

Ossian Elementary School



Parent and Student Handbook 2021-2022

STUDENT & PARENT HANDBOOK

OSSIAN ELEMENTARY SCHOOL

Welcome to the Ossian Elementary School. All the members of the staff are pleased to have you here as a student and will do our best to help you make your experience here as productive and successful as you wish to make it.

Andrea Larkey, Principal	622-4179 Ext. 5555
Theresa Casto, Assistant Principal	622-4179 Ext. 5544
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Mike Springer, Superintendent	622-4125

NWCS Board Members

Angie Topp - President
Corey Krug – Vice President
Karen Harris - Secretary
Gene Donaghy – Member
Chad Kline- Member

REVISED May 2021

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FOREWORD

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

EQUAL EDUCATION OPPORTUNITY

It is the policy of this Corporation to provide an equal education opportunity for all students. Any person who believes that the School or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School Corporation's Compliance Officer listed below:

Mike Springer
Superintendent
260-622-4125

The complaint will be investigated and a response, in writing, will be given to the concerned person within 10 days. The Compliance Officer can provide additional information concerning access to equal education opportunity.

**BOARD OF SCHOOL TRUSTEES
NORTHERN WELLS COMMUNITY SCHOOLS**

STATEMENT OF PHILOSOPHY

The principle goal of the School Board is to provide the opportunity for quality education for all children in the School Corporation. Equitable opportunity must be provided each student to become adequately prepared for further education for the world of work.

The board recognizes that providing a quality education is a shared experience among State government, and the local School Corporation, its teachers, administrators, staff, and the parents, communities, industries and institutions within boundaries of the School Corporation.

The Schools of this Corporation shall function under a basic philosophy that education is a continuous process.

This philosophy includes the belief that:

- A. Each person is unique and special.
- B. The school climate must be one of mutual trust and respect.
- C. Schools should strive for excellence in all that they do.
- D. Higher expectations produce high achievement.
- E. Developing the unique potential of each student is the mission of the school community.
- F. Schools should develop an enthusiasm and love for learning.
- G. Education is enhanced when the responsibility for learning is shared among parents, students, teachers, staff and administrators.
- H. Successful learning experiences promote a positive self-image.

NORTHERN WELLS COMMUNITY SCHOOLS GRADUATE PROFILE



NORTHERN WELLS
COMMUNITY SCHOOLS

What is the Graduate Profile?

The Graduate Profile is a driving document for Northern Wells Community Schools. It outlines the qualities we as a community wish to instill in our students prior to graduation.

How was the Graduate Profile Created?

The creation of the Graduate Profile began in 2011. The Strategic Planning Committee, which consists of parents, teachers, students, patrons, school board members, and administrators, met many times to create this guiding document. The committee partnered with local business to develop a set of skills that are important for students wishing to enter post-secondary education, the military, or the work place. The Graduate Profile was completed and board approved on June 5, 2012.

Why have a Graduate Profile?

The Graduate Profile helps NWCS accomplish our overarching aim. The Aim of the Northern Wells Community Schools is to equip students to maximize their present and future success.

How can I learn more?

Have a conversation with your child regarding the skills listed on the Graduate Profile. Find out what they know. You can visit the NWCS website to learn more about the Graduate Profile. Watch for news sent home from your child's teacher or in school wide newsletters. You can also contact your building administrator if you have further questions regarding the Graduate Profile.

**NORTHERN WELLS COMMUNITY SCHOOLS
GRADUATE PROFILE**

A Norwell High School Graduate Profile

A Norwell graduate will be able to...

- be a motivated and confident individual
- act in a respectful and respected manner
- be a responsible and self-disciplined person
- behave in a goal-oriented manner with perseverance

A Norwell graduate will be able to...

- display a positive attitude toward learning
- solve problems effectively
- think in an open-minded and reflective manner
- possess a strong work ethic
- monitor his/her progress in a wide variety of areas

A Norwell graduate will be able to...

- communicate thoughts and ideas effectively
- speak, write, and communicate in a responsible and literate manner
- communicate using any technology or medium necessary
- present himself/herself in or maintain a positive appearance



Established June 5, 2012

Ultimately, a Norwell graduate will be able to transition successfully into post-secondary education, the military, or the work place and be a contributing member of an ever-changing society.

District Aim

Equip students to maximize their present and future success.

SCHOOL COMMITMENT STATEMENTS

We are committed to utilizing these objectives for the achievement of our vision:

Planning and implementing staff development based on best practices or current research

Integrating technology into the curriculum

Challenging all students and providing flexible programs to meet student needs

Celebrating accomplishments of staff and students

Engaging in open communication between staff, parents, students, and community

Expecting students to be responsible for their behavior and learning.

Having administrative support in the building at all times

Respecting the diversity in our school community

Using and interpreting data from assessments to set meaningful goals

Creating a student-centered and welcoming environment and culture

SCHOOL/HOME COMMUNICATION

Northern Wells values open communication between parents, staff and teachers. Communication between parents and teachers is especially vital in the success of your child. Northern Wells Community Schools encourages parents to reach out to their child's teacher with any concerns. If your concerns are not resolved please see our public complaints and concerns policy on page 49.

**MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD
POLICY ON DRUG-FREE SCHOOLS**

In accordance with Federal Law, the Board of School Trustees prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school related event. Drugs include any alcoholic beverages, tobacco products, anabolic steroid, and dangerous controlled substance as defined by State statutes, or substance that could be considered a “look-alike” controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, including expulsion from school. When required by State law, the Corporation will also notify law enforcement officials.

NONDISCRIMINATION STATEMENT

It is the policy of Northern Wells Community Schools that no employee, candidate for position, or student on the basis of race, color, creed, religion, national origin, creed or ancestry, age, sex, marital status, or disability shall be discriminated against, excluded from participation in, denied the benefits of, or otherwise be subjected to discrimination in any program or activity for which the Board is responsible or for which it receives financial assistance from the U.S. Department of Education, or as required by Indiana Civil Rights Act (I.C. 22-9-1), I.C. 20-8, Titles VI and VII or the Civil Rights Act of 1964, and Equal Pay Act of 1973, Title IX, and Section 504 of the Rehabilitation Act of 1973.

Student inquiries regarding compliance with Title IX, Section 504, or the Americans with Disabilities Act should be directed to Dr. Scott Mills, Superintendent, 312 N. Jefferson St., Ossian, IN 46777 - (260) 622-4125. Employee inquiries should also be directed to Dr. Mills or contact the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

COMPLIANCE OFFICER

Any person that believes that they have been discriminated against or denied equal opportunity or access to programs or services may file a complaint, which shall be referred to as a grievance, with the Superintendent of Northern Wells Community Schools, 312 North Jeffian Street, Ossian, Indiana 46777 260-622-4125).

