M.S.D. of WAYNE TOWNSHIP 2023-24 INFORMATION GUIDE, STUDENT CODE OF CONDUCT AND ANNUAL NOTICES

WE ARE WAYNE!

GREAT SCHOOLS :: GREAT COMMUNITY

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SUPERINTENDENT'S MESSAGE

Welcome to the 2023-24 school year!

We're glad you've chosen the M.S.D of Wayne Township. If you're new to us, we hope you'll quickly feel a sense of belonging in our schools and community. If you're one of our returning families, we look forward to continuing our educational journey together.

I hope you'll consult this document for answers as questions arise for you this year. Our Information Guide, Student Code of Conduct, and Annual Notices provide much of the guidance you'll need. School hours, breakfast and lunch information, and graduation requirements are just a few of the topics you'll learn more about here.

We provide information for families in many other ways. Be sure you are signed up for ParentSquare, one of our district's most important communication tools. Follow us on Facebook and Twitter for updates on our schools. And check our new District website, which is updated to better serve as a great source of information.

The 2023-2024 school year promises to be an exciting and transformational time. We are thrilled to roll out our new strategic plan, which is a hugely collaborative endeavor with input from thousands of community members. Our plan is focused on reconceptualizing teaching and learning, increasing students' sense of belonging, recruiting and retaining great staff, and building and sustaining one community. Together, we are confident we will achieve our vision to develop GREAT people in the M.S.D. of Wayne Township.

Welcome back! We Are Wayne!

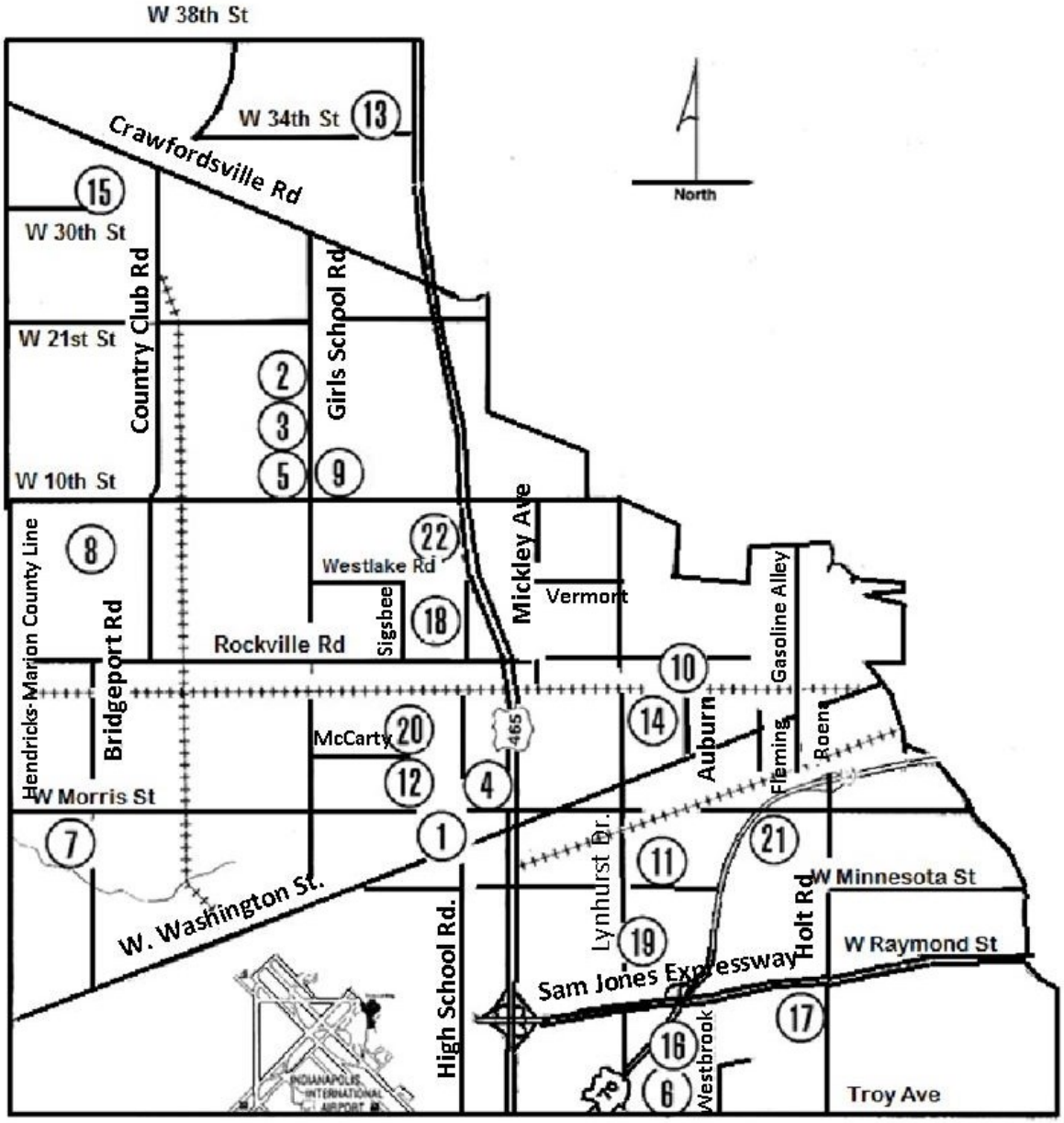
Dr. Jeff Butts
Superintendent

SCHOOL DISTRICT ADMINISTRATION

District administrative offices are located in the Education Center at 1220 South High School Rd., Indianapolis, Indiana 46241. Phone: 317-988-8600. District website: www.wayne.k12.in.us

Dr. Jeff Butts, Superintendent (317-988-8604)
Mr. Steve Samuel, Assistant Superintendent of Finance and Operations (317-988-8611)
Dr. Denita Harris, Assistant Superintendent for Diversity, Equity, and Inclusion (317-988-8608)
Dr. Anthony Harvey, Chief Technology Officer (317-988-8667)
Dr. Heather Pierce, Assistant Superintendent for Elementary Education (317-988-8606)
Dr. Shenia Suggs, Assistant Superintendent for Human Resources (317-988-8673)
Mrs. Jeannine Templeman, Chief Communications Officer (317-988-8654)
Dr. Elizabeth Walters, Assistant Superintendent for Secondary Education (317-988-8684)

AREAS SERVED BY THE METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP



MSD WAYNE BUILDINGS AND PROPERTIES

1. Education Center
2. Ben Davis High School
3. Ben Davis 9th Grade Center
4. Ben Davis University High School/ Wayne Township Preschool
5. Chapel Hill 7th & 8th Grade Center
6. Lynhurst 7th & 8th Grade Center
7. Bridgeport Elementary
8. Chapel Glen Elementary
9. Chapelwood Elementary
10. Garden City Elementary
11. Maplewood Elementary
12. McClelland Elementary
13. North Wayne Elementary
14. Rhoades Elementary
15. Robey Elementary
16. Sanders School
17. Stout Field Elementary
18. Westlake Elementary
19. Wayne Preparatory Academy and Achieve Virtual Education
20. Operations Center
21. Transportation Center
22. Emergency Services Education Center

SCHOOL ATTENDANCE AREAS

For information on school boundary lines and attendance areas please call our transportation department at 317-988-6375.

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GREAT COMMUNITY

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METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP

2023 - 2024 School Calendar

Monday, July 24 and
Tuesday, July 25 ..... Teacher Workdays (District Staff Development, **No Students**)

Wednesday, July 26 ..... Pre K, Preschool, Grades K-12 Students Full Day

Monday, September 4 ..... Labor Day (No School)

Friday, September 29..... END OF FIRST GRADING PERIOD

Monday, October 2..... BEGINNING OF SECOND GRADING PERIOD

Monday, October 9 through
Friday, October 20 ..... Pre K, Preschool, Grades K-12 Fall Recess (No School)

Tuesday, November 7 ……Staff Development Day (No Students)

Wednesday, November 22 through
Friday, November 24..... Thanksgiving Recess (No School)

Friday, December 22 …….. END OF SEMESTER ONE

Monday, December 25 through
Friday, January 5..... Winter Recess (No School)

Monday, January 8..... Staff Returns From Winter Recess (Building Staff Development, **No Students**)

Tuesday, January 9 ..... Pre-K, Preschool, Grades K-12 Students Return from Winter Recess - SECOND SEMESTER BEGINS

Monday, January 15..... Dr. Martin Luther King, Jr. Day (No School)

Monday, February 19 ..... Presidents' Day (No School)

Friday, March 8..... END OF THIRD GRADING PERIOD

Monday, March 18 through
Friday, March 29..... Spring Recess (No School)

Monday, May 27..... Memorial Day (No School)

Wednesday, May 29..... END OF SEMESTER TWO (Pre K - Grade 11 Last Day)

Thursday, May 30..... LAST DAY OF SCHOOL (Teacher Workday, **No Students**)

Possible make-up days will occur in the following order if cancellation of school occurs:

Day 1 & 2	Day 3 through 7	Day 8 and Beyond
No Make-up Days	eLearning Days	5 or more days prior to the possible make-up day:

January 15 – Martin Luther King, Jr. Holiday
February 19 – Presidents' Day
May 27 – Memorial Day
May 29 – Last Day of School

METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP BOARD OF EDUCATION		
NAME	**PHONE**	**EMAIL**
Brandon Bowman	317-287-9833	brandon.bowman@wayne.k12.in.us
Karen Burke	317-332-8725	karen.burke@wayne.k12.in.us
Shirley Deckard	317-490-8820	shirley.deckard@wayne.k12.in.us
Raimeka Graham	317-213-7981	raimeka.graham@wayne.k12.in.us
Susan Graves	317-442-6398	susan.graves@wayne.k12.in.us
Michael Nance	317-697-7794	michael.nance@wayne.k12.in.us
Benjamin Wakefield	317-503-9009	benjamin.wakefield@wayne.k12.in.us

The Board of Education adopts a calendar of regular board meetings and working sessions each year. Regular board meetings are held monthly in the Board Room of the Education Center, 1220 South High School Road, starting at 6:30 p.m. unless a different time or location is designated by a majority of the board. Working sessions also occur once a month and begin at 6:30 p.m. in the Education Center Board Room. Special meetings are also open to the public. Information on board meetings may be obtained by calling 317-988-8600, or at www.wayne.k12.in.us. Correspondence to board members may be sent to 1220 South High School Road, Indianapolis, IN, 46241.

MISSION
To activate and accelerate student learning.

VISION
To develop GREAT people!

BELIEFS
We believe in the power of belonging, collaboration, and growth.

VALUES
Growth: We create the conditions for data-driven growth for both students and staff.
Equity: We provide a human-centered and culturally-responsive system.
Integrity: We say what we mean and follow through on our commitments to ourselves and others.
Trust: We invest in our relationships to earn trust.
High Expectations: We engage in a productive struggle to reach our full potential.

