

L.H. Carpenter Early Learning Center Parent/Student Handbook 2023-2024

Kathy Wilson- Director 260-274-0717



Wabash City Schools

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Dear Parents,

Thank you for enrolling your child in the L.H. Carpenter Early Learning Center. It is our goal to ensure that your child learns in a safe, challenging, exciting and fun atmosphere. We want to partner with you in helping children learn and grow. Please let us know your concerns and we will happily address them.

This handbook is designed to be a tool to inform you about the procedures in place to keep our school safe and orderly. Please feel free to contact your child's teacher or school administrator if you have any concerns/questions.

We look forward to working with you and your family throughout your child's school year!

Welcome to L.H. Carpenter Early Learning Center!

Respectfully,
Kathy Wilson
Director

Mission Statement

Our mission is to provide a meaningful educational experience to all students by building strong relationships with all stakeholders. The L.H. Carpenter Early Learning Center will set high expectations in a relevant and engaging learning environment. Our success in this mission will build lifelong confident learners to prepare them for their next step in their educational endeavors.

Vision Statement

We envision a school where diversity, family, and relationships are valued and nurtured by an educational community committed to personal and professional integrity and development.

Belief Statement

We believe that each child is a unique individual with special gifts and talents that should be nurtured so that each one may reach his or her full potential.

Philosophy

The role of LH Carpenter Early Learning Center is to create a safe and passionate learning environment for all. Our rich curriculum will teach to the needs of each child, keeping in mind the different abilities and learning capabilities to ensure each child will reach their fullest potential. Our learning center will be a positive and safe environment that works alongside families to nurture and support. We believe in a strong community connection to create a sense of love and purpose within our world. LH Carpenter is dedicated to teaching academics, life skills, and self-love that will create strong and compassionate individuals.

Goals for L.H. Carpenter Early Learning Center 2023-2024

1. Preschool Teachers and paras will meet the requirements for PTQ which includes training hours, updated CPR/first aid if needed, and following all PTQ classroom guidelines.
2. All staff will continue professional development through workshops and training
3. Staff will continue to work on building their curriculum maps for all subject areas.
4. Once grade levels have finished their curriculum maps they will begin to build Common Formative Assessments for each topic within each of the subject areas they teach.
5. Staff will meet regularly in Professional Learning Communities (PLC) to share expertise, and work collaboratively to improve teaching skills and the academic performance of students.
6. I will meet weekly or bi-weekly with each grade level to check in with them and address any concerns

Parent Open House

An Open House is held at the beginning of each school year. Students and their families will have an opportunity to meet their child's teacher, see their classroom, hear about the Curriculum, Family Fun Nights and other general program information.

Wabash City Schools Pillars

Relationships

Innovation

Academics

Wellness

Citizenship

Equal Education Opportunity

Wabash City Schools is committed to equal opportunity. It is an Equal Opportunity Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English proficiency in any employment opportunity. No person is excluded from participation, denied benefits, or otherwise subjected to unlawful discrimination on such basis under any educational program or activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and consideration of complaints alleging such discrimination should be directed to the superintendent.

In keeping with the requirements of federal and state law, this school district strives to remove any vestige of discrimination in employment, assignment, and promotion of personnel; in educational opportunities and services offered to students, in their assignments to schools and classes, and in their discipline; in location and use of facilities; in educational offerings and materials.

The Board encourages its staff to improve human relations within the schools and to establish channels through which citizens can communicate their human relations concerns to the administration and the Board.

Family Rights and Privacy Act

The Family Rights and Privacy Act affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the School Corporation receives a request for access.
Parents or eligible students should submit to the school administrator a written request that identifies the record(s) they wish to inspect. The administrator will make arrangements for access and notify the parent or eligible student of the time and place where the record(s) may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading.

No Smoking Policy

In the interest of providing a safe, healthy environment for students, staff and visitors to Wabash City Schools, the following policy on smoking has been adopted: All school buildings and school grounds of the Wabash City Schools are designated as “smoke free.”

Wabash City Schools

Wabash City Schools is composed of a senior high school, middle school, elementary school, and L.H. Carpenter Early Learning Center. Wabash City Schools offers the following programs at L.H. Carpenter Early Learning Center:

- Inclusion 3 year old Preschool Classrooms (full day and ½ day AM only)
- Inclusion Little Apaches 4-5 Preschool Classroom
- Dual Immersion Pre-K- 4-5 year olds. 50/50 model
Fifty percent Spanish , Fifty percent English
- Dual Immersion Kindergarten 50/50 Model
- Inclusion Kindergarten Classrooms

L.H. Carpenter Early Learning Center Hours

3 year old Classrooms:

Monday- Thursday Full day 7:50 AM- 2:45 PM Lunch served
AM only session 7:50- 11:00

Little Apaches and Dual Immersion Preschool Classrooms

Monday- Friday 7:50 AM - 2:45 PM Lunch served

Kindergarten

Monday - Friday 7:50 AM - 2:45 PM Lunch served

Before and After School Care- Offered through the YMCA- Contact Brittany Burnett at
at 563-9622.

Transportation provided for DLI Little Apaches, Little Apaches, DLI Kindergarten and Kindergarten students. 3 year olds must be transported by parents. We offer specialized transportation for special needs students if needed. To fill out a transportation form, please go to apaches.k12.in.us, click on the resource tab and there you will find the transportation tab . If you have any transportation questions or concerns, please contact 563-3151 and ask for Kindi Kugler or Melisa Callahan.

Attendance Policy

Regular school attendance is a key component to a child's academic success. Absences are one of the greatest causes of poor schoolwork and consequently, failure. The school cannot teach students who are not present. Therefore, it is the responsibility of the parent and/or guardian to see that students are consistent in school attendance.

Reporting Absence

Each student receives 6 days each semester. If a student will be absent due to unforeseen circumstances, parents and/or guardians must contact the school before 8:30 AM on the day of the absence. This would also be an opportune time to request the absent student's work for the day. If no call is received by 8:30 AM, the office staff will attempt to locate the student. At this time, the absence will be recorded as unexcused. You may call 260-274-0333 and leave a message that your child will be absent and state the reason, as well as whose class they are in.

Types of Absences

Our school corporation recognizes the following as excused absences: if the parent/guardian turns in a slip from a Medical appointment, court appointment, or religious observance. If a slip is provided then the student gets that day back and it doesn't go against their 6 absences per semester. If the student in Kindergarten has chronic absences (absent for 10% or more of the school year), you may be reported to the Indiana Department of Child Services.

