

wayne Center Elementary



Student-Parent Handbook

2017-2018

Principal: Jaime Carroll

Dean of Students: Faith Erexson

Secretary/Treasurer: Lindsay Deming

Office Assistant: Tammy Terry

Home of the Tigers



Wayne Center Elementary

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260-347-2548**

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Follow us on Twitter: @WayneCenterElem

Mission Statement

Maximize potential in all people, every day.

Hours

Office Hours: 7:30 a.m.-3:30 p.m.

Tuesdays-Fridays

7:55 a.m. Students may enter the building

8:05 a.m. Classes begin

2:40 p.m. Classes end

Collaboration Mondays:

8:40 a.m. Students may enter the building

8:50 a.m. Classes begin

2:40 p.m. Classes end

School colors: *Royal blue and white*

School mascot: *Tiger*

The East Noble School Corporation does not discriminate on a basis of sex, race, creed, color or handicap in the operations of educational programs or activities, employment, and other personal policies and procedures.

Dear Parents,

This Parent Guidebook is your way to know about how our school operates. Please keep it handy. Many frequently asked questions are answered here.

Wayne Center School is full of pride and learning. We hope you share that pride because you are the parents and taxpayers who make this school possible. We hope you actively join us at our Parent Advisory Committee meetings and evening functions. We often need parent volunteers for special events throughout the year, too. We will make sure that you have the opportunity to be as involved in your child's education as you like!

Part of our job is to give you information. Please read our school and classroom newsletters to find out what's happening in the weeks ahead. Visit the website often for updates, and follow us on Twitter and Facebook.

We also invite parents to visit the school and classrooms. To begin the process of getting your background check on file, you may visit the main office at any time. Please make arrangements with your child's teacher ahead of time for volunteering and visits to make sure we can best utilize your efforts to support our students' instructional day.

We look forward to another great year!

Sincerely,

Jaime Carroll
Principal

Personal Best

There are no better lessons to learn than to give your best effort, and to persist through difficult times.

Parents want to instill those qualities in their children, and we do too. In fact, if all children gave their best efforts all the time, all children would learn much more. Doing one's personal best is so important for school success. It's one thing to talk about it, and another to successfully teach it. We want children's best, and so do you. We will ask for their best effort—repeatedly. It may mean that your child must occasionally repeat work...or spend a lot of time on it.

There are at least three parts to giving one's personal best. They are 1) the child's energy, 2) the child's self-discipline, and 3) a motivating environment. To help students do their personal best, here are some goals we've set for ourselves, as teachers:

What we assign will be worth doing. If it's not worth doing, we can't expect their best.

We will give the class sufficient time to do outstanding work, because one piece of outstanding work is more worthwhile than five pieces of careless work.

Each child's work will receive a prompt response—not always a grade, but corrections, or some kind of response that will encourage a better performance, or commend their work.

Within reason, we will insist on better work, rewritten or corrected, if the child is clearly capable of greater effort. Different children are capable of different things we'll consider that.

We will take grades only after the child has had sufficient practice. We will often permit correction of work for a better grade. Grading is not our primary focus: instead, teaching effectively is the important part of our job.

Here's your role, as the parent:

You have more time to give your individual child than we do, under normal circumstances. So encourage better performance, if you know your child is capable.

Let us know if we aren't asking enough, or if we are asking too much. A certain amount of worry can be good for some children and bad for others.

If your child's work looks poorly done, insist your child do better.

Some children have more difficulty with writing than others, but you can tell when your child is giving his/her personal best.

Often, children don't know how to deliver their personal best, or they don't know how to organize their papers, or they can't decide what to do next. Help them along. Think out loud, so they can understand how you think.

If remediation is recommended, make every effort to enroll your child.

Respecting our School

We are very fortunate to have such a beautiful school. Our school will continue to look wonderful with proper care from not only our custodial staff, but students and adults alike. These guidelines should be followed:

- Students should not deface property in any way.
- Students should not bring candy, carbonated drinks, or gum to school. Much of the school is carpeted and these items are very difficult to clean out of carpeted areas.
- Students and staff are encouraged to keep all classrooms and hallways clean by picking up trash.
- Hands and feet should be kept off the walls to keep the walls looking clean.

Delays & School Cancellations

At times, the weather causes school to be delayed or cancelled. If you have any doubt as to whether school will be in session, please listen to the radio or television for information. East Noble's automated call system will also attempt to make a phone call or send an email or text to announce the delay or cancellation for those families signed up to receive the information. Announcements will be broadcasted on the radio and television by 6:15 a.m. on the following stations:

WBCL	90.3 FM	WLNB	102.7 FM
WBTU	93.3 FM	WAWK	1140 AM
WAJI	95.1 FM	WOWO	1190 AM
WMEE	97.3 FM	WIFF	1570 AM

TV CHANNELS 15, 21, 33, and 55

If a two-hour school delay is called due to poor weather, school will start at 10:05 a.m. and dismiss at 2:40 p.m. If a three-hour school delay is called, school will start at 11:05 a.m. and then dismiss at 3:40 p.m. Students would then essentially only miss two hours of school. Lunch is served on both two-hour and three-hour delay days.

If the weather does not improve, some delays turn into cancellations. Whenever there is a weather related school delay, continue to listen to the radio to see if there is additional information. In these situations, cancellation or extended delays are normally announced by 8:15 a.m.

Please be sure that your child knows where he/she is to go if we must dismiss early because of severe weather or a mechanical problem. If, in the event of an early dismissal, we will follow the dismissal procedures you list on the bus form at registration. If these directions change during the course of the year, please contact the school office.

Arrival and Dismissal Procedures

The Wayne Center staff is requesting the assistance of parents in helping keep our school community safe. For the safety of all students, visitors, and staff, we ask that the following procedures be observed:

- Students should not arrive to school prior to 7:55 a.m. on regular school days. Adult supervision begins at 7:55 a.m. On collaboration days, students should not arrive prior to 8:40 a.m. since adult supervision begins at 8:40 a.m. on collaboration days.
- Students eating school breakfast will be dismissed off the bus first. They should go directly to the cafeteria to eat.
- We ask that all visitors enter through the main doors of the school. All other doors will be locked. Parents wishing to speak to their child's teacher should schedule an appointment as teachers are supervising students at arrival time. Students needing assistance in carrying items to their classroom will be given help by staff members.
- Busses will park in the back of the building where students will get on and off the bus. No cars are permitted in the parking lot in the back of the building or by the bus loading/unloading area. This is for the safety of our students.
- Parents or other adults dropping off or picking up children from school need to either park in the front parking lot and walk to the front doors to pick up/drop off the child or use the drop-off/pick-up lane that runs directly in front of the building. Adults using the drop-off/pick-up lane must remain in their cars and pull forward when able to do so. This will keep the line of cars moving forward. No parking will be permitted in the drop-off/pick-up lane. Please only use the right hand side of the lane while waiting for your child. That way the left lane can be used for cars to pull away from the school building.
- Students should only enter and exit their car on the curbside unless the car is parked in the parking lot.

- Students should be escorted across the traffic lanes. They should never cross the lanes by themselves. This is for their safety.
- Cars should not block the intersection where you turn left into the drop-off/pick-up lane. If needed, cars can wait in the left turn lane until room is available in the drop-off/pick-up lane.
- Cars should yield to busses entering and exiting the school grounds.
- If a student arrives after the start of school or needs to leave prior to school dismissal, we ask that parents park in the front parking lot to keep the drop-off/pick-up lane free of vehicles during school hours. We have several busses that need access to that lane throughout the school day.
- Any student that needs to ride a different bus from their assigned one or will be picked up from school by a parent or other adult must provide the school with a note regarding the change. This note will then need approval from the main office. If no note is received, then students will be instructed to get on their assigned bus to ride home.
- Please refrain from calling the school with alternate dismissal procedures for children. The office can get quite hectic during the day, and we prefer to have a written note sent in specifying the alternate dismissal plans. Should an emergency arise that your child needs to have alternate dismissal plans, please call the school prior to 1:45 p.m. so we have time to inform your child's teacher of the change in plans.
- Parents of car riders will be given a pick-up sign by the school to be displayed in an easily viewed location of their vehicle. Please ensure that the sign is visible to help facilitate the dismissal process. All students will remain inside the entrance of the building until their number is called. The pick-up sign should also be shared with any caregiver that may pick-up your child from school.
- These procedures should be shared with family members and caregivers that are likely to pick-up or drop-off your child to school.

