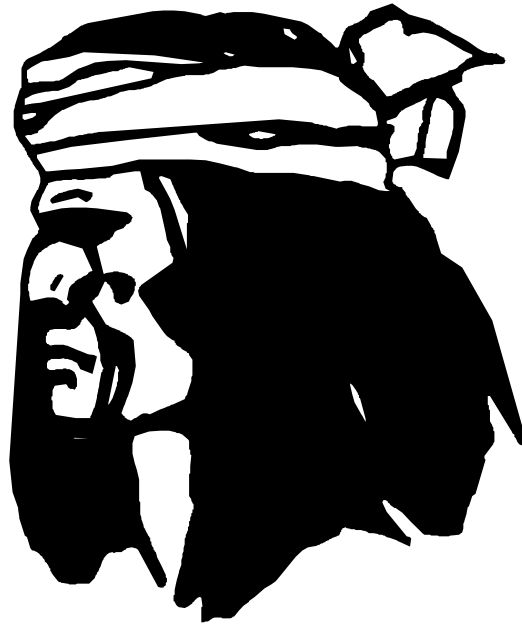


# **Wabash High School**



**Student Handbook  
2018-2019**

**#TheApacheWay  
#WeAreWabash**

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## Student Handbook

Adopted by the Board of School Trustees  
June 2018

**Principal:**

Mr. Kyle Wieland

**Assistant Principal:**

Mr. Jeffery Galley

**Guidance Counselors:**Mrs. Terri Denney  
Mrs. Abby Denney**Athletic Director:**

Mr. Floyd McWhirt

**Guidance Secretary:** Ms. Dawn Saunders**Athletic Secretary:** Mrs. Kris Fox**Website:** [www.apaches.k12.in.us](http://www.apaches.k12.in.us)**Secretary:** Mrs.**Address:**Wabash High School  
580 N. Miami Street  
Wabash, IN 46992**Telephone:** (260) 563-4131**Fax:** (260) 563-6806

As laws and policies change, the handbook will be updated on the high school website at [www.apaches.k12.in.us](http://www.apaches.k12.in.us).

Class Schedule			
Orange Lunch		Black Lunch	
Period	Class Times	Period	Class Times
1	8:35-9:22	1	8:35-9:22
2	9:27-10:14	2	9:27-10:14
3	10:19-11:06	3	10:19-11:06
OL	11:06-11:36	ADV	11:11-11:37
ADV	11:41-12:07	BL	11:37-12:07
4	12:12-12:59	4	12:12-12:59
5	1:04-1:51	5	1:04-1:51
6	1:55-2:43	6	1:55-2:43
7	2:48-3:35	7	2:48-3:35

### Educational Philosophy and Goals

It is widely recognized that the secondary school experience is a critical period in the intellectual, physical, psychological, and ethical development of the individual. Clearly, school is a major activity and a principal focus in the lives of adolescents. Accordingly, school must be a setting where a diversity of elements come together--educating, disciplining, nurturing--to create within the individual a readiness to assume the responsibilities of adulthood and citizenship. While it is true that educators must respond to these needs of the adolescent, it is equally true that the educational process has limitations; the school cannot do all things. Parents bear a responsibility for their children's education, and evidence abounds that the home atmosphere and community atmosphere powerfully affect how a youngster learns. However, parents and the community must sense that the educational system has an active, intrinsic interest in their children's welfare. In addition, the educational community must repeatedly demonstrate that it does not exist as a remote system operating for itself but as an institution for the benefit and betterment of the students, community, nation, and world. Therefore, the school system--school board, administration, faculty, and support staff--should make every effort to initiate and solicit cooperation from both the community and parents to promote educational excellence and to develop emotional maturity in the adolescents entrusted to its care.

In support of this educational philosophy, we hope each student will strive to meet the following objectives:

**Acquire knowledge of:**

- a basic core of information
- the learning process
- life management skills
- problem solving skills
- our democratic way of life
- our cultural differences

**Develop an appreciation of:**

- the need for lifelong learning
- the democratic way of life
- the contribution of fine arts and culture
- the value and interdependence of all peoples and countries of the world

**Develop respect for:**

- self-discipline and authority
- achievement and academic excellence
- good mental, emotional, and physical fitness and health

**Be committed to:**

- achieving academic excellence
- utilizing critical thinking
- developing to the fullest potential their creativity and abilities in the areas of special interest
- developing effective interpersonal relationships
- exercising a moral and ethical code which is realistic and socially acceptable
- achieving lifelong learning

## **Wabash High School Mission Statement**

Wabash High School provides a relevant and rigorous education, founded upon relationships, to ensure each student is college and career-ready for success in a global economy.

## **Wabash High School Vision Statement**

Wabash High School will ensure all students find life fulfillment choosing one of three paths – enrollment in post secondary education; enlistment in the military; or employment at a living wage – through building relationships with kids, parents, and the community; and providing a relevant and rigorous curriculum that is purposeful, demanding and accessible to all.

## **Wabash High School Belief Statements**

WHS believes all students have a capacity for learning and for success.

WHS believes students must be prepared to succeed in a technology-based economy.

WHS believes that all students will be provided a safe and secure environment conducive for learning.

WHS seeks to provide educational opportunities for all students.

WHS believes in creating educational experiences outside the classroom walls.

WHS believes excellent teachers are the cornerstones of student success.

WHS believes in hiring faculty and staff under the hire to retire philosophy.

WHS believes education is a pillar to the success of the community.

WHS believes that partnerships with our families are key to student success.

WHS believes integrity, ethics and trust are guiding principals in all our processes.

## **High Expectations at Every Grade Level**

Schools present the best opportunity, in partnership with parents and the community, for imparting the most advanced forms of thinking available in any society. Public schools grant every child the opportunity to acquire such thinking. The value of formal schooling is so great that simple fairness demands that we provide exemplary versions

of it for every child.

Among the most important set of core assumptions that any society has concerns its goals and expectations for young people. As a society, we do share a set of common goals and expectations for our young. We hope that they are kind, decent, respectful, honest, fair, responsible, and competent. Children are inspired when faced with challenging tasks. Children's self-regard is stimulated by the message that they must try harder to meet higher expectations. Schools and teachers are shirking their responsibilities if they do not advocate core standards such as honesty, respect, integrity, and the pursuit of excellence.

Children do best—intellectually, personally, morally—when they are striving for excellence. Any activity that encourages children to strive for excellence will enhance their motivation to learn and any instruction that shows them how to achieve excellence will advance their competence.

We must not underestimate a child's capabilities; if we do, we are limiting the child's potential for growth. We must provide our students with an environment that stimulates and maximizes intellectual and moral growth.

As a school system, we must guard against mediocrity becoming the norm. We must make certain that we are demanding maximum performance from every aspect of our organization. We must continually monitor and review our programs to make certain that yesterday's expectations are still today's expectations. We must impart an atmosphere that mediocrity will never be acceptable and that our pursuit of excellence will be relentless. This culture must start at the top. The Board must demand this of the Superintendent. The Superintendent must demand it of the administrators, the administrators of the teachers, and the teachers of the students. We will develop and maintain a culture that expresses our understanding that as we reach today's expectations, tomorrow's expectations will be even greater.

## Academic Requirements and Grading

### Standard Grading Scale

Nine week grades and semester test grades will be assigned to students according to the grading scale below.

12 Point Scale	Letter Grade	Percentage
12	A+	97 – 100%
11	A	93 – 96%
10	A-	90 - 92%
9	B+	87 - 89%
8	B	83 – 86%
7	B-	80 – 82%
6	C+	77 – 79%
5	C	73 – 76%
4	C-	70 – 72%
3	D+	67 – 69%
2	D	63 – 66%
1	D-	60 – 62%
0	F	Below 60%

Students' semester grades are based on the **percentage earned** for each nine weeks, not on the letter grade assigned. The student's semester grade will be computed using weights of 50% for each nine weeks, or if a course administers a weighted semester exam, that exam percentage will not exceed 20% with each semester equalling 40%.

For example: Each Semester Equals 50%

First nine week's grade	90%
Second nine week's grade	80%
<b>Semester Average</b>	<b>85%</b>

For example: Weighted Semester Exam (20% Max)

First nine week's grade	86%
Second nine week's grade	78%
Final Exam grade	80%
<b>Semester Average</b>	<b>81.6% or 82%</b>

All semester grades are given a point value ranging from 12 to 0 for the purpose of calculating the student's **grade point averages (GPA)**.

### Weighted Grades

All AP courses, courses taken on a college campus, and any dual credit core subject course, are currently weighted at Wabash High School for the purpose of Grade Point Average (GPA).

### Weighted Grading Scale

Nine week grades and semester test grades for weighted classes will be assigned to students according to the grading scale below.

12 Point Scale	Letter Grade	Percentage
15	A+	97 – 100%
14	A	93 – 96%
13	A-	90 - 92%
12	B+	87 - 89%
11	B	83 – 86%
10	B-	80 – 82%
9	C+	77 – 79%
8	C	73 – 76%
7	C-	70 – 72%
3	D+	67 – 69%
2	D	63 – 66%
1	D-	60 – 62%
0	F	Below 60%

### Grade/Progress Reports

Report cards are issued the week following the close of each nine-week grading period. Progress reports are issued mid-way between grading periods.

All required work must be completed before a passing grade can be assigned. **Make-up work is the student's, not the teacher's, responsibility.**

### Homework Policy

**Wabash High School believes that completing appropriate homework/class work assignments, as defined in the student handbook, is essential for mastering content outlined in the Indiana Academic Standards. As such, students are required to complete all assignments.**

*Homework is viewed as an extension of class work. It should fulfill the following objectives:*

- to review, reinforce or extend classroom learning by providing practice and application of knowledge gained;
- to teach students responsibility and organizational skills;
- to promote wise and orderly use of time;
- to encourage a transfer of learning of worthwhile school activities into permanent career and leisure time interests; and
- to provide opportunities for broad enrichment activities.



*The Student Should:*

- clarify with the teacher any questions pertaining to the homework instructions/ assignments before leaving the class as well as its purpose, when it is due, and how it should be completed;
- take home any materials and information needed to complete the assignments;
- learn to budget time when study time is provided during the school day;
- analyze study habits and take advantage of available study helps;
- with the aid of parents, set a special time and place free from excessive noise and other distractions in which to work;
- return all work completed to the teacher by the day requested; and
- make up work missed during an illness or other absence.

*The Teacher Should:*

- make homework assignments/instructions specific with student expectations understood;
- include only those homework activities which a student can accomplish outside the school and which have direct application to classroom studies;
- evaluate and share the results of the homework with the students as soon as possible;
- make homework an integral part of classroom activities;
- not use homework for “busy work” or punishment;
- be sure the student is not overburdened with excessive homework;
- instill a positive attitude toward homework;
- notify the parent if a student consistently fails to do homework;
- make homework assignments that are reasonable within course guidelines for the student.

*The Parent Should:*

- establish a regular “homework time”;
- encourage and support the student’s completion of homework;
- contact the teacher of the student having consistent difficulty with homework assignments;
- encourage the child to seek help from the teacher when in doubt about assignments;
- help the student organize adequate time for homework completion; and
- evaluate the quality of time spent on homework.

*The Principal Should:*

- communicate the philosophy and purpose of the homework policy to teachers, parents, students, and community;
- coordinate the homework guidelines within the departments and among teachers;
- encourage the reasonable use of homework; and
- be the liaison between the teachers and parents concerning homework problems.

*The Superintendent of Schools Should:*

- follow and enforce the homework policy administratively; and
- evaluate and revise, if necessary, the homework policy annually.

## **Academic Integrity**

**Wabash High School considers the maintenance of academic integrity of utmost importance and stresses that students are responsible for thoroughly understanding this code. Absolute integrity is expected of every Wabash High School student in all academic undertakings; the student must in no way misrepresent his/her work, fraudulently or unfairly advance his/her academic status, or be a party to another student’s failure to maintain integrity. The maintenance of an atmosphere of academic honor and the fulfillment of the provisions of this code are the responsibilities of the students and faculty of Wabash High School. Therefore, all students and faculty members shall adhere to the basic principles of this Code.**

## **Forms of Academic Dishonesty**

### **Plagiarism**

Plagiarism is the inclusion of someone else's words, ideas or data as one's own work. When a student submits work for credit that includes the words, ideas or data of others, the source of that information must be acknowledged through complete and accurate documentation, and specific footnote references, and, if verbatim statements are included, through quotation marks as well. By placing his/her name on work submitted for credit, the student certifies the originality of all work not otherwise identified by appropriate acknowledgments.

A student will avoid being charged with plagiarism if there is an acknowledgment of indebtedness to the original source material.

EXAMPLES (Including but not limited to):

1. Whenever one quotes another person's actual words.
2. Whenever one paraphrases another person's idea, opinion or theory; and
3. Whenever one borrows facts, statistics, or other illustrative materials, unless the information is common knowledge.

### **Fabrication**

Fabrication is the use of invented information or the falsification of research or other findings with the intent to deceive.

EXAMPLES (Including but not limited to):

1. Citing information not taken from the source indicated.
2. Listing sources in a bibliography not used in the academic exercise.
3. Inventing data or source information for research or other academic exercise.
4. Submitting as your own any academic exercise (e.g., written work, documentation or legal document prepared totally or in part by another person.
5. Taking a test for someone else or permitting someone else to take a test for you.

### **Cheating**

Cheating is an act of deception by which a student misrepresents that he/she has mastered information on an academic exercise that he/she has not mastered.

EXAMPLES (Including but not limited to):

1. Copying from another student's test paper and/or other assignments.
2. Actively facilitating another student's copying from one's own test paper/other assignments.
3. Using the course textbook or other materials such as a notebook not authorized for use during a test.
4. Collaborating during a test with any other person by receiving information without authority.
5. Using specifically prepared and unauthorized materials or equipment during a test, e.g. notes, formula lists, notes written on student's clothing, etc.

### **Academic Misconduct**

Academic misconduct is the tampering with grades, or taking part in obtaining or distributing any part of a test/quiz/academic assignment not administered.

EXAMPLES (Including but not limited to):

1. Stealing, buying or otherwise obtaining all or part of an unadministered test/quiz/academic assignment.
2. Selling or giving away all or part of an unadministered test/quiz/academic assignment including answers to an unadministered test/quiz/academic assignment.
3. Bribing any other person to obtain an unadministered test/quiz/academic assignment or any information about the test.
4. Entering a building, office file or computer/computer system for the purpose of changing a grade in a grade book, on a test/quiz/academic assignment, or on other work for which a grade is given.
5. Changing, altering, or being an accessory to the changing and/or altering of a grade in a grade book, on a test/quiz/academic assignment, a "change of grade" form, or other official academic records of the school which relate to grades.

6. Entering a corporation/school building, office, file, or computer/computer system for the purpose of obtaining an unadministered test/quiz/academic assignment.

### **Procedure**

If an instructor suspects that a student or students may have violated Wabash High School's Code of Academic Integrity, he/she will promptly notify the student(s) involved and request an explanation of the alleged discrepancies noted. The student(s) will be invited to meet with the instructor along with an administrator or guidance counselor to review the matter in question. The process of notification and meeting will take place within 7 calendar days of the alleged violation. If the student is cleared of the suspicion, the matter will be dropped. If the student(s) are found to be in violation of the Code of Academic Integrity, the instructor will impose a sanction upon the student. The student(s) should be aware that admission of guilt does not eliminate or lessen the sanction imposed by the instructor. If the sanction involves an "F" for the course, a notification statement of the infraction will be forwarded to the administration and guidance department.

### **Academic Dishonesty Sanctions**

Any student found guilty of academic dishonesty will be subject to penalties, which, depending on the gravity of the offense, may include the following:

1. Failure of the assignment involved (subject to decision of the instructor)
2. Failure of the course (subject to decision of the instructor, guidance department and administration)
3. Removal from the class (subject to decision of the instructor, guidance department and administration)

### **Review and Expunging of Records**

1. Records and notes of completed disciplinary proceedings are destroyed if the student is found not to be in violation of the Code of Academic Integrity.
2. Records and notes of the completed disciplinary proceedings are maintained by the school administration if the student is found guilty. The records are maintained until the student leaves or graduates from Wabash High School.

### **Policy on Student Integrity, Professionalism and Ethical Behavior**

All students have an obligation to maintain a high level of ethical behavior and professionalism in relationship to their academics and daily interactions with others. These behaviors in accordance with the accepted principles of right and wrong govern the conduct of a student. Any student of Wabash High School who engages in unprofessional or unethical conduct is subject to disciplinary action, which could include reprimand, suspension and/or expulsion.

## **Directory Information**

Wabash High School provides the following data as directory information: student name, address, listed or published telephone number, students who have made the Honor Roll, and student height and weight for high school athletic events and mandated state health department surveys.

## **Disclosure of Student Lists**

The Board of Trustees of the Wabash City Schools, in order to maintain the privacy of its students, prohibits the disclosure of any student list to any commercial organization which intends to use the list for commercial purposes. "Student list" is defined as a list containing the names and addresses of any or all students currently or formally enrolled in the school corporation. "Commercial organization" is defined as any entity which is a for-profit organization. **"Commercial organization" does not include any of the "armed forces of the United States" as defined by state law.** "Commercial purpose" is defined as any activity which is an attempt to solicit business or profit. The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization.

Indiana law requires a high school to provide access to student directory information to recruiting representatives of the military services. Military services include the U.S. Air Force, the U.S. Army, the U.S. Coast Guard, the U.S. Marine Corps, the U.S. Navy, any reserve component of these military forces, any service academy of these military forces, the Indiana Air National Guard, and the Indiana Army National Guard. Student directory information for the purposes of this requirement is the student's name, address and listed or published telephone number. A parent or student has the option to restrict the release of such information to the military services recruiting representatives

upon written request to the high school principal at the end of the student's sophomore year in high school. This request form is provided in the high school office for parent or student use. I.C. 5-14-3-4 (c) and I.C. 20-10.1-29-1 et seq.

### **Family Educational Rights and Privacy Act (FERPA)**

The Family Educational Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("eligible students") certain rights with respect to the student's education records. They are:

**The right to inspect and review the student's education records within 45 days of the day the District receives a request for access.**

Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

**The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate or misleading.**

Parents or eligible students may ask Wabash City Schools District to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading.