WHAT TO DO IF…
You have a problem: Call your child's teacher or counselor to arrange a conference. If necessary, confer with principal.
A student becomes ill at school: A student who becomes ill during school hours is taken to the nurse's office. If it is necessary to send the student home because of illness, the parent or another person designated by the parent in writing will be notified and requested to provide transportation. **It is very important that the school is provided with medical emergency information and alternate persons to call for assistance in the event a parent cannot be reached.**
A student is absent: Please call the school within the first hour of each school day of the child's absence. Also, please send a note listing the dates of absence and reason for the absence when your child returns to school.
You want a message delivered: Only emergency messages may be delivered to students. In case of emergency, call the school principal.
You plan to move: Please provide the information needed to forward school records to the building principal in your new school district.
A student has a bus behavior problem: Questions regarding discipline of students on buses are to be referred by parents to the director of transportation at 317-988-6375.
You would like to know more about the MSD of Wayne Township: Additional information about our school district and its many programs may be found at www.wayne.k12.in.us.
Other: Your principal should be able to assist you with most school-related matters.

METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP SCHOOLS AND PRINCIPALS			
SCHOOL	**ADDRESS**	**PHONE**	**PRINCIPAL**
Ben Davis High School	1200 North Girls School Rd., 46214	317-988-7000	Sandra Squire
Area 31 Career Center	1200 North Girls School Rd., 46214	317-988-7261	Patrick Biggerstaff
Achieve Virtual 7-12	5248 West Raymond St., 46241	317-988-7144	Derek Eaton
Ben Davis University High School	1155 South High School Rd., 46241	317-988-7800	Valerie Miller
Ben Davis Ninth Grade Center	1150 North Girls School Rd., 46214	317-988-7500	Dominic Day
Chapel Hill 7th & 8th Grade Center	7320 West 10th St., 46214	317-988-8800	**TBD**
Lynhurst 7th & 8th Grade Center	2805 South Lynhurst Dr., 46241	317-988-8100	Dan Wilson
Bridgeport Elementary	9035 West Morris St., 46231	317-988-6200	Alicia Harris
Chapel Glen Elementary	701 Lansdowne Rd., 46234	317-988-6500	Shatara Smith
Chapelwood Elementary	1129 North Girls School Rd., 46214	317-988-6400	Terri Mathews
Garden City Elementary	4901 Rockville Rd., 46224	317-988-8300	Virginia Poindexter
Maplewood Elementary	1643 South Dunlap Ave., 46241	317-988-6600	Julie Moore
McClelland Elementary	6740 West Morris St., 46241	317-988-8000	Jennifer Nichols
North Wayne Elementary	6950 West 34th St., 46214	317-988-6100	Karen Boatright-Scherz
Rhoades Elementary	502 South Auburn St., 46241	317-988-6700	Aretha Britton
Robey Elementary	8700 West 30th St., 46234	317-988-6000	Ben Markley
Stout Field Elementary	3820 West Bradbury Ave., 46241	317-988-6800	Tim Wickard
Westlake Elementary	271 North Sigsbee St., 46214	317-988-6900	Robert Irvine
Sanders School	4730 West Gadsden St., 46241	317-988-8500	Taryn Richard
Wayne Preparatory Academy	5248 West Raymond St., 46241	317-988-6300	Bob Boehman
Wayne Township Preschool	1155 South High School Rd., 46241	317-988-7900	Nicole Caulfield

END OF GRADING PERIODS/PARENT CONFERENCES

Report cards will be distributed according to the schedule listed below. Progress reports may be sent home during the grading periods when pupils are not working to capacity or when performance has noticeably improved.

End of grading period:

September 29, 2023
December 22, 2023
March 8, 2024
May 29, 2024

METROPOLITAN SCHOOL DISTRICT OF WAYNE TOWNSHIP HOURS OF OPERATION*			
	Student Hours	Two Hour Delay Start Time**	Office Hours
Ben Davis High School	8:30 a.m. – 3:20 p.m.	10:30 a.m.	7:15 a.m. – 4:15 p.m.
Ben Davis University High School	9:20 a.m. – 4:10 p.m.	11:20 a.m.	7:45 a.m. – 4:45 p.m.
Ben Davis 9th Grade Ctr.	8:30 a.m. – 3:20 p.m.	10:30 a.m.	7:15 a.m. – 4:15 p.m.
Chapel Hill 7th & 8th Grade Ctr.	9:20 a.m. – 4:10 p.m.	11:20 a.m.	7:45 a.m. – 4:45 p.m.
Lynhurst 7th & 8th Grade Ctr.	9:20 a.m. – 4:10 p.m.	11:20 a.m.	7:45 a.m. – 4:45 p.m.
Bridgeport Elementary	7:30 a.m. – 2:20 p.m.	9:30 a.m.	7:00 a.m. – 4:00 p.m.
Chapel Glen Elementary	7:30 a.m. – 2:20 p.m.	9:30 a.m.	7:00 a.m. – 4:00 p.m.
Chapelwood Elementary	7:30 a.m. – 2:20 p.m.	9:30 a.m.	7:00 a.m. – 4:00 p.m.
Garden City Elementary	7:30 a.m. – 2:20 p.m.	9:30 a.m.	7:00 a.m. – 4:00 p.m.
Maplewood Elementary	7:30 a.m. – 2:20 p.m.	9:30 a.m.	7:00 a.m. – 4:00 p.m.
McClelland Elementary	8:30 a.m. – 3:20 p.m.	10:30 a.m.	7:15 a.m. – 4:15 p.m.
North Wayne Elementary	7:30 a.m. – 2:20 p.m.	9:30 a.m.	7:00 a.m. – 4:00 p.m.
Rhoades Elementary	7:30 a.m. – 2:20 p.m.	9:30 a.m.	7:00 a.m. – 4:00 p.m.
Robey Elementary	8:30 a.m. – 3:20 p.m.	10:30 a.m.	7:15 a.m. – 4:15 p.m.
Stout Field Elementary	7:30 a.m. – 2:20 p.m.	9:30 a.m.	7:00 a.m. – 4:00 p.m.
Westlake Elementary	7:30 a.m. – 2:20 p.m.	9:30 a.m.	7:00 a.m. – 4:00 p.m.
Sanders	8:40 a.m. – 3:30 p.m.	10:45 a.m.	7:30 a.m. – 4:30 p.m.
Achieve Virtual	Hours are varied		7:30 a.m. – 4:00 p.m.
Wayne Preparatory Academy Middle School High School	9:05 a.m. – 4:10 p.m. AM - 9:05 a.m.-12:10 p.m. PM - 1:05 p.m.-4:10 p.m.	11:10 a.m. 11:10 a.m.	7:45 a.m. – 4:45 p.m.
Wayne Township Preschool	AM - 9:00 a.m.–11:55 a.m. PM - 12:40 p.m.–3:30 p.m.	See Note Below**	8:00 a.m. – 5:00 p.m.
Education Center			7:30 a.m. – 4:30 p.m.
Emergency Services Education Center (ESEC)			7:30 a.m. – 4:30 p.m.
Operations Center			7:00 a.m. – 4:30 p.m.
Transportation			5:30 a.m. – 5:30 p.m.

NOTES:

* Students arriving before the opening of the building or staying after the building closes will not be supervised if they are not part of a scheduled activity.

** When on a two-hour delay schedule:

- No breakfast program
- Ben Davis High School campus will be closed until 9:15 a.m.
- No morning special education preschool
- No a.m. preschool; however, childcare is open at regular time

SCHOOL CLOSINGS/INCLEMENT WEATHER

It may become necessary to close school because of emergency situations. That makes it critical for parents and students to make sure the contact information we have on record is accurate and current.

MSD Wayne typically keeps schools open as long as the district can transport students safely and keep them learning in a safe environment. State law requires that school days lost because of emergency closings be made up if the total number of school days does not equal the minimum mandated.

If extreme weather or a facility problem forces us to delay, send students home early, or close for the day, we'll send a ParentSquare message home to families, post the information on our website, share the information on Facebook and Twitter, and notify the following local television and radio stations:

Radio: WTLC/1310 - WXNT/1430 - WIBC/93.1 - WRWM/93.9 - WFMS/95.5 - WZPL/99.5 - WJJK/104.5 - WTLC/106.7 - WNTR/107.9

Television: WRTV 6 - WISH 8 - WTHR 13 - WXIN 59 - WTTV 4

When we keep our schools open during inclement weather, we recognize the right of parents and guardians to decide whether or not to send their children to school under such conditions. We will not consider those absences unexcused. Parents and students should also recognize that school bus schedules may be delayed because of weather conditions. In these situations, we will respect parental decisions about school attendance or tardiness. Parents and caregivers may view the real-time location of their child's bus with the Here Comes the Bus website and mobile device. More information is available here.

If weather or another emergency situation requires the MSD of Wayne Township to close a school or schools immediately and sending students home would be unsafe, students will be transported to a temporary location for pickup by parents or until school can safely resume or until students can be transported home. The MSD of Wayne Township will notify parents as to where their children have been taken and what parents should do.

ADULT EDUCATION

The Adult Education program at Ben Davis High School offers a variety of opportunities for continuing education. Additional information on enrollment, cost and class schedules is available by calling the telephone numbers listed below.

- **HIGH SCHOOL CREDIT CLASSES**
  - ► Extended Day Program - 317-988-7342
  - ► Achieve Virtual Education Academy (on-line high school) - 317-988-7144
- **CAREER & TECHNICAL EDUCATION CLASSES** - 317-988-7261
- **ESEC (Emergency Services Education Center) CLASSES** – 317-988-7703
- **IVY TECH COMMUNITY COLLEGE CLASSES** – 317-921-4800
- **VINCENNES UNIVERSITY CLASSES**
  - ► Aviation Classes — ATC Airport - 317-381-6000
  - ► Truck Driving Classes — Plainfield Logistic Center - 317-381-6028
  - ► Non-Credit Industry Certification Classes - 800-809-8852
- **IUPUI COMMUNITY ENGAGEMENT OFFICE - non credited classes - 317-278-9170**
- **WAYNE TOWNSHIP ADULT EDUCATION** is headquartered at Ben Davis University High School (BDU) located at 1155 S. High School Road at Door #2 with office hours Monday through Thursday, 8:30 a.m. to 6:30 p.m. and Fridays, 8:30 a.m. to noon. The office phone number is 317-988-7975. Classes are also offered in Hendricks, Morgan, and Marion counties at various sites. Students can express interest online 24-hours a day for classes at any location via www.adulted.info landing page. The website is translated in 102 languages and our receptionist is bilingual in Spanish. With proper notification, WTAE has staff who are able to translate in person with Japanese, Arabic, Yoruba, Vietnamese, French, and Spanish.
  - ► Provides **free** English Language Learner (ELL) classes focused on speaking, reading, listening, and writing to build a stronger ability to communicate. Students who have never attended school will learn to read with individual tutoring support. Highly qualified students who are college educated from their home countries will be matched with a life coach to provide guidance on career pathway options.
  - ► Provides **free** High School Equivalency (HSE) classes to build skills in reading, writing, language, and math. WTAE also offers a fast track High School Equivalency (HSE) Bootcamp for students with qualifying scores. This program provides intensive instruction paired with High School Equivalency Test (HiSET) sessions. After the first-year pilot, 92% of students participating earned their High School

Equivalency (HSE) diploma (previously known as GED). Any student that participates will have a $115 sponsorship for the HiSET testing fee. Most importantly, enrolled WTAE students will be invited to a cap and gown graduation ceremony held the first Saturday in June by our Board, Superintendent, and Cabinet.