Birthdays & Parties

Classroom parties are planned at the teachers' discretion. Parent helpers are welcome to help with these parties. Any food items donated for parties need to be store bought, not homemade due to Indiana code. We honor all birthdays with a morning announcement and a pencil. We ask that gifts such as flowers and balloons not be sent to school. Arrangements for your child to bring in a snack for a birthday treat should be made with his/her teacher at least 24 hours in advance.

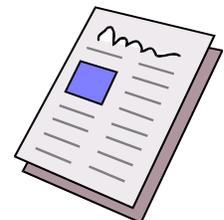


Newsletters

School newsletters will be sent home via School Messenger and Remind texts from Mrs. Carroll, and will be posted on our school website/Facebook page. They will contain a report of completed school activities and a preview of upcoming events. This is our main resource for important announcements.

Each teacher will either send home a newsletter monthly or publish important information to their class website/Seesaw/Canvas each week. They will identify class activities; point out concepts being covered in class; and report on individual and class achievements.

Parents who do not have access to Internet are welcome to request a hard copy of the newsletters.



East Noble Attendance Policy/Tardies to School and Class

To support and comply with the Indiana School Attendance Law, East Noble Schools monitor the attendance of each enrolled student. A parent or guardian is required to contact the school prior to 10:00 a.m. each day of absence.

Definitions:

Verified A verified absence is one which has been confirmed by the parent or guardian with a telephone call to the school office or a note sent with the student and brought to the office.

Unverified A student absence in which notification by telephone call or written note by the parent has not been submitted to document the absence.

Absence of Concern Absences for activities such as family errands, missing the bus, vacation, recreation, or instances when a parent contact with the school has not occurred could be designated an absence of concern. In many cases, an absence of concern would violate the Indiana Compulsory School Attendance law.

Truant- An absence without the knowledge or consent of the parent or school, or absent with intent to evade the compulsory attendance law.

To ensure that parents are well informed of their child's attendance pattern, the following will occur:

Sixth Absence- A letter will be sent to parent/guardian. A copy of the policy will be included. A legal notice could also be sent home to notify the parent that the next absence may result in referring the parent/guardian to the legal authorities.

Eighth Absence- Contact will be made with the parent/guardian and parent/guardian may be referred to the Prosecutor.

Ninth Absence- Home visit by ENSC Attendance Officer and parent/guardian may be referred to the legal authorities.

Tenth Absence- Appropriate penalties as determined by the administrator, including, but not limited to detention, Saturday School, in-school suspension, referral of the student to Teen Court (6-12), referral of the parent/guardian to the legal authorities, or recommendation for expulsion.

The total number of absences will be posted on each progress report and report card.

Absences and tardies will be reported on the grade reports. School officials may communicate with parents intermittently to confirm the whereabouts of absent children. School officials may advance complaints and communicate attendance records to legal authorities when excessive absences accumulate.

Tardy Policy Grades K-6:

Definitions:

Tardy Arriving in the classroom after the school's announced starting, and prior to 10:00 a.m., or early departure from school, after 1:00 p.m.

Absent for the morning arriving at or after 10:00 a.m.

Absent for the afternoon departing the school at or prior to 1:00 p.m.

Verified Tardy –Tardy because of medical reasons, or appointment authenticated by a doctor's note; or a required court appearance for the child authenticated by the clerk; or due to extenuating

circumstances primarily attributed to person or persons other than the student, **and** verified by parent or guardian in writing at the time of signing the student in at the office upon arrival.

Unverified Tardy – Tardy for reasons primarily attributed to the child, **or** for which no reason or documentation is provided by the parent at the time the student is signed in at school. Please note, students arriving late to school must be accompanied into the building and signed in by a parent upon arrival.

Lengthy and repeated tardies for any reason may result in the tardies being considered truancy in accordance with Indiana’s Compulsory Attendance Law.

- All children arriving late or departing early will be signed-in/out by their accompanying adult at the office, indicating date, time, and reason. A parent is expected to accompany the child in/out of the office upon a late arrival or early dismissal.
- Every tardy will be classified as verified or unverified by the building administration.
- Parents may be contacted after three instances of unverified tardiness to review the record and the policy and to explore remedies.
- Repeated instances of unverified tardies may result in the following consequences:
 - Warning Issued
 - Loss of Recess
 - Detention

Absences/Tardy to School/Assignments:

- Appointments scheduled during the school day require a note from parents. Parents or guardians must sign out at the office and sign in upon their return.
- Parents shall accompany tardy students to sign in the child, or provide a written explanation.
- The student is responsible for all assignments missed due to absence. The student will have the number of school days to make up work equal to the number of days absent.
- When an absence is anticipated, the parents should contact the office in advance of the absence. Plans can then be completed so that work can be made up. Parents are strongly urged to avoid vacationing on school days. Vacation absences are classified as unverified.
- When a student is absent from school, they are not allowed to attend extra-curricular events on the date of the absence.

IC 20-33-2-4 Compulsory Attendance

Sec. 17 (a) Subject to the specific exceptions under this chapter, each individual is entitled to attend under IC 20-26-11 or some other school which is taught in the English language.

(b) An individual is bound by the requirements of this chapter from the earlier of the date on which the individual officially enrolls in a school or, except as provided in subsection (h), the beginning of the fall school term for the school year in which the individual becomes seven (7) years of age until the date on which the individual:

- (1) Graduates
- (2) Reaches at least sixteen (16) years of age but who is less than eighteen (18) years of age and the requirements under subsection (j) concerning an exit interview are met enabling the individual to withdraw from school before graduation; or
- (3) Reaches at least eighteen (18) years of age

(d) An individual for whom education is compulsory under this section shall attend school each year:

- (1) For the number of days public schools are in session in the school corporation in which the individual is enrolled in Indiana; or

(2) If the individual is enrolled outside Indiana, for the number of days the public schools are in session where the individual is enrolled.

IC 20-33-2-3.2 Compulsory Attendance; Parent's Responsibility

Sec. 33 Compulsory Attendance; Parent's Responsibility

(a) It is unlawful for a parent to fail to ensure that his child attends school as required under this chapter.

Lengthy and repeated tardies to school may result in the absences being considered as truancy.

Behavior

The Wayne Center staff believes that a safe school environment is necessary for quality education to occur. We expect students to make wise behavioral decisions that are guided by the Six Pillars of Character, as part of our community-wide CHARACTER COUNTS initiative as well as our school wide ROAR initiative. We also strongly believe in positive discipline in the classroom.

Classroom and school wide procedures have been established. Grades K-2 will use Class Dojo behavior monitoring and Grades 3-6 will use behavior marks. These procedures will be taught and practiced with students to ensure their understanding of conduct expectations. Should a student choose not to follow school rules or procedures, consequences may be given. Violation of rules may result in a warning or penalties such as loss of a special privilege, after school detention, removal from class, or out of school suspension.

We hope that students will arrive at school with a positive attitude every day. That's a tall order... most people wake up on the wrong side of the bed from time to time. We understand that children aren't always in their best frame of mind. *However, we expect that children will respond to others with friendliness and courtesy.* Nobody at Wayne Center---adults or children---should be subject to ridicule, disrespect, nasty remarks, gossip, being pushed aside, bullying or treated rudely. This is a place of mutual respect, using good manners.

From time to time students tell us that their parents "said I could hit him back." That's risky advice: self-defense becomes an all-purpose explanation. We want to develop tolerance and judgment in children, not short fuses. If your children are troubled by the actions of others, suggest a talk with the teacher, counselor or the principal. If you think we haven't taken them seriously enough, call us or visit—we love to solve problems before they get worse.

