



Wea Ridge Middle School  
2018-2019 Handbook

School Number: 471-2164

<http://wrm.tsc.k12.in.us/>

# Wea Ridge Middle School: Expectations for Student Conduct

Making a Difference at WRMS!	<u>All Instructional Settings</u>	<u>Hallways</u>	<u>Restrooms</u>	<u>Cafeteria</u>	<u>Bus</u>
<p><b><u>Treat People Right</u></b></p>	<ul style="list-style-type: none"> <li>~ Listen.</li> <li>~ Respect all property.</li> <li>~ Respect all staff members and peers.</li> <li>~ Follow directions.</li> <li>~ Maintain personal space.</li> <li>~ Use an appropriate volume and tone when speaking to staff and peers.</li> <li>~ Greet all staff and peers positively.</li> <li>~ Work cooperatively.</li> <li>~ Support others.</li> </ul>	<ul style="list-style-type: none"> <li>~ Greet all staff and peers positively.</li> <li>~ Help others.</li> <li>~ Maintain personal space.</li> <li>~ Stay to the right of the hallway. Avoid walking in the center of the hallway.</li> <li>~ Be careful of wall art and/or student work.</li> </ul>	<ul style="list-style-type: none"> <li>~ Maintain personal space. Give privacy.</li> <li>~ Demonstrate respect to custodial staff by leaving restroom walls and floors clean.</li> <li>~ Knock on stall doors before entering.</li> </ul>	<ul style="list-style-type: none"> <li>~ Maintain personal space.</li> <li>~ Demonstrate respect to cafeteria staff by speaking kindly and appropriately. Say "please" and "thank you".</li> <li>~ Use good table manners.</li> <li>~ Talk in quiet voices.</li> <li>~ Wait with patience.</li> </ul>	<ul style="list-style-type: none"> <li>~ Maintain personal space. Keep hands, feet, and belongings to yourself.</li> <li>~ Welcome others to sit with you.</li> <li>~ Demonstrate respect to bus driver by speaking kindly and appropriately.</li> <li>~ Thank your bus driver.</li> </ul>
<p><b><u>Do the Right Thing</u></b></p>	<ul style="list-style-type: none"> <li>~ Be honest with yourself, your peers, and adults in the building.</li> <li>~ Leave food and drinks, including gum and candy, at home.</li> <li>~ Carry your Husky Assignment Book at ALL times.</li> <li>~ Carry your Accelerated Reader (AR) book to EVERY class.</li> <li>~ Be on time, prepared, and attentive.</li> <li>~ Turn off and store all electronic devices.</li> <li>~ Complete all assignments.</li> <li>~ Keep lockers and personal space clean.</li> <li>~ Follow all classroom/library/lab rules.</li> <li>~ Dress appropriately for the school setting.</li> <li>~ Actively and appropriately participate in class work and discussion.</li> </ul>	<ul style="list-style-type: none"> <li>~ Be honest with yourself, your peers, and adults in the building.</li> <li>~ Carry your Husky Assignment Book at ALL times.</li> <li>~ Walk.</li> <li>~ Keep hands and feet to yourself.</li> <li>~ Keep track of personal belongings.</li> <li>~ Use calm and quiet behavior at all times.</li> <li>~ Put trash in proper receptacles.</li> <li>~ Go directly to your destination.</li> </ul>	<ul style="list-style-type: none"> <li>~ Carry your Husky Assignment Book at ALL times.</li> <li>~ Follow and Practice Proper Restroom Hygiene.</li> <li>~ Respect privacy of others.</li> <li>~ Observe time limit (be quick).</li> <li>~ Put trash in proper receptacles.</li> <li>~ Refrain from too much socializing.</li> </ul>	<ul style="list-style-type: none"> <li>~ Be honest with yourself, your peers, and adults in the building.</li> <li>~ Keep your area clean.</li> <li>~ Know and follow cafeteria rules.</li> <li>~ Put trash in proper receptacles.</li> <li>~ Sit and eat at the lunch table.</li> <li>~ Welcome others to sit with you.</li> <li>~ Restrooms may be used with adult permission the last 15 minutes of each lunch period.</li> </ul>	<ul style="list-style-type: none"> <li>~ Board bus quickly and on time.</li> <li>~ Board your own bus.</li> <li>~ Choose appropriate seat.</li> <li>~ Keep the aisle clear.</li> <li>~ Listen to and respond quickly to bus driver directions.</li> <li>~ Use appropriate language.</li> <li>~ Stay seated until the bus stops.</li> </ul>

# DAILY STUDENT SCHEDULES 2018 – 2019

<u>Daily Schedule</u>				<u>2-Hour Delay</u>			
Busses Unload 7:45				Busses Unload 9:45			
P1	7:55 - 8:40			P1	9:55 - 10:29		
P2	8:44 - 9:29			P2	10:33 - 11:04		
P3	9:33 - 10:18						
P4	10:22 - 11:07			P5/6	6 <sup>th</sup>	Lunch	11:04 - 11:34
						P5	11:39 - 12:10
P5/6	6 <sup>th</sup>	Lunch	11:07 - 11:37			P6	12:14 - 12:45
		P5	11:42 - 12:27				
		P6	12:31 - 1:16		7 <sup>th</sup>	P5	11:08 - 11:39
						Lunch	11:39 - 12:09
	7 <sup>th</sup>	P5	11:11 - 11:56			P6	12:14 - 12:45
		Lunch	11:56 - 12:26				
		P6	12:31 - 1:16		8 <sup>th</sup>	P5	11:08 - 11:39
						P6	11:43 - 12:14
	8 <sup>th</sup>	P5	11:11 - 11:56			Lunch	12:14 - 12:44
		P6	12:00 - 12:45				
		Lunch	12:45 - 1:15	P3	12:49 - 1:20		
P7	1:20 - 2:05			P4	1:24 - 1:55		
HR	2:09 - 2:30 (includes announcements)			P7	1:59 - 2:30 (includes announcements)		

## MISSION STATEMENT

Wea Ridge Middle School, in partnership with families and the community, recognizes that students need to explore their talents and potential in a positive and safe educational atmosphere that:

- Stimulates academic achievement
- Encourages creative exploration and expression
- Promotes healthy physical, social, and emotional growth
- Inspires students to become productive citizens and life - long learners

## ACADEMIC PROGRESS

### GRADING

WRMS operates on a traditional 9-week grading period. Report cards will be posted on Parent Portal the week following the end of a grading period. Parents that experience difficulties with Parent Portal should call the school office for assistance. Parents without a computer and, or Internet access can contact the guidance office to submit a request for a paper copy of the report card to be mailed to the student's home.

The TSC Standard Grading Policy for Middle School is as follows:

A	100% - 90%
B	89% - 80%
C	79% - 70%
D	69% - 60%
F	59% and below

The teacher has the right to determine what constitutes A, B, C, D, or F work in his/her classes. Teachers will communicate grading practices and policies to students. This information will be shared with parents at Open House, or as requested.

Parents will be formally notified at the mid-point of each grading period if students are in danger of failing at that point. This is in addition to the ongoing communication from each team of teachers with students and parents.

## **GUIDANCE**

Every student will have contact with the counselor for educational planning. At any time during the year, when a student needs to talk with the counselor, the student may get a pass from the counselor or a teacher. The student may also write a request and leave it in the main office. From time to time there may be opportunities for small group experiences. Parents may always contact the guidance department with concerns.

## **INCOMPLETE GRADES, "I"**

If a student has an incomplete grade at the end of a quarter or semester, the assumption is that it would be a passing grade if the work is made up and turned in to the teacher. The student has the responsibility to see that the incomplete work is turned in and the "I" is removed from the grading file. Arrangements should be made between the student and teacher to complete the work as soon as possible following the grading period.

The work must be made up by the end of the following grading period, or the "I" will be changed to an "F".

## **MAKE-UP WORK**

Students who are absent should check Canvas for make-up work. Any work that is posted on Canvas will be expected to be turned in upon the student's return to school. Students who are absent two or more consecutive days may request homework assignments. A parent must call the school office prior to 9:00 AM with the request, and the assignments will be ready for pick-up by 1:30 PM. Failure by the student to turn this work into the teacher upon return will result in the service no longer being available to that student.

