West Lafayette Elementary School

600 Cumberland Ave. West Lafayette, IN 47906
Attendance Line - 765-269-4100
Attendance Email - wlesattendance@wl.k12.in.us
School Office -765-464-3212
wles.wl.k12.in.us

Mrs. Sara Delaney, Principal
Mrs. Rhonda Lanie, Assistant Principal

Student Handbook & Code of Conduct

2026-2027

WLES Mission Statement

Together we create a safe, supportive, and equitable foundation where ALL reach their highest potential.

WLCSC Mission Statement

Our mission is to engage students in a world-class educational experience that prepares them to be well-rounded, ethical, innovative, creative, productive, and adaptive citizens who shape our global society.

WEST LAFAYETTE ELEMENTARY SCHOOL EXPECTATIONS

ABSENCE PROCEDURES

- Call or email the office by 9:00 AM if your child will be absent for any reason.
    - 24-hour Attendance Hotline: 765-269-4100
    - Email: wlesattendance@wl.k12.in.us
    - School Office: 765-464-3212
- You will receive a call at home or work if we have not been notified of your child's absence. This call-in program is a safety procedure that helps us ensure that our students are safe in the care of you or a trusted adult. Please be sure to return any voicemails left.
- Students must check in with the school nurse before returning to class after a missed school day.
- Upon your child's return, they are also expected to make up any work missed. Students will receive one day per every absence to make up work. Consequences for any incomplete work will be at the discretion of the teacher.
    - After a student has been absent for two or more days, you may request classroom assignments that can be completed at home. The assignment(s) will be available in the office between 3:40 and 4:00 PM.

ACADEMIC HONESTY

Each student is expected to accept the responsibility for their academic honesty. A student found to be in violation of this section will be subject to disciplinary action.

ADMISSION TO THE BUILDING & GROUNDS

The playgrounds are only available to students or families after school. For assistance with childcare before or after school, you may call Safe Harbor Before and After School Care (765-464-8800).

Students are not allowed in the building prior to 8:45 AM or after 3:50 PM unless enrolled in before and after-school care or under the supervision of an extra-curricular program or activity.

ARRIVAL & DISMISSAL

At the beginning of the school year, we will provide information regarding the various arrival and dismissal procedures. Your child's teacher will also gather information regarding your plans for arrival and departure.

To provide the safest care for our students, should your child arrive late or leave early, an adult must sign them in and out at the Welcome Window inside Door 1.

- **We strongly encourage picking up before 3:00 for afternoon appointments.** This will minimize potential dismissal confusion for students and staff. If it is necessary to pick your child up before dismissal, it is best to park in the spaces closest to Cumberland Ave. to avoid being blocked in by the car-rider line.

- In case of an emergency that necessitates an unavoidable need to change end of the day plans, the office should be called no later than 3:00 PM.

- Office staff will call your child's room and have him/her sent to the office for pick-up.

- Because instructional time is so valuable, we will only call children to the office to leave for an appointment when a parent or guardian arrives in the office to sign them out. Please plan your pick-up time so that your child will have time to gather their things and walk to the office to sign out.

- Parents or guardians should notify the classroom teacher via a note or email if your child will be picked up during the school day.

- Should you wish to take your child from school for lunch, you must sign your child out in the front office and back in after lunch. An adult must accompany students who walk home for lunch.

ATTENDANCE

The Indiana Legislature enacted changes to deter excessive absenteeism and truancy in March 2024.

From IDOE:

In Indiana, a student is considered chronically absent after missing 10 percent or more of school days. This includes both excused and unexcused absences. Chronic absenteeism and habitual truancy are important predictors of school performance, including high school graduation. The Indiana Department of Education (IDOE) is dedicated to reducing this number by interrupting this pattern and cultivating habits of good attendance early, so that all students have the opportunity to learn and succeed in school. IDOE is also highlighting the importance of student attendance through the development of an early warning dashboard that will provide actionable data for educators and families as they work together to support students most at risk of not graduating. For purposes of the dashboard, at risk is defined as having less than an 80% chance of graduating on time using historical data. Attendance will be one highly important indicator that will be used to determine which students are considered at risk.

***IC 20-2-6.5 States**:*

Defines habitual truancy to include students absent from school for 10 or more days within a school year without being excused or being absent under a parental request filed with the school. IDOE defines chronic absenteeism as students absent from school for 10 percent or more of a school year for any reason.

K-6 Attendance Policy and Procedures

Students are allowed up to 9 absences (excused or unexcused) per school semester. Exempt absences, as defined by Indiana Code, are separate and beyond these 9 absences.

