

West Noble Middle School Student-Parent Handbook 2022-2023



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Ligonier, IN 46767
260-894-3191**

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WEST NOBLE MIDDLE SCHOOL MISSION STATEMENT

The mission of West Noble Middle School is to provide a safe, positive, and respectful educational environment that will challenge all students to reach their highest level of achievement.

School Faculty and Staff

Superintendent Galen Mast	Office Phone 894-3191
Curriculum Director, 504 Coordinator Sarah Wilson	Office Phone 894-3191
School Board Members Joe Hutsell Todd Moore David Peterson Joe Saggars Travis Stohlman John Schwartz Paul Fought	
Principal Melanie Tijerina	Office Phone 894-3191 ex. 2001
Assistant Principal Ashley Bradley	Office Phone 894-3191 ex. 2002
Assistant Principal/Athletic Director Gene Teel	Office Phone 894-3191 ex. 2055
Guidance Counselor Janet Hutsell	Office Phone 894-3191 ex. 2012
Guidance Counselor Valerie Walter	Office Phone 894-3191 ex. 2011
Guidance Counselor Estefania Martinez	Office Phone 894-3191 ex. 2013
Media Specialist Chris DeVries	Office Phone 894-3191 ex. 2020
School's toll free number:	1-800-488-3191

FIFTH GRADE TEACHERS

Samantha Christner
Darin Kauffman
Michele Leitch
Stephanie Montgomery
Linda Slabaugh
Adam Sprague
Leslie Wechter
Dee Woody

SEVENTH GRADE TEACHERS

Kevin Becker
Tisha Bradley
Matt Donat
Heather Foster
Katie Waterfall
Vicki Replogle
Tim Schermerhorn
Sarah Stringfellow
Jeremy Swank

RELATED ARTS

Renee Clark
Moorea Douglas
Ross Hales
Shaina Liv Lescano
Jack McCray
Jeremy Merrifield
Sarah Sponseller
Susan Sprague
Jodee Swank

ESL PROGRAM

Danielle Long
ToyLeann Mast

HEALTH SERVICES

Kenzie Cockrill

SCHOOL RESOURCE OFFICERS

Chris Shearer
Grant Moser

APPLIED SKILLS

Brad Millikan
Sarah Wroblewski
Amanda Dill

SIXTH GRADE TEACHERS

Michelle Edington
Rusty Emmert
Tracy Miller
Greg Riegsecker
Bailey Showalter
Stacy Steele
Travis Steele
Sarah Stringfellow
Becky Younce

EIGHTH GRADE TEACHERS

Kevin Becker
Kenna Cross
Kyla Kensill
Ashley Libben
Candace Hales
Chloe McRobbie
Betsy Shrock
Jason Sprague

INSTRUCTIONAL ASSISTANTS

Tina Anderson
Krista Eash
Rhonda Jacobs
Grace Miller

SECRETARIES

Jill Beckman-Kill
Starr Cox
Victoria Hayden
Terri Peterson

INSTRUCTIONAL COACH

Michael Weimer (Innovation)

SCHOOL PROCEDURES

Academic Requirements

Students in grades 5, 6, 7 and 8 are required to participate in a full course of study including English, math, science, social studies, and related arts courses.

Student progress is assessed using a number of instruments and procedures. These may include portfolios, standardized tests, performance evaluations, daily assignments, and teacher made tests and checklists. Each teacher will inform students and parents of his or her grading policy. The school grading scale, which is followed by all teachers who use percentages, is: A+ = 100%; A 93-99%; A- = 90-92%; B+ = 87-89%; B= 83-86%; B- = 80-82%; C+ = 77-79%; C 73-76%; C- = 70-72%; D+ = 67-69%; D= 63-66%; D- = 60-62%; F 0-59%; and I = incomplete. If special circumstances warrant it, pass/fail grades may be assigned to students.

Results of these assessments are shared with parents by conferences, telephone calls, letters, and a progress report which is sent home at the end of each grading period. Progress Reports are issued approximately one week after the midterm point and end of each Trimester. If a student is not enrolled at least half of the grading period, no grades will be given. If a student or parent has a question about a grade, he/she should arrange a conference with the teacher to discuss the matter. Skyward may be accessed anytime to obtain current student grades. Access to Skyward can be gained by visiting the West Noble website (www.westnoble.k12.in.us).

