

FORT WAYNE COMMUNITY SCHOOLS

Student-Parent

HANDBOOK

2011-12

We educate all students to high standards.



WE ARE YOUR SCHOOLS

www.fortwayneschools.org

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INTRODUCTION



A MESSAGE FROM YOUR SUPERINTENDENT

Dear Fort Wayne Community Schools students and parents,

I am pleased to present the 2011-12 Student-Parent Handbook for Fort Wayne Community Schools. This book contains valuable information that students and parents need to know regarding daily life in our district, from school meals and transportation to our nationally recognized school choice program. It also includes our behavior code, which sets the district's behavioral expectations and disciplinary consequences for students. We hope this handbook will be a valuable tool for you.

The mission of Fort Wayne Community Schools is to educate all students to high standards, enabling them to become productive, responsible citizens. For students to reach their potential, it is important to ensure a safe and secure learning environment for students and staff. In addition to the disciplinary guidelines that are included in this handbook, we also offer a variety of services, such as student assistance programs, that are designed to help students be successful.

At Fort Wayne Community Schools, We Are Your Schools. We are committed to working cooperatively with parents and the community to prepare our students for success in the endeavors of their choice.

Sincerely yours,



Wendy Y. Robinson, Ed.D.

Superintendent

SCHOOL CALENDAR

FIRST SEMESTER

August 22, 2011 – January 13, 2012

*First Quarter: August 22, 2011 – October 21, 2011
Second Quarter: October 24, 2011 – January 12, 2012*

SECOND SEMESTER

January 17, 2012 – June 5, 2012

*Third Quarter: January 17, 2012 – March 23, 2012
Fourth Quarter: March 26, 2012 – June 5, 2012*

SCHOOL HOURS

Elementary Schools – 8:55 a.m. - 3:30 p.m.

Bunche Kindergarten – 8:10 a.m. - 2:20 p.m.

Bunche Pre-Kindergarten – 8:10 a.m. - 10:45 a.m.

Whitney Young Kindergarten – 8:55 a.m. - 3:30 p.m.

Whitney Young a.m. Pre-Kindergarten – 8:55 a.m. - 11:25 p.m.

Whitney Young p.m. Pre-Kindergarten – 12:45 p.m. - 3:30 p.m.

Towles Intermediate – 8 a.m. - 2:35 p.m.

Middle Schools – 7:30 a.m. - 2:25 p.m.

Memorial Park – 7:25 a.m. - 2:40 p.m.

High Schools – 7:30 a.m. - 2:35 p.m.

FORT WAYNE COMMUNITY SCHOOLS

REGISTRATION DAYS

All FWCS schools will hold registration for the 2011-12 year on

Friday, August 5, from 8 a.m. - 1 p.m.

and

Monday, August 8, from Noon - 7 p.m.

All students must register at the school they will be attending, even if they have attended the school the previous year.

For information, call your school.

August 2011						
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June 2012						
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July 2012						
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22	23	24	25	26	27	28
29	30	31				



BOLD DATE
Students in Attendance

SCHOOL CALENDAR

Classes Begin (Grades K-12).....	August 22, 2011
Classes End	June 5, 2012*
Kindergarten Conferences.....	August 17, 2011

NO SCHOOL FOR STUDENTS

Labor Day	September 5, 2011
Fall Break.....	October 14, 2011
Release Day for Pre-K-12 Fall Conference Days	November 4, 2011
Thanksgiving Vacation.....	November 24-25, 2011
Winter Vacation.....	December 22, 2011-January 4, 2012
End of Semester/Make-up Day	January 13, 2012
Martin Luther King Jr. Day.....	January 16, 2012
Release Day for Pre-K-12 Spring Conference Days.....	February 3, 2012
President's Day	February 20, 2012
Spring Vacation	April 2-6, 2012
Reserve Make-up Day.....	May 11, 2012
Reserve Make-up Day.....	May 25, 2012
Memorial Day	May 28, 2012
End of Semester/Make-up Day	June 6, 2012

PARENT TEACHER CONFERENCES

Parent Teacher Conferences will again be held for Pre-K-12 on the evenings of Wednesday and Thursday, Nov. 2 and 3, 2011, and Feb. 1 and 2, 2012, following the regular school days, with Friday being a release day. District offices will be open on Friday.

REPORT CARD DISTRIBUTION

November 1, 2011, or conference; January 31 or conference, March 30; and June 20, 2012

TESTING DATES

ISTEP+ ECA and ECA Retest	End of each term
<i>Algebra I, English 10 and Biology I (spring only)</i>	
ISTEP+ Testing (<i>Open-ended</i>).....	March 5-14, 2012
ISTEP+ Testing (<i>Multiple choice</i>)	April 30-May 9, 2012
SAT (<i>Scholastic Aptitude Test</i>).....	October 1, November 5, December 3, 2011;
.....	January 28, March 10, May 5, June 2, 2012
PSAT (<i>Preliminary SAT</i>).....	October 12, 2011
ACT (<i>American College Test</i>).....	September 10, October 22, December 10, 2011;
.....	February 11, April 14, June 9, 2012
AP (<i>Advanced Placement</i>)	May 7-11 and May 14-18, 2012

2012 HIGH SCHOOL COMMENCEMENT DATES

June 15: North Side, Wayne • June 16: Northrop, South Side, Snider

** May change due to emergency- or weather-related make-up days. In years with extreme weather situations, other days scheduled as off may be used as make-up days.*



Fort Wayne Community Schools is on Facebook and Twitter. Look for information on school and district happenings, pictures of school events and details of weather delays and cancellations. Twitter users can find us by searching for FWCS. Our username is FtWayneCommSkls. (The user FWCS delays is not affiliated with FWCS.) Facebook users can find our page by searching for Fort Wayne Community Schools.



ENROLLING YOUR CHILD

HOW TO ENROLL

To enroll a child in school, a parent or guardian must provide a birth certificate, the name and address of the last school the child attended, if any, and proof of residency. This information must be presented within 30 days of enrollment. The child's immunization history must also be given. A child cannot enroll until the school has this record or an official schedule for the child receiving immunizations.

INTRADISTRICT TRANSFER

All students have an assigned school based on family residence location, but FWCS allows students to attend any school in the district, based on space availability and racial balance. Schools offer a wide array of programs to match student interests and needs. Parents may apply for a child to transfer to a school outside his or her regular attendance area. Schools with more applicants than space are part of a public lottery selection process to determine which students are admitted, with the remainder placed on a waiting list. Applications for the 2011-12 school year will be due in February 2012. For applications or for a booklet with a complete listing of available programs, contact Student Services, 467-2120.

It should be noted that if a student transfers outside their attendance area, yellow bus transportation will not be provided outside established routes. However, bus transportation will continue to be provided from various established bus stops throughout the district for the five elementary magnet schools (Bunche, Croninger, Irwin, Weisser Park and Young), Towles Intermediate School and Memorial Park Middle School.

IF YOU MOVE

If a parent or guardian moves and would like a child to continue attending the same school, the parent must notify the school of the address change and the intent to remain at the school. Students who move outside the FWCS district may complete the current school year here. However, attendance and/or behavior problems will result in the student having to attend school in their new district. Transportation is not provided in these cases. For information, call Student Services, 467-2120. FWCS students who move within the district may continue attending their prior school of attendance. However, if the student has attendance problems, he/she may have to attend the school in his/her new area.

OPTING OUT OF THE MILITARY

If a parent of a high school student or the student does not want the student's directory information to be provided to official military recruiting representatives, he or she must submit a signed, written request to the high school by the end of the student's sophomore year.

ABOUT FWCS

PYRAMID FOR SUCCESS™

FWCS's mission is to educate all students to high standards, enabling them to become productive, responsible citizens. Our system to ensure that all students are successful is called The Pyramid for Success™. The Pyramid is composed of three tiers of supports that become more intense and personalized for students who need remediation or to be challenged further. We begin with universal screening for all students to identify academic, social, emotional and behavioral needs. Whatever the student's current level is, our goal is to assist and challenge him or her to increase his or her level of success.

PROGRAMS

Pre-kindergarten

A number of FWCS elementary schools offer pre-k classes for 3- and 4-year-olds. Special Education programs for eligible students are offered at Brentwood, Forest Park, Haley, Harrison Hill, Holland, Northcrest, Price and Whitney Young schools, along with programs at several community sites.

Programs for 4-year-olds are available under federal grants at Abnett, Adams, Bloomingdale, Fairfield, Forest Park, Franke Park, Harrison Hill, Indian Village, Maplewood, Nebraska, Northcrest, Scott, South Wayne, Study and Washington elementary schools. Children eligible for services under the Federal Title I program participate at those schools.

