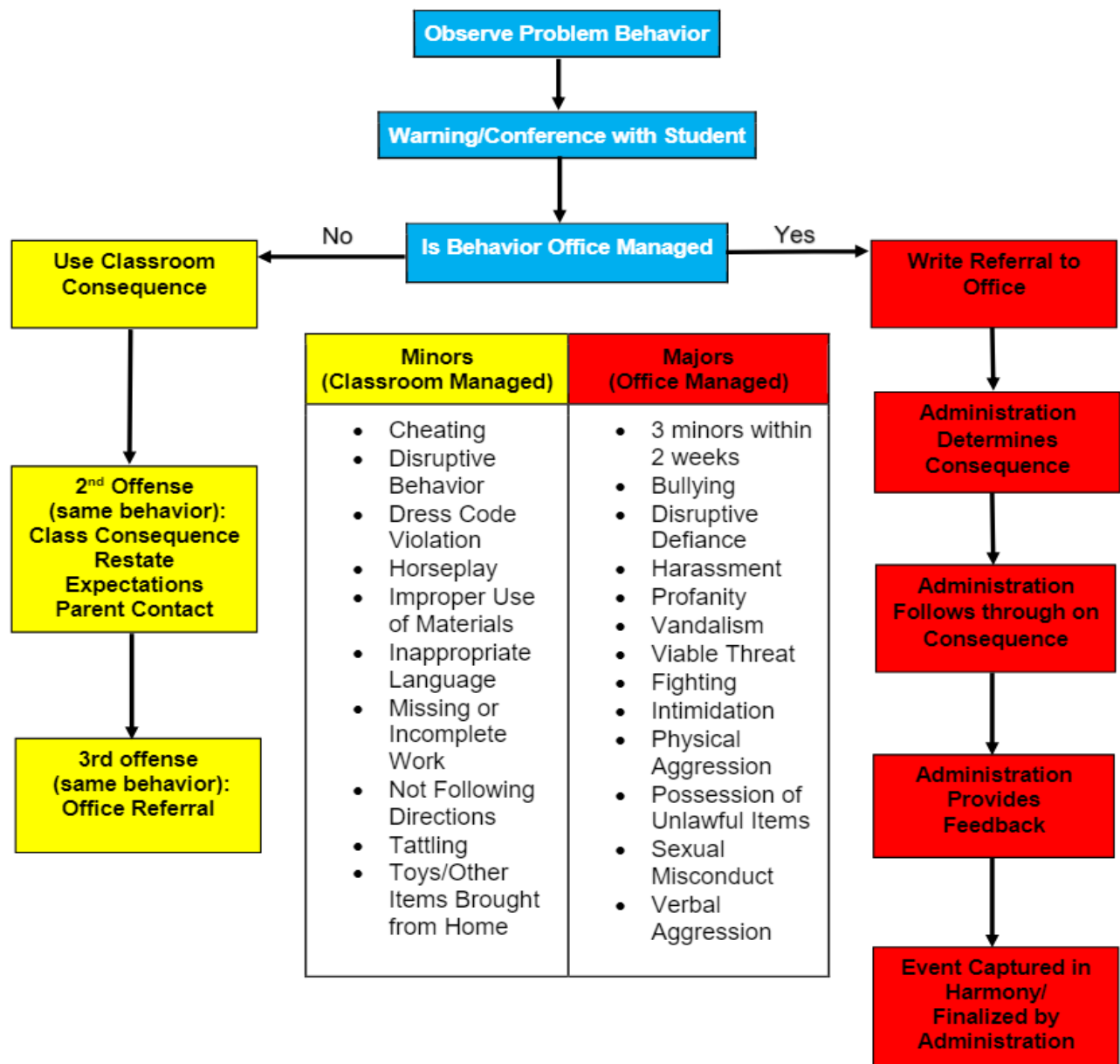
SUSPENSIONS:

In-School Suspension (ISS) is designed as an alternative to Out of School Suspension (OSS). All students assigned to ISS will complete work in an alternate setting within the school. Out of School Suspension is designed as the last step before expulsion. Western Boone School Corporation and the Juvenile Court System of Boone County may work in conjunction with the students ages 12 to 17 who are suspended out of school to place them in an alternative educational setting during the time of their out of school suspension.