DIRECTORY INFORMATION

Each year the Corporation will provide public notice to students and their parents of its intent to make available, upon request, certain information known as “directory information”. “Directory information” includes: the student’s name; address; date and place of birth; photograph; video; major field of study; participation in officially recognized activities and sports; height and weight; if a member of an athletic team; dates of attendance; date of graduation; awards received; listing on an honor roll; and scholarships.

Directory information shall not be provided to any organization for profit-making purposes. The Superintendent may allow access to a school campus or students’ directory information to organizations that make students aware of educational or occupational options, including the U.S. Armed Services, and the Indiana Air and Army National Guard.

Parents and adult students may refuse to allow the Corporation to disclose any or all of such “directory information” upon written notification to the Corporation within twenty (20) days after receipt of the Corporation’s public notice.

HARASSMENT

It is the policy of Northern Wells Community Schools [NWCS], as announced in Board Policies 3362 and 5517, to maintain a learning and working environment that is free from harassment.

It is a violation of this policy for any employee of NWCS to harass another employee, a volunteer, or a student through unwelcomed conduct or communication as defined in the policy. It is also a violation of this policy for any student to harass another student, a volunteer, or an employee through unwelcomed conduct or communication as defined in the policy. “Harassment” includes not only sexual harassment, but also harassment based upon gender, religion, race, color, ethnicity, age and / or disability.

To report an incident of suspected harassment or to file a complaint, students should see a building administrator or counselor.

ENROLLING IN SCHOOL

Students are expected to enroll in the attendance district in which they live. Students that are new to the School are required to enroll with the parents or legal guardian. When enrolling, the parents will need to bring:

1. A government issued birth certificate
2. Court papers allocating parental rights and responsibilities or custody [if appropriate]
3. Proof of residency
4. Proof of immunizations

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

TRANSFER OUT OF THE DISTRICT

If a student plans to transfer from School, the parent must notify the principal, fill out a withdrawal form, and pay all outstanding fees. School records shall be transferred within fourteen days to the new school district.

SCHOOL RECORDS

Individual student records are kept as per the Northern Wells Community Schools Board Policy. Records are available to the parents.

CLASSROOM ASSIGNMENT

The principal will assign each student to the appropriate classroom and the program in which the student will be participating. Any questions or concerns about the assignment should be discussed with the principal, who will make the final decision.

GUIDANCE AND COUNSELING

A licensed psychometrist from the Adams-Wells Joint Services is available for in-depth testing. A working relationship with the Mental Health program is maintained. A full time School Counselor is employed to work with students and consult with parents.

SPECIAL EDUCATION

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA). A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school wants the parent to be an active participant. To inquire about the procedure, a parent should contact the school's principal.

STUDENT ASSESSMENT

To measure student progress, students will be tested in accordance with State standards and Corporation policy. Additional group tests are given to students to monitor progress and determine educational levels. These tests are used to help the staff determine instructional needs. Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

VOLUNTEERS

The elementary schools encourage parents to take an active part in their children's education. Parent volunteers are often needed and are appreciated. Arrangements should be made through your child's teacher. **For the safety of our school and children, ALL volunteers will be asked to fill out a volunteer form annually in order to run a criminal background check. Permission to volunteer for any school activities must be granted by the Superintendent of Schools when a criminal background check reveals felony and/or a misdemeanor.**

All visitors must check in with the office staff before entering the school building. Prior to student arrival, teachers are permitted contractual prep time to participate in activities such as committee participation, collaborating to develop instructional goals and aligning instructional strategies to address student needs, and holding student specific conferences. It is also imperative that instruction start on time. If you do not have a pre-arranged conference with a teacher, you will be asked to leave a message with office staff so that the teacher can contact you when they become available. If immediate assistance is necessary, you may be referred to the Principal, Counselor, or School Nurse.

VISITORS

All visitors are asked to check in at the office before proceeding further into the building. Visitors will be allowed access to specific areas within the school; visitors are not permitted to attend recess with students. Due to liability reasons, we cannot allow any child not enrolled at Ossian Elementary to attend class or play on the playground with your child.

ANNOUNCEMENTS / COMMUNICATION

Instant Connect is a mass communication tool used by NWCS to communicate with parents via email, text, and phone (please make sure the office has your updated contact information).

Facebook: Ossian Elementary

In addition, when special events warrant, the communication will state special messages.

SCHOOL DAY

The school office will be open from 8:00 a.m. through 4:30 p.m. Classes begin at 9:00 a.m. and end at 3:30 p.m. Students begin to travel to their classrooms at 8:50.

EARLY ARRIVALS

School time is designated at **8:50** for student arrivals by bus, etc. There are occasions when an early arrival is necessary. Due to lack of supervision before 8:45, students arriving by car, bike, or who are walkers before 8:45 AM will be sent to Ossian Bear Care for supervision which will result in a Ossian Bear Care fee. In the event that we are running on a two-hour delay schedule students arriving before 10:45 AM will be sent to Ossian Bear Care for supervision which will result in an Ossian Bear Care fee. Students arriving after 8:45 prior to **8:50** AM will enter door 2 and go to classrooms.

A bell will ring at **8:50** AM for students to enter the building. A second bell will ring at **9:00** to signal the start class. (Students who eat breakfast will take their breakfast to class.

PARENTS DROPPING OFF or PICKING UP STUDENTS DURING THE SCHOOL DAY

Parents or guardians must come into the office to sign out and pick up their children during the school day. A parent will also bring the student into the office to sign in upon arriving late to school. A student is considered tardy if he/she arrives in their classroom at or later than 9:00 AM; therefore, when entering the entering the building they must be accompanied by an adult.

DROP OFF PROCEDURES

Students may begin drop off at Door 2 at 8:45. Please follow the arrows in the PARKING LOT. If you would like to walk your child in, please park in parking lot in front of the gym and walk them in Door 1. Barricades are set up at the driver drop off area for student's safety.

DISMISSAL PROCEDURES

Drivers picking up students at the *end of the day* are asked to park in the large parking lot in front of the gym, and go to the gym entrance way to safely be matched with their students and wait for their children to arrive. Children will not be dismissed without a driver accompanying them. The procedure for end of the day pick up is as follows:

- Regular car riders will receive an assigned number that will match their student
- Students will be grouped together in gym in assigned location by car number.
- Two car tags will be provided per family for regular car riders. Students will have matching numbers on book bag provided by school.
- Occasional car riders will go to door with unassigned numbers. ID MUST BE USED TO PICK UP STUDENT.
- Students who are to be picked up after school via car must provide their teacher a written notice no later than the morning it is requested.
- Gym doors will be unlocked at 3:20 by OES staff
- Staff members will be located at each pick up door to ensure student safety.
- Dismissal is at 3:30 for all students
- Gym doors locked at 3:35PM, any remaining students will be sent to Bear Care

Thank you for your cooperation in helping to keep our children safe!

Ossian Elementary has established guidelines in regards to daily transportation changes. We understand that changes may need to be made from time to time. However, when your child does not know ahead of time that there has been a change, it becomes increasingly confusing at dismissal time. It also raises a safety concern for us when a child hasn't been made aware of the change prior to coming to school.