Illness/Emergency at School

If your child becomes ill or has an emergency during the school day, we will contact you as soon as possible. This necessitates a home telephone, cell phone, relative, neighbor, and /or work telephone number(s).

Changes in telephone numbers must be brought to our attention IMMEDIATELY so that you may be contacted in emergencies.

Parents/guardians will need to come to the office to sign the child out. If a child has been ill and the parent desires for him/her to stay in during recess, a note to the teacher is required daily. If it is more than 3 days a note from the doctor may be required.

Pre-arranged absence for a student - Please contact the office. Teachers will then be notified through the office of a student's pre-arranged absence. This notification must be early enough to allow teachers time to prepare and deliver to the student all work to be missed. The student must then complete and return all his/her work upon returning to school.

Leaving School During School Hours

School policy is to honor dental and medical appointments when requested by parents. Please try to schedule these appointments outside of school hours whenever possible.

If you need to pick up your child from school, please stop in the office to sign him/her out. Your child will be called or gotten from the classroom to meet you in the office.

Tardy Policy

If students arrive late, they will be marked tardy. Please bring your child into the office and sign them in. We will walk them to class.

Closings due to Weather /Emergency

It is the policy of the Wabash City Schools to remain open whenever possible. If it becomes necessary to close/delay school for any reason, the announcement will be made by our messenger calling system and over the following radio stations:WAYT (Wabash 1510 AM), WKUZ (Wabash FM 95.9), WJOT (Wabash FM 105.9 The Bash), and WOWO (Ft. Wayne- 1190 AM). School status can also be viewed at www.apaches.k12.in.us. Please do not call the school . There will be school unless these communications specifically say WABASH CITY SCHOOLS are delayed or closed.

In the event that we are on a 2 or 3 hour delay and your child utilizes the YMCA Before/After School Care housed at LH Carpenter Early Learning Center, it will still be open. You may still bring your child in at normal time. If school ends up closing, then you will need to pick your child up within 1 hour of the closing.

Dress Code

Students should wear attire appropriate for the occasion. Comfortable tops, shorts/pants, and tennis shoes are recommended. This makes playground activities, bathroom times and other activities easier for children.

Please send children dressed appropriately for the weather and for activities such as painting, outdoor play, working on the floor, etc. Children are involved in activities which may soil their clothes. Choose garments that your child can fasten him/herself. Please label clothing with your child's name. Cowboy boots, sandals, flip flops, clogs, etc. are discouraged. These types of shoes make it difficult for students to participate in some of our activities with ease. Please leave all valuables (Jewelry, watches, hair bows, etc) at home. We cannot be responsible for lost items.

Family Involvement

Whenever possible, families should actively participate in the activities that are offered for our students and their families. They should also maintain open communication with the Pre-K and Kindergarten staff. Research shows that active family participation in children's learning experiences contributes to success in school. Volunteering in the classroom is highly recommended, because it helps the children and is informative and rewarding for families. Contact your child's teacher to find out about opportunities to volunteer your time, talents, and experiences in your child's classroom. You may also participate in other activities that LH Carpenter Early Learning Center offers such as: Trunk or Treat Night, Cookies with Santa, Movie Night at the Eagles, Grandparents Day, to name a few.

Badges

Parents who participate in field trips or volunteer in the classrooms on a regular basis must have their ID badge. You may go to the central office, downtown at 189 W Market Street, to apply for a background check and get your ID badge. There is a fee for the badge, but it is good for 5 years.

Curriculum

Our instructional program is aligned with the Indiana Early Learning Development Framework for Preschoolers and the Indiana State Standards for Kindergarten. L.H. Carpenter Early Learning Center adopted the Highscope curriculum as well as Tara West Letter and Math Concepts as a tool to implement the standards for our preschool classrooms. We supplement with other materials as well.

Teachers utilize the Highscope curriculum, Tara West SOR, Roxie Reading, Heggerty Phonemic Awareness, Tara West Math Concepts and the PreK Early Learning Foundation Standards. All instruction focuses on activities that are developmentally appropriate for four-year-old children. Classroom activities range from small group, large group, and child-centered, allowing children to be involved in many different kinds of learning opportunities. A variety of materials are available in each classroom to meet the individual needs and interests of the children.

The Pre-K classrooms are welcoming, nurturing, and safe for children to have interactions and experiences that promote their physical, social and emotional well-being. A variety of experiences provided in the Pre-Kindergarten learning environment support a child's development in the areas of cognition, language, literacy, math and creativity. The classroom is arranged and utilizes enough materials and activities to provide a variety of age and developmentally appropriate interest centers: math/numbers, reading, science, manipulatives (fine motor), art, Sensory (sand and water table), writing, music and movement, dramatic play, and blocks.

Goals in Pre-K and Kindergarten:

1. Become independent, responsible, and confident, ready for success in school and their future lives.
2. Begin to acquire reading, writing, number sense, problem solving, and social and emotional skills in the classroom and at home.
3. Learn to plan many of their own activities, carry them out, and talk with other children, their teachers, and their parents about what they are doing at school.
4. Learn by using materials they choose, taking part in classroom activities, solving problems, and working and playing with their classmates, teachers, and parents.
5. Prepare children for a smooth transition to Kindergarten and 1st grade.

For their reading curriculum, Kindergarten uses Roxie Reading, Heggerty Phonemic Awareness, Tara West Literacy Units, and Tara West Science of Reading. Kindergarten uses Reveal Math as their math curriculum. They use trade books and Scholastic News for their Social studies and Science curriculum. They currently use components of Lucy Calkins writing for their writing program. Each student has their own IPAD and technology is used throughout the day in a variety of ways.

Discipline

At LH Carpenter, we maintain a positive atmosphere that focuses on prevention, redirection, and firm loving guidance. We teach respect for authority and respect for others in our school climate. Behaviors that are not permitted are hitting, kicking, spitting, hostile verbal behaviors that will hurt another child, or destroying school property. Consistency in enforcing rules is important to our staff and “do overs” are what we strive for.

In response to these behaviors, we will NOT use:

- Threats or bribes
- Physical punishment (spanking)
- Humiliation or isolation
- Withholding of food and/or basic needs

In response to negative behaviors, we will:

- Respect your child
- Establish Clear expectations
- Use positive language to explain desired behavior
- Use calming conversations and responses to unwanted behavior
- Use redirection and clear choices
- Time away if needed (1 minute per year of child’s age)
- Privilege taken away such as time off of recess, IPAD time, center time

If your child demonstrates serious, ongoing behaviors, a meeting will be warranted, with an administrator in attendance. Strategies and interventions will be created together as a team to ensure success at LH Carpenter Early learning Center.