CLASSROOM AND SCHOOL-WIDE RULES:

Thorntown Elementary School recognizes that each classroom presents its own unique environment, thus each classroom will have a set of classroom rules and/or regulations. A student's failure to follow these rules as set forth by the teacher will be viewed as insubordination and referred to the main office for disciplinary action. School-wide rules apply to common areas in and around the school, including but not limited to the cafeteria, hallways, and playground. Students are expected to uphold these school-wide expectations. Violations of these rules may be redirected by any staff member and should be referred to the classroom teacher and/or a school administrator for further action as appropriate.

GENERAL RESPONSE TO MISBEHAVIOR – THORNTOWN ELEMENTARY DISCIPLINE FLOWCHART



GENERAL DEFINITIONS OF MISBEHAVIOR

THORNTOWN ELEMENTARY SCHOOL BEHAVIOR DEFINITIONS

MINOR BEHAVIORS

Cheating	Presenting work that is not your own
Disruptive Behavior	Engaging in any behavior that disrupts the learning environment
Dress Code Violation	Dressing in a manner that violates the school dress code
Horseplay	Roughhousing; Play that becomes too aggressive
Improper Use of Materials	Use of materials in a way that is not intended
Inappropriate Language	Language that is not true, necessary, and kind; name calling
Missing/Incomplete Work	Work that is not completed and turned in as assigned
Not Following Directions	Behavior not consistent with schoolwide procedures and expectations
Tattling	Reporting behavior with intent to get others in trouble
Toys/Other Items Brought from Home	Personal items that cause disruption to you or others

MAJOR BEHAVIORS

3 Minors within 2 Weeks *	Student engages in repeated minor behavior 3 times within 2 week period
Bullying	Behavior towards another that is repeated, targeted, and reflects an imbalance of power. (Physical, Verbal, Social)
Disruptive Defiance	Refusal to comply that disrupts the learning environment; tantrum without a threat of harm to others
Harassment	Disrespectful behavior toward another based on race, religion, disability, gender, ethnicity, age, or other personal matter
Profanity	Use of obscene language (written or otherwise)
Vandalism	Intentional destruction of property
Viable Threat	Threat with intent/means to carry out harm to another; Behavior in which another person feels threatened
Fighting	Students engaged in a physical altercation out of anger, intimidation, or revenge
Intimidation	Behavior resulting in a feeling of immediate threat or eminent danger
Physical Aggression	Angry or emotional physical response that could bring harm to self, property, or others
Possession of Unlawful Items	Possession of any unlawful item while at school, on school property, or at a school-sponsored event; Possession will include in your locker, desk, or other personal space.
Sexual Misconduct	Inappropriate language, gestures, or other behavior of a sexual nature
Verbal Aggression	Angry or emotional verbal response that disrupts the learning environment
* Teacher discretion with minor offenses.	

BULLYING, CYBER BULLYING, HARASSMENT, AND INTIMIDATION:

Thorntown Elementary School shall maintain an environment for all students, teachers, and staff that is free from discriminatory and/or sexual insult, bullying, intimidation, or harassment. Persons who feel they have been offended under this policy should report it immediately to a counselor, teacher, or administrator. Behaviors including, but not limited to the following, are grounds for disciplinary action:

- 1.) The use of force, threat, coercion, or intimidation toward another person.
- 2.) Sex-oriented verbal teasing or kidding.
- 3.) Unwelcome physical contact.
- 4.) Wearing any clothing that depicts sexual reference.
- 5.) The threat or suggestion that a student's educational career and/or advancement depends on whether or not the student submits to improper behavior.
- 6.) Retaliation against any student for complaining about harassment or intimidation.