- ► Provides **free** Citizenship classes to prepare for the United States Citizenship and Immigration Services (USCIS) interview and exam. This class will provide the content knowledge needed to participate in American democracy, learn about civic engagement, as well as pass the 100 questions on the exam. WTAE partners with Indiana Legal Services for professional consultation on filing questions. Any community member who earns their citizenship will be invited to celebrate at graduation, the first Saturday in June.
- ► Provides a self-pay walk-in for High School Equivalency Test (HiSET) registration Monday - Wednesday evenings from 4 - 7 p.m. at BDU at 1155 S. High School Road, door #2. Interested students must bring $115 cash and one government-issued photo ID (driver's license) and proof of residency if the photo ID is not from Indiana. For questions related to HiSET or for test dates, please call 317-988-7969 to speak with the registrar. Registration sessions and frequently asked questions are posted at adulted.info/hsed-testing/. Please know, self-pay students are not eligible for the cap and gown ceremony.
- ► Provides **free** income-generating career certifications that can be earned within 3 to 14 weeks. These classes are free and typically cost $2,000 - $5,000. Currently, WTAE provides classes for paraprofessional, medical assisting, medical office administrative assistant, dental assisting, sterile processing technician, pharmacy technician, welding, heating and cooling, and plumbing. The class schedule and locations are located online at adulted.info/careers. WTAE provides career placement support and 100% employment is expected. Interested applicants must complete a 12-hour enrollment process including: placement testing, competitive resumes, references, career assessment, personal budget, essays, student commitment forms, and a life coach interview to be qualified for a seat. The process is in place to ensure you are dedicated to your goal and that you are adequately prepared to enter the career field you've selected because there is only one opportunity for a scholarship. These classes are funded by the Department of Workforce Development and the City of Indianapolis.

KINDERGARTEN

Full-day kindergarten classes are offered at all elementary schools. Any child with legal settlement in the MSD of Wayne Township who will be five years of age on or before August 1, 2023, is eligible for admission to kindergarten.

Documents Required for Registration

1. A birth certificate
2. Immunization / shot records
3. Two proofs of residency: current signed mortgage or lease, utility bill in your name

Registration takes place during the school year at all elementary locations Monday through Friday from 9:00 a.m. to 2:00 p.m.

Registration Summer Hours (June 3 through July 21, 2023)
Monday through Thursday from 7:30 a.m. to 4:00 p.m.
Fridays from 7:30 a.m. to 10:30 a.m.

Pre-registration enrollment for entrance to kindergarten for the 2024-2025 school year for students who will be five years of age on or before August 1, 2024 will take place in all elementary schools on Wednesday, March 13, 2024 and April 17, 2024, from 4 - 6 p.m.

ELEMENTARY STUDENT ATTENDANCE/TARDINESS GUIDELINES AND PROCEDURES

- Students will be counted “tardy” if they arrive at school after the official start of school and before half of the school day is complete. (This time will vary from school to school.)
- The school day is divided into two parts: a.m. and p.m. Students should be counted in attendance for a half day if they attend for a portion of the morning or afternoon. If students arrive in the morning, before the half-day time limit, they should be counted for a full attendance day. The same shall apply if a student leaves school early.
- There will be two awards issued to students for attendance at the elementary level—Perfect Attendance and Outstanding Attendance.

- If a student attends every day that school is in session and is present for every minute of every session, he/she shall be awarded a PERFECT ATTENDANCE AWARD. In order to qualify for a PERFECT ATTENDANCE AWARD, a student may not have any tardies or any early releases from school.
- A student will qualify for an OUTSTANDING ATTENDANCE AWARD if he/she has no more than a total of six tardies or early release days for the year.

METHOD OF DISTRIBUTION OF CLASSES

The MSD of Wayne Township, exercising sound educational practice to prepare students for the future, assigns students to classes in the following manner:

- At the elementary level, the general assignment is one of heterogeneous arrangement. There are provisions that allow for adjustment of curriculum to student needs.
- At the secondary level, the school assigns students or permits selection of courses by the students that allow mixed or random placement in classes, except for certain classes where placement is based on various criteria, including standardized test scores, previous academic performance and teacher observations or student performance.

Neither sex, race, national origin, or religion is used as a criteria for assignment of students to any classes.

CURRICULUM PROGRAMS

- Family life and AIDS education are a part of our educational offerings. Videos and other materials used have been approved by the Board of Education as recommended by an advisory committee of parents, nurses, teachers, and administrators. A notice of the opportunity for parents of students in grades 4-6 to view and discuss family life and AIDS education videos will be sent home with each student. A separate notice will be sent in the mail if requested in writing by the parent. At grades 7-9, notice of the use of these videos which aim to help students understand human reproduction, abstinence, and the risks of being sexually active will be given to parents in a newsletter or mailing. The school will assist those parents who wish to preview the material. It is the parent's responsibility to notify the school if he/she wishes the student to have alternative activities or be excluded from seeing any such videos.
- It is not the intention of this program to supplant or replace the home or religious training, but to supplement the roles of parents and clergy by reinforcing their efforts to transmit knowledge and help students develop values about social, moral, mental, and physical consequences of human sexual behavior. Abstinence is taught as required by state law.
- Drug education is taught as part of the health program. Making good decisions and responding appropriately to negative peer pressure are emphasized.
- Teachers are sensitive to the community's beliefs regarding evolution and creationism. Curriculum materials are reviewed by families, students, and staff during the adoption process and approved by the School Board of Education as a final step of a new adoption.

PROTECTION OF PUPILS' RIGHTS

Parents may review materials, which will be used in connection with any survey, questionnaire, analysis, or evaluation administered to students. No student will participate without prior written consent of the student's parent, or of the student if he/she is 18 years of age or older, in any survey, analysis, or evaluation which contains information concerning: political affiliations; mental or psychological problems potentially embarrassing to a student or the student's family; sexual behavior and attitudes; illegal, anti-social, self-incriminating, or demeaning behavior; critical appraisals of other individuals with whom the student has close family relationships; legally-recognized, privileged or similar relationships, such as those with lawyers, physicians, and ministers; or income, other than information required to determine participation in programs or eligibility for receipt of federal financial assistance.

HEALTH SERVICES

Health services are provided at each school. At certain grade levels and by referral, school nurses help conduct screening for hearing and vision.

Parents are requested to advise the school nurse if their child must take prescribed drugs where failure to have prescribed medication during the school hours could jeopardize the child's health. Parents should notify the school nurse if their child has special medical needs.

If a student is injured at school, including during athletics, parents have the responsibility to determine if their child should receive medical attention. School personnel may offer parents their opinions regarding a specific injury or illness, but decisions about the need for medical treatment are the responsibility of the parent, except in emergency situations. Parents should not expect the school staff to make these decisions.

CHILD NUTRITION SERVICES

Breakfast and lunch which qualify as reimbursable under the National School Lunch and Breakfast Program of the U.S. Department of Agriculture are available in all buildings in the school district. Menus are available in each school cafeteria and on the district website.

Breakfast and lunch will be available at no cost to ALL students as part of the Community Eligibility Program (CEP) through the U.S. Department of Agriculture. Students wishing to purchase any a la carte items must have money on account (elementary) or pay with cash.

Parents must still complete an application each school year to determine if they qualify for assistance.

The Child Nutrition Department also offers parents an online program to deposit money into their child's school meal account. Please visit the online payment system.

Charge Procedure

The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for charges. The MSD of Wayne Township will adhere to the following charge procedure.

Prepayments:

- All elementary purchases are to be prepaid before meal service begins. Money can be turned in at the classroom, and the money is sent to the building child nutrition manager to be deposited into the student's account.
- Parents can also set up an online payment account at www.schoolpay.com.
- At the secondary locations, students may prepay through the cafeteria or online at www.schoolpay.com.

Charges:

Any student or adult wishing to purchase a la carte items (or adult meals) must have money on account or pay in cash.

- Students and adults may not charge any a la carte items.
- If the child nutrition manager suspects that a student is misusing this procedure, the parent/guardian will be contacted.
- Parents/guardians will be notified via a letter and/or email of all unpaid charges.
- Parents/guardians of students who graduate or withdraw from the district and have money remaining in the meal account must contact the Child Nutrition Office to (1) request a refund, or (2) transfer the account balance to another student's account, or (3) donate to the Child Nutrition Department to pay off unpaid student balances. Funds remaining in a cafeteria account after three years of inactivity will automatically be donated to the Child Nutrition Department to help other students.

For assistance and/or questions, please contact the Child Nutrition Office at 317-988-7950.

In accordance with federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, this institution is prohibited from discriminating on the basis of race, color, national origin, sex (including gender identity and sexual orientation), disability, age, or reprisal or retaliation for prior civil rights activity.

Program information may be made available in languages other than English. Persons with disabilities who require alternative means of communication to obtain program information (e.g., Braille, large print, audiotape, American Sign Language), should contact the responsible state or local agency that administers the program or USDA's TARGET Center at (202) 720-2600 (voice and TTY) or contact USDA through the Federal Relay Service at (800) 877-8339.

To file a program discrimination complaint, a Complainant should complete a Form AD-3027, USDA Program Discrimination Complaint Form which can be obtained online at: https://www.usda.gov/sites/default/files/documents/USDA-OASCR%20P-Complaint-Form-0508-0002-508-11-28-17Fax2Mail.pdf, from any USDA office, by calling (866) 632-9992, or by writing a letter addressed to USDA. The letter must contain the complainant's name, address, telephone number, and a written description of the alleged discriminatory action in sufficient detail to inform the Assistant Secretary for Civil Rights (ASCR) about the nature and date of an alleged civil rights violation. The completed AD-3027 form or letter must be submitted to USDA by:

(1) mail: U.S. Department of Agriculture
Office of the Assistant Secretary for Civil Rights
1400 Independence Avenue, SW
Washington, D.C. 20250-9410; or
(2) fax: (833) 256-1665; or
(3) email: program.intake@usda.gov.
This institution is an equal opportunity provider.