If the District decides not to amend the record as requested by the parent or eligible student, the District will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.**

One exception which permits disclosure without consent is disclosure to school officials with legitimate educational interests. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the District will disclose education records without consent to officials of another school district in which a student seeks or intends to enroll. Where disclosure is to a state or local juvenile justice agency and relates to the ability of such agency to serve before adjudication the student whose records are being released and such agency receiving the information certifies in writing that the agency has agreed not to disclose it to a third party without the consent of the student's parent, guardian or custodian, such information may not be used to aid in the supervision of a delinquent child.

**Parents and/or eligible students who believe their rights have been violated under either the Protection of Pupil Rights Amendment (PPRA) or the Family Educational Rights and Privacy Act (FERPA) may file a complaint with:**

**Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605  
[www.ed.gov/offices/OM/fpco](http://www.ed.gov/offices/OM/fpco)**

## Permanent Records

Semester grades make up the permanent record of each student. These records are kept in the high school office. They are a part of the accumulative record which is kept on each student who attends the Wabash City Schools.

Included in the permanent records is the student record of absences and tardies. (This information is of interest to persons who may employ Wabash High School students or graduates.) Also included in the permanent records are student health records, test scores, and transfer records if the student has attended another school.

## Transcripts

Transcripts will include the following information: student name, ID number, date of birth, parents' names and addresses, race, sex, entry and exit dates, grades, credits earned, GPA, class rank, attendance, standardized test scores, immunization records, and, for special needs students, Individualized Education Programs and psychological plans.

## Post-Secondary Credit

Students enrolled at Wabash High School may earn credits in a college or university program, while earning credits toward high school graduation. Courses that can be taken at the college level are determined by Wabash High School. Students may not enroll in a college class for high school credit without authorization from the guidance department.

## Transfer of Credit Policy From Non-Accredited Private Schools

Students enrolling in Wabash High School after attending non-accredited private schools will provide a transcript of credits earned, and:

1. Number of minutes per week each class met
2. Number of days per semester each class met
3. Number of weeks of instruction per semester
4. A description of the content of each course, the scope or range of topics, and publishers of the textbooks used

The information will be evaluated by a committee comprised of appropriate school personnel, building principal (or designee) and two counselors, within ten (10) school days according to the following criteria:

1. Number of minutes per week, hours per week and days in a semester should approximate state guidelines.
2. Course descriptions and/or textbooks used indicate equivalency to Wabash High School offerings.
3. Courses not approximating Wabash High School courses may be accepted for elective credit if the committee determines the validity of the offering.
4. Religious, social, or personal development courses may show on the student's record but may not be used in accruing credits for graduation.

An appeal of any determination concerning placement of a student may be directed to the superintendent of schools within ten (10) working days following the decision of the committee. A successful appeal must show that the facts do not support the determination of the committee. The superintendent of schools will render a decision within ten (10) school days.

Any student eighteen (18) years or older will be considered too late to enroll for the beginning of the school year if the enrollment is after the ADM count day unless the student is considered a transfer student. A student eighteen (18) years old or older enrolling before the ADM count day must:

1. Meet the "Legal settlement" as defined by IC 20-8.1-1-7.1
2. Meet all the Wabash City Schools' policies.
3. Be in "good standing" from the previous school.

A student eighteen (18) years old or older may be denied enrollment at the beginning of the school year, and before the ADM count day, if the student has accumulated a number of unexcused absences that place the student in a failure situation for the nine weeks and/or semester. The decision to require a student eighteen (18) years old or older to begin at the beginning of the semester is at the discretion of the principal.

## Graduation Requirements

Beginning with students who enter high school in 2012–2013 school year (Class of 2016) completion of the following Indiana Core 40 programs becomes the Indiana Graduation requirement.

<b>Course and Credit Requirements</b>	
<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school</i>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> (College and Career Pathway courses recommended)
<b>40 Total State Credits Required</b>	

### **CORE40** with Academic Honors *minimum 47*

For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits  
(6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.

- Have a grade point average of a “B” or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

## CORE40 with Technical Honors *minimum 47*

For the Core 40 with Technical Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  1. State approved, industry recognized certification or credential, or
  2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following,
  - A. Any one of the options (A - F) of the Core 40 with Academic Honors
  - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
  - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
  - D. Earn the following minimum score(s) on Compass; Algebra 66 , Writing 70, Reading 80.

### Indiana General High School Diploma

**The completion of Core 40 is an Indiana graduation requirement. Indiana’s Core 40 curriculum provides the academic foundation all students need to succeed in college and the workforce.**

**To graduate with less than Core 40, the following formal opt-out process must be completed:**

- The student, the student’s parent/guardian, and the student’s counselor (or another staff member who assists students in course selection) must meet to discuss the student’s progress.
- The student’s Graduation Plan (including four year course plan) is reviewed.
- The student’s parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined.

<b>Course and Credit Requirements (Class of 2016 &amp; Beyond)</b>	
<b>English/Language Arts</b>	<b>8 credits</b> Credits must include literature, composition and speech
<b>Mathematics</b>	<b>4 credits</b> 2 credits: Algebra I or Integrated Mathematics I 2 credits: Any math course <b>General diploma students are required to earn 2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year. QR courses do not count as math credits.</b>
<b>Science</b>	<b>4 credits</b> 2 credits: Biology I 2 credits: Any science course <b>At least one credit must be from a Physical Science or Earth and Space Science course</b>
<b>Social Studies</b>	<b>4 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Any social studies course
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>College and Career Pathway Courses</b> Selecting electives in a deliberate manner to take full advantage of college and career exploration and preparation opportunities	<b>6 credits</b>
<b>Flex Credit</b>	<b>5 credits</b> Flex Credits must come from one of the following: <ul style="list-style-type: none"> <li>• Additional elective courses in a College and Career Pathway</li> <li>• Courses involving workplace learning such as Cooperative Education or Internship courses</li> <li>• High school/college dual credit courses</li> <li>• Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts</li> </ul>
<b>Electives</b>	<b>6 credits</b> Specifies the minimum number of electives required by the state. High school schedules provide time for many more elective credits during the high school years.
<b>40 Total Credits Required</b>	
Schools may have additional local graduation requirements that apply to all students	



## Commencement Exercises

In order for a student to participate in commencement exercises, the student must have successfully completed all graduation requirements as outlined by the State of Indiana and Wabash City Schools' Board of Trustees.

**Attendance and participation in any commencement exercise is a privilege and not a right. Administration may refuse participation based on disciplinary and/or attendance issues.** The Valedictorian and Salutatorian will be determined at the end of the seventh semester.

## General Requirements

Students may graduate after completing six semesters per building administrator's discretion.

## Scholarships

A substantial amount of money is available to Wabash High School graduates through a number of different scholarship funds including but not limited to: Ruth Minear Trust, Blare and Marie Tate Trust, Ella Truxell Baer Trust, Orville Butts Trust, W. Scott Wakefield, Tyner Christian Scholarship, Bromley Educational Grant, and Yopst Educational Grant.

Information regarding these scholarships, as well as many other scholarships and loan opportunities, may be obtained from the guidance counselors or by contacting the Community Foundation of Wabash County..

## National Honor Society Requirements

### Membership

Membership in the local chapter is an honor bestowed upon a student. Selection for membership is made by a faculty council and is based on outstanding scholarship, character, leadership, and service. Once selected, members have the responsibility to maintain these qualities.

A National Honor Society member who transfers from another school and brings a letter from the former principal or chapter advisor shall be accepted automatically as a member in Wabash High School's chapter. Transfer members must meet the new chapter's standards within one semester in order to retain membership.

Members who resign or are dismissed are not eligible for membership or its benefits. Members who have resigned or have been dismissed may petition the administration and local chapter for reinstatement. The decision of the administration will be final.

### Selection of Members

To be eligible for membership, the candidate must be a member of the sophomore, junior, or senior class and designated as eligible by the chapter bylaws. Candidates must have been in attendance at school at least the equivalent of one semester.

Candidates must have a cumulative scholastic average of at least 9 on a 12-point scale or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character.

The selection of each member to the chapter shall be by a majority vote of the faculty council.

### Dismissal

Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter adviser and given a reasonable amount of time to correct the deficiency, except that in the case of flagrant violation of school rules or civil laws a member does not necessarily have to be warned.

## Honor Roll

Wabash High School has regular and special honor rolls. A student is on the **Regular Honor Roll** if he/she attains grades no lower than a B-. Students who attain grades no lower than an A- are on the Special Honor Roll.

## Academic Achievement Award

### Awards Criteria

In order to qualify for Wabash High School's award for academic achievement, a student must earn a minimum of sixty-five (65) points. These points can be achieved at the end of each semester in the following ways:

- I. Semester Grade Point Average
  - A. All A+'s, A's or A-'s earns 25 points, or
  - B. Special Honor Roll (GPA > 10 and <12) earns 15 points, or
  - C. Regular Honor Roll (GPA > 8 and <10) earns 10 points.
  - D. These stipulations also apply to the GPA:
    1. no grade lower than C -
    2. enrollment in a minimum of four academic courses. See list of academic courses on page 13.
- II. Participation in Academic Activities and Competitions
  - A. Indiana Academic Competition for Excellence (IACE) – sponsored academic competition.
    1. Spell Bowl (5) points.
    2. Hoosier Academic Super Bowl membership may earn the student between 5 and 15 points based on appropriate research, attendance, and levels of competition.
  - B. Departmentally oriented academic competitions and workshops.
    1. Each department may petition the Academic Awards Committee to have various subject area events included for points. Some examples are English Achievement Day (BSU), Science Olympiad, and study sessions for IACE event.
    2. Students may petition in advance of participation for approval for special workshops or summer camps. Financial support, contingent upon available funding, may be acquired based on these conditions:
      - a. Workshops or conferences must relate directly to academic course listings in this section.
      - b. Financial support for these activities is intended primarily for summer conferences and workshops; however, if a noteworthy opportunity arises during the school year, students may petition the Academic Awards Committee.
      - c. The monetary amount will be set at 20% of conference expenses with a \$100.00 maximum.
    3. The Academic Awards Committee will award one (1) to ten (10) points per approved activity. The points awarded will be based on a presentation by the student following the activity.
    4. A maximum of twenty (20) points per year per student may be earned in this category.
- III. Special Procedures
  - A. Students will take responsibility for initiating and providing the Academic Awards Committee with information and documentation about their points based on the above criteria.
  - B. The petition procedure for financial support involves submitting a letter of intent as well as photocopies of the application and related information for the workshop. Verification must follow immediately upon your return to school, and prior to reimbursement for the award funds.
  - C. This special funding is available to 9th through 12th graders for activities during the school year and summer. However, support for seniors extends only up to graduation.
  - D. The Academic Awards Committee will verify each student's points.
  - E. In order to maintain recognition for academic achievement, a student must earn a minimum of twenty (20) points each year.

## Awards Presentation

### Awards

Each student earning sixty-five (65) points qualifies for an academic letter jacket or an academic letter to place on his/her athletic letter jacket.

### Awards Ceremony

1. Every spring Wabash High School will sponsor an academic awards banquet and ceremony.
2. All recipients and their parents will be invited to attend.

## Current Academic Courses

English—Academic or Honors  
 English 10—Academic or Honors  
 English 11—Academic  
 English 12—Academic  
 Journalism  
 AP Music Theory  
 Band  
 Choir  
 Digital Responsibility  
 PCC  
 PE  
 Lifeguarding  
 Health  
 United States History  
 United States Government  
 Economics  
 AP Economics  
 World History and Civilization  
 AP World History and Civilization  
 Photography  
 Art

Algebra I  
 Algebra II  
 Geometry  
 Pre Calculus  
 AP Calculus  
 AP Statistics  
 Spanish I, II, III, and IV  
 French I, II, III, and IV  
 Environmental Science  
 PLTW BioMedical  
 PLTW Engineering  
 PLTW Computer Science  
 Biology I  
 AP Biology  
 Biology II  
 Physics  
 Chemistry I  
 Chemistry II  
 Anatomy  
 Personal Finance  
 Introduction to Entrepreneurship  
 JAG (Jpbs for America's Graduates)

## Student Activities and Organizations

### Clubs

The Wabash High School club program is designed to make available as many different types of activities as possible to meet the interests of the student body. The plans, activities, and functions of each club are decided upon and carried out by the members and elected officers, with the help of an adviser. The success of each activity depends upon the loyalty and work of the members and the capabilities of the officers. There are numerous clubs available to students. Announcements regarding clubs are made over the public address system.

### Athletics

Wabash High School is a member of the IHSAA and the Three Rivers Conference. Interscholastic sports include: Football, Cross Country, Tennis, Volleyball, Basketball, Baseball, Wrestling, Golf, Track, Softball, Swimming, and Soccer.

All athletes must meet all IHSAA eligibility rules including passing five academic classes each nine weeks.

### Student Government

The Student Council is an organization through which the students may express their opinions, assist the school's administration, and participate in the management of school enterprises. Student Council promotes leadership, initiative, and school participation among its members. Each spring officers are elected to carry on the work the following year. It is the duty of the representatives to bring to the Council's attention concerns and to take to their classmates the actions of Student Council.

**School Fight Song**

(Words by Mary Dragoo, 1977)

*(Tune: Wabash Cannonball)*

The Apache train is rolling.  
 Our team is loaded in.  
 Our final destination  
 Is another Apache win.  
 Our opponents try to stop us,  
 But we always make them fall.  
 We've got a winning combination  
 On the Wabash Cannonball.  
 Listen to the cheering  
 As the crowd begins to roar  
 While they're watching the Apaches  
 Mark up another score.  
 Orange and Black are famous.  
 They're known quite well by all,  
 Because they are the colors  
 Of the Wabash Cannonball.

**School Song***(Tune: "Illinois Loyalty")*

We're loyal to you Wabash High.  
 We're all staunch and true Wabash High.  
 We'll back you to stand against the best in the land  
 For we know you've got the sand, Wabash High  
 RAH, RAH!  
 Go smash that blockade, Wabash High!  
 Go crashing ahead, Wabash High!  
 Our team is our fame protector,  
 Oh, boys we'll all expect  
 A victory from you Wabash High.  
 Che-Cha-Cha-ha-ha  
 Wabash High School  
 Rah, Rah, Rah  
 Che-Cha-Cha-ha-ha  
 Wabash High School  
 Rah, Rah, Rah  
 High School flag we'll always be true  
 Upon this hardwood floor a-fighting for you,  
 Like men of olden giants, placing reliance, shouting defiance,  
 OSKEWAWA!  
 Amid the broad green fields that nourish our land  
 For honest labor and for learning we stand  
 And unto you we pledge our hearts and hands  
 To win this victory Wabash High.  
 W W WAB - A A ASH  
 W A B- A S H  
 WABASH WABASH WABASH

## General Information

### Guidance

The guidance program exists to serve students. Counselors are available to help students with academic problems, personal and social adjustments, and vocational and post high school planning. Student enrollments, transfers, and withdrawals are processed through the guidance office.

### Discussion Groups

Students are sometimes part of discussion groups that meet during the school day to discuss student concerns.

Any parent who objects to a student being part of such a group must submit a written statement to that effect to the Guidance Office.

## Bus Transportation

### School Bus Rules for WHS Students

There is bus service provided for students living south of the Wabash River. The buses **will not pick up or deliver students to their homes**. Instead the buses will stop at designated areas, and each student is to report to the nearest area. No student is required to ride on the bus, and those students choosing to ride need to keep in mind that riding the bus is a privilege and not a right.

In order that this bus service can be run efficiently and with a minimum of hazards, the students are asked to respect the following bus regulations:

1. Students are expected to be on time for the bus in order to permit the bus to follow the time schedule.
2. At bus stops, students are to stay out of the street until the bus has come to a complete stop and the driver has opened the door and directed students to enter. Roughhousing at the bus stop will not be tolerated.
3. Bus drivers have the right to assign students to a specific seat and to expect conduct of students the same that is required in a classroom.
4. Upon entering the bus, students are to go to their seats without disturbing, crowding, or pushing other students and remain seated while the bus is moving.
5. Students are to sit quietly in their seats until the bus stops to unload and the driver signals the students to leave their seats. Loud voices will not be tolerated.
6. Students should remain particularly quiet when the bus is nearing a railroad crossing so that the driver can hear any approaching train. This is extremely important.
7. Students must obey the driver promptly. The driver has a great responsibility and it is everyone's duty to help.
8. The buses will be kept clean and sanitary. No eating or drinking of food or beverages, i.e. candy, ice cream, pop, is permitted on the bus during regular hours. Any exceptions need to have arrangements made ahead of time with the driver and teacher.
9. When there is a need to open the windows on the bus, the instructions of the driver are to be followed.
10. Heads, arms, hands, or any objects must be kept inside the bus at all times.
11. The rear or side exit door of a bus is to be used only in the case of an emergency.
12. No objects are to be thrown from the bus.
13. There is to be no smoking on the school buses.
14. The use of profane or obscene language will not be permitted on school buses.
15. Large or heavy objects can only be carried on the bus with prior permission from the bus driver. The aisle in the bus is to remain free and clear for any exits.
16. Bus equipment should be treated as you would valuable furniture in your home. At all times students should take care that they do not damage the bus. Any verified damage done by a student to the outside or inside of a school bus will be the responsibility of the parent to pay.

No different than discipline in the school classroom, discipline on the school bus is for the safety of the student, driver, and any other driver on the highway, street, etc. Inappropriate behavior on the school bus will not be tolerated. A student can lose riding privileges with inappropriate behavior. Bus service is offered as a privilege. It is the parent's responsibility to make sure their child is aware of and understands the importance of the safety rules when riding the school bus.

Information will be given to your child at the beginning of the year by the bus driver, or made available at the time you register your child for enrollment. This information needs to be covered by the parent with their child(ren).

**Parents: it is extremely important that any emergency information be on file and current with the school/and or driver in case of an unexpected emergency. As this information changes, please inform the school in which your child is enrolled.**

Students are expected to practice all safety issues while at a bus stop. The building principal or teacher will handle any reported discipline problems at the bus stop with the student(s) involved. Damages to property at bus stops will not be tolerated and will be reported to the administration office or the local police department.