## **Communication to School:**

At Wea Ridge Middle School, We feel that children are best served when there is open and direct communication between the school and home. We offer a variety of avenues for communication, including phone calls, emails, and handwritten notes. If there is a question about your child, please begin with the classroom teacher. She/He has the most direct knowledge of your child's academic and social needs.

During the school day, any phone calls made to the classroom will go directly to the teacher's voicemail to limit interruptions to classroom instruction. Therefore, during school hours, it is best practice to call the office so that the phone call or message can be directed to to its destination. Teachers check voicemails before and after school each day.

Emails are also a direct route to teachers. Emails that are received during school hours in most cases will be read the following school day. Emails received during the weekend will be read when the school week begins again. This pause allows our teachers to be mindful of their own personal and family needs. A response can be expected within 24 hours of the message being received.

Our school offers a variety of social media platforms as well that can help you peek into your child's life at school. Please follow these and limit comments to those in a positive nature. We are modeling for our children best practices and behaviors.

Finally, you are encouraged to sign up for email and text alerts from the Tippecanoe School Corporation through its website, to utilize the Wea Ridge Middle and classroom websites, and to check your child's grades on the parent portal to stay informed. In the end, the best communication between school and home begins with the classroom teacher. By working together, communication will be both timely and sufficient to meet the needs of everyone working to educate your child.

## **RECOGNITION**

- WRMS publishes an honor roll each nine-week and semester period. To achieve the "Distinguished Honor Roll," a student must have a minimum of 6 "A's" and no grade lower than a "B". The "Honor Roll" will consist of students earning all "A" and "B" grades.
- A faculty committee selects National Junior Honor Society members. Membership is based upon scholarship, leadership, citizenship, school and community service, and character. To be eligible for selection, students must have a grade point average of 3.5/4.0.
- The 8th grader(s) who has/have the highest grade point average(s) is/are named Valedictorian(s). The grade point average is based on semester grades over the course of six semesters from the 6th, 7th, and 8th grade years.

## **SCHEDULE CHANGES**

Individual cases will be decided upon their own merit. Class changes are not allowed unless there are schedule conflicts, clerical errors, or

justified reasons as determined by the guidance counselor, administration, and parent(s). Schedule changes will be made only if the guidance counselor, parent(s), teacher, and/or administration are in agreement.

## **ACTIVITIES**

### **TIPPECANOE SCHOOL CORPORATION POLICY**

Participation in extracurricular activities is a privilege, carrying with it the responsibility of good behavior in and out of school. Failure on the part of any student to meet this responsibility renders him/her liable to suspension of the privileges of representing his/her school in such activities or of holding class or organizational offices. Decisions relative to the eligibility and ineligibility of students are delegated to the principal and faculty of the school.

Although buses are preferable, parents may furnish transportation, but only after the sponsor who has obtained the principal's approval and permission requests it. A properly licensed commercial bus line may be employed. The regular school bus with the regular driver is to be used whenever possible and feasible.

### **POSITION STATEMENT OF THE BOARD OF SCHOOL TRUSTEES:**

#### **STUDENT PARTICIPATION IN SCHOOL SPONSORED ACTIVITIES**

Tippecanoe School Corporation (TSC) is highly supportive of educational opportunities that athletics, performing arts, and other academic-related programs contribute toward accomplishing the stated mission of the school district. These activities assist students to develop confidence, competence, and the ability to deal with success and adversity. We acknowledge the need for reasonable limitations to the time and resources that the school district devotes to such pursuits. As the elected representatives for our school patrons we endorse the following principles:

1. Successful completion of the approved course of study is a primary objective for each TSC student.
2. We will not compromise our integrity to gain a competitive advantage.
3. We will follow the rules and guidelines of the Indiana High School Athletic Association and the Indiana Division of Student Activities. Proposed participation in activities not endorsed by either of these organizations will be given great scrutiny.
4. We will attempt to be a supportive partner to those non-exclusionary community organizations that provide meaningful educational opportunities to our resident students. First priority for use of school district resources and facilities will be given to school-sponsored programs.
5. The school corporation will not promote student activities sponsored by "for profit" groups.
6. Co-curricular programs will focus on providing a well-rounded and cultural experience rather than inter-school competition.
7. High school sports teams are competitive by nature. Selection of student participants is a subjective process. Final selection and assignment of team members is the purview of the coach.
8. Interscholar athletic competition will begin at Grade 7.
9. Academic expectations, student enrollment numbers, and available staff and other resources limit the number of athletic and other activity programs TSC can reasonably sponsor.
10. The school district will, whenever possible, employ faculty members to serve as sponsors and coaches.
11. Participation in any extracurricular activity is a privilege. Staff members, students, and parents are expected to demonstrate exemplary behavior and to maintain the highest integrity.

#### **EXTRACURRICULAR CLUBS**

Extracurricular clubs will meet at an appropriate time that is determined by the principal and sponsor. Extracurricular clubs may include, but are not limited to, Dance, National Junior Honor Society, Speech, Student Council, and Yearbook.

#### **MONEY RAISING PROJECTS**

Consent of the Principal and Superintendent of Schools is required for any financial campaigns or drives in the community to raise money for extracurricular activities.

#### **SCHOOL DANCES/PARTIES**

The school or organizations within the school may sponsor dances each year. The dates are made in conjunction with the school calendar and with permission of the principal. Dances are immediately after school. Students who were assigned in or out of school suspension during the same semester as a dance will not be eligible to attend. Shoes and other footwear that may be harmful to the gymnasium floor may not be worn. Once the student leaves the building he/she will not be able to return.

## **STUDENT GOVERNMENT**

The Wea Ridge Middle School Student Council is composed of representatives from each of the classes, from which officers are elected. The duties vary from year to year, but deal mostly with student welfare. The Student Council may make recommendations to the school administration.

# **ATHLETICS**

## **ATHLETIC ELIGIBILITY**

All student athletes must have a completed IHSA Physical Examination Form on file in the school prior to participation in any form of extracurricular sport activity.

For the purposes of determining athletic eligibility, grade verifications will be conducted on the predetermined dates listed below. Students must have a passing grade in all subjects. If, during grading verification, a student is not passing all classes, he/she will be ruled ineligible. During the 1st two-week period of ineligible status, students may still attend practices but not participate in contests. Students will be able to earn an eligible status only during the next scheduled verification check. If a student is ruled ineligible for a second time during any one sport, he/she will be removed from the roster and must turn in his/her equipment.

Any student participating in an after school athletic event will be included in this verification during the season of his/her participation. Events that shall be included, but not limited to, are football, volleyball, basketball, wrestling, track and cheerleading.

During the 2018-2019 school year, grade verifications will be conducted on the following dates:

<u>First Semester</u>	<u>Second Semester</u>
August 31	January 25
September 14 & 28	February 8 & 22
October 12	March 8
November 2, 16, & 30	April 5 & 19
December 14	May 17

The school principal reserves the right to declare any student ineligible to participate for disorderly or unregulated behavior that exceeds reasonable limits.

If a student is unable to participate in Physical Education class during the school day, then that student will be ineligible to participate in extracurricular athletic practices or contests that evening. School disciplinary measures such as in-school suspension or out-of-school suspensions will result in the student-athlete being ineligible to participate in practices and contests during suspension.

A student must be at school by 9:00 AM to participate in extracurricular athletic practices or contests that evening, unless a medical excuse is presented to the office.

## **ATHLETIC TEAMS/AWARDS**

Wea Ridge Middle School offers basketball, football, track, wrestling, and volleyball.

Each participant who successfully meets the requirements established by each coach in his/her sport will be given a certificate. These certificates will be presented at a seasonal awards program.

Any student who receives a certificate of participation in five or more sports during the 7th and 8th grade years will be eligible to receive the school's athletic letter award.

