



Woodrow Wilson Middle School
301 South 25th Street
Terre Haute, IN 47803
Phone: (812) 462-4396
Fax: (812) 232-2217

The **mission** of the Vigo County School Corporation is to build on the strengths of our diverse community, we create an engaging, comprehensive educational environment that supports the growth of lifelong learners.

Principal	Jayne Ann Virostko
Assistant Principal	Brian Sullivan
Assistant Principal	Stacy Mason
Dean of Students	Jack Miller
School Counselor	Shelley Williams-Bennett
School Counselor	Nicole DuBois
Behavioral Interventionist	Dominique Morefield
Case Conference Coordinator	Aimee Dwyer
Restorative Practices Teacher	Sheri Foy
Secretary	Jayne Dinkel
Registrar	Jennifer Miller
Treasurer	Nancie Vicino

Walkers

Children who walk to and from school should not arrive in the morning earlier than 7:30 a.m. Students are required to walk directly to school in the morning and directly home after school. Walkers may enter the building Door #8, located on the north side of the building near the tennis courts.

Car Pick-up/Drop-off

Our Pick-up/Drop-off lines form in the north parking lot near the tennis courts. For safety purposes, all students will enter the building at Door #8 near the tennis courts by 7:55 a.m. and the main entrance Door #1 after 7:55 a.m. Please drop your child off at these doors in the morning. At 3:15 p.m., bus riders will exit the building from the Auxiliary Gym. Students who walk or are being picked up will exit the building through Door #8 or #14 on the north end of the building or the main entrance Door #1. Students will cross 25th Street with the assistance of a crossing guard and SPO. Please do not park in the First Financial Bank lot.

MORNING PROCEDURES

1. Students are requested to arrive between 7:30 a.m. and 7:55 a.m.
2. Students must enter the building through Door #8.
3. Students arriving **after** 7:55 a.m. must enter the building at the main entrance Door #1.
4. Upon arriving at the school, students will be directed to the main gymnasium.
5. Breakfast will be served from 7:30-7:55 a.m.
6. Students will be released to go to their lockers at 7:55 a.m.
7. Students are required to be in their first period class by 8:05 a.m.

AFTER SCHOOL PROCEDURES

1. Student who ride the bus will exit the building though exit by the auxiliary gym.
2. Students who walk or are picked up will exit the building through exit door #8 by the tennis courts and the main entrance of the school. .
3. All students should be out of the building by 3:30 p.m. unless they are supervised by a teacher or a coach.
4. Only buses will be allowed in the Poplar St parking lot from 3:00-4:00 p.m. Students can be picked up by the tennis courts or in the Meadows Shopping Center parking lot.
5. Parents please do NOT park in the First Financial Bank lot.
6. Students should not loiter on adjacent properties when coming to or leaving school. This includes the Meadows Shopping Center.
7. The same policies or rules will apply as if the students were on the school grounds.

Class Schedules

		Daily Bell Schedule				Two Hour Delay Schedule
8:05 - 8:50		Period 1 Advisory			10:05 - 10:38	Period 1 - Advisory
8:55 - 9:40		Period 2			10:42 - 11:12	Period 2
9:45 - 10:30		Period 3			11:16 - 11:46	Period 4 - 6th Grade Lunch
10:35 - 11:20		Period 4 (7th & 8th)			11:50 - 12:20	Period 5 - 7th Grade Lunch
10:35 - 11:05		6th Grade Lunch			12:24 - 12:54	Period 6 - 8th Grade Lunch
11:10 - 11:55		Period 5 (6th)			12:58 - 1:30	Period 3
11:25 - 12:10		Period 5 (8th)			1:34 - 2:06	Period 7
11:25 - 11:55		7th Grade Lunch			2:10 - 2:40	Period 8
12:00 - 12:45		Period 6 (6th & 7th)			2:44 - 3:15	Period 9
12:15 - 12:45		8th Grade Lunch				
12:50 - 1:35		Period 7				

1:40 - 2:25		Period 8				
2:30 - 3:15		Period 9				

Skyward Access

Parents have access to their students' Skyward account to stay updated on **grades, attendance and discipline.**

You can access Skyward at www.skyward.vigoschools.org

CHANGE OF ADDRESS

If for any reason you have a change of address or phone number, please contact the school to make those changes as soon as possible.

HEALTH SERVICES

If a student becomes ill at school or has an accident or other emergency, he/she should notify the office and report to the health room, and not call home on their cell phone. The student may rest there, or if he/she is ill enough to leave school, the school will contact the parents and make arrangements for the student to go home. Students are not to call from their cell phones or text parents for pick up when ill. Go to the Health Office to call home.

EMERGENCY HEALTH CARDS must be **filled out in Skyward** at the beginning of each school year. Every effort will be made to contact the parent if a health emergency exists. If a parent cannot be reached, there are spaces on the card to list other names to contact in an emergency.

STUDENT MEDICATION

Prescription and over-the-counter medication must be brought in an original, labeled bottle from the pharmacy. Over-the-counter medications must be accompanied by a note from the parent identifying the medication and stating the dosage and time it is to be given.

All medication must be taken to the Health Office upon a student's arrival to school. In order for the nurse or nurse's aide to administer any medication, the proper form must be completed and be on file in the Health Office. All health and medication forms are available to students and parents in the Health Office. No class time will be taken for dispensing of medication except in an emergency situation.

VACCINATIONS REQUIRED FOR SCHOOL ATTENDANCE

Parents should have students immunized according to current state law. Students may be excluded from school for non-compliance. A list of required vaccines is posted on the nurses' page of the V.C.S.C. website. The only objections that the State of Indiana will accept are religious or medical objections. Contact the school nurse for more information.

LOST AND FOUND

Is located in the cafeteria.