- A parent or guardian must report absences daily to ensure the safety of students. If no one verifies the student's whereabouts, the West Lafayette Police Department may be contacted to perform a wellness check.
- Students missing two and a half hours of the day will be marked absent for a half day.
- Students must be present for at least three hours of the school day to attend after-school events or extracurricular activities (students sent home by the nurse may not attend).

In accordance with the Indiana Department of Education, there are three categories of attendance:

*All excused and unexcused absences are counted on the child's report card

Excused Absences

- **Does not count toward truancy**
  - Illness/or medical appointment verified by note from Physician
  - Family Funeral
  - Military-Connected Families (e.g., absences related to deployment and return)

Unexcused Absences

- **Counts toward truancy when exceeding 9 days per semester.**
  - An unexcused absence is any absence not covered under the definition of excused or exempt.

Exempt (these are not common)

Under certain circumstances, the law requires the school to authorize a student's absence and excuse. In each of these circumstances, the student is excused from school and is not to be recorded as absent or penalized in any way by the school. To review this statute, refer to the Compulsory School Attendance Law.

- Recognized religious holidays that are celebrated in the family's faith
- Serving as a page or honoree of the General Assembly (IC 20-33-2-14)
- Serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary, or general election (IC 20-33-2-15)
- When subpoenaed to testify in court (IC 20-33-2-16)
- Serving with the National Guard for no more than 10 days (IC 20-33-2-17)
- Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)
- The student is approved for an educationally related non-classroom activity (IC 20-33-2-17.5)
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)

Attendance Intervention Procedures

- Skyward will email parents or guardians when a student has accumulated five (5) non-exempt absences.
- When a student accumulates seven (7) non-exempt absences, parents or guardians will be notified via email by Skyward and will be contacted by Administration (or designee) in charge of attendance.
- When a student accumulates nine (9) or more non-exempt absences, the parents or guardian will meet with the Administrator in charge of attendance to review academic consequences that could occur with excessive absences. In addition, a referral to truancy mediation services through the Tippecanoe County Prosecutor's Office may be submitted.
- Questions about these absences or the attendance policy in general should be directed to the Administration (or designee) in charge of attendance.

Tardy Policy Grades K-6

- Students who are tardy not only miss instruction, but interrupt the learning for all children in the classroom.
- A student not seated and prepared for class at the 7:45 AM (WL Intermediate) and 9:00 AM (WL Elementary) bell is classified as tardy.

- Students who accumulate five or more **unexcused tardies may receive a consequence**, and their parents/guardians will be notified. A conference may be requested with the parent/guardian to determine the nature of the tardies.

ATTENDING A SCHOOL EVENT

When parents are invited to attend school events during regular school hours, they are reminded that due to privacy laws, **pictures may not be taken of other children** and that they must sign in at the front office before attending the event.

BIRTHDAYS

All birthday treats must be non-food items. This will help to eliminate health concerns regarding food in the building. Please check with your child's teacher regarding their classroom policies for celebrating birthdays. Invitations to private birthday parties are only allowed to be passed out at school if every child in the class is invited. Please remember that extra special items like balloons, gifts and flowers should not come to school; they will not be delivered and will need to be picked up by a parent.

BULLY BEHAVIOR AND SEXUAL HARASSMENT

The school corporation will not condone or tolerate any form of sexual harassment and will take all reasonable steps necessary to discourage it. Bullying and bully-type behavior are not tolerated, and our school discipline code and policy will be enforced to ensure your child's safety at school. Refer to the school code of conduct on page 17.

BUS INFORMATION

Families who are able to access the bus service (live more than one mile from school) should do so in order to avoid traffic, save energy, and ensure your child arrives at school on time. Mr. Doug Caldwell (caldwelld@wl.k12.in.us) is our Transportation Director and can be contacted regarding questions about bus routes. The Assistant Principal will be able to assist with other bus related questions or concerns.

Riding a school bus is a privilege. Please read the West Lafayette Community School Corporation's Policies, Rules, and Guidelines for safe school bus transportation with your child.

The WLCSC Transportation policy and Indiana Code state that any resident school students shall be transported to and from school which he/she attends at the beginning and at the end of each school day if that school is beyond the distance specified below:

1. Students enrolled in kindergarten through 12th grade that live MORE than one mile from school are eligible for transportation to and from school.
2. Students who live less than one mile from school if subjected to extreme safety hazards when walking to and from school. Working together, school administration and the transportation department will determine this.

Additionally:

1. Drivers will only release kindergarten students at bus stops if an adult is present.
2. Collection points may be established along routes within reasonable walking distances from residence of students.
3. Transportation shall be provided as required by law for handicapped children and those

attending special classes.

4. In the event that a bus cannot operate but the school is in session, the students are expected to attend if possible.
5. Eligible students will be picked up and dropped off only at a point in the area designated by the WLCSC.
6. School bus routes, times, and drivers are subject to change.
7. All PM transportation changes must be communicated to the front office and teacher by 2:30 PM.