1. OES requires a written note for any dismissal changes by 2:00 p.m. This can be handwritten or email. Please email oes-transportation@nwcs.k12.in.us
2. Note must include; student's full name, teacher name, date and detailed instructions.
3. Note can be hand delivered or emailed.
4. When faxing or emailing, please follow up with a phone call to office to confirm that your message was received.
5. Only in extreme emergency situations will accept a phone change in transportation. This must be approved by administration.

6. We reserve the right to send your child to our Bear Care program at the end of the day if transportation needs are uncertain and we are unable to reach the home or parent. **Due to safety precautions, we cannot accept phone calls as a means to change transportation.**

WHEN E-MAILING, WE WOULD ALSO LIKE YOU TO FOLLOW THE E-MAIL WITH A PHONE CALL TO CONFIRM THAT YOUR MESSAGE WAS RECEIVED. We **MUST** have the change in written form by 2.00pm. Only in **EXTREME EMERGENCY** situations will we accept a phone change in transportation. Emergency changes not following this procedure may be made on an individual basis by authorized staff. We also reserve the right to send your child to our Bear Care program at the end of the day if transportation needs are uncertain and we are unable to reach the home or parent.

DELAY POLICY

Generally, when inclement weather exists, Northern Wells Schools will start with a *two (2)* hour delay. If after two hours, the inclement weather persists then school may be canceled and elearning may be implemented for the day. NWCS Central Office will send an Instant Connect informing families as well as post on the Northern Wells website.

There may be other unusual situations that occur throughout the school year. If so, they will be dealt with on an individual basis. The superintendent is responsible for making the decision and implementing appropriate communication plans.

EARLY DISMISSAL POLICY

If inclement weather presents itself, we will follow the everyday dismissal routines of your child. Our bus drivers will make certain that students are in their homes prior to proceeding to their next stop. In the event that no one is home, your child will be brought back to Ossian and will be able to attend Bear Care until closing at 6:00 P.M.

An instant connect will be sent to communicate the early dismissal.

In the event that you would like to change dismissal procedures on an early dismissal please make sure you contact the office and follow the dismissal procedures outlined in the student handbook. Also, please note that you may visit the NWCS district webpage, www.nwcs.k12.in.us, to sign up to receive alerts from Indiana's News Center. If you have additional questions or concerns please don't hesitate to contact our office.

ATTENDANCE

A student who does not attend school on a given day will not be permitted to take part in school activities scheduled for that day, including after school activities, class parties and convocations.

Attendance Policy

For the safety of your child, parents are to contact the school by 9:00 a.m. if your child will not be in attendance. If a call is not received, the school secretary will call to verify with you that your child is not in school; however, the absence will be considered unexcused.

Attendance Limitations-Semester

Northern Wells elementary schools will allow each student up to 6 days of absence per semester without requiring a physician's note. The following are the guidelines that will be followed upon reaching the six (6) day limit per semester.

After 6 days of absence (with exception of doctor excuse and pre approved vacation days):

A letter will be sent to parents informing them of the number of absences and contact will be made by a school official to discuss obstacles and brainstorm strategies for improved attendance.

After 10 days of absence per school year: (IDOE Policy)

School personnel may conduct a home visit. In addition, an educational neglect referral to the Department of Child Services and/or Wells County Probation may be necessary.

It is necessary for students to be absent from school from time to time for the following reasons:

- Personal illness with a **note from a doctor**
- Death in the immediate family (with memorial/obituary notice)
- Medical or dental appointments (with doctor note)
- Absences due to chronic medical condition (with doctor note)
- Approved vacations (see vacation guidelines below)

These absences are exempt and therefore will not be counted toward the above limitations.

- **ELEARNING ATTENDANCE:** Absences for eLearning (not participating and submitting eLearning work on time) will be recorded and treated in the same manner as traditional classroom attendance. (i.e. Excused if parent notifies school prior to 9:00 am, Doctor Excused if parent provides medical documentation, or Unexcused if school does not receive notification or medical documentation.)

VACATIONS

Vacations must be pre-arranged through the school office at least five (5) school days in advance of the vacation in order to be excused. Vacation requests will be limited to once per school year for a maximum of five (5) consecutive school days. The parent must obtain and properly complete a vacation form (these forms are available in the school office). Once approved, the form will then be signed by the Principal. Teachers will provide homework assignments to the student prior to the start of the approved vacation. ALL HOMEWORK IS DUE UPON THE RETURN TO SCHOOL AND TESTS MAY BE GIVEN IMMEDIATELY. Vacations will only be excused if the student accompanies a parent or legal guardian.

TARDINESS

Students who are tardy to school must report to the office in order to be admitted to class.

- When a student has been tardy on 6 or more occasions in one quarter, parents will be contacted by the principal/designee to discuss the late arrivals and work to develop a plan for improvement.

BICYCLE RULES

No child should ride a bicycle to school unless his / her parents consider s/he to be capable of riding safely in automobile and pedestrian traffic. Bicycles must be parked in the bicycle rack on the north side of the school. Bicycles may not be ridden during the school day. It is advisable to secure the bicycles with a lock. Bike riders enter and dismiss from Door 2.

CAR RIDERS

Morning: Car riders are to be dropped off at Door 2. Cars enter OES from SR1 and turn south to follow the line of cars around the parking lot. Slowing for the crosswalk in front of the gym, cars exit onto Metts Street.

Afternoon: Adults park in the gym parking lot and enter the gym foyer doors where you will sign your child out. Students will be dismissed to the gym foyer at 3:30. Slowing for the crosswalk, cars then must exit onto Metts Street avoiding use of the bus parking lot until all buses have departed. Cars are not permitted to drive behind the buses during dismissal.

TRANSPORTATION

The school provides bus transportation to and from school. School provided transportation is a privilege, and suspension may occur if the bus rules and procedures are not followed.

FIELD TRIPS

Field trips are scheduled through out the school year. Students will need to have a signed permission slip on file before the trip. Students are expected to be on their best behavior while representing their school. Preschool children are not allowed on field trips.

Since room on the school bus is limited, only authorized chaperones may accompany a class on field trips.

Chaperones must complete a criminal history check and have it approved by the Superintendent, no later than 2 weeks before the field trip is scheduled.

If you are selected to be a “chaperone” on a field trip you will be expected to ride the bus to and from the field trip destination. The role of “chaperone” involves supervision responsibilities, which are necessary for all planned activities related to the trip. We do not encourage parents to transport their children to or from field trips. However, if you have a need to transport your child to or from a field trip you must have this approved by the building level principal no later than seven days before the field trip is schedule.