Attendance

If your student will be absent from school you will need to call 812-462-4396 and pick the attendance office, leave a message of why your child is absent that day, otherwise it will be counted as an unexcused absence.

**STUDENT ATTENDANCE, ACADEMIC ENGAGEMENT, AND TRUANCY
PREVENTION POLICY**

The School Board believes that presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel. Students are bound by the requirements of Indiana's compulsory attendance law. Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day in which the educational program in which the student is enrolled is being offered (including a mandatory videoconference, phone conference, or other virtual environment during e-learning days or as part of a continuous or virtual learning program). Academic engagement is the quality of students' participation or connection with the schooling endeavor and hence with activities, values, people, goals, and places that comprise it, and encompasses the academic, behavioral, and emotional enrichment of each student.

Attendance shall be required of all Corporation students, except those exempted under other provisions of State law, during the days and hours that the school is in session. Daily attendance will be appropriately recorded, and reports will be submitted to the IDOE in accordance with IDOE guidance and formatting/submission requirements.

Content may be delivered onsite in person or off-site during instructional days in the academic school year. If the Corporation conducts more than three (3) virtual days when at least 50% of the Corporation's in-person enrolled students attend virtually or online, at least 50% of instructional time on any subsequent virtual days will consist of teacher directed synchronous instruction. Where instruction is less than 100% teacher directed synchronous instruction, the remainder of instruction will be asynchronous.

Exceptions to compulsory attendance are established in IC 20-33-2 and shall be recognized by the Corporation. For any of these exceptions a student shall be recorded as excused absent from school.

The Superintendent shall require, from the parent of each student or from an adult student who has been absent for any reason, a written statement of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. prolonged absence;
- B. absence of more than three (3) days duration;
- C. repeated unexplained absence and tardiness.

At a minimum, in accordance with Indiana law, the Board considers the following as exceptions to compulsory attendance, and may not be recorded as absences or penalized by the school in any manner:

- A. Service as a page for or as an honoree of the general assembly (not recorded as absence)
- B. Serve on a precinct election board or as a helper to a political candidate or to a political party on the date of each general, city, or town, special, and primary election at which the student works
- C. Subpoena to appear in court as a witness in a judicial proceeding
- D. Ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year
- E. Member of the Indiana wing of the civil air patrol who is participating in a civil air patrol for not more than five (5) days in a school year
- F. "educationally related non-classroom activity" as defined in I.C. 20-33-2-17.5
- G. Student or member of student's household participates or exhibits in the Indiana State Fair for educational purposes, for not more than five (5) days in a school year, if student is in good academic standing, as determined by the school corporation

The following absences shall be considered excused (additional documentation beyond what is listed below may be required before an absence is considered excused):

- A. Illness verified by a note from the parent
- B. Illness verified by a note from a physician
- C. Recovery from accident

- D. Professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.
- E. Death in the immediate family or of a relative.
- H. Observation or celebration of a bona fide religious holiday
- I. Maternity
- J. Military connected families' absences related to deployment and return
- K. Such other good cause as may be acceptable to the Superintendent or his or her designee or permitted by law

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

A habitually truant student may not participate in extra-curricular or cocurricular activities, unless:

1. at the Corporation's discretion, in accordance with a plan that meets the requirements of the Student Attendance Plan below (even if the student is beyond grade 6) and signed by the student and a parent, provided such participation is permitted by the association governing the activity (if applicable);
2. after one month of attendance without any unexcused absences and provided such participation is permitted by the association governing the activity (if applicable); or
3. in accordance with an IEP, Section 504 Plan, Service Plan, or other comparable plan created to meet legal duty to a student with a disability under federal or state law.

Truancy Prevention Policy

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as willful refusal to attend school as required by the compulsory attendance law.

The Board shall consider each student assigned to a program of other guided learning experiences, to be in regular attendance for the program provided that they report to such staff member they are assigned for guidance at the place or in the manner in which they are conducting study, and regularly demonstrate progress toward the objectives of the course of study.

Absent student – A student is an “absent student” if the student is enrolled in kindergarten through grade 6 and is absent five (5) days within a ten (10) week period without being excused or being absent in conformity with a note on file from the student’s doctor, therapist, or other professional requesting frequent absences be excused under the student’s IEP, Service Plan (developed under 511 IAC 7-34), Choice Scholarship Plan (developed under 511 IAC 7-49), or a plan developed under Section 504 of the Rehabilitation Act of 1973, 29 U.S.C. 794.

Parent Notice – The Corporation will immediately provide the following written notifications to the parent of an absent student:

1. The student is an “absent student” under the definition above.
2. The parent is responsible for monitoring the absent student’s attendance and ensuring the absent student attends school in accordance with compulsory attendance laws.
3. The Corporation will be initiating truancy prevention measures regarding the absent student.
4. The parent is required to attend an attendance conference regarding such truancy prevention measures.
5. If the absent student meets the requirements of a habitual truant, the Superintendent or attendance officer of the school is required to report the student to an intake officer of the juvenile court or the department of child services in accordance with IC 20-33-2-25. The juvenile court may determine that the student is committing a delinquent act as provided under IC 31-37-2-3. And the parent of the student may be subject to prosecution under IC 35-46-1-4.

Attendance Conference –The Corporation shall hold an attendance conference to discuss the absent student’s absences and establish a plan for the student to prevent future absences. At least the following individuals must be present:

1. Representative of the school
2. Teacher of the absent student
3. Absent student’s parent

4. Representative chosen by the absent student's parent who may provide insight into the student's absenteeism *if* the student's parent makes a request to the school that the representative attend and provides notice to the school regarding the identification of the representative at least forty-eight (48) hours before the attendance conference.