Enrollment of Students

Parents enrolling children are asked to provide the school with the following information:

- Birth certificate
- Immunization records (see immunizations)
- Proof of residency (current utility bill, rent receipt, lease agreement, deed of ownership, etc) if needed
- Clarification of custody, when applicable
- Any school records provided upon withdrawal from previous school
- If applying for assistance through the On My Way Pre-K or Child Care Voucher Program (please request CCDF eligibility information letter and application from the secretary or director)
- Any other paperwork needed

Parent's withdrawing a child from school are asked to give the school at least one week's notice if possible. They will need to sign a withdrawal form prior to leaving.

Students transferring to the L.H. Carpenter Early Learning Center will need to provide a school name and complete address of previously attended school. Official "Release of Information" forms can be filled out in the school office allowing the school to mail the form to the previously attended school. If a student does not present a birth certificate or comparable certificate, or if the school that the pupil claims to have most recently attended indicates that it has no record of the pupil's attendance, or if the requested records are not received within ten days of the request, the principal is required by law to notify the local law enforcement agency of this fact and of the possibility that the pupil may be a missing child.

Custody

The school office needs to be notified of any change in the status of custody of each child. Children will only be released to the legal guardian noted on the enrollment form unless the office has been notified of other arrangements by the custodial parent(s). We require a copy of custody papers to be on file at the school the child attends.

Lost and Found

Please be sure to put your child's name on boots, gym shoes, hats, mittens, jackets, etc., so that they can be returned if they are lost. Please inspect the lost and found department when you visit, and ask your child to check when they have misplaced an item. At the end of each school year, unclaimed sweaters, boots, mittens, lunch boxes, and other miscellaneous items are donated to a charitable institution.

Bus Transportation

Wabash City Schools will have "designated neighborhood bus stops" at various points within the district. The local police department will continue to have several designated "crossing guards" at various locations throughout the city district to help students cross busy streets or highways if necessary.

The school bus service is offered to students as a privilege and a convenience. **It is the parents' responsibility to make sure that students know where they are to get on and off the bus.** Transportation forms must be filled out **prior** to riding the bus. You can find the form on the apache.k12.in.us website under the tab Resources on the main menu bar. Students are assigned buses based on boundary lines.

Students are expected to practice all safety issues while at a bus stop. Designated bus stops are determined by the need, safety, and best interests of the student in mind. They are subject to change from year to year. A student should be at their designated bus stop at least five (5) minutes prior to the time the bus is to pick up. Any extended time is not recommended and parents are expected to help their child with this information. All students waiting on a bus are to be on their best behavior, stay out of the street, and wait in single file to load the bus. Any reported discipline problems at the bus stop will be handled by the Bus driver and Administrator with the student(s) involved. Damages to property at bus stops will not be tolerated and will be reported to the administration office or the local police department.

Discipline on the bus is extremely important. Parents are urged to cover all school bus rules with their child.

School Bus Rules for Elementary Students

Minor violations: Minor violations would be standing and/or sitting on the floor while the bus is in motion, being extremely loud, not keeping hands to self, etc.

Drivers have three steps they MUST follow before they do an official discipline write up.

1. Driver must have a conference with the student the day of infraction – must be recorded on the infraction sheet with date.
2. Driver must move the student's seat if appropriate – must be recorded on the infraction sheet with date.
3. Driver must communicate with parent, preferably by phone. If contact cannot be made with parent/guardian, a letter may be sent home. Please let the Administrator know if you are having difficulty reaching the parent/guardian so we can check phone numbers. Date must be provided.
(IF A LETTER IS USED, IT MUST BE RETURNED AND SIGNED BY THE PARENT & ATTACHED TO DOCUMENTATION)

After the above 3 things have been done, a driver may fill out a student discipline form and take it to the Building Administrator that the child attends. Proper documentation of the above 3 things must be attached with this discipline form.

The following guidelines will be followed when a discipline form has been submitted.

- 1st Written Warning – 1 day suspension from bus
- 2nd Written Warning – 2 day suspension from bus

3rd Written Warning – 3 day suspension from bus
Additional Suspensions – Will be determined by Transportation Director/Building
Principal/Assistant Principal

Major violations must be brought to the Building Administrator’s attention immediately. A discipline form must be filled out for major violations. The above 3 steps do not need to be followed if a major violation has occurred. Major violations would be fighting, bullying, destruction of bus seats, unsafe behavior outside the bus (touching bus as it moves), etc.

Major violation bus suspensions will be discussed with Building Principal

Transportation Director/Building Principal will have final say in all disciplines to be administered.

If you have questions, please contact your child’s building Administrator.

Paying your child’s fees

If you pay tuition for your child’s programming (Preschooler), you will receive a monthly statement via email near the beginning of the month and a minimum monthly payment would be due the 15th of the month. Please see below for your child’s programming fee. You will be able to view your individual account information with your Skyward login. Within Skyward you will also be able to pay your child’s fee and add money to your child’s lunch account online. Payments for Preschool tuition may also be made in person at the Wabash City Schools Administrative Office located at 189 W Market Street or via mail at PO Box 744, Wabash, IN 46992.

**Delinquent accounts may result in your student being removed from the preschool program.*

If you have a Kindergartener, there are no curricular material (technology, textbook, consumable) fees due for the current school year.

If you have questions regarding fees, please call Dana Wright at 260-274-0990. If you need help with your password or accessing Skyward, please contact our office at 260-274-0333 or Melisa Callahan at 260-274-0705.

Program	Yearly fee	Monthly fee	Weekly fee
3 year old Full day	\$2663.50	\$266.35	\$76.10

3 year old half day AM only	\$1630.00	\$163.00	\$46.57
Little Apaches 4-5 year olds	\$2763.50	\$276.35	\$78.96
Dual Immersion	\$3163.50	\$316.35	\$90.39

School Lunch Program

A hot lunch is available to students who stay in school during lunch times. A monthly menu of meals planned will be distributed to each child. Meals include a nutritious, balanced meal and milk. Milk alone is available for children who bring a packed lunch from home. The school does not have facilities to heat lunches prepared at home.

Students are not allowed to bring carbonated beverages to school. Glass bottles are prohibited.

We accept cash, checks, and online payments daily. Account balances can be checked through MySchoolBucks on the Wabash City Schools website. Parents are responsible for maintaining a balance in their child’s cafeteria account. If you have any questions, please contact Melanie Honeycutt at 260-563-4137 Ext. 3306

If there is a “financial hardship,” in accordance with the federal guidelines, parents may apply for meals at a free or reduced price. An application must be filed for each child in need of assistance. Applications are available at each school or by visiting the Apache school’s homepage.

