

MISSION STATEMENT

The staff of Happy Hollow School is committed to providing our students with a safe and enriching school environment that will allow every child to experience success, promote within each child a positive self-image, recognize the uniqueness and needs of every child, and will encourage acceptance of others.

NETWORK Instructional Philosophies and Use Guidelines

Philosophy:

The West Lafayette Community School Corporation recognizes that the Internet and other electronic databases available over our NETWORK offer vast, diverse and unique resources to both students and staff members. Our goal in providing this service is to promote educational excellence by facilitating resource sharing, innovation, and communication. The NETWORK will be used to support goals and objectives that are stated in the curriculum guides for the school corporation. With access to computers and people all over the world also comes the availability of material that may not be considered to be of educational value, in the context of the school setting. The intent of our acceptable use policy is to ensure that all use of the NETWORK is consistent with our stated purpose and goals. Students must apply for a Network Account. Users of the NETWORK must agree to the guidelines in the "NETWORK USE AGREEMENT (NUA)". The NUA is provided so that students and parents are aware of the responsibilities they are about to acquire.

Availability of the school district's NETWORK and Internet-related policies and procedures: information about the NETWORK and Internet policy has been published in the corporation's Newsletter. Each student who needs NETWORK access must return a parent-signed NUA. Copies of NUAs and other information are available in school packets, student handbooks, and upon request in the schools' offices.

Sanctions taken should violations of the NUA occur:

The privilege of using the NETWORK and/or the Internet will be suspended for the student. The student may receive disciplinary action resulting from violations of the schools' Code of Conduct. Legal action may also be taken. For your information the INDIANA CODE is cited in this document. NETWORK privileges may be restored after a review by the schools' administration.

INDIANA CODE:

IC 35-43-1-4 (b) Computer Tampering

A person who knowingly alters or damages a computer program or data without consent of the owner commits computer tampering, a Class D felony. For example...John uses Fred's password without permission and enters Fred's area to change or delete files. Up to \$10,000 fine and 3 years in jail.

IC 35-43-2-3 Computer Trespass

A person who knowingly accesses a computer or network without consent of the owner commits computer trespass, a Class A misdemeanor. Anytime a student logs in as someone else, without permission of the system owner, computer trespass has been committed. Up to a \$5,000 fine and one year in jail.

ATTENDANCE POLICY

Regular school attendance is important to the educational growth of students. Parents are encouraged to remind their children that consistent attendance and the completion of daily school assignments will result in a continuity of the instructional process, higher grades and a more enjoyable school experience.

Classroom attendance and participation of a student are critical elements of the learning process. The most productive use of teacher and student time occurs when students are prompt and in regular attendance. Absences and tardiness disrupt the teaching process and adversely affect student performance. A student's attendance pattern is evidence of a seriousness of purpose. Students may be referred to the Truancy Mediation program if absences total more than nine days per semester (Minimum Attendance Rule).

The following attendance regulations exist to assist the parents and school team to work together to help students develop good punctuality and attendance patterns. There are two types of absence categories: either EXEMPT from the Minimum Attendance Rule or NON-EXEMPT from the rule. The maximum number of NON-EXEMPT absences allowable per semester is nine. Descriptions of the types of absences in each category may be found in this section.

DEFINITIONS:

Exempt Absences:

Written verification must be presented for all types of exempt absences. The written excuses must be turned in to the office within 24 hours of the student's return to school. If no verification then the absence will be marked unexcused.

The following absences are exempt from the minimum attendance policy:

- a. Absences due to medical or dental appointment with verification from a health professional.
 - ◆ A form completed and signed by an official health professional which includes the date and time of appointment.
 - ◆ If the appointment takes place during the school day, parents must come in to the office and sign out your child.
- b. Hospitalization or students homebound with a medical condition with verification from a medical doctor.
- c. Personal illness due to an acute or chronic condition with verification from health professional.
- d. Other exempt absences:
 - ◆ Mandated court appearances (Indiana statute)
 - ◆ Death of member of household or immediate family. "Immediate family" is interpreted as including father, mother, brother, sister, legal guardian, grandparent, aunt, uncle, and first cousin.
 - ◆ Recognized religious holidays which are celebrated in the family's faith

- ◆ Absence for an educational opportunity that is approved.