Behavior problems arising on the way to school, and on the way home, are subject to school penalties. Some students feel like once they get off the school property, anything goes. Not so. Remind your children that the respect and consideration expected at school is good behavior anywhere. Furthermore, "being off the school property" is no excuse. We make every effort to assure a safe and pleasant trip for all children, all the way to school and back home.

Help your child understand that every adult at school is entitled to the same kind of respect as his own teacher.

Children make mistakes—there are lots of little behavior problems each week that aren't big enough to notify parents. But if serious problems arise, either the teacher or principal will call the parents so we can work together to find a lasting solution. Sometimes a consequence is appropriate, but it doesn't solve the real problem. In those situations, a parent-teacher meeting

may help us develop good long-range plans. A few children who repeatedly misbehave sometimes make school a lot more difficult for the others. We know that parents understand how important good discipline is, and we ask for your support. Parents must not tolerate misbehavior by their children in school; their misbehavior slows their own growth, as well as the growth of other boys and girls who wish to learn. Always follow up school problems with a serious talk at home. Sometimes you may need to add penalties at home because of school behavior.

Rule violations may result in a warning or a real penalty, such as after-school detention, missing recess, or writing an essay. Both parents and children must know that repeated rule violations will cause more serious penalties. In situations where students frequently disrupt the teacher or the class, when others are threatened or hurt, or when rules are routinely disregarded, severe penalties, such as removal from class or out-of-school suspension, may be given. This Wayne Center School discipline policy is derived from, and consistent with, the *East Noble Student Code of Conduct*, and the consequences for severe offenses are outlined therein. Please review a list of infractions at the end of this booklet, describing typical and rare offences that call for specific consequences.

Bullying

In accordance with state law IC-20-33-8-13.5 – “bullying” is prohibited in the East Noble School Corporation. Bullying is defined as any repeated acts of threatening or intimidating behaviors with the intent to harass, ridicule, humiliate, intimidate, or harm another student. This includes engaging in the act of bullying while using school provided equipment or property. The act of “bullying” means overt, repeated acts or gestures that could be verbal, written communications, digitally sent, or physical acts or any other behavior that fits this definition above.

The schools in the East Noble School Corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. Parent involvement may be through the schools’ parent organization that is already in place at each school. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or that schools’ designee. The report must contain the name of the alleged violator as well as the complainant. Upon receiving the report, the principal/designee will investigate the matter at the building level and school consequences will be assessed, as appropriate, according to the East Noble School Corporation disciplinary code for elementary schools.

Engaging in conduct that disrupts or interferes with school purpose: for example the use of violence, force, noise coercion, threat, intimidation, fear, passive resistance, or other comparable conduct.

False Reporting: A person who knowingly makes a false complaint of a violation of this policy is subject to disciplinary action.

Criminal Gangs and Criminal Gang Activity

It is the policy of East Noble School Corporation to prohibit gang activity and similar destructive or illegal group behavior on school property including school buses and/or at school-sponsored functions.

It is the policy of East Noble School Corporation to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

East Noble School Corporation defines “criminal gang” and “criminal gang activity as:

- “Criminal gang” defined (per IC 35-45-9-1) “criminal gang” means a group with at least three (3) members that specifically
(1) either:

(A) promotes, sponsors, or assists in; or

(B) participates in; or

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

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

Procedures for investigating suspected gang activity

- Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the code of student conduct. Any corporation and school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.
- The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.
- The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.
- The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.
- The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.
- The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent corporation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

Notification of gang-related policy

- The superintendent of the school corporation shall annually disseminate this policy to all parents who have children enrolled in a school within the school corporation (Handbooks). The superintendent shall ensure that notice of the corporation's policy appears in the student handbooks and all other publications of the school corporation that set forth the comprehensive rules, procedures and standards for schools within the school corporation.

Reporting of gang-related incidents

- Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year. The School Safety Specialist will be responsible for these reports.

Dress Code

East Noble School Corporation wishes to impart worthwhile values of health, safety, decency, and good taste. Proper dress and grooming are the responsibilities of every pupil attending our school. The administrators are charged with the responsibility of establishing and enforcing standards of dress and grooming necessary for orderly operation of the school. Students are expected to exhibit cleanliness and good taste in personal appearance. Shirts and shoes must be worn at all school functions. Unusual and exotic fads in dress and haircuts will be discouraged (unnatural hair colors, face painting, etc.)

The following is not acceptable in the school setting:

- Tank tops or other garments which expose bare midriff, undergarments, or too much skin; or garments that are so tight as to be otherwise revealing.
- Clothing which could present a safety issue.
- Clothing or display imprinted with profanity, questionable suggestions, or slogans.
- Hats and sunglasses are not to be worn in the building.
- Any display advertising alcohol, tobacco, drugs, drug paraphernalia, violence, or weapons.
- Any display containing lewd, rude, vulgar, offensive, or obscene material as determined by the building principal.

The following also apply:

- An undershirt should be worn underneath baggy shirts that hang low at the neck and under the arms.
- All dresses, shorts, and shirts must be appropriate in length and neckline as determined by the building level administrator.
- When the weather necessitates wearing a coat or jacket, the garment will remain in the student's locker until they are dismissed for the day. They are not to take these items to class.
- Pants, shorts, skirts, etc., must be worn at the student's waist (no sagging).
- For health and safety considerations, appropriate footwear should be worn at all times.
- Any item of clothing or accessory (chains, dangling jewelry, etc.), deemed dangerous or unacceptable by the building level administrator may not be worn to school.

Book Bags and Purses

Book bags, backpacks, extra-large purses, and/or any bag/purse that is large enough to carry a textbook are not to be taken to any classes. Book bags are to be put in the student's locker upon arrival to school and kept in the locker throughout the school day. Only designated computer laptop bags will be permitted for students to carry, to and from class.

CHARACTER REALLY COUNTS!

At Wayne Center, and at every East Noble school, employees attempt to convey the universal values outlined by our district-wide CHARACTER COUNTS initiative. We promote Trustworthiness, Respect, Responsibility, Fairness, Citizenship, and a Caring disposition. We look specifically to the Six Pillars of Character as a framework for ethical decision-making by children and staff. All trained staff are expected to teach, enforce, advocate for, and model these character attributes in all settings.



At Wayne Center we have adopted ROAR as part of our Positive Behavior Intervention System. ROAR stands for: **R**espect, **O**penly Honest, **A**lways Caring and Safe, and **R**esponsibility.

Parents are strongly urged to look for and read communications from the schools about CHARACTER COUNTS and **ROAR**, so they, too, can effectively discuss these important traits with their children. Parents are the most important partners schools can recruit to this initiative. Private citizens, businesses, service organizations are invited to contact East Noble to find out more about how they can effectively support strong character in our school community and among our growing children.

Counselor

Often students carry a load of worries around with them. Some are legitimate, and others aren't. Worries can often affect their work and their moods. Wayne Center often has a counselor on site. Beth Steury is our school counselor. She counsels with many individual students. She also can help your family find professional counseling outside the school. Feel free to call her at 347-2548 if you have concerns about your child's emotional well-being.

Social Services

Kris DeLong is the East Noble School social worker. Mrs. DeLong is an expert in finding the right kind of help for you when problems are closing in. She can meet with you in your home, or discuss concerns on the phone. Her job is to help your family, or your child, to assure success in school. Call her at 347-2502.

Nurse at School

Jenny Mays is our school nurse. She visits the elementary school generally every afternoon. Jenny is more than happy to discuss health concerns with parents, or examine a rash or wound that you are unsure of.

Administration of Medication

While acting within the scope of his/her duties, no employee, volunteer, or any other member of the East Noble School Corporation is permitted to prescribe or recommend any type of medication, drugs, or any substance of a medical nature for internal consumption of any individual. A school administrator, teacher or other school employee designated by the school administrator, who in good faith administers medications sent in by you to a pupil, is not liable for civic damages as a result of the administration except for an act of omission amounting to gross negligence or willful and wanton misconduct.

