

Northeastern Elementary School Parent/Student Handbook

NORTHEASTERN
ELEMENTARY



Belong ● Grow ● Contribute

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The purpose of this handbook is to provide you with information about the policies and procedures at Northeastern Elementary. It is our desire to have a good relationship with all of our NES families. We encourage you to become familiar with the handbook. If you have any questions or concerns, please do not hesitate to bring them to the attention of your student's teacher or principals.

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Northeastern Wayne School Corporation Vision Statement

Northeastern Wayne School Corporation, where each student belongs, grows, and contributes.

Northeastern Elementary Mission Statement

Northeastern Elementary School: A caring community working together to build a better tomorrow.

Northeastern Elementary School

The Northeastern Wayne School Corporation is located in the northeastern sector of Wayne County. It is an agricultural area comprising five small communities with a number of small businesses, but no industry. A population of approximately 5,700 resides within the school district.

The Northeastern Wayne School Corporation was formed in 1963. It is composed of four townships: Franklin, Green, New Garden, and Webster. The schools, each with grades 1 through 12, were located in Fountain City, Webster, Whitewater, and Williamsburg. Northeastern Junior-Senior High School opened in 1967. All junior and senior high students attended the new building. Students in grades 1 through 6 attended Whitewater and Williamsburg, and kindergarten students were taught in Fountain City.

In 1981, the Whitewater School was closed and double shifting began at the Williamsburg School. Elementary students from the Webster-Williamsburg area attended school in the morning. Students from the Fountain City-Whitewater area attended school in the afternoon. The kindergarten students remained in Fountain City.

Our building, Northeastern Elementary School, was opened in the fall of 1983. All elementary students, including kindergarten and preschool, are now in this building. The student enrollment for the 2019-2020 school year for Northeastern Elementary was 595 children in preschool through fifth grade.

Northeastern Elementary School personnel includes two administrators, 40 faculty members, two office staff, 16 instructional assistants, a corporation nurse, a student support specialist, 3 custodial staff, and 7 cafeteria staff members. Special Education needs are met through East Central Indiana Special Services District. School personnel include a teacher for students with Emotional Disabilities, two inclusion teachers, two Speech and Language Pathologists, and a School Psychologist. An occupational therapist, physical therapist, vision impairment consultant, hearing impairment consultant, other health impairment consultants, diagnostician, assistant director, and director of special education services are available as needed.

Northeastern Elementary provides music, art, computer, physical education, and media to students in kindergarten through fifth grade.

Interventions are provided for students who experience difficulty in reading through participation in the Title I program. Reading specialists and our instructional coach address the needs of lower achieving students. Student growth is formally reported to parents each nine weeks. Progress reports are sent at the midpoint of each grading period. Parent/teacher conferences are held each fall and may be scheduled upon request by either parents or teachers at any time.

The PTO is composed of parents, teacher representatives, and administrators who sponsor fundraisers to support convocations, special programs, playground equipment, furniture, and other needed educational materials. They also sponsor other special school events, such as our Trunk-or-Treat, Santa Breakfast, Back-to-School Bash, and Teacher Appreciation Week.

CERTIFIED STAFF

Kindergarten:

Krista Oler
Cait Giland
Kristi Johnting
Lauryn Ingalls

Grade One:

Elly Cofield
Emily Gross
Makenzie Hernandez
Lizzie Summers

Grade Two:

Mindy Day
Meghan Hollinger
Carrie Ingalls
Andee Fetta

Grade Three:

Patti Boyce
Amy Stoops
Lis Deitsch
Amy Wiley

Grade Four:

Kara Day
Julie Irwin
Sarah Moore
Jenny Tudor

Grade Five:

Grant Luebbe
Brittany Reid
Laura VanPelt
Chelsea Wine

Art:

Computer Lab:

Music:

Media Specialist Aide:

Physical Education:

Hanna Hoogenboom
Julie Ross
Brady Day
Katie Hampton
Drew Fox

Special Education:

Miranda Smith
Veronicka Heitkamp
Darcy Catey
Emily McClain

Speech and Language:

Carson Eversole

Intervention/Reading Specialists:

Julie Richmond
Amy Tudor

Literacy Coach

Teresa Ervin

OFFICE STAFF

Secretary:	Bonnie Drake
Treasurer:	Sherry Pardo
Nurse:	Krissy Moore
Student Support Specialist:	Katy McNamara
School Resource Officer:	Tim Davis
Elementary Athletic Director	Vanessa Curtis

SUPPORT STAFF

Food Services Corporation Manager:	Rebecca Tyree
Head Custodian:	Eric Earlywine
District Facilities and Transportation:	Steve Burge

SCHOOL BOARD ADMINISTRATION

Northeastern Wayne Schools are governed by a five member board of education who is responsible for establishing policies by which the schools are held accountable. The schools are administered by the superintendent and building principals. The school board meets on the third Wednesday of each month in the boardroom of the administration building. The public is welcome to attend.

School Board Members	Administration
Shawntel Baker Angela Smith Kimberly Claypoole Daniel VanDuyne Debbie Bartram	Jennifer O'Brien, Superintendent Tierney Stevenson, Principal, Elementary Kailey Abner, Assistant Principal, Elementary John Markward, Principal, High School Tracy Cox, Assistant Principal, High School Clayton Smith, Principal, Middle School Mark Hinkey, Dean of Students, Middle School Ryan Halloran, Athletic Director, Middle/High School

ADMISSION POLICIES

Pupils entering Northeastern Elementary for the first time must present proof of residency documentation listed below.

PROOF OF RESIDENCY is required for all new students or for any students that school personnel request verification. You must have all documentation with you at the time of registration. This includes the student's birth certificate, immunization record, and social security card. If not, your appointment will have to be rescheduled. To prove Northeastern residency, you must provide two (2) of the following items:

One (1) of the items **MUST** be either of the following:

- Settlement Statement or HUD Statement (Received at closing)
- Lease/Rental Agreement for home

Plus one (1) of the following:

- Copy of filed Internal Revenue Service form
- Change of Address Form from the United States Postal Service
- Voter Registration
- Indiana Driver's License
- Current Utilities Bill

DETERMINATION OF LEGAL SETTLEMENT

If the student lives with parents and is under eighteen (18) years of age or over eighteen (18) years of age, but not emancipated, the legal settlement is the School Corporation where the student's parents reside as defined in IC 20-26-11-2.

If the student lives with a divorced or separated parent, the legal settlement is the address of the parent having physical custody, unless the custodial parent makes an election at least fourteen (14) days before the first student day of the school year for the student to have legal settlement in the school corporation where the noncustodial parent resides. (See IC 20-26-11-2.5)

If the student lives with a person because the parents are residing outside of the United States due to educational or business pursuits, and maintain no permanent home in the United States and have officially placed the student in the home of the person, the legal settlement is the address of the person with whom the student lives.

If legal settlement cannot be determined by using any of the above criteria, and the student is being supported by, cared for by, and living with another person, the student's legal settlement is the address of the person with whom the student lives, except where the parent is able to support the child but has placed him/her with the other person primarily for the purpose of attending Northeastern Wayne School Corporation.

If the facts are in dispute, the school corporation may condition acceptance of the student's legal settlement on the appointment of the person with whom the student lives as his/her legal guardian or custodian. However, if a student does not reside with her/her parents because they are unable to support him/her, and the student is not residing with an individual primarily to attend a particular school, the student's legal settlement is the address where the student resides, and the establishment of legal guardianship may not be required by the school. A legal guardianship or custodianship which is established solely for the student to attend school in a particular school corporation will not affect the determination of the student's legal settlement.

If there is a dispute concerning residency or legal guardianship, the student will be enrolled pending resolution of the dispute. All forms pertaining to legal settlement, educational guardianship, etc. are available in the office.

Parents are asked to fill out a student information form. Please notify the school office when there is a change of address or phone number. To enter kindergarten, a child must be five years of age on or before August 1, in accordance with state guidelines.

Attendance Policy

ATTENDANCE POLICY

Regular attendance is essential for a student's success in school. Every absence is a day lost in the classroom that cannot be retrieved. While make-up assignments may be completed, the dialogue between the teacher and the students can never be effectively duplicated.

The State of Indiana places education at the top of its priorities and the Indiana Compulsory Attendance Law requires students to attend school on time regularly. Accordingly, it is incumbent upon NWS to use every reasonable measure to assist students in developing positive attendance habits. While the responsibility for a student being present in school rests with the student and his/her parents, the school will assist the parents and student in this responsibility. This cooperation between the student, parents and the school is essential in providing the fundamental foundation of regular school attendance.

Please review Policy/Guideline 5200 (Attendance)

Classifications:

Absence - An absence is declared when a student is not in class. An elementary student who is more than 30 minutes late to school or leaves school before 2:40 p.m. (Tues- 2:10 p.m.) will be considered absent for that half of the day. The classroom teacher will record attendance each day and the building secretary will update as needed. This record will serve as the official documentation of classroom attendance. All absences require parent communication to the building office.

Excused Absence - Excused absences are reported to the State of Indiana. Excused absences count toward the attendance limit.

1. Death in the Immediate Family and Funeral Attendance
2. Suspensions
3. Incarceration
4. Observance of a Bona Fide Religious Holiday
5. Physical or Mental Incapacitation- Documentation from a physician stating the student was either physically or mentally incapable of attending is required. This classification includes professional appointments.
6. Professional Appointments (Medical)- Documentation from a physician stating the student was seen/treated in their office. Only the time required for travel and the actual appointment time will be excused.

Exempt by Statute - In accordance with the Indiana Compulsory Attendance Law, a student excused from school attendance under this section may not be recorded as being absent on any date for which the excuse is operative and may not be penalized by the school in any manner (IC 20-33-2-(14-17.5)).