## **ATTENDING ATHLETIC EVENTS**

All students who attend school-sponsored athletic events should remain in the bleachers while the game is in progress. Loitering in the hallway, cafeteria, and parking lot will lead to suspension of these privileges. Students are expected to follow the school dress code when attending athletic events. Students are to visit the concession stand and restroom facilities during half times and between games only.

## **SPORTSMANSHIP**

Wea Ridge Middle School participates in many athletic events and other extracurricular events. All students and parents are encouraged to attend these activities. School spirit is important to the function of the school. Every student and parent should represent the school by being a good host to the opponents, loyal to the team, and showing good sportsmanship at all times.

## TRANSPORTATION

School Buses may be used to transport participants to school-sponsored athletic events. Students are expected to ride the bus when transportation is provided. Student Behavior and Expectation Standards will be followed.

## ATTENDANCE

In order to gain maximum benefits from education programs, excellent attendance habits are necessary. Characteristics of punctuality, dependability, and reliability are items that are valued by employers and other facets of our society, and therefore, these will be part of our educational programs.

The entire process of education requires continuity of instruction, classroom participation, learning experiences, and study for each child to attain his/her maximum educational potential.

Indiana law mandates compulsory attendance as stated in IC 20-8-3-17. **In the Tippecanoe School Corporation, to qualify for grade promotion or course credit, a student must be present in class 90% of the class enrollment days. Up to 9 days of absence will be excused per semester providing parents notify the school of acceptable reasons for the absences.** Beginning with the 10th absence of the semester, each absence must meet the excused absence criteria outlined in the TSC attendance policy and verifiable documentation for the absence must be submitted to the school office within 72 hours of the absence. For example, a note from a physician will excuse an absence if submitted within 72 hours of the absence. In addition, absences for the following reasons will be recognized as excused with proper documentation: service as a page or honoree of the general assembly, service on a precinct election board or helper to a political candidate on the date of an election, subpoena to appear in court as a witness in a judicial proceeding. For a complete listing, please refer to IC 20-8-3-17.

When a student is absent from school, the parent should call the office before 9:00 AM on the day of the absence to report the reason that the student is absent. If a parent is unable to contact the school, the parent must send a note with the student on the first day that he/she returns to school. A note from a physician will excuse an absence if submitted within 72 hours of the absence. When the school is not contacted, the school may attempt to contact the parent at home or at work to verify the reason for the student's absence.

It is incumbent upon Tippecanoe School Corporation to use every reasonable measure to instill good attendance habits in every student. Any student who demonstrates excessive absences/tardies and is in violation of that stated school attendance policy will be referred to Truancy Mediation. Truancy Mediation will determine what court action is warranted.

The attendance policy for Tippecanoe School Corporation is available online and is distributed to students on the first day of school. To the extent that the provisions of this policy are in conflict with laws, regulations, or rules applicable to any student who is a handicapped child as defined by IC 20-1-6-1, Section 1, such laws regulations or rules shall be controlling.

### TARDY TO SCHOOL

Tardiness is disruptive to the educational process and is considered to be a serious matter. Whenever a student arrives to school after the 7:55 a.m. bell has rung, the parent and student should report directly to the front office. The parent must sign the student in on the late arrival form located at the main office attendance window. If a student arrives within the first 15 minutes of class, he/she will be counted as tardy. A student more than 15 minutes tardy to class will be assigned an unexcused absence from class. A student who arrives to school late three (3) or more times will receive disciplinary consequences. Some examples of unexcused tardiness include car trouble, missing the bus, oversleeping, school closing assumptions, personal business, power outage, and other transportation related issues. Medical issues that result in a child being habitually tardy for school would require medical documentation from the attending physician to be marked as excused.

For a tardy to be excused, a doctor's note or other documentation consistent with the TSC Attendance Policy for excused absences from school must be submitted at the time of the tardy.

### TARDY TO CLASS: PERIODS 2-7

Tardiness is part of attendance and is not acceptable in school, industry, or business. Tardiness is defined as coming to the classroom after the starting time without proper authorization. Students arriving up to 5 minutes late to class will be assessed a tardy to class.

Penalties for tardiness per quarter:

1. On the 3rd cumulative tardy to classes the student will be assigned a lunch detention.
2. On the 4th cumulative tardy to classes the student will be assigned a one hour after school detention.
3. On the 5th cumulative tardy to classes the student will be assigned a 2 ½ hour Friday detention.
4. On the 6th cumulative tardy to classes the student will be considered insubordinate.

Students arriving more than five minutes tardy to class without a pass will be assessed an unexcused absence from that class and assigned a 2 ½ hour Friday detention.

## **STUDENTS LEAVING SCHOOL**

On occasion, it is necessary for a student to leave school during the school day for an appointment. A note from the parent/guardian stating the reason and the time the student will be leaving must be presented to the office, and a parent or designated adult must come into the office and sign the student out of school in the office logbook.

## **EXTRACURRICULAR ACTIVITIES**

A student must be at school by 9:00 AM to participate in or attend any extracurricular activity that day, unless a medical excuse is presented to the office.

## **FAMILY TRIPS/VACATIONS**

Families who plan to vacation or travel while school is in session must notify the school in writing as far in advance as possible. The student will then make arrangements with teachers to work ahead, collect assignments, or to schedule make-up work for when s/he returns.

# **BEHAVIOR STANDARDS AND EXPECTATIONS**

Wea Ridge Middle School students will be responsible for their behavior to and from school, at school, and at all school-sponsored events according to Indiana laws. In addition, the following standards and expectations are held for students:

- Students will conduct themselves appropriately to and from the bus, in the hallways, in class, during lunch, and at school practices and events. Inappropriate behavior includes, but is not limited to, the following:
  - Running, pushing, or shoving
  - Throwing objects
  - Use of profanity or other inappropriate language
- Students will follow all standards, procedures, or expectations established by Tippecanoe School Corporation Rights, Rules, and Responsibilities and the Wea Ridge Middle School faculty and staff.
- Students will be at school and in each class on time, with the necessary materials and supplies, and with assignments completed each day.
- Students will treat others with respect. This includes fellow students, teachers, substitute teachers, parents, athletes from visiting teams, officials, parents, and other visitors. Threatening, intimidating, bullying, and/or harassing behaviors will not be tolerated.
- Students will not bother, damage, or destroy school or personal property not belonging to them. This includes intentionally scuffing or making marks on walls or floors. Students will not steal school or personal property, nor be in possession of such property.
- Items such as electronic games, music players, media players, cameras, cell phones and toys brought from home should be turned off and placed in the student locker upon entering the school each day. If a student has these items in their possession, they will be taken from the student and a parent or guardian will need to come into school to obtain the confiscated item. Wea Ridge Middle School is not responsible for these missing items that are brought to school. If lost or stolen, the student assumes responsibility. Parent(s)/guardian(s) allowing students to carry electronic devices to school imply permission to the school to have access to any and all information on the device if confiscated for disciplinary or investigative purposes. Information contained on devices is subject to inspection. Violation of this behavioral expectation may result in up to one day of in-school-suspension.
- As per TSC policy, students are not to use on school ground during school hours any electronic paging device, hand-held portable telephone, electronic storage or recording devices, or other similar electronic devices in a situation not related to a school purpose or an educational function. In addition, students are not to have laser lights or pointers at school. Any student needing to place a telephone call during school hours should request permission to use a school telephone in office.
- Any student that uses a cell phone to possess and/or show the following:
  - A. picture
  - B. drawing
  - C. photograph
  - D. negative image
  - E. undeveloped film
  - F. motion picture
  - G. videotape
  - H. digitized image

- I. or any pictorial representation that depicts or describes sexual conduct by a child who the person knows is less than 16 years of age will be charged a Class D felony. Wea Ridge Middle School prohibits picture taking and other video recordings with cell phones or other digital devices.
- Electronic readers are authorized for student use to read school approved electronic books. Electronic readers may only be used at times deemed appropriate by the student's classroom teacher. Electronic readers may not be used for the purposes of communication, entertainment, gaming, filming or photography, or Internet browsing. The school may examine a student's personal device and search its contents if there is a reason to believe that school policies, regulations, or guidelines regulating the use of the device have been violated. If a student is observed to be in violation of this behavioral expectation, the student's electronic reader will be confiscated and returned only to the student's parent or guardian. The school assumes no responsibility for the loss, theft, or damage of any electronic device. Violation of this behavioral expectation may result in up to one day of in-school-suspension and the loss of privilege to use an electronic reader for the remainder of the school year.
- Students are expected to store all book bags, backpacks, and coats in the locker throughout the school day unless granted special permission by the office.
- No gum, candy, food, or drinks are allowed in classrooms, hallways, or student lockers. Exceptions will be made for special rewards.
- Any non-school sponsored fundraising must be cleared with the office.
- Public displays of affection, including hugging, hand-holding and kissing, are not permitted on school grounds or at school sponsored activities.