An honor roll is posted every grading period consisting of the students who made grades to qualify. The honor roll is also sent to the local newspaper for publication.

At the end of the school year, a student will be promoted to the next grade, retained in the same grade, placed in the next grade, or conditionally promoted to the next grade. Students who have an F average grade in two or more subjects for the school year may be considered for grade retention. Parents of students who are recommended for retention will be contacted and the procedure used in the West Noble School Corporation will be implemented.

Attendance

The West Noble School Corporation has the obligation and duty to educate the students of this school community. One part of this mandate is to enforce the rules on attendance so that each student has the opportunity to receive all educational benefits offered by this school corporation. Attendance laws are compulsory in the state of Indiana. We accept this responsibility and insist that all students be regular in their attendance.

‘Attend’ means to be physically present: (1) in a school; or (2) at another location where the school’s educational program is being conducted; during regular school hours on a day.

Currently state law charges each school district to locally define “excused” and “unexcused” absences. As such *the Board considers the following for excused absences:*

- A. illness verified by a note from the parent*
- B. illness verified by a note from a physician*
- C. recovery from accident*
- D. required court attendance*

- E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.*
- F. death in the immediate family or of a relative*
- G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223*
- H. maternity*
- I. military connected families' absences related to deployment and return*
- J. such other good cause as may be acceptable to the Superintendent or permitted by law*

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as absence from school without permission of the parent.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

(Policy # 5200)

Parents should call the school or send in a note within 24 hours of a student's absence. The numbers to call are 894-3191 or 1-800-488-3191, extension 2015. Parents may leave a message on the voice mail 24 hours a day. If the school is not notified, the student may be considered truant until such a time that notification is received from the parent.

Students who arrive late must report to the office. Habitual tardiness will be addressed each trimester with disciplinary consequences beginning with the 6th unexcused tardy to school. Students leaving early must report to the office before leaving the building. No one may leave the building during school hours unless written permission has been given by the parents. Students are not to be in the building before or after school hours unless accompanied by a parent, a teacher, or coach.

Students missing more than 1 hour of instructional time during any part of the school day will be counted absent at least one-half of the school day. In the case of an absence, it is the responsibility of the student to secure the makeup assignments from their teachers. Students may be allowed one day of makeup for each day of absence.

School Administrators reserve the right to address each student attendance situation and any associated concerns on an individual basis.

Concert Attendance

All Music Classes follow the school policy of excused and unexcused absences. Any absence for a scheduled concert for reasons other than those listed in school policy will result in an unexcused concert absence. Parent contact about an absence should be made before the concert begins. Email or phone contact is acceptable.

Although nothing can compare to a performance, all excused absences will have an alternate assignment that will need to be completed. An alternate assignment for half credit will be assigned in the case of unexcused absences.

Emergency Drills

Safety is a top priority at West Noble Middle School. In accordance with governing laws & regulations, and to help ensure our preparedness should a true emergency arise, a variety of emergency drills are conducted. These emergency drills commonly include: **Fire Drills, Severe Weather (Tornado) Drills, and Lockdown Drills**. Whether a drill is initiated by alarm, air horn signal, or a public announcement system, students must:

1. Remain quiet and orderly.
2. Follow staff directions and posted procedures promptly.
3. When directed by staff, proceed to and remain in the designated area until the completion of the emergency drill is clearly communicated by school personnel.
4. When the emergency drill has concluded, follow staff directions to resume class or return to the building in an orderly fashion.

Guest Procedure

Any adult other than school personnel entering the school must report to the office to sign in and pick up a visitors tag. If a student wants to show the school to a guest, he/she should make arrangements in advance with Administration in order to bring the guest to school. Parents wishing to visit a classroom during instructional time must request and receive prior approval from school administration.

High Ability Program

High Ability classes are offered to students who qualify in 5th thru 8th grade. Students may qualify for HA Language Arts, HA Mathematics classes and/or (8th only) foreign language classes. Qualification is determined by a screening process and/or teacher and parent referrals. Anyone who would like more information about the requirements for these classes should contact the guidance department.

Lockers

Students are assigned to lockers at the beginning of the school year. If a need for change does arise, see a school administrator.