BUS RULES

Outside the Bus

1. Be on time; be at your designated stop at least five minutes prior to the scheduled bus arrival time.
2. Stay out of the roadway and respect other people's property while waiting at the bus stop.
3. Students are to ride their assigned bus to and from school.
4. Wait away from the roadway until the bus comes to a complete stop, door is open, and the driver gives you the signal to board the bus.
5. When crossing in front of the school bus, stay off the roadway until the bus comes to a complete stop, the stop arm is out, and the driver gives you the signal to cross in front of the school bus.
6. Students must stay at least ten feet in front of the bus when crossing.
7. Never cross behind a school bus.
8. Never go under or reach for anything under a school bus.
9. Do not board the school bus until the driver is present.

Inside the Bus

1. Obey all of the driver's directions promptly and respectfully.
2. Stay seated with eyes directed forward.
3. Keep the aisle and doorway clear of feet, books, etc.
4. No loud voices. Talk to seatmates only. Use a normal voice when talking.
5. Never open or play with windows without the driver's permission
6. Windows shall be only halfway down when open.
7. Never put anything out the window including hands, hair, heads, arms, etc.
8. Never yell out the window.
9. Remain seated until the bus comes to ao complete stop and the driver opens the door.
10. Students will be quiet at railroad crossings.
11. Fighting, wrestling, horseplay, or profanity will not be tolerated.
12. No eating or drinking on the bus. Save snacks and homework for later.
13. Do not throw objects inside the bus or out the windows of the bus.
14. Emergency doors are used for emergencies only. Students are not to use the emergency doors to enter or exit the bus.
15. Non-transportable objects:
    a. Any item that is too large to hold on a student's lap, placed on the floor between the student's legs, or between the sidewall of the bus and the student's leg.
    b. Live animals.
    c. Glass containers/objects.
    d. Inflated balloons.
    e. Weapons, ammunition, explosives, or dangerous material.
    f. Any item that could cause a mess or destruction to the bus.

g. Any item that could be determined to be a safety hazard.
h. Large musical instruments like cellos and string base. Smaller instruments may be transported if they can be stowed under the seat or between the student's legs. No instrument may obstruct aisle ways, doors, or emergency exits.

16. When a student has a friend riding the bus with them or needs to be picked up or dropped off at an alternate bus stop they must have a signed note from the parent or guardian and approval from school personnel. This is limited to one friend riding the bus with a student. If there is more than one friend needing to ride, the parent must get prior approval from the Transportation Director.

BUS STUDENT MANAGEMENT

All school children, while being transported on a school bus, shall be under the supervision, direction, and control of the school bus driver and shall be subject to discipline of the bus driver and governing body of the school corporation (I.C. 20-9.1-5-19)

Students should only exit the bus once they have reached the school or their designated bus stop.

Before submitting a Bus Conduct Report, the driver will strive to resolve all behavioral problems at the lowest level. Should a serious misconduct occur, a student may be suspended indefinitely from riding the bus without a previous warning.

1. First Offense
    a. The driver fills out a Bus Conduct Report. Guardians will be informed of the referral via email. The student is given a warning and informed of the consequences if rules are broken again. The student may be moved to an alternate seat.
2. Second Offense
    a. The driver fills out a Bus Conduct Report form. One copy will be sent home to the parents, one will be kept in the office, and one given to the bus driver. An administrator or transportation director will determine the length of suspension from the bus, if any.
3. Third Offense
    a. The driver fills out a Bus Conduct Report form. One copy will be sent home to the parent, one will be kept in the office, and one will be given to the bus driver. Recommended suspension may be for a longer time or may be permanently suspended from riding the bus.

CELL PHONES AND OTHER PERSONAL ELECTRONIC DEVICES

No electronic communication devices, such as smart watches with texting, gaming and/or camera capabilities, may be worn at school. Cellular phones or other communication devices may not be used by students during school hours and must be turned off and kept in backpacks if needed for after school purposes.

WLCSC K-6 Cell Phone and Electronic Communication Device Guidelines

At West Lafayette Elementary and Intermediate Schools, the school day is defined as "bell to bell" (9:00 AM–3:35 PM at WLES, 7:30 AM-2:15 PM at WLIS). During this time, students are expected to have their personal electronic devices stored away, powered off, and inaccessible. Devices should remain in the student's backpack throughout the school day.

Our goal with this expectation is to support a focused, engaging learning environment where students can fully participate in learning and interact positively with their peers.

This policy applies not only to cell phones, but also to:

- Smartwatches connected to a cellular telephone, cell tower, or the internet
- Gaming devices
- Any other personal electronic devices

Headphones or earbuds may only be used when permitted by a teacher for instructional purposes.