Pre-kindergarten programs also are offered as part of the magnet school programs at Bunche and Whitney Young early childhood centers.

Full-Day Kindergarten

A child must be 5 years old on or before Aug. 1, 2011, to be eligible for kindergarten in the fall.* A 6-year-old starting school for the first time will be placed in kindergarten. FWCS offers full-day programs at all elementary schools.

*Information regarding waiver applications and deadlines for early entrance into kindergarten is available at Student Services, 467-2120.

Magnet Schools

All students have an assigned school, based on family residence location. FWCS also offers six magnet elementary schools and two magnet middle schools. Magnet schools have no attendance boundaries; students must submit an application for enrollment in these schools. Students are accepted based on space availability and racial balance. If a school has more applications than space available, names will be selected in a public lottery (with computer-generated lists). Once chosen, students will receive enrollment information from their magnet school principal. Students not selected in the lottery are placed on a waiting list.

Students accepted into a magnet school or a school other than their assigned school are required to remain at the selected school for at least one year. Once accepted, parents need not apply again.

High School Programs of Study

FWCS has reinvented its high schools to better prepare students for successful lives. The foundation of FWCS' high school redesign is rigorous coursework with real-world learning experiences and a culture of high expectations to prepare students for life after high school. In addition to developing a more rigorous foundation for all students, each high school has a Program of Study, a specialized program that offers students an opportunity to try a career path and develop skills that can be used in the workplace.

Career Education

The FWCS Anthis Career Center offers high school juniors and seniors the opportunity to explore career fields and learn workplace skills in the areas of automotive, information technology, early education, construction, culinary arts and management, medical and dental careers, cosmetology, aviation mechanics, public safety and welding technology. Math, English and social studies classes also are available. After completing their junior year, students may use their acquired skills on the job in cooperative learning situations in the community.

Students attend their home school for a half-day of academic classes and extracurricular activities and spend a half-day at Anthis. For information, contact your school's guidance office or the Career Center, 467-1010.

Continuing Education and Neighborhood Connection

FWCS provides lifelong learning opportunities to all Allen County residents. Programs include academic classes, GED preparation, technology, electronics, business and computer classes, recreation and youth and family activities. Classes take place at Anthis Career Center, churches and FWCS sites throughout the city.

FWCS assists community members who are 16 years of age and older by offering high school credit, credit recovery, equivalency programs and adult vocational classes. Classes are offered five days per week and in Night High School.

FWCS also works in partnership with many businesses and community-based organizations to provide educational services and classes for employees and residents. Courses in literacy, computers and specialized vocational training are available or can be developed. For more information on enrollment and availability of classes, call 467-1060 or 467-1075.

Special Education

Special education students learn in the least restrictive environment. All programs follow federal and state laws. For information, call your school principal or the Special Education Department, 467-1110.

Child Find

Pursuant to the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, FWCS is required to locate, identify and evaluate all children with disabilities within its attendance area, including children with disabilities who are too young to attend school, attend non-public schools, are homeschooled or are homeless. The process of locating, identifying and evaluating children with disabilities is known as Child Find. If you believe that your child may have a disability please contact your local school, the Special Education Department or Student Services Department.

Special Education Department..... (260) 467-1110

Student Services Department (260) 467-2120

Alternative Programs

FWCS provides several programs for students who are not succeeding in the traditional classroom setting. Programs are offered at the elementary, middle and high school levels throughout the district and can be found at school sites or at non-school locations. In most cases, students are referred by their home school for the programs. For more information, contact your school principal.

• Ward Education Center

Ward houses the district's alternative program for students in sixth through 12th grades. The school maximizes the use of community resources and traditional and non-traditional methods to support the educational, social and emotional needs of every student during the time they are in the building. As the placements at Ward are temporary, the school uses a system of levels that students must complete while there. During each nine-week period, students are required to complete specific academic, behavioral, social and attendance requirements. This system provides a structured learning environment for students to be successful and educates students who are at the greatest risk of academic failure or dropping out. Because students must complete specific requirements before returning to their home school, the system increases the level of responsible thinking of all Ward students and makes them responsible for their own personal growth and maturation. Students attend from 8:10 a.m.-3:05 p.m.

• Youth Life Skills

Youth Life Skills was established in 1995 to serve young adults ages 16-21 who have not yet earned a high school diploma or GED. It is designed to help at-risk students by focusing on literacy and employment skills. Youth Life Skills offers a non-traditional approach to education, focusing on the student as an individual and catching those who have fallen through the cracks. The program offers a holistic approach to dealing with issues associated with poverty, a position most of the students are in and many will stay in without gaining the proper education and job training needed to be successful. Many students come to Youth Life Skills as an alternative to dropping out of school, to obtain additional high school credits, to attend a school with more flexible

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hours because they are pregnant or parenting or because a traditional high school program is not working for them for another reason. Students can attend morning sessions, afternoon sessions, evening sessions or full days.

 **SERVICES**

YMCA School-Age Childcare

The provider of FWCS extended childcare for the school year is the YMCA School-Age Childcare Program.

In keeping with the YMCA mission, it values the lives of all children and works to enhance the quality of their experiences at every opportunity. The YMCA offers safe, challenging and fun programs for youth up to age 12 by giving them ways to explore their world beyond home and school. The YMCA School-Age Childcare Program sites offer many options to fit the needs of parents and children.

Before-School Care Programs: 6:30-8:45 a.m.

Program Site.....Schools Served

Arlington.....	Arlington, Bunche, Croninger, St. Joseph Central, Irwin, Towles, Weisser Park, Whitney Young
Bethlehem Lutheran..	Adams, Bethlehem Lutheran, Irwin, Weisser Park, Whitney Young
Forest Park	Adams, Bunche, Forest Park, Irwin, Towles, Weisser Park, Whitney Young
Franke Park	Bloomingtondale, Franke Park, Nebraska, Price
Glenwood Park.....	Adams, Arlington, Blackhawk, Brentwood, Bunche, Croninger, Glenwood Park, Irwin, Lakeside, Lane, Lindley, St. Joseph Central, Towles, Weisser Park, Whitney Young
Harris.....	Adams, Bunche, Haley, Harris, Irwin, Memorial Park, Towles, Weisser Park, Whitney Young
Indian Village.....	Indian Village, Kekionga, Lindley
Lincoln	Adams, Bunche, Holland, Irwin, Lincoln, Northcrest, Shawnee, Towles, Washington Center, Weisser Park, Whitney Young
Waynedale.....	Maplewood, Scott Academy, Waynedale
Weisser Park.....	Abbett, Fairfield, Forest Park, Harrison Hill, Weisser Park, Whitney Young

After-School Care Programs: 3-6 p.m.

Program Site.....Schools Served

Arlington.....	Arlington, Bunche, Croninger, St. Joseph Central, Irwin, Northwood, Towles, Weisser Park, Whitney Young
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Bethlehem Lutheran..	Adams, Arlington, Bethlehem Lutheran, Croninger, Haley, Irwin, St. Joseph Central, Towles, Weisser Park, Whitney Young
Forest Park	Adams, Bunche, Forest Park, Irwin, Towles, Weisser Park, Whitney Young
Franke Park	Bloomingtondale, Franke Park, Nebraska, Price, Towles
Glenwood Park.....	Adams, Arlington, Blackhawk, Brentwood, Bunche, Croninger, Glenwood Park, Irwin, Lakeside, Lane, Lindley, St. Joseph Central, Towles, Weisser Park, Whitney Young
Haley	Adams, Blackhawk, Bunche, Croninger, Haley, Irwin, St. Joseph Central, Towles, Weisser Park, Whitney Young
Harris.....	Adams, Bunche, Haley, Harris, Irwin, Memorial Park, Towles, Weisser Park, Whitney Young
Indian Village.....	Fairfield, Indian Village, Kekionga, Lindley, Portage, South Wayne, Study, Towles, Washington
Lincoln	Adams, Bunche, Holland, Irwin, Lincoln, Northcrest, Shawnee, Towles, Washington Center, Weisser Park, Whitney Young
Waynedale.....	Maplewood, Scott Academy, Towles, Waynedale
Weisser Park.....	Abbett, Fairfield, Forest Park, Harrison Hill, St. Joseph Central, Towles, Weisser Park, Whitney Young

Pre-k Program: Morning and Afternoon Sessions

Program Site.....Schools Served

Whitney Young Whitney Young

Program Sites are subject to change due to insufficient enrollment at a specific location.