ENGLISH LEARNERS (EL)

The MSD of Wayne Township serves approximately 3,920 English learners, and approximately 1,184 newcomer/immigrant students; 950 of our newcomer/immigrant students are in the Language Assistance Program. English language development services are provided for students whose first acquired language is a language other than English. The goal of the program is to ensure that English learners develop a fluent level of English proficiency in the areas of reading, writing, listening, and speaking, while working on grade level academic content.

Learn more about the Language Assistance Program (LAP) and available services. Additional information may be obtained by calling the LAP Coordinator at 317-988-8608.

OFFICE OF SPECIAL SERVICES

The MSD of Wayne Township is committed to meeting the educational needs of each student by generating positive outcomes for all students. The Office of Special Services believes that all students deserve an inclusive educational experience that supports them in meeting their individual goals and dreams. We believe that advocating for students in conjunction with multiple stakeholders will help to reduce ableism in our schools and society. Through our advocacy we will continue to dismantle inequitable practices and reduce disparate outcomes for students with disabilities.

We provide specialized instruction and related services for students ages three to twenty-second birthday to address the needs of their disabilities through a continuum of services in both general education classrooms and special education classrooms. In addition to special education teachers, students with disabilities may receive support from paraprofessionals, nurses, school psychologists, consultants, social workers, bus drivers and aides, speech and language therapists, occupational therapists, and physical therapists.

Students with disabilities have many rights and protections under federal and state law. All children with disabilities have the right to a free appropriate public education that is designed to meet their individual needs and prepare them for further education, employment and independent living. We want our students with disabilities to have learning opportunities with their non-disabled peers in the least restrictive environment to the maximum extent appropriate. Parent participation and input is vital to this process. If you believe your child may qualify for special education services, please contact an administrator at your child's school.

Child Find

Child Find is the process of locating, identifying and evaluating all students 3 years of age, but less than 22 years of age, who are in need of special education and related services, regardless of the severity of their disabilities. MSD Wayne provides a Free Appropriate Public Education (FAPE) to any child who qualifies as having a disability, in accordance with the Individuals with Disabilities Education Act and Indiana's Article 7.

MSD Wayne is responsible for locating all children ages 3, but less than 22 years of age with a suspected disability who reside within MSD Wayne boundaries.

After receiving a referral for a suspected disability from a parent or school personnel, a team of qualified professionals reviews all available information, including input from the parents, student and interventions implemented, to determine if a child who is having academic, behavioral, communication, or health problems is suspected of having a disability. Within 10 school days of a parent request, the school must provide the parent written notice responding to the request. If the school agrees to evaluate the student, the parent must provide written consent before the evaluation may begin. Once consent is received by school personnel, the school will evaluate him or her at no cost to the parent within 50 school days.

Children who are identified as having a disability are eligible to receive special education and related services, at no cost to the parent.

Section 504 is a federal statute that provides protection against discrimination for children and adults with disabilities. This federal law is enforced by the Office of Civil Rights and functions as a fairness principle to "level the playing field" for individuals with disabilities. The two main requirements of Section 504 are nondiscrimination and equal opportunity to receive a free and appropriate public education. Similar to the IDEA, Section 504 regulations include a "child find" requirement, require publicizing a notice of non-discrimination, require an annual notice to parents, and require providing parents with a notice of procedural

safeguards. Students being considered for Section 504 services must be referred, evaluated, and provided services in accordance with Section 504 regulations and school procedures. Should questions arise, contact Dr. Linda Watkins, Director of Special Services and Section 504 Coordinator, at 317-988-8600.

ACCIDENT INSURANCE and RISK OF INJURY

Student accident insurance is available in all schools in the district. This insurance is *not* provided by the school district but must be purchased by individual students. Students or parents interested in this insurance can find more information here.

Parents should realize that there are risks and dangers involved when students participate in curricular and extracurricular activities and assume all risk of injury and damage incidental to such participation. Parents and students are advised that this risk of being injured is particularly inherent in sports. This risk exists even with good student talent, good facilities, good equipment, carefully taught fundamentals, and proper supervision. Cases of severe injury are rare, but the possibility exists. For this reason, student accident insurance is strongly advised for students who are not covered on a parent health plan. The investment of a small premium could save a family thousands of dollars in medical expenses.

The Indiana High School Athletic Association (IHSAA) carries catastrophic insurance for major injuries incurred during participation in approved IHSAA sports programs (does not apply to club sport programs). The policy pays a premium on a catastrophic coverage from $25,000 to $1,000,000. Coverage is subject to the terms and conditions of the IHSAA policy. It should be noted that neither the MSD of Wayne Township nor the IHSAA carry any kind of first dollar medical insurance for injuries.

TRANSPORTATION

In areas where school bus transportation is furnished, parents and students are reminded that this is a privilege and not a right. At the beginning of the school term each student receives a copy of bus conduct rules. Continued or serious misbehavior will result in disciplinary action which may include denial of bus riding privileges. The bus driver has the same supervisory responsibility for the student as does the teacher in the classroom. Parent questions on bus schedules should be referred to our transportation department at 317-988-6375.

Student drivers must have their cars registered and display a parking sticker. They must obey all school parking lot rules and must park in the designated lot. Permission to park on school property may be denied for unsafe operation of a vehicle or other disciplinary violations.

STUDENT SAFETY AND PROTECTION OF SCHOOL BUILDINGS & GROUNDS

Stopped or parked cars in unauthorized areas on school property are a potential hazard to the safety of students. The cooperation of parents and visitors in helping to keep these areas and other approaches to school property clear at all times is requested. Cooperation in each of the following is asked:

- Please follow building procedures for student arrival and dismissal times.
- Please obey all signs and give cooperation to traffic officers.
- Unauthorized motor vehicles and motor sports are prohibited on school property.

All taxpayers are concerned about the cost of school vandalism and cooperation is solicited from area residents to assist school security personnel by reporting observed violations which concern school property. Call for security at 317-988-6375 during school hours. Calls after school should be made to the office of the Indianapolis Metropolitan Police Department (IMPD), 317-327-3811. Emergency calls should be placed to 911.

Every school in the MSD of Wayne Township has a safety plan. In addition, a Safe Schools Hotline has been established at 317-988-7722, where school safety tips or requests for information may be left anonymously. Our district website's home page (www.wayne.k12.in.us) also features an online reporting tool called Safe Schools Alert.

For the safety of our students, all visitors must report to the principal's office.

HIGH SCHOOL GRADUATION REQUIREMENTS

The Indiana State Board of Education adopts course and credit requirements for earning a high school diploma. Students have the option of earning an Indiana Diploma with the following designation(s). Each diploma includes various course and credit requirements:

- General;
- Core 40;

- Core 40 with Academic Honors (AHD); or
- Core 40 with Technical Honors (THD).

To earn an Indiana Diploma students must:

- Satisfy a Graduation Pathway (see guidance here) by completing:
- Diploma course and credit requirements; and
  - Indiana Diploma with Core 40 and Honors Designation Requirements
  - Indiana Diploma with Core 40 and Honors Designation Requirements - SPANISH
  - Indiana Diploma with General Designation Requirements
  - Indiana Diploma with General Designation Requirements – SPANISH
- Employability Skill requirements, and
- a Post-Secondary Readiness Competency

Indiana's Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce. To graduate with less than Core 40, the following formal opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor (or another staff member who assists students in course selection) meet to discuss the student's progress.
- The student's career and course plan is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.

If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

Opt-out Provision;
Opt-out Provision in Spanish

Additional Resources:
Graduation Pathways 101

- Graduation Pathways Infographic (English)
- Graduation Pathways Infographic (Spanish)

Indiana's Academic Standards

STUDENT RECORDS AND PRIVACY

Parents and eligible students (18 years of age and older) may review their present and past school records. Upon request to the principal, arrangements will be made for parents or eligible students to review and discuss their educational records. The principal or designee will be present during the review to answer questions and interpret data. If a parent or eligible student questions the validity of any educational record, the person may ask for a meeting with the Superintendent or his designee to discuss the correction. If the conference with the Superintendent or his designee does not meet the satisfaction of the parent or eligible student, the person may request a further hearing into the matter. Complete procedures for inspection, fee schedules, location and identification of school officials for education records are listed in the School Board policy.

STUDENT USE OF GOOGLE SUITE

The MSD of Wayne Township is committed to providing the best educational experience for our students. One tool necessary to this experience is Google Suite. MSD Wayne students use Google Suite, which is made up of web-based tools that facilitate collaboration and communication among students and staff when creating, sharing, and storing documents and assignments online. Each of the Google Suite tools can be accessed from any Internet connection at school, home, or elsewhere. Google Suite's Privacy Statement describes how Google products and services collect and use information when used with Apps for Education accounts. The Privacy Statement can be found at google.com/work/apps/terms/education_privacy.html.

Student accounts are created through an automated process during which student information (first name, last name, user name) is transmitted to and stored by Google on behalf of the district. This information is used only to create, manage, and maintain user accounts; Google's Privacy Policy prevents Google from sharing personal information. Google does not access content stored on Google Apps unless the district gives it explicit permission to do so for troubleshooting purposes. More

information about Google Apps for Education and its privacy policies can be found at google.com/edu/trust/. Student use of Google Suite is subject to the District's Policy A200-Responsible Use of Technology. In addition to the core Google applications, the district may make additional applications available provided that any such app supports student achievement while reasonably ensuring a safe and secure environment.

Parents/guardians or eligible students (18 years of age or older) must notify the building principal in writing if they object to their student's use of Google Suite.

STUDENT BORROWER'S AGREEMENT OF A SCHOOL-OWNED DEVICE AND GAFE (GOOGLE APPS FOR EDUCATION) USE

Students using technology devices provided by MSD Wayne are asked to sign a user agreement. The document, called the Student User's Agreement to Borrow a School-Issued Device(s) can be found here.

INTRODUCTION

The information on the following pages was compiled by a broad-based committee of students, parents, and school personnel representing our entire school system. It was also approved by the Superintendent and the Board of Education.

The responsibility for development and maintenance of self-discipline falls to the combined efforts of students, parents, teachers, administrators, and to our community, which establishes the value system we accept. When self-discipline fails, however, regulations for management of school behavior must be outlined by those responsible for the operation of the schools.

The Board of Education of the MSD of Wayne Township has the legal responsibility for the schools in which students are enrolled. The Board, in turn, has set policies and has appointed administrative officers to carry them out. Administrators, teachers, and other school personnel have the duty as well as the obligation to protect the student and the educational environment in which the student exercises his or her right to an education. Authority for this Board responsibility comes from the Indiana Constitution and the Indiana General Assembly and is set out in the policies of the MSD of Wayne Township.