1st Offense:
Device confiscated and returned to the student at the end of the school day. Parent/guardian notified.

2nd Offense:
Device confiscated. Parent/guardian must pick up the device from the school office. Additional school-based consequences may be assigned, such as a lunch detention, walking recess, or a similar age-appropriate consequence.

3rd Offense:
Device confiscated. Parent/guardian must pick up the device. A meeting will be held with the student, parent/guardian, and a school administrator to develop a plan for future compliance. Additional school-based consequences may be assigned.

Please note that repeated violations may be considered insubordination and may result in progressive disciplinary consequences as outlined in the Student Handbook. Additionally, refusal to surrender a device when directed by a staff member will be considered defiance/insubordination and may result in a one-day out-of-school suspension.

CHILD CARE BEFORE AND AFTER SCHOOL

Safe Harbor Before and After School Care provides care before and after-school in the West Lafayette Elementary School building. Call 765-464-8800 or email info@safeharborschools.com for further information regarding registration and availability. If there is a two-hour delay, Safe Harbor will operate on a one-hour delay, opening at 7:30 AM. If school closes during this delay, Safe Harbor will close as well. If school is released early, Safe Harbor will **not** be operating that afternoon/evening.

CLASS PARTIES

Snacks should be reviewed by the classroom teacher and/or room parent to ensure all allergy and health concerns are considered. In order to let the focus remain on the students in the classroom, no younger siblings may attend classroom parties. For students with allergies or special dietary needs, we ask that parents of that child provide a special treat to ensure they have a safe party snack.

COMMUNICATING WITH YOUR CHILD'S TEACHER

Please allow 24 hours during the school week for a response from an email or voicemail. If you leave a message or send an email and do not hear back from the teacher or other school personnel within 24 hours during the school week, please call the office for assistance.

CRIMINAL HISTORY/BACKGROUND CHECK

Any volunteer who may have direct, ongoing contact with children when performing services for the school must provide to the Corporation with an expanded criminal history check prior to beginning volunteer work for the Corporation.

Visit the following link for information on how to complete this process:
https://www.wl.k12.in.us/employment/background-check?tag[0]=background

DESKS/LOCKERS

Indiana statutes authorize and regulate student locker/desk searches in the public schools.

The principal shall authorize opening and inspection of any locker or desk in the school building, if in their judgment there is a clear and present danger to other persons or property or if there is reasonable cause to believe that materials, forbidden by law, school policy, or school rules, are contained therein. If possible, the student whose locker/desk and contents are being inspected shall be present except in the case of a general opening and search of the lockers of all students.

DISCIPLINE

Teachers will send home a copy of their class discipline plan. Please review the plan with your child. Please read the **Student Code of Conduct** that is attached to this handbook to review the discipline policies in place for our entire school corporation for serious or habitual discipline issues. Parents may not be contacted directly concerning minor discipline matters in specific situations. We believe it is important to allow children to correct their poor choices on their own when possible, especially when the situation is minor, and we believe the situation does not need additional parental intervention.

DRESS CODE

Student dress should reflect the prevailing standard of the West Lafayette Community School Corporation and its community where health and safety, common decency, respect, and behavior expectations are met.

The administration has the authority to determine what is appropriate. Students will be considered in violation of the dress code guidelines if their apparel:

- is found to be disruptive to the educational process,
- presents a hazard to the health of safety of the student himself/herself or to others in the school
- causes excessive wear or damage to school property

We strongly recommend that students wear close-toed shoes to provide protection and support during recess and Physical Education.

EARLY SCHOOL DISMISSAL

On rare occasions, school is dismissed early for weather emergencies. You will be provided a form at the beginning of school and again at the beginning of the second semester to inform the school of your contingency plan should the school dismiss early.

EMERGENCY CONTACT NUMBERS

It is essential that the emergency contact numbers that we have on file are for a LOCAL person

who is able to help your child and school officials immediately should a need arise. If we are unable to contact a parent, guardian, or emergency contact person, our next step is to contact local authorities for assistance. Emergency contacts must be different from the primary family member(s).

FIELD TRIPS

Field trips are an important part of the educational curriculum at West Lafayette Elementary School. They provide valuable learning experiences that enrich and extend classroom study. These experiences should not be missed unless your child is ill or will be missing school for an excused absence. Parents must give written permission for field trips occurring outside of Tippecanoe County. Often, small fees are collected from students to cover expenses. Scholarships are available for some class field trips. Please contact your child's teacher anytime a scholarship is needed.

Siblings are not allowed to attend classroom field trips. These special events are for West Lafayette Elementary School students, teacher, and parent chaperones only. Students participating in field trips should ride the bus if one is provided; parents/guardians are not allowed to drive their child to the destination for a school trip. Students without permission to take the school bus to the destination will be accommodated at school for the day. Chaperones must ride the bus to and from the field trip.