School personnel may cooperate with parents and physicians for the health and welfare of children under the following procedures, as approved by the Superintendent, building principal, or his/her designee:

- a) All medications to be given during school hours need:

- a. Written parental consent. A medication authorization form is available at your child's school.
 - b. A written physician's statement or current prescription label for all prescribed medication indicating that the medication is to be taken. The label must include student's name, doctor's name, and directions. We will only be able to follow the directions on the label. (If your physician gives you a sample medication that has no pharmacy label, we will need a physician's script to accompany the medication.)
 - c. To be sent in the ORIGINAL CONTAINER with directions. (Medications in baggies will not be given.) Medication will only be dispensed as the directions on the manufacturer's label unless accompanied by a physician's note stating otherwise. Please check your label to make sure what you send in is appropriate for your child's age and or weight.
 - d. To be kept in a locked location designated by the school principal and taken by the student in the designated place.
- b) The nurse must be notified of all medication brought into the school. No medication should be sent to school unless it is really necessary. Please arrange, as much as possible, that medication be given at home. Medication that is needed **three or fewer** times a day can usually be given before school, after school, and at bedtime, unless otherwise specified by a physician's written statement. (Please only send in the amount of medication needed at school in the original container, and keep any additional doses of medication at home).
 - c) It is the student's responsibility to come to the location where the medication is kept to receive the medication.
 - d) School personnel cannot be expected to administer medication that requires skill beyond their qualifications.
 - e) Parents who do not wish to comply with the above procedures may come to the school and administer the medication.
 - f) The release of medication that was possessed by a school for administration during school hours or at a school function for a student may be released to:
 - a. A student's parent
 - b. An individual who is 18 years of age and has written consent from the parent to receive the medication
 - c. At the discretion of school administration, medication can be released to a student with written parental permission
 - g) Students that need to carry medication on them for emergency reasons should have the form *Student Authorization to Possess and Self-administer Medication* on file in their school building annually. This form includes the parent authorization and a physician statement that confirms that the student has a medical condition that the physician prescribed the medication for, has been instructed on how to self-administer medication, and the nature of the medical condition warrants emergency administration of medication.



Students who may need emergency medication for a recurring health problem should have a doctor's statement on file outlining particulars of the case. If the doctor's statement indicates a continuing need to have emergency medication available, the location of such medication should be approved by the principal and nurse in the building.

Health Checkups

Each year the school offers a vision screening to all kindergartners, third-graders, new students, and students referred by parents or teachers. Hearing screenings are routinely given to children in first and fourth grades.

Illness or Injury

In case of illness or injury, a student will be cared for temporarily by the school nurse or a member of the staff. School personnel will render first aid treatment only. If emergency treatment is needed, the parents will be notified and/or 911 called. If parents are not available, the student will be taken to the emergency room at the local hospital. Remember, up-to-date emergency contact information must be on file at the school.



If illness or injury prevents a student from participating in gym class or recess, a note from the doctor or parent must be sent outlining the child's limitations. Another note should be sent when the child is again able to participate unless the date of return was indicated on the original note.

Emergency Information

It is imperative that we have complete and accurate information in our student records. If a home phone number, work number, address or other emergency information changes, the school office must be informed of these changes right away. This is for the safety of your child. It is also important for the school office to be alerted to any medical conditions that your child may have.

Information for your Child's Safety

The school assumes a lot of responsibility when your children are with us all day long. While we all hope for a zero-injury safety record, accidents continue to happen whenever hundreds of children gather daily at schools. For that reason, it is critically important for your child, for you, and for us, to have completely up-to-date information about the child's residential address—that is, where does the child sleep at night. We need current phone numbers all the times for parents and emergency contact people. Also, if your child's medical condition changes, we need to know that, too, if it would affect anything about their school program. We need to know which parents the child lives with.

Health Issues and Health Services

If your child needs special provisions by the school because of any kind of handicapping condition, be sure to contact the principal so we can best serve your child. The school is a place for everybody, and we want every child to benefit by full participation. With some simple changes in procedure, we can assure that every child gets an equal chance, despite some kind of handicap that is not covered under the special education law. Some examples are asthma, colorblindness, bladder control, or partial paralysis. There are others, of course.

Immunization Records

Your child is required to have an adequate certification of immunizations on file in the school office. Please keep your child's record up-to-date, or allow them to be kept for you through the CHIRP program. Failure to provide evidence of immunization may lead to suspension or expulsion from school as required by Indiana code. If your child needs special medical attention in emergencies, be sure to tell us about that.

Lice, Pink Eye, and Other Conditions

As you may know, a child with pink eye, scabies, and other skin conditions require medical treatment to return to school. Call to inquire. Head lice at school is not uncommon. Protect your

family by looking for the nits (eggs) in their hair. They look dark on blond hair, whitish on dark hair. The eggs stick to the hair shaft near the scalp, and they are hard to pull off, unlike dandruff. If you are unsure if your children have lice, we would be glad to examine them. Take quick action with special shampoos and combs available through your pharmacy.

Sometimes, students with contagious conditions must be sent home from school immediately. If we call you at work, please come—to treat your own child, and to protect other children.

Learning Problems

Some students have difficulty in learning, so the school has special services for them. Children enter special education programs for a number of reasons. A learning disability, a mental or emotional disability, or a speech or hearing difficulty, are all common reasons for special help.

If you have reason to believe your child is having a hard time with school, please contact the teacher, principal, or guidance counselor. Students who qualify with one of the disabilities listed above can be served right here in the East Noble system, often within Wayne Center School itself.

Testing Procedures

ISTEP is the Indiana Statewide Test of Educational Proficiencies. ISTEP is the name of the states' required achievement test given all students in grades 3, 4, 5, and 6 in the spring each year. Children in all grades also participate in other kinds of assessments to gauge their progress and guide the teacher's planning for further learning. The testing program can help us identify students who are having difficulty, as well as those who are especially capable. It also tells us how the whole school is doing. Remediation programs are offered to assist students in catching up on those areas.

Recess Policy

Outdoor exercise is important every day. Children learn better, too, with occasional outdoor breaks. We have recess outdoors every day, except when the weather is poor. Students must dress for outdoor play. We stay inside when the wind chill approaches 15 or below, when the wind or weather is dangerous, or when it's raining hard enough to get wet.

Kids often forget that the weather often changes for the worse during the day, so a T-shirt may be OK in the morning—until the sun hides behind a cloud and the wind picks up.



Inside recess in the gym or classroom, if available, will be offered when students cannot go outside for weather reasons. Students will be allowed to stay in from recess, due to illness, for two consecutive days without a physician note. Extended days, beyond the two, will need a physician script. Students should have appropriate clothing for the weather including boots, hats, gloves, and jackets.

Pesticides

On occasion the building and surrounding area must be sprayed with pesticides. Parents are invited to register in the office if they wish to be notified when that will happen.

Grade Placement

The school has final authority in the appropriate placement of a student in the grades. While it is often desirable to keep students with same-age peers, other options may be appropriate, too. Students who move into an elementary building within East Noble's District typically will be placed in a grade upon recommendation from the previous school. Children received from non-accredited settings will be placed in a grade after an assessment of their academic progress is completed, using appropriate measures determined by the principal. The decision to promote or retain to the next grade is based on student data as well as parental, teacher, and principal input.

Grading Practices

Elementary students will receive report cards every twelve weeks. Mid-term progress reports will be sent to every parent at the six week mid-term point. Children in kindergarten through second grade receive marks that indicate how they are coming along with specific skills. In grades 3-5, grades will be listed for each subject, in an A-B-C-D-F format, along with a continuum of standards mastery indicators and additional comments. The following grade scale is used for the East Noble School District.