Lockers should be kept clean. Marking or writing on lockers is not acceptable. To avoid locker theft, students should keep their locker combinations to themselves and not share their lockers with others. No student should get into another student's locker. The school has a master key to all lockers and has the right to search and seizure. Students may be denied the use of lockers.

SEARCH AND SEIZURE (Policy #5771)

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

B. Student Person and Possession

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

C. Breath Test Instruments

Administrators are authorized to arrange for the use of breath-test instruments for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood- alcohol level, since the Board has established a zero tolerance for alcohol use.

D. Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

Lost and Found

Lost and Found is located in the main hall. If an article is lost, it can be reported to the office. Unclaimed items will be periodically donated to local charities.

S.T.A.R. Program

STAR rewards are based on excellent performance in Academics, Citizenship, Behavior, Attendance, and eLearning. Each grade-level will organize their own STAR (Students Triumphantly Achieving Rewards) incentive and reward program. Parents receive information about this program at the start of each school year.

Student Drop-off/Pick-up Information

Students who ride home with anyone other than a parent or sibling must have a parent note/phone call on file at the middle school. Arrangements should be made prior to dismissal.

Parents, who bring their student to school and/or pick them up at the end of the day, should do so at the South Gym parking lot. Due to safety concerns, students must not be picked-up/dropped-off at the Main Entrance when buses are present. The middle school is open for student drop off at 8:15 AM.

Student Store

There is a Student Store available each morning before school. Basic school supplies and some novelty items are available. West Noble apparel may also be ordered through the Student Store.

School Delays and Closings

Skylert messages will be used to send messages in the event of a weather delay or closing. Students may also learn about school delays and closings by listening to the following stations, WOWO (1190 AM), WBCL (90.3 FM), WPTA-TV (Channel 21-Fort Wayne), WANE TV (channel 15), WFFT (channel 55), WNDU-TV (Channel 16-South Bend), or WSJV-TV(Channel 28-South Bend). Cancellations and delays are also recorded on the schools automated phone message system (894-3191 or 1-800-488-3191). To check for a delay or cancellation online go to the West Noble website (<http://westnoble.k12.in.us>).

If weather looks threatening, and you are not receiving information from your favorite media, please check another source from the list. Remember: It is impossible to guarantee text message delivery for the delivery of information via radio, TV, or internet. Text Alert Suggestion: Set up text alerts from two or more different media. You can also follow “WNMSLigonier” on Instagram or Twitter.

Telephone

There is a telephone available in the office for student use. Students may not use classroom phones without permission.

STUDENT CONDUCT

School should be a pleasant place to work and learn. Students are expected to exhibit a good attitude toward the school and at all times be respectful to themselves, their classmates, teachers and other school personnel.

(Policy #5500)

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;*
- B. allows all students in the class the opportunity to learn;*
- C. has consequences that are fair, and developmentally appropriate;*
- D. considers the student and the circumstances of the situation; and*
- E. enforces the Student Code of Conduct/Student Discipline Code accordingly.*

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on Corporation premises, and on school vehicles.

The Superintendent is authorized to establish administrative guidelines on the dangers of dangerous weapons which requires students to report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge shall/may subject the student to immediate suspension and potential expulsion from school.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed annually.

STUDENT DISCIPLINE

Student conduct violations could include but are not limited to:

1. Acts of violence
2. Gang activity
3. Verbal abuse/intimidation
4. Substance abuse
5. Theft
6. Possession of a weapon
7. Failure to comply with other rules set by school staff

(Policy #5600)

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and students should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board requires each student of this School Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;*
- B. respect the person and property of others;*
- C. preserve the degree of order necessary to the educational program in which they are engaged;*
- D. respect the rights of others;*
- E. obey constituted authority and respond to those who hold that authority.*

The Superintendent will promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;*
- B. do not discriminate among students;*
- C. do not demean students;*

D. do not violate any individual rights constitutionally guaranteed to students.

The Superintendent will designate sanctions for the infractions of rules, excluding corporal punishment, which:

A. relate in kind and degree to the infraction;

B. help the student learn to take responsibility for his/her actions;

C. are directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct.

The Superintendent will appoint a committee of staff members by building to review rules of student conduct annually and to advise on alterations and modifications.