FWCS Clothing Bank

FWCS operates a clothing bank for students in need. Contact 484-3985 for more information.

Homeless Assistance

The FWCS Homeless Assistance Program provides resources to help eliminate the barriers faced by homeless students from pre-kindergarten through 12th grade. Through resources such as timely and consistent transportation, school supplies, tutorial assistance and program support for parents, our program services the needs of our community. For more information, contact Student Services, 467-2120.

Information from Community Organizations

Students will bring home flyers throughout the year that announce educational and/or enrichment activities sponsored

by various community groups or businesses. Please note that FWCS does not provide supervision or transportation to these non-school-sponsored activities. FWCS only distributes the information regarding special activities as a service to families and the community agencies.

Make sure you check to see how your child will be supervised and make transportation arrangements before you allow your child to participate in any of the activities.

Work Permits

A student aged 14-17 must have a work permit unless employed as a golf caddie, newspaper carrier, domestic servant or farm laborer. To obtain a work permit, the student must: 1) already have been hired; 2) the employer must complete an Intention to Employ card; and 3) the student must return the Intention to Employ form and provide proof of age.

Students should take the intent to employ card and proof of age to their FWCS high school. Non-FWCS students should take the intent to employ card and proof of age to the Student Services Department at the Grile Administrative Center, 1200 S. Clinton St. Each high school has posted where to obtain the work permit and the hours that this service is available. The work permit will be processed in the student's high school within 24 hours. The student may pick up the permit and take it to the employer.

Policies regarding work permits shall be established in each high school and made public to the students.

TRANSPORTATION

ELIGIBILITY

Eligible students may ride school buses for free. Parent responsibility areas are defined below and no transportation services are provided:

- High school students who live inside a two-mile radius of their assigned school.
- Middle school students who live inside a one-and-one-half mile radius of their assigned school.
- Elementary students, grades pre-kindergarten through five, who live inside a one-mile radius of their assigned school.

Exceptions are decided by the Transportation Department.

School bus stops are not permanent, and the Transportation Department needs to change bus stops periodically. Parents will be notified if changes are made.

Students are expected to behave appropriately on the bus and at the bus stops. Those who do not follow school behavior rules, which are outlined in the Behavior Code beginning on page 18, could lose the privilege of riding the bus and/or could be suspended from school. For more information, call 467-1900.

TIPS

Bus transportation tips for parents:

- Let the Transportation Department know of any health problems your child may have while riding the bus. Call 467-1900.
- Write younger children's names, addresses and phone numbers on their clothing or in their book bags, including emergency contacts.
- Have children at the bus stop five minutes before the bus arrival time.
- Remind children to watch for traffic when crossing the street.
- Plan safe routes for children walking to and from the bus stop.
- Make arrangements for a child to get to school if the student misses the bus or has been suspended from the bus.
- Don't let students take glass, live animals or items too large to be held in their laps or placed under the seat onto the bus.
- Contact your child's school or the Transportation Department, 467-1900, if you have a concern regarding your child's bus ride. Please do not attempt to discuss the issue with the driver as they are driving their route.
- The use of a cell phone, including taking pictures, is prohibited on the bus.

GUIDELINES, VIOLATIONS AND CONSEQUENCES

In the State of Indiana, riding a bus is considered a privilege. Students who wish to enjoy this privilege must follow certain rules and regulations in order to help insure safe and orderly bus transportation.

The bus is an extension of the school. Principals/designees working with drivers, parents and other Transportation personnel have the responsibility and authority to handle discipline incidents that occur on the bus and at bus stops. The goal is to help students demonstrate proper behavior on the bus and to insure that bus travel is safe.

The following section describes violations that interfere with safe transportation and outlines disciplinary action that principals and/or their designees may take in helping to correct the situation and ensure safety of students and staff. If, in the sole judgment of the principal, based on the age of the student and/or the offense, an alternative consequence is satisfactory to resolve the violation at any step, the principal has the authority to develop the alternative under written agreement with the parent and student.

General disruptive conduct such as standing and moving about; not in assigned seat; improper language/gestures; repeatedly bothering others; throwing objects inside or outside of bus; putting head, hands and feet outside of window; opening the emergency door; or refusal to cooperate with a reasonable request from transportation staff will result in bus referral

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to school officials for appropriate disciplinary action(s). School principal/designee will investigate the referral and, if the principal/designee determines the student is responsible for the stated offense, the principal/designee will determine consequences that may include a bus suspension of up to five days.

In the case of more serious offenses described as Behavior Violations in the Behavior Code beginning on page 18, students will be assessed a consequence consistent with a principal/designee determination of similar consequences for students in the school environment. Levels of discipline described in the Behavior Code shall be used to determine appropriate discipline with possible periods of suspension from the bus as determined by the chosen level of consequence.

In the case of any action that clearly threatens the safe operations of a bus and its occupants and/or is a violation of the law, the offending student may be assessed by the building principal a penalty that exceeds the stated guidelines including, but not limited to, removal from the bus for up to 20 days and/or the entire year and/or suspension or expulsion from school. The police department and the FWCS Security Department will be notified as outlined in the law violations section of the document on page 20. Special education/Section 504 students would require a case conference to discuss transportation consequences that exceed a five day suspension.

Parents are reminded that in the state of Indiana, it is unlawful (a class D felony) for any unauthorized person, including parents to board a school bus without the permission of the school corporation.

Transportation Guidelines approved by FWCS Board of School Trustees June 26, 1995, and reviewed June 28, 2010.

SCHOOL MEALS

Cost

Nutritious meals are served every school day as part of the Child Nutrition Programs. All meals served must meet nutrition standards established by the U.S. Department of Agriculture. The meals are offered to students at the following prices:

- Elementary school lunch\$1.50
- Middle and high schools/Towles lunch\$1.60
- Elementary school breakfast\$1.10
- Middle and high schools/Towles breakfast\$1.20

Reduced-price meals are available to children if their household income is the same as or slightly less than shown in the 2011-12 federal guidelines. Guidelines are shown in the next column and also are posted on the FWCS Web site, www.fortwayneschools.org. Meal prices for those children are:

- Lunch.....40 cents
- Breakfast.....30 cents

You can pre-pay on your child's account online. Go to www.MyNutriKids.com for more information and to set up an account.

Free meals are available for those who qualify under federal guidelines. For more information, contact the Nutrition Services Department, 467-2055.

Income Eligibility Guidelines

Effective from July 1, 2011-June 30, 2012

48 Contiguous States, D.C., Guam and Territories					
Persons in Family or Household Size	Annual	Monthly	Twice-Monthly	Bi-Weekly	Weekly
1	\$20,147	\$1,679	\$840	\$775	\$388
2	27,214	2,268	1,134	1,047	524
3	34,281	2,857	1,429	1,319	660
4	41,348	3,446	1,723	1,591	796
5	48,415	4,035	2,018	1,863	932
6	55,482	4,624	2,312	2,134	1,067
7	62,549	5,213	2,607	2,406	1,203
8	69,616	5,802	2,901	2,678	1,339
Each Add'l Member Add	+\$7,067	+589	+295	+272	+136

ASSISTANCE APPLICATIONS

You may apply for meal benefits at any time during the school year or when your circumstances make you eligible. Applications for textbook benefits will be accepted until June 6, 2012.

TANF and Food Stamp Recipients

A letter will be sent in July to some households who are receiving food stamps or TANF. The letter tells the child's family that the child is already approved for free meals and textbooks. If you receive this letter, **do not** fill out an application for the child whose name appears on the letter. If you have children whose names are **not** listed in the letter, please call Nutrition Services, 467-2055, for further instructions.

Others Eligible - How to Apply

Free and reduced-price meal and textbook applications are available online at <http://ftwayne.schoollunchapp.com>. Paper applications are available at all FWCS schools, Student Services, located at 1200 S. Clinton St., and Nutrition Services, located at 3211 W. Ludwig Rd. **Only one application per household, please. Only original forms will be accepted. Please print neatly and legibly in black ink or it will delay processing.**

Apply Early

FWCS requires 7-10 days to process applications. To be ready for the opening of school, **the district must have all applications by Aug. 10, 2011.** Children whose applications are received **later than Aug. 10 should be prepared to pay for meals** until they receive notice they have been approved for meal assistance.

Help With Applications

Contact Nutrition Services, 467-2055, or call your school if you need help filling out the application or have questions. The Nutrition Services Office will let you know when your application is approved or denied. **Keep your notification letter for the entire school year. It could be needed for other programs.**

All information provided for meal assistance benefits will be treated confidentially.