## **BEHAVIOR STANDARDS**

### **WRMS PAW PASSES**

An integral part of the middle school concept is a behavior plan that gives students the opportunity to earn nine weeks incentives for staying on task during the school year. Our WRMS Paw Pass system is used by the team of teachers in each grade to acknowledge students for arriving to class prepared with all necessary materials as well as exhibiting positive behavior and upholding our values of "Treat People Right—Do the Right Thing." Students will begin each quarter with a set of passes (numbers to be determined by each grade level team of teachers). The student must have one or more Paw Passes to gain entrance to nine week incentives. This system helps students learn the expectations of the middle school teachers while also giving them the opportunity to be appreciated for doing what is right. Before a Paw Pass is taken away, multiple student management tools were applied by the teacher in attempt to modify a student's behavior. When/if all Paw Passes have been taken away, the student will receive a formal write-up for insubordination and an appropriate disciplinary consequence will be assigned.

### **PROGRESSIVE DISCIPLINE STEPS**

The judgment of the teacher and/or team constitutes a warning, and these warnings will be cumulative throughout the school year. Each teacher and team will establish and maintain rules for desirable student behavior.

- Once an informal warning has been ignored, a formal verbal warning (taking of paw pass) will then be given and the teacher may use classroom management techniques to address the student.
- If the formal verbal warning is ignored, the student will receive a written conduct report. The student may then be removed from class, assigned a lunch detention, and parents/guardians will be notified.
- Two written conduct reports in any combination of classes or school activities will result in a one hour after school detention and a notice being sent home to parents/guardians.
- Four written conduct reports in any combination of classes or school activities will result in a 2 1/2 hour Friday detention and a notice being sent home to parents/guardians.
- Five written conduct reports in any combination of classes or school activities may result in a one day in-school suspension. Parents will be notified directly by the principal or his designee.
- With the sixth written conduct report in any combination of classes or school activities, the student may be suspended in-school or out-of-school. A conference with the parent, student, and school administration will be required prior to the student returning to class. It will be the responsibility of the student and/or parent to schedule this conference.

### **SEVERE CLAUSE**

The student will be sent directly to the administration and, upon judgment of the administrator, some negative behaviors may be deemed so severe that some, or all, of the preliminary steps may be bypassed, and in or out-of-school suspensions may be imposed. A conference with the parent, student, and school administration will be required prior to the student returning to class. It will be the responsibility of the student and/or

parent to schedule this conference.

### **DETENTION SYSTEM**

Detentions are assignments to a supervised study area and will be served after school for up to 2 1/2 hours. Detentions Tuesdays & Thursdays will last one hour (2:35 - 3:15 p.m.). Friday detentions may be assigned for up to 2 1/2 hours (2:35 - 5:00 p.m.). The student will be notified ahead of time as to when to serve the detention. Transportation from the detention must be arranged by the student and parent. Adequate time will be allotted for the student to make these arrangements. Parents are responsible for contacting the administration if the student is unable to serve the detention on the date assigned. Failure to report on time or failing to report will result in further disciplinary action.

Cell phones, E-readers, portable music players, and other electronic devices are prohibited in detention. Students should bring materials for study during the detention period.

### **OUT-OF-SCHOOL SUSPENSION**

Suspension is assigned in response to serious rule infractions, refusal to comply with a lesser disciplinary penalty, or chronic misbehavior. During a suspension, the student is in the care of the parents and should not be present on school grounds.

### **SOCIAL PROBATION**

Students who are suspended out-of-school will be placed on social probation 45 school days from the date they return from their first out-of-school suspension. If the student serves a second out-of-school suspension during the school year the student is considered on social probation for the remainder of the school year. Students placed on social probation are not able to attend home/away athletic events, dances, or other extracurricular activities.

### **EXCESSIVE CONDUCT REPORTS/REFERRALS TO THE OFFICE**

Students, whose behavior results in continued referral to the office for discipline during the school year, may be subject to the following after 10 or more office referrals: ten days out-of-school suspension and recommendation for expulsion (SOAR Program).

## **INCENTIVE PROGRAMS**

### **QUARTERLY INCENTIVES**

An integral part of the middle school concept is a behavior plan that gives students the opportunity to earn nine weeks incentives for staying on task during the school year. Our grade level teams will have a set criteria students must meet in order to attend these programs. This criteria will include, but is not limited to, completing work on time, coming to class prepared, and meeting behavior expectations.

Each 9 weeks there will be grade level incentive for students who meet certain requirements.

### **END OF YEAR INCENTIVE**

A trip to King's Island or similar event will be scheduled at the end of the school year. To be eligible for the Kings Island incentive trip at the conclusion of the school year, a student must meet each of the following criteria:

1. The student must have been enrolled at Wea Ridge for two of the first three 9 week grading periods.
2. The student must have no more than 10 unexcused absences from school.
3. The student must have not been suspended from school at any point during the school year. This includes in-school suspensions and out-of-school suspensions.
4. The student must not have had bus riding privileges suspended at any point during the school year.
5. Student must maintain a minimum 2.0 GPA.
6. All school fees, including textbook rental, library fees, individual class fees, and the student's cafeteria account, must be paid in full.

The school administration reserves the right to disqualify any student for this incentive for excessive referrals to the office at any point during the school year.

## **CAFETERIA**

### **BREAKFAST PROGRAM**

A light breakfast program may be offered to each student prior to the beginning of the school day. Students interested in this breakfast should

proceed to the cafeteria upon arrival at school and proceed through the line. Students are expected to be in their 1st period class prior to the 7:55 a.m. bell.

### **EXPECTATIONS**

1. Students are expected to move quickly through the line, activate their PIN, select their silverware and condiments, and be seated at a cafeteria table.
2. Students are expected to follow school rules and regulations during the lunch period. Polite and respectful behavior is expected.
3. When finished eating, students are expected to leave the table clean, pick up any trash in their area, put trash in the proper containers, and return trays to the dishwasher area.
4. Students need to use part of their lunchroom period to use the restroom so they are prepared for the afternoon classes.
5. The supervising adult will dismiss students from the cafeteria before they can go to the gym or classroom.
6. Upon dismissal from their lunchtime, students are expected to be in class on time.
7. Students will walk both to and from lunch.
8. No food/drinks should be brought from outside the school building (restaurants, etc.) for a student to consume during the lunch period.

### **PAYMENT**

Each student has his/her personal lunch account with a corresponding PIN. As students go through the lunch line, they key in their PIN and select their lunch. The cashier verifies the student's picture with the PIN, and the purchases are deducted from this account. Students may use their account to purchase lunch line snacks, as well as the daily lunches, but they may not use their account to purchase anything that is not sold in the lunch line.

Money may be deposited into a student's account on any day. Enclose a check or cash in a sealed envelope with the student's name and grade clearly printed on the outside, and take the envelope to the cafeteria prior to the start of the school day. Money can also be added to the account through the online option on the school website. The school reserves the right to restrict a student's purchasing of extra snack items at lunch, or to provide an alternative lunch, if the student's lunch account has a negative balance. Persons who feel the cost of lunch is prohibitive may make an application for free or reduced price lunches at the school office.

### **VISITORS**

On special occasions, some parents have asked to eat lunch with their student. Unless these activities are part of a school-sponsored event, parents must request permission from the principal or his/her designee in advance. When an adult does eat lunch with a student, it is TSC policy that he/she will eat the cafeteria lunch available for purchase with the student.