The Superintendent will request that the State Department of Education provide information and assistance to the Corporation regarding the implementation of the Code of Conduct to ensure that teachers and administrators receive appropriate professional development and other resources in preparation for carrying out the plan.

The Superintendent will report to the Board annually the methods of discipline used and the incidents of those types of student misconduct designated by the Board.

The building principal shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process rights to notice, hearing, and appeal.

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be detained or other suitable transportation arrangements have been made.

Grade-Level Behavior Systems

Grade-levels will design their own behavior monitoring system each year with the guidance of their Team Leaders. These systems are designed to monitor student classroom behavior, help prevent minor classroom misconduct from becoming office-level discipline, and encourage effective communication between teachers and parents. Each grade-level system provides for behavioral consequences with increasing accountability. School administrators review and approve each grade-level plan for implementation at the start of each school year. This information is sent home to parents and is posted on the school's webpage each year.

School Bus Discipline

Riding a school bus is a privilege, not a right. Any student who misbehaves on a school bus may be denied the privilege of riding any West Noble school bus. Should a suspension of such privilege be issued, the student may not ride any West Noble school bus for the number of assigned days that the student maintains regular school attendance.

Students should adhere to the following expectations for bus conduct:

1. Each student shall be located immediately upon entering the bus in the place assigned by the driver.
2. No student shall stand or move from place to place during the trip, except by permission of the driver.
3. Loud, boisterous, profane language or indecent conduct shall not be tolerated.
4. Students shall not be allowed to tease or handle each other.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. A bus must be completely stopped before a student may enter or leave the bus.
7. The student should be waiting at his/her boarding station when the school bus arrives. The bus driver, at his/her discretion, may wait a reasonable length of time for late riders, taking into consideration weather conditions, traffic and other circumstances. Bus drivers should be as consistent on the timing of their routes as much as possible.
8. A school child who is required to cross a highway before boarding or when unloading from a school bus shall be required by the driver of their school bus to wait before crossing the highway until it is safe for them to cross. The child must cross the road in front of the bus.
9. The driver of the bus has the same authority as any teacher in the classroom.

Parents should first contact the bus driver about any discipline concerns. If the situation is not resolved, then the parent should contact the Director of Transportation. School bus drivers are to have control of all students transported between the homes of the students and the school, and in return. The driver shall keep order, maintain discipline among the students while on the bus or along the route, and shall treat all the students in a civil manner, and see that no student is imposed upon or mistreated while in their charge.

Proper behavior is necessary in order to minimize risks to student safety. When drivers must deal with improper behavior, they cannot give their full attention to their primary responsibility of driving the bus. We urge and appreciate parent cooperation in maintaining proper behavior. Riding on a bus is a privilege which may be revoked. Parents are urged to support the driver and administration, and take actions necessary to ensure appropriate behavior of their own children.

Requests for bus changes must be handled through the Transportation Office.

Bullying

(Policy #5517.010)

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any

gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited. This policy applies when a student is 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; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and*
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.*

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

- A. places the targeted student in reasonable fear of harm to the targeted student's person or property;*
- B. has a substantially detrimental effect on the targeted student's physical or mental health;*
- C. has the effect of substantially interfering with the targeted student's academic performance; or*
- D. 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.*

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

- A. Participating in a religious event.*
- B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.*
- C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.*

- D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.*
- E. Participating in an activity undertaken at the prior written direction of the student's parent.*
- F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.*

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated according to the timeline established by the Superintendent's administrative guidelines.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the bullying behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the reported bully shall be notified of the alleged bullying incident at the beginning of the investigation, the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or will be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble

is similarly prohibited and will not be tolerated. Retaliation and making intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Cell Phones/Electronic Devices

Students will be allowed to have cell phones and electronic devices at school. However, cell phones and electronic devices should not be used in classrooms unless approved by a staff member. Cell phones must not be used in restrooms or locker rooms. The school will not be responsible for theft or loss of any electronic devices.

Dress Code

WNMS does not allow dress or grooming which presents a clear and immediate danger to the student's health and safety or disrupts a classroom, school activity, function, or event, or interferes with school purposes or the operation of the school .