The number of chaperones needed for field trips are based on the teacher's decision and/or the rules of the destination. All chaperones must have a school background check on file. Parents or guardians not assigned as a chaperone may not meet the class or participate in the field trip activities.

HEAD LICE

The school nurse will check students for lice as necessary throughout the school year. Please follow the nurse's protocol for treating head lice and guidelines regarding returning to school.

HIGH ABILITY INSTRUCTION

Unlike many schools in the state, West Lafayette Elementary School is able to accommodate the needs of High Ability students within their general education classrooms. Through differentiated instruction and the use of small group strategies, the teachers make it a regular practice to meet the diverse needs of all of their students. Further information can be found here.

HOMEWORK

Your child may have homework at West Lafayette Elementary School. You can expect the homework to be practice or review of concepts taught at school. Your child may also be assigned a "project" that is an individual or family project designed to be shared at school. We expect that homework will generally follow the "10 minutes per grade level" concept, meaning that homework in Kindergarten will take about 10 minutes, First grade about 10 -15 minutes, Second grade about 20 minutes and Third grade about 30 minutes. In addition to the homework expectations, some teachers may also assign nightly reading time.

ILLNESS AND SCHOOL PARTICIPATION

If a child is ill at home, parents will call/email the school attendance line daily to report the reason for absence. It is helpful if specific symptoms and/or diagnoses are reported. When a child returns to school after an illness, they must go to the nurse's office for an evaluation, and if the child is not well enough yet to be in school, they will be sent home.

Indications of when a child should stay home include, but are not limited to:

- A fever of 100 degrees Fahrenheit or more, the child should stay home until 24 hours after the temperature returns to normal without fever-reducing medication and the child should show symptom improvement.
- Vomiting or diarrhea indicates the child should stay home until 24 hours after the last episode.
- A rash that may be disease-related or the cause is unknown should be checked by the child's health care provider before sending the child to school.
- If antibiotics are prescribed for a contagious disease such as strep throat or pink eye, please allow 24 hours on the medication before returning.

A doctor's excuse is required for a child to be excused from recess or physical education. Students are to participate in recess and physical education, whether inside or outside. If a child is well enough to attend school, they are usually well enough to go to recess.

INTRAMURAL SPORTS

Programs are offered through the West Lafayette Parks and Recreation. (765-775-5110)

ITEMS BROUGHT TO SCHOOL DURING THE DAY FOR YOUR CHILD

If items are brought to school for your child after the school day has begun, please bring them to the office for your child to pick up at the teacher's convenience. This helps us reduce interruptions to the instructional day for all students. Please remember that special items like balloons, gifts, and flowers should not be brought to school.

LUNCH

Students may buy their lunch, bring a sack lunch and purchase milk or water, walk home with a parent, or go out with their parents for lunch. **No sodas or fast food may be brought to the cafeteria.** Menus can be found on the West Lafayette Elementary School website and are posted in the classrooms.

Parents wishing to eat lunch with their child may do so once a background check is approved. We are only able to accept cash payments for adult lunch purposes. If using cash, we do not have change in the school office, so exact change is needed.

Please wait until after the first month of school to arrange to eat lunch with your child so that they and their classmates can get used to the cafeteria procedures and eating lunch in a large group setting. In order to let the focus remain on the student, no younger siblings may participate.

Due to privacy laws cameras are not allowed in the cafeteria. Administration retains the right to delete any picture taken of West Lafayette Elementary School students during school hours.

MEDICATIONS

The school nurse or school personnel are only allowed to give medication at school if there is a written doctor's order **and** written parental authorization. The doctor's order needs to include specific instructions regarding dates, times, and dosage for the medication. Medicine must be in the original container with a label stating the name of the individual, the name of the medicine, the

dosage, and the name of the physician. On request, most pharmacists will prepare two bottles with labels; one to be used at home and one to be used at school. **Parents must personally deliver medications to the school nurse.** Parent permission must be obtained by the nurse to provide non-prescription medications such as Tylenol, ibuprofen, or Benadryl. If you have questions, contact the school nurse at 464-3212 extension 4105 or wlesnurse@wl.k12.in.us.

MESSAGES TO STUDENTS DURING SCHOOL HOURS

Please refrain from calling the office or your child's classroom to give your child a message unless it is a true emergency. Messages concerning transportation should be left with the front office staff before 2:30 PM. Students will not be allowed to call home unless the situation is deemed serious by the teacher and/or administration.