BUS RULES

Items A through K are procedures expected of all riders at all times:

- A. Each student upon entering the bus must go immediately to his/her assigned seat on the bus.
- B. No student shall stand or move from place to place on the bus
- C. Students shall enter and leave the bus only after the bus has come to a complete stop and the entrance door has been opened by the driver
- D. Students shall be quiet at all railroad crossings
- E. Students shall follow directions of the bus driver the first time they are given
- F. Students must stay in their seats with their feet on the floor and out of the aisles and keep their hands and feet and objects to themselves
- G. Students must refrain from using inappropriate language, loud talking, or teasing and using rude gestures
- H. All students must enter and leave their respective buildings when loading and unloading the busses
- I. Student passengers should be waiting at their boarding station when the school bus arrives. In case of an emergency causing a late arrival by the student at his/her station, the bus driver will stop and blow the bus horn. The bus driver is not required to wait.
- J. Additional rules may be posted on individual busses
- K. All school rules apply to behavior on the bus as well as at the bus stop

The school is not responsible for lost or stolen electronic devices, nor does the school have the time or resources to investigate every lost or stolen device that is reported. The security of personal and/or school provided electronic devices is the sole responsibility of the student.

If a student breaks a rule, the following steps will be followed. Depending on the severity of the offense, a step may be skipped to a more significant consequence.

1. Driver will do any or all of the following options documented on Bus Misconduct Form and have the student sign Misconduct Form and:
 - a. Move student to another seat
 - b. Make student last off the bus when arriving to school
 - c. Have a conference with the student

2. Driver will do any or all of the following options documented on Bus Misconduct Form and signed by the student:
 - a. Move student to another seat
 - b. Make student last off the bus when arriving to school
 - c. Have a conference with the student
 - d. Parent contacted by driver

3. Driver will issue a Bus Misconduct Form, contact the parent directly , and do any or all of the following options:
 - a. Move student to another seat
 - b. Make student last off the bus when arriving to school
 - c. Have a conference with the student
 - d. Invoke a one day suspension of riding privileges. Parent will be notified of this one day suspension by transportation.

4. Driver will refer students to building administration which could result in suspension of riding privileges.

Possible Consequences for Violations of Bus Rules

One (1) day loss of riding bus, parents will be notified.

Three (3) days loss of riding bus, written notification to parents

Five (5) days loss of riding bus, written notification to parents

Loss of riding bus privilege for remainder of the nine weeks, semester, or school year, written notification to parents

INTERNET

Northern Wells Community Schools is pleased to offer student access to the Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users worldwide. This computer technology enables students and staff to expand their available information base by accessing and using resources from distant computers and through communication and collaboration with individuals and groups around the world. The Internet is a tool for life-long learning.

Families should be aware that some material accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the **school corporation's** intent is to make Internet access available for the purpose of achieving educational goals and objectives, students may find ways to access other materials as well. **The school corporation has taken measures to safeguard students from accessing inappropriate websites by installing software that complies with the Children's Internet Protection Act.**

While the **school corporation** believes the benefits of Internet access far exceed any disadvantages, parents and guardians of minors are responsible for setting and conveying standards that their children should follow when using media and information sources.

ELECTRONIC USE

The only electronic devices that are allowed to be out of backpack/locker and used at school are NWCS school issued devices used for an educational function.

If it is necessary for a child to have a cell phone in his or her possession for before or after school purposes, it must be turned off and in the school bag or locker during school and bus hours. A student may not use phones, except when permission is granted by a staff member.

The school is not responsible for lost or stolen electronic devices, nor does the school have the time or resources to investigate every lost or stolen device that is reported. The security of personal and/or school provided electronic devices is the sole responsibility of the student.

LOST AND FOUND

Lost and Found – Lost items can be claimed in the office (small items such as jewelry and glasses) and the lost and found area by the cafeteria entrance (garments, hats, lunch boxes, etc.). If your child has lost an item, the lost and found by the cafeteria or the office are the places to check. If lost items are not claimed at the end of each nine weeks, they will be

taken to the Forgotten Children for donation. It is wise to label items sent to school with your child's name.

SEARCH AND SEIZURE

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

EMERGENCY DRILLS

Fire drills are held monthly as directed by State law. Tornado drills are held at least once each quarter. Lockdown drills are held periodically. Bus evacuation drills are held once each semester. Information for each drill is posted in the classroom.

Earthquake and natural disaster procedures are also in place.

DRESS

Clothing should not represent a safety hazard, health hazard, or result in an interference with schoolwork. Unusual and exotic fads in dress and haircuts will be discouraged. **(non-traditional hair color, face painting, etc.)**

The following is NOT ACCEPTABLE and will not be worn to school:

1. Inappropriately revealing attire is not to be worn to school. This includes, but is not limited to garments which expose bare midriff, upper thigh, low riding pants that expose bottom, or low or loose cut tops that expose chest.
2. Clothing printed with profanity, questionable suggestions, or slogans.
3. Hats or other items that cover heads and sunglasses are not to be worn in the building.
4. Any garment advertising alcohol, tobacco, drugs, or drug paraphernalia.
5. Garments decorated with advertisement of death, destruction, or negativism.
6. Any other garment containing lewd, rude, vulgar, offensive, or obscene material as determined by the building principal.

If it is determined that a student is dressed inappropriately, a parent may be called to bring a change of clothes to school.

GYM RULES

Physical Education is a learning activity for each child. At this time every child is learning social skills such as: getting along with others, taking turns, sharing, communication with peers, and competitive sportsmanship. They are also learning state mandated PE curriculum.

PLEASE NOTE:

All children are required to go to Physical Education unless a doctor's note specifically requests that the child not go to Physical Education.

1. Students are not to be on the stage at any time.
2. Running around or up and down the bleachers is not permitted.
3. The door from the gym to the second floor is off limits at all times; except during an emergency or during an all school program.
4. All persons on the gym floor must have proper shoes. [Clean, old gym shoes may be used – no stocking feet.]

LUNCHROOM

A federal grant has made breakfast and lunch free for all students for the 2021-2022 school year.

The school cafeteria provides daily breakfasts, hot lunches and milk at a reasonable price. Monthly menus are sent home.

Lunch and Breakfast Fees		
	Full Pay	Reduced Pay
Breakfast Student	FREE	FREE
Breakfast Adult	\$2.00	N/A
Lunch Student	FREE	FREE
Lunch Adult	\$3.60	N/A

Lunchroom Rules of Expected Behavior

- Students are expected to follow school wide cafeteria expectations posted in cafeteria
- Parents are welcome to eat a private lunch with their child (ren) at table provided on the stage in the cafeteria. Only your child (ren) will be permitted.
- Students will not be allowed to drink pop/soda in either location.
- In order to ensure the safety of our students, if someone other than a parent plans to attend lunch with child, the parent must notify the school with the name and relationship of the visitor.

CLASSROOM CELEBRATION / SNACK POLICY

Snacks and other treats to be shared with students in the classroom must be purchased at retail stores and brought to school in their original sealed packages. This policy is for the health and safety of all students. We are unable to accept homemade baked goods. Parents are allowed to send balloons and flowers. However, for health and safety reasons they cannot be transported on buses.