The Board of Education and the Superintendent have established written policies, rules and regulations of general application governing student conduct in all schools. Subject to legal limitations, each principal may take any action concerning his or her school activities within his or her jurisdiction which is reasonably necessary to carry out or prevent interference with an educational function or school purposes. Such action may include establishing written rules and standards to govern student conduct. Similarly, the Superintendent or administrative staff, with the Superintendent's approval, may take any action with respect to all schools within the Superintendent's jurisdiction which is reasonably necessary to carry out or prevent interference with an educational function or school purposes. **School purposes** refers to the reasons for which a school corporation operates, including: to promote knowledge and learning generally, to maintain an orderly and efficient educational system, and to take any action under the authority granted to the Board of Education by the laws of the United States and the State of Indiana.

PHILOSOPHY

Because the Metropolitan School District of Wayne Township has a strong interest in seeing that its students achieve their fullest potential as human beings, a Student Code of Conduct has been developed. This code presents opportunities and guidelines for students as they exercise their rights and assume their responsibilities as citizens of the school community. The MSD of Wayne Township, recognizing that education is a cooperative enterprise, maintains that parents are necessary partners in achieving a quality education for all.

Students enrolled in MSD of Wayne Township schools have certain rights and responsibilities as members of the school community. Their rights are given by the Constitution and the laws of the United States, the Constitution and the laws of the state of Indiana, and the policies and regulations adopted by the Board of Education. The right to an education supersedes all other rights and must take precedence when the right to an education is infringed upon. The responsibility to exercise that right rests with a student. This Student Code of Conduct is to be applied in conjunction with any other rules for an individual school or activity. Rules, standards, or actions which interfere with a constitutionally protected fundamental student right shall be applied only in instances where they are necessary to prevent interference with an educational function or school purpose.

All students, parents, and school personnel enjoying these rights in the school community must also accept the corresponding responsibilities. The student has the responsibility not to deny any other student the right to an education. Other responsibilities include knowledge of, obedience to, and compliance with these rules and regulations. The utilization of referral agencies and alternatives may be used to develop intervention strategies. The cost of external alternative programs must be assumed by the students and/or parents.

Administrators and teachers also have rights and responsibilities. The teacher's right and duty to discipline is based on the duty to protect the student and the educational environment in which the student exercises his or her right to an education. Administrators have the responsibility for maintaining and facilitating the educational program.

DUE PROCESS

Due process is guaranteed to students in certain circumstances by the Fourteenth Amendment to the United States Constitution and Indiana law. Due process in education requires that rules and regulations governing student conduct are made available and explained to students and parents; that when a student is believed to have violated a rule or regulation, he or she is confronted with this belief and given the opportunity to respond to the accusation; that when rules or regulations are violated, certain consequences may occur; and that if expulsion from school is a recommended consequence and if the student or his or her parent wishes, a meeting on the expulsion will be offered. Appeals to the Board of Education and to the civil courts may follow.

RIGHTS AND RESPONSIBILITIES

I. EDUCATION

RIGHTS

- Eligible students whose parents or guardians reside within the areas served by the MSD of Wayne Township, along with transfer students, have a right to a public education beginning with kindergarten and extending through the twelfth grade. This right extends to all students, including married students, students with a child or children, pregnant students, and students with disabilities regardless of the severity of their disability. Attendance in school is mandatory in Indiana from age seven or from the time of official enrollment until the student graduates or becomes eighteen.
- No student shall be subjected to corporal punishment, suspended, or expelled from the MSD of Wayne Township without an appropriate level of due process being implemented. However, a student's immediate removal may be necessary to restore order or to protect persons where the student's presence in school would constitute an interference with an educational function or school purposes.

RESPONSIBILITIES

- It is a joint responsibility of the student and parent or guardian to see that the student attends school regularly:
  - ► To be on time to school and each class assignment.
  - ► To have appropriate supplies, texts, and/or equipment on hand when required for class.
  - ► To have assignments prepared.
  - ► To understand and obey rules and regulations.
  - ► To accept authority of school personnel.
  - ► To seek help when it is needed.
  - ► To have the parent or guardian notify the school of the student's absence.
  - ► To obtain and complete assignments for all absences.
  - ► To understand due process and its basic principle, which is to provide justice, not evasion.

Research indicates a positive correlation between attendance and grades. Parents are encouraged to maintain a close contact with the school so that a joint effort might be made to prevent the development of attendance and discipline problems.

II. FREE SPEECH AND EXPRESSION

RIGHTS

- Students may express publicly or privately, in writing or orally, their opinions, concerns and ideas as long as that expression does not interfere with the rights of others in the school setting, interfere with the school environment, or interfere with an educational function.

RESPONSIBILITIES

- To see that the student’s expression is offered in an appropriate manner at an appropriate time and place so that it does not interfere with an educational function or school purposes; present a hazardous condition; contain vulgarities, libelous or slanderous components as defined by law; or advocate violation of a law or school rule.

III. SAFE SCHOOL ENVIRONMENT

RIGHTS

- Students are entitled to a safe school environment in which to learn.

RESPONSIBILITIES

- To monitor one's own behavior so that harm to self or to others does not occur.
- To help forestall, when possible, wrongful acts by other students or individuals.
- To advise staff members when the safety of individuals or property is threatened.

IV. PERSONAL PROPERTY

RIGHTS

- Students have the right to have personal belongings secure within the educational setting.
- Students shall be provided a copy of all the rules regarding searches of lockers and their contents. Lockers and other storage areas remain the property of the MSD of Wayne Township. Where possible, searches shall be conducted in the presence of the student whose assigned locker or storage area is the subject of the search. A student may be searched by the principal or designee when there is reasonable suspicion to believe that the student possesses any illegal item or an item that will cause harm to that student or to any other person.

RESPONSIBLITIES

- To keep personal property in appropriate places.
- To keep locker combinations confidential and to use only their assigned locker.
- To refrain from bringing to school any materials or items that would be disruptive or dangerous.
- To respect the property rights of all others.
- To refrain from transporting or keeping illegal and/or dangerous items on school property.

V. INDIVIDUAL FAIR TREATMENT AND RESPECT

RIGHTS

- Students have a right to expect courtesy, fairness, and respect from school personnel and other students.

RESPONSIBILITIES

- To treat others in the educational setting with courtesy, fairness and respect.

VI. DRESS AND GROOMING HABITS

RIGHTS

- Students may dress and groom themselves in any manner that is not disruptive to the educational program or dangerous to themselves or others.

RESPONSIBILITES

- To follow the MSD of Wayne Township's dress code, dressing and exhibiting grooming habits appropriate for the educational activity.
- To refrain from grooming in the classroom or where it would constitute an interference with an educational function or school purposes.
- To wear required safety devices or uniforms that ensures the student's safety or unrestricted movement.

VII. PRIVACY

RIGHTS

- Students' educational records will be protected, and any disclosure will be consistent with legal requirements specified in the state and federal law.

RESPONSIBILITIES

- To keep school personnel promptly informed about changes in addresses, phone numbers, emergency contacts, etc.

VIII. FACILITIES, FACULTY, AND CURRICULUM APPROPRIATE TO NEEDS

RIGHTS

- Students' right to a public education assumes that a diversified curriculum will be taught by appropriately licensed teachers in clean, equipped facilities.

RESPONSIBILITIES

- To contact appropriate persons and to use appropriate channels to make needs known.
- To refrain from destroying or damaging school property.

IX. EXTRA-CURRICULAR ACTIVITIES

RIGHTS

- Students who express an interest in and meet the qualifications for participation in any extra-curricular activity may not be denied participation on the basis of age, sex, race, color, creed, national origin, disability, or ability to pay.

RESPONSIBILITIES

- To be enrolled in school, to become informed about the rules for participation, and to understand that ability may govern participation in certain activities.

REINFORCEMENT OF POSITIVE BEHAVIOR

The MSD of Wayne Township recognizes the importance of follow-up and reinforcement of positive behavior changes. Many informal and formal ways of telling a student that he or she has improved are used in the elementary and secondary schools. Some of them are:

Acknowledgement and praise
Identification of accomplishments
Notes or telephone calls home
Reinstatement of privileges
Special privileges
Special duties
Special honors
Rewards
Positive progress reports
Certificates

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

The Superintendent, principal, administrative personnel, and teachers are authorized to take any action in connection with student behavior reasonably desirable or necessary to help any student, to further school purposes, or to prevent any interference with an educational function, including such actions as:

Conference with student and/or parent
Isolation by teacher
Behavioral modification agreement
Assigning additional work
Denial of bus privileges
Student program adjustment
Detention before or after school
Temporary removal from class
Financial restitution
Referral to Special Services
Denial of graduation ceremony
Probationary agreement
Suspension and expulsion

Incidents constituting a violation of criminal or juvenile law will be reported to law enforcement agencies.

Loss of privileges, including, but not limited to, athletic activities, non-credit school activities, and school provided transportation. The loss of school-provided transportation for an extended period of time may be appealed to an assistant superintendent.

Temporary Reassignment: Administrative placement of a student away from regular activities.

It is highly recommended that the parents be contacted in most cases of inappropriate behavior.

SUSPENSION AND EXPULSION

DEFINITIONS

- **Parent** means natural or adopting father or mother or a court-appointed guardian, or a parent awarded custody or control. This term includes non-custodial parents unless their parental rights have been terminated by a court order.
- **Student** means any person enrolled in the MSD of Wayne Township.
- The terms **Superintendent** and **principal** include their respective designees.
- **Suspension:** Any disciplinary action whereby a student is separated from school attendance according to Indiana Code. Due process procedures must be followed.
- **Expulsion:** Disciplinary action whereby a student:
  - ► Is separated from school attendance for a period of more than ten (10) days.
  - ► Is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit in the current semester of current year. Any expulsion that will remain in effect during the first semester of the following school year must be reviewed by the expulsion examiner before the beginning of the school year.
  - ► Suffers a penalty which automatically prevents his or her completing within the normal time his or her overall course of study in any school in the school corporation.
- **In Possession:** Students are required to inspect their possessions and vehicle for the presence of items that may not be possessed on school property, before coming on school property. Students are "in possession" of an item for purposes of these rules when the item is on their person, in their immediate possession such as in their hand, a pocket, a purse, or a backpack, is in a place under their exclusive control, or the student is aware the item is in a place to which the student has access such as a shared locker or vehicle. More than one student may have "constructive possession" of a single item and be responsible for possession of the item. Possession of an item on a direct route to the main office of the school from the place on school property where an item was first found shall not be a violation of these student conduct rules.