Privacy Act Statement

This explains how we will use the information you give us. The Richard B. Russell National School Lunch Act requires the information on the assistance application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced-price meals. You must include the last four digits of the social security number of the adult household member who signs the application. The last four digits of the social security number are not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for free or reduced-price meals and for administration and enforcement of the lunch and breakfast programs. We *may* share your eligibility information with education, health and nutrition programs to help them evaluate, fund, or determine benefits for their programs, auditors for program reviews and law enforcement officials to help them look into violations of program rules.

Non-Discrimination Statement

This explains what to do if you believe you have been treated unfairly. In accordance with Federal law and U.S. Department of Agriculture policy, this institution is prohibited from discriminating on the basis of race, color, national origin, sex, age or disability. To file a complaint of discrimination, write to *USDA, Director, Office of Adjudication, 1400 Independence Avenue, S.W., Washington, D.C. 20250-9410* or call (866) 632-9992. Individuals who are hearing impaired or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339; or (800) 845-6136 (Spanish). USDA is an equal opportunity provider and employer.

SCHOOL CLOSINGS & DELAYS

The decision to close schools is made day to day. The Superintendent may decide to close schools because of bad weather or in the interest of students' safety. In rare cases, one school may be dismissed early or closed because of a power outage, flood or other condition that makes it impossible for

students to attend classes. In most cases when schools close, however, it is because of bad weather.

KEEPING YOUR CHILD HOME

Parents have the first and ultimate responsibility for their children. Parents must decide for themselves if their child's route to school is safe on days when the weather is bad and schools remain open. Students are given an excused absence in these cases; however the parent must call in the absence. The child is marked absent for the day and is allowed to make up any school work.

WEATHER

Because FWCS includes 150 square miles of urban, suburban and rural neighborhoods, conditions often vary throughout the district. It is difficult to judge conditions over the entire district based on one section, so when the weather is poor, school officials are out driving by 4 a.m. to experience road conditions firsthand. School officials may also check with the County Highway Department, State Police, City Street Department, National Weather Bureau and neighboring school districts for additional information.

MAKE-UP DAYS

The state requires a 180-day school year. Make-up days are scheduled in the 2011-12 school calendar on Jan. 13, May 11, May 25 and June 6. Any remaining days to be made up will be added to the end of the school year. In years with extreme weather situations, Martin Luther King, Jr. Day, Presidents Day, breaks and other days scheduled as days off, may be used as make-up days. If such days are used, parents will be notified.

GETTING NOTICE

Parents should tune in to television and radio stations for notice of school cancellations or delays. Parents can also sign up for notifications from www.cancellations.com or follow FWCS on Facebook or Twitter. The information is also posted on the FWCS Web site at www.fortwayneschools.org. Notices are given to the media as early as possible, usually by 5:30 a.m.

School may be delayed one or two hours or delayed at first and then cancelled as weather conditions worsen. *Parents should stay tuned to radio, TV and the Internet since a delay may become a closing if weather conditions worsen. Please make plans for your child in case of bad weather.* Spanish-speaking persons may call the FWCS Spanish School Closing/Delay Hotline at 467-1985. It is updated as soon as weather-related closing/delay decisions are made.

POWER OUTAGE

In case of a power outage, classes will continue in schools where there is sufficient natural light. Parents will be notified if classes are dismissed in their child's school because of an extended power outage.

WHAT IT MEANS

One-Hour Delay

It allows for more daylight time for those who walk and time for road conditions to improve.

- Buses run one hour later than usual.
- Morning career education classes at Anthis Career Center and morning preschool classes all meet.

Two-Hour Delay

It allows time for the district to monitor changing weather conditions. If the weather worsens, the Superintendent may decide to close schools for the day. Parents should have a plan for their children if the delay turns into a school closing.

- Morning classes at Anthis Career Center will be held from 9:45 a.m.-noon; afternoon classes will be held from 1:30-3 p.m..
- No breakfast is served to students.
- Morning pre-k students, except for Bunche, will attend from 10:55 a.m.-12:35 p.m., arriving at school with grades K-5. Bunche pre-k attend 10:10-11:40 a.m. Afternoon pre-k students who take the bus will get on the bus one hour later, with all pre-k students attending from 1:35-3:30 p.m.

Schools Closed

No classes meet. Schools are not open to students.

Early Dismissal

There are rare times when weather conditions become severe during the day and schools are closed prior to the usual dismissal time.

- Announcements of an early dismissal are made before 12:35 p.m. to allow bus drivers to be ready to take students home. Parents should tune in to radio and television stations and the Internet to hear of dismissals.
- Middle and high school students are taken home first, followed within about 45 minutes by elementary school students.

SINGLE BUS CANCELLATIONS AND DELAYS

The Transportation Department reserves the right to temporarily suspend bus stops due to local conditions. Because of the large number of FWCS buses, the district does not announce delays or cancellations of individual buses. Parents are encouraged to form telephone committees and relay information. Parents can also log onto the FWCS Web site at www.fortwayneschools.org and click on the “School and Bus Status” link to find out the status of a bus. Here you will find a complete listing by school of which buses are running 15 minutes or more behind schedule. You will need to know the number of the bus your child is riding.

Buses are equipped with two-way radios for quick communications, and drivers work hard to stay on schedule. At times, buses may be late if traffic or weather conditions interfere or regular drivers are absent. Please be patient under these circumstances.

ATHLETICS AND EXTRACURRICULAR ACTIVITIES

On days schools are closed, there will be no athletic practice during regular school hours. If conditions improve, practices and games may be held in the evening at high schools. Coaches and advisers usually set up a telephone committee to notify students of schedule changes. However, middle and elementary school evening activities will be cancelled.

HEALTH AND SAFETY

STUDENT INSURANCE

All students are provided medical coverage for athletics and accidents that occur during the school day and at school-sponsored events and athletics. This coverage is free of charge to students and is secondary to any other medical coverage the student may have. Coverage *may not* cover the total cost of *all* claims.

Parents may purchase supplementary student insurance through a private company approved each year by the Board of School Trustees. Information is available at each school.

IMMUNIZATIONS

Indiana law requires that every child must be immunized against a variety of serious diseases. A student will not be allowed to attend after the first day of school without giving a complete immunization history or written proof that the student is in the process of being immunized.

All students are required to have:

- 5 doses of diphtheria-tetanus-pertussis (DTP or DTaP); 4 doses acceptable if fourth dose is on or after the fourth birthday
- 4 doses of polio vaccine (OPV or IPV); 3 doses acceptable if third dose is administered on or after the fourth birthday
- 2 doses of measles vaccine (MMR covers measles, mumps and rubella)
- 1 dose of rubella vaccine
- 2 doses of mumps vaccine
- 3 doses of hepatitis B vaccine
- 1 or 2 varicella (chickenpox) - Students in kindergarten, grade 1 and grades 6-12 must have two varicella (chickenpox) immunizations. Students in preschool and grades 2-5 only need one varicella immunization at this time. Students with a history of having had chickenpox are *not* required to have this immunization. Students in grades

6-12 need only to provide a note signed by the parent stating they have had the disease. This note must include the month and year when the disease occurred. Pre-kindergarten and kindergarten students *must* have physician documentation of the disease.

New Immunization Requirements for Grades 6-12

Beginning with the start of school in August 2010, all students in grades 6-12 must also have the following immunizations in addition to those listed above:

- 1 dose of Tdap (tetanus and pertussis booster) Students are exempt only if the last tetanus shot has been given within the last year
- 1 dose of meningococcal vaccine (Menactra) for the prevention of bacterial meningitis
- 2 doses of varicella (chickenpox) with the exception listed above.

The Indiana State Department of Health and the American Academy of Pediatrics also advise parents to consider the health benefits of the following non-mandated immunizations:

- Annual flu shots for all students, especially those who have chronic health conditions.
- Human Papillomavirus (HPV) infection is one of the most common sexually transmitted diseases. A vaccination is recommended for all 11- and 12-year-old girls and boys. Further information is available through FWCS Health Services.

Your child may be eligible to receive free or low cost immunizations at the Department of Health or at a Super Shot site. The new Department of Health Immunization Clinic is located at 4813 New Haven Ave. Call for clinic hours and appointments at 449-7514. For Super Shot site information, call 424-SHOT (7468). No appointment is necessary at Super Shot sites. Children must be accompanied by a parent or legal guardian. Please take your child's current shot record and, if applicable, your child's Medicaid or Hoosier Healthwise insurance card.