1. **Service as a Page or as an Honoree of the General Assembly.** Must be verified by a certificate of the secretary of the Senate or the chief clerk of the House of Representatives.
2. **Service on Precinct Election Board or for Political Candidates or Parties.** Before the date of the election, the student must submit a document signed by one (1) of the student's parents giving permission to participate in the election as provided in this section, and the student must verify to school authorities the performance of services by submitting a document signed by the candidate, political party chairman, campaign manager, or precinct officer generally describing the duties of the student on the date of the election.
3. **Witness in Judicial Proceeding.** Submit the subpoena or documentation to the appropriate school authority for verification.
4. **Duty with Indiana National Guard.** The governing body of a school corporation shall authorize the absence and excuse of each secondary school student who is ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year. For verification, the student must submit to school authorities a copy of the orders to active duty and a copy of the orders releasing the student from active duty.

5. **Duty with Indiana Wing of Civil Air Patrol.** The governing body of a school corporation shall authorize the absence and excuse of each secondary school student who is a member of the Indiana wing of the civil air patrol and who is participating in a civil air patrol for not more than five (5) days in a school year if the student submits to school authorities appropriate documentation from the Indiana wing of the civil air patrol detailing the reason for the student's absence.
6. **Educationally Related Non-Classroom Activity.** The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity. Any educationally related non-classroom activity must meet all the following conditions: (1) Is consistent with and promotes the educational philosophy and goals of the school corporation and the state board. (2) Facilitates the attainment of specific educational objectives. (3) Is a part of the goals and objectives of an approved course or curriculum. (4) Represents a unique educational opportunity. (5) Cannot reasonably occur without interrupting the school day. (6) Is approved in writing by the school principal.
7. **State Fair.** The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7).

Unexcused Absence - Any unverified absence. Unexcused absences count toward the attendance limit. Examples include but are not limited to: no communication, babysitting, oversleeping, car trouble, and any absence not categorized as an excused absence.

TARDY

A student will be considered tardy when not in the instructional area when the bell rings at 8:10 a.m. Individual teachers have the right to enact the rule for their individual classrooms that students must be in your seat when the bell rings. Students who are habitually late may face additional consequences designed to improve prompt arrival to class. Excessive tardies may put transfer student applications at risk. A student who arrives after 8:45 A.M. will be counted for a ½ day absence.

1st - 3rd Tardy- Entered in Harmony

4th - 6th Tardy- Phone call to parent (office)

7^h Tardy- Parent Meeting and Tardy Attendance Contract

Definitions:

Truancy - Students who leave the school building without prior permission from the Office or who refuse to attend school in defiance of parental authority will be considered truant. Absences attributed to truancy are unexcused and count toward the attendance limit imposed by Northeastern Wayne Schools.

Out of Area (Skipping) - Students who remain on school grounds, but purposely miss or skip part of or a full class or SRT assignment without permission.

PERFECT ATTENDANCE

Perfect attendance is defined as zero absences (including suspensions) of the 180 days to any and all classes for the entire school year. Only those absences exempted by statute are permissible.

EXCESSIVE ABSENCES

A student may not be absent, excused or unexcused, more than ten (10) days. An attendance contract will be presented to the student and parent/guardian upon the seventh (7) absence and will remain in effect for the remainder of the school year. Consistently poor attendance after the attendance contract has been implemented may result in retention, truancy arrest, referral to prosecutor, and/or rejection of out-of-district transfer request.

PRE-ARRANGED ABSENCES

Students will obtain a form from the secretary at least 48 hours prior to the absence. Parents are highly encouraged to notify the school with the specifics of the absence. Students are responsible for obtaining make-up work. *Family vacations are pre-arranged unexcused absences and **WILL** count toward the eight (8) day limit before an attendance*

contract is implemented. Cancellation of school can extend the end of the school year into the first days of June. Therefore, it is recommended that vacations not be scheduled during this time period.

ATTENDANCE REPORTING PROCEDURES

When a student is absent from school, the following procedure must be followed:

1. It is expected that a parent or legal guardian **calls the office or the attendance voicemail before 10:00 a.m.** of the day the absence occurs to notify the school of the absence. After 10:00 a.m., absences may still be reported via the attendance voicemail. The following should be included on the voicemail message:
 - Student's name and grade
 - Name of the person making the call and the relationship to the student
 - Reason for the absence
 - Date(s) of the absence(s) and periods if not for the entire day
 - Telephone number so the call can be verified
2. If a parent does not have access to a phone, a note from the parent/legal guardian will be accepted on the day the student returns to school. If the absence is due to a medical, dental or other professional appointment, a note of verification from the place of business is required. The note should include the date, time and length of the appointment on a professional letterhead with phone number and address.
3. The office must receive all verification documentation within 48 hours of the student's return to school in order for the absence to be excused. The attendance voicemail is available 24 hours a day, seven days a week. It is the responsibility of the parents to report absences to the school promptly.

SIGN IN/SIGN OUT

When a student arrives late or needs to leave school for any reason, the parent/guardian is required to sign the student in/out of the school office. If it is necessary for a student to leave the building for any reason, parent verification will be made by phone and he/she must sign out in the school office. Failure to sign out will result in a disciplinary action of truancy. Students will not be allowed to leave school grounds without the knowledge and permission of a parent or guardian. Students are not permitted to be signed out for lunch, due to time constraints. If signed in/out after 8:45 am or 2:40 p.m. (Tues- 2:10 p.m.) or before pm will count as an absence. Signing students out for lunch is not permitted.

Procedures:

1. The parent or guardian should call the office or send a note in with the student before school. If appointment/leave time is within an hour, call the office directly.
2. The secretary will write the student a pass to leave at the specified time.
3. The student will show the pass to the teacher and report to the office to sign out. All students leaving the building without permission or without signing out will be considered truant.
4. Upon returning, the student must sign in at the office. When a student leaves for an appointment, written verification from doctors, dentists, and other professionals must be presented at that time.
5. Before a student who has become ill or injured is sent home, the school will notify parents or guardians to arrange for transportation. If parents are picking up an ill student from school, they must pick them up from the school office for safety reasons. In case of an injury which needs medical attention, an attempt will be made to consult with the parent or guardian for advice. Under no circumstances will the school allow another student to transport the ill or injured student. If a parent or legal guardian cannot be reached, the student will be taken to a doctor or the hospital. The school does not assume responsibility for payment of these bills.

MAKE-UP WORK

It is the responsibility of the student to schedule make-up work and due dates with his/her teachers. **All work assigned during an absence should be made up regardless of the reason for the absence.** *The allotted time for make-up work is the number of days absent to not be considered late.* Teachers may extend the time if unusual circumstances exist. During a suspension, students will be allowed to make-up all missed assignments, tests, and projects and receive appropriate credit. Daily homework assignments are due upon return from a suspension.

A student who is absent the day of a test is expected to take the test upon returning to school. It is also expected that projects or other assignments due on a missed day would be turned-in on the day of return. The same test may or may not be given for make-up. A teacher should use appropriate professional discretion in administering this rule. There is no need for a parent to request student work unless there is no internet connectivity at the home and hard copies of work are needed. In this case, all parent requests for student homework must be communicated to the office secretary by 10:00 a.m., so that the work can be made ready for pick-up by the end of the school day. Direct contact with the teacher is highly recommended. If make-up work is requested and picked-up, the expectation is that work will be completed and ready to be submitted upon returning to class.

HABITUAL TRUANCY

Habitual truancy is defined to include students who are absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10 percent) or more of a school year for any reason (IC 20-20-8-8). See "Certified Absences" for required documentation.

HABITUAL AND CHRONIC ATTENDANCE INTERVENTIONS

*All Absences students will receive a Parent Square and/or Harmony notification.

Day 3 - Parent Square and/or Harmony Message

Day 4 - Parent Square and/or Harmony Message

Day 5 - Letter of Absences

Day 6 - Letter of Absences

Day 7 - Northeastern administration and SRO visit home OR have a problem-solving meeting AND notice of attendance contract

Day 8 - Attendance Contract Implemented

Day 9 - FAST Panel at Northeastern

Day 10 - Possible Arrest for Truancy and/or Report to Department of Child Services

FAST PANEL

A strength based collaborative approach made up of a team of community resources (school, family supports, mental health, law enforcement, and probation) to identify needs and barriers of a student and family/caregivers to come up with a solution for success.

NURSING CARE

1. All accidents are to be reported to the teacher in charge, who then reports it to the clinic and necessary authorities. An accident/incident report must be submitted.
2. Students should report an illness to the classroom teacher, who may then in turn, send that student to the clinic.
3. If an illness warrants a student going home, that student's parent/guardian will receive a phone call from the school nurse or designee to send that student home. Students who contact parents directly via phone, texting, etc. without going to the clinic, will be subject to disciplinary action as described in the cell phone policy.

In the event of an illness occurring at school students are encouraged to report to the nurse's office and the nurse will contact their parents/guardians. Unless our nurse or other medical professional verifies the illness, this absence will count towards attendance limits. Please consider the ramifications of direct parental communication for an illness. It can cause confusion and serve as a disruption to office productivity and school function.

EXTRA-CURRICULAR PARTICIPATION

1. Students must be present a minimum of ½ day with the remaining ½ considered an excused absence to participate in that evening's practice, contest, or other related activity unless sent home due to illness by the office.
2. Students who are absent from school the last day of the week for an excused absence may participate in practices and/ or contests on the following day provided their health has sufficiently improved and both the parent and the coach/sponsor approve.

3. These attendance standards in no way restrict a coach/sponsor from enforcing more stringent requirements for his/her team.
4. Students participating in events after school are to report directly to the designated area. Parents will not be permitted into the building until 3:30pm, after all other dismissal routines have been finished.
5. No student is allowed to be left after school for extended periods of time before extra curricular activity begins, i.e. if a sporting event begins at 5:30 P.M., students are to be dismissed at normal time and will not be allowed to re-enter until the extra curricular activity begins.
6. Elementary students K-5, **must be accompanied by an adult** (18+ years) at all extra curricular activities.

WITHDRAWAL

Should it become necessary to withdraw your child from Northeastern Elementary, there are four important steps to follow:

1. Notify the office
2. Return all school material to your child's teacher
3. Return all library books
4. Pay any outstanding lunch charges, latchkey
5. Records will be sent to new school upon enrollment

KINDERGARTEN INFORMATION

To qualify for kindergarten, a child must be five years of age on or before August 1 of the school year. Kindergarten Round-Up is held annually in the spring. Parents will enroll their child for school while the children work through station activities and assessments. The child's original birth certificate, Social Security number, immunization record, and proof of residency should be brought to the round-up. Information concerning Kindergarten Round-Up will be announced on local radio stations and placed in the Palladium Item, Knightline newsletter, Parent Square, school website, and kindergarten newsletters. Kindergarten parents are informed of classroom and school events and classroom goals on a regular basis via classroom newsletters and Parent Square.