Non-Exempt Absences:

All other absences except those caused by school disciplinary suspensions and absences declared as truancy shall be considered Non-Exempt. The two types of student absence that fall into this category are Parent Approved and Unexcused. Parents may use a parent approved absence up to nine times per semester without violating the student policy. (This includes illness, vacation, family business, etc.)

Non-Exempt Absences Intervention Procedure:

When a student has accumulated **six** non-exempt absences, the parent/guardian will be notified. When the student has accumulated **nine** absences a conference will be held with the proper school officials and parent/guardian to determine the nature of the absences. Any absences beyond nine may result in referral to Truancy Mediation.

Tardiness:

A student who is not seated and prepared for class at the 8:00 a.m. bell is considered tardy. Excessive or habitual tardiness is defined as a student having been tardy five times in a semester. If a student is in attendance but late to a class, the student will be subject to the disciplinary rules of the teacher in charge of the class.

Excused Tardy:

Excused tardies will follow the guidelines listed under EXEMPT absences. These tardies must have written verification in order to be excused.

Unexcused Tardy:

Any tardy not meeting the requirements for “excused tardy” shall be considered an unexcused tardy.

ABSENCE PROCEDURES

Parents:

- a. Parents are requested to call the school each day, before 9:00 a.m., if a student will not be attending to report the absence.
- b. Each day of a non-reported absence, will be counted as unexcused.
- c. Classroom assignments may be requested by parents and will be available on the bookshelf, outside the office, from 2:30-5:30 p.m.

SPECIAL NOTE: Teachers are not required to give homework prior to students leaving on vacation or who will be gone for an extended length of time. You may check the Happy Hollow website for the assignments.

Students:

- a. Upon returning from an absence due to illness, a student must report to the nurse with a note from the parent or health professional before going to class.
- b. Upon returning from an absence that was not due to illness, the student should report to the office with a note from the parent explaining the reason for the absence.

HEALTH POLICIES

There are several health services that will be available to your child during the school year.

The Speech and Hearing Clinician will conduct hearing testing on 4th graders, all new students, and by request. Speech screening will be done for all new students and referrals. Parents will be informed of the testing results only if further examination is indicated. If for any reason during the school year you wish your child’s speech or hearing checked or rechecked, please contact the speech clinician.

For your child’s protection and the protection of the other children, we are asking you to help us by doing the following:

- a. Please keep your child home:
 - ◆ Until student is fever free for at least 24 hours.
 - ◆ If there is an undiagnosed rash.
 - ◆ If eyes are inflamed or have a white discharge.
 - ◆ If coughing, sneezing excessively, or has a runny nose or sore throat.
 - ◆ Until vomiting and diarrhea free for 24 hours.
- b. Please inform the school nurses if your child contracts a communicable disease, e.g. chicken pox, strep throat, fifth’s disease, etc.
- c. Fresh air and exercise are important for good physical and mental health. Please help your child dress appropriately for the weather so that he/she will be comfortable during the recess period.

Please put your child’s name, grade, and teacher (if possible) on all health forms and permission slips.

Physical examinations by a doctor are required for children before entering Kindergarten, 7th grade, and students new to our school corporation.

SPECIAL NOTE: The school nurse or school personnel are not allowed to give **any** prescription medication unless a legal guardian brings a written doctor’s order and a written parental authorization to school. Include specific instructions regarding dates, times, and dosage. **All medications** must be in the original container. If you have any questions, please contact the nurse at 746-0505.

STUDENT DISCIPLINE RULES

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:

1. 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 one (1) school day 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.