PARENT-TEACHER CONFERENCES

The Indiana Department of Education does not allow schools to utilize ½ days of school to facilitate parent-conference appointments. Our teachers choose to arrange Parent-Teacher conferences in the Fall and sometimes also in the Spring on their own time. Information will be sent home by your child's teacher when he/she schedules the conferences. These scheduled conferences do not include those times when you might need to meet with your child's teacher earlier or later in the semester. Please contact your child's teacher to request a meeting with him/her if necessary.

TOYS

No toys may be brought to school unless approved by the classroom teacher and/or administration. If these items are mistakenly brought to school, the student will be asked to place them in their back-pack. If it is displayed again, it will be kept in the school office for parent pick up at the end of the day.

PETS

Families choosing to bring a pet with them during arrival and dismissal must have the pet on a leash, clean up after them, and ensure the comfort of our students by keeping a comfortable distance from entrances and walkways. Convocations and class projects involving animals may be held upon the approval of administration. -

PLAYGROUNDS

- All playgrounds are closed to the community during the school day. This includes walking through the playground areas when students are present.
- East/Small Playground: Only students with adult supervision may play on the East playground after school.
- West/Large Playground: From 4:00 to 6:00 PM, this playground is reserved for Safe Harbor Before and After School Care.

PROMOTION, PLACEMENT, AND RETENTION

The school recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their development.

The administrative team compiles class lists with input from all stakeholders. A move from one class to another or from one grade level to another is very rare and should be done with consideration of

all educational, social, and emotional impacts to all involved.

POSITIVE BEHAVIORAL INTERVENTIONS & SUPPORTS (PBIS)

PBIS is a school-wide program designed to recognize positive behavior throughout the building, including the classroom, specials, hallways, lunch, and recess. All staff participate in celebrating good citizenship.

REPORT CARDS

We have four, nine week reporting periods. Report cards will be posted to your child's Skyward account after each grading period. If you have questions or concerns regarding the report card, please send an email or call your child's teacher.

SCHOOL CLOSINGS AND DELAYS

During severe weather, it sometimes becomes necessary to close school. The decision to close or delay is made by the superintendent. Please do not call the school in regard to school closings, and instead use the following resources. Information regarding school closings and delays can be found on the Corporation Website (www.wl.k12.in.us), WLFI TV18 news, local radio stations, and through Skyward emails, phone messages, and text messages.

Please Note- **West Lafayette Elementary** is a part of the **West Lafayette Community School Corporation**, NOT Tippecanoe County Schools or Lafayette Schools.

SCHOOL FACILITIES

Students are expected to keep facilities orderly and clean and to contribute to their maintenance. The student/parents will assume the full cost of repair or replacement of any facilities damaged or lost by the student.

A. USE OF THE SCHOOL BUILDING BY STUDENTS

Building hours are posted. Students may not be in the building other than posted hours unless supervised by a member of the faculty, a coach or an activity sponsor. Support staff and maintenance personnel are not authorized to assume the responsibility of supervision.

B. HALLWAY PROCEDURES

Hallway behavior should reflect an attitude of respect for others. (Quiet voices, no running or unsafe behavior)

C. RESTROOMS

Students are expected to assist in keeping the facilities clean and orderly.

D. BUILDING USE

Groups that are not WL Schools extracurricular groups, before and after school care, or WL Parks and Recreation Groups may not reserve West Lafayette Elementary School space before 8:00 AM, nor between 8:30 AM and 4:30 PM. For after-school groups, students must go home to a parent, guardian, or supervisor and then return for after-school groups such as Boy Scouts, Girl Scouts, or other service-oriented groups. The safety and delivery of all children to their expected location is our #1 priority between 3:15 PM and 4:15 PM.

SIGN-IN AND SIGN-OUT PROCEDURES

To provide the safest care for our students, your child must be signed in and out by an adult, through the office when leaving with you for any reason.

- **We strongly encourage picking up before 3:00 PM for afternoon appointments.** This will minimize potential dismissal confusion for students and staff. If it is necessary to pick your child up before dismissal, it is best to park in the spaces closest to Cumberland Ave. to avoid being blocked in by the car-rider line.

- Office staff will call your child's room and have him/her sent to the office for pick-up.

- If your child returns before the end of the school day, you must sign him/her back in with the office staff prior to their return to class.

- Because instructional time is so valuable, we will only call children to the office to leave for an appointment when a parent or guardian arrives in the office to sign them out. Please plan your pick-up time so that your child will have time to gather their things and walk to the office to sign out.

- Parents or guardians should notify the classroom teacher via a note or email if your child will be picked up during the school day.

- Should you wish to take your child from school for lunch, you will need to sign your child out in the front office and back in after lunch. An adult must accompany students who walk home for lunch.

SNACKS

Please speak to your child's teacher regarding their classroom policy. Please remember that all classrooms are nut-free when deciding on your child's snack.