CHANGE OF ADDRESS/PHONE

It is vitally important that we have your correct home and work addresses, phone numbers, and email contacts in case of an emergency. In addition, the name and phone number of a third contact person (a family member, friend, or neighbor) that can be reached in an emergency should be kept on file. If you move during the school year, or your phone number changes, please notify the school immediately.

CHROMEBOOKS

Families should refer to the Student Chromebook Usage Policy, the Northeastern Wayne Schools Student Pledge for Chromebook Use, and the Northeastern Wayne School Corporation Technology Acceptable Usage Policy (Student Agreement) for guidelines regarding chromebook usage and technology usage. A copy of these documents is included in the technology acceptable use policy. Students found to be in violation of any of these policies would be subject to, but not limited to, the following consequences:

- 1st Offense-Student will be given a warning.
- 2nd Offense-Student will be given a warning and a parent contact will be made.
- 3rd Offense-Student will serve an after school detention and a parent contact will be made.
- 4th Offense-Mandatory parent meeting to discuss how we can support the student using the chromebook appropriately and/or bringing it to school, charged and ready to use for learning on a regular basis.

Note: Any rule violations beyond leaving the chromebook at home and/or not having it charged and ready for learning will be handled according to the progressive discipline plan below. It is possible that a student's actions could be serious enough to result in an expulsion for any infraction. Adjustments to this

policy may be necessary during the school year in an effort to keep pace with the changes in technology concerning these devices.

Chromebook Care

Students are responsible for the general use of the chromebook they have been issued by the school. The chromebook is school property and all assigned users have signed a student pledge for chromebook use. If a student's chromebook is broken or fails to work properly, it will be taken to the elementary office for an evaluation of the device.

Device Insurance

All devices are covered under the school's technology insurance program. Insurance covers accidental damage under normal use; however, families will be held financially responsible for any damage that is deemed intentional or any loss or damage that is not covered by the insurance policy.

Family Financial Responsibility

In the event of loss, theft, intentional damage, or damage not covered by insurance, families will be billed for repair or replacement costs. The following are the current rates for common repairs and replacements:

Item	Cost
Chromebook (full replacement)	\$250.00
Charger / Power Cord	Current market value
Keyboard	\$89.00
Any item not covered by insurance	Current market value (repair and parts)

SCHOOL SUPPLIES

Supply lists for each grade level are available in the school office, ParentSquare, and on our school website.

FOOD SERVICES

School meals remain one of the best bargains in today's economy. The Northeastern Elementary cafeteria operates under a federally approved program. Northeastern Wayne schools offer a breakfast program to students. School breakfast is open to every student, but not required. However, students must buy or bring their lunch each day. Milk can be purchased. Extra entrees or side dishes are also available to purchase to those who buy a school lunch. Our menus are sent home monthly. Occasionally, these menus have to be changed; however, most are served as listed.

AUTOMATED PAYMENTS

The cafeteria is equipped with an automated system of keeping records of each student's breakfasts/lunches. Each student is assigned a PIN that is used to access their account as they go through the lunch line each day.

Parents may send money daily, weekly, or monthly. Families may send one check for all children (with directions as to how much for each child). Parents may specify an amount for regular breakfasts/lunches and an amount for extra items or

place the entire amount on the student's account to use until it runs out. For the first time, parents will have the capability of making online payments for lunch fees, book fees, etc. using check, credit, or debit cards.

With our automated system of recording lunches, we encourage parents to prepay as much as possible. However, we understand there are times when charges are necessary. The policy concerning charges is as follows:

- A student may not charge breakfast.
- Students can charge lunch for up to two weeks (10 lunches at regular or reduced prices)
- Students who have reached the lunch charge limit will be provided an alternate lunch
- When charges are paid up to date, the regular lunch will be served.

PRICES

BREAKFAST SERVED DAILY

PAID \$2.35, REDUCED \$.30

LUNCH SERVED DAILY

PAID \$2.85, REDUCED \$.40

***Parents will be notified of changes.**

CONFIDENTIALITY

Student records and information will be kept confidential in accordance with state and federal regulations. Students needing to meet with the student support specialist or school resource officer will be able to speak and react confidentially, subject to the laws of the state of Indiana.

SCHOOL DAY

Buses arrive and begin unloading at 7:55 am. Morning and after school childcare is available through Y-Care for an additional cost. Contact the local YMCA for more information. Students not attending Y-Care may **not** be dropped off before 7:55 am. Students picked up by car will be dismissed beginning at 2:40 pm (Tues. 2:10). Bus riders will be dismissed at 2:55 pm.

Daily Schedule for Grades K-5

Breakfast Bell 7:55 am

Tardy Bell 8:10 am

Car Dismiss 2:35 pm Tues. 2:00

Bus Dismiss 2:55 pm Tues. 2:20

ARRIVAL PROCEDURES

Our top priority at school is the safety and well-being of your children. To ensure everyone stay safe and to prevent any potential accidents, we are implementing the following arrival/drop-off procedures:

Parking & Walking: If you choose to park your vehicle in the main lot, you must exit your vehicle, and personally escort your children across the parking lot, all the way to the sidewalk.

Northeastern Wayne Schools		
Start & End Times		
Northeastern Early Learning Center		Early Release Tuesdays
Doors Open	8:15 AM	8:15 AM
Start Time	8:20 AM	8:20 AM
End Time	2:30 PM	1:50 PM
Northeastern Elementary School		
Doors Open	7:55 AM	7:55 AM
Start Time	8:10 AM	8:10 AM
End Time/Car Rider Dismissal	2:35 PM	2:00 PM
Bus Loading	2:45 PM	2:10 PM
Bus Dismissal	2:55 PM	2:20 PM
Northeastern Middle & High Schools		
Doors Open	7:45 AM	7:45 AM
Start Time	8:00 AM	8:00 AM
End Time	3:05 PM	2:30 PM

The Safety Zone: Please walk your child until you reach the designated sidewalk area where school employees and our sSchool Resource Officer (SRO) are stationed.

The "Curbside" Alternative: If you prefer not to park and walk, please utilize the drive-around lane through the employee/staff parking lot. This will allow you to find space along the curb, where your child can step directly onto the sidewalk from your vehicle. This eliminates the need for children to cross through dangerous morning traffic.

WHY THIS MATTERS

Morning traffic is heavy and visibility can be limited. By following these rules, we ensure that no child is left to navigate the parking lot alone.

Thank you for your cooperation in keeping our students safe. We appreciate your support in making our school a safe and secure environment for every child.

DISMISSAL PROCEDURES

BUS STUDENTS

Students will be dismissed to their buses when the bell rings at 2:45 pm. (Tues. 2:10) Students are to go directly to their bus and remain on the bus until they reach home. Parents or other adults are not to go to the classroom nor to the bus area to get their child(ren) from the bus.

CAR RIDER STUDENTS

Students who are picked up by car will be dismissed from the front of the building at 3:10 pm. Please form a line of cars along the curb, have your sign for the PikMyKid program in your window, and avoid the area where buses are parked and children are loading. Students should not be walking between waiting cars to enter a car in the parking lot. Additionally, students must be picked up in front of the elementary school and may not ride the bus to the high school to go home with an older sibling. The car line is a **NO IDLE ZONE**. Cars must be turned off due to ventilation and fumes entering the adjacent classrooms. The car line is part of school property and is therefore, a **NO SMOKING/VAPING** zone.

Without a QR code, students will not be released. Adults will be required to show ID and office staff/SRO will contact guardians to confirm the child(ren) can be released. If the guardians make arrangements prior to 12:00 P.M., this process will go much faster.

CHANGE OF PLANS

We realize plans can change in the course of the day. You must notify the office secretary of the change and a message will be delivered to your child's teacher with instructions about what your child should do after school. The office will not accommodate last minute requests for dismissal changes. All changes must be called-in by 12:00 P.M. or a note sent in prior to the change.

It is important to contact the school before 12:00 pm to assure that our students are safely transported to the correct destination. Car riders who are consistently picked up late, will be asked to ride their assigned bus route or be signed up for Y-Care (additional fees required) if the issue is not resolved. Supervision of car riders ends at 3:15 P.M.

BUILDING SECURITY

To keep dismissal running efficiently, we ask that no adults enter the building during the dismissal process. If your child needs you to bring them something for after school activities, we ask that you park your car in a parking space and do not approach the building until after 3:30pm.

EMERGENCY SCHOOL DELAYS AND CLOSINGS

Emergency school delays or closings, while usually weather related, may occur for a variety of reasons. In addition to bad road conditions or dangerously cold temperatures in winter, power failures due to storms, energy shortages, and various mechanical failures may require closing the school temporarily.

NOTIFICATION

Decisions to close or delay school are made by the superintendent. Northeastern Wayne Schools utilizes Rooms to notify parents. This information should come to you according to your notification settings within the Parent Square program. Parents can also obtain closing or delay information from additional sources: Radio - WKBVAM 1490, WFMG FM 101.3, or WQLKFM 96; Television - WTHR Channel 13, WISH Channel 8, or WRTV Channel 6; Internet - www.nes.nws.k12.in.us; and various social media sites. ***Please note, there is no early release if there is a delay on a Tuesday.***

Northeastern Elementary School Normal Start		2 Hour Delay Start
Doors Open	7:55 AM	9:55 AM
Start Time	8:10 AM	10:10 AM
Car Rider Dismissal	2:35 PM	2:35 PM
Bus Loading	2:45 PM	2:45 PM
Bus Dismissal	2:55 PM	2:55 PM

EARLY DISMISSAL PROCEDURES

Our first concern, as always, is the safety of our students. Should weather conditions warrant an early dismissal, it is imperative that students know their family emergency plan. Although we want to ensure that every student will have a place to go when dismissed early, it is not possible for the office to call every parent to find out where the student should go. Our office will send out a Parent Square notification to families in the event of an early dismissal. It will also be broadcast on the previously mentioned media sources. Please take a few moments to sit down with your child(ren) and discuss the following questions:

- What should I do if school is called off early?
- What do I do if no one is at my house when I arrive home?