## **CITIZENSHIP**

### **BULLYING**

This rule applies when a student is:

- A On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
- B Off school grounds at a school activity, function, or event;
- C Traveling to or from school or a school activity, function, or event; or
- D Using property or equipment provided by the school.

Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted and/or physical acts committed, or any other similar behavior is prohibited.

Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. Parents and students may report suspected bullying behavior by filling out a Bullying Incident Form, which is available in the Wea Ridge Middle School main office. School personnel will investigate all reports of bullying.

### **GANG POLICY**

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders,

or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior. The Corporation has adopted Policy 5840 pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

## **ACADEMIC DISHONESTY**

### **Plagiarism**

Plagiarism, as defined by the Random House Dictionary, is “to steal (the language, ideas, or thoughts) from (another) representing them as one’s own original work.” Intentional or not, when a student fails to acknowledge the source of words and ideas that are not his or her own, the result is plagiarism, that is, theft. It is also cheating. Plagiarism is not tolerated in the Tippecanoe School Corp. Thus, the penalties for plagiarism are both disciplinary and academic and they progress in severity.

#### **There are several kinds of plagiarism:**

1. Copying word for word or incompletely paraphrasing a phrase, sentence, group of phrases, group of sentences, or whole paragraphs from another source without crediting that source. This kind of plagiarism can be quantified as the copying, at a minimum, of six words or more in a row, including a, an, and the, from another source without citing the source.
2. Giving a speech or submitting a paper, poster, project, or any other assignment that has been written completely or partially by someone else.
3. Cutting and pasting material found on the Internet or in other electronic databases into one’s own paper, speech, poster, project, or other assignment without crediting the source.
4. Downloading entire texts and presenting them as one’s own work.
5. Presenting ideas from another source as one’s own original thoughts. These can be ideas taken from textual sources or from speeches, lectures, television programs, or other forms of oral language.
6. Improperly citing sources with the intent of misleading the reader (e.g., making up citations) as to the source of the information presented.

A student who is unsure of how to cite (credit) the source of material he or she has copied has the responsibility to check with a teacher and/or consult Writer’s Inc. or the MLA Handbook.

#### **Penalties for plagiarism – Middle School**

The classroom teacher will impose a penalty for plagiarism and file the incident document with the principal. The first offense is fifty percent off and the student will review teacher lessons on ethics. The second offense will be a zero on the assignment. The third offense will be a zero on the assignment plus a detention. The fourth offense will be a zero on the assignment and an in school suspension (ISS). The fifth offense will be a zero on the assignment and an out of school suspension (OSS). Offenses do not accumulate beyond the academic year.

### **Cheating**

Cheating is a violation of the core principles of education. During the school year, tests, quizzes, writing papers, and completing projects will measure student learning. The grade received for these efforts should inform students how much has been learned from the course. Whether a student gives or receives information on a test or assignment the offense is the same. Students found cheating will receive no credit on the assignment and may face further administrative action.

## **STUDENT CONDUCT**

Citizenship training for the community’s children is the responsibility of all. Wea Ridge Middle School will assist this development of future good citizens by:

- Attempting to provide a safe learning environment.
- Fostering respect and responsibility.
- Focusing on prevention rather than punishment.
- Attempting to prevent disruptions to allow teachers to teach and students to learn.
- Attempting to change inappropriate behavior.
- Promoting a cooperative school community focusing on positive citizenship.

Students are also citizens with rights. Each student has the right to:

- Expect a building and classroom atmosphere that provides a favorable learning environment.
- Attend school each day without fear of threats, intimidation, or interference from other students.
- Receive consistent treatment from school personnel in accordance with Indiana law.

With rights come responsibilities. Students will be responsible for fulfilling the Behavior Standards and Expectations outlined in this handbook.

## **STUDENT 1 TO 1 TECHNOLOGY INITIATIVE**

Each student will be provided with a personal computing device as an additional education resource. Students are expected to come to class prepared each day, which includes bringing a charged / working school provided device. If the student is unprepared for class by not having a working device, the teacher or school's discipline plan may be referenced. Students are responsible for the well-being of their device and are also expected to respect devices and technology equipment outside of their possession. All other expectations while using a device are included in teacher classroom expectations. For more information regarding the 1 to 1 initiative's expectations and guidelines, please refer to the TSC 1 to 1 Initiative Webpage at: <https://sites.google.com/a/tsc.k12.in.us/tsc-1-to-1-initiative/home>.

## **COMPUTER LAB**

Each student has access to the educational computers available in labs or classrooms. Every student is assigned a password and it is the student's responsibility to NOT share this password with anyone.

Students may not be in the Computer Lab without a teacher or staff member present. Students may not use the portable laptop computers without direct instruction from the teacher. Internet use is restricted to those students under direct supervision of a teacher.

The District provides computers and peripherals for the educational needs of the students.

Students may use computers and associated technology like printers, scanners, and memory sticks only according to the instruction of the teaching staff and the "Acceptable Use Policy" policy.

Students use only the software provided by the district. When using the Internet, students may only access sites to which teachers have directed them. Any attempt to circumvent, damage and/or modify the software may be considered vandalism. This includes changing standard settings for Word processing programs and misusing the shared drive space. Use of a proxy server to "work around" the security provided by the district to access social media sites like Facebook and YouTube is prohibited. Accessing personal e-mail accounts at school is discouraged and should be done only with teacher supervision.

Students must scan all portable memory devices like memory sticks and floppy disks for viruses before opening files. A student who introduces a virus to a computer or the network is responsible for all costs of removal of the viruses.

## **INFORMATION SYSTEMS, COMPUTER NETWORKS, AND THE INTERNET**

Tiptecanoe School Corporation provides a comprehensive and well-rounded educational experience for all students.

Students use computer networks, information systems, and the Internet as part of the standard curriculum. An Acceptable Use Policy (AUP), adopted by the Board of School Trustees, guides the use of these networks and is available on the district website ( [www.tscschools.net](http://www.tscschools.net) ) and in each school office. Upon enrollment in TSC, each student agrees to the AUP but may opt out by signing the appropriate form.

## **DAILY SCHOOL PROCEDURE**

### **BEGINNING THE SCHOOL DAY**

Unless given permission, students may not report to school until 7:40 a.m.

- Prior to classes starting, students are to deposit lunch money, purchase supplies, use the media center, visit the restroom and/or get a drink, go to their locker, or submit requested materials to the main office.
- Students should be in class and ready to begin academic activities when the bell rings to begin the school day. To begin each day, students will be asked to observe a moment of silence, stand and recite the Pledge of Allegiance, and view/listen to the daily student announcements.
- Students must bring all medications to the health office where it will be stored and administered. Students must follow all procedures required by the health office for this medication.
- Students need to carry their student planners and their Accelerated Reader (AR) books with them to all classes.
- Gum chewing is not permitted.

### **AFTER SCHOOL**

- Students should go immediately to the after school activity in which they are participating for proper supervision. Unless permission is given and unless there is proper supervision, students are not to be in hallways after 2:40 PM.

- If drinks or food are consumed after school, they must remain in the room where the activity is taking place.

## **DRESS CODE**

The dress code guidelines for TSC apply at Wea Ridge Middle School. Public school education is considered formal education, and students should dress appropriately for success. Appearance, including make-up, dress, and hairstyles, within the prevailing rules of modesty, decency, safety, and health, are the responsibility of the student and his/her parent.

Student appearance, including dress, make-up, and hairstyles, must conform to the requirements of law and must be conducive to the educational process.

It is expected that students will wear clothing that is neat and clean while attending classes and school functions. Appearance, including dress, make-up, and hairstyles, may be regulated by the school when the health or safety of a student is endangered; the appearance is disruptive, and thus, distracting to the educational process; or there is an existing ordinance or law.

Teachers, administrators, coaches, and activities sponsors may take disciplinary action against students whose appearance is not consistent with expectations of school officials.