Dress covered by this rule includes but is not limited:

- No hats or hoods should be worn in the building
- No bare midriffs or cleavage
- Apparel/personal items must be free of objectionable language, symbols, pictures, and sexual references
- Apparel/personal items must be free of references to alcohol, drugs, and/or tobacco
- Apparel/personal items may not promote or depict violence or gang activity
- No winter coats or blankets should be worn during the school day
- No costumes outside of approved dress up days

The Administration will make the final decision about whether clothing is acceptable or not.

Students found to be in violation of the dress code will be given loaner clothing. Students may contact parents but will return to class

Displays of Affection

Public Display of Affection is not appropriate for the school setting. This includes hand-holding and kissing. While a first offense will result in a verbal warning and a call to parents/guardians, repeated violation will be considered insubordination with further disciplinary action imposed. Administration reserves the right to make the final decision regarding behaviors related to public display of affection.

In-Area Without Permission

Students are expected to be in assigned areas at all times. Students leaving an authorized area must obtain permission from a staff member before doing so. Violation of this expectation or abuse of pass privileges can result in disciplinary consequences.

STUDENT SERVICES

Food Service

The school maintains a breakfast and lunch program for the students. The meals are designed to be balanced and nutritional. Applications for free or reduced lunches are available in the office. Food from outside restaurants must be removed from original containers and packaging before entering the cafeteria.

School lunch accounts are accessed through finger scan technology. Parents with questions about finger scan technology should contact the Corporation Food Service Director.

Money can be deposited into a student's individual account using a Lunch Deposit Envelope. (Students receive a price break for pre-payment of meals.) Attempts will be made to inform the student when his/her account is getting low. A student or parent may access their account balance at any time using the online system. For any questions, concerns, or special requests contact the school office.

Guidance

The students should feel free to visit the guidance office and make an appointment to see the guidance counselor at any time. Students may receive information about vocations or aid in evaluating their abilities and interests. Students may receive individual or group counseling in relation to personal problems, how to get along with friends, crisis intervention, or how to be more effective as a student. Students may also receive help in selecting courses for high school. If a student has a problem with their schedule, they should make an appointment to see their guidance counselor. Any schedule changes must be made through the Guidance Office.

In compliance with Public Law 93-380 (Family Education Rights and Privacy Act of 1974), parents may make an appointment to see their child's records. If a student is moving, parents should notify the office.

Various booklets with parenting tips and advice for parents and students may be obtained from the guidance office or checked out from the media center. The guidance office also organizes an in-school mentorship program in addition to outside referrals.

Student Records

If a parent or guardian desires to examine the records of his or her child, the following procedures are established.

1. Contact the Principal of the school.
2. Indicate the desired records to be examined.
3. Make an appointment for examination purposes (records may not be removed from the school).

Library Media Center/ Technology

The Library Media Center (LMC) is available to all students for book check-out, research and leisure reading. Students use their student identification numbers to check out materials. Videos, books, and some magazines may be checked out. Filmstrips, vertical files, computers, and most magazines are used in the LMC.

The LMC sponsors the Charger Reading Challenge and Battle of the Books. The LMC staff welcomes student suggestions for new materials and is ready to help students find and use the materials they need. Some students may be able to work as student library helpers during their study time.

Students forgetting Chromebooks may checkout a replacement device for the day from the Media Center. Parents and students may reference the Digital Learning Handbook on the school's website (www.westnoble.k12.in.us).

Student Technology Acceptable Use and Safety (Policy #7540.03)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Corporation-owned property or at a Corporation-sponsored activity (see Policy 5136).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Corporation Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

First, the Corporation may not be able to limit access technologically, through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file

server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology-related devices owned or leased by the Corporation or connected to the Corporation computer network.

Pursuant to State and Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or the Director of Technology may temporarily or permanently unblock access to websites or online education services/apps containing appropriate material if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or the use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Corporation Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms and cyberbullying awareness and response. Users of Corporation Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments.

Students are responsible for good behavior when using Corporation Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises, and at school-sponsored events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable both civilly and criminally, for uses of Technology Resources that are not authorized by this Policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of Corporation Technology Resources.