SPECIAL SERVICES FOR STUDENTS WITH SPECIAL NEEDS

West Lafayette Community Schools provides services for students who qualify under Article 7. Other students may qualify for modifications in their instruction through Section 504. Please contact our Principal with questions or concerns about your child needing Special Education Services or Section 504 Services. They can answer any questions and guide you to other educational professionals who can help and support your child.

STUDENT or PARENT COMPLAINTS AND GRIEVANCES

It is the tradition in this school corporation that education is best served when parents, students and teachers communicate with each other on matters of mutual concern. When problems occur, it is recommended and requested that parents and/or students talk directly to the specific staff member involved rather than to a third party. If problems are not resolved, then talking with the school counselor, Assistant Principal, or the Principal is advised.

TESTING

ILEARN & IREAD-3: The Indiana state mandated test for third grade, ILEARN, will be given in the spring each year. In addition, the third grade students will be given a standardized reading assessment in the spring called IREAD-3. Students not passing the IREAD-3 exam will be required to participate in remediation programs for the remainder of third grade and must retake

the exam during the summer. Individual needs of students will be discussed with the parents, teacher, and Principal regarding IREAD-3 results.

WIDA: The purpose of the English Language Proficiency Assessments is to determine a student's level of English proficiency. WIDA ACCESS is the English Language Proficiency Assessment administered in Indiana. The WIDA Kindergarten Screener and the WIDA Screener (grades 1-12) function as a screener that is used for both initial and English Language (EL) program placement of students who are identified as Limited English Proficient (LEP). The annual assessment is administered to determine a student's current level of English proficiency.

VISITORS TO WEST LAFAYETTE ELEMENTARY SCHOOL

All visitors to the school, i.e., any person not enrolled as a student at school or employed by West Lafayette Community School Corporation, must report to the main office of the school, declare their business, obtain permission to be in the building, and receive a visitor badge. Visitors must check out via the main office before leaving the building. Parents wishing to visit classrooms need to receive approval from the classroom teacher and office at least 24 hours in advance. Visits may be limited in certain situations depending on the individual privacy needs of our students. We will not begin welcoming visitors into the building until after Labor Day. Please see the section titled *Criminal History/Background Check*.

WALKING TO SCHOOL

Crossing guards are provided by the West Lafayette Police Department and are located at the intersection of Benton St. and Cumberland Ave. as well as at the intersection of Barlow St. and Cumberland Ave. Kindergarten students may not walk to or from school alone; an adult or older sibling must accompany them. Please provide your child's kindergarten teacher with the name of the older sibling.

WITHDRAWING FROM SCHOOL

While we hate to see families move out of the WLCSC school district, we understand that plans may change during the school year. Please call the office to notify us of your planned withdrawal. This will allow us to ensure that school records are prepared and ready when the new school requests them. Students who withdraw for extended travel outside of the country or to complete home-school will not receive materials from WLES. It is the parent's responsibility to enroll the child in another school or to complete home-schooling.

If a student's legal settlement is changed after the student has begun attending WLES the student may be permitted to stay through the end of the semester if transportation can be provided by the family. At the discretion of the Building Principal, based upon academic standing, attendance, and behavior, the effective date of withdrawal from the Corporation may be extended to the end of that school year.

West Lafayette Community School Corporation
K-12 STUDENT CODE OF CONDUCT

School officials may find it necessary to discipline students when their behavior interferes with school purposes or educational functions of the school corporation**. In accordance with the provisions of I.C. 20-33-8, administrators and staff members may take the following actions:**

a. REMOVAL FROM CLASS OR ACTIVITY TEACHER:

- A middle school, junior high, or high school teacher may remove a student from the teacher's class or activity for a period of up to five (5) class periods if the student is assigned regular or additional work to be completed in another school setting.

- An elementary teacher may remove a student from the teacher's classroom or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

b. SUSPENSION FROM SCHOOL PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.

c. EXPULSION: A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester. In cases where the student is being expelled for possession of a firearm, a destructive device, or a deadly weapon, the maximum length of the expulsion period is listed under the Grounds for Suspension and Expulsion, Section C and Section D.

GROUNDS FOR SUSPENSION OR EXPULSION:

The grounds for suspension or expulsion listed in section A. below apply when a student is:

a. On school grounds immediately before, during, and immediately after school hours and 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; or

c. Traveling to or from school or a school activity, function, or event.

a. Student Misconduct and/or Substantial Disobedience

- Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited

to:

- Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:

    1. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
    2. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room
    3. Setting fire to or damaging any school building or property.
    4. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
    5. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
    6. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
    7. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
    8. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
    9. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
    10. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person is not a

violation of this rule.

11. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.

12. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.

13. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person, persons, or damage property when the student has information about such actions or plans.

14. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
    Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
        i. **Exception** to Rule 15: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

        ii. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.

        iii. The nature of the disease or medical condition requires emergency administration of the prescribed medication.

        iv. The student has been instructed in how to self-administer the prescribed medication.

        v. The student is authorized to possess and

self-administer the prescribed medication.

15. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

16. Possessing, using, transmitting, or being affected by caffeine-based substances other than

    i. beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or
    ii. any other similar over-the-counter products.

17. Possessing, using, distributing, purchasing, or selling tobacco products of any kind or in any form.

18. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.

19. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

20. Failing to completely and truthfully respond to questions from a staff member regarding school- related matters including potential violations of the student conduct rules or state or federal law.

21. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.

22. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.

23. Aiding, assisting, or conspiring with, another person to violate these student conduct rules or state or federal law.

24. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.

25. Taking or displaying pictures (digital or otherwise) without the

consent of the student or staff member in a situation not related to a school purpose or educational function.

26. Engaging in pranks that could result in harm to another person.

27. Use or possession of gunpowder, ammunition, or an inflammable substance.

28. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:

    1. engaging in sexual behavior on school property;
    2. engaging in sexual harassment of a student or staff member;
    3. disobedience of administrative authority;
    4. willful absence or tardiness of students;
    5. engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
    6. violation of the school corporation's acceptable use of technology policy or rules;
    7. violation of the school corporation's administration of medication policy or rules;
    8. possessing or using a laser pointer or similar device.
    9. Use of an electronic device, a cellular telephone, or any other telecommunication device in a situation which is on school grounds, during school hours, that is not related to a school purpose or educational function is prohibited.

29. Any student conduct rule the school building principal establishes and gives publication of it to all students and parents in the principal's school building.

b. <u>Bullying</u>

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

    - places the targeted student in reasonable fear of harm to the targeted student's person or property;

    - has a substantially detrimental effect on the targeted student's physical or mental health;

    - has the effect of substantially interfering with the targeted student's academic performance; or

    - has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment. The Corporation prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the School Administration who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the building principal or designee. This report may be made anonymously. Parents of all students involved in alleged incidents will be notified before the end of the next day after the school becomes aware of the possible incident.

5. The building principal or designee shall investigate immediately all reports of alleged bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The building principal or designee has the authority to investigate any claim and to speak with any student prior to notifying the parent or guardian. The parents of the bully and the targeted

student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. Parents will also be notified of the conclusion of the investigation before the end of the next school day after the conclusion. However, information about student discipline and consequences can only be shared with a child's parent or guardian. Parents or guardians cannot receive information about other students who might be involved.

6. The building principal or designee will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

9. Counseling, corrective discipline, and/or referral to law enforcement may be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

10. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

LEGAL REFERENCE:

a. I.C. 20-33-8-0.2
b. I.C. 20-33-8-13.5

c. <u>Possessing A Firearm or a Destructive Device</u>

- No student shall possess, handle or transmit any firearm or a destructive device on school property. The following devices are considered to be a firearm under this rule:

a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive

b. the frame or receiver of any weapon described above

c. any firearm muffler or firearm silencer

d. any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device

e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter

f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled

g. an antique firearm

h. a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes

- For purposes of this rule, a destructive device is

1. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above,

2. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or

3. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.

- The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the

first semester after the one year period. The superintendent or principal may reduce the length of the expulsion if the circumstances warrant such reduction.

- The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

d. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.

2. The following devices are considered to be deadly weapons as defined in I.C. 35-31.5-2-86:

   i. a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.

   ii. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.

   iii. a biological disease, virus, or organism that is capable of causing serious bodily injury.

3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.

4. The superintendent *(shall immediately) (may)* notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

e. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

APPEAL

The Board of School Trustees has voted not to hear any expulsion appeals.

LEGAL REFERENCE:

1. I.C. 20-33-8 et seq.
2. I.C. 35-31.5-2-86
3. I.C. 35-47.5-2- 4
4. I.C. 35-47-1-5

SUSPENSION AND EXPULSION PROCEDURES

SUSPENSION PROCEDURE

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

- A meeting will be held prior to the suspension of any student, or as soon as reasonably possible after the student's suspension if the misconduct requires immediate removal of the student. At this meeting the student will be entitled to:
    - a written or oral statement of the charges;
    - if the student denies the charges, a summary of the evidence against the student will be presented; and,
    - the student will be provided an opportunity to explain their conduct.

- The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.

- Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

EXPULSION PROCEDURE

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

a. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

    - legal counsel

    - a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
    - An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

b. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and

the procedure for requesting the meeting.

c. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.

d. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

APPEALS

The Board of School Trustees has voted not to hear any expulsion appeals.

LEGAL REFERENCE:

- I.C. 20-33-8-18
- I.C. 20-33-8-19