2. **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.
3. **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.**

GROUND FORS SUSPENSION OR EXPULSION

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

- ◆ 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);
- ◆ Off school ground at a school activity, function, or event; or
- ◆ 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:

1. 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:
 - ◆ Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - ◆ 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.
 - ◆ Setting fire to or damaging any school building or property.
- ◆ 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.
- ◆ 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 of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, 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 reasonable 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.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. 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.
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 weapon.
11. 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.
 - ◆ **Exception to Rule 11:** 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:
- ◆ That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 - ◆ The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - ◆ The student has been instructed in how to self-administer the prescribed medication.
 - ◆ The student is authorized to possess and self-administer the 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 products of any kind or in any form.
 15. Offering to sell or agreeing to purchase a controlled 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.
 18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or state or federal law.
 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, 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 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.
 23. Engaging in pranks that could result in harm to another person.
 24. Use or possession of gunpowder, ammunition, or an inflammable substance.
 25. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - ◆ Engaging in sexual behavior on school property;
 - ◆ Engaging in sexual harassment of a student or staff member;
 - ◆ Disobedience of administrative authority;
 - ◆ Willful absence or tardiness of students;
 - ◆ 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, or is plainly offensive to school purposes;
 - ◆ Violation of the school corporation's acceptable use of technology policy or rules;
 - ◆ Violation of the school corporation's administration of medication policy or rules;
 - ◆ Possessing or using a laser pointer or similar device.
 26. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device in a situation not related to a school purpose or educational function.
 27. 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. Bullying**
1. This rule applies when a student is:
 - ◆ On school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school);
 - ◆ Off school grounds at a school activity, function, or event.
 - ◆ Traveling to or from school or a school activity, function or event; or
 - ◆ Using property or equipment provided by the school.
 2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications

- transmitted, and/or physical acts committed, or any other similar behavior is prohibited.
3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying.
 4. 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 violation.
 5. Educational outreach and training will be provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying.
 6. 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.

C. Possessing A Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - ◆ any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
 - ◆ the frame or receiver of any weapon described above.
 - ◆ any firearm muffler or firearm silencer.
 - ◆ 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.
 - ◆ 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.
 - ◆ 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.
 - ◆ an antique firearm.
 - ◆ a rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
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.
- ◆ 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 as defined in I.C. 35-41-1-8:
 - ◆ 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.
 - ◆ 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*) notifies 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 function.

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.

RIGHT TO APPEAL

The student or parent has the right to appeal an expulsion decision to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board will consider the appeal unless it votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: I.C. 20-33-8-1 et seq.
I.C. 35-41-1-8 I.C. 35-47.5-2-4 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:

1. A meeting will be held prior to the suspension of any 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 his or her conduct.
2. 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.
3. 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:

1. 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.
2. An expulsion will not take place until the student and the student's parents 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.
3. 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.
4. 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.
5. 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.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: I.C. 20-33-8-18
I.C. 20-33-9-19

ADDITIONAL RULES FOR ELEMENTARY STUDENTS

ACADEMIC HONESTY

Each student is expected to accept the responsibility for his or her academic honesty. Students found to be in violation of this section will be subject to disciplinary action.

INAPPROPRIATE USE OF TECHNOLOGICAL HARDWARE AND SOFTWARE

In consideration for being allowed access to the West Lafayette Community School Corporation network, including its computers, related hardware, and communications devices to other networks, students must sign and agree to the rules and regulations outlined in the West Lafayette Community School Corporation Network Use Agreement for Students.

Unauthorized viewing, changing, or reconfiguring electronic or hard copy of official school records or information is prohibited. Students will not use hardware designated for faculty/staff without permission being granted by the primary faculty/staff user.

FREEDOM OF EXPRESSION

Students may freely express their points of view provided they do not seek to coerce others to join their mode of expression and provided they do not otherwise intrude upon the rights of others.

Obscene, lewd, vulgar, offensive, inflammatory, or defamatory expressions will not be tolerated. Staff members hearing such language, or witnessing such activity should report the incident to an administrator. Students found to be in violation of this section will be subject to disciplinary action.

LOCKERS/DESKS

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 his/her 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.