## Lunch

All students are to remain on the school grounds during lunchtime as there is no open lunch at Wabash High School. Food deliveries may not be made to school without the prior approval of the administration.

The school cafeteria and high school café is maintained as a vital part of the health program of the school. Students are encouraged to use the facility located in the Middle School building. All lunches must be eaten in either the high school or middle school cafeteria. Information regarding free and reduced meals is available in the office.

During the school day (8:35am-3:35pm), food/drink/candy is to be consumed in the cafeteria(s) only. Students found eating food or candy in the school building outside of designated eating areas may have those items confiscated and disposed of immediately. There is to be no food or drink in the hallways during passing periods. Food and drink in the classroom is at the discretion of the classroom teacher.

## School Boundaries

The school boundaries are defined as follows: North, Harrison Street; West, Alber Street; South, Charley Creek; East, Miami Street to Colerain Street and the chain link fence from Harrison Street toward Colerain Street. School property includes the woods that border the faculty parking lot on the east.

## Valuables

Students are cautioned not to bring large amounts of money or other valuables to school and to keep track of their belongings at all times. **Students, not the school, are responsible for their personal property.** If it is necessary to bring more money than, it is recommended that it be left in the office for safe-keeping. While in gym classes, students should leave their valuables with their teacher, a friend, or in their gym locker. Student lockers are equipped with locks and students are encouraged to use them. Students should not share their combination with others.

## Visitors

Parents, guardians, and interested school patrons are encouraged to visit school and are required to report directly to the office upon arrival to receive a visitor's pass and to sign in. Students from other schools (unless sponsored by a school), or friends, will not be given visitation privileges. Salesmen are required to report to the office when they arrive.

## Work Permits

Students who are required by state law to have a work permit may obtain one from the high school office. An "Intent to Employ" card provided by the potential employer must be presented before the permit can be used.

The school has the right to deny or revoke a work permit to a student whose attendance is not in good standing or whose academic performance does not meet school standards. Any student with three (3) truanancies/unexcused absences, ten (10) or more absences in a semester, not passing five (5) academic courses, has been expelled or has withdrawn from school, may be denied a work permit or have a work permit revoked. Exceptions to the policy may be granted by administrative discretion.

Grades will be evaluated using nine-weeks grades at the end of each nine-week grading period.

## Reasonable Force Policy

There are circumstances and/or conditions under which employees are permitted to touch students appropriately in order to maintain a safe and orderly school environment, to administer first aid, and to attend to health needs.

Typical examples of the circumstances include, but are not limited to:

- Intervening in fights
- Preventing accidental injury
- Protecting oneself
- Providing appropriate care to disabled students
- Moving through a crowd to address an emergency
- Employing passive restraint with emotionally disabled students
- Discipline

## Health Services:

Each student will have his/her own health registration form –“Annual Health Information Update” filed in the health office each year. This is to be thoroughly completed and filled out during registration with the student’s health information which includes any past medical history, current health conditions, recent injuries, hospitalizations, or illnesses, updated vaccinations, or any other pertinent medical information that may help aid in the care of the student. This must be updated annually to allow WCS the best up-to-date knowledge and information to care for your child in the best possible way.

Appropriate health care manuals and forms shall be developed by the administration and health care staff for the purpose of providing health care and for the recording of health care information. Student health records shall be retained for two (2) years beyond graduation or departure.

## Rules Regarding Illness

Children should NOT be in school if they have:

- Temperature of 100 degrees or higher. Students should not return to school until fever free (without medication) for 24 hours.
- Vomiting or diarrhea. The student should stay home until 24 hours after the last episode.
- Rash that may be disease-related or cause is not documented on the health record. Students with any suspicious rash should not return to school until you they been evaluated by a physician. A doctor’s statement of cause, treatment, and clearance for school is requested.
- Head lice present. Students can return once they have been treated with a medicated pediculicide (lice-killing) shampoo, then checked by the school nurse to verify the lice are adequately treated. Please inform school health office.
- Pink eye (conjunctivitis). This is a highly contagious bacterial eye infection that must be evaluated and treated by a physician. A doctor’s statement of cause and clearance will be required. Students can return 24 hours after treatment.
- Strep throat. Students can return to school after 24 hours of antibiotic treatment and feeling well with no fever.

**\*\*\*Please inform the school office immediately if any of the above occurs. These are rules to prevent exposure and spread of illness to other students. We would appreciate your cooperation with these rules. Please remember to call the school office by 9:00 a.m. whenever your child will be absent from school for any reason.**

A student may be excluded from school for the following reasons:

- If the immunization history is not complete within 20 days of enrollment
- If the student has a communicable disease that poses a threat to the health or safety of the school community. (IC 20-33-8-13)
- If the student’s immediate removal is necessary to restore order or to protect persons on school corporation property. (IC 20-33-8-13)
- If the student is mentally or physically unfit for school purposes (IC 20-33-8-13)

## Policy For Medication Administration

Medications should be given at home whenever possible. Only those medications that must be given during the school hours shall be administered. It is the responsibility of the parent or guardian to provide any and all medications for the student. These medications shall be administered under the following conditions:

1. Prescription Medications- a. A physician's statement must be on file authorizing the administration of prescription medication, as well as the instructions for administering the medication. (IC 34-4 16.5-3.5). Medication dosage changes must be in writing by the physician. b. Medication must have a pharmacy label on the container. Inhalers should have a pharmacy label on the inhaler itself. c. Written permission of a parent or guardian authorizing the administration of the medication must also be on file. No telephone permissions will be accepted. Permission forms are available in each building and must be renewed each school year. (IC 34-4-16.5-3.5) d. Also, a doctor's note and diagnosis shall be provided when requested by the school nurse or school personnel with any needed clarification of information.

2. Over the Counter Medications/Non-Prescription Medications – a. Medication must be provided in original container. It must be age appropriate and labeled with the child's name. b. Written permission of a parent or guardian authorizing the administration of the medication must be on file and must be age appropriate. Permission forms are available in each building. c All medicines will be disposed of if not picked up by the parent or an adult. d. If ordered by the physician, a written note from the doctor stating diagnosis and the OTC medication for the noted period of time must be on file.

3. Due to the risk of Reye's syndrome, Aspirin is strictly prohibited. Parents who do not wish to comply with the above medication policies must visit the school and administer the medication to their own child in the presence of the school nurse, principal, or school designee for documentation.

4. Students must not have medication in their possession. ALL medication must be kept in the office of the school nurse, principal, or first aid and stored in a locked cabinet or container. Failure to comply with this policy may result in discipline as outlined in the substance abuse policy.

5. Students with acute medical conditions may possess and self-administer medication (inhaler, epi-pen, etc.) only with the permission of the physician and the parent. Documentation of the medical condition and physicians note must be on file in the health office and must be updated annually.

6. All medications must be transported to and from school by parents. Empty bottles will be sent home when all medications are gone. Parents of elementary school students are responsible for picking up their child's medication at the end of the school year or when the child no longer takes the medication. MS/HS students need written permission on file from the parent to send medications home with student. All remaining medication on the last day of school will be destroyed.

## Severe injury or illness

If, in the opinion of school administrators and/or the school nurse, a student's life, limb or organ is in jeopardy of being lost as a result of accident, or severe illness, the school shall do the following:

1. Immediately arrange for transportation of the student to the hospital via the most appropriate emergency ambulance/transportation service.

2. Contact the student's parent/guardian at home or at work. If the parent/guardian cannot be contacted the school shall call the designated emergency contact person for direction.

If a student is injured or severely ill at school to the degree that medical attention is necessary, the school shall do the following:

1. Contact the student's parent/guardian at home or at work. If the parent/guardian cannot be contacted the school shall call the designated emergency contact person for direction.

2. If attention at a medical facility is necessary and the student's parent/guardian cannot provide transportation for the student, the school shall have the student transported to their family physician or to the emergency room of the nearest medical facility.



Within 24 hours of a student injury, the staff member dealing with the injury must complete a Student Injury Report. All persons involved in the incident and all witnesses to the incident must complete a Student Injury Report Narrative statement to be attached to the Student Injury Report. A copy of the complete report shall be submitted to the building principal and to the superintendent.

No student shall be permitted to go home ill without consent of parent/guardian or if the school is unable to contact the parent/guardian consent of the designated emergency contact person. Students shall be sent home ill or injured only if there is an adult there to care for them or with the specific approval of the parent/guardian in the case of a high school student or middle school student.

## Other health requirements

### Immunizations:

All immunizations will be up-to-date, according to the Indiana State Department of Health guidelines. They include a series (number is based on age and grade level) of Hepatitis B, Hepatitis A, DTAP, Polio, MMR, Varicella, TDAP, and Meningitis.

\*\*\*Immunization records as well as a copy of original birth certificate must be kept on file in the health office. Students will not be permitted to attend school beyond the first day of school without providing proper immunization records or birth certificate. Students who transfer into the school corporation are given twenty (20) days to provide proper immunization records.

\*\*\*Religious or Medical Exemptions must be filed annually through the school nurse's office.

## Wabash High School Suicide Awareness and Prevention Policy

### Policy Statement:

It is the responsibility of Wabash City Schools to provide a safe, supportive, and culturally responsive school environment for all students. The Wabash City School's Board of Trustees believes that suicide is a preventable public health problem and acknowledges that all students have the right to be protected from those indicators that put students at higher risk for suicide. The board thus acknowledges the necessity of this policy to ensure school personnel are able to recognize and report students at risk of suicide.

### Purpose:

- To protect the health and well-being of all Wabash High School students.
- To establish procedures to prevent, assess the risk of, intervene, and respond to suicide risk in students, staff, and volunteers and make referrals as needed.
- To educate all school personnel on their role in providing an environment that is sensitive to individual and societal factors and one which helps to foster positive youth development.
- To ensure that all efforts will be made to maintain the privacy and dignity of students and families.
- To identify the Suicide Prevention Coordinator and other lead personnel.
- Suicide Prevention Coordinator (District): Jeffery Galley
- School Suicide Prevention Coordinator: Abby Denney
- Designee(s) when the coordinator is not immediately available: Terri Denney

### Suicide Definitions

- **Crisis Team:** A multidisciplinary team comprised primarily of administrative, mental health, safety professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response and recovery, including for suicide related situations. These professionals have been specifically trained in suicide intervention and crisis preparedness through recovery and take the leadership role in developing crisis plans, ensuring school staff can effectively execute various crisis protocols, and may provide mental health services for effective crisis interventions and recovery supports. *Crisis team members include: Jeffery Galley, Abby Denney, Terri Denney, Sam Hipskind, Jen Smith.*
- **Mental Health:** A state of mental and emotional wellbeing that can impact choices, actions, and relationships that affect wellness.
- **Suicide Postvention:** A crisis intervention strategy designed to reduce the risk of suicide and suicide

contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.

- **Risk Determination/Assessment:** An evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist, school counselor, or school social worker). This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.
- **Risk Factors for Suicide:** Characteristics or conditions that increase the chance that a person may try to take his/her life. Suicide risk tends to be highest when several risk factors are present at one time. Risk factors may include biological, psychological, and /or social factors in the individual, family and environment.
- **Self-harm:** Behavior that is self-directed and deliberately results in injury or the potential for injury to oneself. It can be categorized as either non-suicidal self-injury or suicidal. Although self-harm often lacks suicidal intent, youth who engage in self-harm are more likely to attempt suicide.
- **Suicidal Ideation:** Thinking about, considering, or planning for self-injurious behavior which may result in death. A desire to be dead without a plan or intent to end one's life is still considered suicidal ideation and should be taken seriously.
- **Suicidal Behavior:** These behaviors include suicide attempts, intentional injury to self, associated with at least some level of intent, developing a plan or strategy for suicide, writing a suicide note, gathering the means for a suicide plan, or any other overt action or thought indicating intent to end one's life.
- **Suicide Attempt:** A self-injurious behavior for which there is evidence that the person had at least some intent to kill himself or herself. A suicide attempt may result in death, injuries, or no injuries. A mixture of ambivalent feelings such as wish to die and desire to live is a common experience with most suicide attempts. Therefore, ambivalence is not a sign of a less serious or less dangerous suicide attempt.
- **Suicide:** Death caused by self-directed injurious behavior with any intent to die as a result of the behavior. Note: The coroner's or medical examiner's office must first confirm that the death was a suicide before any school official may state this as the cause of death. Parent acknowledgement that the death was a suicide is strongly recommended before discussing the death as a suicide with the students.
- **District-Level Suicide Prevention Coordinator:** The district-level coordinator may be an existing staff member and is designated by the Superintendent with the responsibility of planning and coordinating implementation of this policy for the school district.
- **School Suicide Prevention Coordinator:** Appointed at the building level by the school principal to act as a point of contact in each school for issues relating to suicide prevention and policy implementation (including documentation). All staff members report students they believe to be at elevated risk for suicide to the school suicide prevention coordinator. In the absence of the school suicide prevention coordinator, the school counselor/school social worker/mental health professional or an administrator would be the designee.

**\*The district and school coordinators are considered best practice (or recommended) but are not positions required by law.**

**\* Additional definitions can be found in Appendix A of the Resource Guide for Indiana Schools.**

## Risk Factors

The student:

- has made a previous suicide attempt(s);
- has the intent to die by suicide, or has displayed a significant change in behavior suggesting the onset or deterioration of a mental health condition;
- has thought about the potential means of death and may have a plan;
- may exhibit feelings of isolation, hopelessness, helplessness, and the inability to tolerate any more pain;
- has had a parent/guardian or other close family member die by suicide.

## Response Procedures

First responders/Staff:

- School personnel may ask some initial screening questions, if appropriate, or make a referral to the suicide prevention coordinator for initial screening and assessment.

- Listen to the student with an open and non-judgmental stance; do not dismiss or undervalue what is being shared; be supportive and offer hope.
- It is ok to ask the student if he/she has been thinking about suicide.
- Always take the threat of harm seriously.
- Take immediate action, which may include calling 911 and/or local law enforcement if the student is in imminent danger.
- Notify the School Suicide Prevention Coordinator so s/he can meet with the student and conduct a suicide risk assessment.
- The student should NOT be left unsupervised.
- Notify a school administrator regarding the potential risk.
- Document date, time, individuals involved, summary of conversation, etc. and share with the Suicide Prevention Coordinator.
- Following the referral, debrief with appropriate staff involved in the student's referral process (avoid sharing details that may be considered privileged communication or unnecessary details that the student may wish to remain private).

**The following should be conducted by the School Suicide Prevention Coordinator or designee:**

- Complete a Suicide Screening (if this hasn't already taken place) and/or a Suicide Assessment to determine or confirm suspected suicide risk. (Schools should insert the name of the screening and assessment tools used in the district).
- Communicate with the student about contacting parents. Include the student in this conversation with the parent, when possible and appropriate.
- Contact the parent/guardian when there is any risk of harm to inform of the situation and request active involvement in support of the student. The following should be addressed with the parent:
  - seriousness of the situation;
  - do not assume the student is seeking attention;
  - a list of community mental health agencies/counselors;
  - information about when it is necessary to seek outside professional help;
  - the need for ongoing and continuous monitoring at home;
  - increasing safety measures in the home, ensuring the home is free of potential safety concerns;
  - the desire and importance of working collaboratively with the student;
  - the need to follow a safety plan and update it as needed;
- a request for a release of information form so communication between the school and outside health provider can take place to best support the student;
- a request for the parent/guardian to stay in contact with the school and to be involved at the re-entry meeting for the student (see Appendix O, Parent Information, in the resource guide);
- when appropriate, assist family with urgent referral and/or calling emergency services;
- support for families who don't speak or understand English, require an interpreter, etc. It's important not to have the student or other family member translate.
- If reasonable attempts to reach the parent/guardian or adult in whose custody the student may be released are not successful, the case will be treated as a medical emergency and arrangements will be made to contact appropriate medical services or local law enforcement. Documentation of all parties attempted to be reached will be made.
- Failure on the part of the family to take seriously and provide for the safety of the student may be considered emotional neglect and reported to the Indiana Department of Child Services.
- Develop a safety plan for the student. When possible, this should be developed collaboratively with the student, parent, and any other individual(s) determined to be appropriate. The plan should be shared with school administration and other personnel who will be involved in the implementation of the plan (see resource guide, Appendix L).
- Once imminent risk to harm oneself or others is shared, confidentiality is not maintained (no longer considered privileged communication). Inform the School Administrator (who should contact the District Suicide Prevention Coordinator) regarding the imminent risk (danger to self and others), risk level, recommendations, and safety plan.

- ALL actions and assessments must be documented. This should include screening and assessment results, behavioral observations; actions taken, including dates, times, individuals involved; a copy of the safety plan; phone calls; conversations; and follow-up actions. This documentation must be kept by the Suicide Prevention Coordinator in a secure file cabinet, separate from a student's cumulative folder or academic file. It is critical to keep this documentation separate, secure, and confidential.
- The school administrator and suicide prevention coordinator should be informed regarding follow-up services, re-entry plan, and recommendations for the student to return to school.

### **Reporting to State Authorities**

- If after informing the parent of the situation, failure by the parent or the family to take seriously and provide safety for the student may be considered emotional neglect and may be reported to the Indiana Department of Child Services.
- If it is determined by school staff that contacting the parent or guardian would endanger the health or well-being of the student, parent contact may be delayed as appropriate, and DCS and/or local law enforcement should be notified immediately. The school should document reasons for which parents were not immediately notified and information that demonstrates the student's health or well-being was assumed to be in danger. The school administrator or designee must stay at school with the student until the proper authorities arrive and assume responsibility for the child.

### **Support for Students**

- School Counselor/Social Worker/Nurse have a current list of community-based mental health resources.
- School employees, including the suicide prevention coordinator or designee and teachers(s), will collaborate with the family and community resource(s) involved to prepare for re-entry and to continue to monitor the student's safety plan and additional supports needed.