OUTDOORS PLAY DURING COLD WEATHER DAYS

Students will have outdoor recess on days when the temperature and/or wind chill factor is above 10° F. Playtime may be limited due to coldness. The school office will use the weather monitor in the office as the source of information. At any time when students are outside, the person or persons on duty will also be outside. Parents are asked to dress their children accordingly. Proper dress includes coats, boots (when necessary), gloves, hats and scarves.

PLAYGROUND AND RECESS POLICIES

1. All children are required to go outside for recess unless a doctor's note specifically requests that the child not go outside.
2. In extremely cold or rainy weather, children will have recess in the classroom. If your child has some problem at recess, they are to inform the teacher on duty, who in turn will help solve the problem.

Ossian Elementary Recess Rules

1. Follow OES Rules of Expected Behavior at all times.
2. Students may bring basketballs, footballs, kick-balls, (or other bouncy balls) and jump ropes to play with at recess. Balls must be labeled with student's name.
3. Activities that could potentially cause injury are prohibited
4. Students should play within the designated playground boundaries avoiding the area near the building windows.
5. All playground equipment must be used as it is designed to be used (Example: only going down the slides)
6. Closed toed shoes are required in the mulched area.
7. No toys are permitted at school.

Consequences for Playground Misconduct

1. First occurrence: A verbal warning will be issued by recess supervisor.
2. Second Occurrence: Student will be directed to a spot on the sidewalk or building wall as a "time out" for the remainder of that recess. Documentation of misconduct will be provided to the classroom teacher.
3. If the same infraction is documented an additional time, the student may be required to serve an entire recess in the classroom, office, or in a recess "time out".

***Students may bypass the above consequences and be referred immediately to the office for severe misconduct, including but not limited to, fighting, injuring another student, threatening, or bullying.

RULES OF EXPECTED BEHAVIOR

1. Kind Hands
2. Kind Feet
3. Kind Words
4. First time every time

OSSIAN ELEMENTARY RULES AGAINST BULLYING

Definition: Bullying is when someone with **greater power** (physical, emotional, or social), **deliberately** hurts someone with less power **repeatedly**.

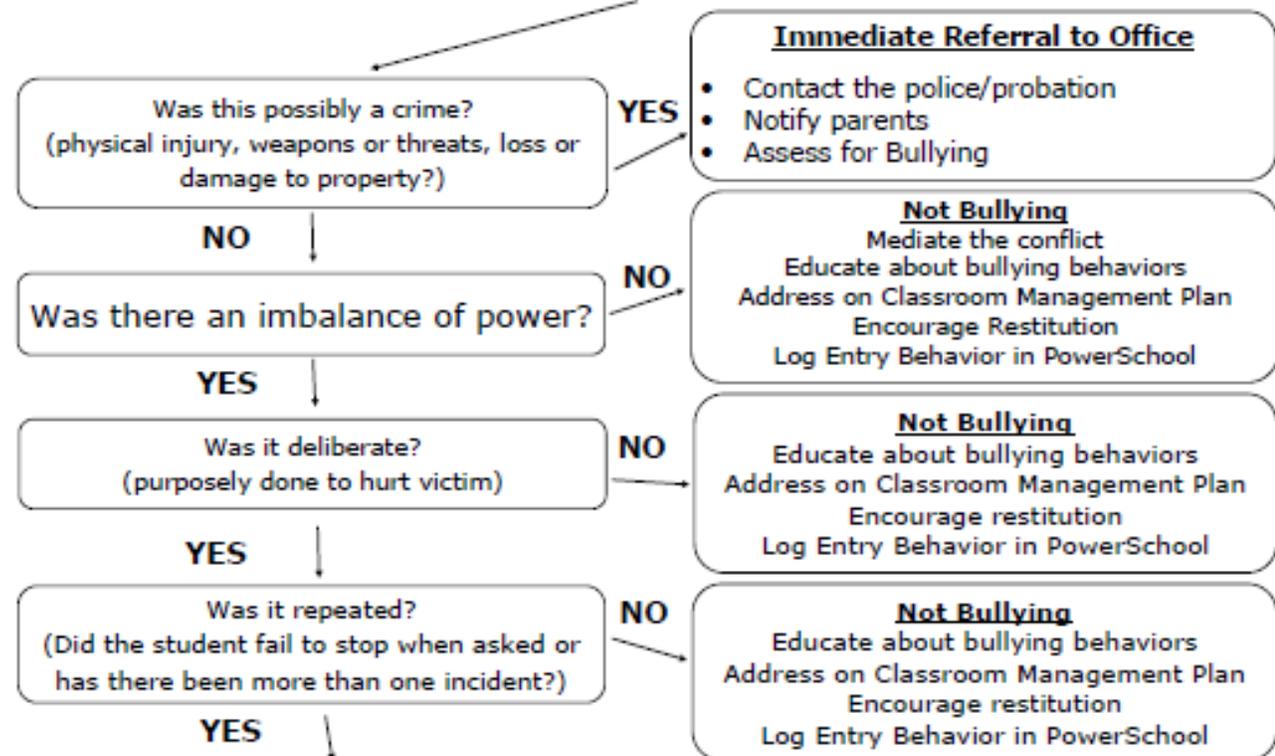
1. We will not bully others.
2. We help students who are bullied.
3. We will include students who are easily left out.
4. When we know somebody is being bullied, we will tell an adult at school and an adult at home.

Ossian Elementary School Definition of Bullying

Bullying is when someone with **greater power** (physical, emotional, or social), **deliberately** hurts someone with less power **repeatedly**.

Bullying Assessment Flow Chart

Interview all students involved in the incident. (Include alleged perpetrator, victim, bystanders, etc.)



Respond to Bullying

ALL STUDENTS

- Bully-Free Classroom Guidance Curriculum
- Additional Large/Small Group Lessons
- Individual Counseling
- Grade 3-5 Bully Survey
- School-Wide No Bullying Rules
- School-Wide Character Education Assemblies
- School-wide National Weeks of Celebration (i.e. Random Acts of Kindness)

BULLY

- 1st Offense:** Warning and Education by School Counselor or Principal; Parent Contact; Document in PowerSchool.
- 2nd Offense:** Referral to Office for Principal Conference; Parent Contact; Lunch & Recess Detention; Document in PowerSchool.
- 3rd Offense:** Referral to Office for Principal Conference; Parent Contact; ISS; Counselor Referral for Individual Counseling Sessions; Document in PowerSchool.
- 4th Offense:** Referral to Office for Principal Conference; Parent Conference; OSS, Outside Agency Referral (i.e. Counseling, Probation, Police Officer); Document in PowerSchool.
- 5th Offense:** Additional OSS with potential for expulsion.