Due to limited seating, parents may only come in and eat with their child on their birthday or a day around their birthday. We encourage you to sign your child out and treat them to lunch and then bring them back to school for the remainder of their day. We appreciate your understanding in this circumstance.

Health Services

Each student will have his/her own Emergency/Medical information sheet filed in the health office each year. This is to be thoroughly completed and filled out during registration with the student’s health information that includes any past medical history, current health conditions, recent injuries, hospitalizations, or illnesses, updated vaccinations, or any other pertinent medical information that may help aid in the care of the student. This must be updated annually to allow WCS the best up-to-date knowledge and information to care for your child in the best possible way.

Appropriate health care manuals and forms shall be developed by the administration and health care staff for the purpose of providing health care and for the recording of health care information. Student health records shall be retained for two (2) years beyond graduation or departure.

Rules Regarding Illness

Children should NOT be in school if they have:

1. Temperature of 100 degrees or higher. Students should not return to school until fever free (without medication) for 24 hours.
2. Vomiting or diarrhea. The student should stay home until 24 hours after the last episode.
3. Rash that may be disease-related or cause is not documented on the health record. Students with any suspicious rash should not return to school until they have been evaluated by a physician. A doctor's statement of cause, treatment, and clearance for school is requested.
4. Head lice present. Students can return once they have been treated with a medicated pediculicide (lice-killing) shampoo, then checked by the school nurse to verify the lice are adequately treated. Please inform the school health office.
5. Pink eye (conjunctivitis). This is a highly contagious bacterial eye infection that must be evaluated and treated by a physician. A doctor's statement of cause and clearance will be required. Students can return 24 hours after treatment.
6. Strep throat. Students can return to school after 24 hours of antibiotic treatment and feeling well with no fever.

***Please inform the school office immediately if any of the above occurs. These are rules to prevent exposure and spread of illness to other students. We would appreciate your cooperation with these rules. Please remember to call the school office by 8:30 a.m. whenever your child will be absent from school for any reason.

A student may be excluded from school for the following reasons:

1. If the immunization history is not complete within 20 days of enrollment
2. If the student has a communicable disease that poses a threat to the health or safety of the school community. (IC 20-33-8-13)
3. If the student's immediate removal is necessary to restore order or to protect persons on school corporation property. (IC 20-33-8-13)
4. If the student is mentally or physically unfit for school purposes (IC 20-33-8-13)

POLICY FOR MEDICATION ADMINISTRATION

Medications should be given at home whenever possible. Only those medications that must be given during school hours shall be administered. It is the responsibility of the parent or guardian to provide any and all medications for the student. These medications shall be administered under the following conditions:

1. Prescription Medications- a. A physician's statement must be on file authorizing the administration of prescription medication, as well as the instructions for administering the medication. (IC 34-4 16.5-3.5). Medication dosage changes must be in writing by the physician. b. Medication must have a pharmacy label on the container. Inhalers should have a pharmacy label on the inhaler itself. c. Written permission of a parent or guardian authorizing the administration of the medication must also be on file. No telephone permissions will be accepted. Permission forms are available in each building and must be renewed each school year. (IC 34-4-16.5-3.5) d. Also, a doctor's note and diagnosis shall be provided when requested by the school nurse or school personnel with any needed clarification of information.
2. Over the Counter Medications/Non-Prescription Medications – a. Medication must be provided in the original container. It must be age appropriate and labeled with the child's name. b. Written permission of a parent or guardian authorizing the administration of the medication must be on file and must be age appropriate. Permission forms are available in each building. c. All medicines will be disposed of if it's not picked up by the parent or an adult. d. If ordered by the physician, a written note from the doctor stating diagnosis and the OTC medication for the noted period of time must be on file.
3. Due to the risk of Reye's syndrome, Aspirin is strictly prohibited. Parents who do not wish to comply with the above medication policies must visit the school and administer the medication to their own child in the presence of the school nurse, principal, or school designee for documentation. 4. Students must not have medication in their possession. ALL medication must be kept in the office of the school nurse, principal, or first aid and stored in a locked cabinet or container. Failure to comply with this policy may result in discipline as outlined in the substance abuse policy.
4. Students with acute medical conditions may possess and self-administer medication (inhaler, epi-pen, etc.) only with the permission of the physician and the parent. Documentation of the medical condition and physician's note must be on file in the health office and must be updated annually.
5. All medications must be transported to and from school by parents. Empty bottles will be sent home when all medications are gone. Parents of elementary school students are responsible for picking up their child's medication at the end of the school year or when the child no longer takes the medication. MS/HS students need written permission on file from the parent to send medications home with the student. All remaining medication on the last day of school will be destroyed.

Severe injury or Illness

If, in the opinion of school administrators and/or the school nurse, a student's life, limb or organ is in jeopardy of being lost as a result of accident, or severe illness, the school shall do the following:

1. Immediately arrange for transportation of the student to the hospital via the most appropriate emergency ambulance/transportation service.
2. Contact the student's parent/guardian at home or at work. If the parent/guardian cannot be contacted the school shall call the designated emergency contact person for direction.

If a student is injured or severely ill at school to the degree that medical attention is necessary, the school shall do the following:

1. Contact the student's parent/guardian at home or at work. If the parent/guardian cannot be contacted the school shall call the designated emergency contact person for direction.
2. If attention at a medical facility is necessary and the student's parent/guardian cannot provide transportation for the student, the school shall have the student transported to their family physician or to the emergency room of the nearest medical facility.

Within 24 hours of a student injury, the staff member dealing with the injury must complete a Student Injury Report. All persons involved in the incident and all witnesses to the incident must complete a Student Injury Report Narrative statement to be attached to the Student Injury Report. A copy of the complete report shall be submitted to the building principal and the superintendent.

No student shall be permitted to go home ill without consent of parent/guardian or if the school is unable to contact the parent/guardian consent of the designated emergency contact person. Students shall be sent home ill or injured only if there is an adult there to care for them or with the specific approval of the parent/guardian in the case of a high school or middle school student.

Immunizations

All immunizations will be up-to-date, according to the Indiana State Department of Health guidelines. They include a series (number is based on age and grade level) of Hepatitis B, Hepatitis A, DTAP, Polio, MMR, Varicella, TDAP, and Meningitis.

***Immunization records as well as a copy of the student's original birth certificate must be kept on file in the health office. Students will not be permitted to attend school beyond the first day of school without providing proper immunization records or birth certificate. Students who transfer into the school corporation are given twenty (20) days to provide proper immunization records.