### **Counseling**

#### **In-School:**

- School Counselors, School Social Workers, School Psychologists, Nurses, and other appropriate school personnel are available to provide support and counseling to students who are victims or alleged victims of abuse.
- School employees should act only within the authorization and scope of their credential or license. Only those employees with counseling expertise should provide counseling services.

#### **Community:**

- Community referrals may need to be made as necessary. The school should have a list of community resources available for the student and family.
- A signed release form may be necessary to communicate with community counselors/therapist.
- Multidisciplinary/Student support/intervention team meetings should occur for the purpose of providing services and supports to students in need. To the extent permitted by confidentiality laws, information may be shared and concerns discussed to coordinate planning services for the student. Appropriate school personnel may also request information outside of the team meeting to coordinate services that may be provided in the community.
- Academic support available, if needed, for a child to continue to be successful in school.
- In the case of a student suicide, postvention plans need to be implemented.

### **School Employee Training**

#### **Staff Training Required by Indiana Law**

- Per IC 20-28-3-6, after June 30, 2018, evidence-based youth suicide awareness and prevention training is required for all teachers, including Superintendent licensed under IC 20-28-5; principal; teacher; librarian; school counselor; school psychologist; school nurse; school social worker; and any other appropriate school employees who are employed at schools that provide instruction in any combination of grades 5-12.

#### **Training:**

- must be during the teacher or school employee's contracted day or at a time chosen by the employee;
- may include an in-person presentation or online;
- shall count toward professional development requirements; and

- must be demonstrated to be an effective or promising program and recommended by the Indiana Suicide Prevention Advisory Council.
- Suicide Training Required for Indiana Licensure: An initial teaching license (instructional, student services, or administrative) may not be issued at any grade level unless the applicant has completed education and training on the recognition of signs that a student may be considering suicide.

### **Recommended training for Suicide Prevention Coordinators**

It is recommended that all Suicide Prevention Coordinators at the district and school levels participate in training on the following topics:

- Suicide Risk Assessment
- Safety Planning
- Counseling on Access to Lethal Means
- Community Resource Planning
- Postvention

### **Resources**

School Webpage: <http://www.apaches.k12.in.us/>

Indiana Department of Education: [DOE Webpage](#)

## **Emergency/Weather Evacuation Procedures**

### **Weather Announcements**

If it is necessary to close school due to bad weather, the announcement will be made over radio stations WAYT (Wabash-1510 AM), WKUZ (Wabash-FM 95.9), WJOT (Wabash-FM 105.9) and WOWO (Ft. Wayne - 1190 AM). Please do not call the school. If there is no report on the radio, it can be assumed that school will be in session. School status can also be viewed at [www.apaches.k12.in.us](http://www.apaches.k12.in.us).

### **Fire**

The fire alarm is a very loud buzzing sound. Upon the sound of the fire alarm, students shall:

1. **Stop** (Immediately cease what they are doing), **Pause** (Take a few seconds to collect their senses), **Listen** (Check to hear if there are any unknown or out of place sounds), **Look** (Slowly open the classroom door and carefully check the hallway for out of place activity), **Exit** (If all is clear and safe, exit the classroom and building).
2. Move quickly and QUIETLY (ABSOLUTELY NO TALKING) out of the room and toward the assigned exit (if free from obstruction) for the room. Assigned exits are posted in each room.
3. Students who are nearest the windows shall shut open windows.
4. The last person to exit the room shall turn off the lights and shut the door.
5. Students shall move in file on either side of the hallway.
6. Upon leaving the building, students shall continue on to their designated areas.
7. Students shall remain ABSOLUTELY QUIET so that a roll check may be made and instructions may be given.
8. The signal to return to the building will be given by means of the public address system.

### **Tornado**

The signal for a tornado drill is a whooping sound on the siren. Upon hearing this signal students shall:

1. Proceed with their teachers to their assigned areas. This information is posted in each room.
2. Be sure all windows are open.
3. Students shall move in SINGLE file on either side of the hallway.
4. Students shall remain ABSOLUTELY QUIET so that a roll check may be made and instructions may be given.
5. The signal to return to the building will be given by means of the public address system.
6. Upon arrival to designated place of safety, students and teachers shall take cover under tables, or sit on the floor, knees up, keeping head between knees and the hands over the head, or kneel and bend over placing hands over head.

## Attendance/Tardy Policy

### Attendance

Attendance is a very important aspect of a student's education. Excessive absences reduce the amount of interaction with teachers and students. Minimum standards of attendance in individual classes have been set with an appeal process at parent or student request to review violations of this minimum. This includes students attending Vocational School. **Semester credit may be disallowed for students who are absent from class or classes for more than ten (10) days per semester. Upon appeal by the parent/guardian or student, an attendance committee will meet to determine if any exception may be granted to a student who misses more than ten (10) days. The attendance committee is composed of an administrator, a guidance counselor, and a teacher.**

### Arrival and Departure

The school day begins when the school doors open at 7:50 am. Classes begin at 8:35 am. The school day ends at 3:35 pm. Students should exit the building as quickly thereafter as they can unless they have curricular or extracurricular responsibilities in the building.

Students are considered tardy to first period until 9:05 am. After 9:05 am, students are considered absent.

#### *Extra-curricular/Co-curricular Events*

Students who wish to participate in extra-curricular or co-curricular events must report to school before 9:05 a.m. and be in attendance at school throughout the day on the day of the event. This includes athletic participation, dances, and any school sponsored event(s).

If a student is absent, the student must submit a doctor's note or an appropriately completed Wabash High School Absence Verification Form prior to participation in extra-curricular or co-curricular events. Exceptions may be made if the building administrator deems it in a student's best interest to be absent for part or all of the day for medical, dental appointments, etc.

### Absences

A student absent from school must have a parent or guardian call the school by 10:00 am on the day of the absence and each subsequent day of absence. The caller must give the reason for the student's absence, and the attendance secretary will record the call. **Failure to call the school by 10:00 am on the day of the absence may result in the absence being considered an unexcused absence/truancy.**

#### *Excused Absences*

Students are considered excused absent under the following circumstances.

1. Illness of student verified by parent phone call. Custodial parents/guardians may verify illness by phone until the student has been absent for any reason for four (4) days per semester and eight (8) days per school year. After that, illness must be verified by parent phone call, a Wabash High School Absence Verification Form, or other form of notification signed by a physician.
2. Illness of student verified by a Wabash High School Absence Verification Form, or other form of notification signed by a physician.
3. Death in the immediate family (defined as parents/step-parents, siblings/step-siblings, grandparents, and/or anyone whose primary residence is with the student).
4. Absences related to maternity.
5. Military service related absences (includes National Guard training, 10 days max (IC20-33-2-17), Civil Air Patrol, 5 days max (IC 20-33-2-17.2) and absences involving parental deployments and return).
6. Serving as a page or honoree of the General Assembly (IC 20-33-2-14).
7. Serving on a precinct election board or helper to a political candidate/party on day of municipal primary or general election (IC 20-33-2-15).
8. When Subpoenaed to testify in court (IC 20-33-2-16).
9. When participating at, or member student's household participating at, the Indiana State Fair for educational purposes (IC 20-33-2-17.7)

**Note:** The governing body of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific

educational objectives; is part of the goals and objectives of an approved course of curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school principal (IC 20-33-2-17.5).

#### **Prearranged Absences**

In addition to the above excused absences Wabash High School recognizes that there are situations that do not fall into the accepted reasons listed above. In those situations, the parent of the student must contact the assistant principal for a prearranged excused absence. In order for an absence to be prearranged, a prearranged absence form must be completed appropriately and submitted no less than 24 hours before the absence. Failure to prearrange an absence may result in an unexcused absence/truancy.

#### **Medical/Dental Appointments**

Whenever possible medical/dental appointments should be scheduled after school hours or during lunch and/or study hall. Medical/dental appointments during school should be prearranged. Upon return to school, students must submit a Wabash High School Absence Verification Form, or other form of notification signed by a physician, for pre-arranged medical/dental absences. ***Students are required to be in school when not in transit to/from or at the appointment.*** Students who do not meet these requirements may be considered unexcused/truant.

#### **College Visits**

College visits are considered field trips, but must be prearranged. Students who have four (4) absences for a semester and/or eight (8) absences for a school year may be denied a prearranged absence for a college visit. Students not passing five (5) courses may be denied a pre-arranged absence for college visit. Students are required to submit a Wabash High School College Visit Verification form upon return to school. ***Students are required to be in school when not in transit to/from or attending the college visit.*** Students who do not meet these requirements may be considered unexcused/truant.

#### **Truancy/Unexcused Absence**

Absences that are not the result of illness of student or death in the immediate family may be considered truancy/unexcused unless the absence is prearranged. The definition of truancy is a student's absence from school without the permission of a parent/guardian or absence from assigned area without a legitimate reason. Truancy is a crime and may be referred to the Wabash County Probation Department. An absence may be considered unexcused if the student is absent from school or assigned area with legitimate reason. An absence may also be considered unexcused if a parent/guardian fails to notify the school by 10:00 am on the day of the absence. Further, an absence may be considered unexcused if the student fails to provide proper documentation when required for an absence immediately upon return to school. **Habitual truancy is defined as three (3) or more truantries and/or unexcused absences.**

#### **Disciplinary Consequences**

##### *Truancy*

- 1<sup>st</sup> Offense: Saturday School (8:00 a.m. – 2:00 p.m.)
- 2<sup>nd</sup> Offense: Saturday School (8:00 a.m. – 2:00 p.m.); referral to probation; referral to Bowen Center
- 3<sup>rd</sup> Offense: Saturday School (8:00 a.m. – 2:00 p.m.); affidavit filed with probation; driver license/learner permit invalidated; work permit revoked
- 4<sup>th</sup> Offense: Saturday School (8:00 a.m. – 2:00 p.m.); expulsion recommendation

##### *Unexcused Absence*

- 1<sup>st</sup> Offense: Warning
- 2<sup>nd</sup> Offense: Saturday School (8:00 a.m. – 2:00 p.m.)
- 3<sup>rd</sup> Offense: Saturday School (8:00 a.m. – 2:00 p.m.); referral to probation; referral to Bowen Center
- 4<sup>th</sup> Offense: Saturday School (8:00 a.m. – 2:00 p.m.); affidavit filed with probation; driver license/learner permit invalidated; work permit revoked
- 5<sup>th</sup> Offense: Saturday School (8:00 a.m. – 2:00 p.m.); expulsion recommendation

### **Make-Up Work for Absences**

It is the student's responsibility to be aware of the number of absences, the dates and reasons for the absence, and to see that arrangements are made with the classroom teachers so class work is made up. A student will be given the same number of days to make up the work missed that s/he was absent, unless other arrangements are deemed necessary. All work may be allowed to be made up regardless of the absence type, i.e. excused/unexcused. Work not made up within the required allotted time frame will be reduced in grade 10% for each day late, with a zero being awarded following ten days.

### **Field Trips**

Participation in field trips shall not excuse a student from academic obligations for classes missed. It is the student's responsibility to contact each teacher of classes that will be missed to get homework and make arrangements to make up class work that may be missed.

### **Incomplete Work**

A student whose work is incomplete at the close of the semester may be granted, through his/her teacher, a maximum of two weeks after the close of the semester to make up a satisfactory completion of that work. Failure to complete the work within that time will cause the grade to be recorded as a failure and the student may be required to repeat the course for credit.

### **Leaving School**

A student may leave school only after receiving a permission to leave pass from the office. Students who leave school without a permission to leave pass may be considered unexcused/truant.

### **Perfect Attendance Certificate**

In order to be eligible for the perfect attendance certificate, a student may not miss any class unless the student is participating in a school-sponsored activity. College visits are considered field trips and do not affect perfect attendance eligibility.

### **Withdrawal From School**

According to law, a student may withdraw from school when he/she graduates, turns eighteen, or turns sixteen and has the written consent of a parent or guardian, **and the principal. IC 20-33-2-28.**

### **Tardiness to School and Classes**

Tardiness will be determined and recorded using the following guidelines:

1. Regular passes sent by a teacher or the office will not count as a tardy.
2. Tardies are accumulated per class period.
3. Students arriving after 8:35 a.m. should report to the office to clear their attendance. Students will be considered tardy until 9:05 a.m. Students arriving after 9:05 a.m. may be considered unexcused/truant.
4. Tardies to first period will be monitored by the office rather than by the teacher.
5. Tardiness to first period of ten (10) minutes or longer may result in make-up time in detention and/or Saturday School.
6. Tardiness of more than five (5) minutes to any other period may be considered an unexcused absence/truancy.
7. Tardies will be reset and start over at the beginning of each semester.

### **Disciplinary Consequences**

1 <sup>st</sup> – 2 <sup>nd</sup> Offenses:	Are considered warnings issued by the teacher
3 <sup>rd</sup> Offense:	Student conference between teacher and student with parental notification by pl
4 <sup>th</sup> Offense:	Office referral which may result in a Friday Night School
5 <sup>th</sup> – 9 <sup>th</sup> Offenses:	Office referral which may result in a Saturday School
10 <sup>th</sup> Offense:	Office referral with the potential of class credit being revoked



## Physical Education Policy

As the middle school and high school PE departments transition into collaborating more with one another (particularly 8th and 9th grades), outlined below are the guidelines and policies that will be followed.

### Dressing Policy:

A student taking a PE class is required to dress in appropriate PE attire everyday. Students are expected to dress into PE clothes that are different from their school clothes, as this emphasizes personal hygiene. This attire includes athletic shoes that tie, athletic shorts or sweats, and an athletic t-shirt with a rounded collar. Dress that does NOT fit these criteria includes, but is not limited to, boots, flip-flops, cargo shorts/pants, spandex pants, or any type of clothing that is revealing or has inappropriate words/suggestions.

### Grading Policy:

Students are graded on two categories: Daily Participation and Fitness Testing. A student may earn up to 5 daily points per day. Dress, attitude, tardies, and effort all factor into this grade. Fitness Testing occurs weekly. Tests may include the mile run, mile walk, heart rate runs, PACER, Sit-ups, Push-ups, or any other Fitnessgram test. Benchmarks are set for each fitness test. These benchmarks are realistic, yet challenging goals that each student should accomplish. They are personal benchmarks and are graded on a predetermined scale according to each individual yet are adjusted to each individual student's abilities.

### Makeup Policy:

Daily Points: If a student is absent for any reason, or has an excused doctor's note lasting no longer than a week, the student is able to make up his/her 5 daily points by completing an article review. The teacher will assign the student to research a specific health topic. The student then finds an article (internet, newspaper, magazine, etc.), writes about it, and then submits their response to the teacher. This must be completed by the end of the week the student is absent. This is optional for the student, but we encourage all students to take this route as it directly affects his/her grade.

### Fitness Testing:

If a student is absent, injured, or fails to meet the benchmark on a fitness test, the student will be assigned to a makeup test before or after school the following week. Students will be notified at least two days prior to the makeup day and must communicate with the teacher if there are any conflicts. The student is expected to show up or a referral will be given. A letter grade will be deducted if the student has to make it up due to lack of effort. (If a student was absent or injured, they may still receive full credit.)

### Referral Policy:

In the event a student is not dressing out the following actions will be taken:

1st Offense: Warning by the teacher

2nd Offense: Warning by the teacher and parent contact

3rd Offense: Referral to the office; detention with teacher

4th Offense-7th Offense: Referral to the office for progressive disciplinary action

8th Offense: Referral to the office; parent/school conference to determine student's eligibility for PE credit

NOTE: If a student does not show up to a makeup test without prior communication it is an automatic referral.

**TEACHER AIDES:** Occasionally, the PE teacher will enlist the services of a teacher's aide. The teacher's aide assists the teacher for a credit grade and performs duties outlined by the teacher. Students are to show the utmost respect for teacher aides.

### Cell Phones, Music Devices, & Other Electronic Devices

The use of cell phones is not allowed during class time unless the teacher grants permission. Cell phones are also not to be used during any event that takes place during the school day. They may be used for texting before school, after school, and during lunch. Cell phones are not to be used during passing periods. All phone calls need to be made from the office, with the permission of office personnel. No student shall use a cell phone, or other form of a

mobile communication device, to violate any Student Behavior, Responsibilities and Regulations, including computer usage agreements, and or bullying policies. Examples of unacceptable cell phone usage can include but are not limited to: use in any restrooms or hallways, bypassing the nurse or attendance secretary to leave school, cheating, cyber-bullying, sexting, taking pictures or videos without a persons consent, etc.

Contents of student cell phones may be reviewed and searched by school administration if there exists a reasonable suspicion that it may have been used in an activity prohibited by the student handbook and/or the Student Behavior, Responsibilities and Regulations.

Music devices may be used before school, after school, and during lunch. Music-devices may not be used during class unless the class teacher grants permission. Other electronic devices may not be used unless the administration and classroom teacher grant permission. Music devices are defined in this instance as any electronic device, i.e. iPod, cell phone, mp3 player, etc., that plays music through headphones/ear buds or some other type of speaker. Students **MAY NOT** wear headphones/ear buds over/in both ears (use of one is acceptable) during passing periods for safety reasons. Use of headphones/ear buds in the classroom is at the classroom teacher's discretion.

Violations of this policy may result in the following disciplinary consequences:

- 1<sup>st</sup> offense – A parent must come in and pick up the device.
- 2<sup>nd</sup> offense – One (1) Friday Night School and parent pick up
- 3<sup>rd</sup> offense – One (1) Friday Night School and parent pick up
- 4<sup>th</sup> offense – One (1) Saturday School (8:00am – 2:00pm) and parent pick up
- 5<sup>th</sup> offense and up – One (1) Saturday School (8:00am – 2:00pm) and device confiscated for remainder of semester

## **Student Intervention Plan**

### **Introduction**

School personnel, or parents of students, who observe academic, social, emotional or behavioral problems which hinder a student's academic progress shall complete a Referral for Consultation Form.

### **Interview**

Upon receipt of the Referral Form, a building administrator shall schedule an interview for the student with either the guidance counselor, student assistance program director, or building administrator. Following completion of the interview, an administrator may appoint a Student Intervention Team to develop a Student Intervention Plan.