VICTIM

- Educate victim about rights
- Parent contact, if appropriate
- Check in regularly to determine bullying has stopped
- Provide supportive environment
- Refer to counselor for assertiveness training if appropriate

NWCS HANDBOOK MEDICATION POLICY

Medication brought to school **MUST** be given to the building nurse with written permission to administer as directed from the parent/guardian. The parent/guardian must contact the building nurse, in advance, if prescription or non-prescription medication is coming to school. All medication must be brought in the original container and must not be expired.

Parent/guardian needs to include on their signed permission form the number of pills or amount of liquid that is being turned in to the nurse, unless it is received by the school in its factory sealed condition.

In order for your student to take a non-prescription medication at school, the school must have the following:

1. Written permission from the parent/guardian stating the date, student's name, name of medication, time to administer medication, parent/guardian signature and amount being sent.
2. The medication must be sent in the original container and taken to school nurse's office where it will be kept in a secure location.

In order for your student to take a prescription medication at school, the school must receive the information listed above **AND** a Doctor's order (or the prescription label with the order on it may be used)

Any student with a chronic disease or medical condition may self-administer medication at school if the school receives, in writing, two statements- one from the parent/guardian and a signed care plan from the Doctor. Care plans are listed on the NWCS clinic websites.

The Doctor must state the following in writing:

1. The student has an acute disease or medical condition for which the physician has prescribed the medication
2. The student has been instructed on how to self-administer the medication
3. The nature of the disease or medical condition that requires emergency administration of the medication (the physician determines what is acute or chronic, not the school)
4. The authorization and Care Plan must be filled out annually

A student in grades K-8 MAY NOT take home any medication from the school. The parent must pick up the medication OR authorize, in writing that someone of age eighteen (18) or over may pick up and take home the medication. Students are allowed to bring medication to school as long as the parent/guardian has notified the building nurse that the medication is coming and how much is being sent.

Medication **MAY** be sent home with a student in grades 9-12, if the student's parent/guardian sends written permission to the building nurse for the student to receive the medication and take it home.

All medication must be picked up by the last student day or it will be disposed of. No medication is kept at the end of the year.

UPDATED 5/2018

Back-to-School

IMMUNIZATION REQUIREMENTS

For 2021-22 School

Year

Vaccinations is one of the best way's parents can protect their children from harmful diseases. Vaccine-preventable diseases can be very serious, may require hospitalizations, or even be deadly.

Kindergartner's should be vaccinated prior to the start of the school year to assure they are protected. The Wells County Health Department offers childhood vaccines for Medicaid recipients, uninsured individuals, as well as most private insurance carriers. To schedule an appointment, call **260-824-6489**. Please have insurance information available at that time.

Should you have questions regarding the above, please do not hesitate to call. Our goal is to make our community a safe place to live and your child's school entrance a positive experience.

Lynn Blevins, LPN
Public Health Nurse

Grade	Required		Recommended
Pre-K	3 Hepatitis B 4DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio	1 Varicella (Chickenpox) 1MMR (Measles, Mumps & Rubella) 2 Hepatitis A	Annual Influenza
k-5th Grade	3 Hepatitis B 5 DTaP 4 Polio	2 Varicella 2 MMR 2 Hepatitis A	Annual Influenza
6th - 11th Grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)	Annual Influenza 2 HPV (Human Papillomavirus)
12th Grade	3 Hepatitis B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hepatitis A 2 MCV4 1 Tdap	Annual Influenza 2 MenB (Meningococcal) 2/3 HPV

INJURY OR ILLNESS

All injuries must be reported to a teacher or the School Nurse. If minor, the student will be treated and may return to class. If medical attention is required, the school Nurse will follow the School's emergency procedures.

A student who becomes ill during the school day should request permission from the teacher to go to the clinic. The Nurse will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

A student must be fever free **without** medications for twenty-four (24) hours before returning to school after an illness. A fever is considered 100.4 and greater.

OES will continue to follow the current NWCS Covid-19 Continuing Education Guidance Document.

STUDENT INSURANCE

School insurance is offered to all students at a minimal charge. We encourage families to take this insurance if they do not already have a family insurance plan.

IMMUNIZATIONS

Each student should have the immunizations required by law or have an authorized waiver. If a student does not have the necessary shots or waivers, the principal may remove the student or require compliance with a set deadline. This is for the safety of all students and in accordance with State law. Any questions about immunizations or waivers should be directed to the School Nurse.

MINIMUM IMMUNIZATION REQUIREMENTS FOR SCHOOL ENTRY

When a student enrolls in a school corporation for the first time or any subsequent time at any level, the parents must show either that the student has been immunized or that a current religious or medical objection is on file. Parents must provide the school corporation with complete immunization records prior to the beginning of the school year.

CONTROL OF CASUAL CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. If your child has had head lice, please contact the school nurse immediately – even if the child has already been treated at home.

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

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

If your child has head lice, please contact the school nurse immediately – **even if the child has already been treated at home.**

Meningococcal Disease (meningitis) Information

Meningitis, an infection of the fluid of a person's spinal cord and the fluid that surrounds the brain, is usually caused by a viral or bacterial infection. Viral meningitis is usually resolved without specific treatment, while bacterial meningitis can be quite severe and may result in brain damage, hearing loss, or learning disability. Before the 1990's, *Haemophilus influenzae* type b (Hib) was the leading cause of bacterial meningitis, but new vaccines being given to all children as part of their routine immunizations have reduced the occurrence of the meningitis due to *Haemophilus influenzae*. Today, *Streptococcus pneumoniae* and *Neisseria meningitidis* are the leading causes of bacterial meningitis.

High fever, headache, and stiff neck are common symptoms of meningitis in anyone over the age of two years. These symptoms can develop over several hours, or one to two days. Other symptoms may include nausea, vomiting, discomfort looking into bright lights, confusion, sleepiness, and seizures.

While some forms of bacterial meningitis are contagious through the exchange of respiratory and throat secretions, bacterial meningitis is not as contagious as the common cold or flu and is not spread by casual contact or by simply breathing the air where a person with meningitis has been. However, the bacteria that cause meningitis can spread to other people who have had close or prolonged contact with a patient with meningitis caused by *Neisseria meningitidis* (*meningococcal meningitis*) or Hib. People in the same household or day-care center, or anyone with direct contact with a patient's oral secretions (such as a boyfriend or girlfriend) would be considered at risk. There are vaccines against Hib and some strains of *Neisseria meningitidis* and many types of *Streptococcus pneumoniae*.

Resources for families and this disease may be obtained through their local physician or healthcare provider and the Wells County Health Department. Please contact your health care provider for specific instructions regarding your child.

DISCIPLINE

Discipline has two considerations:

1. Discipline is used when it becomes necessary to change a student's behavior.
2. Discipline is another link between school and home. Whenever possible, contacts are made with home when it becomes necessary for the principal to discipline. Most times the student calls home and explains to the parent exactly what has happened. This is done from the principal's office and in his/her presence.

At the beginning of each school year each teacher writes a discipline plan for his or her classroom. This causes thinking and planning ahead for instances before they happen. A plan is given to the principal. The principal then sees where s/he fits into the teacher's plan and also is aware of what the teacher has already tried before the principal becomes involved.