A	93 - 100	B	86 - 83	C	76 - 73	D	66 -63
A -	92 - 90	B-	82 - 80	C-	72 - 70	D-	62 - 60
B+	89 - 87	C+	79 - 77	D+	69 - 67	F	59 - 0

Grade Placement

The school has final authority in the appropriate placement of a student in the grades. While it is often desirable to keep students with same-age peers, other options may be appropriate, too. Students who move into Wayne Center typically will be placed in a grade upon recommendation from the previous school. Children received from non-accredited settings will be placed in a grade after an assessment of their academic progress to date, using appropriate measures determined by the principal. The decision to promote or retain to the next grade is based on student data as well as parental, teacher, and principal input.

Electronics

It's an electronic world, for kids and adults alike. Many toys and gadgets are getting smaller and smaller, and they do more and more things. Most of them are fun and harmless. But most of them are delicate, too, and can be easily damaged. Some are a distraction from school work, and some can provide risk to your child or others.

Laser pens are strictly forbidden on school premises or busses, or at bus stops. Student's personal electronic devices should also stay at home. They can be easily broken, and it can be very difficult to monitor appropriate content on a child's personal device since they are not filtered through our servers. Cell phones must stay in backpacks, out of sight or use, both at school and on the bus. Any of these devices at school without permission or being used inappropriately, may be confiscated and returned only to the parent. Students may bring cameras only with the teacher's permission.

Discipline

The listed procedures are meant to serve as a general guideline for implementation of disciplinary action and will be used at the discretion of the Principal and Dean of Students. Student age, behavior history, and seriousness of the behavior will also be considered when working with students in becoming good school citizens.

Discipline Procedures for Student Misconduct

***Legal Authorities may also be notified if warranted.**

***1. ILLEGAL DRUGS OR SUBSTANCES PROHIBITED BY SCHOOL POLICY OR ANY SUBSTANCE PRESENTED TO BE AN ILLEGAL DRUG:** Possession, use, under the influence and/or sale of illegal narcotics and/or drugs such as but not limited to steroids, marijuana, barbiturates, amphetamines, alcoholic beverages, intoxicants, inhalants or any substance that is represented to be a narcotic/drug or alcoholic beverage. This includes paraphernalia and improper use or impairment of over-the-counter medications or other substances which may be purchased legally and are used, or believed to, or represented to produce an effect similar to a drug (such as cause impairment).

- Up to 10 days out-of-school suspension and potential recommendation for expulsion from school.

***2. ALCOHOL:** Use, possession of, or under the influence of, sale, or distribution of, while traveling to, attending, and going from the academic day or an extracurricular activity is prohibited.

- Up to 10 days out-of-school suspension and potential recommendation for expulsion from school.

***3. TOBACCO:** There is to be no use or possession of tobacco or tobacco products by students in the building, on school grounds, during the school day or at school functions. For purposes of this policy, "use of tobacco" shall mean all uses of tobacco, including a cigar, cigarette, pipe, snuff, chewing tobacco, or any other matter or substance containing tobacco as well as electronic, "vapor," or other substitute forms of tobacco or cigarettes.

- 1st Offense-5 days out-of-school suspension and parent conference.
- Subsequent Offenses-up to 10 days out-of-school suspension and recommendation for expulsion.

***4. MAJOR DISRUPTION OF THE SCHOOL DAY AND SERIOUS VIOLATIONS OF THE SCHOOL RULES:**

Serious violations of school rules will result in the following at the discretion of the school administrator or designee:

- Detention, loss of school privileges, removal from class, and/or up to 10 days out-of-school suspension and possible recommendation for expulsion.

***5. FIREARMS:** No student shall possess, handle, or transmit any firearm on school property or at school functions.

- 10 days out-of-school suspension and expulsion from school for one calendar year.

***6. DANGEROUS WEAPONS:** Possession on person or in locker of a dangerous weapon and /or ammunition (other than those depicted in #5 above) on school premises or at any school function activity may result in:

- Suspension from school for up to 10 days with a parent conference and possible recommendation for expulsion for up to one calendar year.

***7. HARMFUL DEVICES:** Any device that could cause bodily harm, or is used to cause bodily harm, is prohibited at school or during a school activity. These devices could include, but are not limited to: pepper spray, laser lights, lighters/matches, items that shock, etc. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention and parent contact
- Removal from class 1-3 days and parent conference
- Up to 10 days out-of-school suspension and parent conference
- Up to 10 days out-of-school suspension and recommendation for expulsion.

***8. TRUANCY:** Willfully absent or truant from school without the knowledge or consent of the parent or school, or absent when there is an attempt to evade the School Attendance Law.

- 1st Offense-Detention or removal from class and parent contact.
- Subsequence Offenses- Detention or removal from class and parent conference. A report will also be filed with the appropriate legal authorities.

***9. VANDALISM, DESTRUCTION OF PROPERTY, OR STEALING:** Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

The student may be required to make restitution and:

- Warning
- Detention or loss of school privileges and parent contact
- Removal from class 1-3 days and parent conference.
- Up to 10 days out-of-school suspension and parent conference.
- Up to 10 days out-of-school suspension and recommendation for expulsion.

***10. INSUBORDINATION:** Willfully disobeying staff members or the use of profane, obscene, or degrading language or gestures to any staff member. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning.
- Detention or loss of school privileges, and parent contact.
- Removal from class 1-3 days and parent conference.
- Up to 10 days out-of-school suspension and parent conference.
- Up to 10 days out-of-school suspension and recommendation for expulsion.

***11. THREATENING, HARASSING, AND ABUSIVE BEHAVIOR:** Students are expected to be respectful of other members of the school community at all times. Threatening, harassing, or abusive behavior is defined as picking on, making verbal or physical threats against, or excessively teasing another individual with the intent of bullying, (as per Indiana Code 20-33-8-0.2) embarrassing, intimidating, or disrupting his/her school activities. This includes any form of sexual harassment. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention or loss of school privileges, and parent contact.
- Removal from class 1-3 days and parent conference.
- Up to 10 days out-of-school suspension and parent conference.
- Up to 10 days out-of-school suspension and recommendation for expulsion.

***12. FIGHTING/CAUSING PHYSICAL INJURY:** If overt aggression is identified with one student, the discipline policy may affect only one student. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention or loss of school privileges, and parent contact.
- Removal from class 1-3 days and parent conference.
- Up to 10 days out-of-school suspension and parent conference.
- Up to 10 days out-of-school suspension and recommendation for expulsion.

***13. DISRUPTIVE CONDUCT, VULGARITY AND PROFANITY:** The faculty/staff will handle the above items until unable to solve the problems. (Problems are not considered unsolvable until there has been a parent/teacher conference.) Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention or loss of school privileges and parent contact.
- Removal from class 1-3 days and parent conference.
- Up to 10 days out-of-school suspension and parent conference.
- Up to 10 days out-of-school suspension and recommendation for expulsion.

***14. GANG RELATED ACTIVITY:** In an effort to enhance a safe, secure learning environment and to help foster an attitude of respect for the rights of others, the following gang activity policy will be enforced at school, during school related functions or on any school district property.

Gang activity and/or involvement are defined as:

- Wearing, possessing, using, distributing, displaying, or selling any clothing jewelry, emblems, badges, symbols, signs, graffiti or other items that are evidence of membership in or affiliation with a gang.
- Committing any act or using any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation with a gang.
- Using any speech or committing any act to further the interest of any gang or gang activity, including but not limited to:
 - Soliciting and/or initiating others for membership in any gang.
 - Requesting any person to pay for protection or otherwise intimidating or threatening any person.
 - Committing any illegal acts or violating any school district policy.
 - Inciting other students to act with physical violence upon other person.
 - Engaging in concert with others in intimidating, fighting, assaulting or threatening to assault others.
 - Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation: detention, removal from class, suspension, or expulsion and parent contact.

***15. ACCEPTABLE USE OF TECHNOLOGY:** The rules and regulations of the ENSC Technology Responsible Use Policy will be enforced. Failure to abide by this policy will result in disciplinary action. Depending upon the severity or repetitiveness of the offense, the following disciplinary options may be pursued in an attempt to correct the situation:

- Warning
- Detention or loss of school privileges, and parent contact
- Loss of access to technology and parent conference.
- Up to 10 days out-of-school suspension and parent conference.
- Up to 10 days out-of-school suspension and recommendation for expulsion.