SCREENING PROGRAMS

School nurses and Parent Teacher Association (PTA) volunteers provide free vision screening for students in grades 1, 3, 5 and 8. However, this screening does not find all eye diseases or defects. This screening program is not the same as a complete eye examination. Hearing tests are offered in grades 1, 4, 7 and 10. Parents of hearing-impaired children may receive individual counseling. Parents/guardians who do not want their child to participate in screening programs must send a written notice to the school each year.

EMERGENCY CARE AND RESPONSE

In case of an emergency involving your child, it is the policy of FWCS to render first aid treatment while contacting the

parents for further instructions. Only after reasonable efforts to reach the parents without success will we call a doctor, and only in extreme cases will your child be taken to a hospital or 911 contacted. Parents must provide up-to-date home, work and emergency contact phone numbers. In accordance with state mandates, FWCS staff will work with community public service agencies and police and fire departments to respond to emergency situations. Attention will be given to meet the emotional and physical needs of students and staff in times of emergency. Please direct questions to Public Affairs, 467-2020.

MEDICINE IN SCHOOL

School nurses are not available to dispense medications in all schools on a daily basis. Medication administration may be delegated to trained non-medical personnel when the nurse is not there. For this reason, it is especially important for parents to follow medication administration guidelines. State law requires that prescription and over the counter medicine be in its original container and that written parent/guardian instructions and permission be provided. Medication permission forms are available in each school office. Send *only* medicine that must be given during school hours. Send *only* a one-week supply of medication at a time. Parents are responsible for the safe transportation of medication to school. Indiana law requires that parents pick up unused medication from school or provide written permission for the student or a designated adult over the age of 18 to do so.

HEAD LICE

On occasion, cases of head lice occur particularly among early elementary age children. Parents/guardians have the ultimate responsibility to ensure that their children are lice free. Weekly checks at home can prevent children from spreading lice among classmates. In August 2010, The American Academy of Pediatrics recommended that exclusion from school for head lice should be a rare occurrence. School nurses will exclude only students with extreme cases of head lice. One day of excused absence is allowed. Parents should accompany child when returning to school. School staff can give parents treatment information.

BLOODBORNE DISEASE (HIV AND HEPATITIS B)

The Health Services staff provides yearly training, as required by state law, to employees in dealing with incidents that involve blood. Guidelines have been developed regarding safe custodial procedures.

SAFETY

FWCS takes proactive measures to enhance the safety of students in school. All visitors to FWCS schools are expected to check in at the school office upon entering the building.

Expectations of Privacy

Lockers or other storage areas provided for student use belong

continued on next page

to the school district. Similarly, any student who parks on school property implies consent to allow a search of the vehicle if there is reason to do so. There is therefore no expectation of privacy in any school locker or student vehicle parked on school property. Additional explanation of the search and seizure procedures of FWCS are outlined in the Behavior Code (page 18).

Dog Interdiction Program

This collaboration with the FWPD uses police dogs to assist in searching out drugs and/or weapons when school officials have a reason to believe illegal substances and/or guns may be present in a middle or high school building. The school principal is responsible for calling for a search. The dog's "alert" on a locker or vehicle is considered reasonable cause for a search by authorized school personnel who follow the district's search and seizure procedures.

F.I.R.E.

The Firefighters Involved as Residential Eyes (F.I.R.E.) program has firefighters randomly patrolling neighborhoods when children are going to and from school. Children are encouraged to seek firefighter assistance if they have a safety concern.

Security Cameras

Numerous schools have installed security cameras on school grounds. This is to ensure safety of students, staff and vehicles. Cameras are monitored daily and tapes are stored. FWCS continually seeks funding for installations at other schools.

In addition, video cameras may be placed in any FWCS school bus as authorized by the Transportation Department director. The cameras serve as an aide to monitor bus discipline and do not take the place of written disciplinary reports. Tapes are reviewed within 10 working days. If disciplinary action is needed, the regular procedures will be followed as listed in the Behavior Code beginning on page 18.

No Firearms on School Property

It is against the law and the policies of the Board of School Trustees for anyone (including people who possess valid personal protection handgun permits) to possess a firearm on school property. The only exceptions are active duty police officers, people employed by the school for the purpose of security, and/or someone who can legally possess a firearm, who possesses the firearm in their vehicle as they are in the act of picking up and or dropping off a student on school property and remain in their vehicle.

ASBESTOS PLAN NOTIFICATION

FWCS keeps asbestos management plans for all buildings at the Maintenance & Operations Office, 1517 Catalpa St.

INTEGRATED PEST MANAGEMENT PROGRAM

FWCS is committed to providing students and staff with a safe environment. Structural and landscape pests can pose significant problems for people and property. FWCS incorporates Integrated Pest Management procedures for the control of such pests. A schedule of pest treatment applications is available from Maintenance & Operations, 467-2470.

ATTENDANCE

Good attendance is essential if students are to achieve and to reach their potential. Each day is important for learning.

Parents are responsible for having their children in school. Indiana law prescribes that parents must have their children in public or private school from the age of 7 until the date on which the child:

1. Graduates.
2. Reaches at least 16 years of age but less than 18 years of age; and
 - a. The student and the student's parent or guardian and the principal agree to the withdrawal; and
 - b. At the exit interview the student provides written acknowledgement of the withdrawal and the student's parent or guardian and the school principal each provide written consent for the student to withdraw from school. Unless the withdrawal is due to a hardship, the student's driver's license will be invalid until the student reaches the age of 18.
3. Reaches the age of 18 years.

It is a parent's responsibility to call the school by 9 a.m. the day a child is absent. If the parent does not call, the school will attempt to call the parent that day to document the absence. Notes from doctors, dentists or other health care providers must be received by the attendance office within three school days of the date the student returns to school. Notes not received within three days will not be accepted.

If a total of nine days of absence is reached anytime during the school year, a student must have a note from a medical doctor or any further absence will be counted as unexcused. However, a period of extended illness may be considered a single day for this requirement.

A parent who has a son/daughter with a chronic illness may have a medical doctor complete a form and file it at the school. After review by school health personnel, the form may exempt the parent/student from securing a doctor's statement each time the student is absent for that school year.

TARDINESS/EARLY DEPARTURE

A student is considered tardy if he or she is not present at the beginning of class/school. A student is not counted as tardy if the bus is late. An early departure is when the student leaves the class/school prior to the end of the student's instructional day. This will count the same as a tardy.

Being late to class or having an early unexcused departure 10 times for all students will equal one unexcused day. This may eventually result in a referral to the YMCA Status Offender Court Alternative Program (SOCAP).

Students who find it necessary to leave school before the completion of their school day must receive the approval of the proper school authority and sign out in the school office. Students who are excused early from school must leave school property immediately.

ABSENCES COUNTED AS PRESENT

1. Serving as a page in the General Assembly
2. Serving at the polls on election day (grades 6 through 12)
3. Court appearances documented by a probation officer or officer of the court
4. Religious observance or instruction
5. Homebound instruction
6. Placement in a hospital or other juvenile facility providing instruction
7. Doctor or dental appointment not exceeding two hours, verified by a physician or dentist
8. Field trips, with approval of the principal
9. College visitations by juniors and seniors (limit of two per year), with prior approval or notice from principal
10. Cessation of services for special education students when specified in Individualized Education Program (IEP)
11. National Guard duty for not more than 10 days per school year
12. Serving on the state standards task force upon appointment and as permitted by statute
13. Pending placement in an alternative program

EXCUSED ABSENCES

A student will be allowed up to nine excused absences per school year (e.g. illness, medical and legal appointments, college visits).

1. Personal illness that is excused by a written note from a physician will not be counted as part of the nine parent/guardian excused absences. Absences beyond the nine parent/guardian excused absences in a school year that are

not accompanied by a written note from a physician will be considered unexcused. A note must be provided to the school upon the student's return to school.

2. Serious illness in the immediate family (those living in the home)
3. Death in the family (Maximum five days for parent, step-parent, sibling or grandparent. Maximum of three days per school year for cousins, aunts or uncles)
4. Inclement weather (in the parent's judgment)
5. Head lice (first day only)
6. The child lacks proper immunizations (one day only)
7. Out-of-school suspensions (A student who is suspended is absent but counted as an excused absence for reporting purposes.)
8. The building principal may excuse an absence in an emergency situation such as absences related to deployment and return of parents in the military.

UNEXCUSED ABSENCES

The state of Indiana defines a "habitual truant" as, "... a student who is chronically absent, by having unexcused absences from school for more than 10 days of school in one school year."