STUDENT DISCIPLINE RULES

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 discipline a student. In this event and in accordance with the provisions of I.C. 20-8.1-5.1, administrators and staff members may take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:**
An elementary teacher will have the right to remove a student from his/her classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:**
A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to 5 school days, this may include placement at the Wells County out of School Program (SOS).
3. **EXPULSION:**
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 possession of a firearm or a deadly weapon listed under the Grounds for Suspension and Expulsion.

GROUNDS FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in section A. below apply when a student is:

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

A. Student Misconduct and/or Substantial Disobedience

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Threatening, causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Threatening, causing or attempting to cause damage to private property, stealing or attempting to steal private property.

4. Threatening, causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person (i.e. physical contact, spitting, etc.). Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not constitute a violation of this rule.
5. Threatening or intimidating any person for any purpose, including obtaining money or anything of value from the student.
6. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
7. Possessing, handling, claiming to have, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
8. Possessing, using, transmitting, or being affected by any controlled substance, **prescription drug**, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tobacco of any kind, alcoholic beverage, intoxicant or depressant of any kind, **or any paraphernalia used in connection with the listed substances**. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
 - a. **Exception to Rule 8: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:**
 1. **That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.**
 2. **The nature of the disease or medical condition requires emergency administration of the prescribed medication.**
 3. **The student has been instructed in how to self-administer the prescribed medication.**
 4. **The student is authorized to possess and self-administer the prescribed medication.**
9. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
10. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

11. Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
12. Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
13. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
16. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, 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. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
 - e. failing to tell the truth about any matter under investigation by school personnel.
 - f. possessing or using a laser pointer or similar device.
 - g. bullying; see Bullying Assessment Flowchart on page 27.

B. Possessing A Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm **or a destructive device** on school property.
2. The following devices are considered to be a firearm under this rule:
 - any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above

 - any firearm muffler or firearm silencer

- any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device

- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter

- any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

- an antique firearm

- a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes

3. **For purposes of this rule, a destructive device is:**

- an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,

- a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

- a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

4. The penalty for possession of a firearm **or a destructive device**: 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 superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.

5. The superintendent shall **immediately** notify the **appropriate law enforcement agency** when a student is expelled under this rule.

C. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent shall **immediately** notify the **appropriate law enforcement agency** when a student is expelled under this rule.

D. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

E. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

RIGHT TO APPEAL

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

LEGAL REFERENCE: I.C. 20-8.1-5.1-1 et seq.
I.C. 35-47.5-2-4
I.C. 35-41-1-8
I.C. 35-47-1-5

SUSPENSION AND EXPULSION PROCEDURES

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 the evidence against the student will be presented; and,
 - (c) the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, the description of the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURE

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student's parents are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. ***An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the meeting.***
5. If an expulsion meeting is held, the person conducting the expulsion meeting 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 parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting within 10 days of the receipt of notice of the action taken. Appeals are to be made with the Wells County Court as the Board has voted to not hear appeals.

GANG POLICY

Criminal Gangs and Criminal Gang Activity: The School Board of Northern Wells Community Schools prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions. The Board also prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically: (IC 35-45-9-1)

(1) Either: (A) Promotes, sponsors, or assists in; or (B) Participates in; or

(2) Requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery. (IC 35-42-2-1)

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

The NWCS policy relating to Criminal Gangs and Criminal Gang Activity can be found on the school's website and in school board policy.

PUBLIC COMPLAINTS AND CONCERNS

It is the desire of the Board to rectify any misunderstandings between the public and the Corporation by direct discussions of an informal type among the interested parties. It is only when such informal meetings fail to resolve the differences, shall more formal procedures be employed.

Any requests, suggestions, complaints, or concerns reaching the Board, Board members, and the administration shall be referred to the Superintendent for consideration according to the following procedure.

Matters Regarding a Professional Staff Member

A. First Level

If it is a matter specifically directed toward a teaching staff member, the matter must be addressed, initially, to the concerned staff member who shall discuss it promptly with the complainant and make every effort to provide a reasoned explanation or take appropriate action within his/her authority and Corporation administrative guidelines.

This level does not apply if the matter involves suspected child abuse, substance abuse, or any other serious allegation which may require investigation or inquiry by school officials prior to approaching the professional staff member.

As appropriate, the staff member shall report the matter and whatever action may have been taken to the person's supervisor or building principal.

B. Second Level

If the matter cannot be satisfactorily resolved at the first level, it shall be discussed by the complainant with the person's supervisor or building principal and in compliance with provisions of a collective bargaining agreement, if applicable.

C. Third Level

If a satisfactory solution is not achieved by discussion with the supervisor, a request for a conference shall be submitted to the Superintendent by the complainant. This request should include:

1. the specific nature of the complaint and a brief statement of the facts giving rise to it;
2. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
3. the action which the complainant wishes taken and the reasons why it is felt that such action be taken.

Should the matter be resolved in conference with the Superintendent, the Board may be advised of the resolution.

D. Fourth Level

Should the matter still not be resolved, or if it is one beyond the Superintendent's authority and requires a Board decision or action, the complainant shall request, in writing, a hearing by the Board.

The Board, after reviewing all material relating to the case, shall grant a hearing before the Board.

The complainant shall be advised, in writing, of the Board's decision, no more than ten (10) business days following the hearing. The Board's decision on the matter will be final, and it will not provide a hearing to other complainants on the same issue.

If the complainant contacts an individual Board member to discuss the matter, the Board member shall inform the complainant that s/he has no authority to act in his/her individual capacity and that the complainant must follow the procedure described in this policy.

Matters Regarding the Superintendent

Should the matter be a concern regarding the Superintendent which cannot be resolved through discussion with the Superintendent, the complainant may submit a written request for a conference to the Board. This request should include:

- A. the specific nature of the complaint and a brief statement of the facts giving rise to it;
- B. the respect in which it is alleged that the complainant (or child of the complainant) has been affected adversely;
- C. the action which the complainant wishes taken and the reasons why it is felt that such action should be taken.

The Board, after reviewing the request, may grant a hearing before the Board or a committee of the Board or refer the matter to an executive session.

The complainant shall be advised, in writing, of the Board's decision within thirty (30) business days. The Board's decision will be final and not subject to appeal.

Matters Regarding a Support Staff Member

In the case of a complaint directed toward a support staff member, the complaint is to be directed, initially, toward the person's superior, and the matter then brought as required to higher levels in the manner prescribed as for professional staff members.

Matters Regarding Corporation Services or Operations

If the request, suggestion, complaint, or concern relates to a matter of Corporation procedure or operation, it should be addressed, initially, to the person in charge of the service or operation and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding Professional Staff Member".

Matters Regarding the Educational Program

If the request, suggestion, complaint, or concern relates to a matter of Corporation program, it should be addressed, initially, to the principal and then brought, in turn, to higher levels of authority in the manner prescribed in "Matters Regarding Professional Staff Member".