***16. HABITUAL OFFENSES:** Any repeat violations of the aforementioned school rules or any combination of violations thereof may result in the following disciplinary actions.

- Removal from class 1-3 days and parent conference.
- Up to 10 days out-of-school suspension and parent conference.
- Up to 10 days out-of-school suspension and recommendation for expulsion.

OTHER DISCIPLINARY PROBLEMS will be reviewed on their own merit and action taken could include restitution, community service, Saturday School, Teen Court, detention, removal from class, suspension, or expulsion with teacher and parent conference depending on the offense.

Suspensions and Expulsions

- Students who have been removed from class, suspended, or expelled from the regular school setting will not be permitted to attend or participate in any extracurricular activity during the time of punishment. Students may be placed on social probation and suspended from attending extracurricular activities for a period of time.
- After a student has received any 2 suspensions, any subsequent violation may result in expulsion from school.
- A suspended student may not return until his/her parents contact the school office.
- The student will be given the opportunity to make up any missing work while removed from class or serving an out-of-school suspension.

Student Searches

A student may be searched by the Principal or his/her designee when there is reason to believe that the student possesses any illegal item that will cause harm to the student or another person or an item that could disrupt the educational process. All personal property brought upon the school property is subject to search. The administration shall conduct general inspection of lockers for any reason at any time, without notice, without student consent, and without a search warrant.

Student Assistance Plan for Substance Abuse Situations

From time to time, elementary students need special care to overcome problems that relate to drug and alcohol abuse, or the use of illegal or controlled substances, such as medicines and tobacco.

When the school is aware of substance abuse, our first concern is to restore and maintain a safe, healthy school environment for all the other students. Next, we must consider what's best for the health of the offending student. To assist students' return to a healthier lifestyle and conquer substance abuse, we are prepared to assist the family in finding professional care.

Sometimes children have violated school rules—by either using, possessing, distributing or selling, or hiding illegal or controlled substances at school, or on the way to and from school. Then the parent and child may be offered a Student Assistance Plan to follow as part of, or instead of, the disciplinary consequences that follow, as required by the East Noble Code of Discipline. This includes situations where the student's behavior is affected at school by substance abuse at home.

The school is obligated to report situations to the police, and/or Department of Public Welfare, as required by the law. The first action taken by the elementary school in substance abuse situations is to return the child immediately to the parent's care until further action can be determined, for the safety of the individual student and all others at the school. Further consultations with the parent will follow shortly.

Bus Procedures and Rules

In the state of Indiana, riding a school bus is considered a privilege. Students who wish to enjoy this privilege must follow certain rules and procedures in order to ensure safe and orderly bus transportation. Busses are extensions of the classroom. Failure to follow bus procedures will result in disciplinary action and possible loss of the privilege to ride. Students need to:

- Report to the bus stop or designated pick up location five (5) minutes prior to the scheduled arrival of the bus. Busses do not wait on students.
- While at the bus stop, students should not run or play. Students need to stay out of the road.
- Stay back ten feet from the curb and line up single file with the younger students first.
- When crossing the street to load, students should check traffic both ways and watch for the driver's signal that it is safe to cross. Walk in front of the bus only, never at the rear.
- When exiting, always cross in front of bus and stay ten feet away so driver can see you at all times. Check traffic both ways and watch for bus driver's signal to cross.
- Wait for the driver's signal before entering the bus, using the handrail when entering and exiting at all times.
- Go directly to your assigned seat. (All students will have assigned seats.)
- Sit with both feet on the floor, facing forward.
- Listen to the driver's instructions.
- Keep book bags on your lap. It is prohibited for students to bring glass items and live animals as well as large equipment or instruments that cannot fit on your lap.
- Keep aisle clear at all times. Do not block emergency exits.
- Keep hands, feet, and objects to themselves and never extend arms or head out the window. Keep windows and door closed unless given permission by driver.
- Do not throw anything out the window.
- Stay seated and remain in assigned seats while bus is in motion.
- Speak using inside voices only. No yelling.
- Respect other students and their property.
- Follow all school rules.
- Toys, sports equipment, electronic games, etc. should not be brought on the bus. Show-and-Tell items should be kept in a bag or backpack.



Additionally:

- Students must have a note approved by the school office if they are to ride another bus, get off at a different stop, or are going to be picked up after school. Parents should provide written notice to the office. Once the note is approved by the office, the bus driver will be notified.

Busses

- Many Wayne Center students will ride busses to school. Bus riders are expected to ride the bus home every day, unless specific permission is given by the parent in writing, for that particular day. Bus riding is a privilege, and the safety of many children depends on the complete concentration of the bus drivers on their work. For that reason, children are expected to faithfully follow the bus rules. Firm consequences will follow violations, particularly when others are harmed or when the driver is distracted. Likewise, your child has every right to a peaceful ride home, unbothered by others.
- Basically, all students are expected to follow bus procedures and rules.
- The principal, her designee, or the transportation director, reserve the right to exclude individual students from bus transportation for violations of bus rules. This provision also affirms

that bus assignments, bus equipment, seating, pick-up and drop-off points, and schedules, may also be adjusted for individuals or groups, as needed and prudent, to assure a safe, efficient and peaceful bus ride for all.

Bus referrals may result in the following consequences:

- 1st Referral- Warning
- 2nd Referral- Loss of school privileges/detention assigned
- 3rd Referral- Loss of bus privileges for up to 5 days
- 4th referral- Loss of bus privileges for up to 10 days
- 5th referral- Loss of bus privileges for the remainder of the year



School Bus Pick-Up and Drop Off Policy

A student may be picked up for school at a location in the morning and be returned to a different location in the afternoon provided the addresses stay the same all week and be within the school boundary. As an example: A student could be picked up at their home in the morning on bus #30 and in the afternoon they could go to a day care facility on bus #29. This schedule would stay the same all week. Any changes in this schedule would require transport by a parent. A parent could request a change the following week by giving our office a signed note. (It is important to note that we do not transport outside each school's boundary with the exception that we transport from Avilla Elementary School to the Kendallville Day Care and Kendallville YMCA Day Care.



Cafeteria

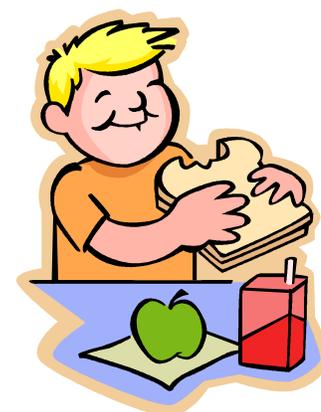


A "debit card" system is utilized to keep track of payments and meal purchases. Under this system, each student has an account for meals. A plastic card with a unique bar code is presented by the child at meal time. The computer automatically deducts the price of the meal or milk from that student's account. (If the student is eligible for a free or reduced priced meal, the computer adjusts to that amount.) All money is deposited into the student's account and withdrawn each time he/she eats. The child will be notified when the account is running low. Notices of charges for lunch or breakfast will be sent out each week and should be paid immediately. We will not be able to continue issuing charges to students who are two days behind. Any student who has two lunch charges will not be permitted to eat the optional breakfast. During the last two weeks of school, students will not be allowed to charge lunches so that monies can be collected before school ends for the summer.

Our cafeteria serves breakfast and lunch utilizing a "self-serve" system. Students are given choices as to what and how much they take. The purpose of the program is to prevent waste. Consequently, students are encouraged to take only what they want to eat and do their best to eat what they take.

For breakfast, students have a different menu each day of the week. Students may choose three to four breakfast items for their meal including milk. Breakfast participants need to be in their classroom by 8:10 a.m.