Please go over your emergency plan with your child so that he/she will know what to do should an early dismissal occur. Please remember, the after school childcare program will not meet when school has been dismissed early due to emergency school closings.

FAMILY INVOLVEMENT

VISITORS -To maintain safe conditions for our students, all visitors should enter through the secure entrance and main office upon their arrival to school. At this time, visitors are not allowed to eat lunch with a student or visit classrooms for birthday celebrations. They are welcome to drop off birthday treats. All visitors must wear a visitor name tag. This name tag should be worn at all times while in the school. Visitors will not have access to classrooms during drop off/pick up or the school day. Family members are welcome to attend class parties and special events with teacher approval. **Visitors without pre-approval will not be allowed to join classroom or lunchroom activities.** Visitors cannot attend recess in order to help us maintain a higher level of security. **Background checks may be required for any visitor.**

FIELD TRIPS

Students in Northeastern Wayne Schools have many opportunities for first-hand learning experiences such as field trips. Field trips are planned to support all curricular areas. Many lessons for students cannot be duplicated with media materials or textbooks. Teachers plan at-school activities to prepare students for what they will experience, as well as follow-up lessons. Teachers appreciate your support in these educational opportunities by both chaperoning and providing the added expenses such as transportation fees, activity fees, meal costs, or entrance fees. Students enrolled will be sent on field trips within Wayne County per the parent-permission granted in Harmony at the time of registration. Out of town trips require further approval.

CHAPERONES

The selection of field trip chaperones is at the discretion of the school administration and/or trip sponsor. Due to space limitations, supervision needs, student safety considerations, and the educational objectives of the trip, not all individuals who volunteer may be selected to serve as chaperones. Field trip chaperones must also have background checks on file prior to attending field trips. Transportation will be offered first come first serve based on bus seats available. If no seats are available, transportation will be the responsibility of the chaperone. Most field trips are at public locations, planned for exact numbers and tickets are purchased in advance. Therefore, we cannot accommodate chaperones who were not originally approved. Selection decisions are made in the best interest of students and the school and are final. The school reserves the right to deny or revoke chaperone privileges at any time if it determines that doing so is necessary to maintain student safety, comply with school policies, or support the educational purpose of the trip.

We sincerely appreciate parental support of field trips. However, we must ask your cooperation with the following guidelines for chaperones:

- There are several field trip opportunities within the school year. We will schedule as many parents as is appropriate to help on each trip. Our destinations often have restrictions or requirements as to the number of participants, and our arrangements are made well ahead of the trip. It is necessary to schedule your participation to ensure a successful outing.
- If you are able to attend a field trip with us, we are counting on you to help us with the supervision of students. Since this is our primary goal, we need your undivided attention with our students. Therefore, we ask that you do not bring siblings along.
- Chaperones are expected to follow the same rules and guidelines as if on school property.
- ALL chaperones for field trips will require a Limited Criminal History check.
- All chaperones are required to ride the bus to and from field trips, unless otherwise arranged with the principal.
- Parents/family/siblings are not permitted to join school groups on field trips unless they are assigned the role of a chaperone. If parents attend a field trip at a public venue, they are permitted to walk with their child only. They are attending as a member of the public and not as a member of the school group or a chaperone.

HOME - SCHOOL COMMUNICATION

NES Newsletters - You can expect the *NES Newsletter* (the Northeastern Elementary newsletter) via Parent Square once a month. This is also shared on our Facebook page and Twitter account. This communication will have announcements and articles of interest to Northeastern families and our community.

TEACHER CONTACTS / PARENT CONFERENCES

Parent conferences will be scheduled in the fall. We know other conferences will be necessary from time to time and can be initiated by families or by teachers. Due to daily schedules, teachers are not always available by phone, but will return calls, emails, and Parent Square messages as quickly as possible. We believe the best schools work together with families in the educational experience.

HOMework/CLASSWORK POLICY

School time is generally provided for completion of necessary assignments. If students use their time wisely, they should not have homework/classwork to finish. However, there may be homework/classwork if a student does not complete the assigned work at school.

- Class work will be assigned on a regular basis and the amount of work may differ from primary to intermediate grades. Unfinished work may be sent home and must be returned the next day for credit.
- All assignments that come home will be meaningful and will provide reinforcement activities as well as enrichment activities. The teacher will ensure that all assignments are clear and the expectations are understood.
- It is the responsibility of the student to complete all work and turn assignments in on time.

ELEARNING DAYS

Throughout the school calendar year, the Northeastern Wayne School Corporation has approved certain days as eLearning Days to provide teachers the opportunity for professional development. These days are in two different categories, synchronous and asynchronous.

- On **synchronous** days, 3rd-5th grade students will be meeting with their teachers on an online platform (Google Meet, Zoom, etc.). Students in K-2nd grade will be working on an educational packet provided in advance.
- On **asynchronous** days, students will be working on educational assignments provided in advance by their classroom teacher(s).

If the eLearning Day is planned, students will have 3 school days to turn in their assignments. If the eLearning day is unplanned, students will have 5 school days to turn in their assignments.

Dates for asynchronous (planned) learning:	Due dates for assignments:
September 23, 2026	September 29, 2026
November 23, 2026	December 3, 2026
November 24, 2026	December 4, 2026

BIRTHDAY CELEBRATIONS

Birthdays are a very special occasion and we love being able to celebrate with our students. In order to protect our instructional time, however, we ask that you pre-arrange a plan with your child's teacher to bring in class treats. **Balloon arrangements are not to be sent to school.** Any flower or other arrangements are allowed, but will not be able to travel home on the school bus. **Parents/Guardians will not be allowed in classrooms for celebrations.** If treats are sent in, they must be **STORE BOUGHT** and **INDIVIDUALLY WRAPPED** within their original packaging. Cupcakes are allowed as long as they are sealed and store bought. Treats must be dropped off no later than 12:00pm to allow time for delivery to the classroom. Treats dropped off after 12:00pm, are not guaranteed to be passed out that day.

FUNDRAISERS

Only school-sponsored fundraisers are permitted at school. Fundraisers sponsored by external groups or individuals are not permitted on school grounds unless approved by the administration.

PARENT TEACHER ORGANIZATION

We would like to encourage you to become a part of your child's education by actively joining the Northeastern Elementary PTO. Participation in the PTO is a good way to find out first hand what is happening at the school. No

experience is necessary to serve on PTO committees. We do require all PTO members to have a current background check on file. All PTO candidates must be approved by the administration before elections. The PTO plays an important part in the school, as they provide materials and donate much time to enhance the education of students.

EXTRACURRICULAR ACTIVITIES

In order to participate in extracurricular activities, the student must be present for a full day on the day of that activity. Exceptions may be granted by the administration for unusual or extenuating circumstances.

SPORTS

The students at Northeastern Elementary will have available to them the following extracurricular activities:

5th grade: Cross Country, Cheerleading, Wrestling, Track, Basketball, Football

Other grades: Sports Clinics are available periodically

ORGANIZATIONS

The following organizations are available for membership by the students at Northeastern Elementary:

Girl Scouts

4-H Clubs

ELIGIBILITY

Students will be expected to maintain passing grades in all subjects. Students' grades will be monitored at grading periods and when progress reports are issued. Students who are failing in one or more subjects will become ineligible to participate in extracurricular sports until the next progress report or report card is issued, on which such grade circumstances no longer exist. Following review by school personnel, if sufficient progress has been made within two weeks, the student may be reinstated prior to the next reporting period. Students who develop poor attendance or tardies, display unacceptable behavior, or engage in other inappropriate behavior may become ineligible for extracurricular activities. Teachers or administrators may initiate such a recommendation. The final determination will be made by the principal regarding the ineligibility and its length. For all other participation requirements, please refer to the Northeastern Wayne Schools Athletic Handbook.

HEALTH SERVICES

The school maintains health services for all children, so they may attend school with the best physical, mental, and emotional health conditions attainable to facilitate learning. State regulatory agencies mandate much of what we do in this area to help ensure as healthful an environment as possible. Food allergies within classrooms and the school will be monitored and rules may be specific to individual rooms. Any student that brings medication, including cough drops, must have a written note from the guardian that includes, student name, dosage of the medication, and a parent signature.

HEALTH REQUIREMENTS FOR REGISTRATION

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

Indiana State Department of Health Quick Reference
School Immunizations Required for School Attendance

GRADE	REQUIRED	
Pre-K	3 Hepatitis B 4 DTaP* 3 Polio*	1 Varicella* 1 MMR 2 Hepatitis A
K-5th grade	3 Hepatitis B 5 DTaP* 4 Polio*	2 Varicella* 2 MMR 2 Hepatitis A

*4 doses of DTaP/DTP/DT are acceptable if the 4th dose was administered on or after the child's 4th birthday.

*3 doses of Polio are acceptable if the 3rd dose was given on or after the 4th birthday and 6+ months after the previous dose.

*Physician documentation of Varicella disease history, including month and year, is proof of immunity. Parent report of disease history is not applicable.

A student may be admitted to school on a provisional basis if a physician or health department indicates that immunization of the student has been initiated and that the student is in the process of complying with all immunization requirements. A schedule of proposed immunizations must be on record at the school office. Such provisional admission shall be for a length of time not to exceed 20 days. Students who do not have proof of immunization will not be registered in school, or if registered, will be excluded from school until proof of immunization is presented to the school nurse.

ACCIDENTS

If a serious injury occurs on the school grounds or on the bus, parents will be notified and asked to pick up the child for their own observation or examination by their family physician. Parents will be promptly notified of all injuries not considered minor. In the event that parents cannot be reached, the student will be discharged to the person designated as the "medical emergency contact" on the enrollment card. If you change your address or home/work telephone numbers during the school year, please inform the school as soon as possible.

VISION SCREENING

Vision screening is done in grades 1, 3, and 5 and in all teacher and special education referrals. Students failing the screening are referred for further evaluation with your family eye doctor.