### **The Team**

In appointing the Team, the building administrator shall select as its members those who are best able to provide insight into that particular student's difficulties. Its membership may include administrators, teachers, parents, school nurse, school psychologist, tutors, the student, and/or anyone else who may have an understanding of the difficulties affecting the student. The Team shall review all data available about the student and the student's difficulties, and seek any and all additional data as needed from any source.

### **The Plan**

The Plan shall consist of the Team's findings identifying the student's difficulties and the causes for such, and shall contain a recommendation for best dealing with those difficulties. The recommendation shall specifically assign responsibility to those charged with implementation of the Plan and a timetable for implementation and review.

### **Review of the Plan**

After three weeks, implementation of the Plan the Student Intervention Team will meet to review whether the objectives of the Plan are being met and whether continuance of the Plan has a probability of success. At the time of such review, the Team shall have the option of continuing the Plan, modifying the Plan, discontinuing the Plan, or referring the student for further evaluation for possible placement in a program of special education.

### **Further Evaluation**

In the event the student is recommended for further evaluation, a referral for evaluation should be completed which should include a copy of the Plan. The psychologist for the Wabash-Miami Area Program for Exceptional Children shall then convene an Educational Development Conference. Participants in the Conference shall be the student, the student's parent(s), and appropriate school personnel as selected by the psychologist. If placement in a program of special education is recommended, an Individual Education Plan shall be prepared and implemented under the direction of the coordinator of the special education program. If such placement is not recommended, then the Conference may consider modification of the Plan or may make any other recommendations to the Team it considers appropriate.

*Special education services are available through the **Wabash-Area Program for Exceptional Children**, 246 North 300 West, Wabash, IN 46992.*

### **Lockers**

Students may use only the locker that is assigned to him/her at the beginning of the school year. Use of another student's locker may result in discipline for both the offending student and the student to whom the locker is assigned. Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store items that are not allowed in school or that cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function. Students are responsible for any and all items in their locker.

### **Locks**

Locks have been installed on every student locker. Students are not to share their combination with others. Manipulating the lock so that it doesn't work is not allowed.

### **Search of Lockers, Computer Bags and Backpacks**

Wabash High School considers a student's computer bag and/or backpack to be an extension of their locker. A student using a locker, computer bag or backpack in the school is presumed to have no expectation of privacy in that locker, computer bag or backpack or its contents.

A search of any or all lockers, computer bags or backpacks in the school may be conducted at any time if the principal or other member of the administrative staff reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Such a search may be conducted by the principal or any member of his administrative staff he designates in writing.

Other than a general search of lockers, computer bags or backpacks of all students, any search conducted under this section shall be, where possible, conducted in the presence of the student whose assigned locker is the subject of the search.

### **Search of Lockers by Law Enforcement Officials**

Wabash County or City law enforcement agencies may, at the request of the school principal, assist in searching a locker, computer bag or backpack and its contents, but such assistance shall be requested only for the following purposes: (1) to identify substances which may be found in lockers; or (2) to protect the health and safety of persons or property, such as to aid in the discovery of or the disarming of bombs which may be located in the lockers, computer bags or backpacks.

Without a request for assistance by the principal, a search warrant shall be required before a law enforcement official may search a locker, computer bag or backpack. However, upon the request of law enforcement officials, school officials may secure a locker, computer bag or backpack and contents for a reasonable period of time in order to permit law enforcement officials an opportunity to obtain a search warrant.

If a law enforcement official wishes to question a student, it will be at the discretion of a building level administrator, an administrator will be present during the questioning, and the law enforcement official may not question any student who is a suspect in a case without a court order.

### **Locker Maintenance**

Nothing herein shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of lockers (1) from time to time in accordance with posted general housekeeping schedule, (2) of students no longer enrolled in school, (3) during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

### **Definitions**

The term “school purposes” refers to the purpose for which a school corporation operates, including: to promote knowledge and learning generally; to maintain an orderly and efficient educational system; and to take any action under the authority granted to school corporations and their governing bodies by Indiana law.

The term “educational function” means the performance by a school corporation, or its officers or employees, of an act or series of acts in carrying out school purposes.

### **School Resource Officer (SRO)**

It is the intention of the Wabash City Police Department and Wabash City Schools to maintain collaborative efforts to provide a safe and healthy school environment for students, staff, and visitors.

### **Goals and Objectives**

- Establish a positive working relationship in a cooperative effort to prevent juvenile delinquency and assist in student development.
- Maintain a safe and secure environment on school campus which will be conducive to learning.
- Promote positive attitudes regarding the police role in society.

### **Duties of the School Resource Officer**

- Assist the superintendent, principals, faculty, and staff in developing plans and strategies to prevent and/or minimize dangerous situations that may occur on school grounds.
- Present topics to students on various law enforcement/safety issues.
- Contact the principal of the school about any juvenile delinquency, incidents, charges, and arrests within a timely manner.
- Take law enforcement actions when necessary.
- Conduct investigations of crimes that occur at any school and use other resources if needed for follow up investigations.
- Follow the guidelines of case law, school board policy, and the Wabash Police Department general orders in regards to investigations, interviews, and searches relating to juveniles.
- Assist the superintendent, administrator, and staff in enforcing the Wabash High School Student Handbook and other school rules in order to maintain a safe learning environment.
- When it pertains to preventing a potential disruption that would, if ignored, place students, faculty and staff at risk or harm, the SRO will resolve the problem to preserve the school climate.

**IN ALL OTHER CASES**, disciplining students is a School Corporation responsibility, and the SRO will take students who violate the Student Handbook to the office where school discipline can be determined.

### **Surveillance Cameras**

Surveillance cameras are installed throughout the building, the surrounding areas of the school and on school buses. The images from these cameras are confidential and can be viewed only by school officials. A parent or guardian may view the images, with an administrator, only if their son or daughter is the only student on the images. If other students are on the images, their privacy rights must be protected. In the event of criminal action or prosecution, the images may be subpoenaed and become evidence. Under such circumstances, the images are then under the control of law enforcement and the courts, not the school

## Student Behavior, Responsibilities, and Regulations

The entire foundation and success of public school education depends on the basic concept of self-discipline -- a self-discipline which will allow all individuals to exist in a world of change and with the individual rights afforded them by our Federal and State Constitutions. Certain standards of student conduct are necessary to assure that students seeking to express their own individual rights do not at the same time infringe upon the rights of others. The responsibility for the development and maintenance of self-discipline falls on the cooperative efforts of students, parents, teachers, administrators, and community.

A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of School Trustees to responsible officials within the School Corporation. The purpose of discipline control is to help create an atmosphere that promotes the best possible learning environment for all those involved in the education process. An environment that provides equal opportunity for all and permits the teaching-learning process to proceed in an orderly manner is the objective of all school personnel. School staff members will make every effort, individually, collectively, and cooperatively, with appropriate available community resources, to help each student gain acceptable self-discipline standards.

However, in the absence of self-discipline, the superintendent, any administrative personnel, or any teacher of the School Corporation is authorized to take certain actions reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference with the educational process.

Some behavior is much more serious than other behavior and requires different approaches and clearly defined actions. Reprimand, corporal punishment, probation, referral to special personnel in the schools (counselor, assistant principal, principal) parent conferences, suspension, and expulsion are devices available to school personnel in dealing with pupils involved in school discipline problems. Any or all of the techniques will be used; however, certain acts of misconduct or substantial disobedience will subject the student to suspension or expulsion from school.

### Student Responsibilities

1. Each student has a responsibility to observe the constitutional rights of other individuals, whether they are students, parents, teachers, school officials, or other participants in the educational process.
2. Each student has the responsibility to respect the inherent human dignity and worth of every other individual.
3. Each student has the responsibility to be informed of, and adhere to, reasonable rules and regulations established by the board of education and implemented by school administrators and teachers for the welfare and safety of students.
4. Each student should assume the responsibility for recognition of individual and cultural difference and develop the knowledge of how to use those differences for the improvement of society.
5. Each student has the responsibility to dress and appear in a manner that meets reasonable standards of health, cleanliness, and safety.
6. Each student has the responsibility to self for the development of employment skills relevant to economic independence throughout his/her life.
7. Each student has a responsibility to refrain from libel, vulgarity, slanderous remarks, and obscenity in verbal and written expression, and all students engaged in media programs should state explicitly on all media produced that the opinions expressed are not necessarily those of the school or of the student body as a whole.
8. Each student must develop and undertake a social commitment if he or she is to assume some responsibility to and for school society.
9. Each student must assume a responsibility to observe and adhere to the laws of the state in which he or she resides.
10. Each student has the responsibility to preserve school property, exercise care while using school facilities, and help maintain and improve the school environment consistent with laws governing such property.
11. Freedom of expression may not be used to present material or actions which tend to be obscene or slanderous, or to defame character or to advocate violation of Federal, State, and local law, or official school policies, rules, and regulations.
12. Students should not under any circumstances, while on school grounds, anywhere in the building or at school functions, show affection to one another that creates a scene or draws undue attention to themselves. The administration feels this creates a poor image of the student body and that school is not the place to engage in

- any affectionate gestures other than holding hands.
13. It is expected students will follow common rules of courtesy. Violations of rules of common courtesy include, but are not limited to, failure to follow staff members' directions, talking back to a staff member and the use of abusive or obscene language directed toward a staff member.
  14. Any student involved in a premeditated assault, possession of a weapon, intimidation towards staff or students, arson, theft, vandalism, falsifying school records, drugs, alcohol, extortion and other similar serious violations will be subject to immediate suspension pending an investigation into the facts to determine the school's course of action.

### **Student Supervision, Behavior, and Discipline Policy**

Student supervision and the desirable behavior of students in carrying out school purposes in any school corporation is a responsibility shared by the students, parents, teachers and school corporation personnel, subject to the rules and policies adopted by the Board of School Trustees, the principal of each school and the teachers and other school corporation personnel having charge of any educational function.

### **Definitions**

1. **Suspension** means disciplinary actions where a student is suspended from school attendance for a period not longer than ten (10) days.
2. **Expulsion** means disciplinary action whereby a student is suspended from school attendance in excess of ten (10) days or for the balance of the then current semester, and/or subsequent semester, or given other disciplinary action which prevents his completing within the normal time his course of study in any school in the corporation.

### **Grounds for Suspension and Expulsion**

The grounds for suspension or expulsion listed in section A. below apply when the 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;
- b. Off school grounds at a school activity, function or event; or
- c. Traveling to or from school or a school activity, function or event.

### **A. Student Misconduct and/or Substantial Disobedience**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. 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 comparable 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:
  - 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 substantially damaging any school building or property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
  - e. Intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other person to conduct or participate in an educational function.
2. Engaging in any kind of 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 oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any reason, 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.
  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.
    - a. 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:
      1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
      2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
      3. The student has been instructed in how to self-administer the prescribed medication.
      4. 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/powder, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
  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, in whole or in part, any tobacco, paraphernalia or nicotine-containing products of any kind in any form. This includes but is not limited to cigarettes, chewing tobacco of any kind, e-cigarettes, e-hookahs, vaporizers, atomizers, vaporizer liquids of any kind, nicotine or flavor cartridges of any part/type of an electronic nicotine delivery system (ENDS).
  15. Possession, offering to sell, agreeing to purchase, attending school or a school related function under the influence of, a controlled substance or alcoholic beverage.
  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 a 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, agreeing or conspiring with another person to violate the 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 without the consent of the student or staff member in a situation not related to a school purpose or education function.
  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 send text or email messages or possessing text or email messages containing images reasonable interpreted as indecent or sexually suggestive while at school or a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to

- law enforcement authorities.
25. Engaging in pranks that could result in harm to another person.
  26. Using or possessing gunpowder, ammunition, or an inflammable substance.
  27. Violating or repeatedly violating any 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, or is plainly offensive to school purposes;
    - 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 pointed or similar device.
  28. 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 violated 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.
  29. Violating any rules, regulations, or policies of Wabash High School.

## B. Criminal Gang Activity Policy

It is the policy of Wabash City Schools to prohibit gang activity and similar destructive or illegal group behavior, whether formal or informal, on school property, school buses or at school-sponsored functions regardless of their location.

Further, it is the policy of Wabash City Schools to prohibit reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior whether formal or informal, or who are victims, witnesses, bystanders, or others with reliable information about an act of gang activity and similar destructive or illegal group behavior.

### 1. Definition of "Criminal Gang" and "Criminal Gang Activity".

"Criminal Gang" defined (per IC 35-45-9-1) - "Criminal Gang" means a group with at least three (3) members that specifically: (1) either: (A) promotes sponsors, or assists in; or (B) participates in; or (2) requires as a condition or membership or continued membership; the commission of a felony or an act that would be felony if committed by an adult or the offense of battery (IC 35-42-2-1)

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

The following activities shall be prima facie (accepted as correct until proven otherwise) evidence of prohibited activities, and the administration of Wabash High school (or a designated substitute) shall upon notification of the existence of such activity be authorized to investigate, and if necessary, issue an immediate cease and desist order verbally, or in writing, which may in the principal's discretion be followed up with disciplinary action:

- a. Wearing any type of dress, apparel, jewelry, accessories, manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, indicates or implies gang membership or affiliation with such a group.
- b. Any conduct involving initiation, hazing, intimidation, threatening of other persons and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students, staff, and to the educational process as a whole.
- c. Threatening to commit, or actually committing, any crime with the purpose of terrorizing another, causing the evacuation of a school system facility or a school bus, causing disruption to the orderly operation of the school, or acting in a reckless disregard of the risk of causing such terror or disruption.
- d. Using, employing, or relying upon gang membership or affiliation to threaten, intimidate, or to harass students and/or staff.



- e. The use of certain hand or sound signals and gestures that may, in any way, be linked to a gang or gang-related activity or behavior.
- f. Tagging school or personal property with graffiti that may, in any way, be linked to a gang or gang-related activity or behavior.
- g. Identifying oneself as a member of a gang.
- h. Recruiting or soliciting membership in a gang or gang-related organization.

Upon a determination by the administration of the school (or an identified designated substitute) that such conduct is occurring, disciplinary action shall be taken in conformance with the requirements of student due process laws of the State of Indiana.

## **2. Procedures for (1) Reporting suspected criminal gang activity, (2) Prompt investigation of suspected criminal gang activity.**

Per IC 20-33-9-10.5, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the administration and/or the school safety specialist. The administration and/or the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Appropriate consequences and remedial actions are those that are graded according to the severity of the offenses and consider both the developmental ages of the student offenders and students' histories of inappropriate behaviors, per the school handbook and/or the student code of conduct.

Any corporation and/or school employee who promptly reports an incident of suspected gang activity and who makes this report in compliance with the procedures of this policy, is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation for the administrator's safety. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings. Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State law and regulation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the corporation's code of student conduct. The school board recognizes that some acts of gang activity may be isolated incidents requiring that the school officials respond appropriately to the individuals committing the acts. Other acts may be so serious that they require a response either at the school corporation level or by local law enforcement officials. Consequences and appropriate remedial actions for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate to the investigation findings, the principal shall ensure the code of student conduct has been implemented, and provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce gang activity and enhance school climate, enlist parent corporation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents, and, as appropriate, may discuss the availability of counseling and other intervention services.

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

### **3. Support Services for Students Suspected of Participating in Gang Activity.**

Wabash City Schools shall provide information about the supports and services available for students who are 'at risk' for and/or suspected of participating in gang activity. Information about available supports and services shall be consistent with the policies and procedures of the Wabash City Schools Board of School Trustees. Types of support services can include but are not limited to:

1. Gang awareness education (for students, parents, school faculty/personnel, law enforcement, and community stakeholders) that shows promise of effectiveness based on research.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.
6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

### **4. Recommendations concerning criminal gang prevention and intervention services and programs for students that maximize community participation and the use of federal funding.**

These following recommendations are presented as a guide that by no means limits Wabash City Schools from collaboration with community stakeholders to provide additional services. Wabash City Schools encourages collaboration with stakeholders to provide gang prevention and intervention services and programs according to the policies and procedures of Wabash City Schools Board of School Trustees.

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention/intervention activities.
4. Integrate School Resource Officer Programs when available.
5. Consider utilizing the Gang Resistance Education and Training (G.R.E.A.T.) Program as part of student curriculum.

## **C. Bullying**

Wabash City Schools is committed to a safe and civil educational environment for all students, employees, parent/guardians, volunteers, and patrons, and will not tolerate any harassment or bullying.

Harassment and bullying can be based on actual or perceived acts pertaining to race, color, religion, ancestry, national orientation, sexual orientation, gender, gender identity, physical, sensory, or mental disability, marital status, other individual characteristics, including but not limited to socioeconomic status and physical appearance, or for any other reason prohibited by law.

The school prohibits harassment and bullying defined as intentional acts, statements, or conduct that has the purpose or effect of materially or substantially interfering with an individual's educational or work performance, or creating an intimidating, hostile, or offensive educational or work environment. This may include, but not limited to:

- Graffiti, pictures, or photographs
- Disparaging remarks about or use of demeaning, offensive, or negative terms
- Deliberate and unwelcome touching, cornering, pinching, or pulling on clothing
- Offensive jokes or teasing
- Hazing, pranks, or other intimidating behavior directed toward an individual.

This policy is not intended to prohibit expression of religious, philosophical or political views, provided that the expression does not substantially disrupt the educational environment.

### 1. Definitions of Bullying (IC 20-33-8-0.2)

“Bullying” means overt, unwanted repeated acts or gestures, including:

- 1) verbal or written communications or images transmitted in any manner (including digitally or electronically);
- 2) physical acts committed;
- 3) aggression or any other 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 ~~other~~ targeted student and create for the targeted student an objectively hostile school environment that:
  1. Places the targeted student in reasonable fear of harm to the targeted student’s person or property.
  2. Has a substantially detrimental effect on the targeted student’s physical or mental health.
  3. Has the effect of substantially interfering with the targeted student’s academic performance.
  4. 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.

The term “Bullying” may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

1. Participating in a religious event.
2. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
3. Participating in an activity consisting of the exercise of a student’s rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
4. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
5. Participating in an activity undertaken at the prior written direction of the student’s parent.