GROUNDS FOR SUSPENSION AND EXPULSION

- The following rules define misconduct for which a student may be suspended or expelled from school attendance and denied credit for all activities occurring during the period of suspension or expulsion:
  1. Behavior that injures or presents a risk of injury to the student or another person, or provoking or attempting to provoke or cause another person to fight. Examples: fighting with another person; throwing an object at a person; pushing, hitting, striking, or tripping another person; driving a vehicle in a dangerous manner; handling dangerous materials such as chemicals in chemistry class in a dangerous way; calling a person a derogatory name; or encouraging a person to fight.
  2. Damaging or stealing school property or the property of another person or organization. Examples: taking a student's textbooks and hiding them from the student responsible for the books; removing property without permission from a locked or unlocked desk, car, or locker.
  3. Disrupting a class or school activity. Examples: distracting other students while a teacher is lecturing; disrupting a student convocation with noise.
  4. Harassing, bullying, threatening, hazing, or intimidating another person. "Harassing" or bullying behavior is unwelcome behavior that interferes with a victim's ability to learn or derive benefit from a school activity that is directed toward the victim after the victim (or another person on the victim's behalf) has stated or shown that the behavior is unwelcome. "Hazing" behavior is behavior directed toward a student with that student's consent that is nevertheless abusive, demeaning, or dangerous. Examples: picking on a student who is distracted or intimidated by the behavior; bullying or pushing another student around; hazing a student as a part of joining a club or group.
  5. Possessing a knife, firearm, bullets, a dangerous device, fireworks, or other item that is or appears to be a dangerous device. "Dangerous device" means an item that is readily capable of causing injury to a person and is not essential in performing a task that must be performed by a student for school purposes. The term includes all weapons, including firearm ammunition, fireworks, a smoke or noise bomb, a handgun, a rifle, a shotgun, a stun gun, chemical mace, pepper gas, a laser pointer or other laser light device, and all personal protection devices such as a tear or CS gas dispenser, including personal protection devices that emit only sound. Example: bringing any weapon on school property or to a school activity such as a ball game or play.

6. Consuming, possessing, offering, providing, accepting, or being under the influence of alcohol or an alcoholic beverage, an illegal drug, a prescription drug (except as authorized in a prescription by a licensed health care provider), an over-the-counter medication containing a stimulant such as preparations containing caffeine, ephedrine, pseudoephedrine, or phenylpropanolamine as an ingredient (except as authorized in a prescription by a licensed health care provider), or any substance represented to be or thought by the intended recipient to be an illegal or prescription drug. Examples: bringing any medicine not prescribed for the student possessing the medicine to school; possession of any illegal drug such as marijuana, or a tablet or pill represented to be an illegal or prescription drug.
7. Consuming, possessing, offering, providing, accepting, or being under the influence of an inhalant, a solvent, or other volatile substance or combination of volatile substances, contrary to safety instructions provided on the product's labeling, or the direction of school personnel. Example: intentionally inhaling glue or acetone fumes.
8. Possessing drug-preparation or drug-consumption paraphernalia such as rolling papers or clips, or displaying materials that promote or encourage alcohol or drug use. Example: wearing a t-shirt with a commercial beer logo or a marijuana leaf visible to other students.
9. Possessing cigarettes, smokeless tobacco, snuff, or other tobacco product or a device such as a lighter designed primarily for use in consuming tobacco products. Example: carrying cigarettes, cigar, snuff, chewing tobacco, cigarette papers, or a lighter.
10. Engaging in consensual sexual behavior such as kissing, fondling, or sexual relations. Example: kissing or fondling another student without objection by the other student.
11. Wearing clothing, jewelry or a hair style that is dangerous to the student, indecent, vulgar, profane, indicative of gang activity or affiliation, or presents a message that is inconsistent with the educational mission of the school district, or results in disruption of an educational function. Examples: wearing clothing with an alcoholic beverage logo or slogan, or a message that encourages and/or depicts the use of alcohol or illegal drugs; wearing or displaying gang insignia or gang identification items.
12. Cheating, plagiarizing, submitting the work of another person for academic credit, allowing another student to cheat, or violating a building-level student honor code, or the honor code of an extracurricular activity. Examples: using notes or other memory aides when not permitted by the teacher giving the test or exercise; submitting a theme or assignment found on the Internet as an original work by the student; allowing another student to copy answers during a test; consuming an alcoholic beverage during a weekend while a member of an athletic team.
13. Creating or distributing information including information distributed via e-mail or through a web site that results in or is likely to result in the disruption of an educational function; advocates a violation of law or a student conduct rule; is sexually explicit or obscene; is libelous, slanderous or defamatory; or invades the privacy of an identified or identifiable person. Web sites maintained on servers other than school district servers are covered by this conduct rule where the content of the communication is in violation of this rule. Example: sharing copies of materials about how to build a "stink bomb."
14. Possessing and/or using any personal electronic device such as a cell phone or laptop in a manner that violates school district policy A200, Responsible Use of Technology.
15. Refusing or failing to follow a directive from a school employee with responsibility for student supervision (including instructional assistants, bus drivers, and bus aides), including a directive to respond truthfully and completely when questioned about a school-related matter. Example: responding with a known lie about another student's misconduct when questioned by a teacher or administrator.
16. Violating a building-level student conduct rule, a transportation department student conduct rule, or violating a rule established for a special event. Examples: violation of any rules developed for a building or class; violation of a rule established for an athletic contest or graduation ceremony.
17. Violating the school district's policy on responsible use of the Internet, computers, e-mail, or voice mail, facsimile machines, or any other school district communications resource. Examples: signing on to a school computer network as another person or sending harassing or threatening messages to another person in school or outside of school.
18. Violating Indiana or federal law. Example: bringing a handgun, rifle, shotgun, or firecrackers onto school property.
19. Not having legal settlement in the school district or attending without out-of-district transfer approval.
20. Attempting to commit an act which is a violation of these student conduct rules. Example: attempting to punch another student but missing.

21. Refusing to cooperate in the search of a vehicle, locker, or other place where the search is based upon reasonable suspicion of a teacher or administrator or is conducted pursuant to the consent to search given in the student parking agreement. Example: refusing to unlock a car brought onto school property when directed to unlock the vehicle by an administrator or school security officer.
22. Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law. Example: guarding the entrance to a rest room while other students smoke in the restroom.
23. Failing to report the actions or plans for action of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to a person or persons or damage property. Example: failing to report seeing a student in possession of a handgun on the bus on the way home from school.
24. Invading the privacy of a person by photographing the person or recording another person's words or actions without that person's permission, or displaying a photograph or recording made with permission to persons not authorized by the subject to have access to the recorded image or words. Examples: taking a photograph of another student, or posting a photo or video clip on a web site.

RETURN OF CONFISCATED PERSONAL PROPERTY

Upon completion of all due process procedures relating to the possession of property, personal property taken from a student because of a violation of these rules may be returned to a parent/guardian if the item can be lawfully possessed by an adult, and the item has not been returned to the parent/guardian pursuant to this provision before.

A parent/guardian seeking return of confiscated property may be required to sign a waiver of further appeals of discipline of the student, provide a picture identification such as an Indiana driver's license or identification card, and provide proof of ownership of the confiscated property.

If the personal property is prescription medication, the parent/guardian will be required to show a prescription from a health care provider to the parent/guardian or student for the medication.

A handgun or weapon of any type will only be released through a law enforcement officer. The law enforcement officer will ask for the same items listed above, and will ensure that the weapon is not illegal per se, illegally modified, or wanted in an investigation; and can be lawfully released to the parent/guardian.

ASSISTANCE IN INTERPRETING SCHOOL RULES

The examples of possible violations provided with each rule are for purposes of illustrating what student conduct would violate each rule. The examples given are not the only possible violation of the rule. Students, parents, or school employees unsure as to whether a particular act would be a ground for suspension or expulsion are encouraged to consult with the building principal for guidance before the student engages in the act.

TIME AND GEOGRAPHIC APPLICATION OF STUDENT CONDUCT RULES

- The student conduct rules listed herein apply to student conduct:
  - ► during school activities on or off school property;
  - ► on school property at any time; *or*
  - ► while traveling to *or* from school or a school activity.

  In addition*,* a student committing an act that violates Indiana or federal law at any time or place may be suspended or expelled if the unlawful act is directed toward a school employee, student, or Board member; arises out of a school relationship*;* or has caused or can be predicted to cause in-school consequences.

PROCEDURES FOR SUSPENSION

- A principal may suspend a student for conduct constituting grounds for expulsion or suspension. A suspension shall occur only after the principal has made an investigation and determined that a factual reason for a suspension has occurred and suspension is necessary to help the student or to prevent interference with an educational function or school purposes. However, the student may be suspended by the expulsion examiner until the date of expulsion meeting if the expulsion examiner determines that this suspension is necessary.

- No suspension may be made without affording the student an opportunity for an informal meeting. At the informal meeting the student is entitled to: (a) a written or oral statement of the alleged offense; (b) and, if the alleged offense is denied, a summary of evidence, and an opportunity to explain his or her conduct. Notice of the charges and the informal meeting shall precede suspension of the student, except where the nature of the misconduct requires immediate removal. In such a situation, the notice and informal meeting shall follow as soon as reasonably possible after the suspension.
- Following a suspension, the principal shall send a written statement to the student's parent or guardian describing the student's conduct, misconduct, or violation of any rule or standard and the reasons for the action taken.
- The principal shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school.

PROCEDURES FOR EXPULSION

- A principal who recommends a student for expulsion shall file a written charge with the Superintendent's designee. For purposes of making the Superintendent's determination, the assistant superintendent will act as the Superintendent's designee.
- If the Superintendent's designee decides that there are reasonable grounds for investigation or that an investigation is desirable, he or she shall appoint an expulsion examiner.
- The expulsion examiner shall send a statement to the student and parent(s) that a meeting on the charges will be scheduled if the parent(s) or student requests.
- If an expulsion meeting is held, the student may be represented and will be given an opportunity to present his/her side of the story. The meeting shall be closed to the public.
- The expulsion examiner's decision shall be mailed by certified mail and first class mail to the student and his/her parent(s).
- The student or his/her parent(s) may, within ten (10) calendar days of receipt of the expulsion examiner's decision, appeal that decision to the Board of Education. The Board of Education will meet to consider the appeal and its decision will be sent by certified mail to the student and parent(s).
- The student's suspension may be continued by the expulsion examiner until his/her decision is rendered if the expulsion examiner determines that the student must be suspended immediately to prevent or substantially reduce the risk of interference with an educational function or school purposes, or a physical injury to the student or others.

STUDENTS WITH DISABILITIES under an IEP

Expulsion of a student with disabilities can be considered a change in placement. If there is a situation that may warrant a recommendation of expulsion for a student with disabilities, then a case conference must be held prior to any consideration of punishment to determine whether there is a relationship between the misconduct and the disability. If there is no causal relationship, the regular due process procedures should be followed. If there is a causal relationship between the misconduct and the disability, the case conference committee should consider whether or not a change of placement is necessary and determine what the placement should be. The student with disabilities should not be suspended pending an expulsion meeting unless the student is a substantial disruption to the school environment or a danger to himself/herself or others. If the student is a substantial disruption or a danger, he or she may be suspended only until the school is able to place the student in an appropriate, more restrictive environment.