In keeping with the above philosophy, and in order to reduce misunderstanding, inappropriate school wear includes, but is not limited to, the following:

1. Shoes must be worn at all times. Flip-flops, slippers, or shoes with “wheels” are not permitted. Shoes must have a back around the heel.
2. Jackets, coats, hats, and other headgear are not to be worn inside the school building before, during, or after school hours by male or female students without prior administrative approval.
3. No piercing may be worn except in the ears.
4. Appearance, including dress, make-up, and hairstyles, deemed disruptive to the educational process will not be permitted. For example: facial painting/makeup, spray painting hair, drastic hair dyes, or drastic hair designs (including “mohawks”) that would draw undue attention should not be worn during the school day. Hair color must be a natural color, and will not include any designs or markings shaved or colored into the hair. Natural color is defined as brown, black, natural red/auburn, or blonde.
5. No torn, ripped, frayed, or unsewn clothing may be worn at any time. This includes many styles of jeans currently being marketed.
6. It is expected that while at school or at school functions or activities, students will not wear, possess, use, distribute, display, or sell any clothing, jewelry, emblems, badges, symbols, signs, graffiti, wallet chains, or other items deemed to be evidence of membership or affiliation with a gang.
7. Shorts, miniskirts, or the slit in skirts or dresses may not be shorter than the lowest point of the extended fingertips when the student’s arms are placed at his/her sides.
8. Clothing that could be considered pajamas are not permitted.
9. Clothing items with wording or pictures that, in the opinion of the building administrator(s), tend to undermine the educational atmosphere are not permitted. Clothing with demeaning language, depicting violence, or which advertise tobacco or drug products is not allowed. Students are not to write on or decorate their clothing (unless it is a school supervised activity).
10. Clothing with low necklines, sheer, strapless, bare midriff or back design, or any sleeveless shirts or dresses will not be worn. Any clothing item, such as a camisole, considered by the administration to be “underwear” will not be visible.
11. All clothing, including but not limited to any form of pants, trousers, leggings, tights, jeans, yoga pants, sweaters, see-through shirts, or sportswear which reveals undergarments or is considered to be inappropriately form fitting is strictly prohibited. Exceptions will be made only if the prohibited items are covered by or worn over the top of dress-code appropriate clothing. Leggings may only be worn with an appropriate length top/dress/tunic that meets WRMS dress code length requirements (finger-tip length all the way around).
12. The waistband of pants must be worn on the waist and if necessary secured with a belt. The legs of pants must not drag the floor.
13. Shirts must completely cover the midriff and come below the top of the pants, shorts, or skirt. The administration may require that a student wear a tucked in shirt if this is a persistent issue with a student.
14. Any current fad/style that the administration deems inappropriate.

Failure to cooperate with the dress code policy will result in one or more of the following:

1. Change of appropriate clothing in the student’s possession.
2. Parent notification to bring appropriate clothing to school.

3. Disciplinary consequence.

## **GENERAL INFORMATION**

### **BOOK RENTAL/FEES**

All basic textbooks are rented to students for their use during the school year, and they are to be kept clean and handled very carefully. Each student is responsible for the cost of the repair or replacement of damaged or lost books. Books should be examined very carefully and any damage to books should be reported immediately to a teacher or the administration. Forms for the reduction of book rental are available in the school office for those who qualify. Additional fees may be charged for some courses, and the fees, which are for expendable materials, are usually minimal.

### **DRUG TESTING**

Middle Schools in Tippecanoe School Corporation may test any student based on individualized, reasonable suspicion of alcohol, other drugs, or intoxicant usage. For middle school students, the consent of a custodial parent/guardian shall be obtained prior to testing. Documented physical symptoms, behaviors, or information implicating the use of alcohol, other drugs, or intoxicants may qualify as reasonable suspicion. Final authorization of a test shall be made by the principal or by the designee of the principal. Complete contents of the Tippecanoe School Corporation policy are located in the principal's office.

### **DELIVERIES/PERSONAL GIFTS**

Deliveries of gifts for birthdays or other special occasions, including, but not limited to deliveries of lunch from outside restaurants are not permitted at Wea Ridge Middle School. These are distracting to the educational environment and often they cannot be transported on the bus.

### **FIELD TRIPS**

Field trips can be a valuable teaching aide whenever their educational value can be clearly determined. Proper permission must be obtained from the principal or his/her designee, and proper permission must be obtained from the school board, TSC administration, and the transportation department when necessary. Permission slips from parents of the students who will be attending the field trip must be on file, and students who have unexcused absences or have been subject to disciplinary procedures may not be allowed to go on field trips.

### **INSURANCE**

Student insurance is available for all students. Insurance is not compulsory, but if you participate in a sports activity, it is advisable to take out insurance.

### **LOCKERS**

All lockers made available for student use on the school premises are the property of the School Corporation. These are made available for student use in the storing of school supplies and personal items necessary for use at school. The lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes, educational function, or which are forbidden by state law or school rules.

The student's use of lockers does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure it is being used in accordance with its intended purpose, to eliminate fire and other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen material, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol.

All lockers and other storage areas provided for students' use on school premises remain the property of the school corporation and are subject to inspection, access for maintenance, and search pursuant with TSC policy. No student shall lock or otherwise impede access to any locker except with a lock approved by the principal of the school. Unapproved locks will be removed and destroyed.

The principal or other member of the administrative staff may search a desk, locker, or other storage area on school premises when the person conducting the search has reasonable suspicion that a search is warranted.

Students will be assigned individual lockers for storing school-related materials and belongings. Each locker has a built-in combination lock, and a combination will be issued to each student. The following guidelines concerning locker use should be followed by students:

1. Each student should memorize or store in a secure location his/her locker combination.
2. No students should disclose the combination to another student.
3. Each student should keep the locker locked to ensure the security of property; this includes lockers issued for use during P.E. class.
4. A student should not access any locker other than the one to which he/she has been assigned.
5. No material should be attached to the exterior of the locker without the principal's approval.

6. Money or other valuables should not be kept in the locker.

7. No food or drinks should be stored in the lockers.

The school is not responsible for items lost or stolen from a locker. The student is responsible for the maintenance of the locker. A student may be assessed a charge if it becomes necessary to repair damages attributable to student abuse.

### **LOST AND FOUND**

There is a lost and found in the main office. Students who have lost personal items, books, or other items should check the lost and found area.

### **PICTURES**

Individual student pictures are taken each school year. Dates and times will be announced well in advance of the pictures actually being taken. Each student will have his/her picture taken even if he/she does not want to purchase pictures.

### **RECYCLING PHILOSOPHY**

The Tippecanoe School Corporation believes good stewardship of our natural resources and our environment is an essential part of a student's civic responsibility. The school corporation is committed to establishing an educational environment for students that models active participation and teaches responsible waste reduction and recycling. The Director of Building and Grounds will coordinate the Corporation's recycling efforts.

### **SEXUAL HARASSMENT**

Tippecanoe School Corporation prohibits sexual harassment of and by students and employees. A copy of the specific policy language (3363 or 4352) is available in each school office.

### **RESTRAINT/SECLUSION**

A student will not be subject to seclusion or restraint unless the student's behavior poses an immediate risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student's parent and guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion and restraint.

### **SPECIAL EDUCATION CHILD FIND**

Greater Lafayette Area Special Services (GLASS) conducts a yearly search for all children with disabilities from birth through age twenty-one. The purpose of the search is to ensure that every child with a disability, who resides within Tippecanoe County, is receiving the special education and related services that are his/her right under state and federal law.

If you are aware of any child suspected of having a disability, regardless of the severity, please contact the GLASS office (765-771-6002) or the school principal for information regarding referral procedures.

GLASS is a co-operative effort sponsored by the Lafayette School Corporation, Tippecanoe School Corporation, and West Lafayette Community School Corporation. The GLASS office is located at 2300 Cason Street, Lafayette, IN 47904.

### **STUDENT RIGHTS, RULES, AND RESPONSIBILITIES**

Each student is given a copy of "Student Rights, Rules, & Responsibilities" at the beginning of the school year. The student is expected to read this information and take it home to the parent/guardian.