FEVER

A child presenting with a fever of or greater than 100.4 will be sent home and can return to school once they have been fever-free for 24 hours, without the use of fever-reducing medications. The school nurse reserves the right to send a child home based on symptoms.

TOILETING ACCIDENTS

Students should keep a spare set of clothes in his/her backpack in the case of an accident. In the event a spare set of fresh clothes are not available, parents/guardians will be required to bring fresh clothes or pick up the student.

HEAD LICE

Parents need to notify the school when their child has head lice. Children who have head lice will be excluded from school to be treated. After treatment, children will be checked by the school nurse before returning to the classroom. The following procedure will be utilized:

- Any child with severe itching of the scalp will be sent to the school nurse to check for signs of head lice.

- If signs of active head lice are found by the school nurse:
 - Parents will be notified and the student will be sent home
 - Students in the child's class will be checked for signs of head lice as deemed necessary
 - All siblings of the child will be checked at the school site

After the student has been properly treated and there are no lice in the child's hair, the child may return to the school but must be accompanied by an adult to the nurse's office for a recheck before returning to the classroom. An excused absence of 24 hours is allowed for effective treatment for the eradication of head lice.

BED BUGS

Inspection and Reporting: If the bug is found on a student or his/her belongings, the student will be discretely removed from the classroom and the student's clothing and other belongings will be examined. Store the student's personal items in a garbage bag or plastic bin until the student leaves school.

Bugs will be collected for proper identification. Parents/guardians of the student will be contacted by telephone or through a notification message to let them know a bug was found on the student's belongings and recommend a home inspection by a licensed professional.

OTHER HEALTH PROBLEMS

Immediate first aid is provided in the event of illness or injury at school. Parents are contacted to assume responsibility in case of serious illness or injury. The school will call parents to take home any student who has a generalized rash or symptoms of a highly infectious disease, such as: chicken pox, scabies, impetigo, ringworm, and conjunctivitis. Students will be readmitted to school with a note from a medical doctor or proof of treatment.

ADMINISTRATION OF MEDICATION

Parental Consent

With the exception of medications, which may be administered by a school nurse or trained first responder during a life-threatening emergency, no medication shall be administered to a student without written and dated consent of the student's parent or guardian. The consent of the parent or guardian shall be valid only for the period specified on the consent form and in no case longer than the current school or program year.

Non-Prescription Medication

All non-prescription medicine to be administered to a student must be accompanied by a statement describing the medicine, the dosage, and the time for it to be administered to the student. USDA-approved topical, non-aerosol sunscreen products are exempt from this requirement. A school employee may assist in applying the sunscreen with written permission of the student's parent or guardian. A student may possess and use the above-described sunscreen product while at school and at school events.

Medications for cough/cold/flu and any other over-the-counter medications that are given more than 3x/week, **must** have a doctor medication permit. Medications not suitable for children will not be given without a doctor medication permit. Cough suppressant medication in a sucker/lolly-pop, vitamin c drops, medications that have been added to a drink/food items are not permitted at school or on the bus.

Prescription Medication

All prescription medicine, including injectable medicine and all blood glucose tests by finger prick, to be administered to a student must be accompanied by a physician's prescription, a copy of the original prescription and the pharmacy label. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent or guardian is required. The written consent of the parent or guardian and the written order of the physician shall be kept on file. **All prescription and non-prescription medications to be**

administered at school or school functions must be FDA approved.

Medication shall be administered in accordance with the parent's statement (in the case of non-prescription medicine) only by a school nurse or other employee designated in writing by the school principal unless the medical condition requires the student to self-administer the medication. All administration of medicine shall be documented in writing. Any designated employee who is responsible for administering injectable insulin or a blood glucose test by finger prick shall receive proper training and such training shall be documented in writing.

Non-FDA Approved Medications or Treatments

Students may be administered non-FDA approved medications or treatments (such as CBD oil) under the following conditions:

1. Parent/Guardian will provide a prescription from a health care provider (as stated above).
2. Parent/Guardian or designated adult (not to include the school nurse or any NWS employee) must administer the prescribed dosage to the student.
3. Parent/Guardian or designated adult (not to include the school nurse or any NWS employee) must maintain possession of the medication. The medication will not be stored on school property.
4. Parent/Guardian or designated adult (not to include the school nurse or any NWS employee) will administer the prescribed non-FDA approved medication in the school health center.
5. Parent/Guardian may submit in writing a list of other adults that may come to the school to administer the dosage of the medication including parent signature. This list must be specific with names, dates, dosage, and time.

Self-Administered Medications (IC 20-33-8-13)

Students may possess and self-administer medication if the following conditions are met:

1. The student's parent or guardian has filed an authorization with the student's principal for the student to possess and self-administer the medication. The authorization must include the statement described in (2.).
2. A physician states in writing that:
 - a. the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
 - b. the student has been instructed in how to self-administer the medication; and
 - c. the nature of the disease or medical condition requires emergency administration of the medication.

The authorization and statement described in (1.) and (2.) above must be filed with the student's principal annually.

Release of Medication

Medication that is possessed by a school for administration during school hours or at school functions for a student may be released to:

1. the student's parent or guardian; or
2. an individual who is:
 - a. at least eighteen (18) years of age; and
 - b. designated in writing by the student's parent or guardian to receive the medication.

A school may send home medication that is possessed by the school for administration during school hours or at school function with a student only if the student's parent or guardian provides written permission for the student to receive the medication. Whenever practical and foreseeable, the administration shall work with the school physician and school nurse to develop an appropriate protocol for the use of medication in emergency situations. The above policies must be adhered to. There are **NO** exceptions.

FIRE AND EMERGENCY PREPAREDNESS DRILLS

Fire drills are held once a month. Fire drills are indicated by the alarm system, which is a continuous buzzer type alarm. Students will also be made aware of what to do in case of an earthquake or tornado while at school as well as at home. Tornado drills are held once per semester. Students are also instructed as to what to do in the case of a man-made emergency: chemical spills, biohazards, or other impending threats to student safety. Emergency preparedness drills are held twice per school year. Northeastern Wayne Schools utilizes the SRP protocol to empower students and teachers to utilize a set of proactive strategies in the case of an armed intruder.

LOST AND FOUND

Articles of clothing found are placed in the "lost and found" area located in the hallway. Unclaimed articles will be donated to charitable organizations each nine weeks. Parents are advised to write children's names on lunch boxes, sweaters, coats, etc. Northeastern Wayne School Corporation is not responsible for lost or stolen items.

REPORT CARDS

Report cards will be issued to students at the close of each nine weeks grading period. The ending dates are listed on the school calendar. Attendance will be reported on the report card. Report cards will be computer generated and parents will be contacted when they are available for viewing on Harmony. Parents/Guardians of students may access their child's progress at any time, using our Harmony program, accessible through our school website.

GRADING SCALE GUIDELINES

Kindergarten

M = Mastery, P = Progressing, N = Non-mastery

Grades 1-5

100	A+	79-78	C+
99-93	A	77-72	C
92-90	A-	71-70	C-
89-88	B+	69-68	D+
87-82	B	67-62	D
81-80	B-	61-60	D-
		59-0	F

Grades 3, 4, and 5 are involved with Honor Roll. The third grade honor roll will be based on grades received in reading, math, language, and spelling. The fourth and fifth grade honor rolls will be based on grades received in reading, math, language, spelling, social studies, and science/health.

A 12 point system will be used to calculate eligibility for the honor roll. The point values are listed above. A student must have an average of 8 points to qualify for the honor roll. A student receiving any grade of D+ or below will be automatically disqualified from the honor roll for that grading period. The honor roll will be calculated at the end of each nine week grading period. Semester grades will not be used to determine eligibility for the honor roll.

PROMOTION/RETENTION

The promotion and retention of students is a discretionary decision of parents and the professional staff with the exception of the 3rd grade standardized reading test. As per Indiana Code, students who do not pass the IREAD-3 exam during the spring semester MUST be retained in 3rd grade. Summer school and other remediation programs will be implemented to assist students in passing this state mandated test. An opportunity to retake the test is currently available to students during the summer prior to beginning their 4th grade year. All other decisions to promote or retain a student shall be based upon what is judged by the parents, teachers, and administrators to be in the best interest of the child. Every effort will be made to communicate with parents in a timely manner and parental input is encouraged.

SPECIAL SERVICES

HEARING/SPEECH SERVICES

HEARING SCREENING ADMINISTRATION

The speech pathologist conducts hearing screening annually (traditionally at the beginning of the school year) for all students in kindergarten, first, fourth, seventh, and tenth grades. Also tested are all who were identified as having a hearing issue the previous year and all students newly enrolled in the school system. Students may also be referred for hearing tests by a parent/guardian or teacher at any time during the school year.

SPEECH THERAPY SERVICES

The speech pathologist screens the speech of all students in grades one and four, all students who are new to the school system, all students who were identified the previous year as needing follow-up, and all students referred by parents or teachers. If the screening indicates further diagnostic testing should be conducted, the speech and language pathologist will obtain parent/guardian permission. After consent is obtained, the speech pathologist will conduct a diagnostic evaluation to help assess the needs of children in one or more of the following areas:

- Language - vocabulary, grammar, sentence structure, auditory processing
- Articulation - pronunciation of speech sounds/words
- Fluency - stuttering or abnormal rate of speech
- Voice - voice quality, pitch, loudness

A case conference will be conducted after testing is completed. At the conference, the speech pathologist reports the results of the evaluation to the family. Eligibility for speech therapy services is determined by this case conference committee based upon the evaluation conducted by the speech pathologist, the input of all the case conference committee members and the eligibility criteria established by the state.

LEAST RESTRICTIVE ENVIRONMENT

Students with disabilities in the attendance area of the Northeastern Wayne School Corporation shall be educated and participate in academic, non-academic, and extracurricular activities with non-disabled students to the maximum extent appropriate. The educational placement of students with disabilities shall be determined annually by a case conference committee and shall be based on the student's individualized education program. The case conference committee shall also take into consideration any potentially harmful effects of a suggested placement on the student or on the quality of the services needed.