Engaging in interstate or international travel from a location

### 2. Report Bullying

Wabash City Schools does not tolerate bullying as defined by Indiana Code 20-33-8-0.2. Students, student families, staff and others who feel that they have been bullied or harassed; witnessed another student being bullied or harassed; or have reason to believe that a student is being bullied or harassed should report the incident to either the classroom teacher or a building administrator.

Reporting individuals who wish to remain anonymous may make a report using the Anonymous Hotline found at Wabash City Schools website [www.apaches.k12.in.us](http://www.apaches.k12.in.us) or the anonymous reporting app Bully Box which can be downloaded to all iOS and Android devices from their respective app stores.

### 3. Investigating and Responding to Bullying

All bullying allegations will be investigated within 24 hours of the receipt of the report. Potential responses may include disciplinary actions to include suspension/expulsion; changes to classes, lockers and lunches; mediation; the loss of privileges to include passing periods, extracurricular activities, lockers and computers; and recommendation of behavioral counseling. Although the school is not at liberty to discuss the discipline of other students, the administrator will attempt to contact parents of both the accused and the alleged victim. Verified instances of retaliation from bullying reports or additional instances of bullying will lead to more severe consequences. If Indiana Code has been violated, then school administration will contact law enforcement.

**4. Written Records**

All schools will maintain a physical or digital file relating to all reported incidences of bullying. These are to include the following

- 1) alleged case of bullying
- 2) investigation of the incident
- 3) summary of the findings to include what actions took place.

**5. Sanctions**

Disciplinary actions for violating the Bullying/Harassment policy mentioned above may include, but is not limited to: counseling within the school, parental conference, the loss of computer privileges, detention, suspension, Day Reporting, exclusion from school sponsored activities, counseling outside of school, expulsion, or referral to law enforcement officials. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials.

Student discipline is governed by Indiana Code 20-33-8-14 which allows the school to administer discipline to include suspension and expulsion when a student is:

- (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- (2) off school grounds at a school activity, function, or event; or
- (3) traveling to or from school or a school activity, function, or event.

**6. Education**

Every building will provide educational services about bullying, to include definitions, reporting and consequences.

**D. Cyberbullying**

Cyberbullying includes, but is not limited to the following misuses of technology or any electronic communication: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful e-mail messages, instant messages, text messages, facsimile, digital pictures or images, or Website postings, including blogs. It is also recognized that the author, poster or sender, of the inappropriate material is often disguised or logged on as someone else.

Cyberbullying is further recognized as including the use of a cell phone, computer or computer/digital network by a student to intimidate or harass a school employee. These actions can include but are not limited to: building a fake online profile or website; posting or encouraging others to post on the Internet private, personal or other information pertaining to a school employee; posting a real or doctored image online of the school employee; accessing and altering or erasing any computer network, computer data, computer program or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords; using a computer for repeated, continuing, or sustained electronic communications, including electronic mail or other transmissions to a school employee; signing up a school employee for websites, electronic mailing lists, instant messages or other web services without the employees permission or with the intent to intimidate, torment or harm the employee; make a statement, whether true or false, intending to immediately provoke or is likely to provoke, any third party to stalk or harass a school employee; copy and disseminate unauthorized data, in any form, pertaining to a school employee for the purpose of intimidating or harassing them.

It is the responsibility of every student, parent and employee of the school district to recognize acts of cyberbullying. Students and community members who believe they have been the victims of such misuses of technology, as described in this policy, should not erase the offending material from the system. A copy of the material should be printed and brought to the attention of the school administrator.

**E. 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 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, rocker having a propellant charge or 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 to 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, 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.

### **F. 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. 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.
  - b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - c. 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 notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

### **G. Unlawful Activity**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds in the unlawful activity may reasonable 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 included 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.

## **H. 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.

## **I. Heartland Career Center**

Wabash High School reserves the right to adopt without additional procedures the disciplinary action or decision of the Heartland Career Center as it relates to any student enrolled at Wabash High School as a disciplinary action of Wabash High School.

## **J. 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 has voted not to hear all student appeals of expulsion. 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.

## **School Regulations**

In addition to the statutory ground for suspension and expulsion, violation of any of the following rules adopted by the Wabash City Board of School Trustees concerning student conduct may/shall constitute grounds for suspension and/or expulsion:

1. A student may not be willfully absent or truant from school without the knowledge or consent of the parent or school or absent from school when there is an attempt to evade the School Attendance Law.
2. A student may not engage in any form of gambling. This includes, but is not limited to, playing cards, flipping or matching coins, rolling dice, or any other form of gambling for anything of value.
3. All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds, or at school-sponsored events.
4. All students must adhere to the rules regarding freedom to publish:
  - a. Freedom of expression in student publications is to be scrupulously observed by the administration and faculty. It is the responsibility of the professional staff to define the limits of students' freedom of speech respecting school affairs in order to maintain a school atmosphere conducive to an orderly program of learning.
  - b. Student publications produced without school sponsorship may be distributed in schools if they bear the name of the sponsoring organization or individual, are not sold on school grounds, have established a time and place for distribution cooperatively with the principal, and a copy is given to the principal or assignee one day in advance of distribution. If the publication contains libelous or obscene language, advocates illegal actions, or is grossly insulting to any group or individual, the principal is to notify the sponsors, giving his reasons, and its distribution will not be allowed.
5. A student shall not use any form of profanity, written or verbal. Included in this prohibition would be the use of obscene gestures, signs, pictures, or publication.

### **6. Student Dress Code**

#### **Dress Code Philosophy :**

Wabash High School's student dress code supports equitable educational access and is written in a manner that does not reinforce stereotypes. To ensure effective and equitable enforcement of this dress code, school staff shall enforce the dress code consistently and in a manner that does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

#### **Our values are:**

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.
- All students and staff should understand that they are responsible for managing their own personal

"distractions" without regulating individual students' clothing/self expression.

- Student dress code enforcement should not result in unnecessary barriers to school and/or class attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

**Our student dress code is designed to accomplish several goals:**

- Maintain a safe learning environment in classes where protective or supportive clothing is needed, such as chemistry/biology (eye or body protection), dance (bare feet, tights/leotards), or PE (athletic attire/shoes).
- Allow students to wear clothing of their choice that is comfortable.
- Allow students to wear clothing that expresses their self-identified gender.
- Allow students to wear religious attire without fear of discipline or discrimination.
- Prevent students from wearing clothing or accessories with offensive images or language, including profanity, hate speech, and pornography.
- Prevent students from wearing clothing or accessories that denote, suggest, display or reference alcohol, drugs or related paraphernalia or other illegal conduct or activities.
- Prevent students from wearing clothing or accessories that will interfere with the operation of the school, disrupt the educational process, invade the rights of others, or create a reasonably foreseeable risk of such interference or invasion of rights.
- Prevent students from wearing clothing or accessories that reasonably can be construed as being or including content that is racist, lewd, vulgar or obscene, or that reasonably can be construed as containing fighting words, speech that incites others to imminent lawless action, defamatory speech, or threats to others.
- Ensure that all students are treated equitably regardless of race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income or body type/size.

**Dress Code:**

Wabash High School expects that all students will dress in a way that is appropriate for the school day or for any school sponsored event. Student dress choices should respect the District's intent to sustain a community that is inclusive of a diverse range of identities. The primary responsibility for a student's attire resides with the student and their parent(s) or guardian(s). The school district is responsible for seeing that student attire does not interfere with the health or safety of any student, that student attire does not contribute to a hostile or intimidating atmosphere for any student, and that dress code enforcement does not reinforce or increase marginalization or oppression of any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size. Any restrictions to the way a student dresses must be necessary to support the overall educational goals of the school and must be explained within this dress code.

**1. Basic Principle:** Certain body parts must be covered for all students at all times.

Clothes must be worn in a way such that genitals, buttocks, and breasts, are fully covered with opaque fabric. All items listed in the "must wear" and "may wear" categories below must meet this basic principle.

**2. Students Must Wear\***, while following the basic principle of Section 1 above:

- A Shirt (with fabric in the front, back, and on the sides under the arms), AND
- Pants/jeans or the equivalent (for example, a skirt, sweatpants, leggings, a dress or shorts), AND
- Shoes/footwear.

*\*Courses that include attire as part of the curriculum (for example, professionalism, public speaking, and job readiness) may include assignment-specific dress, but should not focus on covering bodies in a particular way or promoting culturally-specific attire. Activity-specific shoes requirements are permitted (for example, athletic shoes for PE).*

**3. Students May Wear**, as long as these items do not violate Section 1 above:

- Religious headwear
- Hoodie sweatshirts (wearing the hood overhead is allowed, but the face and ears must be visible to school staff and building security cameras).
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Pajamas
- Ripped jeans, as long as underwear and buttocks are not exposed.
- Tank tops, including spaghetti straps; halter tops
- Athletic attire
- Visible waistbands on undergarments or visible straps on undergarments worn under other clothing (as long as this is done in a way that does not violate Section 1 above).

**4. Students Cannot Wear:**

- Violent language or images.
- Images or language depicting tobacco, drugs or alcohol (or any illegal item or activity).
- Hate speech, profanity, pornography, suggestive/double meanings.
- Images or language that creates a hostile or intimidating environment based on any protected class or consistently marginalized groups.
- Any clothing that reveals visible undergarments (visible waistbands and visible straps are allowed)
- Swimsuits (except as required in class or athletic practice).
- Accessories that can cause safety concerns or could be considered dangerous and/or be used as a weapon.
- Any item that obscures the face or ears such as hats/hoods (except as a religious observance).

These dress code guidelines shall apply to regular school days, summer school days, as well as any school-related events and activities, such as athletic events, graduation ceremonies, dances, prom, etc. Students who feel they have been subject to discriminatory enforcement of the dress code should contact the school Assistant Principal or Principal immediately.

7. Any student(s) found in violation of any school regulations/policies may be subject to legal action which may include citations and court summons according to the laws and statutes of the State of Indiana and the Federal Government.

**In-School Detention**

Students may be suspended, but remain in school under the following rules:

1. Students placed in in-school detention may not be permitted to attend vocational school classes during that period.
2. Students placed in in-school detention are excluded from all extracurricular activities, including pep sessions, assemblies, practices, performances, and any other function until released from in-school detention.
3. Students will report to their assigned seat no later than “one” minute before the 8:35 a.m. bell sounds and will be dismissed at 3:35 p.m., unless school day hours are otherwise modified for the remainder of the student body.
4. Students will have assigned seats and should sit in that seat each day unless changed by the instructor.
5. Students will bring their assigned laptop, any necessary books and/or writing materials. Failure to do so may result in disciplinary action.
6. There will be no talking, sleeping, walking about the room, eating food, candy or gum chewing.
7. Restroom privileges will be given at a time other than during a passing or lunch period.
8. Lunch period will occur at a time other than that of the remainder of the student body.
9. All assignments will be returned to the in-school detention instructor, as soon as they are completed. The in-school detention instructor will return them to the classroom instructors. Failure to complete assignments will result in additional in-school detention time.
10. Students will follow the rules of the in-school detention room and requests of the in-school detention instructor. Students who violate behavior rules in the in-school detention room will be assigned additional time in in-school detention. Students who continue to violate in-school detention room rules will be suspended from school and may be recommended for expulsion.



**Alternative to Out of School Suspension – Day Reporting Program Rules**

The Day Reporting Center is maintained at the Wabash County Jail, in an area of the jail segregated from inmates at the facility. Students will report to the jail basement, entering the facility from the entrance on Miami Street, immediately across from the Post Office. The Day Reporting Center phone number is 260-563-8891 x 229 between the hours of 8:00 a.m. and 3:30 p.m. Please do NOT leave a voicemail.

1. The students may not be on school grounds or participate in any extracurricular activities during their assignment to the Day Reporting Program.
2. Students are to arrive at the Day Reporting Center by 8:00 a.m. The door is locked after 8:00 a.m., please arrive on time!
3. Parents **MUST** sign the student in and out of class. **ONLY** a parent, guardian, or custodian may sign the student in and out unless arrangements have been made in advance with the Judge. In addition, the student and a parent or legal guardian will be required to meet with the Judge of Wabash Circuit Court during the first or second day of the program.
4. All rules and regulations will be read to students on the first day. Parents will receive a copy upon their request.
5. Upon arrival at the Day Reporting Center, students will be searched each day to insure that no contraband is brought onto the premises.
6. On the first day, students will be required to accept accountability for their actions, by verbally stating the behavior that resulted in their placement in Day Reporting.
7. Students will complete a series of discipline and writing assignment packets. Students will also have an hour each day to work on school assignments. Students are **NOT** to bring non-educational books or magazines. Students must have all of their school books or laptops (if allowed) and laptops shall be charged and ready to use. If a student does not have their books, parents will be required to retrieve school books and assignments from the school.
8. Lunch will be at your seat in Day Reporting Center. Lunch times will vary depending on community service times. Students are to bring their lunch with them in the morning. No carbonated beverages, energy drinks, or candy will be allowed. Please label their lunch. It will be stored in the refrigerator. No microwave is available.
9. ALL students shall participate in community service one day a week, pending approval by the instructor. On Fridays, students will be picked up and transported by the Wabash County Transit bus/van around 9am and be returned to the Day Reporting Center around 1pm (lunch will be as soon as students return). If a student can NOT behave and represent themselves in a proper manner, they will be brought back to see the Judge and further consequences will be determined.
10. Students shall be picked up at the end of the day at 3:30 p.m. by a parent, guardian, or custodian.
11. ABSENCES – Any absences from the program will be required to be made up by the student. Absences for sickness shall be called into the Day Reporting Program Instructor at 8:00 a.m. **DO NOT** leave a voicemail as we can NOT retrieve messages. Call at 8:00 a.m. and talk to the Day Reporting Instructor directly. Any illness that requires more than one (1) day absences shall be confirmed with a doctor's note. Absences that are determined to be unexcused (no call, no show, etc.) will be reported to the school and additional days of suspension may be required, along with other possible consequences from Probation or the Court.
12. Medications required by a student shall be brought to the Day Reporting Program on the first day and in the original bottles, with written instructions to the Day Reporting Instructor about administration of medication.
13. Questions regarding the Day Reporting Program are to be directed to the Day Reporting Instructor, NOT the Wabash County Sheriff's Department or other law enforcement agencies.
14. School delays or cancellations: If your home school is delayed or cancelled because of weather then your day at the Day Reporting Program will be delayed or cancelled. Any days that are cancelled due to weather will be required to be made up by the student. **STUDENTS SUMMONS TO COURT:** If your home school has a delay you will be expected to attend court by the end of the delay. For example, if your home school was delayed two hours, court will begin at 10:00 a.m.; three hour delay court will begin at 11:00 a.m. If your home school is cancelled you will be expected to attend court the following day by 8:00 a.m., if there are no further delays.
15. No cell phones are allowed in Day Reporting. If it is necessary to bring, turn them off and lay in the brown box on the Instructor's desk until dismissed at 3:30.
16. No chewing gum or candy is allowed in Day Reporting classroom.
17. No radio, watches, CD players, MP3 players or iPods are allowed in the Day Reporting Classroom.

18. If the student's home school is delayed or cancelled because of weather, then the student's day at the Day Reporting Program will be delayed or cancelled respectively.
19. If the student is assigned to the Day Reporting Program a second time during the school year, the student and a parent/guardian are required to meet with a counselor from the Bowen Center within five (5) days of their first assigned day in the Day Reporting Program. Noncompliance of parents/guardians with this provision may be considered educational neglect and will be referred to the Child Protective Services Division of Public Welfare.
20. Students and parents/guardians of students referred to Day Reporting for the 2nd time in one school year must complete an intake form with the Bowen Center within one week of receiving notification. The parent/guardian will receive notification of the second referral from the Wabash City or Wabash County Police Department at the time that they receive the Day Reporting documents. Failure to comply will be considered neglect and can be referred to the Wabash County Prosecutor and/or Child Protective Services. (IC 20-33-8- 26)

**Day Reporting Dress Code:** You are to follow the dress code guidelines in place at your home school. Articles of clothing in violation will be addressed individually in an appropriate manner with minimal distraction to the educational environment. If the situation can not be addressed onsite, a parent will be required to pick up the student and accompany them home and then return them with appropriate attire.

### **Friday Night School**

Students may be assigned to attend Friday Night School under the following rules:

1. The Friday class meets for two (2) hours from 3:35 p.m. to 5:35 p.m.
  2. Students assigned to this class will be expected to report to the office at the end of the school day.
  3. Students may not leave the class for any reason.
  4. Students may not speak to any person other than staff personnel unless permission is granted.
  5. Students will be allowed to go to their locker at the beginning of the session to retrieve all necessary materials to study during the assigned time. Failure to do so will result in dismissal from Friday Night School and assignment to the Day Reporting Program.
  6. Refusal to study during the assigned time will result in dismissal from Friday Night School and assignment to the Day Reporting Program.
  7. Students who exhibit inappropriate or uncooperative behavior while in class will receive additional disciplinary action.
  8. Students will not be excused early because of work or personal business.
  9. Students who fail to show for Friday Night School will be considered unexcused/truant. Further failure on the part of the student to attend Friday Night School may result in expulsion from school for either the semester or school year. **No excuses** will be accepted for non-attendance.
  10. Once class starts, students will follow the rules below:
    - a. No talking - must study or read
    - b. May not go to locker or get a drink.
    - c. May not sleep.
    - d. May not leave their seat.
    - e. May not write notes.
    - f. May not talk back.
    - g. May not eat or drink.
    - h. May not play games
  11. Any violations of the above shall receive an additional Friday Night School.
- Students are to attend Friday Night School on the first Friday after they have been informed of their infraction.

### **Saturday School**

Students may be assigned to attend Saturday school under the following rules:

12. The Saturday class meets for six (6) hours from 8:00 a.m. to 2:00 p.m.
13. Students assigned to this class will be in the room on time. Tardiness will not be tolerated. Doors will be locked at 8:00 a.m.
14. Students may not leave the class for any reason.
15. Students may not speak to any person other than staff personnel unless permission is granted.