DRESS CODE

Student dress should be appropriate for the school purpose during the school day and while at school-sponsored activities. Students should exercise modesty and good taste in their selection of wardrobe. The administration has the authority to determine what is appropriate. Such dress shall be determined appropriate if:

1. It does not endanger the health or safety of any student.
2. It is not disruptive to the educational process.

Restrictions include but are not limited to the following:

1. Clothing that is unreasonably revealing as determined by a staff member includes:
 - ◆ Clothing which has holes or rips any higher than the student's knees.
 - ◆ Skirts and shorts with length higher than the student's extended fingertips any top with a low cut, strapless dresses, or muscle shirts.
 - ◆ Shirts should be long enough and pants high enough that one's stomach does not show.
 - ◆ Pants should be worn at or above the top of the hip and covering all underwear.

- ◆ Shoes or sandals must be worn at all times. NO FLIP FLOPS for safety purposes.
 - ◆ Sweatshirt hoods may not cover the head.
2. Clothing or accessories with vulgar or suggestive expressions or promoting alcohol (including establishments that sell alcohol) drugs, or tobacco in any language is prohibited.
 3. Clothing shall be free of symbols or slogans on clothing designed to humiliate others or which may be considered racist, sexist, or ethnically derogatory.

STUDENT 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 that parents and/or students talk directly to the specific staff member involved rather than to a third party.

FACILITIES

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

1. USE OF THE SCHOOL BUILDING
 - ◆ 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.
2. VISITORS TO 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 his or her business, and obtain permission to be in the building for a fixed period of time. Visitors must check out with the main office before leaving the building.
3. HALLWAY PROCEDURES
 - ◆ Hallway behavior should reflect an attitude of respect for others.
4. RESTROOMS
 - ◆ Students are expected to assist in keeping the facilities clean and orderly.
5. ELEVATOR USAGE
 - ◆ The school's elevator is intended for those transporting supplies or equipment and those physically unable to use the stairs.

PERSONAL ELECTRONIC DEVICES

No electronic music devices such as, "boom boxes", Walkman's, MP3, iPod, or similar items may be used at

school during school hours unless approved for school purposes
Beepers, pagers, and cellular phones may not be used by students during school hours.

TRANSPORTATION

1. BICYCLES
 - ◆ Bicycles must be parked in the racks provided.
2. SKATEBOARDS, SKATES, ROLLERBLADES, SCOOTERS, AND/OR SIMILAR DEVICES
 - ◆ Skateboards, skates, roller blades, scooters, or similar devices are prohibited on school property and should not be brought to school. A violation may result in confiscation of the item.

School Board approval 7/06.

BUS INFORMATION/RULES

School bus drivers play a very important role in our children's daily life. not only do they drive a school bus, which is a huge responsibility in itself, they may listen to a child's story, wipe a tear or nose, encourage a child, discipline a child, and to that extra mile when needed. School bus drivers are very special people.

Please read the West Lafayette Community School Corporation's Policies, rules, and Guidelines for safe school bus transportation with your child. Each year parents receive a form stating that you and your child have read and understand the rules, guidelines and policies for safe transportation. This will need to be signed by the parent or guardian and returned to the school.

The West Lafayette Community School Corporation 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. Kindergarten students who attend half (1/2) day shall be transported one way. Midday transportation for half (1/2) day kindergarten will not be provided.
2. Students who live less than one mile from school may be transported if subjected to extreme safety hazards when walking to and from school. Working together, school administration and the transportation department will determine this.
3. Collection points may be established along routes within reasonable walking distances from residence of students.
4. Transportation shall be provided as required by law for handicapped children and those attending special classes.

5. In the event that a bus cannot operate but the school is in session the students are expected to attend if possible.
6. Eligible students will be picked up and dropped off only at a point in the area designated by the West Lafayette Community School Corporation.
7. School bus routes, times, and drivers are subject to change.

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)

Before submitting a Bus Conduct Report the driver will strive to resolve all behavioral problems at the lowest level.

1. First Offense

- ◆ The driver fills out a Bus Conduct Report form. One copy will be sent home one will be kept in the office, and one to the driver. The student is given a warning and informed of the consequences if rules are broken again.

2. Second Offense

- ◆ 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. The principal or transportation supervisor will determine the length of suspension from the bus, if any.