Unless the individualized education program requires some other arrangement, a student with disabilities shall be educated with the student's chronological peers in the school the student would attend if not disabled. Placement of students with disabilities in special classes or separate facilities shall occur only when it is documented by the case

conference committee that education in general education classes cannot be satisfactorily achieved. If necessary, a continuum of alternative educational placements shall be available to meet the individual needs of students with disabilities.

SECLUSION AND RESTRAINT

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. As soon as possible after any such use of restraint and/or seclusion, the parents or guardians will be informed when any of these actions have occurred and will be provided with a detailed account of the incident, including the circumstances that led to the use of restraint and/or seclusion.

STUDENT CODE OF CONDUCT

BULLYING

Bullying is prohibited. No kind of harassment, hazing, or bullying will be tolerated. If you believe you are the victim of any kind of harassment, hazing, or bullying or have observed such actions taken by another student, staff member, or other person associated with the corporation, you should report it immediately to the principal or assistant principal. The complaint will be investigated in a confidential and timely manner. Students who are found to be bullying other students may be suspended and/or expelled from school, depending on the seriousness of the actions. Parents will be contacted and a conference will convene to address the bullying concerns. Due to the severity, some cases may involve local law enforcement. Every student is encouraged, and every staff member is required to report any situation that they believe to be bullying behavior directed toward a student. (IC 20-33-8-13.5)

Bullying shall be defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or a group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment (IC 20-33-8-0.2):

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

ANONYMOUS SAFETY REPORTING

Anonymous Safety Reporting via SafeSchools Alert

The Northeastern Wayne Schools SafeSchools Alert Reporting System is NOT an emergency hotline. If you are reporting an event that could immediately affect the school community or an individual, call 911.

The Northeastern Wayne Schools SafeSchool Alert reporting system is intended to facilitate the reporting of sensitive information to school officials, including information regarding bullying, student safety, violence, drug use, or students who may be in need of assistance. Reports submitted here will be forwarded electronically to a predetermined list of school officials and, at the school administration's option, to local enforcement agencies.

To submit an anonymous report:

1. App: Search for "SafeSchools Alert" in the App Store (free download)
2. Phone: 765.227.2528
3. Text: Text your tip to 765.227.2528
4. Email: 1919@alert1.us
5. Web: <http://1919.alert1.us>

Northeastern Wayne Schools highly respect and care for your privacy. We do not collect or store any personal information about you when you submit your alert tip unless you voluntarily provide it. The only information that we do collect is the Internet domain from which you submitted the report. This information will be kept strictly confidential and will only be accessed if we are required by court order to identify the Internet domain from which you submitted your report. Raw access logs will be destroyed regularly in accordance with the Indiana Public Access Commissioner's guidelines.

Please use the SafeSchools Alert program responsibly.

EXPECTATIONS FOR STUDENT BEHAVIOR

A major component of the educational program at Northeastern Elementary is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards. At Northeastern Elementary we expect students to conduct themselves in a courteous and mannerly way and respect the rights of others. We teach students to observe and practice the life skills of "no put downs, active listening, truthfulness, and trust". We also encourage students to do their personal best.

Expected Behaviors

Each student shall be expected to:

1. Abide by national, state, and local laws, as well as the rules of the school.
2. Respect the rights of others.
3. Act courteously to adults and fellow students.
4. Be prompt to school and attentive in class.
5. Work cooperatively with others when involved in accomplishing a common goal regardless of the other.

DISCIPLINE CODE

Certain behaviors are disruptive to a positive learning environment and cannot be tolerated. These behaviors include but are not limited to the following:

1. Disrespect or insubordination to any school employee
2. Continuously distracting or acting in any manner as to interfere with the educational process
3. Failing or refusing to comply with directions of an adult supervising a class or school activity
4. Leaving scheduled assignments without permission
5. Displays of public affection
6. Disregard for the established dress code
7. Possession of prohibited items such as: iPods, MP3 players, and handheld gaming systems is discouraged without prior approval. Permission may be granted by school personnel for use in the classroom or on the bus
8. Cell Phones/Electronic Devices: Students are discouraged from bringing cell phones or related electronic devices to school. Students are required to keep all cell phones and electronic devices (i.e., smart watches or air pods) OFF and out of sight during school hours. Students who are found to be using a cell phone or any other device that is not deemed to be school appropriate will have it confiscated for the remainder of the school day and will be subject to disciplinary actions as noted below. After the first offense requiring collection of an electronic device, any further confiscations will require retrieval by a parent or guardian. Students may also be held accountable for the content found on their cell phones as applicable by Indiana state law (see Cell Phone Content and Display, page 32).
9. Attempting or conspiring with another person to violate any student behavior standard
10. Engaging in misrepresentation, such as lying, falsifying documents, or spreading damaging rumors
11. Cheating on an academic assignment such as a test or homework, or knowingly assisting another student in cheating
12. Use of profanity, vulgarity, or obscenities or any type of indecent display or exposure
13. Engaging in harassment of another person which includes verbal, nonverbal, or physical harassment (see Harassment, page 31)
14. Threatening another person with bodily injury
15. Pinching, pushing, shoving, wrestling, slapping, or hitting another person
16. Causing bodily harm to another person (i.e., fighting)
17. Stealing school or private property
18. Setting fire to or damaging school or private property

19. Failure to report weapons, drugs, and/or threats of violence
20. Consuming or being under the influence of a drug, alcohol, tobacco product (except as authorized by a prescription and medical documentation)
21. Possessing, providing, using, or conspiring to sell another person lighters or matches, tobacco or tobacco products, alcohol products, over the counter medication, any type of drug (except as authorized by prescription), or drug paraphernalia
22. Possessing a firearm or any other object that is readily usable as a weapon or is dangerous to others (such as fireworks, explosives)
23. Engaging in any activity forbidden by local, Indiana, or Federal law
24. Any activity or behavior not covered herein which is not in keeping with the purpose of promoting education and the educational values of this school

DISCIPLINARY ACTIONS

When a teacher or staff member in charge of supervision observes these behaviors, a variety of disciplinary practices may be utilized, depending on the individual situation. If a staff member deems it necessary to consult with an administrator, the following options, up to and including expulsion may be used by an administrator (not necessarily in the order listed):

1. Conferencing with the student
2. Revocation of privileges such as recess or special activities
3. Assignment of special duties (i.e. cleaning up area they damaged)
4. Parent contact
5. Confiscation of inappropriate items
6. Isolation within the classroom or cafeteria
7. After school, lunch, and/or recess detention
8. In-school suspension, time out (with work to be done)
9. Behavior modification plan
10. Suspension from school for one to ten days, including all extracurricular activities
11. Expulsion for the remainder of a semester and/or the school year, including all extra-curricular activities

All disciplinary referrals brought to an administrator are recorded in Harmony and emailed to parents informing them of the behavior and corresponding action taken.

Student Participation in Extracurricular Activities During Suspension

Purpose

Participation in extracurricular activities, including athletics, clubs, performances, and other school-sponsored events, is a privilege that carries expectations for appropriate conduct and adherence to school rules.

Out-of-School Suspension (OSS)

Students assigned an Out-of-School Suspension shall not be permitted to:

- Attend school;
- Participate in practices, contests, performances, meetings, or other extracurricular activities;
- Attend or be present at any school-sponsored event on school property or at an off-campus school-sponsored event during the period of suspension.

Eligibility shall be restored upon completion of the suspension period and the student's return to school.

In-School Suspension (ISS)

Students assigned an In-School Suspension may attend school and receive academic instruction but shall not be permitted to:

- Participate in practices, contests, performances, meetings, or other extracurricular activities on the day(s) the suspension is served; or
- Attend school-sponsored events occurring after school on the day(s) of the suspension.

A student must complete the assigned school day and be free from ISS on the day of an extracurricular activity in order to participate.

Partial-Day Suspensions

Students serving a partial-day suspension, whether in-school or out-of-school, shall be ineligible to participate in extracurricular activities on the day the suspension is served unless otherwise approved by the building principal or designee.

Additional Consequences

The Superintendent, Principal, Athletic Director, or sponsor may impose additional restrictions on extracurricular participation when student conduct violates team, club, or activity expectations, consistent with applicable handbooks and due process requirements.

Administrative Discretion

In exceptional circumstances, the Superintendent or designee may grant an exception when doing so serves the best interests of the student and school corporation and does not undermine the disciplinary purpose of the suspension.

Recommended Administrative Practice

For consistency across schools and activities:

- **OSS:** No participation and no attendance at school events.
- **ISS:** No participation in practices, games, competitions, performances, or events on the day ISS is served.
- **Saturday activities:** A student who served ISS on Friday would become eligible again after the school day ends Friday, unless an additional extracurricular restriction has been imposed.
- **Athletic Code Violations:** May carry separate consequences beyond the suspension itself.

This language is generally consistent with common Indiana school district practices and provides clear expectations for students, parents, coaches, and sponsors.

NOTE: Suspension/expulsion occurs according to the Public Law I.C. 20-33-8.

SCHOOL RESOURCE OFFICER (SRO)

The primary duty of the School Resource Officer (SRO) is to serve Northeastern Wayne Schools as a community officer and to enforce all municipal, state, and federal laws. The officer is expected to create relationships with stakeholders

(school administrators, parents, students, and the greater community), formulate crime prevention tactics, and make himself or herself available for meetings regarding law enforcement related topics.

CLASSROOM CONDUCT

Students shall follow rules established for their individual classrooms. Respect should be given to teachers and assistants at all times.

GENERAL AREAS

The following guidelines will be observed:

1. There is no running or loud talking permitted in the halls or restrooms.
2. There is to be no chewing of gum in the school.
3. Students should not bring large amounts of money or other valuable personal items to school. The school assumes no responsibility for any monies lost or for any items damaged, lost, or stolen.
4. Use of any and all electronic devices is prohibited in common areas. Use of such items is restricted to buses or individual classrooms and must have prior approval.
5. Students are to respect school property and the property of others. If something is accidentally damaged, it should be reported to the office or the custodians as quickly as possible.
6. While in the hallways and common areas, students will follow expectations.