Matters Regarding Instructional Materials

If the request, suggestion, complaint, or concern relates to instructional materials such as textbooks, library books, reference works, and other instructional aids used in the Corporation, the following procedures shall be followed:

- A. The criticism is to be addressed to the principal in writing, on form "Request for Review of Materials or Course Content."
- B. If the principal cannot resolve the situation, s/he shall submit the information to the Superintendent.
- C. Upon receipt of the information, the Superintendent shall, after advising the Board of the complaint, appoint a review committee consisting of the school librarian and one (1) or more professional staff members and others as appropriate.
- D. The Superintendent shall be an ex officio member of the committee.
- E. The committee, in evaluating the questioned material, shall be guided by the following criteria:
 1. the appropriateness of the material for the age and maturity level of the students with whom it is being used

2. the accuracy of the material
 3. the objectivity of the material
 4. the use being made of the material
- F. The material in question may not be withdrawn from use pending the committee's decision.
 - G. The committee's decision shall be reported to the Superintendent in writing within ten (10) business days following the formation of the committee. The Superintendent will advise the complainant, in writing, of the committee's decision and advise the Board of the action taken or recommended.
 - H. The complainant may appeal this decision to the Board through a written request to the Superintendent, who shall forward the request and all written material relating to the matter to the Board.
 - I. The Board shall review the case and advise the complainant, in writing, of its decision within ten (10) business days.

No challenged material may be removed from the curriculum or from a collection of resource materials except by action of the Board, and no challenged material may be removed solely because it presents ideas that may be unpopular or offensive to some. Any Board action to remove material will be accompanied by the Board's statement of its reasons for the removal.

I.C. 20-26-5-4
20 U.S.C. 1232h

Revised 10/25/94
Revised 10/96

Nurse Distribution-Distribution of Low THC Hemp Extract (IC 24-4-21)

Low THC Hemp Indiana law defines "low THC hemp extract" as a product:

1. derived from Cannabis sativa L., that meets the definition of industrial hemp;
2. that contains not more than three-tenths percent (0.3%) delta-9-THC (including precursors); and
3. that contains no other controlled substances

Prior to school personnel administering a low THC hemp extract substance, in addition to the above requirements, the following criteria must be met:

1. Parent/Guardian has provided the school with written permission to administer the product to his/her child and has verified that the product was acquired from a retailer that meets the requirements of state law;
2. Product is in the original packaging and is UNOPENED;
3. Student's health care provider has provided the school with a prescription to administer the substance which includes the dose, route and time of administration; and
4. Product has been approved by: (1) the federal Food and Drug Administration or the federal Drug Enforcement Agency as a prescription or over the counter drug* or (2) meets the packaging requirements of state law (IC 24-4-21-4).

Low THC hemp extract substance must be in packaging that contains the information required by state law. A school nurse or other trained school personnel will determine if the packaging complies with the law prior to the low THC hemp extract being administered.

*To date, the agency has not approved a marketing application for cannabis for the treatment of any disease or condition. FDA has, however, approved one cannabis-derived and three cannabis-related drug products. These approved products are only available with a prescription from a licensed healthcare provider. FDA has approved Epidiolex, which contains a purified form of the drug substance CBD for the treatment of seizures associated with Lennox-Gastaut syndrome or Dravet syndrome in patients 2 years of age and older. That means FDA has concluded that this particular drug product is safe and effective for its intended use.

More information on CBD products from the FDA can be found by following the link below:
<https://www.fda.gov/news-events/public-health-focus/fda-regulation-cannabis-and-cannabis-derived-products-including-cannabidiol-cbd>

Stance on CBD Products

Northern Wells Community Schools does not strictly prohibit the use of CBD products. However, the FDA has released the statement below (www.fda.gov):

“To date, the agency [FDA] has not approved a marketing application for cannabis for the treatment of any disease or condition. FDA has, however, approved one cannabis-derived and three cannabis-related drug products. These approved products are only available with a prescription from a licensed healthcare provider. FDA has approved Epidiolex, which contains a purified form of the drug substance CBD for the treatment of seizures associated with Lennox-Gastaut syndrome or Dravet syndrome in patients 2 years of age and older. That means FDA has concluded that this particular drug product is safe and effective for its intended use.”

The agency also has approved Marinol and Syndros for therapeutic uses in the United States, including for the treatment of anorexia associated with weight loss in AIDS patients.

Marinol and Syndros include the active ingredient dronabinol, a synthetic delta-9-tetrahydrocannabinol (THC) which is considered the psychoactive component of cannabis. Another FDA-approved drug, Cesamet, contains the active ingredient nabilone, which has a chemical structure similar to THC and is synthetically derived.

It is the responsibility of the student and his/her family to understand the validity of the CBD products consumed, if desired. Because of the FDA's stance stated above, any substance consumed will be addressed and disciplined according to the results received from a drug test. Providing the original packaging for the substance consumed will not release a student from disciplinary action based on the results received from a drug test.

Title IX New Rules & Regulations Effective Aug. 14, 2020 – Sexual Harassment

According Title IX and the US Department of Education, in accordance with 34 CFR Part 106, sexual harassment means conduct on the basis of sex that satisfies one or more of the following:

- (1) An employee of the recipient conditioning the provision of an aid, benefit, or service of the recipient on an individual's participation in unwelcome sexual conduct;
- (2) Unwelcome conduct determined by a reasonable person to be so severe, pervasive, and objectively offensive that it effectively denies a person equal access to the recipient's education program or activity; or
- (3) "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)(A)(v), "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

The school must have actual knowledge of sexual harassment. "Actual knowledge means notice of sexual harassment or allegations of sexual harassment to a recipient's Title IX Coordinator or any official of the recipient who has authority to institute corrective measures on behalf of the recipient, or to any employee of an elementary and secondary school. Imputation of knowledge based solely on vicarious liability or constructive notice is insufficient to constitute actual knowledge. This standard is not met when the only official of the recipient with actual knowledge is the respondent. The mere ability or obligation to report sexual harassment or to inform a student about how to report sexual harassment, or having been trained to do so, does not qualify an individual as one who has authority to institute corrective measures on behalf of the recipient. "Notice" as used in this paragraph includes, but is not limited to, a report of sexual harassment to the Title IX Coordinator as described in § 106.8(a)."

Tobacco/Smoking/Vaping

Use or possession of items connected with smoking, chewing, look alike substances, etc. Items (tobacco, cigarettes, e-cigarettes, hookah pens, water vapor pens, lighters, matches, tobacco free and/or nicotine free dips, JUULs, JUUL pods, CBD/hemp cigarettes and cigars, etc.) found in a student's possession will be confiscated and not returned. If the student is under the age of 18 and in possession of a tobacco product, a law enforcement officer may be summoned to issue a citation to the student for illegal possession of the tobacco product (IC 35-46-1-10.5).