***Religious or Medical Exemptions must be filed annually through the school nurse's office.

Insurance

Student accident insurance is available for purchase by parents of all students. There are no provisions for the schools to carry general medical payment insurance on students at the taxpayers expense. It is the responsibility of the parent to provide adequate liability insurance for their child.

Fire Drills

Fire drills are required by law for the safety of both students and teachers. At least one evacuation drill will be held each month. During evacuation drills, children walk quickly and quietly away from the building, using designated exits and routes. These procedures are outlined in the school Emergency Plan Handbook.

Tornado Drills

Tornado drills are held in compliance with state standards. At a specific signal, children walk quickly and quietly away from classrooms to assigned "safe areas" in hallways. Students sit silently, protecting heads and necks. Tornado drills may also include classroom instruction. These procedures are outlined in the school Emergency Plan handbook.

Lockdown Drills

Drills are held in compliance with state standards. All of our schools have procedures outlined in their school Emergency Plan Handbook to address safety issues within or immediately outside of the school.

Weapons at School

District policy prohibits weapons or toy replicas on school grounds. Such items brought to school will be confiscated and can be picked up only by a parent or guardian.

Bringing Treats to School

On occasion, room parents or teachers organize parties. Treats and supplies may be requested. All treats must be purchased from a store to ensure the health code standard of preparing food to be served publicly has been followed. Other parties must have the approval of the classroom teacher and the building principal. Bringing and distributing invitations for out-of-school parties is not allowed unless **every student** in the class receives an invitation.

Recess

Children are expected to participate in all physical education and recess activities. Soft soled gym shoes are required for indoor physical education activities. A child may be excused from recess or physical activities for one (1) or two (2) days due to illness with a parent's note. A physician's statement is suggested if a child is to be excused from physical activities for a longer period. In extreme weather conditions, recess will be indoors. School staff monitor temperature and wind chill factors. Students generally do not go outside for the whole recess when the weather is below 20 degrees. All students are expected to dress appropriately for the weather so that they can participate in recess activities. The following rules are established to insure safety for all and consideration for the rights of others on the playground.

- a. Follow directions the first time they are given
- b. Respect adult authority
- c. Use equipment according to the rules posted in the classroom or discussed by your teacher
- d. No rough physical contact
- e. Play within the playground boundaries
- f. Use appropriate school language.

Personal Belongings at School

Toys, playground equipment, pets, electronic devices **are not** to be brought from home without special permission from the teacher or principal. The school is not responsible for loss or damage of any personal belongings that are brought from home.

Parent Communication

L.H. Carpenter Early Learning Center sends home folders daily. One side is for papers to keep at home and the other side is for papers to be looked at, signed and returned to school. Please be sure to look inside your child's folder every evening so you don't miss important information and so you can see what your child is doing in school.

Only school originated, school related, or school sponsored information will be sent home via pupils unless the building principal and the superintendent have granted special permission.

Example of school related materials: School pictures, handbooks, sports, newsletters, academic competitions, school fundraisers & etc.

Parents will be asked to sign up for their child's teacher Class DoJo communication app. Teachers as well as the Director will inform parents of important information through Class DoJo.

Non-school related information will be placed near the school office area. **ANNOUNCEMENTS WILL BE MADE** regarding this material and materials may be picked up in the office by students. This information will not be disseminated lump sum through any student population.

Example of other information: Store promotions, scouts, community service, food chain incentives, skating rink incentives, etc.

Phone Calls

Open communication between home and school is a high priority with the staff of Wabash City Schools. A phone call from the teacher or principal may be good news as well as a call to share concerns. Parents are encouraged to call the school at any time during the year with questions or suggestions. Generally, teachers may be reached before students arrive or after students are dismissed. Please call the secretary and ask when the best time to call the teacher is, due to the fact that we have different start and end times for our programs. At other times, the most effective way to contact a teacher is by leaving a message in the school office or sending a message through Class DoJo indicating a time convenient for a return call.

News From the Director

Parents are also kept informed via Class DoJo. Any important information will be posted to the entire student body via Class DoJo. You are encouraged to read it, as there is valuable information about upcoming school events. Important events will also be posted on our Facebook page- L.H. Carpenter Early Learning Center.

Parent Teacher Conferences

Conferences provide a necessary and valuable opportunity for parents and teachers to discuss the academic and social progress of each child. This exchange underscores the philosophy that home and school must cooperate to advance education.

The parent/guardian of every student may be scheduled for an individual conference with the teacher in October and if needed, again in March. Both day and evening appointments are available. If you are unable to attend your conference, please call the school ahead of the scheduled time and reschedule your conference. Additional conferences may be scheduled by parents or teachers throughout the year as needed.

Mid-Term Progress Reports (Kindergarten only)

The midterm progress report is designed to alert the parent/guardian and the student that the student's work is/is not being accomplished at a satisfactory level, and/or that

unacceptable habits or behaviors are being exhibited. Progress reports may also be used to reflect positive comments about a student's work or behavior.

Report Cards

Although the academic progress of each child is evaluated daily, report cards are issued four (4) times a year, at nine (9) week intervals. Pre-Kindergarten and Kindergarten report cards are standards-based with no grades.

Parent-Principal Conference

Parents and/or students may schedule a time to meet with the principal to ask questions, discuss concerns, or offer positive feedback about their child's school experience. Please feel free to contact the office for an appointment at any point during the school year.

Before/After School Care

The before/after school care program is housed at L.H. Carpenter Early Learning Center. But it is run by the YMCA. If you want to sign your child up to attend, please contact Brittany Burnett at the YMCA at 563-9622. Their hours are 6:30 AM -5:30 PM Monday - Friday

Field Trips

Whenever possible, teachers are encouraged to plan field trips both inside and outside the classroom environment to familiarize children with their community and broaden their educational experiences. The number of field trips will vary amongst programs. Parents who participate in field trips must have their ID badge and may be charged a fee if one is charged for the students. You may go to the central office, downtown at 189 W Market Street, to apply for a background check and get your ID badge. There is a fee for the badge, but it is good for 5 years.

Field trips to places of interest are taken at all grade levels, in order to enrich the school program. School buses are usually used for transporting children. Some trips require an admission fee. No trip away from school may be taken without first securing parent permission. A yearly consent form for field trips that do not extend past normal school hours will be sent home during enrollment. Once the teacher has this form on file the student will be allowed to attend field trips unless otherwise noted by the parent.

If a field trip extends past school hours (such as overnight trips) then an additional consent form will need to be signed by parents. These field trip permission slips will be sent home with pupils well ahead of the date of the trip. These should be signed and

returned promptly to the school. A child may not accompany his/her class if a permission slip is not received. In the event that a parent does not want his/her child to go on a field trip, the student is required to be in attendance at school that day.