This attendance conference shall be held no more than five (5) instructional days after the absent student's fifth absence, regardless of whether the absent student's parent or representative in (4) above is able to attend. The Corporation shall make all reasonable efforts to hold such conference on a date and time that works for the schedule of the absent student's parent.

Absent Student Attendance Plan – Such plan may include:

1. wraparound services that are able to be provided to the absent student to ensure the absent student attends school;
2. a specific description of the behavior that is required or prohibited for the student;
3. any additional disciplinary action the school will take if the absent student does not comply with the plan;
4. if applicable, a referral to counseling, mentoring, or other services for the student;
5. if applicable, whether a parent is expected to attend the “additional services” described below; to the extent possible, the signature of the parent of the absent student agreeing to comply with the plan; and
6. the period for which the plan is effective, not to exceed forty-five (45) instructional days after the plan was established.

Additional Services – The Corporation will offer additional counseling or services to an absent student if the school determines that the absent student's absences are related to any of the following:

1. the absent student's pregnancy;
2. that the absent student is in foster care (as defined in IC 31-9-2-46.7);
3. that the absent student is homeless; or
4. that the absent student has a severe or life-threatening illness or related treatment.

The Superintendent is authorized to develop administrative guidelines for student attendance, e-learning, and truancy.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

The Superintendent shall ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

I.C. 9-24-2-1, -4

I.C. 20-33-2-3.2

I.C. 20-33-2-17.7

I.C. 20-33-2-4 et seq.

I.C. 20-33-2-14

I.C. 20-33-2.5

511 IAC 1-3-1

VCSC Attendance Guidelines

Number of absences	Action taken
2, 3, 7, 10, 15	Skyward notification sent to guardians to alert them of their student's attendance with a reminder of good attendance practices and the school's policies regarding future absences.
5 (Unexcused)	Letter sent to guardian acknowledging excessive absence pattern. Principal or designee will contact the guardian to discuss attendance and to set a meeting time.
10 (unexcused)	A report of truancy as required by state statute will be sent to the Juvenile Prosecutor's office. Guardian may be reported to the Department of Child Services for 10 unexcused absences.

15, 20, 30 (unexcused)	Student will be recommended to meet with the Chief Accountability Officer and may be recommended for expulsion. A follow up truancy report shall be reported to the Vigo County Prosecutor's office and Juvenile Probation.
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Types of absences

<p>Excused:</p> <p>Illness verified by note from parent/guardian;</p> <p>Illness verified by note from a healthcare provider;</p> <p>Family funeral; and/or</p> <p>Absences related to deployment and return for military-connected families.</p>	<p>Unexcused:</p> <p>Truancy: absence without consent of guardian or knowledge of school</p> <p>Failure of guardian to notify school of student absence.</p> <p>Oversleeping</p> <p>Missing the bus</p> <p>Family Vacation</p> <p>Any absence not defined as excused or exempt</p>	<p>Exempt:</p> <p>In each of the following circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school:</p> <p>Serving as a page or honoree of the General Assembly (IC 20-33-2-14)</p> <p>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)</p> <p>Subpoenaed to testify in court (IC 20-33-2-16)</p> <p>Serving with the National Guard for no more than 10 days (IC 20-33-2-17)</p>
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		<p>Serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2)</p> <p>Approved Educationally Related Non-Classroom Activity (IC 20-33-2-17.5).</p> <p>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)</p>
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OTHER RELATED ITEMS

1. Tardy to School: Tardiness is defined as not being in the assigned classroom (or seat - teacher's discretion) before the bell sounds. Teachers are to advise students of any and all tardy recordings. Continuous tardies will result in disciplinary action. Students tardy to school must sign-in at the attendance kiosk at the SPO Kiosk.
2. Extracurricular activities when absent from school: A student who is unable to attend school by 10:30 AM will also be unable to attend extracurricular functions later in the same day unless proper documentation (doctor's note or legal form) is presented. Requests for special consideration should be directed to an administrator.
3. **Signing out:** Students are not to leave the building without permission from an administrator or other authorized office staff. Students must also have permission from parent/guardian to leave the building.

Leaving the school grounds without administrative approval at any time during the school day will be considered truancy.

LEAVING SCHOOL GROUNDS

No student is permitted to leave the school grounds during the school day except with the direction, knowledge, and approval of the office. Students will only be released to a parent, guardian, or emergency contact. Any student(s) that leave(s) the school grounds during the school day without the direction, knowledge, and approval of the office does so at his/her own risk and may face disciplinary action.

HALL PASSES

Students should use their passing periods wisely. Teachers are encouraged to set limits on the number of times students can leave class. To leave class, students must receive permission from their teacher to go to the restroom, locker, health office, or library.

CONDUCT OF STUDENTS

Woodrow Wilson students are expected to behave appropriately, at all times, creating positive learning experiences for all in a safe and orderly environment.

Educators, students, and parents must work together to achieve this goal.

Every effort is made to contact a parent or guardian by telephone, or by mail, to seek cooperative resolutions to problems.

School rules are discussed during the advisory period at the beginning of the school year and at other times, as needed.

Students are required to sign a form verifying they have reviewed and understand the rules.

The following student rights and responsibilities have been formulated to ensure an orderly administration of the educational process. Students who violate the adopted rules will be disciplined accordingly. When extenuating circumstances prevail, the administration will deal with the situation appropriately.

STUDENT RIGHTS AND RESPONSIBILITIES

1. I will show respect for the rights of others by being courteous to teachers and to other students. I will obey the school staff and follow directions.
2. I will attend school regularly and be on time to school and to classes. I will be in my seat and be ready to work when the teacher begins. I will bring necessary materials and completed work to class.
3. I will not yell or run in the classroom, halls, cafeteria, library, or on the stairs.
4. I will dress in a manner that does not cause disruption or advertise any alcohol, tobacco, or drug-related products.
5. I will behave appropriately by not talking, standing, or leaving my seat during classes or assemblies without permission.
6. I will eat or drink only in the cafeteria.
7. I will not use profanity or vulgar language in or near the building or wear items with such language. I will not use racially motivated language towards other students/staff.