At lunch, students have a choice between the listed entrée and a peanut butter and jelly sandwich. Vegetable and fruit dishes are available as well as milk or water. Students must take a minimum of: milk or water, the entrée (or substitute), and a fruit or vegetable to meet state



nutritional requirements. The maximum would be to take milk/water, the entrée (or substitute), and three of the fruit or vegetable choices.

When sending breakfast/lunch money to school, please make checks payable to Wayne Center School. It is helpful if you don't combine different types of payment into one check (i.e. meals, book rental, book club, etc.) so that we can apply the money to the correct accounts. It's best to send money to school in a sealed envelope, marked as to how the money is to be applied.

Parents and guests are always welcome to eat lunch with the children. Please notify the school office by 9:00 a.m. on the day of your visit so that the cooks can prepare enough food for the day.

Lost and Found

Each year we find a number of things that boys and girls lose at school. Most of these are placed in the hallway by the gym. Students or parents looking for lost items should check this area for missing items. Small valuables such as glasses, watches, jewelry, money, etc. are kept in the office where owners may claim items by providing a description of the lost item.

Before and After School Care Options

Before and after school child care is available in Kendallville. The school provides transportation to and from area day care facilities that have agreed to provide programming for school age children. Wayne Center currently has two options: Cole Center YMCA and Kendallville Day Care East. For more information about the child care opportunities, please contact the school office or the child care centers.

Kendallville Day Care East 347-1210 Kendallville YMCA 347-9622

Book Rental

Textbooks issued to students are the property of East Noble School Corporation. They are "rented" to the students for the school year. Textbooks should be used and returned in good condition. Students are responsible for lost, stolen, or damaged textbooks and library books.

Textbook Rental and Class Fee Payment Policy

Parents/Guardians are encouraged to pay for their student(s) book rental and associated fees at registration. If these fees are not paid in full at that time, parents/guardians may enter into a contract setting up payment or fill out a state free textbook application. The payment schedule is as follows:

¼ - Due August 15
½ - Due October 15
¾ - Due December 15
Full payment by February 15.

By the end of February, all families with unpaid balances will be notified and given 15 days to make full payment or be processed through the court system. If processed, the court will add a filing fee to the amount owed. The parents/guardians will then be responsible for the rental, associated fees, attorney fees, interest, and any other fees associated with the collection of the book rental due such as court and sheriff fees.

Computer Policy

Technology is integrated throughout the curriculum in preschool through grade six and students have access to a device to use. Students may not download or upload any software without specific permission of a teacher. Tampering with or altering software or hardware that is the property of East Noble School Corporation is prohibited. Computer games may not be brought to school.

Students will be utilizing iPads and laptops as learning tools. Students are to treat all technology equipment with care. Staff members will instruct students on the proper use of the equipment.

Additional information is contained in this booklet outlining East Noble's Responsible Use Policy.



Policy

**Board of School Trustees
Program
East Noble School Corporation
Revised June 2015**

EAST NOBLE SCHOOL CORPORATION STUDENT RESPONSIBLE USE POLICY

All use of the Internet shall be consistent with East Noble School Corporation's goal of maximizing the potential of every person every day by facilitating resource sharing, innovation, and communication. Guidance and instruction will be provided and required for each individual granted Internet access through the school. The policy does not attempt to state all required and/or unacceptable behaviors by users. However, some specific examples are provided. The failure of any user to follow the terms of the Responsible Use Policy for Internet Access will result in the loss of privileges, disciplinary action and/or appropriate legal action. An agreement to this form is legally binding and indicates the party who signed off has read the terms and conditions carefully and understands their significance.

Internet - Terms and Conditions

1) **Acceptable Use** - The use of your account must be in support of education and research and consistent with the educational objectives of East Noble School Corporation.

2) **Privileges** - The use of the East Noble telecommunications services is a privilege, not a right. Inappropriate use will result in the cancellation of those privileges. The technology director and the superintendent will deem what is inappropriate use and their decision is final. The administration, faculty, and staff of East Noble School Corporation may request the technology director and/or the system administrators to deny, revoke, or suspend specific user accounts.

3) **Unacceptable Use** - You are responsible for your actions and activities involving the network. Some examples of unacceptable use are:

- Using the network for any illegal activity, including violation of copyright or other contracts, or transmitting any material in violation of any U.S. or state regulation.
- Unauthorized downloading of software, regardless of whether it is copyrighted or de-virused.
- Downloading copyrighted material

- Using the network for private or commercial gain.
- Gaining unauthorized access to resources or entities.
- Invading the privacy of individuals.
- Posting material authored or created by another without his/her consent.
- Posting anonymous messages.
- Using the network for commercial or private advertising.
- Accessing, submitting, posting/publishing or displaying defamatory, inaccurate, abusive, obscene, profane, sexually oriented, threatening, racially offensive, harassing or illegal material, or any other material deemed educationally inappropriate.
- Using the network while access privileges are suspended or revoked.
- Posting chain letters or engaging in spamming.

3) **Exclusive Use of Access** - Network users are solely responsible for the use of their login, passwords, and access privilege. Any problems that arise from the use of a registered user's login are the user's responsibility. The use of a registered login by someone other than the user is forbidden and is grounds for denial or limitation of network access privileges. Primary network resources can only be accessed with school owned computers, laptops and similar devices. *If Internet access is needed on student owned computers, laptops, tablets, and other internet devices, users must access the filtered, wireless ENSC Guest Network. The use of cell phones is defined by each building, and users should understand and follow those guidelines provided elsewhere. An appropriately-trained administrator may examine a student's personal telecommunication device and search its contents, in accordance with disciplinary guidelines. Students are encouraged to use personal USB drives or cloud storage to store and transport personal files between classrooms, home and school.*

4) **Network Etiquette** – You are expected to abide by the accepted rules of network and safety etiquette. These include but are not limited to the following:

- Be polite.
- Use appropriate language. Do not swear or use vulgarities or any other inappropriate language.
- Do not reveal the addresses or telephone numbers of students or colleagues.
- Do not use the network to disrupt the use of the network by other users.
- All communications and information accessible via the network should be assumed to be property of East Noble School Corporation.

5) **Personal Safety** – For your own benefit, observe the following precautions:

- Do not post personal contact information about yourself or other people. This information includes, but is not limited to, your address, telephone number, work address, etc.
- Do not agree to meet with someone you have met online.
- Disclose to your teacher, librarian, or classroom supervisor any message you receive that is inappropriate or makes you feel uncomfortable.

6) **Search and Seizure/Due Process** - Your laptop and network accounts are not private. Routine maintenance and monitoring of the email or file servers may lead to discovery that you have violated this agreement, or the law. The technology director and/or systems administrators will conduct searches if there is reasonable suspicion that you have violated this agreement or the law, or if requested by local, state or federal law enforcement officials. East Noble will cooperate fully with local, state, or federal officials in any investigation related to illegal activities conducted on network resources owned by East Noble School Corporation.

7) **Security** - Security on any computer system is of the highest priority, especially when the system involves many users. If you identify a security problem on technology resources, you must notify the technology director. Users should not demonstrate the problem to other users. Users should not use another individual's logins. Attempts to log on to the network with a stolen identity or as a system administrator will result in cancellation of user privileges, and possible expulsion. If a user is identified as

a security risk or has a history of problems with other computer systems, East Noble Schools may deny access to technology resources.

8) **Vandalism/Harassment** – Vandalism and/or harassment will result in cancellation of privileges and disciplinary action will be taken. Vandalism is defined as any malicious and/or intentional attempt to harm, steal or destroy data of another user, school networks, or technology hardware. This includes but is not limited to the uploading or creation of computer viruses, installing unapproved software, changing equipment configurations, deliberately destroying or stealing hardware and its components, or seeking to circumvent network security. Harassment is defined as the persistent annoyance of another user or the interference in another's work. This includes, but is not limited to, the sending of unwanted e-mail.

9) East Noble School Corporation reserves the right to amend this policy as needed.

10) The Responsible Use Policy is signed off on each year while at East Noble School Corporation.