School Nurse

To prevent the spread of communicable diseases to other students and to protect the ill child himself, it is the policy of the West Noble School Corporation to send students home from school for one or more of the following reasons:

- 1) Temperature of 100 degrees or above
- 2) Sore throat, hoarseness accompanied by a temperature of 100 degrees or above
- 3) Excessive coughing or sneezing
- 4) Red, watery eyes not associated with allergies
- 5) Headache, nausea, or vomiting
- 6) Skin sores, rash, or any skin condition resembling a communicable disease

A child must be fever-free (less than 100 degrees) for 72 hours without fever-reducing medication (such as acetaminophen or ibuprofen) before returning to school in order to keep illnesses from spreading,

IMPORTANT: Emergency care information must be on file for each student, giving home and work telephone numbers where parents may be reached. Please contact the school secretary for any changes in employment that result in a change of work telephone numbers. When illness occurs during the school day, parents will be notified and arrangements should be made for parent or designated caregiver to come for the child. Students are not to contact parents for pick-up during the school day without permission from office staff.

In the event of a serious emergency and the parent or other designated emergency contact cannot be reached by telephone, the written signature of a parent on the enrollment card gives permission for a school nurse to take the child to a doctor or notify Emergency Medical Service and take the child to a hospital.

Incontinence/Accidents

For occasional circumstances of incontinence or accidents, the school nurse usually has some clothes available for the student to use. Some children have frequent incontinence or accidents. This usually indicates a medical issue that needs to be addressed by a family physician. In the case of a student with frequent accidents, a change of clothes must be provided to the school nurse. When the clothing is soiled and sent home, it will be the parents' responsibility to replace the clothing. If clothing is not provided, the parent will be asked to come to the school and provide clothing for their child.

Student Medication Guidelines

Requirements for administration of medication to students at school by school employees have been developed for the West Noble School Corporation in compliance with P.L. 264.2001, Sec. 2 (IC 20.8-1-5.1-7.5 and IC 20-8.1-5.1-7.5). School employees will not administer medication if these requirements have not been followed. All medication is stored in the nurse's office in a locked and secure location. Request forms may be obtained from the school nurse for prescription medications. Any medication to be given three times a day should be given in the morning before school, after school, and at bedtime. Any exceptions must be requested by the physician as an order faxed to the school nurse.

Medication

(Policy #5330)

The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child has a disability and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines, including those prescribed by a physician and any nonprescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician accompanied by the written authorization of the parent (see Form 5330 F1). This document shall be kept on file in the office of the school nurse, and made available to the persons authorized to administer the medication or treatment. The prescription must be in its original container and labeled with the student's name and the exact

dosage. At no time is the school to administer a dosage other than that authorized by the physician's prescription unless the prescribed dosage exceeds the permissible dosage for such medication, in which case the parent will be contacted to come to school to administer a dosage greater than the maximum permissible dosage.

Both the physician and the parent also must authorize any self-medication by the student. In addition, the physician's statement authorizing self-medication must include the information set forth in Policy 5330.01 - Self-Administered Medication.

The Board requires the prior written consent of the parent before any nonprescribed medication or treatment may be administered (see Form 5330 F1a and Form 5330 F1b). These documents shall be kept in the office of the school nurse. Except in the case of authorized self-medication, all forms of medication shall be administered by the School Corporation in accordance with the Superintendent's guidelines. No student is allowed to provide or sell any type of over-the-counter medication to another student.

Violations of this rule will be considered violations of Policy 5530 – Drug Prevention and of the Student Code of Conduct/Student Discipline Code.

Immunization ***(Policy #5320)***

The School Board requires that all students be properly immunized against diphtheria, pertussis (whooping cough), tetanus, measles, rubella (German measles), poliomyelitis, mumps, varicella (chicken pox), Hepatitis A, Hepatitis B, and meningitis. From time to time other communicable diseases may be designated by the State Board of Health.

The current list of required student immunizations at each grade level is listed in AG 5320 - Immunization of Students in School.

The Superintendent shall require parents to furnish to their child's school, no later than the student's first day of school attendance after enrollment, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the State immunization data registry. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation is received within twenty (20) school days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) school day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a health care provider's statement that the needed immunizations are contraindicated.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The Superintendent shall consult with the State Department of Education and the State Board of Health to develop necessary information and needed materials.