8. I will keep my hands to myself at all times. I will not fight or participate in nonsensical behavior.
9. I will be out of class only with a signed hall pass.
10. I will observe the school corporation rules as outlined in the Student Discipline Rules and the Woodrow Wilson Student Handbook, which include prohibition of theft, vandalism, violence, disorderly conduct, threats, intimidation, weapons, drugs or paraphernalia, alcohol, tobacco, gambling, or otherwise unlawful activities.

The Vigo County School Corporation ***Student Discipline Rules*** addresses the matter of student behavior and the process rights and procedures under Indiana Public Law. Please familiarize yourself with the material. **In addition, it should be clear that the following kinds of behavior problems will not be tolerated at school or school-related functions:**

1. Disruption of school/class activity.
2. Damage or destruction of school and/or private property.
3. Assault on a school employee.
4. Physical and/or verbal abuse of a student, and/or fighting.
5. Possession of weapons or dangerous instruments (including fireworks and lighters, laser lights, etc.).
6. Extortion or coercion.
7. Possession, use, or sale of drugs or alcoholic beverages, or imitation of the like.
8. Immorality.
9. Theft/forgery.
10. Disrespect, disobedience and/or insubordination.
11. Smoking, vaping, and/or possession of tobacco products.
12. Truancy.
13. Gambling.

CAFETERIA

All students and staff will have an account that only they can access by entering their seven-digit school ID number on a numerical keypad. This will be the ID number given to them when they first entered the Vigo County School Corporation. All students, regardless of the amount they pay for school meals, will have an account. Advance payments will be accepted, or students may continue to pay on a daily basis. No change will be given during the lunch period. Change will be credited to the student's account. Parents may inquire about the status of their child's account at any time by contacting the Cafeteria Manager. Accounts may carry over from year to year.

Applications for the free lunch program are available in the main office.

Students will be permitted to charge lunch or breakfast. Each charge must be paid in full before a student is permitted to charge again. A sandwich and milk will be provided to students who cannot charge a lunch and have lost or forgotten their lunch money.

All food must be eaten in the cafeteria.

Students waiting in the cafeteria line are to be quiet and orderly. Everyone is expected to assist in keeping the tables and floors clean. Loud talk or boisterous behavior will not be permitted.

We discourage fast food from being brought in at lunch. Commercial food deliveries to individual students are prohibited at all times.

LUNCH PERIOD:

Students will have a 30-minute lunch period.

Students recognize that when in the lunchroom, gyms and outside, all school student expectations and discipline continue to apply.

Students will be respectful of peers and staff and follow the instructions of our lunch duty supervisors.

Each student is responsible for returning his or her own tray and utensils to the proper window and properly disposing of their own trash. Students are not to throw trash on the floor, and will not leave trays and/or trash on the tables.

Examples of inappropriate behavior are:

- Running in the hall or lunchroom

- Throwing of food or other objects

- Taking food or drinks out of the lunchroom

- Shouting

- Activities that may cause damage to or in the lunchroom facility

Students needing to leave the lunchroom, gyms, or outside areas for any reason, including appointments, restroom, health care professional, etc. must communicate with and obtain permission from a lunch supervisor.

Students are given the privilege to choose where they wish to sit in the lunchroom. However, this privilege may be lost for an indefinite length of time should the students not follow the guidelines above.

TEXTBOOKS

Textbook fees are due within 10 days of student enrollment even when a student enrolls after the first week of school. Students will receive a single bill for all instructional fees as part of the regular student schedule. The success of the book rental system depends upon the cooperation of all students. Careless handling of books will soon break and tear the binding. This means fewer years of use and an increase in rental cost. Each student will be held responsible for the book if the book is damaged.

RESTROOMS

Students are encouraged to use the restroom before and after school, between class periods, or at the beginning of their lunch period. Students who must leave class to go to the restroom must do so on an emergency basis only. Help keep our restrooms clean!

ACCIDENTS

Every accident in the school building or on the school grounds during the school day, at practice session, or at any athletic event sponsored by the school must be reported immediately to the person in charge and the main office.

SCHOOL CLOSING OR DELAY

If conditions are such that school will not be in session, listen to local radio or television stations, or go to web.vigoschools.org. for school closing information. The VCSC will also send out voicemails, texts, and

emails. WTHI text alerts are also available. Parents should have an emergency plan in place in the event that school is delayed or dismissed early.

RIDING THE SCHOOL BUS

Students are to ride their assigned bus only. If it is necessary for a student to ride a bus other than his/her assigned bus, the student must have a bus pass from his/her parent/guardian signed by school personnel before or during advisory. Conduct on the school buses that endangers the safe operation of the bus or the well being of the passengers will not be tolerated. All bus drivers are agents of the school and have the same authority as other members of the staff. A student who is guilty of misconduct on the bus may not be permitted to continue to ride the bus. Continued misconduct will cause a student to lose the privilege of riding a school bus.

SCHOOL BUS RULES

1. Be courteous.
2. Cooperate with the driver and other passengers.
3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Stay in your seat.
5. Keep head, hands, and feet inside the bus.
6. Pupils shall not tease, scuffle, trip, hold, hit, or use their hands, feet, or body in any objectionable manner.
7. Keep the bus clean.
8. Do not eat or drink on the bus without the bus driver's permission.
9. Do not smoke or vape.
10. Do not be destructive.
11. No windows or doors will be opened or closed except by permission of the bus driver.
12. The bus driver is authorized to assign seats to one or all passengers.