Visiting or Volunteering at Our School and School Safety

Wayne Center Elementary staff members encourage parents to visit the school on a regular basis as well as volunteer in classrooms. This allows a firsthand opportunity to see the exciting things that occur at our school. Please contact the teacher in advance to confirm the schedule and arrange a time to visit in order to avoid conflicts such as testing times. All visits need to be prearranged with the teacher whether it be to visit or volunteer in the classroom. In addition to avoiding schedule conflicts, it helps keep our building safe and secure for our students and staff. Each week teachers will inform the office who will be visiting their classroom so we will have that information prior to your arrival. Upon arrival at the school, we ask that you report to the office to sign in and receive a visitor's pass. For the safety of our students, no one will be permitted to visit classrooms without receiving an identification pass first.



To minimize loss of instructional time, we ask that parents not disturb the teachers and students by going to the classroom directly unless a visit has been prearranged with the teacher. If your child has forgotten his/her lunch or homework, please drop it off at the office and we will be sure it is properly delivered. Conferences with teachers should also be arranged in advance and at a time when the teacher does not have duties or students to supervise. Preschool children should not visit classrooms unless accompanied by an adult who is responsible for them.

Parents are encouraged to have lunch with their child at school. We ask that parents contact the office prior to 9:00 a.m. to let us know that you will be joining us for lunch so that the cooks have enough time to prepare your meal. For safety reasons, parents and other guests are not permitted to join their child for recess. We appreciate your understanding.

Background Checks

For the safety of our students, all volunteers will be required to complete a criminal background check through East Noble School Corporation. Criminal background check forms are available at school registration or by contacting the school office. The completed and signed forms along with a copy of the volunteer's driver's license are required at least two weeks prior to the scheduled event such as field trips, class parties, visiting or assisting in the classroom. There is no fee to submit a criminal background check.

Records

Parents may see children's record folders. If you are requesting to see student records, the office needs a 48 hour time to prepare the files for you. Parents are invited to make an appointment with the principal or the counselors, to discuss test scores and what they indicate for your child. We only ask that you not share sensitive information with your child. Children often misuse information that they do not entirely understand. Often the test summaries look like a confusing page full of numbers.

Emergency Drills

In accordance with Indiana laws, Wayne Center Elementary School will conduct fire, tornado, earthquake, and lock down drills. Detailed plans and procedures are posted in each classroom. Please stress to your child that these drills take place for their safety. A detailed emergency preparedness plan is available in the school office. This plan addresses a variety of situations.



Library

We encourage all of our students to use the library at our school. As in any case, the student is responsible for any losses or damages that may occur when they borrow any material. Should a student lose materials, we ask that arrangements be made to replace or pay for the lost or damaged items.

Cell Phones

Students are discouraged from bringing cell phones to school. If a child needs to carry a cell phone to contact parents before or after school, the cell phone will need to be turned off and remain in the child's backpack in his/her locker or with the teacher during the school day. The teacher will then return the cell phone to the child before school dismissal. Students may not carry cell phones or use them during the school day, on school-sponsored trips, or on school busses.



Electronic Devices, Toys, and Other Valuables

Students are not permitted to bring radios, CD players, MP3 players, hand held electronic games, or any other device found to be a nuisance to school or on the bus. All such devices should remain at home. Also, students are encouraged not to bring any valuable items to school including for Show-and-Tell. Playground equipment is provided for recess; therefore, no toys or sports equipment should be brought to school.

Tobacco Policy

All East Noble school facilities are tobacco free. Board policy prohibits the use of tobacco in school buildings, in school vehicles, on school grounds, or at any school-related events. Tobacco may not be used on school grounds by students or adults at any time.

Parent Advisory Committee

Wayne Center PAC or Parent Advisory Committee meets the first Wednesday of each month at 6:30 p.m. All parents are welcome to attend. The meeting is devoted to the interests that parents who are participating in the group have or projects they would like to accomplish. PAC sponsors several activities throughout the school year that benefit our students and staff. Even if you are not able to attend meetings, you can still get involved in the group. Look for an information sheet sent home at the beginning of the year. We encourage all parents to become involved in PAC!

Extra-curricular Activities

There are a number of extra-curricular activities available for students attending Wayne Center. Activities such as Student Council, National Elementary Honor Society, Math Bowl, Spell Bowl, Robotics and volleyball are held throughout the school year. We also have a variety of new clubs starting this year here at Wayne Center. Often times, additional activities are planned for students that are held for a specified time. Please look for announcements about activity opportunities for your child through school newsletters or by contacting the school office.



Students who participate in the extra-curricular activities are expected to follow all school rules and procedures regardless of the time of day the activity is being held. Only those students participating in the specified extra-curricular activity may stay after school for the meeting or practice.

Phone Policy

Phone calls from school should be limited as possible. Each classroom is equipped with a telephone, and it will be at the discretion of the teacher for students to use the phone. If a school event in which the student participates in is cancelled, the child will be permitted to call a parent. Other acceptable uses may include calling home for lunch money or homework left at home. Phone calls home to receive permission to go home with friends or on a different bus will not be permitted.

Lockers

Students will keep book bags, coats, and gym shoes in their locker. Some students will be sharing a locker with a classmate as the lockers are made for two to share. Students should be respectful of one another's belongings and of school property. The lockers do not have locks so students should not leave money or other valuables in them. To keep the lockers looking nice, students should not tape or glue anything to either the inside or outside of the locker. Tampering with or altering the closure mechanism (jamming) will result in restitution.

Parent-Teacher Conferences

Annual parent-teacher conferences will be held near the end of the first trimester grading period. Also, teachers will communicate with parents by note and phone as the need arises. Teachers are always ready to meet personally with parents. Please call to arrange an appointment time if you have a question or concern. Likewise, we enjoy parent visits and we want

you to know what's going on in the classroom. *If you wish to visit, read the section on "visiting the school."*

What Can You Do to Help Your Child Learn

- Make certain your child receives enough sleep each night and encourage your child to have a good breakfast to start the day out right.
- Praise your child each day for something good he/she has done.
- Talk with your child about school experiences each day. Ask what your child learned that day.
- Emphasize the importance of regular attendance.
- Encourage reading for pleasure by taking your child to the library regularly.
- Provide opportunities for your child to read and write each day.
- Provide a quiet area and a scheduled time for your child to do homework.
- Work at home with skills taught in school.
- Involve your child in tasks such as creating grocery lists, budgeting, and other household chores.
- Keep the lines of communication open between yourself and your child's teacher.
- Be actively involved in our school and your child's education. By working together, we can provide the best education for your child.

Math Ideas

Math is all around us! Many math skills that are taught in school can be easily reinforced at home. For instance, while shopping students could compare the cost of particular items to determine which the better buy is, figure sales tax on a purchase, work with fractions and measurement while baking, or create their own budget based on their allowance.

Five Helpful Reading Hints

As children learn to read, they will encounter words they do not know. Children engage in problem-solving as they discover new words and add them to their reading vocabulary. The hints listed below are strategies the children are taught to use when faced with unknown words.

- Look at the picture and think about the story.
- Ask myself . . . Do I know a word that looks like this one? Do I know a chunk of the word that could help me figure out the new word?
- Reread the sentence and get my mouth ready to say the beginning of the word.
- Ask . . . Does it make sense? Does it look right? Can I say it that way?
- Read on or reread to see if that will help me determine the new word.

Writing Ideas

In order for students to become proficient writers, they need to practice writing each day. Students need to be able to write for different purposes. The following are some sample activities that your child could do at home:

1. Write about their favorite place to be and draw an illustration.
2. Write a letter to a relative.
3. Write thank you notes.
4. Write the grocery list.
5. Write a story and illustrate it.
6. Write a list of what they want for Christmas, their birthday, etc.
7. Practice writing their name and address as well as addressing an envelope.
8. Write about what they did on vacation.
9. Write and illustrate an ABC book.
10. Keep a personal journal to record daily or special events.
11. Create a scrapbook and write vivid captions.
12. Write a different ending to their favorite book.
13. Create a joke book.