Materials concerning immunizations and immunization preventable diseases shall be provided to parents and guardians of students by each Building Principal, who shall obtain these materials from the State Department of Education. Posting the materials on the school building's website shall satisfy the distribution requirement.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

The parent of each student who is entering grade six (6) shall be provided with information prescribed by the State Department of Health concerning cancer and the human papillomavirus (HPV) infection and that an immunization against the HPV infection is available.

The Superintendent shall ensure that all applicable immunization information is complete in the State immunization data registry not later than the first Friday in February each year.

Minimum Immunization Requirements

In addition to requirements of grades 1-5, students entering 6th grade must have the following:

1. Two Varicella immunizations or documentation of having Chicken Pox, or a second booster shot will be required.
2. One dose of tetanus-diphtheria-acellular-pertussis vaccine (Tdap) given on or after the child's 10th birthday.
3. One dose of meningococcal conjugate vaccine (MCV4).

STUDENT ACTIVITIES

Extra-curricular Activities

WNMS has a variety of extra-curricular activities. Students must accomplish minimum goals before participating in extra-curricular activities. When grade cards are issued, all grades will be checked. Beginning with the first grade card, an athlete can receive one (F) and still be eligible. Any student receiving two or more F's at this time will be ineligible to compete in competitions; however, during this time students may practice with the team at the discretion of the coach or supervisor. Students may regain their eligibility status following a 3-week probationary period if they meet the one (F) rule. However, if at this time the student has two or more F's, they will continue to be ineligible and may be removed from the team at the coach or supervisor's discretion.

Spring grades from the previous school year will determine fall eligibility. Any incidents of alcohol, tobacco or drug use by students involved in extracurricular activities will result in a review of the student's eligibility status. The administration reserves the right to make all final decisions regarding eligibility.

Students who are serving an out-of-school suspension (OSS) are not eligible to practice or participate in extra-curricular activities until their OSS has been served. Students serving in-school-suspension (ISS) may practice at the discretion of the coach or supervisor, but not participate in the extra-curricular activities until their suspension has been completed.

Extracurricular activities and club offerings change from year to year but have included: Art Club, Canoe Club, BLT Club, Drama Club, Computer Coding Club, Engineering Club, Fishing Club, Charger Writing Club, Spanish Club, and Chess Club, Tennis Club, Spell Bowl, Geography Bee, Spelling Bee, Yearbook, Student Council, National Junior Honor Society, Cheerleading, and Athletic Teams.

Athletic Teams

West Noble Middle School has established a tradition of excelling in sports. The coaching staff would encourage each student attending West Noble to participate in the sports which are suited to his/her abilities and interests. **Sports may include:**

Boys Sports

Cross Country (6th, 7th, 8th)
Football (7th & 8th)
Soccer (7th & 8th)
Basketball (6th, 7th, 8th)
Wrestling (6th, 7th, 8th)
Golf (6th, 7th, 8th)
Track and Field (6th, 7th, 8th)
5th grade sports

Length of Season

August through October
August through October
August through October
November through February
January through March
April through May
April through May
To Be Determined

Girls Sports

Cross Country (6th, 7th, 8th)
Soccer (7th & 8th)
Volleyball (6th, 7th, 8th)
Basketball (6th, 7th, 8th)
Track and Field (6th, 7th, 8th)
Golf (6th, 7th, 8th)
Gymnastics (6th, 7th, 8th)
5th grade sports

Length of Season

August through October
August through October
August through October
January through March
April through May
April through May
January through March
To Be Determined

RELEASE OF DIRECTORY INFORMATION

The West Noble School Corporation may release certain "Directory Information", which means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to: 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 (including license plate number), hair and eye color, race, sex, age, height, weight, grade level, date of birth, and other similar information, without parental consent to media organizations (including radio, television and newspapers), colleges, civic or school-related organizations, student-based commercial services, and state or local governmental agencies.

Parents desiring to object to the disclosure of any or certain categories of directory information should do so at the time of their student enrolling in the West Noble School Corporation. The Release of Directory Information form should be returned promptly with all other enrollment forms.

WNSC BOARD OF EDUCATION POLICY

All students and personnel must follow Corporation Policy adopted by the Board of Education.

All Corporation Policy can be found on the Board of Education's webpage.

(<https://go.boarddocs.com/in/wncs/Board.nsf/Puhttps://www.westnoble.k12.in.us/districtBoardEd.aspxblic?open&id=policies>)