MOTORIZED VEHICLES or MOPEDS: No student is allowed to drive any motorized vehicle or moped to and from school at any time.

BICYCLES: Bicycles should be locked at the bike rack on the North side of the building.

CARE OF THE BUILDING: Students and guests are expected to treat the building and its contents with care and respect. When attending or participating in athletic practices or meetings, students are to remain in the specific area that is supervised by the faculty member in charge.

VISITORS: All visitors are required to sign in at the SPO kiosk upon entering the building. Parents who wish to consult with teachers should call and arrange a time that is mutually agreeable to both parent and teacher.

FIRE & TORNADO DRILLS

Fire and tornado drills will be held regularly throughout the year. Fire and tornado drill instructions are posted for each area and each classroom in the building. Absolute quiet must prevail in the building during the drill in order that any directions given for the safety of students may be heard and understood.

EXTRACURRICULAR ACTIVITIES

All 6,7, and 8 grade students may participate in one or more extracurricular activities. Students are urged to join activities of interest and to commit themselves to the activities they enjoy, not just for the benefit of the organization, but also for the students themselves. Students should plan their activity schedule carefully. Obligations at home, church, and in the community should be considered in deciding on a program that will be most suitable for the student. All activities have a faculty member or agency representative as sponsor and meet before or after the school day. Specific information regarding individual organizations is available upon request from the school office.

ACADEMICS

Woodrow Wilson is proud of its academic program that offers a wide variety of activities for girls and boys at all grade levels. Activities include Academic Super Bowl, Geography Bowl, Geography Bee, Battle of the Books, and Math competitions.

ATHLETICS

Woodrow Wilson is proud of its athletic program that offers a wide variety of sports for boys and girls at all grade levels. Sports include Tennis, Track, Cross-Country, Wrestling, Basketball, Volleyball, Vibe Tribe, and Cheerleading. **Please see the Athletics page on our school website for information concerning student-athletes, eligibility, expectations, and code of conduct.**

VCSC Secondary School Cell Phone Guidelines

WIRELESS COMMUNICATION DEVICE POLICY

Generally, no student may use a wireless communication device during instructional time, pursuant to Indiana law.

“Wireless communication device” means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including a cellular telephone, tablet computer, laptop computer, or gaming device.

“Instructional time” means time in which students are participating in an approved course, a curriculum, or an educationally related activity under the direction of a teacher, including a reasonable amount of passing time between classes. Instructional time does not include lunch or recess.

A student is permitted to use a wireless communication device during instructional time only in the following circumstances:

1) As specifically permitted by a teacher for education purposes. Such permission may be given for each episode of use or as an ongoing grant of permission for regularly occurring use.

2) In the event of an emergency. An emergency for this purpose includes the use of a wireless communication device during instructional time to make an otherwise lawful alert or call for assistance in response to a condition or situation causing an immediate risk to health, life, or property. It does not include the use of a wireless communication device in an unlawful act, nor does it include the use of a wireless communication device in a manner that impairs, obstructs, or disrupts emergency response or assistance by the Corporation, health professionals, government officials or other authorized persons. In situations when school safety protocols are enacted, such as but not limited to a “lock-down,” then complying with the school safety protocols take precedence.

3) To manage a student’s health care. Management of health care for this purpose includes action that cannot be reasonably conducted during noninstructional time facilitating the maintenance, diagnosis, or treatment an individual’s physical or mental condition. The Corporation may require parent permission for unemancipated minors and medical or other documentation of the necessity of the use to determine whether such use fits into this exception.

4) As permitted by the student’s Individualized Education Program (IEP) or Section 504 Plan.

Violation of this policy may result in forfeiture of technological privileges and other discipline as provided in the Student Code of Conduct.

Students are personally and solely responsible for the care and security of wireless communication devices brought onto Corporation property. The Corporation assumes no responsibility for theft, loss, damage to, misuse, or unauthorized use of a wireless communication device brought onto its property.

This Policy should be followed in tandem with Policy A300 Responsible Use of Technology and Internet Use Policy.

I.C. 20-26-5-40.7

Vigo County School Corporation

Adopted: July 22, 2024

Social Media

Social media and websites such as Instagram and YouTube have made it very easy to post photos and information online. To protect the privacy and safety of our students and employees, we discourage individuals from publicly posting pictures taken at school events that could identify others. We advise you to get consent of the individual(s) photographed before posting them and to exercise caution about revealing personal details including names. The Vigo County School Corporation cannot be responsible for information posted online in violation of these guidelines.

Electronic Devices

Electronic devices that are strictly for entertainment are not allowed during the regular school day without Administrative approval. Example: Nintendo Switch, etc

First Offense - Warning

On the first offense, the cell phone/ WCD will be confiscated until the end of the day.

Second Offense - Before School Detention

On the second offense, the cell phone/ WCD will be confiscated and the parent must come to school to pick it up.

Third Offense - Extended Day Detention/Alternative Education Plan (AEP)

The phone is no longer allowed to be brought to school.

PHYSICAL EDUCATION

Students are required to dress appropriately for physical education classes. Athletic shorts/pants, t-shirts, and athletic shoes are required.

DRESS CODE GUIDELINES (Updated May 2022)

Appropriate dress in school influences the attitude of a student toward school and schoolwork. Let us always dress in a fashion that will reflect the pride we feel in our school. Students are encouraged to use sound judgment and reflect respect for themselves and others in dress. In keeping with the goals of the school to provide a safe, healthy and nondiscriminatory environment for educating students for maximum academic and social development, the following guidelines shall be followed.

Clothing must cover areas from one armpit across to the other armpit, down to approximately 3 to 4 inches in length on the upper thighs (see images below). Tops must have shoulder straps wider than spaghetti straps. Shirts should meet the top of pants. Rips or tears in clothing should be lower than 3 to 4 inches in length. No sheer articles of clothing or mesh garments are to be worn without appropriate coverage underneath.