Outdoor Education Experiences

The David F. Sodervick Outdoor Education Facility located at O.J. Neighbours Elementary School may be utilized to enrich the students' education. This area is available to all teachers and students in the Wabash City School system.

Classroom Visits

Parents are welcome to visit classrooms. Arrangements should be made in advance with the classroom teacher and/or principal. It is suggested that visits not be scheduled during the first or last week of school. Please remember to report to the school office to register before going to the classroom.

School Volunteers

Many school programs rely upon the participation and support of parents and other school volunteers. School volunteers provide one-on-one tutoring, assist with small group projects or special events, and serve as library aides, classroom assistants, and clerical aides. All elementary schools welcome and encourage the support of the "extended family" of relatives, neighbors, and friends who serve as school volunteers on either an occasional or a regular basis.

For the safety of our children, a background screening report is required for anyone working with our students in any area. This includes chaperones for field trips as well as school volunteers. This report, including information concerning arrest data, police record and motor vehicle records, may be obtained in connection with your application as a volunteer with Wabash City Schools. Verification of address, social security numbers, aliases, county, state and national criminal history records and the sex offender registry may be checked. Theft records may also be obtained. An investigative report may be obtained at any time during the application process or during your volunteer status with the Wabash City Schools. Upon timely written request to Wabash City Schools, and within 5 days of the request, the name, address and phone number of the reporting agency and the nature and scope of the investigative report will be disclosed to you.

Before any adverse action is taken, based on the whole or in part of the information contained in the report, you will be provided a copy of the report, the name, address and

telephone number of the reporting agency as well as additional information on your rights.

School Pictures

Each year we contract with a commercial photography studio to take school photographs and to provide families with the option to purchase student pictures at a reasonable price. Specifics and price information are supplied to parents.

Model Notification of Rights Under FERPA For Elementary and Secondary Institutions

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

(1) The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access

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

(2) The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Wabash City Schools to amend a record that they believe is inaccurate or misleading. They should write to the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

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

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

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by Wabash City Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom Wabash City Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as

a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

(Optional) Upon request, Wabash City Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent/student of the records request unless it states in its annual notification that it intends to forward records on request.)

(4) Parents and/or eligible students who believe their rights have been violated under either the Protection of Pupil Rights Amendment (PPRA) or the Family Educational Rights and Privacy Act (FERPA) may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605 www.ed.gov/offices/OM/fpco

Disclosure Under The Directory Information Exception

A school can disclose “directory information” from the education record without prior parental consent after giving notice of its intention to do so. “Directory Information” is information in a student’s education records that is not generally considered harmful, and its release is not considered an invasion of the student’s privacy. A critical distinction exists between directory information and all other information present in school files. School districts can choose how much directory information from education records they will disclose. Directory information includes, but is not limited to the following data about the student:

- Name
- Address and Telephone (if not an unlisted number)

With the passage of the juvenile system exception, education records, including directory information, may be shared with juvenile justice system agencies, prior to adjudication of the student, to the extent that the State law allows.

Disclosure of Student Lists

The Board of School Trustees of the Wabash City Schools, in order to maintain the privacy of its students, prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. “Student list” is defined as a list containing the names and addresses of any or all students currently or formally enrolled in the school corporation. “Commercial purpose” is defined as any activity that is an attempt to solicit business or profit. The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization.

Legal Reference: I.C. 5-14-3-4(c)

I.C. 20-10.1-29-1 et seq.

Students with Special Needs

Should you as a parent or your child's preschool teacher feel that your child is struggling with some aspect of development, including speech/language, social skills, behavior, motor skills, or learning skills, he or she may be eligible for pre-school services.

Services are provided based upon each individual child's needs. For example, a student may need speech therapy, community classroom support or physical /occupational therapy support or direct services.

If there is a concern, the parent will be asked to fill out the necessary paperwork to schedule an initial evaluation. A licensed School Psychologist and Speech Language Pathologist will conduct an assessment of your child's skills that include : visual motor, cognitive/learning, social, language, articulation (speech sounds) and hearing. If your concern is only for your child's speech, the evaluation will include articulation (speech sounds).

Should your child qualify for special services, our staff are licensed, highly trained Developmental Preschool teachers. They plan and implement the specialized curriculum, designed to meet the specific needs of young children. Speech, Physical and Occupational Therapists provide services to eligible children and participate in curriculum and program development. The Developmental preschool teachers are assisted in the classrooms by trained and qualified teaching assistants. Our staff work cooperatively in our self-contained classrooms and provide services for children placed in community preschools. Often our special needs students participate in both a special education setting and in a community preschool, for a dual placement. This gives the special needs student an opportunity to learn alongside their typical peers to uphold IDEA laws for a Least Restrictive Environment (LRE).

Support Personnel

There are a number of support personnel who, individually and collectively, provide services for children. They include:

- School Psychologist - The school psychologist is available to consult with teachers regarding the behavior and performance of individual children, as well as to administer psycho-educational evaluations for referred students.
- Speech/Language Pathologist- The Speech/Language Pathologist does hearing screening for those in kindergarten and grades one and four. Speech screening

is done for those students in kindergarten and grade two. Ongoing speech/language services are provided for students who are eligible.

- Physical Therapist/Occupational Therapist- The physical therapist and occupational therapist are available to do evaluations and to serve as referral sources for children noted as having specific movement or motor problems. Each can serve as part of the special education placement team.

Controversial Issues Policy

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If a parent finds something objectionable, the following steps may be taken:

1. Any parent or patron having concerns or complaints within the classroom should first discuss his/her concerns with the classroom teacher.
2. If the parent or patron is not satisfied during the discussion with the classroom teacher, he/she should contact the principal for further discussion of the matter.
3. If the parent or patron is not satisfied during the discussion with the principal, he/she should contact the Superintendent for further discussion of the matter.
4. If the parent or patron is not satisfied with the outcome of the conference with the Superintendent, he/she may request, in writing, an expedient hearing with the Board of Education.
5. If a parent is in doubt whom to contact in any given situation, he/she should call or contact the building principal who will direct him/her to the appropriate individual.

Access to Electronic Information, Services and Networks for Wabash City Schools

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Wabash City Schools considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries,

databases, bulletin boards, and other resources while exchanging messages with people around the world. The corporation expects that faculty will blend thoughtful use of the Internet through the curriculum and will provide guidance and instruction to students in its use. As much as possible, access from school to Internet resources should be structured in ways that point students to those websites that have been evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by the staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Students utilizing corporation-provided network resources must first have permission from and must be supervised by Wabash City School's professional staff. Students utilizing corporation-provided network resources are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of corporation-provided network resources is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Wabash City Schools. The provided access to the network is a privilege, not a right. Access entails responsibility.