LUNCHROOM MANNERS

The following manners and rules are expected to be observed by the students in order to make lunch a pleasant and relaxing time:

1. Students will be courteous and polite while waiting for their trays.
2. Good eating manners should be observed by all students.
3. The cafeteria should be left in a clean/tidy condition.
4. After dismissal, trash should be placed in the proper receptacle.
5. Students may talk quietly with their neighbors in the cafeteria.
6. Students should treat the cooks with respect and courtesy.
7. Food and trash are not to be thrown.
8. When entering or leaving the cafeteria, the students will walk quietly in line.
9. Students must listen to and obey instructions given by the cafeteria supervisors.
10. Since the school provides a nutritious, hot lunch, food from fast food restaurants should not be brought into the cafeteria for a student. In addition, carbonated beverages or glass bottles should not be packed in a student's lunch.

RECESS

Recess is scheduled for all students once during the day. Students need this time for fresh air and activity. However, recess time is considered a privilege, and may be used for student/teacher resource time or extra instructional assistance. We want recess to be a safe activity period for all students and expect the following procedures to be followed.

1. Noise must be kept to a minimum when going to and from recess.
2. Only one person may be on a swing and no one will push. There will be no standing or sitting sideways on the swings.
3. Students are to go down slides feet first at all times. Only one person may go down the slide at a time.
4. Fighting is not allowed at recess or at any other time in school.
5. There is to be no eating on the playground.
6. Rough play, tackle football, and rock throwing are not permitted.
7. Throwing snowballs and sliding on the ice is not acceptable.
8. Children should play fairly, courteously and respectfully at all times.
9. Students will obey and follow all directions of teachers and supervising assistants.
10. All students are to go outside for recess. **EXCEPTIONS:** Students having a note from home stating the reason for not going out for recess. A doctor's statement is necessary when a student misses three consecutive recesses. Also, a teacher may require a student to remain inside.

11. Students are only to come into the building in the case of an emergency. If there is an emergency, permission will be given to the student by the recess supervisor.
12. Recess will be outside, weather permitting.

CONVOCATIONS

From time to time, we hold various performances for the entire student body. At all times, student behavior should be courteous. Each student is personally responsible for the impression made by the school as a whole. Unacceptable conduct such as boisterousness, booing, and talking during a program will not be tolerated. Students may lose the privilege to participate if improper behavior is displayed.

BUS SAFETY

BUS RULES

A very essential part of bus safety is the student. The driver's first responsibility is to safely transport students to and from school. Since the driver must give his/her attention to the driving of the bus, it is necessary that students practice self-discipline. Buses may be equipped with video cameras in order to properly discipline students when problems arise during transportation. In order to have a safe and successful transportation program, these rules must be followed:

1. Students are to be seated immediately upon entering the bus and remain seated at all times
2. Students are to ask permission from the driver before opening or closing windows. No part of the body should be extended through the window opening. No objects should be thrown out of the bus windows or doors.
3. Students are to use appropriate language and behavior at all times.
4. Students are to keep hands and feet to themselves at all times.
5. Students should not enter or exit the bus until it is at a full stop.
6. Students must have a bus pass before they can ride a different bus or stop at a different location. To obtain a bus pass, read through the procedure outlined under ALTERNATE TRANSPORTATION.
7. Students are to keep the bus clean and in the best possible condition.
8. Students are not permitted to eat or drink on the bus, unless prior permission has been granted.
9. Students are subject to all Northeastern Elementary School rules, as well as all local, Indiana, and federal laws while riding the bus.
10. Students are not permitted to self-administer medication (solid or liquid form or those that have been added to a drink/food item) while in school. All medication must go through the clinic.

All students can be denied bus privileges if they cannot obey the above rules. If transportation privileges are denied, parents or guardians are responsible for getting the child to and from school. The driver or the administration can assign students seatbelts at any time as deemed necessary. Students assigned a seatbelt on the bus must stay in the seatbelt at all times. Students who vandalize the bus may be suspended according to due process and will be financially responsible for damages.

Students should be waiting at their boarding stations when the school bus arrives. Unless drivers are early, they are not required to wait for students. It is the responsibility of the students to be at the bus stop at the regular pick-up time.

ALTERNATE TRANSPORTATION

Anytime a child is to ride home on a different bus or is getting off their bus somewhere other than the normal stop, we need written permission from the parents. Please send a note stating your child's destination and what bus number he/she is to ride. A bus pass will then be issued to the child from the school office. Students **MUST HAVE A BUS PASS**, or they will not be allowed to board a bus other than their own. Passes are issued only in the school office. Once students have boarded the bus to go home, they will not be allowed to get off the bus until their stop. For safety reasons, we ask that parents or other adults not ask the bus drivers to get their children off the bus once they have boarded. Should an emergency occur, come to the office and the office staff will radio the bus driver. In addition, we also need a note for occasional uses of the after school childcare program, for children who have scout meetings, etc., or for children who are

to be picked up by car. Our goal is to know the whereabouts of every student in our building and to ensure that each student arrives home safely. Your help is needed to achieve this goal.

TELEPHONE

Calls made from school by the students must be approved by the teacher in charge of the student at that time. Permission will be restricted to calls of an emergency nature. Band instruments, athletic equipment, homework, lunches, or lunch money left at home are not considered emergencies, nor are requests to stay at friends' homes or to stay for after school activities. These arrangements should be made before coming to school.

It is important that classroom interruptions be kept to a minimum. Students will not be allowed to take phone calls during school. Messages will be delivered in case of emergencies. No changes to transportation can be made after 2:00 pm.

DUE PROCESS

The Fourteenth Amendment to the Constitution guarantees due process to individuals. Due process in education implies that rules and regulations of school are published and distributed; that students know and understand these rules and regulations; 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 and or regulations are violated, certain consequences may occur; and that if expulsion or exclusion from school is recommended consequence and if the student or his or her parent wishes, a hearing must be held. Appeals to the Superintendent, School Board, and to the civil courts may follow in sequence. Indiana Codes 20-33-8-0.2 through 20-33-8-31, as indicated in the most current Indiana School Laws and Rules Handbook, will be used as a guide for due process procedures.

GROUND FOR SUSPENSION OR EXPULSION

Any student may be suspended or expelled from school in the following circumstances, subject to the procedural provision of Indiana law (Indiana Code 20-33-8-14):

1. Student misconduct
2. Substantial disobedience
3. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. This shall include conduct off school property where on account thereof the student's presence in school would constitute an interference with an educational function or school purposes.

"NO CHILD LEFT BEHIND" REQUIREMENTS

As per requirements of the federal law "No Child Left Behind", discipline records are a part of a student's permanent educational record and will be included at such time as the student withdraws from Northeastern Elementary and transfers to another school.

HARASSMENT

The school believes every individual deserves the right to attend school without fear of demeaning remarks or actions. The harassment of other students, members of the staff, or any other individuals is not permitted and will not be tolerated. This includes any speech or action that creates a hostile, intimidating or offensive learning environment. Conduct constituting harassment may take different forms, including but not limited to the following:

Sexual Harassment

Verbal: The making of written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions or threats to a fellow student, staff member, or other person associated with the Corporation, or third parties.

Nonverbal: Causing the placement of sexually suggestive objects, pictures or graphic commentaries in the school environment or the making of sexually suggestive or insulting gestures, sounds, leering, whistling and the like to a fellow student, staff member, or other person associated with the Corporation, or third parties.

Physical: Threatening or causing unwanted touching, contact or attempts at same, including patting, pinching, pushing the body or coerced sexual intercourse, with a fellow student, staff member, or other person associated with the Corporation, or third parties.

Gender, Religion, Race, Color, National Origin, Age, Disability Harassment

Verbal:

1. Written or oral innuendos, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, national origin, race, color, age, disability, etc. toward a fellow student, staff member, or other person associated with the Corporation, or third parties.
2. Conducting a "campaign of silence" toward fellow students, staff members, other people associated with the Corporation, or third parties by refusing to have any form of social interaction with the person.

Nonverbal:

1. Placing insulting or threatening objects, pictures or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the Corporation, or third parties.

Physical:

1. Any intimidating or disparaging action such as hitting, pushing, shoving, or spitting on a fellow student, staff member or other person associated with the Corporation, or third parties.

Any student who believes that he/she is the victim of any of the above actions or has observed such actions taken by another student, staff member or other person associated with the Corporation, or by third parties should make contact with the Principal, Assistant Principal, School Nurse, or School Social Worker.

The student may make contact either by a written report, telephone, or personal visit. The reporting student should provide the name of the person(s) whom he/she believes to be responsible for the harassment and the nature of the harassing incident(s). Each report will be investigated in a timely and confidential manner. While a charge is under investigation, except as may be required by law or in the context of legal or administrative proceedings, no one involved is to discuss the subject outside of the investigation.

The purpose of this provision is to:

- a.) Protect the confidentiality of the student who files a complaint
- b.) Encourage the reporting of any incidents of sexual or other forms of harassment
- c.) Protect the reputation of any party wrongfully charged with harassment. Some forms of sexual harassment of a student by another student may be considered a form of child abuse, which would require that the student-abuser be reported to the proper authorities in compliance with state law.

DRESS AND GROOMING

DRESS CODE GUIDELINES

Appropriate dress, grooming, neatness, and cleanliness are attributes that should be encouraged as they can affect the learning of the individual and the group. Dress guidelines are put into place to create a safe and secure environment to best support the academic needs of all students, along with promoting community standards of decency, cleanliness, etiquette, decorum and good citizenship as part of its educational mission. Dress guidelines also help to develop appropriate social and occupational dress and appearance skills. It is in this spirit that reasonable standards are established. It is impossible to devise a policy that covers all situations and, generally speaking, good common sense is usually the best guide for deciding on appropriateness of appearance. There are a few guidelines that need special clarification. The administration may grant special exceptions for certain occasions and spirit days, with advance notice provided to students by administrators. The administration and staff will be enforcing the following dress values:

1. Clothing should not reveal undergarments.

2. All shirts and tops must fully cover the midriff and back.
3. Thin tank tops or camis are not permitted.
4. Shorts and skirts should be at least at the middle of the thigh. Final determination of length rests with the administration.
5. No spandex-style shorts are permitted.
6. Holes in jeans must be below the middle of the thigh. Final determination of length rests with the administration.
7. Wearing clothing that is, see through, obscene, scary, vulgar, offensive, disruptive, promotes secret organizations or contains innuendos is not permitted.
8. From the time the school day begins until dismissal, sunglasses and headgear are not to be worn or carried in the building outside of spirit days. Tops with hoods are allowed, but hoods must remain off of a student's head.
9. Appropriate shoes must be worn at all times. Slippers are not permitted.
10. Pajamas (including onesies) are not permitted outside of spirit days.
11. Clothing with vulgar, suggestive slogans or advertisements which promote alcohol, tobacco, drugs, or any illegal products, are not permitted.
12. Costumes are not permitted, including oversized dresses, tails, head pieces.
13. Any other clothing or physical characteristic considered a safety concern or disruptive to the learning process is prohibited.
14. Students who are attending extra-curricular activities including, but not limited to, athletic events, award ceremonies, and field trips must follow dress guidelines.