No winter coats, blankets, sunglasses or hoods up on sweatshirts are to be worn in the building between the first and last bell.

Backpacks must be placed in student lockers when entering the building and/ or with principal discretion.

Head coverings with no brim that don't conceal your identity are permitted.

No article of clothing or accessory will be allowed that promotes, encourages, or advertises alcohol, drugs, tobacco products, violence, gang-related activities and/or sexual content. T-shirts that display the Confederate Flag or read "Interstate 420" are examples of inappropriate attire.

Students are not allowed to wear spiked chains, bracelets, belts, etc. In addition, pocket or wallet chains are also not to be worn.

Specialized courses may require specialized attire.

Appearance must not be considered a disruption to the educational process, cause a distraction, or interfere with school purposes. The administration reserves the right to review dress in a fair and equitable manner to determine if something is appropriate or inappropriate as well as the prerogative of handling the situation as deemed necessary.

The administration reserves the right to determine what constitutes appropriate dress. Students who do not adhere to these guidelines will not be allowed to attend class. Parents will be called if appropriate clothing is not available or the student refuses dress-code appropriate clothing.

BULLYING

In accordance with state law, "bullying" is prohibited in the Vigo County School Corporation. Bullying is defined as any act of threatening or intimidating behavior with the intent to harass, ridicule, humiliate, intimidate, or harm another student. This includes engaging in the act of bullying while using school provided equipment or property. The act of "bullying" means overt,

repeated acts or gestures that may be verbal, written communications or physical acts or any other behavior that fits the definition above. Schools in the Vigo County School Corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school. Parents or students who suspect that repeated acts of bullying are taking place should report the matter [here](#). The form is also available on the Vigo County School Corporation website. The report or complaint shall name the alleged violator as well as the complainant. Upon receiving the report, the principal/designee will investigate the matter at the building level and school consequences will be assessed, as appropriate, according to Rule XII under Student Rights and Responsibilities. A report of the investigation and consequences shall be made available to the Director of Secondary and Elementary Education, as appropriate as well as the Coordinator of Student Services.

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

The Superintendent will ensure that this policy is disseminated throughout the school community. The Superintendent is authorized to develop all procedures and forms necessary to administer this policy.

SEARCHES

The principal, or other members of the administrative or teaching staff designated by the principal, may search the person of a student during a school activity if the principal has reasonable suspicion for a search of the student.

INSPECTION OF LOCKERS

In accordance with Vigo County School Corporation Policies, JFG, JFGB, and accompanying regulations, the principal or his/her designee may request the assistance of a law enforcement officer to provide and handle a trained canine to detect the presence of marijuana and other controlled substances in student lockers and motor vehicle.

STUDENT LOCKERS

Each student will be issued a combination locker. Each student is to use only the locker assigned to him/her, and no one is to put anything in someone else's locker. To assure the safety of the locker contents, the combination should not be shared with anyone else. Since lockers are school property, use nothing on the inside or outside of the locker, which will deface or damage the locker. If a student should find something in his/her locker that does not belong to him/her, he/she should turn it into "Lost and Found" immediately; otherwise, a student may be held responsible for anything found in his/her locker. Mark all books and other belongings with your name, in ink. (In case of a combination number problem, report to the Main Office.)

The student's use of the locker 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 ensure that the locker is being used in accordance with its intended purpose and to eliminate fire or other hazards, to maintain sanitary condition, 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.

BOOK BAGS/COATS

Book bags and coats should be kept in lockers during the school day. They will not be allowed in the classrooms.

STUDENT RELATIONSHIPS

While at school or school-sponsored activities, students are expected to conduct themselves as ladies and gentlemen. The school is not the place for social relationships that offend or embarrass others. Inappropriate displays of affection will not be tolerated. Examples of inappropriate affection include, but are not limited to: kissing, holding hands, and touching. The school will notify parents and enlist their support in addressing the behavior. Disciplinary action will be taken as needed.

SUBSTITUTE TEACHERS

At times it may be necessary for the school to employ a substitute teacher to fill in for the regular classroom teacher. Students should remember that substitute teachers have as much authority as any regular teacher, and students are expected to show as much respect for substitutes as they would show for their regular teacher.

INSUBORDINATION

Insubordination occurs when any student intentionally fails to comply with the directions of teachers, supervisors, or administrators during any period of time when he/she is under school supervision. An insubordinate student is subject to disciplinary action.

ATTENDANCE TO SCHOOL ACTIVITIES

Attendance at after school extra curricular/athletic activities is a privilege. Parents are expected to pick students up when the event ends and no later. If a student is not picked up within 15 minutes of the activity ending the student may not be allowed to attend after school activities at the discretion of the principal.

LUNCH DETENTION

Lunch detention may be assigned by a teacher. Teacher assigned lunch detentions will be served in their classrooms. Students will get their lunch from their locker or cafeteria and then report to the classroom. Lunch detentions may also be assigned by the dean. Lunch detentions assigned by the dean will be served on the stage in the cafeteria

BEFORE SCHOOL DETENTION

Before school detentions will be assigned by the Dean. A letter will always be sent home with the student to inform the parent. Before school detentions will be held on Tuesday-Wednesday-Thursday from 7:25 AM - 7:55 AM in the designated area.

TUESDAY EXTENSIONS:

Tuesday extensions are one hour and fifteen minutes after-school detentions served after school on the designated Tuesday from 3:15 PM - 4:30 PM. Students are expected to work quietly the

entire time and abide by the established rules. Removal or failure to serve will result in an automatic In-School Suspension.

A student who is assigned to a Tuesday Extension and who commits a serious rule infraction prior to serving the Tuesday Extension may be assigned a suspension in addition to the Tuesday Extension.