IC 20-33-8-0.2 addresses Bullying : Bullying is defined as (a) overt, unwanted, repeated acts or gestures, including verbal or written

communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the targeted student and create for the targeted student an objectively hostile school environment that: (1) places the targeted student in reasonable fear of harm to the targeted student's 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, and privileges provided by the school.

Thorntown Elementary School does not tolerate bullying. Action will be taken if bullying occurs, which may include counseling, parental involvement, reporting to authorities, suspension, and expulsion. Our involvement includes appropriate interventions, restoration of a positive climate, and support for victims and others impacted by the violation. In bullying situations, the following actions will be taken (levels may be skipped at the discretion of the administrator based on the seriousness of the offense):

- 1.) First Offense: Education the person initiating the bullying and the target of the bullying. The perpetrator will meet with a building administrator and receive a verbal warning. The parent/guardian may also be notified.
- 2.) Second Offense: A discipline referral, resulting in loss of privileges and telephone conference with parents/guardians
- 3.) Third Offense: A discipline referral, resulting in an In-school Suspension (ISS). Parent/guardian and local law enforcement may be notified.
- 4.) Fourth Offense: A discipline referral, up to five days of Out-of-School Suspension (OSS), and notification of the parent/guardian and local law enforcement
- 5.) Fifth Offense: A discipline referral for 5 or more days of OSS, and/or possible recommendation for expulsion. The parent/guardian and local law enforcement will be notified.

The discipline rules described in subsection (a) must apply when a student is

- 1) On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group;
- 2) Off school grounds at a school activity, function or event;
- 3) Traveling to or from school or a school activity, function, or event;
- 4) Or using property or equipment provided by the school.

SCHOOL BUS RULES AND REGULATIONS

School bus drivers are to have control of all students while transporting them between their homes and school. The driver is responsible for keeping order and maintaining discipline among the students while in the bus or along the route. Students are to be treated in a civil manner and the bus driver must ensure that no one is imposed upon or mistreated while on the school bus. The school bus driver shall also use every precaution in the safety of the passengers and assure that the following regulations are observed by ALL students.

1. Students will go directly to an available or assigned seat upon entering the bus. Standing or loitering in the aisles is **not** permitted while on the school bus.
2. Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat, and feet on the floor. Students may **not** stand or move from seat to seat while the bus is in motion.
3. Students will carry on to the bus ONLY THAT WHICH CAN BE HELD IN THEIR LAP. Nothing is to be placed in the seats or on the floor. NO ATHLETIC EQUIPMENT is to be brought onto the bus during regular routes. Aisles must remain clear at all times.
4. Loud, boisterous, or profane language, or indecent conduct will not be tolerated.
5. Students are not allowed to tease, scuffle, trip, hold, hit, or use their hands, feet or body in any manner that might be considered objectionable.
6. Water pistols, bottles, containers of water and other liquids (including hairspray, cologne, & perfume) are not allowed on the bus.
7. Windows or doors are not opened or closed without the permission of the driver.
8. Students are not permitted to enter or leave the bus until it has come to a complete stop and the door has been opened by the driver.
9. Students who wish to ride the bus should be waiting at the designated boarding station at the pre-arranged time of arrival for the school bus. Habitual lateness may result in expulsion from the bus.
10. Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any student who doesn't comply with these regulations. The driver may deny the privilege of riding on the bus for one day to any student who refuses to conduct him/herself according to the rules. If the driver feels that the student's actions warrant a longer period of riding privilege suspension, he/she may with the School Principal's approval deny the riding privileges indefinitely or until a meeting can be held with the school officials and the parent(s), from which permanent denial may result.