1. Head lice or a lack of proper immunizations after the first day
2. Absence due to loss of bus privilege
3. Vacations during school time are unexcused. Parents/guardians are advised to plan family activities when school is not in session.
4. "Take your child to work day"
5. A student who is not at school and/or in class without an approved excuse
6. Seven unexcused absences from classes in middle and high school will be counted as one unexcused day. This may eventually result in a referral to the YMCA Status Offender Court Alternative Program (SOCAP).
7. Other reasons not noted as excused

NOTIFICATION TO PARENTS

1. It is a parent's responsibility to call the school by 9 a.m. the day a child is absent. If the parent does not call, the school will attempt to call the parent that day to document the absence. A parent who tells the school that a child has the flu or other illness will not be contacted again during that illness.
2. The Required Parent Notification will be mailed to the parent after five or more excused or unexcused absences.
3. One unexcused absence: Contact parent/guardian by a telephone call, letter or parent conference.

continued on next page

4. Three unexcused absences: Contact parent by mailing the Official School Notice Concerning Attendance stating upon the seventh unexcused absence a Delinquency Affidavit will be filed. The school will attempt to contact the parent by telephone.

5. Seven unexcused absences: Contact parent by mailing the Habitual Truant letter. The school will file a Delinquency Affidavit with the Status Offender Court Alternative Program (SOCAP). Notification is also sent to the Indiana Bureau of Motor Vehicles.

Upon the occurrence of the seventh unexcused absence, the student will be designated as a “habitual truant,” will be reported to the Bureau of Motor Vehicles as required by statutes, and written notification will be sent to parents. A student who is identified as a “habitual truant” is entitled to a review once per year of his/her attendance record. A school may file for an expulsion and a recommendation may be made for placement in an alternative program if other options are not successful in resolving the situation.

MAKE-UP WORK

Students who are absent will be provided the opportunity to receive assignments during the absence and, if possible, to make-up work upon their return. The student is responsible for requesting make-up work.

Students who have seven or more unexcused absences will be permitted to make up work at the discretion of the teacher. The time frame for completing make-up work shall be the total number of days absent, plus one. Extended illness shall be handled on an individual basis.

A student who does not turn in the missed work to the teacher by the end of the required day will forfeit his/her rights to make up the work. Make-up work turned in under the above requirements will be graded by the teacher, and the student will be given full credit.

DROPPING OUT

A student who is between the ages of 16 and 18 is bound by the requirements of compulsory school attendance and may not withdraw from school before graduating unless (a) the student, the student’s parent and the principal agree to the withdrawal; (b) at the exit interview, the student provides written acknowledgment of the withdrawal that meets specific requirements and the student’s parent and school principal each provide written consent for the student to withdraw from school; (c) the withdrawal is due to a financial hardship and the individual must be employed to support the individual’s family or a dependent, an illness, or an order by a court that has jurisdiction over the student. A written acknowledgment of withdrawal must include a statement that the student and the student’s parent understand that withdrawing from school is likely to reduce the student’s future earnings and increase the student’s likelihood of being unemployed in the future. Unless the withdrawal is due to a hardship, the student’s driver’s license will be invalid until the student reaches the age of 18.

FEES

TEXTBOOK AND MATERIALS FEES PAYMENT

Invoices for the rental of textbooks and the cost of workbooks and materials are mailed to parents and guardians in September. The invoice should be paid at your student’s school or online at the FWCS Web site at www.fortwayneschools.org. Fees are prorated for late enrollment and early withdrawal. Other amounts owed to FWCS may be deducted from any textbook rental refunds.

Students qualifying for free or reduced-price meals are eligible for free textbooks. The parent or guardian must sign the application in the “other benefits” area of the application, as well as signing the application in the “school lunch” area.

Families unable to pay fees when due must fill out a deferred payment agreement or apply for financial assistance. All unpaid balances must be paid by the last day of school.

Delinquent fees are subject to collection procedures. FWCS will add a \$15 charge to any unpaid balances sent to the collection agency, including fines for lost or damaged textbooks.

All students, including those receiving financial assistance, are responsible for paying fines for lost or damaged textbooks.

PRE-K-5 EDUCATIONAL MATERIALS FEES

Pre-K.....	\$36.85
K	\$89.50
1	\$103.05
2	\$91.30
3	\$97.20
4	\$87.65
5	\$80.00

Fees for middle and high school courses are based on the individual student’s program.

PAYMENTS FOR FEES/ ACTIVITIES

Payments for fees or extracurricular activities may be made in cash, by check or by credit card for textbook fees via the link on the FWCS Web site at www.fortwayneschools.org. Checks should never be made payable to an individual but rather to the school, booster organization or PTA, whichever is applicable. A receipt should always be obtained for cash payments. Contact the school treasurer for questions regarding payment arrangements. Unpaid fees and fines are subject to collection procedures.

RETURNED CHECKS/NON-SUFFICIENT FUNDS

FWCS will advise the check writer of any dishonored check and a \$12 fee will be charged. Unless the check writer remits payment promptly, all dishonored checks will be referred to the Allen County Prosecuting Attorney's Bad Check Restitution Program where additional fees and penalties will be assessed.

LEGALLY SPEAKING

INTERNET ACCESS

FWCS provides staff and students Internet access as a tool to enhance learning. This access is a privilege and not a right. Students with permission to use the Internet will be supervised by FWCS staff. However, students are responsible for good behavior, with the same general rules applied as outlined in the Behavior Code (page 26, rule 12). Parents share in this responsibility. A copy of the district's Internet Access Policy is available at each school.

CHILD ABUSE

Indiana law requires school personnel only to report, *not investigate*, suspected abuse or neglect to the Allen County Office of the Division of Family and Children's Services or appropriate law enforcement agency. Failing to do so is a Class B misdemeanor.

DISCRIMINATION/ HARASSMENT

FWCS supports the principle that all persons are entitled to equal opportunity without regard to race, religion, color, marital status, national origin, sex, age, disability, limited English proficiency or any other personal characteristic. No person is excluded from participating, denied the benefits of, or otherwise subject to unlawful discrimination on such basis in any educational program or activity, and harassment on any such basis is prohibited. Unwelcome, inappropriate conduct indicative of prohibited harassment may take different forms, including, but not limited to, the following:

A. Verbal. The making of offensive written or oral innuendos, comments, jokes, insults, threats or disparaging remarks concerning a person's sex, race, national origin, religion, age, citizenship status, disability or perceived disability, that are offensive to a student, school employee or other persons associated with FWCS.

B. Non-verbal. Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based on another's sex, race, national origin, religion, age, citizenship status, disability or perceived disability that are offensive to employees, students or other persons associated with FWCS.

C. Physical Contact. Prohibited sexual harassment may also include threatening or causing unwanted touching, contact,

or attempts of the same, including patting, pinching, pushing the body or coerced sexual intercourse or relations with a student, school employee or other person associated with FWCS.

Harassment can be between an employee and student, one employee to another, or one student to another. Harassment can also involve other persons associated with FWCS. A student who believes he or she has been harassed should file a Report of Harassment form with the principal or director of Human Resources.

The confidentiality, both of the complainant and of the accused, will be respected consistent with FWCS' legal obligations and the need to investigate allegations of misconduct and take appropriate corrective action. Any person who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse or embarrass that individual is subject to disciplinary action.

TAKING A CHILD INTO CUSTODY

Under the Indiana Juvenile Code, any law enforcement officer may take a child into custody under court order or if the officer has reason to believe the child has committed a delinquent act. Additionally, a law enforcement officer, probation officer or Child Protective Services caseworker may take a child into custody under specified circumstances if they are acting with probable cause to believe the child is "a child in need of services." School officials will attempt to contact and inform parents/guardians if their child has been questioned by police or taken into custody.

STUDENT RECORDS

Both schools and the district office keep students' permanent records. Special Education keeps records for special education students. All other records – personal health information, family information, disciplinary hearing reports, professional or clinical evaluations – are destroyed five years after the student leaves school.

Current students are not charged for copies of records. After a student is no longer enrolled, the fee is \$1 per copy. The complete procedure on student records is available from Student Services, 467-2120.

Access to a Student's Record

The parent/guardian and student, if 18 or older, have the right to see the student's record and to have it explained. Administrators, secretaries, counselors, case managers and teachers responsible for supervising, instructing or helping a student have access to that student's records.

Unofficial records – teachers' grade books, counselors' notes and memos that individuals keep as memory aids – are the individual's property and not open to anyone unless the owner chooses.