ALTERNATIVE EDUCATION (IN-SCHOOL SUSPENSION)

Students are to report to Alternative Education with study materials. Students are expected to read, study, and/or complete assignments the entire time period. Sleeping, talking, or being disruptive is not permitted. No cell phones are allowed. Students who fail to comply will not receive credit for attendance and will face more serious disciplinary actions and/or an additional Alternative Education assignment.

BOYS AND GIRLS CLUB

The Vigo County Alternative to Suspension Program at the Boys and Girls Club is designed to meet the needs of the student when he/she is temporarily not permitted to participate in the normal school program.

The student's family is responsible for transportation to and from our facility located at 924 N. 13th Street. The program will be in session Monday through Friday from 9:00 a.m. until 2:00 p.m. Students should not arrive before 8:50am. We will operate by the VCSC calendar. If school is not in session, the program will not be in session. In the event of a two hour delay, students should arrive at 10:00 a.m. instead of 9:00 a.m. The program will end at the regular hour of 2:00 p.m. **Students should bring all their books & work with them to keep up on their school work.** Lunch will be provided by the school and will be billed to your child's account.

OUT-OF-SCHOOL SUSPENSION

An administrator or the Dean may assign out-of-school suspension for a period of one to ten days for each major offense. A longer period of suspension may be requested from the superintendent if deemed necessary by the principal. Any student suspended from school is not to be on school grounds or at any school activities during the time he/she is suspended from school, unless otherwise directed by school staff. Students suspended from school may not participate in extracurricular activities during the period of the suspension.

Recommended Expulsion

If a student is to face disciplinary action that results in a request for Recommended Expulsion, he/she will be notified of this fact. Any student who has been recommended for Recommended Expulsion by the principal will be given an opportunity to have a hearing in front of an impartial determiner of fact, a "Hearing Examiner." The procedures to be followed, in the event of such a hearing, will be explained to the student and his/her parents sufficiently in advance of the hearing to enable the student and his/her parents to reasonably prepare for the hearing.

REGISTERED SEX OFFENDERS

The Vigo County School Corporation has adopted a policy prohibiting anyone who is listed on the sex offender registry from coming onto school property. The VCSC works with the Vigo County Sheriff to enforce this policy. Sex offenders may be arrested for criminal trespass for violating this policy. Exceptions (with restrictions) to the policy would only be granted in specific instances and only after following the procedures for asking for such exceptions.

SCHOOLS OFF LIMITS

The Board of School Trustees declares that no registered sex offender may come on the property of the Vigo County School Corporation except as otherwise provided in this policy and as required by State and Federal law. If an administrator becomes aware that a sex offender is on school property, the administrator/designee shall direct the sex offender to leave the area immediately; except under limited circumstances as defined by our policy.

To access the V.C.S.C Registered Sex Offender Policy in its entirety, please go to www.vigoschools.org

SCHOOL PROTECTION OFFICER (SPO):

The School Protection Officer program in Vigo County employs special police officers at each school. The goal is to provide a safe and effective learning environment at every school. The officer has training that is provided by the Law Enforcement Academy, or the Sheriff's Department, and a special orientation involving school rules & procedures. The police officer is present to deter crime or violence but also to maintain a calm and civil atmosphere. We ask your assistance in this matter.

Visitors to our school are asked to follow the school procedure for checking in & to be courteous when visiting.

Due to safety & security issues, an ID card will be required to enter the school.

APPROPRIATE EDUCATIONAL MATERIAL & PARENTAL CONCERNS

The list of corporation-wide adopted texts and basic core instructional materials, as well as the novel list, will be available at or near the beginning of the school year in a designated area at each school. If a parent has a concern about instructional material(s) or book(s) selected by his/her child's teacher for an instructional assignment, the parent must contact the teacher and present this concern in writing. At no time during the parent concern process will the student be forced to participate in the questioned assignment. Grading for an alternative assignment will be equivalent to that for the original assignment.

VIGO COUNTY SCHOOL CORPORATION

STUDENT DISCIPLINE RULES

The Vigo County School Corporation's mission is to equip students with lifelong learning skills and prepare them to become productive and responsible citizens. Toward that end, the School Corporation desires to use progressive discipline of students in an effort to avoid interruption or disruption within educational programs and activities while also pursuing restorative goals that seek to avoid exclusionary punishment, if possible. In accordance with Indiana law, administrators and staff members may take the following actions:

1. **CLASSROOM CONSEQUENCE:** A teacher may prescribe appropriate classroom-level correction to encourage compliance with expectations and policies.
2. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:**
 - a. A middle or high school teacher may remove a student from the teacher's class or activity for a period of up to 1 school day if the student is assigned regular or additional work to be completed in another school setting.
 - b. 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.
 - c. If a teacher removes a student from class under a) or b) above, the principal may place the student in one of the following settings: another appropriate class, another appropriate setting, or in-school suspension. The student may not be placed back into the original class until the principal has a meeting with the teacher, the student, and the student's parents to determine an appropriate behavior plan for the student. If the parents do not attend this meeting within a reasonable time, the principal may place the student in another class or educational setting.
 - d. A student may also lose bus transportation privileges as a consequence. (NOTE: Loss of bus transportation for students under an IEP or Section 504 plan may be considered equal to an out of school suspension.)
3. **ALTERNATIVE PLACEMENT/SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may place the student in an alternative learning environment, which is the preferred consequence, or deny a student the right to attend school and/or take part in any school function for a period of up to 10 school days.
4. **EXPULSION:** A student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester.

NOTE: Students under IEPS or Section 504 shall receive separate considerations and may not be eligible for some forms of discipline.

GROUND FORS 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 school activity, function, or event includes e-Learning, virtual instruction, and remote learning days.