11. The normal school bus transportation procedure is to pick children up near their homes in the morning and transport them to school, then pick them up at school in the afternoon and transport them home. Any deviation from this plan requires a signed note from the parent or guardian and must be mutually agreed upon by the parent, driver transportation director and School Principal.
 12. Cell phone usage on buses will be allowed both before and after school. If the cell phone becomes a distraction at the discretion of the driver, then the driver may take this privilege away along with the phone. The driver will return the phone to the student upon leaving the bus on the first offense, on the second offense it will go to the student's principal. Violation of any of the guidelines above will result in the phone being confiscated and kept in the office until parents come and pick up the phone from an administrator.
- ** Each parent who has a child riding a bus will need to complete and return the bus student information sheet, which will be provided by the bus drivers.

POLICY RELATING TO RELEASE OF DIRECTORY INFORMATION PERTAINING TO STUDENTS

The school corporation may release to the public certain "directory information," which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed. This includes, but is not limited to, the student's name, address, parent home and work telephone number, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description and license plate number, hair and eye color, race, sex, age, height, weight, grade level, date of birth, and other similar information. This information may be released without parental consent to media organizations, colleges, civic or school related organizations, governmental entities, and members of the public at large when deemed appropriate by school officials.

Parents desiring to object to the disclosure of any or certain categories of directory information should request from the Superintendent's office a form on which to deny consent for the release of all directory information or to selectively deny consent by indication which categories of directory information they do not wish released about their child.

Board approved 12/11/89

Western Boone County Community School Corporation
Network and Internet Acceptable Use Policy for Students

BP – 6390

Access to the Internet enables students to explore thousands of libraries, databases, and other resources. The Corporation expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. Access to Internet resources will be structured in ways that point students to those evaluated prior to use. However, at times, students will be able to move beyond those resources to others not previewed by staff. Outside of school, families bear responsibility for the same guidance of Internet usage as they exercise with other information services.

Students utilizing corporation-provided Network and Internet access (Network) must first have the permission of and must be supervised by Western Boone County Community School Corporation's (WBCCSC) professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of the Network is to facilitate communications in support of research education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the WBCCSC. Access is a privilege, not a right. Users should not assume or expect that files stored on school-based computers will be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The intent of this policy is to ensure students understand the Corporation's expectations of their Network use and to ensure that students comply with all Network and Internet rules approved by the Corporation set forth in this policy.

In exchange for the use of the Network resources either at school or away from school, the student understands and agrees to the following:

- A. The use of the Network is a privilege, which may be revoked by the Corporation at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, altering system software, placing unauthorized information, computer viruses or harmful programs on or through the computer and/or Network. The WBCCSC reserves the right to log computer use, monitor file server space, remove files, limit or deny access, and refer the student for other disciplinary actions.

- B. The Corporation reserves all rights to any material stored in files and will remove any material, which the Corporation, in its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students may not use their corporation-approved computer account to obtain, view, download, or otherwise gain access to, distribute, or transmit such materials.
- C. All information and services and features on Corporation resources are intended for the private use of its registered users and any use of them for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying) is expressly forbidden.
- D. Corporation resources are intended for the exclusive use of their registered users. The student is responsible for use of his/her account, password, access, and privileges. Any problems arising from the use of the student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be grounds for disciplinary action including but not limited to the loss of Network privileges.
- E. Any misuse of the account and/or access to the Network will result in suspension of the account privileges and/or other disciplinary action determined by the WCCSC. Access includes the use of school computers, PDA's, and any other device connecting to the Network. Students are not allowed to connect personal equipment to the Network. Should a student use a personal device to connect to the Internet via other means (i.e. Cellular network) while on school grounds, this acceptable use policy also applies. Misuse shall include, but is not limited to:
1. intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
 2. disrupting the operation of the Network or any other computer system through abuse of or vandalizing, damaging, or disabling the hardware or software;
 3. malicious use of the Network through cyber-bullying, hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
 4. interfering with others use of the Network or accessing the materials, information, or files of another without their prior approval;
 5. use for non-curricular/educational communication such as, but not limited to instant messaging and online chatting. Responding to unsolicited online contact is strictly prohibited for student safety;
 6. unauthorized installation, downloading, copying, or use of licensed or copyrighted software or plagiarizing materials;
 7. misrepresenting others on the Network or allowing anyone else to use an account other than the account holder.
 8. accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material. "Sexting" is also expressly forbidden;
 9. violating any local, state, or federal statute;
- F. Corporation Network resources are to be used exclusively for the support of the academic program, not for entertainment.
- G. Students bringing data files into the system agree to check the file with a virus- detection program before opening the file for use. Should the student deliberately or maliciously infect the network with a virus or cause damage through other vandalism, the student will be liable for any and all repair costs to restore the network to full operation and will be subject to additional disciplinary measures.
- H. The student may only log on and use the Network under the immediate supervision of a staff member and only with the student's authorized user account.