STUDENTS WITH DISABILITIES under Section 504

If a student with a Section 504 plan is recommended for expulsion, a parent or school should also consider the relationship between the misconduct and the disability in a Section 504 meeting. This meeting would be held by contacting building administration.

ADMINISTRATION OF MEDICATION

The purpose of medication administration in school is to help each student maintain an optimal state of health to enhance his/her educational efforts. Medications given during school hours should be only those necessary to allow the student to comfortably and capably perform in the school setting.

The parent/guardian must send in all medication with a signed permission form. (A permission form is available at your school.) The medication must be properly labeled. All medication will be kept in a secured location and should be presented to the school nurse or principal's designee when brought into the building. It is the child's responsibility to come to the specified location to receive the medication unless other arrangements are made.

The following guidelines are intended to provide assistance for a safe, effective program of medication administration for students while they are at school.

A program for administration of medication is developed and managed by a school nurse.

- ► The school nurse will only administer the medication necessary to maintain the child in school.
- ► Written instructions signed by parent/guardian and/or physician are obtained and retained on file.
- ► Medication must be in the original container with a pharmacy label affixed. A pharmacy label can serve as a physician order.
- ► Non-prescription medicine should be provided in the original container. Parents are responsible for refilling any prescription(s) or purchasing additional non-prescription medicine.
- ► Administration of medication requiring an assessment of the student to determine dosage shall only be done by a qualified person. If it is necessary for medication to be administered by an unlicensed person, a physician's written order will be required specifically allowing an unlicensed person to administer the medication.
- ► If a school employee is not a licensed school nurse and is responsible for administering medication, training regarding the medication, side effects, dosage, and techniques necessary for the safe administration will be arranged by the school nurse for that employee. Documentation of the training will be kept on file. General guidelines will be available in the substitute nurse folder and a contact person will be noted.
- ► A school may not require teachers or other employees to administer medication that requires skills beyond their qualifications (injectables, glucose testing).
- ► All permission for long-term medication shall be renewed at least annually and any changes shall be documented by written authorization of a licensed prescriber.
- ► A medication administration sheet shall be maintained by the school nurse for each student receiving medication at school. All persons administering medication shall document that the student received the medication, time, date, method by which the medication is administered, and signature.
- ► If it is agreed between parent and school that a student would benefit from the responsibility of self-medication, a program shall be developed for that student. When developing a plan for self-administration of emergency medications, the safety of the other school children must be taken into consideration. The medication must be kept inaccessible to other students.
- ► A student with a chronic disease or medical condition may possess and self-administer emergency medication if the following conditions are met: (1) the student's parents have filed an authorization with the school nurse or principal's designee to possess and self-administer the emergency medication; and (2) the physician states in writing that the student has an acute or chronic disease or medical condition for which emergency medication has been prescribed; student has been instructed in how to self-administer the emergency medication; the nature of the disease or medical condition requires emergency administration of medication. Please note the authorization and physician's statement must be filed annually.
- ► If, at the end of the school year, the medication has not been picked up, the medication will be disposed of and the school nurse will document the disposal.
- ► Parents who do not comply with these regulations shall be required to come to school and administer the medication to their child.

AHERA ANNUAL NOTICE

In accordance with the US EPA's AHERA Standard (ref: 40 CFR 763.80), all information concerning asbestos-containing materials in the schools of the MSD of Wayne Township is available for review and copying by all students, staff and guardians upon request during normal business hours. A copy of the plans for all buildings under the jurisdiction of this local education agency is available at the MSD of Wayne Township Education Center, which is located at 1220 S. High School Road, Indianapolis, IN 46241; telephone number 317-988-8611. Inquiries regarding any facet of the regulation or the management plans should be directed to the district business office at the above telephone number during normal business hours.

ASSISTANCE FOR SCHOOL BOOKS, SUPPLIES, AND FEES

Parents who meet the financial eligibility standards for free and reduced price meals under the National School Lunch and Breakfast Program and who make proper application to the school district are not required to pay the fees for school books, supplies, or other required class fees. The school corporation shall pay such fees after the determination of financial eligibility is made. Family applications must be completed listing all students attending school in the MSD of Wayne Township. The application and eligibility standards may be obtained through any of the schools or through the MSD of Wayne Township, 1220 South High School Road, Indianapolis, IN, 46241, telephone 317-988-8600.

COMPUTER NETWORK & INTERNET ACCESS

Internet access through the school district is a valuable learning resource for students. Students will be permitted to have access to the Internet and the school district's computer network unless their parent/ guardian files a written objection at the beginning of each school year. A form for refusing student access may be found on the school district website at district.wayne.k12.in.us/wp-content/uploads/sites/15/2017/05/A200_E.pdf. All use of district network and technology must comply with the Responsible Use of Technology Policy (Policy A200).

Internet access through the school district is screened by filtering software to attempt to prevent student access to content that is inappropriate for students, but no filter can provide perfect protection from inappropriate content. Staff monitoring of student computer usage and parent assistance are necessary to allow a student to have the substantial educational value of Internet access, while limiting the dangers. Use of the district network constitutes consent to be monitored and students shall not have an expectation of privacy in their use of the district network or technology.

CRIMINAL ORGANIZATIONS

MSD of Wayne Township prohibits criminal organizations and criminal organization activity. Under IC 35-45-9-1, "Criminal Organization" means a formal or informal group with at least three members that:

- Promotes, sponsors, assists in, or participates in; or
- requires as a condition of membership or continued membership; or
- has as one of its goals;

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

For more details, MSD Wayne's Criminal Organization Activity Policy is available online at district.wayne.k12.in.us/wp-content/uploads/sites/15/2022/08/G450-Criminal-Organization-Activity.pdf.

DIRECTORY INFORMATION

Parents or eligible students (18 years of age or older) have 14 calendar days from the first student day of the school year to object in writing to the building principal to the release of the following directory information about the student without parental consent:

- ► Name, address, parents' names, home and work telephone numbers
- ► Date and place of birth, hair and eye color, race, sex, height, weight, grade level
- ► Major field of study; participation in school activities and sports
- ► Dates of school attendance; honors and awards received
- ► Other similar information: e.g., yearbook information
- ► Print and electronic media including pictures and digital images of students involved in school activities
- ► Student work displayed at the discretion of the teacher with no grade displayed
- ► Motor vehicle description and license plate number
- ► Unlawful activities on or near school property to the appropriate law enforcement agency or court officer

- ► Recommended disciplinary action for school related offenses to the appropriate law enforcement agency or court officer

DISTRIBUTION OF MATERIALS THAT ARE NOT SCHOOL SPONSORED

Materials in any form that are not school sponsored shall not be distributed at school or at a school district activity at a time or in a manner that disrupts a curricular or extracurricular activity, restricts the passage of students, employees and visitors through school buildings or facilities, or causes litter or an unsafe condition in a school or facility. Materials advertising a commercial product or service may not be distributed at school or a school district activity without prior approval. Materials for not-for-profit community groups such as a church or scout troop also need prior approval. Once the content is approved, the principal will determine the manner and time of distribution.

FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA)

The maintenance of student records by the school is governed by FERPA, which affords parents and students over 18 years of age ("eligible students") certain rights including:

- ► The right to inspect and review their children's records at reasonable times within 45 days of the day a school receives a request to access the records, and, in accordance with district policy, to purchase a copy of such records.
- ► The right to request the amendment of the student's record if it is inaccurate or misleading or is otherwise in violation of the student's privacy rights.
- ► The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.
- ► The right to file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue SW, Washington DC 20202, concerning alleged failures by the district to comply with the requirements of FERPA.

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

Federal law requires public school districts, upon request, to release the name, address and telephone number of high school students to military recruiters unless a parent expressly informs the school in writing by the end of the first week of the school year not to include this contact information (name, address or phone) in the lists that are released to military recruiters.

HARASSMENT, INTIMIDATION AND BULLYING

Harassment, intimidation, and bullying may be a barrier to learning for students and optimum job performance for employees. Victims are encouraged, but are not required, to make it clear that the offending words or actions are unwelcome. Words or actions of this nature should be reported to an administrator by a victim and by any person who observes another person being victimized. Persons making a report will be protected from retaliation or penalty unless the person making the report knew it was false when reporting. For more information, see "Grounds for Suspension and Expulsion," pages 21-23; Indiana Code 20-33-8 (http://iga.in.gov/static-documents/f/6/2/7/f6279af7/TITLE20_AR33_ch8.pdf); and Board Policy C350 (district.wayne.k12.in.us/wp-content/uploads/sites/15/2017/02/Antibullying.pdf).

INDIANA DRIVER'S LICENSE/PERMIT RESTRICTION POLICY

- Habitual truancy policy - The MSD of Wayne Township defines habitual truancy as a student's willful refusal to attend school in defiance of parental authority and the school corporation's attendance officer. If a student's attendance record indicates a pattern of defiant absences, and if the student accumulates three (3) or more unexcused absences (involving two or more incidents) within one semester or six (6) or more absences (involving three or more incidents) within one school year, he/she will be considered a habitual truant and the school will inform the Bureau of Motor Vehicles and the student will not be issued a

driver's license or permit until he/she is eighteen (18) years of age or until the Board of Education determines in a periodic review (at least once per year) that the student's record has improved to the degree required by Board policy. Each secondary school's assistant principal has additional information available regarding the periodic review and Board policy.

- Issuance of or invalidating a student's operating license or learner's permit—Indiana law prohibits the issuance or invalidates a student's operator's license or learner's permit when he/she has been suspended or expelled from school. Any student receiving six (6) or more days of suspension in any one school year will not have his/her eligibility form for issuance of a license/permit approved by the principal. If a student under eighteen (18) years of age is expelled or suspended for 6 or more days, his/her principal shall notify the Bureau of Motor Vehicles to invalidate the student's license or permit. Any student whose license/permit has been invalidated may appeal to the Bureau of Motor Vehicles pursuant to Indiana Code.

INDOOR AIR QUALITY COORDINATOR

MSD of Wayne Township's Indoor Air Quality Coordinator contact information is below:

Todd Hendricks/MSD of Wayne Township Director of Facilities
7202 W. McCarty St., Indianapolis, IN 46241
todd.hendricks@wayne.k12.in.us
317-988-6371

MEDICAID REIMBURSEMENT

The MSD of Wayne Township may bill Indiana Medicaid for district services provided to eligible special education students in compliance with all applicable regulations. All public school districts are entitled to receive Medicaid reimbursement for providing specific special education services to eligible students. Medicaid reimbursement to a school district does not affect the student's spend-down payment or the amount of medical services which the student currently receives or will receive in the future.

NON-CUSTODIAL PARENTS

Indiana and federal law, as well as school district policy, presumes that a student's non-custodial parent has not lost his or her parental rights. These rights include the ability to access the student's records, participate in parent-teacher conferences, and pick a student up from school at dismissal or for an appointment. If a custodial parent has a current court order that specifically limits a non-custodial parent's participation in school activities or access to the student at school, the custodial parent should present the court order to the principal of the school the student attends, and supplement if modified by the court.