A violation by a student listed in **Sections A and B** below is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. In recognizing that violations of certain rules and the resulting consequences will be dependent upon the age of the student, the number of prior violations and the severity of the violation, the principal of each building level shall develop the minimum and maximum consequences for each rule for their building that is to be approved by the board annually and published in the student handbook for each building. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other conduct constituting an interference or disruption 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:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. 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.
 - c. Setting fire to or damaging any school building or school property.
 - d. 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.
 - e. 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.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, hazing, or other comparable conduct.
3. 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.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. 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 oneself and/or another person is not a violation of this rule.

7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. 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 or persons or damage property when the student has information about such actions or plans.
10. 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, including but not limited to imitation weapons or airsoft guns.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug (including natural hallucinogenics), 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. THC Extract products as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.
 - a. Exception to Rule 11: a student 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 completed by a physician and must include the following information:
 1. The nature of the student's disease or medical condition shall or may require administration of the prescribed medication during the school day.
 2. The student has been instructed in how to self-administer the prescribed medication.
 3. The student is authorized to possess and self-administer the prescribed medication.

This exception, however, does not apply to use of prescribed medication by anyone other than the individual to whom the prescription is written, nor does this exception permit the unlawful distribution of prescribed medication.

12. 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.
13. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA)*, stimulants of any kind, or any other similar over-the-counter products.
14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, vaping devices, any type of look-alike products or other related products or devices associated with tobacco or nicotine use or electronic nicotine delivery systems.
15. Offering to sell or agreeing to purchase a controlled or banned substance or alcoholic beverages.
16. 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.
17. 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. (NOTE: If

the staff member is a uniformed law enforcement officer, the student may have the right to be silent under the U.S. and Indiana Constitutions.)

18. Accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law without a good faith basis for such allegation.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings of a student or staff member without the consent of that student or staff member, including images altered through technology.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or an inflammable substance.
27. Violating any board policy or administrative rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. engaging in sexual harassment of a student or staff member;
 - c. disobedience of administrative authority;
 - d. willful absence or tardiness of students;
 - e. engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
 - f. violation of the school corporation's acceptable use of technology policy or rules;
 - g. violation of the school corporation's administration of medication policy or rules;
 - h. possessing or using a laser pointer or similar device.
28. Possessing or using an electronic device (e.g. cellular phone, tablet computer, pager, digital camera, electronic equipment) in a manner which constitutes an interference with a school purpose or educational function, an invasion of privacy, or an act of academic dishonesty, or is profane, indecent, or obscene. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.

29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule. In addition to being disciplined, students who use an electronic device in a manner which is inconsistent with this rule may have the device confiscated by school administration. Such device will be returned to the parent.
30. Any student conduct rule the school building principal establishes and gives notice to students and parents.

B. Bullying

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, computer system, computer network, or cellular telephone or other wireless or cellular communication device, 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.
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 principal or designee 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 principal or designee. This report may be made anonymously.
5. *The principal or designee shall investigate immediately all reports of 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 parents of the alleged perpetrator and the targeted student(s) shall be notified of the reported bullying incidents within five business days of the report of such incidents and on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another school within the school corporation is warranted.*
6. The 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. Failure by a school employee who has a responsibility to report bullying or investigate bullying or any other duty under this rule to carry out such responsibility or duty will be subject to appropriate disciplinary action, up to and including dismissal from employment with the school corporation.
10. Counseling, corrective discipline, and/or referral to law enforcement will 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.
11. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
12. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.
13. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

C. Possessing a Firearm or A Destructive Device

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

any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.

3. For purposes of this rule, a destructive device is:

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,

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

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.

4. 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 may reduce the length of the expulsion if the circumstances warrant such reduction.

5. 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 for purposes of this rule:
 - a weapon, 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;
 - an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
 - 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 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 1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or 2) 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.

F. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

LEGAL REFERENCES:	I.C. 20-33-8	I.C. 35-31.5-2-86
	I.C. 35-47.5-2-4	I.C. 35-47-1-5

Vigo County School Corporation Non-Discrimination Statement

The policy of the Vigo County School Corporation is that there will be no discrimination made on the basis of race, color, religion, sex, national origin, age, disability, or handicap in the educational services or activities which it supports.

The School Corporation does not discriminate on the basis of disability or handicap in admission or access to, or treatment or employment in, its programs and activities. The School Corporation will comply with Section 504 of the Rehabilitation Act of 1973("Section 504"), 29 U.S.C. §794, and its implementing regulations at 34 C.F.R. Part 104, or Title II of the Americans with Disabilities Act of 1990 ("Title II"), 42 U.S.C. §§ 12131-12134, and its implementing regulations at 28 C.F.R. Part 35, in the operation of its schools and facilities.

Questions regarding implementation of this policy or regarding 504 or Title II should be directed to the School Corporation's Section 504/Title II Coordinator:

For Students, please contact:

Dr. Tammy Rowshandel
Director of Student Services
Vigo County School Corporation
501 W Olive St,
West Terre Haute, IN 47885

P.O. Box 3703
Terre Haute, IN 47803
Telephone: (812) 462-4224
Email: tar@vigoschools.org

For Employees please contact:

Michael Cox
Chief Human Resource Officer
Vigo County School Corporation
501 W Olive St,
West Terre Haute, IN 47885

P.O. Box 3703
Terre Haute, IN 47803
Telephone: (812) 462-4404
Email: nmc2@vigoschools.org

For Title IX information please contact:

Matthew McClendon
Chief Diversity and Inclusion Officer, and
International Exchange Program
Vigo County School Corporation
501 W Olive St,
West Terre Haute, IN 47885

P.O. Box 3703
Terre Haute, IN 47803
Telephone: (812) 263-1141
Email: matthew.mcclendon@vigoschools.org