Users should not expect that files stored on corporation-based computers will always be private. Electronic messages and files stored on corporation-based computers will be treated like school lockers. Administrators and faculty may preview files and messages to maintain system integrity and ensure that users are acting responsibly.

The following uses of corporation-provided network resources are not permitted:

- a. to knowingly access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
- b. to transmit obscene, abusive, or sexually explicit language;
- c. to violate any local, state, or federal statute;
- d. to vandalize, damage, or disable the property of another individual or organization;
- e. to access another individual's materials, information, or files without permission; and
- f. to knowingly violate, copyright, or otherwise use the intellectual property of another individual or organization without permission.
- g. to use the Corporation Internet resources for commercial purposes, advertising, or political lobbying;
- h. to reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the internet;

i. to transmit pictures or other information that could be used to establish your identity without prior approval of a teacher;

j. to agree to get together with someone you “meet” online without prior parent approval;

k. to download executable files or applications onto the Corporation’s hard drives, except by the designated technology staff. If a student or staff member other than the technology staff transfers a file or software program that infects the Network or workstation with a virus and causes damage, the staff member or student will be liable for any and all repair costs to make the infected equipment once again fully functional.

Any violation of corporation policy and rules may result in loss of corporation-provided access to the network. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate usage of the network. When and where applicable, law enforcement agencies may be involved.

Concerning access of the network resources, families bear responsibility for its appropriate use just as they should with other information sources such as television, telephones, radio, movies, and other possibly offensive media. Since the use of electronic resources has become such an integral part of the educational environment, Wabash City Schools will provide network resource access to all students. Parents wishing to restrict their child’s access to Wabash City School’s network resources must submit a written request to the appropriate building principal.

Wabash City Schools makes no warranties of any kind, neither expressed nor implied, for the network access it is providing. The corporation will not be responsible for any damages users suffer, including – but not limited to – the loss of data resulting from delays or interruptions in service. The corporation will not be responsible for the accuracy, nature, or quality of information stored on corporation diskettes, hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through corporation-provided access to the Internet.

A copy of this policy will be included in student handbooks. Additional copies are available upon request.

NOTICE: The policy and all its provisions are subordinate to local, state and federal statutes.

Corporation Web Page

Wabash City Schools authorizes the creation of web sites by its employees and students to be published on the World Wide Web. The creation of web sites by students must be done under the supervision of a professional staff member. These web sites must reflect the professional image of the Corporation, its employees and students. The

content of all pages must be consistent with Wabash City Schools' Mission Statement and is subject to prior approval by the Superintendent.

The purpose of such web sites is to educate, inform and communicate. The following criteria should be used to guide the development of such web sites.

1. Educate – Content provided on the website should be suitable for and usable by students and teachers to support the curriculum and objectives of Wabash City Schools.

2. Inform – Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.

3. Communicate – Content may provide an avenue to communicate with the community.

The information contained on the web site should reflect and support Wabash City Schools' Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to the student, Wabash City Schools will abide by School Board Policy and/or Administrative Guidelines 8330 pertaining to Student Records.

All links included on the pages must also meet the above criteria and comply with State and Federal law (e.g. copyright laws, Children's Internet Protection Act).

Under no circumstances is a web site to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual.

Pages should reflect an understanding that both internal and external audiences will be viewing the information.

School web sites must be located on Corporation affiliated servers.

Wabash City Schools retains all proprietary rights related to the design of web sites and/or pages that are hosted on WCS servers, absent written agreement to the contrary.

Student photographs and/or student work may be displayed on the Corporation website. If parents do not want their students' photograph or work displayed, a letter stating their wishes must be on file with the building principal where their student attends.

Notice: These guidelines and all their provisions are subordinate to local, state and federal statutes.

Pest Control Policy

The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

This policy does not apply to the use of the following pesticides: 1.) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2.) personal insect repellents when self-applied; and 3.) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or school vacation periods.

The corporation will:

1. Inform parents and staff members of the corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advance notice.
5. Provide notice of all pesticide applications to school nurses.
6. Maintain a written record for at least 90 days of any pesticide applications.

The corporation will provide notice at least two (2) school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

The corporation may provide for training of school employees to become certified pesticide applicators.

Financial support for such training may be provided by the corporation subject to budgetary constraints of the corporation.

The Superintendent shall prepare and disseminate regulations for the implementation of this policy.

DATE ADOPTED: May 7, 2001

In an attempt to assure proper control of pesticides that might be used on corporation premises, these procedures are established. "Pesticide" for application of these regulations only is defined as a fungicide used on plants, an insecticide, a herbicide, or a rodenticide. ***These regulations do not apply to use of the following pesticides: germ killers, disinfectants, sanitizing agents, water purifiers, swimming pool chemicals used in normal cleaning activities, personal insect repellents when self-applied, and gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.***

The intent of this regulation is to prevent exposure of staff members and students to pesticides.

1. Pesticides will be applied only by certified pesticide applicators or individuals operating under their supervision in school buildings or on school grounds. The certified pesticide applicator shall train non-certified staff members who apply pesticides. The training must include

- a. A review of the corporation's pest control policy;
- b. A review of the label instructions for the pesticides to be used;
- c. Methods to determine when an application of a pesticide is necessary;
- d. How to minimize potential pesticide exposure to students, teachers, and staff,
- e. What activities are prohibited; and
- f. Written documentation of the training.

2. When possible, pesticide applications will be done during non-instructional time or during vacation periods.

3. When inspections are conducted by an independent contractor, the contractor shall contact the building administrator no later than 48 hours prior to the scheduled inspection to discuss any problems with pests so that the contractor may inform the building administrator what pesticides will be applied on the date of the scheduled inspection. The building administrator will then implement the notification requirements of the pest control policy and its regulations.

4. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is

impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide. Restricted use pesticides may be used only by certified applicators or under their direct supervision.

5. At the time of registration for each school, the Board shall provide the staff members of each school and the parents of each child enrolled in each school with a written copy of the Board's policy on pesticide applications, the name and telephone number of the school contact person for pest control information, and a request form to be placed on a list for advanced notice. This information may be given in the form of a memorandum or as a provision in the student and/or staff handbook. This information shall also be provided to the parents of any child who transfers into a school during the school year. A request for such notice may be made at any time during the school year.

6. Parents and staff members may register for prior notice of pesticide applications. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing no later than two (2) school days prior to the applications when students or staff members will be present during the pesticide application. School nurses will receive prior notice of all pesticide applications.