### **TELEPHONE/CELL PHONES**

The office phones are for school business and students are asked not to use these phones unless school is not in session, or unless it is an absolute necessity. Forgotten homework, non – essential school items, and/or lost bus notes are NOT considered emergencies, and students will not be permitted to use the phone to retrieve these items. Students will be called to the phone in case of emergencies only. Students will not be permitted to use telephones in teacher classrooms.

Students are not permitted to use cell phones at school during school hours. If a cell phone is brought to school, it must be in the student's locker, locked up, and turned off. Any student in violation of this rule will have the phone confiscated and the student will be assigned an after school detention, with consequences increasing for each additional violation of this rule. The first violation will result in the phone being held in the office for the remainder of the day. If any additional violations occur, the cell phone will only be returned to a student's parent or guardian.

### **USE OF SCHOOL PROPERTY**

Primary consideration in the use of school facilities shall be given to school activities related directly to the educational program.

The Board of Trustees, however, recognizes that many community groups within the Tippecanoe School Corporation may wish to use school facilities as a meeting place for large or small groups. Any use of the building and/or grounds must be approved by the building principal and the

Director of Building and Grounds, and must follow all school corporation rules and regulations. Applications may be obtained at any of the schools or at the Central Office.

### **WORK PERMITS**

A student who is 14, 15, or 16 must have a work permit before he/she is able to work. These can be obtained from the principal's office or from the guidance office. An "Intention to Employ Card", which is also available in the principal's or guidance offices, must be filled out before a work permit will be issued.

## **HOMWORK**

It is important to understand why teachers assign homework. Studies show that the amount of time students spend learning a skill, directly affects their ability to master it. At Wea Ridge Middle School, the teachers and administrators believe that homework is a necessary extension of, and a complement to, the school day. In order for this part of the educational process to be successful, cooperation and support are necessary among students, parents, and teachers.

Homework should provide an extension of classroom activities, be used as an evaluation tool for both teachers and students, and provide a positive learning experience where the quality of work is emphasized as opposed to the quantity of work.

Teachers will:

- Provide assignments that are relevant to class work.
- Evaluate or use the homework in some manner.
- Consider the age and capabilities of the students when preparing assignments.
- Provide clear instructions for doing the assignments, and be certain students clearly understand all parts of the assignments.
- Communicate with parents if students consistently fail to do homework assignments.

Students will:

- Record all assignments in their student planner.
- Clarify with teachers any questions pertaining to instructions.
- Take home materials and information needed to complete assignments.
- Budget their time wisely and take advantage of daily study time.
- Balance outside interests with available time for homework.
- When absent, be given the number of days absent, plus one, to complete all homework, and have it turned in to the proper teacher(s).

Parents will:

- Provide adequate time and a suitable place for the student to complete homework.
- Be available for questions to support their child's efforts in doing the work.
- Remember that homework is their child's responsibility.
- Encourage their child to seek help from their teacher(s) when questions arise.
- Communicate with teachers when their child consistently has difficulty completing assignments.

*All homework should be completed and turned in when it is due.* Homework is a necessary activity in enhancing the learning process. The students who successfully learn the process of completing homework are also mastering self-discipline, independence, initiative, and responsibility.

### **NOON SUPERVISED STUDY**

Noon Supervised Study is offered Monday – Friday during all three lunch periods. The structured study time during lunch periods is designed to assist students with homework completion. A student will be assigned to NSS when he/she consistently fails to complete homework assignments. An adult supervisor will be available to assist students during this time. All late assignments completed during NSS and turned in by the following day will be included as part of the student's grade. A student who has completed the required missing assignment and who has had his/her teacher initial that the assignments have indeed been completed and turned in will be released from NSS.

### **HUSKY HOMEWORK HELP**

Husky Homework Help is offered Monday-Friday from 2:35-3:15 P.M. The structured study time is designed to assist students with homework completion, tutoring, and test/quiz preparation. An adult supervisor will be available to assist students. Attendance at HHH is voluntary.

## **HOMEWORK- LATE POLICY**

At Wea Ridge Middle School, the teachers and administrators believe that homework is a necessary extension of, and a complement to, the school day. For homework to be successful, cooperation and support are necessary among students, parents, and teachers. Teachers will expect homework to be completed and submitted when it is due. Teachers will also expect students to complete late work to ensure learning continuity. The following late homework policy will apply to all students and classes throughout the school year:

### **Daily Homework**

Daily homework is defined as an assignment that is given one class period and is due at the beginning of the period the next time the class meets. Students will be allowed to submit daily homework up to one class day late, for a maximum point value to be determined by the student's teacher.

### **Projects/Large Assignments**

Projects and/or large assignments are those class activities requiring multiple days of class time to cover and/or multiple days to complete outside of the school day. Students will be allowed to submit projects and large assignments up to three class periods late, subject to a one letter grade deduction per day submitted late.

Regarding daily homework and projects/large assignments, late work will NOT be accepted in any class during the last five class periods of each grading period. The classroom teacher will reserve the right to revoke any student's late work privileges if, in the opinion of the teacher, the student is chronically abusing this late work policy. A parent will be notified of this loss of privilege by the teacher, and the student may be subject to additional disciplinary measures.

## **HUSKY TRACKS**

Husky Tracks pages are located in the back of the Husky Handbook. The purpose of Husky Tracks is to allow school personnel and parents to actively monitor missing assignments, missing materials, and student movement throughout the building. Each quarter a new sheet will be used to monitor student progress.

Teacher teams may elect to use the information collected in Husky Tracks for the purpose of determining student eligibility for behavioral incentive programs.

### **MISSING MATERIALS**

The Missing Materials section of the Husky Tracks helps monitor students who do not bring the required materials to class. Teachers may elect to sign this section if the student does not have the necessary materials, textbooks, AR books, or chromebook charged. Upon receipt of the fifth and each additional signature after the student will receive a consequence from the office.

For signatures 5-8, students will be assigned an after school detention. When a student receives 9 signatures or more, in school or out-of school suspension will be assigned for each signature.

### **MISSING ASSIGNMENTS**

The Missing Assignments section of Husky Tracks helps school personnel and parents monitor nightly homework completion. Any time a student has a missing assignment or assignments a teacher may sign this section of a student's Husky Tracks. Upon receipt of the fifth and each additional signature after the student will receive a consequence from the office.

For signatures 5-8, the student will be required to attend Noon Supervised Study during their lunch period(s) until the assignment has been turned in and initialed by the assigning teacher.. When a student accumulates his/her 9th -11th missing assignment signatures, after school detention will be assigned for each signature. When a student receives 12 signatures or more, in school or out-of school suspension will be assigned for each signature.

### **HALL PASSES**

When in the hall during class time, students are to possess a hall pass or office request. Students may request a pass from their teacher to visit the restroom, media center, guidance office, etc. Individual teachers retain the right to issue or deny a request for a hall pass.

## **MEDIA CENTER**

Your school library/media center is home port to your personal and academic voyage of discovery. There are books and electronic links to connect you with information on many topics.

The focus of the media center collections is two-fold: to provide great age appropriate literature and books of interest and to support the curriculum. For your reading pleasure there are excellent stories for the young teenager. Look for the popular, latest editions of Newberry and Young Hoosier Award winning books, classics, adventures, science fiction, and real-life situation stories. Students will also find informative nonfiction books on topics of interest to adolescents, and those covered in the many subject areas. It's all located in our media center!

## **CONDUCT**

The school media center is a place of learning just like a classroom. Students are expected to conduct themselves with the same respect toward staff and other students as they would in a classroom. There may be occasions when two classes use the media center at the same time. Students are expected to stay on task to which their teacher has assigned them. Group activities might require quiet, cross table discussions. Assignments for independent study should not involve any discussions. Be respectful that many need to share this room.

## **LOSS OF CHECK OUT PRIVILEGES**

Our middle school libraries are well stocked with great books for our students' literature needs and informational needs. However, like all public libraries, the resources must be shared among all the patrons. For this reason, lending rules are established.