16. Students must bring with them in the morning all necessary materials to study during the assigned time. Failure to do so will result in dismissal from Saturday School and assignment to the Day Reporting Program. Students may not be permitted to go to their lockers.
17. Refusal to study during the assigned time will result in dismissal from Saturday class and suspension and assignment to the Day Reporting Program.
18. Students who exhibit inappropriate or uncooperative behavior while in class will receive additional disciplinary action.
19. Students will not be excused early because of work or personal business.
20. Students who fail to show for Saturday class will be considered unexcused/truant. Further failure on the part of the student to attend Saturday class may result in expulsion from school for either the semester or school year. **No excuses** will be accepted for non-attendance.
21. Once class starts, students will follow the rules below:
  - a. No talking - must study or read
  - b. May not go to locker or get a drink.
  - c. May not sleep.
  - d. May not leave their seat.
  - e. May not write notes.
  - f. May not talk back.
  - g. May not eat or drink.
  - h. May not play games
22. Any violations of the above shall receive an additional Saturday class.

Students are to attend Saturday School on the first Saturday after they have been informed of their infraction.

### Other

The superintendent, principal, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior which is reasonably desirable or necessary to help any student, to further school purposes, or to prevent an interference therewith. Such actions may include:

1. counseling with a student or group of students;
2. conferences with a parent or group of parents;
3. assigning students additional work;
4. rearranging class schedules;
5. requiring a student to remain in school after regular school hours to do additional school work or for counseling;
6. restrictions of extra-curricular activity;
7. removal of a student from school sponsored transportation;
8. may be assigned a maximum of 120 hours of community service; or
9. may be referred to the juvenile court.

### Procedure for Handling Suspensions and Expulsion from School

The Board of Trustees of the Wabash City Schools has provided a procedure for the handling of student suspensions and expulsions from school. A full text of the procedure is available at the Administration Offices of the Wabash City Schools, 1101 Colerain, Wabash, Indiana. The following is a summary of that procedure:

#### Suspension Procedures

The principal (or designee) may suspend a student from school for a period not to exceed ten (10) days. When the 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. a written or oral statement of the charges;
  - b. if the student denies the charges, a summary of the evidence against the student will be presented; and,
  - c. 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 reasonable 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, or designee.

### **Expulsion Procedures**

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:
  - a. legal counsel
  - b. a member of the administrative staff who did not expelled 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 parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of a right to request an expulsion meeting will be in writing, delivered by certified mail or 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 an expulsion decision to the school board within ten (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 it has voted not to hear all student appeals of expulsion. 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.

Under Indiana Law, a principal may require any student who is sixteen (16) years of age or older and seeks to enroll in school following an expulsion to enroll in an alternative school, or alternative educational program, or evening school.

## **Driver's Licensing for Students**

**Driver's Licensing for Students (PL 121-1989) SEA 319,  
Effective July 1, 1995:**

### **Section 1**

A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is a habitual truant under IC 20-8.1-3-17.2.
2. Is under at least a second suspension from school for the school year under IC 20-8.1-5.1-8 or IC 20-8.1-5.1-9.
3. Is under an expulsion from school under IC 20-8.1-5.1-8, IC 20-8.1-5.1-9, or IC 20-8.1-5.1-10.
4. Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-8.1-3-24 before graduating.

## Section 2

If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:

1. The person becomes eighteen (18) years of age.
2. One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.
3. The suspension or expulsion is reversed after the person has had a hearing under IC 20-8.1-5.1.
4. That the person has the right to appeal the invalidation of a license or permit.
5. A person whose license or permit is invalidated under this section may apply for a restricted driving permit under IC 9-24-15.
6. A person may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is based.

## Driver's License/Permit Habitual Truancy Notice Policy

Pursuant to Public Law 121-1989 the Board of Trustees of the Wabash City Schools adopts this policy regarding the restriction of driver's license and permits.

### SECTION I. Definitions and Interpretations

- A. Indiana Code 20-8.1-3-17.2 provides that any person less than 18 years of age who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18.
- B. The term **habitual truant** as used herein is defined as a student who willfully refuses to attend school. The term includes, but is not limited to, a student who willfully refuses to attend school for **three (3) or more days during the adopted school year**.
- C. The term **student** as used herein is defined as a person less than 18 years of age who is enrolled in the Wabash City Schools or who is required to attend the Wabash City Schools in accordance with Indiana Compulsory School Attendance Laws, including but not limited to Indiana Code 20-8.1-3.

### SECTION II. Determination of Habitual Truancy

- A. Each principal shall review the student attendance records at least once each month to determine if a student is an habitual truant.
- B. Each principal shall give written notice by certified or registered mail, return receipt requested, to each student and the student's custodial parent, legal guardian, or custodian that:
  1. the student has been determined to be an habitual truant.
  2. the pertinent information concerning the student's habitual truancy will be submitted to the Indiana Bureau of motor vehicles.
  3. the determination may be appealed to the Superintendent of Wabash City Schools by delivering a written request for a hearing to the Superintendent within seven (7) calendar days from the receipt of the notice.

### SECTION III. Appeals and Hearing of Determinations of Habitual Truancy

All appeals and hearings shall be made and conducted according to the time lines and procedures applicable to charges by a student as provided in Indiana Code 10-8.1-5. Failure to deliver a written request for a hearing the Superintendent of the Wabash City Schools within seven (7) calendar days after receipt of the notice of the determination of habitual truancy shall be deemed to be a waiver of the right to an appeal and hearing.

### SECTION IV. Periodic Review of Determination of Habitual Truancy

- A. Each principal shall, at least once each school year, review the attendance records of all students who have been determined to be habitual truants for the purpose of determining if the student should remain classified as an habitual truant. In conducting the review, the principal shall be guided by the following factors:
  1. At least sixty (60) school days should have elapsed from the date of the last review or original

- determination in order to have a significant sampling upon which to make a determination of improved attendance.
2. The number of absences since the last review of the original determination of habitual truancy and the reasons for each absence shall be reviewed. A student who has one absence because of truancy since the later of the original determination or the last review shall remain classified as an habitual truant.
- B. Each student who has been determined to be an habitual truant may, once each school year, request a review of the student's attendance record in school in order to determine whether the student should continue to be classified an habitual truant. All requests for review shall be in writing and delivered to the student's principal. No more than one request may be made by or on behalf of a student during the school year.

#### SECTION V. Notice to the Bureau of Motor Vehicles

Each principal shall submit to the Indiana Bureau of Motor Vehicles the pertinent information concerning a student's ineligibility to be issued a license or permit because of:

1. habitual truancy.
2. a second suspension from school for the school year.
3. an expulsion from school.
4. any other reasons based on the student's school attendance or performance as required by State Law.

#### SECTION VI. New Students

Each principal shall obtain and review the attendance and discipline records of each new student from the previous school the student attended. For purposes of this policy, all absences, suspensions, expulsions, and other matters of student discipline contained in the record shall be considered to have occurred within the Wabash City Schools. In addition, each principal shall give full faith and credit to any determinations or findings made at previous school that the student is an habitual truant, as well as any suspension or expulsion.

#### SECTION VII. Principal's Certification

- A. A principal may issue a certification to the Indian Bureau of Motor Vehicles regarding a student's suspension, expulsion, or habitual truancy only for students actually enrolled in the Wabash City Schools; a certification may be issued during summer vacation for students who were enrolled in the Wabash City Schools on the last day of the preceding school year.
- B. A principal may not issue a certification to the Indiana Bureau of Motor Vehicles regarding a student's suspension, expulsion, or habitual truancy if a student has withdrawn, has been expelled, or has transferred from the Wabash City Schools.

#### SECTION VIII. Non-public School Students

No principal shall have the authority to sign an eligibility form to accompany an application to the Indiana Bureau of Motor Vehicles for an operator's license or permit for any person not enrolled in the Wabash City Schools.

#### SECTION IX. Records and Forms

The school records of each student determined to be an habitual truant shall include a record which:

1. indicates the date on which the principal determined the student to be an habitual truant.
2. indicates the date and result of all appeals and hearings concerning a determination of habitual truancy.
3. indicates the date and result of all reviews of the attendance records of an habitual truant.
4. indicates the effective dates of all suspensions and expulsions.
5. is placed in and becomes a part of the student's permanent record and shall be included with any records sent to another school system in which the student enrolls.

## Driving and Parking Regulations

Driving to school is a privilege and not a right; therefore, students are expected to drive in a mature manner and to obey the rules and regulations of Wabash High School.

- Each student who drives a motor driven vehicle must have permission from his/her parents, register his/her vehicle in the high school office, and display a current WHS parking permit prior to parking on school property.
- All students' vehicles must be licensed and covered by insurance. The school is not responsible for the vehicles and their contents.
- Once a student's vehicle enters campus, it must be parked and the occupants must vacate the vehicle immediately. The vehicle should be locked, or valuables taken out, to deter theft and vandalism.
- Students are not to be in the parking lot(s) at any time other than the proper arrival/dismissal times and/or school sponsored events, without permission from the administration.
- All students driving cars or motor driven cycles (MDC) to school are required to park in the assigned student paved parking lots/areas. Students are to park within the appropriate lines.
- The oval drive, the parking area next to the High School gym, the lower level access drive area, and the paved lot north of the High School gym is reserved parking for staff, administration and visitors.
- Students will not park their vehicles in any manner as to block any other vehicle in the lot. Should this happen, the student's parking privilege may be suspended.
- Students will not park in areas marked by yellow lines or on any grassy areas.
- No student will drive or ride in a vehicle at any time during the school day without the prior approval of the administration.
- Campus speed limit is 15 mph. Traffic regulations of the State of Indiana and the City of Wabash are the rules while on campus.
- Poor judgment or misuse of the driving privilege and/or parking privilege may subject the driver to disciplinary action and/or loss of driving privileges.
- Students driving to or returning from the Vocational School are to use Alber Street only for their travel route.
- Any student vehicle improperly or illegally parked may be towed without prior warning. This includes vehicles that do not have their registration tags properly displayed.
- Student vehicles are subject to search by the principal or his designee at any time. Students may lose their driving privileges as a consequence for any disciplinary action.

## Random Drug Testing of Athletes, Cheerleaders, Student Drivers, Students Involved in Extra-Curricular Activities, and Students Who Volunteer to be Tested.

For the safety, welfare, and best interests of the students of the Wabash City School Corporation, and to promote drug-free lives both during and following high school, The Wabash City School Corporation adopts a drug education and testing program for use by all high school students involved in athletics, cheerleading, driving a vehicle to school, and extra-curricular activities. Drug usage is incompatible with participation in inter-scholastic activities and the safety of student drivers. Such usage is forbidden by training rules, school policy, and State Law. Consent to testing is a condition of practice for and participation in all inter-scholastic athletics, cheerleading, extra-curricular activities, and driving a vehicle to school. Students themselves and parents/guardians may volunteer their students to be tested as well.

The purposes of the program are to prevent drug and alcohol usage; to educate students as to the serious physical, mental and emotional harm caused by drug and alcohol abuse; to prevent injury, illness and harm as a result of drug and alcohol abuse; and to maintain an environment free of alcohol and drug use.

Students will receive instruction in the dangers of drug and alcohol use as part of the health program. The elimination of drug and alcohol use shall be part of this program.

This education and testing program is intended to be a helpful part of the overall physical and social education and conditioning programs of the Wabash City School Corporation. Its purpose is not strictly disciplinary in nature but is intended as a medical diagnostic tool to disclose possible drug related problems and as an extension of our drug education programs.

The drug testing policy shall be distributed to all students and parents. Selection of persons to be tested shall be done in a random and confidential manner to protect the identity of those being tested. Collection of urine samples shall be done in an inoffensive and non-invasive way that insures the integrity and identity of the sample. The school official who supervises the sample collection will not physically observe giving of the sample.

The samples shall be tested by a reliable laboratory and confirmation tests shall be performed before any sample is labeled "positive" for any particular drug. Confidentiality shall be maintained so that the identity of anyone testing positive is made known only to the student, his/her parents or guardian, and those persons that need to know; e.g. coach, sponsor, administrator.

If there is a suspension from practice or group participation, team or group members shall not be told the reason unless the student chooses to do so. This program shall not affect other Wabash City School Corporation policies, practices or rights in dealing with drug or alcohol use or possession where there is reasonable suspicion of use or possession obtained by means other than the random sampling provided for in this program.

A "positive" test under this program shall not be cause for automatic suspension or expulsion from school.

The Superintendent shall develop administrative procedures for implementing this policy.

### **Procedures**

A student driver who tests positive for banned substances other than tobacco will lose his/her driving privileges for nine weeks or the remainder of the semester, whichever is longer.

Extra-curricular sanctions – Additional Sanctions

Athletic sanctions - See Athletic Handbook

A "follow up" test will be required by the principal/designee after a suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow up" test is negative, the student will be allowed to resume athletics, extra-curricular activities and/or driving to school. If the "follow up" test shows positive after the initial test, further loss of privileges will result for a repeat offense as outlined in the student handbook. Any student who refuses to submit to a random drug test will not be allowed to practice or participate in designated extra-curricular activities, athletics, or drive to school.

## **Policy and Procedure for Dealing with Student Substance Abuse**

### **Policy**

Chemical dependency is a disease of major proportion in our society and such a disease is chronic, progressive, and treatable. Prevention and elimination of chemical dependency and chemical abuse are vital to the operation of the schools and the learning process of the students. Identification and treatment of students involved with chemical abuse should be a cooperative effort of various individuals, public agencies, school personnel, physicians, parents, and mental health and family service agencies.

Use or possession of alcohol, tobacco or tobacco products, or a controlled substance, on school grounds, while attending school, or while attending school-sponsored events, such as field trips or athletic events, is prohibited.

### **Procedures**

The following sanctions may be imposed on students who use, possess or deal alcohol, tobacco or tobacco products, a controlled substance, or sniff glue while on school grounds, while attending school, or while attending school sponsored events, such as field trips or athletic events. This includes the consumption or ingestion of any controlled substance, alcoholic beverage, drug or any intoxicant of any kind before attending school, a school function, or event.



### Use or Possession of Alcohol or a Controlled Substance

For each and every offense of possession or use of alcohol or a controlled substance, expulsion shall be recommended to the Superintendent. Expulsion may be waived if the student and parent/ guardian agree to the following condition: The student shall be suspended for a maximum of ten (10) school days and may not return to the classroom until the student meets with the Substance Abuse Director. Recommendations of the Director may include, but are not limited to, the following:

1. Return to school after their suspension;
2. Chemical use assessment by professional counselor;
3. Chemical drug screening test;
4. Assessment by out-patient chemical abuse counselor plus counseling and/or chemical abuse education for the student and/or parents or guardians by certified out-patient counselor(s);
5. In-patient treatment commensurate with the family's ability to pay for the service; and
6. Ongoing progress reports to the Substance Abuse Director.

For each and every offense of dealing alcohol or a controlled substance, expulsion shall be recommended to the Superintendent.

### Additional Sanctions

The following sanctions are cumulative over a student's High School career. For students participating in **extra-curricular activities**, there may be imposed the following **additional** sanctions for possession and/or use of alcohol, tobacco, or drugs on or off school grounds or at non-school events.

**1<sup>st</sup> OFFENSE**-The student shall be suspended from participation in all extracurricular activities for 14 calendar days.

**2<sup>nd</sup> OFFENSE**-The student shall be suspended from participation in all extra-curricular activities for 28 calendar days.

**3<sup>rd</sup> SUBSEQUENT OFFENSES**-The student shall be suspended from participation in all extra-curricular activities for 60 calendar days.

1. In each instance, the student will be referred to the Substance Abuse Director.
2. The effective date of each suspension shall be as directed by the principal or assistant principal.
3. Imposition of these sanctions prohibiting participation in extra-curricular activities is not limited to those students who violate the substance abuse policy during the school year. These sanctions may be imposed upon a student for violation of the substance abuse policy at any time during the calendar year.

For students participating in athletics, additional sanctions will be imposed according to the Athletic Handbook.

### Use or Possession of Tobacco Products

For the first offense of possession, use, or distribution of tobacco or tobacco related products, the student will receive three (3) days at the Day Reporting Program. For the second offense, the student will receive five (5) days Day Reporting. For the third and each subsequent offense, the student shall be suspended out of school for five (5) days and expulsion may be recommended.

### Student Assistance Program

The Student Assistance Program has been established in an attempt to deal with a student's personal and school problems caused by chemical abuse.

1. **PURPOSE AND OBJECTIVES:** The general purpose of the program is to assure that any student who has a personal problem relating to chemical dependency or chemical abuse will be provided an opportunity to seek professional assistance. The Board recognizes that many personal problems can be successfully dealt with and resolved, provided assistance is offered and referral is made to an appropriate service agency.

Objectives of the Student Assistance Program shall include: assistance to students with problems caused by chemical dependency or chemical abuse, improvement of school behavior and academic performance, development of appropriate human relationships at school and outside of school, and the elimination of chemical dependency and chemical abuse.

2. **IDENTIFICATION OF ABUSE:** Any employee shall report any suspected case of chemical dependency or abuse to a student's Substance Abuse Director. In the event the Substance Abuse Director determines that there

is reason to believe the student may be afflicted with chemical dependency or engaging in chemical abuse, the coordinator will notify the student's parent(s) or guardian as well as the student's building administrator.

3. **INITIATING ASSISTANCE:** The Substance Abuse Director will schedule a meeting with the student and the parent/guardian. At the meeting, the coordinator will discuss with the student and the parent/guardian the nature of the problem and offer suggestions as to how to eliminate chemical dependency or abuse. The building administrator will be notified that the meeting has taken place and will be given a brief summary of what suggestions were made to the student.
4. **VOLUNTARY ACCEPTANCE OF ASSISTANCE:** The decision to request or accept assistance from the Student Assistance Program will be voluntary on the part of the student. All students, whether participating in the Student Assistance Program or not, will be expected to comply with all school rules governing student conduct and academic performance.