Release of Student Records

Some information in a student's permanent record may be released without specific authorization from parents, including the student's name, birth date, participation in officially-recognized activities and sports, weight and height of athletic team members, dates of attendance, awards and the most recent educational agency or institution the student attended. Parents or students age 18 or older who do not want this type of information released must give a written statement to the principal, and the information will be restricted as much as possible under the law. Federal law also requires us to supply that information and contact information to military recruiters unless parents or students age 18 or older choose not to permit recruiters access to it. If a parent of a high school student or the student does not want the student's directory information to be provided to official military recruiting representatives, he or she must submit a signed, written request to the high school by the end of the student's sophomore year.

A student's official record, except for absence notes from parents and interoffice memos, will be transferred to other FWCS schools or districts without a parent's written request. Parents may review the records before they are transferred.

Also, disciplinary records are forwarded to non-FWCS schools that have requested them and in which the student seeks or intends to enroll. The district will send a student's official record to a college or a prospective employer only if the parent or student age 18 or older requests in writing the specific records.

Privacy

Federal law requires parents to be notified of district policies involving disclosure of student information for use in marketing activities, administration of surveys requesting certain private information about students and families, and non-emergency invasive physical examinations so that parents and students 18 years of age or older may opt out of participation. Our district policy is not to engage in any of those activities.

Release to Noncustodial Parents

A noncustodial parent, unless restricted by a court order, has access to all student report cards, student records and disciplinary actions, and may participate in conferences and school activities. The noncustodial parent may not visit the student during the school day, nor may the child be released to the noncustodial parent without written permission from the custodial parent.

RESTRICTING DRIVER'S LICENSES

Indiana state law requires school officials to report to the Bureau of Motor Vehicles (BMV) when a student has been suspended two or more times, expelled, excluded or withdrawn. State law will not allow the BMV to issue a driver's license or permit, and requires they be invalidated, if a student under 18:

- has two out-of-school suspensions for the school year;
- is a habitual truant;
- has been expelled or excluded from school;
- has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-33-2-21 before graduating.

The student may be given a permit or have the invalidation lifted from the license after:

- the person becomes 18 years of age;
- 120 days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer;
- the suspension, expulsion or exclusion is reversed after the person has had a hearing under IC 20-33-8-14.

The Bureau shall promptly mail a notice to the person's last known address that states the restrictions.

The Bureau shall revalidate the license or permit of a person whose license or permit was invalidated under this section who does the following:

- (1) Establishes to the satisfaction of the principal of the school where the action occurred that caused the invalidation of the person's license or permit that the person has:
 - enrolled in a full-time or part-time program of education; and
 - participated for 30 or more days in the program of education.
- (2) Submits to the Bureau a form developed by the Bureau that contains:
 - the verified signature of the principal of the school;
 - notification to the Bureau that the person has complied with subdivision (1).

EXTRACURRICULAR CODE OF CONDUCT

EXTRACURRICULAR/CO-CURRICULAR PARTICIPANTS

Participation in school activities is a privilege that carries with it varying degrees of responsibility, recognition and reward. Participating students represent their school and other members of the student body, and it is their duty to conduct themselves in a manner that is positive for themselves, their families, their school and their community.

Participants in the school's extracurricular and co-curricular activities shall be governed by local and state laws, related state association regulations, the Behavior Code, School Behavior Code and the Extracurricular/Co-Curricular Code of Conduct.

In addition, with the approval of the principal or designee, each coach, club sponsor or faculty adviser of an extracurricular/co-curricular activity may develop and impose eligibility rules with respect to attendance or other matters, which may be in addition to the general behavior requirements of the FWCS Behavior Code, an individual school's Behavior Code or this Extracurricular/Co-Curricular Code. These rules and regulations shall be properly distributed to and reviewed by all participants in that particular activity before that activity begins.

Members of high school athletic programs are also reminded of the IHSAA rules regarding conduct of contestants, both in and out of school (Rule 8, Section 1) and scholastic eligibility (Rule 18, Section 1).

This Code applies to all students who are connected with any school-sponsored or school-sanctioned extracurricular/co-curricular activity, including clubs and athletic programs in various sports, academic competitions, competitive groups that are an extension of the curricular program, such as speech and debate teams, VICA, Business Professionals, COE and DECA contests, and competitive music events such as jazz band, concert band, marching band, solo and ensemble contests, etc. This list is not to be considered all inclusive.

STANDARD OF CONDUCT

Students participating in extracurricular/co-curricular activities are required to follow the same rules of conduct expected of all students and avoid those areas of prohibited student conduct identified in the FWCS Behavior Code, School Behavior Codes, association rules and the rules of each activity. In addition, any student arrested on a charge other than a traffic violation will be suspended from any participation pending investigation of the arrest both by civil and school authorities and will be denied participation upon conviction.

Extracurricular/co-curricular participants are reminded that the rules contained in this Code prohibiting certain conduct apply both on and off school property and are in force for a full year, even when school is not in session. Students are also reminded that the most typical extracurricular/co-curricular discipline imposed involves the possession, use, or consumption of controlled substances or substances represented to be a controlled substance, the use of alcohol and tobacco products and the use of performance-enhancing products.

If a student approaches school personnel for help with a problem, he/she will not be penalized by school personnel for this admission. The student must come forward prior to being caught in a violation of this Code. In such cases, the school will assist the student in finding help.

DRESS CODE

Students and parents are expected to display good judgment in making sure students' clothing and appearance are neat, clean and appropriate for the classroom. More information on dress codes is provided in the Behavior Code (page 22, rule 3).

ENFORCEMENT

Any alleged violations of the Code of Conduct shall be investigated by the principal or his/her designee. Prior to the initiation of any penalty under this Code, a conference including the principal or his/her designee, the student and parent will be held, during which an informal fact-finding session and discussion, if appropriate, shall occur.

If the principal or the principal's designee determines that a violation has occurred and that an appropriate remedy involves or includes suspension from extracurricular/co-curricular activity, the suspension from extracurricular/co-curricular activities shall be in accordance with the following guidelines:

First Offense

If a violation has occurred and if the student is willing to participate in an FWCS approved assessment and indicated follow-up therapy, at the student's expense or with the current FWCS Student Assistance Program, the student will be suspended from participation for 25 percent of the sports season or activity. If the student chooses not to participate in the assessment/therapy phase, then the suspension would be for 50 percent of the season or activity. If less than 25 percent of the season or activity remains, or the violation occurs between seasons or activities, the penalty shall be extended into the next season or activity in which the student participates for the equivalent remaining percentage of that next season or activity until the total suspension equals 25 percent or 50 percent as appropriate.

The offense and action taken will be recorded and filed in the office of the principal or the principal's designee and a copy filed with the area administrator and the chief operations officer.

Second Offense

The penalty shall be suspension from participation and forfeiture of eligibility for any honors or awards related to any season or activity from which the student is suspended for one calendar year from the date of the second offense.

The offense and action taken will be recorded and filed in the office of the principal or the principal's designee and a copy filed with the area administrator and the chief operations officer.

Further Violations

The penalty shall be suspension from participation in all sports or extracurricular activities, as appropriate, for the remainder of the student's high school career.

The offense and action taken will be recorded and filed in the office of the principal or the principal's designee and a copy filed with the area administrator and the chief operations officer.

BEHAVIOR CODE

STUDENT RIGHTS AND RESPONSIBILITIES

The following statements summarize student rights and responsibilities. They help explain the relationship between and among students. In exercising their rights, students shall not disrupt the educational process or force upon, endanger or deny others their rights.

EDUCATION

RIGHT • Students have the right to a public education unimpaired because of gender, race, religion, national origin, pregnancy, disability, parenthood, marital status, economic status, any other personal characteristics or any reason not related to their individual capabilities.

RESPONSIBILITY • Students have the responsibility to avoid actions or activities, individually or in groups, which shall interfere with the right of any person to a public education.

LEARNING ENVIRONMENT

RIGHT • Students have the right to an orderly school and classroom environment that will promote learning for all students.

RESPONSIBILITY • Students have the responsibility to ensure that their actions do not disrupt the classroom environment or school activities.

EXPRESSION

RIGHT • Students have the right to express themselves in speech, writing or symbolism within boundaries of the law and policies of the school system.

RESPONSIBILITY • Students have the responsibility to ensure that such expression does not disrupt the educational process, present health or safety hazards, damage public property, infringe on the rights of others or violate the law or the requirements of the Behavior Code and other Board policies.

POSSESSION & DISTRIBUTION OF LITERATURE

RIGHT • Students have the right to possess and distribute literature including, but not limited to, newspapers, magazines, leaflets and pamphlets within the law and Board policies.