7. The aforementioned notice shall include the (1) name of the active ingredient of the pesticides anticipated to be applied if part of a routine scheduled service, (2) location of the application, (3) date of application, (4) approximate time and length of the application, and (5) name and telephone number of the school administrator or his/her designee who may be contacted for further information.

8. Any pesticide application is prohibited when children are in the room or on school grounds in or near the area to be treated.

9. If an emergency application is necessary to eliminate an immediate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.

10. In cases of an emergency application, prior notice is not required. notice will be given to those persons who have previously requested notice of pesticide applications as soon as possible after such application.

11. A copy of the records of each pesticide application at a school shall be maintained for at least 90 days. The records will contain the following information:

- a. Date and time of the inspection and pesticide application;
- b. Pests found during the inspection;
- c. Brand name and active ingredient of pesticide(s);
- d. EPA registration number of pesticide(s);
- e. Areas treated;
- f. Name of applicator; and
- g. Source for obtaining information on the pesticide label(s), material safety data sheet(s), and/or fact sheet(s) for end use concentrations.

The school principal upon request will make available the pesticide application information listed above for at least 90 days from the date of application.

12. Whenever practical, non-chemical controls shall be used. The least toxic formulations and safest methods of application will be selected when there is a choice of pesticide products with comparable effectiveness.

13. Storage of pesticides will be kept to a minimum. All pesticide label storage instructions will be followed explicitly. All such products and the application equipment will be stored away from food products or occupied rooms in a locked area clearly marked as containing pesticides.

14. All pesticide products will have complete label instructions, will remain in the original container, and Material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.

15. All applications of pesticides will be made in strict compliance with label instructions.

16. School corporation employees responsible for handling and applying pesticides shall have specific training.

17. Training for school employees to become certified applicators is available. The corporation may provide for financial support of such training for employees designated by the Superintendent, or his or her designee, as needing such training. Such financial support will be subject to the availability of budgetary funds and the approval of the Board.

Bullying

Wabash City Schools is committed to a safe and civil educational environment for all students, employees, parents/guardians, volunteers, and patrons, and will not tolerate any harassment or bullying.

Harassment and bullying can be based on actual or perceived acts pertaining to race, color, religion, ancestry, national orientation, sexual orientation, gender, gender identity, physical, sensory, or mental disability, marital status, other individual characteristics, including but not limited to socioeconomic status and physical appearance, or for any other reason prohibited by law.

The school prohibits harassment and bullying defined as intentional acts, statements, or conduct that has the purpose or effect of materially or substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive educational or work environment. This may include, but is not limited to:

- Graffiti, pictures, or photographs
- Disparaging remarks or use of demeaning, offensive, or negative terms

- Deliberate and unwelcome touching, cornering, pinching, or pulling on clothing
- Offensive jokes or teasing
- Hazing, pranks, or other intimidating behavior directed toward an individual.

This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the educational environment.

A. Definitions of Bullying (IC 20-33-8-0.2)

“Bullying” means overt, repeated acts or gestures, including:

- a. verbal or written communications transmitted;
- b. physical acts committed; or
- c. any other behaviors committed;

by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student. This includes using property or equipment provided by the school (e.g. computers, etc.) to bully another student or students.

B. Report Bullying

Wabash City Schools does not tolerate bullying as defined by Indiana Code 20-33-8-0.2. Students, student families, staff and others who feel that they have been bullied or harassed; witnessed another student being bullied or harassed; or have reason to believe that a student is being bullied or harassed should report the incident to either the classroom teacher or a building administrator.

Reporting individuals who wish to remain anonymous may make a report using the Anonymous Hotline found at Wabash City Schools website www.apaches.k12.in.us.

C. Investigating and Responding to Bullying

All bullying allegations will be investigated within 24 hours of the receipt of the report. Potential responses may include disciplinary actions to include suspension/expulsion; changes to classes, lockers and lunches; mediation; the loss of privileges to include passing periods, extracurricular activities, lockers and computers; and recommendation of behavioral counseling. Although the school is not at liberty to discuss the discipline of other students, the administrator will attempt to contact parents of both the accused and the alleged victim. Verified instances of retaliation from bullying reports or additional

instances of bullying will lead to more severe consequences. If Indiana Code has been violated, then school administration will contact law enforcement.

D. Written Records

All schools will maintain a physical or digital file relating to all reported incidences of bullying. These are to include the following:

- 1) alleged case of bullying
- 2) investigation of the incident
- 3) summary of the findings to include what actions took place.

E. Sanctions

Disciplinary actions for violating the Bullying/Harassment policy mentioned above may include, but is not limited to: counseling within the school, parental conference, the loss of computer privileges, detention, suspension, Day Reporting, exclusion from school sponsored activities, counseling outside of school, expulsion, or referral to law enforcement officials. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials.

Student discipline is governed by Indiana Code 20-33-8-14 which allows the school to administer discipline to include suspension and expulsion when a student is:

- (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- (2) off school grounds at a school activity, function, or event; or
- (3) traveling to or from school or a school activity, function, or event.

F. Education

Every building will provide educational services about bullying, to include definitions, reporting and consequences.

Anti-Harassment Policy

The Wabash City Schools Corporation is committed to maintaining a learning and working environment that is free from employment/education related discrimination, including a prohibition against racial, ethnic, religious or sexual harassment.

It shall be a violation of this policy for any employee or student of the Wabash City Schools to engage in discrimination and/or harassment of another employee or student through conduct or communications. Conduct of a harassing nature may include unwelcome verbal or physical contact and/or unwelcome communications regarding characteristics of a racial, ethnic, religious or sexual nature.

Complaints should be given to your principal, assistant principal or Superintendent not involved in the harassment or discrimination. If you have done this, and you are not satisfied, complaints may then be directed to the Equal Employment Opportunity Commission (EEOC) at the:

Department of Labor

101 West Ohio Street

Suite 1900

Indianapolis, Indiana 46204-4203

or call 1-800-669-4000

or to the

Office of Civil Rights at Indiana Government Center North

100 North Senate Avenue

Room N103

Indianapolis, Indiana 46204

or call at

1-800-628-2909.

Reasonable Force Policy

There are circumstances and/or conditions under which employees are permitted to touch students appropriately. Maintaining a safe and orderly school environment, administering first aid and attending to health needs. Typical examples of these circumstances include, but are not limited to:

- Intervening in fights
- Preventing accidental injury
- Protecting oneself
- Providing appropriate care to disabled students
- Moving through a crowd to address an emergency
- Employing passive restraint with emotionally disabled students
- Discipline