3. Third Offense

- ◆ 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 given to the bus driver. Recommended suspension may be for a longer time or may be permanently suspended from riding the bus.
- ◆ Should a serious misconduct occur, a student might be suspended indefinitely from riding the bus without a previous warning.
- ◆ Students shall never be put off the bus until they have reached the school or their designated bus stop.

BUS RULES

OUTSIDE THE BUS

1. Be on time; be at your designated stop at least five minutes prior to 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 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, stop arm is out, and the driver gives you the signal to cross in front of the school bus.
6. Students are to stay a 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 directives promptly and respectfully.
2. Keep aisle and doorway clear of feet, books, etc.
3. No loud voices. Use normal voice when talking.
4. Never open or play with windows without driver's permission.
5. Windows shall be only half way down when open.
6. Never put anything out the window including hands, hair, heads, arms, paper, etc.
7. Never yell out the window.
8. Remain seated until the bus comes to a complete stop and the driver opens the door.
9. Students will be quiet at railroad crossings.
10. Fighting, wrestling, horseplay, or profanity will not be tolerated.
11. No eating or drinking on the bus, save snacks and homework for later.
12. Do not throw objects inside the bus or out the windows of the bus.
13. Emergency doors are used for emergencies only. Students are not to use the emergency doors to enter or exit the bus.
14. Non-transportable objects:
 - ◆ 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.
 - ◆ Live animals.
 - ◆ Glass containers/objects.
 - ◆ Inflated balloons.
 - ◆ Weapons, ammunition, explosives, or dangerous material.
 - ◆ Any item that could cause a mess or destruction to the bus.
 - ◆ Any item that could be determined to be a safety hazard.
 - ◆ Large musical instruments like cellos, and string bases. Smaller instruments may be transported if they can be stowed under the seat or between the student' leg. No instrument may obstruct aisle ways, doors, or emergency exits.
15. 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 Coordinator located at City Bus.

CHILD CARE AFTER SCHOOL

Students are expected to go directly to their after school destinations. Only students with adult supervision may remain in the building. Wonderful Weekdays provides care for after school dismissal in the cafeteria. If you can't pick your child up before 3:00 p.m. you should make arrangements with Wonderful Weekdays. Call 743-9374 for further information.

SIGN OUT

To provide the safest care for our students, please always sign out in the office when taking a student from the building. If your child returns before the end of the school day, you must come to the office and sign him/her in.

SCHOOL CANCELLATIONS/DELAYS/EARLY DISMISSALS

School cancellations and delays are announced early in the morning on TV 18 and local radio stations. Happy Hollow is part of the West Lafayette Community Schools (NOT Tippecanoe County Schools). On rare occasions, school is dismissed early for weather emergencies. We recommend that you develop a contingency plan for your child since it is impossible to contact all parents in such cases.

PARENT/TEACHER CONFERENCES

At the present time we do not have set parent/teacher conferences in the school calendar. Parents may request a conference by contacting the teacher.

PARENT INVOLVEMENT

Parents are always welcome at Happy Hollow. There are many opportunities to volunteer including helping with Parent Council programs, serving as room parents, assisting with class projects, presenting topics of interest or just visiting. Parent wishing to visit their child's class are requested to make arrangements at least one day in advance.

REPORT CARDS

We have four reporting periods. Each lasts approximately nine weeks. Report cards will generally be mailed home on the first Friday, after the end of the grading period, unless the grading period ends at the start of a school break. i.e. Winter Break, Spring Break.

MESSAGE TO STUDENTS DURING SCHOOL HOURS

Please refrain from calling the office or the classroom to give your child a message unless it is a real emergency. Your plans for the day should be complete before your child leaves for school in the morning.

FIELD TRIPS

Field trips are an important part of the educational curriculum. They provide valuable learning experiences that enrich and extend classroom study. Parents must give written permission in advance of each planned field trip. Often small fees are collected from students to cover expenses. Scholarships are available, however, we asked that you please pay what you can towards the trip if possible. Contact your child's teacher or the office if you think you may need one.

RECESS

Recess is an important part of the school day. Recess is held outside except during severe weather. Please have your child dress appropriately. In general, recess will be

held inside if the temperature is below 20 degrees F.
Parents may request in writing that their child stay inside
following an illness.