Preferences of a custodial parent not supported by a court order cannot be enforced. If a request for a court order is pending, the custodial parent should meet with the principal of the student's school to explain any circumstances that may result in harm to the student.

NON-DISCRIMINATION

- The MSD of Wayne Township is committed to making decisions based upon merit and achievement. The Board of Education does not discriminate on the basis of gender (including sexual stereotype non-conformity), race, age, ancestry, national origin, religion, disability, sexual orientation, gender identity, or United States military service veteran status in any educational program or activity.
- The commitment to not discriminate extends to employment and admission to any educational program or extracurricular activity.
- A complaint on any of the above grounds may be filed by or on behalf of any student or employee.
- The Discrimination Complaint Form may be obtained from the main office of each school corporation building. Help in completing this form is available from the Assistant Superintendent for Human Resources who can be contacted at 1220 South High School Road, Indianapolis, Indiana, 46241, or by calling 317-988-8600.
- Additional information, clarification or complaints may be directed to the following school officials who have been given the responsibility for assuring compliance with federal and state laws governing non-discrimination in educational programming, activities and employment. Discrimination issues related to gender, race, age, employment, ancestry, national origin, religion, color, sexual orientation, gender identity, or United States military service veteran status, Title IX, Sexual Harassment or Gender Equity—Assistant Superintendent for Human Resources at 988-8600. Issues of Disability—Section 504—Deputy

Human Resources Officer at 317-988-8600. Reports may be made at any time, by telephone, email, or mail to the above listed school officials.

- If a parent, student, or teacher knows or suspects a learning disability, and/or a physical or mental disability, he/she has the responsibility to refer the student for an individual educational evaluation under Instructional Data Evaluation Analysis (IDEA) (for special education) or to determine eligibility under Section 504. To refer a student for an educational evaluation, contact a school counselor.

PARENT'S RIGHT TO KNOW

Upon a parent's request, the MSD of Wayne Township will provide information regarding the professional qualifications of their student's classroom teachers, including whether the student's teacher (a) has met Indiana's qualification and licensing criteria for the teacher's grade levels and subject areas, (b) is teaching under emergency or other provisional qualification/licensing status, or (c) has been subject to discipline of the teacher's license; and whether the student is provided services by paraprofessionals and, if so, their qualifications.

PEST CONTROL

The Indiana Pesticide Review Board regulates how school corporations may use pesticides on school grounds. The MSD of Wayne Township follows these guidelines and invites parents, guardians, and staff to join our Pesticide Notification Registry. By signing up for this registry, you will be notified, via email, at least 48 hours prior to a pesticide application at your child's school, subject to certain exceptions. You will be invited to sign up for this notification each school year. For more details, MSD Wayne's Pest Control Policy is available online at www.wayne.k12.in.us under Board Policy G200.

POSSESSION OF WEAPONS ON SCHOOL DISTRICT PROPERTY

It is a felony under Indiana law for a person other than a law enforcement officer to bring a firearm onto school district property. A permit to carry a firearm does not allow a person to bring a firearm onto school district property except when the person possesses the firearm in a motor vehicle or the firearm is locked out of sight in the person's vehicle.

School district policy also generally forbids the possession of all weapons on school district property except by a law enforcement officer. Before coming onto school district property or to a school activity with any weapon, you are encouraged to check with the principal of the school to be visited before bringing the weapon to the school or activity. Students who bring deadly weapons onto school property will be expelled as required by state law.

PROTECTION OF PUPIL RIGHTS

Board of Education Policy C375 requires written permission of a parent/guardian prior to a student taking part in a survey, questionnaire, analysis, or evaluation which asks about personal or family matters. This policy also guarantees a parent/guardian the right to inspect instructional materials, which are to be used in connection with such a survey, questionnaire, analysis, or evaluation prior to the decision about permission. A parent/guardian wishing to inspect survey materials should contact the principal of their child's school for an appointment. Board of Education Policy C375 establishes greater parental rights than the rights required by the federal Protection of Pupil Rights Amendment (PPRA) (20 U.S.C. § 1232h; 34 CFR Part 98), and therefore complies with the requirements of that law.

RESIDENCY AND EDUCATIONAL RIGHTS

Students who are determined to be in a homeless living situation have the following rights:

- Enrollment in the school they last attended or the school in whose attendance area they are currently staying even if they do not have all of the documents normally required at the time of enrollment;
- Access to free meals and textbooks, Title I and other educational programs, and other comparable services including transportation where applicable;
- To attend the same classes and activities that students in other living situations also participate in without fear of being separated or treated differently due to their housing situations.

Any questions about these rights can be directed to the Assistant Superintendent for Elementary Schools at 317-988-8600.

RESTRAINT AND SECLUSION OF STUDENTS

MSD of Wayne Township makes every effort to prevent the need to restrain or seclude students. However, the district also has in place a restraint and seclusion policy and plan explaining how a student may be safely restrained or placed in seclusion, as a last resort, when there is an imminent risk of serious physical harm to the student or others. MSD of Wayne Township's restraint and seclusion plan (Board of Education Policy C550-R) is available online at www.wayne.k12.in.us.

SCHOOL BUS CONDUCT AND SAFETY RULES

These rules are designed to promote safety on the buses at all times, since the safety of all students is our top priority. In order to help ensure student safety, periodic videotaping may occur on the bus. School bus transportation is a privilege. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school. To promote a safe, orderly, efficient and enjoyable bus ride to and from school the rules listed below must be followed by all students.

- **At the bus stop**
  - ► Be on time. Board only at your regularly assigned stop, unless special permission is received in advance.
  - ► Stay out of the street and away from the road.
  - ► Help protect surrounding property while waiting.
  - ► Wait to enter until the bus comes to a full stop, and the door has been opened by the driver. Take your turn and do not push when entering the bus.
- **On the bus**
  - ► Always obey the driver promptly and respectfully.
  - ► Be seated promptly and stay in assigned seat.
  - ► Keep all books and materials on your lap or contained in a pack or bag.
  - ► Be courteous and use no profane language.
  - ► Speak in low tones.
  - ► Never push, shove, scuffle or horseplay.
  - ► Keep all belongings including head, hair, hands and feet inside the bus and to yourself.
  - ► Never smoke or use any tobacco product.
  - ► Never fight.
  - ► Never throw objects inside or outside the bus.
  - ► Never eat or drink on the bus.
  - ► Treat bus seats and equipment with care and respect.
  - ► Keep the bus clean and orderly.
- **Leaving the bus**
  - ► Leave the bus only at your regularly assigned stop, unless special permission is received in advance.
  - ► Wait to leave until the bus comes to a full stop, and the door has been opened by the driver. Take your turn and do not push when leaving the bus.
  - ► Once off, clear the area immediately. If crossing the street in front of the bus, wait for a signal from the bus driver, then walk quickly across the street.

SCHOOL IMMUNIZATIONS

Whenever a child enrolls in the Metropolitan School District of Wayne Township, the parents are required to furnish the school corporation with a written statement of the child's immunizations no later than the first day of school, accompanied by the physician's certificates or other documentation, unless such a written statement is already on file with the corporation. Minimum immunization requirements for school entry vary by grade level and a student's age. Please check with your health care provider or school nurse for the latest Indiana State Department of Health requirements which can be found on http://www.in.gov/isdh/17094.htm.

The law does provide for exemption from immunization for those children who show a physician's statement indicating the child cannot receive the immunizations because of health reasons and for those children whose parents present the school with a written statement objecting to the immunizations for religious reasons. The request for exemption must be filed annually.

STUDENT PUBLICATIONS & PRODUCTIONS

Publications such as a school newspaper or yearbook, and productions such as plays and musical productions are presented as a part of the school district's curricular offerings, and are not an open or public forum for the unrestricted presentation of the views of a student or parent.

As curricular offerings, the content of these activities will be consistent with Wayne Westside Community Values (see the section with this title).

TESTING

Upon request, parents will be provided with information regarding student participation in assessments mandated by state and federal law, or by the MSD of Wayne Township. More information about Indiana's testing requirements is available at: www.in.gov/doe/students/assessment/.

TRANSFER OF RECORDS

The MSD of Wayne Township will forward educational records, including those related to special education placement, to an educational institution that is receiving, or has received, one of our students without the parent or eligible student signing a release request. If a parent, legal guardian, or eligible student objects to the automatic transfer of school records, the objection should be submitted in writing to the building principal prior to the student's last day in the MSD of Wayne Township.

VISITORS TO SCHOOLS

Visitors are asked to abide by the following procedures:

- Parents who need to speak with a teacher should call or email the teacher to set up an appointment. We know conversations with parents and teachers are most productive when both adults can devote their attention to the topic, and we want teachers to use every minute of the day to teach our students.
- If parents need to speak with their child during the school day, school personnel will be happy to call the student to the office and find a private location for the parent and child to converse.
- All visitors who need to enter into the school will need to have a government issued ID out and ready to be checked. The ID will be scanned and a badge will be printed for the visitor. When leaving school, the visitor will drop the badge back off at the office so he/she can be checked out. Scanning visitors in and out allows us to check the National Sex Offender Registry, and allows us to keep an accurate account of who is in our school at all times.
- When visiting our schools for lunch, please remember that fast food and soft drinks are discouraged and not allowed in the cafeteria. There will be a separate seating arrangement for parents to enjoy lunch with their children. Due to space and student privacy needs, students may not invite friends with them when they eat with their family. At the conclusion of lunch, adults should return to the office to turn in their visitor badge and be checked out of the building. Adults should not attend recess with students or walk with them back to their classroom.

WAYNE WESTSIDE COMMUNITY VALUES AND WAYNE HABITS OF SUCCESS

Since 1983, the MSD of Wayne Township has participated in a values awareness program. Community organizations such as youth service agencies, athletic and recreational groups, PTO's, businesses, churches, and the school district identified thirty core values. Adults and organizations in the community have the opportunity to demonstrate, communicate, and emphasize these core values so that all youth will develop appropriate values to make them more productive and successful citizens.

Our Wayne Westside Community Values Program has a counterpart called Wayne Habits of Success. These habits are persisting; taking responsible risks; remaining open to continuous learning; applying past knowledge to new situations; managing impulsivity; thinking interdependently; metacognition; thinking flexibly; thinking and communicating with clarity and precision; responding with wonderment and awe; listening with understanding and empathy; questioning and posing problems; finding humor; gathering data through all senses; creating, imagining, and innovating; and striving for accuracy.

WELLNESS

The MSD of Wayne Township promotes student wellness by supporting healthy choices, good nutrition, and physical activity as part of the total learning environment. For more details, MSD Wayne's Student Wellness Policy is available online at www.wayne.k12.in.us under Board Policy C575.