## **Wabash City Schools-No Smoking Policy**

All school buildings and school grounds of the Wabash City Schools are designated as "smoke free." *Board of School Trustees Approved, September 1998*

## **Civil Rights Nondiscrimination Grievance Procedure for the Wabash City Schools**

*(The following information is provided by the State of Indiana.)*

1. Applies to Regulatory TITLE VI (race, color, national origin), TITLE IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicapping condition), and the Indiana State Board of Education Advisory Committee V-Rules Requirements and the guidelines developed by the Indiana Department of Education, Vocational Education Section.
2. Interested parties include school corporation officers, employees, students, and patrons.
3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping conditions, and national origin, including limited English proficiency.
4. Civil Rights Compliance Coordinator
  - a. The building principal for allegations of building level violations to students or building patrons.
  - b. The superintendent of schools for allegations and violations of a corporate level such as policy or practice.
5. Civil Rights Compliance Officer is the superintendent of school

Mr. Jason Callahan  
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Wabash, IN 46992  
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6. The Process
  - a. Level One
    1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in #4 above. The complaint shall stipulate the specific act or omission, the date of same, and parties involved.
    2. The compliance coordinator shall initiate an investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
    3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
    4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a level two procedure shall be enacted.
  - b. Level Two
    1. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent of schools within three (3) calendar days of receipt.
    2. The superintendent of schools shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent of schools. Other witnesses may be called with mutual prior notice of three (3) calendar days.

3. The superintendent of schools shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

NOTE: By mutual agreement circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

NOTE: If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

Approved by Board of School Trustees, Wabash City Schools, August 17, 1992

## **Anti-Harassment Policy for Employees and Students**

The Wabash City School Corporation is committed to maintain a learning and working environment that is free from employment/ education related discrimination, including a prohibition against racial, ethnic, religious, or sexual harassment.

It shall be a violation of this policy for any employee or student of the Wabash City Schools to engage in discrimination and/or harassment of another employee or student through conduct or communications. Conduct of a harassing nature may include unwelcome verbal or physical contact and/or unwelcome communications regarding characteristics of a racial, ethnic, religious, or sexual nature.

Complaints should be given to the principal, assistant principal, or superintendent not involved in the harassment or discrimination. If you have done this and you are not satisfied, complaints may then be directed to the Equal Employment Opportunity Commission (EEOC) at the Department of Labor, 101 W. Ohio Street, Suite 1900, Indianapolis, Indiana 46204-4203, or call 1-800-669-4000, to the Office of Civil Rights at Indiana Government Center North, 100 N. Senate Ave. Room N103, Indianapolis, Indiana 46204, or call 1-800-628-2909.

## **Child Abuse and Neglect**

As an agency of the State, the School Board is concerned with the physical and mental well being of the children of this Corporation and will cooperate in the identification and reporting of cases of child abuse in accordance with law.

Each staff member employed by this Corporation shall be responsible for reporting immediately every case whether ascertained or suspected, of abuse, abandonment, cruelty or neglect, resulting in physical or mental injury to a student by other than accidental means. The staff member or appropriate administrator shall immediately call the local office of the Division of Family Services.

Information concerning alleged child abuse is confidential information and is not to be shared with anyone other than the administration or the reporting agency. A staff member who violates this policy may be subject to disciplinary action.

Pursuant to the laws of Indiana, each professional staff member in the Wabash City Schools shall report to proper legal authorities immediately any sign of suspected child abuse or neglect.

## **Right to Inspect Certain Instructional Materials**

The parent or guardian of a child enrolled in a school with the Wabash City School Corporation shall be entitled to inspect any instructional materials which, will be used in connection with a survey, a personal analysis, or an evaluation which is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, other video materials, or tapes.

Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints.

## **Student Submission to Personal Surveys, Personal Analysis, or Evaluations of School Curriculum**

No student shall be required without prior written consent of the student's parent or guardian, or prior consent of a student if the student is an adult or is emancipated, to submit to a survey, a personal analysis, or an evaluation not directly related to the academic instruction which reveals information concerning:

1. political affiliations;
2. religious beliefs or practices;
3. mental or psychological conditions that may embarrass the student or his/her family;
4. sexual behavior and attitudes;
5. illegal, anti-social, self-incriminating, or demeaning behavior;
6. critical appraisals of other individuals with whom the student has a close family relationship;
7. legally recognized privileged or confidential relationships, including a relationship with a lawyer, physician, or minister; or
8. income (except as required by law to determine eligibility for participation in a program for receiving financial assistance under a program).

Any consent form used in compliance with this policy must state the contents and nature of the personal analysis, survey, or evaluation.

## **Board of School Trustees Wabash City School Corporation Controversial Issues Philosophy**

The School Board believes that the consideration of controversial issues has a legitimate place in the instructional program of the schools.

Properly introduced and conducted, the consideration of such issues can help students learn to identify important issues, explore fully and fairly all sides of an issue, weigh carefully the values and factors involved, and develop techniques for formulating and evaluating positions.

For purposes of this policy, a controversial issue is a topic on which opposing points of view have been promulgated by a responsible opinion.

The Board will permit the introduction and proper educational use of controversial issues provided that their use in the instructional program:

- A. is related to the instructional goals of the course of study and level of maturity of the students;
- B. does not tend to indoctrinate or persuade students to a particular point of view;
- C. encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

Controversial issues related to the program may be initiated by the students themselves provided they are presented in the ordinary course of classroom instruction and as long as these issues and their discussion do not substantially disrupt the educational setting.

Controversial issues may not be initiated by a source outside the schools unless prior approval has been given by the appropriate building administrator.

The instructional use of controversial issues which have not been specified in a course of study shall be permitted only with the prior approval of the Superintendent.

The Board recognizes that some deviation from the assigned curriculum guide is necessary in the free exchange of the classroom.

However, the Board specifies, for the guidance of the Superintendent and, through administrative directive, the guidance of the staff, that any discussion of controversial issues in the classroom shall be conducted in the unprejudiced and dispassionate manner and shall not disrupt the educational process nor fail to match the maturity level of students.

During classroom discussion, a teacher may express a personal opinion, but shall identify it as such, and must not express such an opinion for the purpose of persuading students to his/her point of view.

Board of School Trustees, Wabash City School Corporation

### **Controversial Issues Policy**

The Board recognizes that a course of study or certain instructional materials may contain content and/or activities that some parents find objectionable. If a parent finds something objectionable, the following steps may be taken:

1. Any parent or patron having concerns or complaints within the classroom should first discuss his/her concerns with the class room teacher.
2. If the parent or patron is not satisfied during the discussion with the classroom teacher, he/she should contact the principal for further discussion of the matter.
3. If the parent or patron is not satisfied during the discussion with the principal, he/she should contact the Superintendent for further discussion of the matter.
4. If the parent or patron is not satisfied with the outcome of the conference with the Superintendent, he/she may request, in writing, an expedient hearing with the Board of Education.
5. If a parent is in doubt of whom to contact in any given situation, he/she should call or contact the Building Principal who will direct him/her to the appropriate individual.

*Approved 3/3/97, Board of School Trustees*

## **WABASH CITY SCHOOLS**

### ***Acceptable Use Policy***

Freedom of expression is an inalienable human right and the foundation for self- government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to the Internet and the hardware to reach it for those who follow the acceptable use policy. In a free and democratic society, access to information is a fundamental right of citizenship.

In making decisions regarding student access to the Internet, Wabash City Schools considers its own stated educational mission, goal, and objectives. Internet research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while communicating and collaborating with people around the world. Students utilizing corporation-provided network resources are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

*The purpose of corporation-provided network resources is to facilitate communications in support of research and creation for educational endeavors. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the Wabash City Schools.* The provided access to the network is a privilege, not a right. Access entails responsibility. Students and staff should extend the general guidelines, rules, and best practices outlined in the handbook to their use of the Internet and hardware used to access the Internet.

Users should not expect that files stored on corporation-based computers will always be private to the individual. Electronic messages and files stored on corporation-based computers will be treated like school lockers. Administrators and faculty may preview files and messages to maintain system integrity and ensure that users are acting responsibly. Use of electronic equipment provided by Wabash City Schools is a privilege and not a right or necessity. The Corporation maintains ownership of all electronic equipment provided for student and faculty use. Upon a student or teacher leaving Wabash City Schools, all equipment loaned for use must be returned within an appropriate amount of time.

Wabash City Schools fully understands and is in compliance with all regulations of the Children's Internet Protection Act (CIPA). As such, the corporation utilizes an Internet filtering system for the entire network as well as a mobile filtering system on all mobile hardware that may leave the district. Wabash City Schools works diligently to comply with the Children's Online Privacy Protection Act (COPPA) requirements. The corporation does not transmit student personal information to online entities for the purpose of creating web based accounts.

Wabash City Schools provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use. All staff and students in Wabash City Schools have access to Google Apps, which includes such programs as Google Drive, Google Calendar, and Google Gmail.

All of the Google Apps services can be accessed from anywhere you have an Internet connection (school, home, smart phone, etc.). In compliance with federal regulation all school-based email is archived.

The following uses of corporation-provided network resources are not permitted:

- a. to knowingly access, transmit, upload, download, or distribute pornographic or sexually explicit material;
- b. to knowingly access, transmit, upload, download, or distribute abusive or violent material;
- c. to transmit obscene, abusive, or sexually explicit language;
- d. to violate any local, state, or federal statute;
- e. to vandalize, damage, or disable the property of another individual or organization;
- f. to access another individual's materials, information, or files without permission; and
- g. to knowingly violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- h. to use the Corporation Internet resources for commercial purposes, advertising, or political lobbying;
- i. to reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the internet;
- j. to transmit pictures or other information that could be used to establish your identity without prior approval of a teacher;
- k. to "meet" people online
- l. to delete or attempt to hide browsing history or communications made on school provided device
- m. to access or attempt to access administrator controls of corporation hardware or software.

If a student or staff member knowingly transfers a file or software program that infects the Network or workstation with a virus and causes damage, the staff member or student will be liable for any and all repair costs to make the infected equipment once again fully functional.

Any violation of corporation policy and rules may result in loss of corporation-provided access to the network and/or the hardware to reach it. Additional disciplinary action may be determined at the building level in keeping with existing procedures and practices regarding inappropriate usage of the network. When and where applicable, law enforcement agencies may be involved.

Concerning access of the network resources, families bear responsibility for its appropriate use just as they should with other information sources such as television, telephones, radio, movies, and other possibly offensive media. Since the use of electronic resources has become such an integral part of the educational environment, Wabash City Schools will provide network resource access to all students.

Wabash City Schools makes no warranties of any kind, neither expressed nor implied, for the network access or hardware it is providing. The corporation will not be responsible for any damages users suffer, including – but not limited to – the loss of data resulting from delays or interruptions in service. The corporation will not be responsible for the accuracy, nature, or quality of information stored on corporation hard drives, or servers; nor for the accuracy, nature, or quality of information gathered through corporation-provided access to the Internet.

NOTICE: The policy and all its provisions are subordinate to local, state, and federal statutes.

### **Corporation Web Page**

Wabash City Schools authorizes the creation of web sites by its employees and students to be published on the World Wide Web. The creation of web sites by students must be done under the supervision of a professional staff member. These web sites must reflect the professional image of the Corporation, its employees, and students. The content of all pages must be consistent with Wabash City Schools' Mission Statement and is subject to prior approval by the Superintendent.

The purpose of such web sites is to educate, inform, and communicate. The following criteria should be used to guide the development of such web sites:

1. Educate – Content provided in the web site should be suitable for and usable by students and teachers to

- support the curriculum and the objectives of Wabash City Schools.
2. Inform – Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.
  3. Communicate – Content may provide an avenue to communicate with the community.

The information contained on the web site should reflect and support Wabash City Schools' Mission Statement, Educational Philosophy, and the School Improvement Process.

When the content includes a photograph or information relating to a student, Wabash City Schools will abide by School Board Policy and/or Administrative Guideline 8330 pertaining to Student Records.

All links included on the pages must also meet the above criteria and comply with the State and Federal law (e.g. copyright laws, Children's Internet Protection Act).

Under no circumstances is a web site to be used for commercial purposes, advertising, political lobbying, or to provide financial gains for any individual.

Pages should reflect an understanding that both internal and external audiences will be viewing the information.

School web sites must be located on Corporation affiliated servers.

Wabash City Schools retains all proprietary rights related to the design of web sites and/or pages that are hosted on WCS servers, absent written agreement to the contrary.

Student photographs and/or student work may be displayed on the Corporation web site. If parents do not want their student's photograph or work displayed, a letter stating their wishes must be on file with the building principal where their student attends.

NOTICE: These guidelines and all their provisions are subordinate to local, state and federal statutes.

## **Pest Control Policy**

The school corporation is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

This policy does not apply to the use of the following pesticides:

- 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.

***Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or school vacation periods.***

The corporation will:

1. Inform annually parents and staff members of the corporation's pest control policy at the time of student registration by a separate memorandum or as a provision in the student handbook.
2. Provide the name and phone number of the person to contact for information regarding pest control.
3. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice.
4. Provide notice of planned pesticide applications to parents and employees who have requested advanced notice.
5. Provide notice of all pesticide applications to school nurses.
6. Maintain written record for at least 90 days of any pesticide applications.

The corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give

written notice as soon as possible.

The corporation may provide for training of school employees to become certified pesticide applicators. Financial support for such training may be provided by the corporation subject to budgetary constraints of the corporation.

The superintendent shall prepare and disseminate regulations for the implementation of this policy. DATE  
*ADOPTED: May 7, 2001*

## Regulations

In an attempt to assure proper control of pesticides that might be used on corporation premises, these procedures are established. "Pesticide" for application of these regulations only is defined as a fungicide used on plants, an insecticide, an herbicide, or a rodenticide. ***These regulations do not apply to use of the following pesticides: germ killers, disinfectants, sanitizing agents, water purifiers, swimming pool chemicals used in normal cleaning activities, personal insect repellents when self-applied, and gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.***

The intent of this regulation is to prevent exposure of staff members and students to pesticides.

1. Pesticides will be applied only by certified pesticide applicators or individuals operating under their supervision in school buildings or on school grounds. The certified pesticide applicator shall train non-certified staff members who apply pesticides. The training must include:
  - a. A review of the corporation's pest control policy;
  - b. A review of the label instructions for the pesticides to be used;
  - c. Methods to determine when an application of a pesticide is necessary;
  - d. How to minimize potential pesticide exposure to students, teachers, and staff;
  - e. What activities are prohibited; and
  - f. Written documentation of the training.
2. When possible, pesticide applications will be done during non-instructional time or during vacation periods.
3. When inspections are conducted by an independent contractor, the contractor shall contact the building administrator no later than 48 hours prior to the scheduled inspection to discuss any problems with the pests so that the contractor may inform the building administrator what pesticides will be applied on the date of the scheduled inspection. The building administrator will then implement the notification requirements of the pest control policy and its regulations.
4. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide. Restricted use pesticides may be used only by certified applicators or under their direct supervision.
5. At the time of registration for each school year [at the beginning of each school year or semester], the Board shall provide the staff members of each school and the parents of each child enrolled in the school with a written copy of the Board's policy on pesticide applications, the name and telephone number of the school contact person for pest control information, and a request form to be placed on a list for advanced notice. This information may be given in the form of a memorandum or as a provision in the student and/or staff handbook. This information shall also be provided to the parents of any child who transfers into a school during the school year. A request for such notice may be made at any time during the school year.
6. Parents and staff members may register for prior notice of pesticide applications. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing no later than two school days prior to the applications when students or staff members will be present during the pesticide application. School nurses will receive prior notice of all pesticide applications.
7. The aforementioned notice shall include the (1) name of the active ingredient of the pesticides anticipated to be applied if part of a routine scheduled service, (2) location of the application, (3) date of application, (4) approximate time and length of the application, and (5) name and telephone number of the school administrator or his/her designee who may be contacted for further information.
8. Any pesticide application is prohibited when children are in the room or on school grounds in or near the area to be treated.
9. If an emergency application is necessary to eliminate an immediate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
10. In cases of an emergency application, prior notice is not required. Notice will be given to those persons who



have previously requested notice of pesticide applications as soon as possible after such application.

11. A copy of the records of each pesticide application at a school shall be maintained for at least 90 days. The records will contain the following information:
  - a. Date and time of the inspection and pesticide application;
  - b. Pests found during the inspection;
  - c. Brand name and active ingredient of pesticide(s);
  - d. EPA registration number of pesticide(s);
  - e. Areas treated;
  - f. Name of applicator; and
  - g. Source for obtaining information on the pesticide label(s), material safety data sheet(s), and/or fact sheet(s) for end use concentrations.

The school principal upon request will make available the pesticide application information listed above for at least 90 days from the date of application.

12. Whenever practical, non-chemical controls shall be used. The least toxic formulations and safest methods of application will be selected when there is a choice of pesticide products with comparable effectiveness.
13. Storage of pesticides will be kept to a minimum. All pesticide label storage instructions will be followed explicitly. All such products and the application equipment will be stored away from food products or occupied rooms in a locked area clearly marked as containing pesticides.
14. All pesticide products will have complete label instructions, will remain in the original container, and Material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product. This information shall also be available to any member of the public upon request.
15. All applications of pesticides will be made in strict compliance with label instructions.
16. School corporation employees responsible for handling and applying pesticides shall have specific training.
17. Training for school employees to become certified applicators is available. The corporation may provide for financial support of such training for employees designated by the Superintendent, or his or her designee, as needing such training. Such financial support will be subject to the availability of budgetary funds and the approval of the Board.

The Superintendent or his or her designee shall be the contact person for providing information regarding pesticide application activities at the school site, including but not limited to giving oral and written notification, supervising the sending of notifications as required by school policy and regulations and maintaining records of pesticide applications.

## **Background Screening**

For the safety of our children, a background screening report is required for anyone working with our students in any area. This includes chaperones for field trips as well as school volunteers. This report including information concerning arrest data, police record, and motor vehicle records may be obtained in connection with your application as a volunteer with Wabash City Schools. Verification of address, social security numbers, aliases, county, state, and national criminal history records and the sex offender registry may be checked. Theft records may also be obtained. An investigative report may be obtained at any time during the application process or during your volunteer status with the Wabash City Schools. Upon timely written request to Wabash City Schools, and within 5 days of the request, the name, address, and phone number of the reporting agency and the nature and scope of the investigative report will be disclosed to you. Before any adverse action is taken, based in whole or in part of the information contained in the report, you will be provided a copy of the report, the name, address and the telephone number of the reporting agency, as well as additional information on your rights.