The administration will use its discretion in determining the type of clothing appropriate for the school setting. The administration is authorized to take action in instances where individual dress does not meet these standards. Wearing clothing, jewelry or a hairstyle that is dangerous to the student, indecent, vulgar, profane, presents a message that is inconsistent with the educational mission of the school district, or results in disruption of an educational process will require the student to take corrective action and may result in school-issued consequences. In addition to clothing, this rule extends to any non-clothing items such as patches, labels, banners, flags with vulgar, obscene, racist, or suggestive writing (this includes any sexually explicit material and advertisement for alcohol, drugs and tobacco). Violations of the student dress code will be handled in the following manner:

- 1st Offense

Students will be sent to the office and will be required to change into appropriate attire either by having a parent/guardian bring a change of clothing to school or borrow from the administrative office. Parents/guardians will be contacted. Students will be counted unexcused for the class period or any part of the class period in which they are absent due to a dress code violation.

- 2nd Offense & Repeated Offenses

Students will be sent to the office and will be required to change into appropriate attire either by having a parent/guardian bring a change of clothing to school or borrow from the administrative office. Parents/guardians will be contacted. Students will be counted unexcused for the class period or any part of the class period in which they are absent due to a dress code violation. The progressive discipline policy will be followed.

Students who do not adhere to the instructions provided by the administration concerning addressing dress code violations will be considered insubordinate and may potentially incur further disciplinary action.

Reasonable discretion must be exercised to avoid undue distractions, to provide proper cleanliness, and to maintain proper levels of common decency.

CELL PHONE CONTENT AND DISPLAY

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

1. It is “child exploitation”, a Level 5 felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
2. It is “child pornography”, a Level 6 felony under I.C. 35-42-4-4 ©, for any person/student to knowingly or intentionally possess a picture, drawing, photograph, negative image, undeveloped film, a motion picture, a digitized image, or any pictorial representation that depicts or describes “sexual conduct” by a child who the person knows is less than 18 years of age or who appears less than age 18.
3. “Sexual conduct” is defined by I.C. 35-42-4-4 (a) (4) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.
4. The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4 (b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

See “Personal Communication Devices (PCD)” Policy 5136

METAL DETECTORS

REASONABLE SUSPICION

When the school administration has reasonable suspicion to believe that weapons are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. Any search of a student’s person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

ADMINISTRATIVE SUSPICION

In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation’s duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student’s person or personal effects. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

1. School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
2. If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student’s person and personal effects.

Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students and posted on the websites of the school corporation and of each elementary, middle, and high school.

The Superintendent shall develop procedures for implementing this policy. The metal detector checks will be done only in accordance with the provisions of the Board policy and procedures by school personnel or law enforcement officers under the supervision of the school administrator.

USE OF METAL DETECTORS--PROCEDURES -

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify and expand these procedures in any manner consistent with the Board's policy.

A notice will be posted in a central location at each elementary, middle, and high school stating that weapons are not permitted at school and that students may be required to submit to a metal detector check. In addition, the metal detector policy and these procedures will be included in the student handbooks for each elementary, middle, and high school. Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students of each elementary, middle, and high school on a regular basis throughout the school year. A notice must be sent out before the beginning of school and at least once per semester during the school year. The superintendent will determine the specific dates when the notice will be sent out throughout the school year.

METAL DETECTOR RANDOM CHECKS -

1. A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
2. Before conducting the metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.
3. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.
4. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.
5. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of a student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

METAL DETECTOR CHECKS OF INDIVIDUAL STUDENTS -

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal containing object or weapon.

The provisions of the Board Policy regarding person searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.

TECHNOLOGY ACCEPTABLE USAGE POLICY

The computer system is the property of the corporation, and all computer software and hardware belong to it. Therefore, the district retains the right to monitor all access to and use of the internet, e-mail, computers, and network. The system is designed to keep a record of all activity on and off the internet, and this information is also corporation property. It is important for all users to understand that no use of the internet or e-mail can ever be guaranteed to be private.

The corporation may modify these rules and guidelines at any time by publishing modified rules on the system. The signatures on the AUP at the end of this document are legally binding and indicate that the parties have read the terms and conditions carefully, understand their significance, and agree to abide by established rules.

CHILDREN’S INTERNET PROTECTION ACT (CIPA)

Northeastern Wayne School Corporation is in compliance with the Children’s Internet Protection Act (CIPA) and has installed technology protection measures for all computers in the school corporation.

USER ACCOUNT PASSWORDS

All users, staff and students, are given an account upon their entry into the district. Any person to whom an account is given is the *only* person to use that account. Each user is responsible for the security of the system. Passwords should not be shared. If a user shares a password with another, that user is as responsible for any ensuing action as the person actually performing the action, and will be held accountable.

INTERNET ACCESS

The internet can contain information that may be judged as inaccurate, abusive, profane, sexually oriented, or illegal. Northeastern Wayne School Corporation does not condone or permit the use of this material. The use of technology within the school setting is a privilege, not a right and it is a joint responsibility of school personnel and the parent or guardian of each student to educate the student about his or her responsibility when using the internet.

Parents and guardians must be aware that while at school, direct supervision by school personnel of each student using the computers is not always possible. Thus, students are expected to use the resources in a manner consistent with this contract and will be held responsible for their use. Additionally, parents should discuss with their children their own expectations of their child’s internet use.

INTERNET SAFETY

In order to ensure the safety and security of students when using electronic email, chat rooms, or any other means of electronic communications, Northeastern Wayne Schools will monitor the use by students such communications when using school-provided electronic equipment or when using other electronic equipment enabled by school-provided software, network, or wireless connection.

ELECTRONIC MAIL (E-MAIL)

Students will be assigned email addresses by the corporation. Students will also have access to any web based email accounts that are theirs. All email must follow the rules of appropriate use. Please see Rules for Communicating with Others Via Email for more information.

ACTIVITIES THAT ARE NOT PERMITTED

- Searching, viewing, sending, or retrieving materials that are not related to school work, community service, employment or college information (hence, searching or viewing sexually explicit, profane, promotion of violence or hate, or illegal materials is not permitted)
- Plagiarism, copying, saving, or redistributing copyrighted material (users should assume that all material is copyrighted unless explicitly noted); Source, author, website source and date accessed, etc. must be present on any printed copy or inclusion in any paper, on the same basis as using quotes from text book or periodical
- Subscription to any services
- Any use of district computers for financial gain
- Sharing of the user's or another's home address, phone number, or other personal information
- Playing games or using other interactive sites such as chats, unless specifically assigned by a teacher
- Unauthorized access, including "hacking", and any activity that violates a school rule or a local, state, or federal law
- Offenses such as threats, theft, and violation of another person's rights will result in prosecution to the full extent of the law
- Forging electronic mail messages or using an account owned by others
- Gaining or attempting to gain unauthorized access to the files of others, or vandalizing the data of another user
- Invading the privacy of others
- Posting anonymous messages

If a student has any questions about whether a specific activity is permitted, he or she should ask a teacher or administrator.

STUDENT RIGHTS

Students' right to free speech applies to communication on the internet. Northeastern Wayne School Corporation's electronic network is considered a limited forum, similar to the school newspaper, and therefore the district may restrict a student's speech for valid educational reasons.

An individual search will be conducted if there is reasonable suspicion that a student has violated this policy or the law. The investigation will be reasonable and related to the suspected violation.

DUE PROCESS

The district will cooperate with local, state, or federal officials in any investigation related to any illegal activities conducted through the district network.

In the event there is an allegation that a student has violated the district acceptable use policy, the student will be provided with a written notice of the alleged violation. An opportunity will be provided to present an explanation before an administrator.

Disciplinary actions will be tailored to meet specific concerns related to the violation and to assist the student in gaining the self-discipline necessary to behave appropriately on an electronic network. Violations of the acceptable use regulation and policy may result in a loss of access as well as other disciplinary or legal action.

If the violation also involves a violation of other provisions of other school rules, it will be handled in a manner described in the school rules. Additional restrictions may be placed on a student's use of his/her network account.

LIMITATION OF LIABILITY

The corporation makes no guarantee that the functions or the services provided by or through the district network will be error-free or without defect. The district will not be responsible for any damage suffered, including but not limited to, loss of data, or interruptions of service. The corporation is not responsible for the accuracy or quality of the information

obtained through or stored on the network. The corporation will not be responsible for financial obligations arising through the unauthorized use of the network.

NONDISCRIMINATION POLICY

It is the stated policy of the Northeastern Wayne School Corporation not to discriminate on the basis of race, religion, national origin, sexual orientation, or disability. This non-discrimination policy applies to students' access to courses and programs to physical education and athletics, to counseling and guidance, to vocational educational programs, to financial assistance, to extracurricular activities, and to other matters related to students. This policy further applies to all employees and patrons of the school corporation. A Compliance Officer has been appointed for the Northeastern Wayne School Corporation. It is the Compliance Officer's responsibility to see that both the "letter" and the intent of the non-discrimination policy are followed. Inquiries, information, or formal complaints should be addressed to Jennifer O'Brien, Compliance Officer, Northeastern Wayne School Corporation, Administrative Office, 7299 US 27 N, Fountain City, Indiana. Telephone: 765-847-2821.