Violation of Corporation policy and rules will result in appropriate discipline, which may include suspension of computer access to be determined by the WCCSC staff. Additional disciplinary action will be determined at the building level in keeping with rules set forth in the student handbook. When or where applicable, law enforcement agencies may be involved.

The WCCSC makes no warranties of any kind, neither expressed nor implied, for the Network/Internet access it is providing. The Corporation will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions of service. The Corporation will not be responsible for the accuracy, nature, or quality of information.

WCCSC will make all reasonable attempts to prevent inappropriate access to students' personal information through the Internet. The Corporation's intent is to make Network/Internet access available for educational goals and objectives. The Corporation will filter and monitor students' Internet activities. Corporation Internet traffic travels through a content filter which blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. Even though the corporation institutes these technical methods/systems to regulate students' Internet access, these methods cannot guarantee 100% filter accuracy or compliance with the Corporation's acceptable use policy. The Corporation is committed to helping students use the Internet responsibly, but it is not possible to monitor student usage at all times. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information. By using the Corporation's Network/Internet resources, students agree to the rules and regulations set forth in this

policy. This policy, upon the WBCSC Board of Trustees approval, will be published on each school and Corporation websites, student handbooks, and available in hard copy in each building's office.

FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)

The Family Educational Rights and Privacy Act (FERPA) afford parents and students over 18 years of age ("eligible students") certain rights with respect to the student's educational records. These rights are:

1. The right to inspect and review the student's education records within 45 days of the day the School receives a request for access.

Parents of eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The School official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes inaccurate.

Parents or eligible students may ask the School to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate.

If the School decides not to amend the record as requested by the parent or eligible student, the School will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school official with legitimate educational interest. 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); a person serving on the School Board; a person or company with whom the School has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or 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.

Upon request, the School Corporation discloses education records without consent to officials of another School Corporation in which a student seeks or intends to enroll.

4. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Western Boone County Community School Corporation to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is:

FAMILY POLICY COMPLIANCE OFFICE

U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA)

PPRA affords parents and students who are 18 or emancipated minors ("eligible students") certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. These include the rights to:

- *Consent* before students are required to submit to a survey that concerns one or more of the following protected areas ("protected information survey") if the survey is funded in whole or in part by a program of the U.S. Department of Education (Ed) -

1. Political affiliations or beliefs of the student or the student's parent;
2. Mental or psychological problems of the student or student's family;
3. Sex behavior or attitudes;
4. Illegal, anti-social, self-incriminating, or demeaning behavior;
5. Critical appraisals of others with whom respondents have close family relationships;
6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
7. Religious practices, affiliations, or beliefs of the student or parents; or
8. Income, other than as required by law to determine program eligibility.

- Receive notice and an opportunity to opt a student out of -

1. Any other protected information survey, regardless of the funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute the information to others.
- *Inspect, upon request and before administration or use -*
 1. Protected information surveys of student;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Western Boone County Community School Corporation has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution purposes. Western Boone County Community School Corporation will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Western Boone County Community School Corporation will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year of the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in:

Collection, disclosure, or use of personal information for marketing, sales, or other distribution;

Administration of any protected information survey not funded in whole or in part by ED.

Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
 U.S. Department of Education
 400 Maryland Avenue, SW
 Washington, D.C. 20202-4605