- Our library lending policy is that students may checkout library materials for two weeks with one renewal unless the item is in great demand. This allows a student one month to read a book.
- The number of books a student may have checked out at one time is generally two but exceptions for school research projects and other good reasons may be worked out with the library aide.
- Students are expected to take all reasonable care of loaned library materials as a matter of good citizenship and return them promptly when finished or at the end of the 14 or 28 day loan period. Fines are assessed for materials returned damaged or lost.
- As a last resort, the library aide may revoke a student's library check out privileges as a progressive discipline step for not following policy and/or returning items damaged. This discipline step is meant to help the student become more responsible. Loss of check out privileges can extend to materials needed for required class work. The length of time check out privileges are revoked will be determined by the library aide.

Vandalism of media center materials, furniture and, or electronic equipment will be dealt with in accordance to school discipline policy.

## **RESPONSIBILITY FOR MATERIALS**

The resources of the school media center must be shared. For that reason, lending policies are developed. Most items may be checked out on a two-week basis (with one renewal). Some materials may have an overnight only checkout period and some, due to expense of replacement, may not be checked out at all. The library aide will advise students of materials check out restrictions.

## **TWO-WEEK CHECK OUT ITEMS**

Students, faculty, and staff can check out most library materials for a two-week period. Students must use only their own ID barcode to check out an item. Students may never check out items using someone else's ID barcode.

After two weeks (usually on a Monday), students will be issued an "Overdue Notice" to their homeroom or English class. Students must return or renew the item(s) within two school days (Wednesday). Students who have not returned or renewed an item by the following Friday will be in danger of losing their privilege to check out materials for a long period of time. If materials remain checked out past the week grace period, a bill will be issued to the student for the replacement cost of the material. This fee can be quite expensive. Media center books are very costly to replace.

Students who lose a media center item or return it damaged are expected to pay the replacement cost. Students should inform the library aide if damage is noticed before checking out. Notes are made and updated on book conditions, so no one is falsely accused.

# **MEDICATION/HEALTH**

## **HEALTH SCREENINGS**

Head lice checks are done at the beginning of each semester in grades K-5. Students found to have head lice or nits will be sent home. A parent or designee must accompany the child to the school office for confirmation of treatment and removal of all lice and nits from the student's hair before re-admission to school.

Vision screening is done with all students in grades K, 1, 3, 5, and 8. Hearing screenings are completed with all students in grades 1, 4, 7, and 10.

## **ILLNESS**

Students with vomiting, diarrhea, undiagnosed skin rashes, eye infections, or fever over 100 should not attend school. Students should not return to school until symptoms have resolved, or are fever free for 24 hours. Students being treated with antibiotic medications should receive the medication for 24 hours before returning to school. Students will be sent home from school with temperatures over 100, vomiting, diarrhea, skin rashes, eye infections, or other symptoms of illness, and if such a situation arises, parents should expect a phone call from the nurse or other office personnel; students are not permitted to call/text parents on their own.

## **INJURY**

The corporation physician provides standing orders for health care for TSC students. The following medications and supplies are being used as first aid measures within TSC schools: contact lens solution, eye irrigations, topical antiseptics, topical analgesics, throat lozenges, band aids, bandages, elastic wraps, heating pads, and ice packs. Diphenhydramine (an oral antihistamine) may be used for severe allergic reactions. It is the parent or guardian's responsibility to notify the school if they prefer that these products not be used when treating their child.

## **IMMUNIZATIONS**

According to Indiana Code 20-8.1-7-10.1© (1), when a student enrolls for the first time in a school corporation, a statement of the student's immunization which shows that the student has received at least the minimum number of immunizations for the student's age will be supplied to the school by a parent or guardian. A student may not be permitted to attend school beyond the first day of school unless the school has authorized a twenty-day waiver. *Upon completion of the twenty days, the student will be excluded from school if the immunizations remain incomplete.*

## **MEDICATION POLICY**

- All prescription and over-the-counter (OTC) medication must be FDA approved and will be kept in the school office, unless a student has authorized permission to possess and self-administer the medication according to IC 20-8. 1-5.1-7.5.
- Written instructions from the parent/guardian are required for all prescription and OTC medication. The instructions must include: name of medication, reason for medication, amount to administer, and time to be given. (OTC medication must be in age appropriate dosages as per product label.
- Prescription and OTC medications must be in the original container affixed with a current pharmacy or package label.
- Medication ordered three times a day or less should be give before and after school or at bedtime. Prescription medication with a specific time listed that is during school hours will be given as directed.
- As directed in IC 20-8.1-7-22, *no medication of any type may be sent home with a student in grades K-8.* Medication must be picked up in the school office and will be released only to the student's parent or an individual who is at least 18 years old with written designation from the parent. Medications of any kind may not be in possession on TSC sponsored transportation. Medication may be sent home with students in grades 9-12 with written permission from a parent or guardian.

# **SAFETY PROCEDURES**

## **FIRE DRILL PROCEDURE**

When the fire bell sounds, all students and staff are to proceed to the appropriate exits as quickly as possible. Once outside, the class should remain together, and the class should be at least 60 feet from the building. The class roster should be checked, and, when an all-clear signal is issued, students should return to the building.

## **TORNADO DRILL PROCEDURE**

A tornado drill alert will be given via the public address system. When the tornado alert is given, students and staff should:

- Proceed to their designated hallways, remaining along the walls or lockers.
- Sit on the floor with the student's back to the wall or lockers.
- Bring their legs to the chest area and put their heads to their knees while covering the head area with their hands.
- Keep as quiet as possible once students are seated.
- Stay seated and listen for further instructions until told to return to class.
- An all-clear signal will be given via the public address system.

## **EARTHQUAKE PROCEDURES**

As quickly as possible, each person shall be instructed to take cover under desks, tables, or other heavy objects of furniture. Persons in large areas such as gymnasium, cafeterias, etc. should move to an interior hallway or locker room and protect themselves as well as possible. All persons should avoid window areas and suspended objects. If outdoors, stay away from the building and utility poles or other electrical items. Injuries to students and/or staff members should be reported to the office. After the trembling stops, persons should be removed in accordance with evacuation procedures. Before students and staff re-enter the building, the principal or designees will inspect the building for structural damage, electrical problems, boiler and fuel system problems, and water system problems.

## **LOCK OUT**

In case of an emergency/crisis situation outside of the school building, the school administration will instruct the staff to secure the building's entrances. Students and staff will continue to move about the building and conduct classes normally.

## **LOCK DOWN**

In case of an emergency/crisis situation, the school administration will instruct the staff to secure the building. Students will move to the secure/safe area of the classroom as designated by the classroom teacher. Students should remain quiet and wait for further directions. Teachers will secure the room, confirm & communicate that all students are present and safe.

# **TRANSPORTATION**

## **EARLY ARRIVAL**

There are times when a parent/guardian needs to bring a student to school. If a student is dropped off at school at the beginning of the school day, cars should use the south parking lot.

## **SCHOOL BUSES**

School bus transportation is provided for students of Wea Ridge Middle School. Students are expected to exercise reasonable behavior to and from school. The driver will pass out bus rules and regulations at the beginning of the school year, and those students who do not follow the rules, regulations, and directives of the bus driver will be subject to the disciplinary procedures of the Tippecanoe School Corporation.

Students who are riding the bus to another student's home must present written parental permission to the office at the beginning of the school day for approval. Both the student host and the student guest must have a note. The approved request must be picked up in the office at the end of the school day and be presented to the bus driver at the time the students board the bus.

## **STUDENT DRIVING, RIDING BICYCLES, OR WALKING TO SCHOOL**

At Wea Ridge Middle School, students are not permitted to drive, ride vehicles, or walk to school. However, in some situations, students will be permitted to do so if the student has gained permission from the principal. Prior to that permission being given, a conference with parents/guardians and the principal must take place.

## **TRAFFIC REGULATIONS**

All persons shall observe the following traffic regulations at Wea Ridge Middle School:

- Persons who operate a vehicle or bicycle on school property should not exceed ten miles per hour, drive recklessly, or damage school property.
- All traffic signs should be observed at all times.
- All vehicles shall be parked in designated areas only.
- Any exceptions to the above must have the approval of proper school authorities.