RESPONSIBILITY • Students must ensure that distribution (or possession) of literature will not conflict with or infringe upon school activities, infringe on the rights of others or contain religious, racial or ethnic slurs. The material must comply with the Behavior Code, which prohibits obscenity and harassment. The time, place and manner of distribution shall be determined by the principal.

RELIGION

RIGHT • Students have the right to their own religious beliefs.

RESPONSIBILITY • Students have the responsibility to ensure that in exercising their own religious freedom, they do not violate other students' Constitutional rights to religious freedom.

PEACEFUL ASSEMBLY

RIGHT • Students have the right to peaceful assembly.

RESPONSIBILITY • Students have the responsibility to secure approval for using school facilities for assembly; to discuss with an administrator the appropriateness of the facility for the functions; and to ensure that such assembly does not disrupt the educational process. Non-availability of adequate supervision shall constitute grounds for disapproval of such assembly.

PRIVACY

RIGHT • Students have the right to protection from unlawful searches and seizures of their personal possession(s) or their person without reasonable cause.

RESPONSIBILITY • Students have the responsibility not to endanger themselves, other students, school personnel or the general public by possessing material or objects that are potentially hazardous and/or prohibited by federal, state or local law, or the requirements of the FWCS Behavior Code.

TRANSPORTATION

RIGHT • Transportation is a privilege in the state of Indiana. Students have the right to safe and orderly transportation to and from school or a school activity when such transportation is provided within the transportation guidelines of the school system.

RESPONSIBILITY • Students have the responsibility to ensure that their conduct contributes to a safe and orderly atmosphere while being transported; to refrain from conduct that will offer a hazard to themselves, their fellow students or the general public; and to refrain from violating federal, state or local law, or the requirements of the transportation guidelines.

BEHAVIOR CODE INFORMATION

FWCS has high expectations for all students. In order for students to reach their potential, classrooms and schools must be free of disruptive behavior.

Maintaining good discipline within the schools is also a community responsibility. Parents must be familiar with and supportive of school standards and work closely with the school staff.

Whenever possible, a teacher will ask parents for help in correcting a problem. If the situation continues or is serious, the teacher will seek assistance from the principal or principal's designee.

FWCS does not discriminate on the basis of race, gender, economic status, handicapping condition, national origin or any other personal characteristics in regard to disciplinary actions against students.

Rules and regulations apply to school grounds and premises before, during and after school hours; anytime school buildings or grounds are used by a school group; off school grounds at any school function or event; when traveling to and from school or school activity, function or event; at bus stops; or at any time or place which may affect an educational function or be identified with FWCS.

Examples for most rules are provided. Each rule is accompanied by the range of consequences for violating that rule. The school administrator will determine the level of the consequence based on such factors as the age of the student, number of prior offenses and the severity of the offense.

FWCS does not permit employees to use corporal punishment (the physical striking of a student as a disciplinary measure) in disciplining a student. It is recognized that reasonable use of physical force and restraint may be necessary to stop a disturbance threatening physical injury to others, to obtain possession of dangerous objects from students, for the purpose of self-defense or for the protection of persons or property.

A teacher and/or an administrator may use various means in an attempt to change student behavior including, but not limited to, counseling with the student, assigning detentions, having conferences with parents, assigning extra responsibilities or time in school, placing the student in a "time-out" room or an in-school suspension room, assigning community service projects, referring to an intervention team or removing a child from class for a day pending review of the situation. The school principal/designee and teacher may cooperatively remove the student from the class for more than one day if this consequence would be beneficial in solving the problem. A school administrator may use any of those means, or after conducting an appropriate investigation, may suspend a child for up to five days and, in some cases, a school principal may recommend a student be placed in an alternative program or expelled.

Principals also may establish rules and regulations, as long as they are consistent with this Behavior Code, the policies set by the Board of School Trustees or other rules and regulations established by the Superintendent.

SEARCH AND SEIZURE

Authorized school personnel may conduct a search of a student, locker, book bag, student possessions/belongings or automobile, if they have reasonable suspicion for a search. **A student who requests parking privileges gives implied consent for a search.** A certified dog and the handler may be used to initiate a search. Reasonable suspicion for a search means circumstances that would cause a reasonable person to believe the search of a particular person, place or thing will lead to the discovery of:

1. Evidence of a violation of this Code or Indiana law; or
2. Anything that represents a danger of physical harm or illness to students, teachers, assistants or others, whether on school property, at a school-sponsored or school-supervised event or otherwise.

Anything found in the course of a search, which is evidence of a violation of the FWCS Behavior Code, may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding;
2. Destroyed if it has no significant value;
3. Turned over to the parent of the student from whom it was seized; or
4. Turned over to any law enforcement officer.

If authorized school personnel reasonably believe that an individual student has hidden drugs or weapons in the student's clothing, the personnel may conduct a search of the student's person that requires the removal of clothing other than outer garments (such as a coat or jacket). Such a search will be conducted in a private room by a person of the same sex as the student being searched, with a least one additional adult of the same sex witnessing but not participating in the search. School officials will attempt to contact and inform the parent of the search as soon as reasonably possible after it has occurred.

STUDENT/PARENT APPEAL OTHER THAN EXPULSION

If a student or parent believes the student is being improperly punished or subjected to an illegal rule or standard, he/she should follow these steps:

1. Discuss the situation with your son/daughter and the teacher. If you are not satisfied, then
2. Request a conference with the teacher, student and principal. If you are not satisfied, then
3. Contact the appropriate area administrator. If you still are not satisfied, then
4. Explain in writing both the concern and attempts to resolve the issue and mail this to the Superintendent, 1200 S. Clinton St., Fort Wayne, IN 46802. (Appeals of expulsion meetings are discussed later in this document.)

DISCIPLINE PROCEDURES FOR SPECIAL EDUCATION/ SECTION 504 STUDENTS

Both general education and special education students are subject to disciplinary procedures that promote positive behavioral change and/or ensure the well-being of others. The goal is to have all students function successfully in their educational and social environments and to protect fellow students, school staff members and public property, as well as themselves.

Disciplinary procedures affecting students identified as needing special education services will be administered in compliance with federal and state laws. A manifestation determination case conference will be scheduled if disciplinary charges recommending expulsion are filed.

DISCIPLINARY CONSEQUENCES

Students who break rules are subject to disciplinary consequences by teachers, administrators or other school personnel. There are six levels of consequences for offenses. Examples provided do not constitute a complete list of the infractions for which students may be found in violation of rules.

PROGRESSIVE DISCIPLINE STEPS/RANGE OF CONSEQUENCES

Minimum and maximum levels of disciplinary consequences are listed. It is intended that discipline be progressive in nature and move to a more serious consequence with each violation. In the case of more serious offenses, the consequences may not be progressive in nature but reflect the seriousness of the situation.

CONSEQUENCES FOR ELEMENTARY SCHOOL STUDENTS

It is recognized that violations of certain rules and the resulting consequences for students in elementary schools may be different than the consequences for older students. Where no distinction has been made in this document, the principals may choose to utilize the lower range of consequences for elementary-age students, whenever appropriate, if the consequence resolves the offense.

SUSPENSIONS

If an out-of-school suspension is necessary, the student will have an opportunity to hear the charges against him/her and to present his/her side of the situation. Parents will be offered the opportunity to meet to discuss the suspension. The reason(s) for the suspension will be provided to the parents and student. If the intent of the principal is to file written charges for an expulsion, parents will be notified in writing within two school days.

ALTERNATIVE CONSEQUENCE

The principal may develop an alternative disciplinary consequence within the school building. This will be documented in a written contract with the student, parent and teacher as appropriate. The written contract will remain in the school office.

LAW VIOLATIONS

If the student violates the law, the FWCS Security Office will be contacted for assistance. The police department may be involved depending on the severity of the offense. Parents will also be contacted, if possible.

EXPULSION PROCEDURES

If the principal requests an expulsion:

Parents of non-disabled students will receive notice by certified mail of the date, time and location of an expulsion meeting. This documentation will notify the parent if the student's suspension has been continued pending the outcome of the expulsion meeting.

In the expulsion meeting, the school presents evidence to support the request for an expulsion. The student and parent will have an opportunity to respond to the evidence. Following the meeting, the expulsion examiner will make a decision about expulsion.

The results of an expulsion meeting could be one of the following:

- Student may be returned to the school with no further consequences;
- Student may be returned to the school on probation with restrictions;
- Student may be offered an alternative placement with a waiver being signed prior to placement; or
- In extreme cases, the student may not be offered educational options.

Special Education /Section 504 Students with a Disability:

Before an expulsion hearing for a special education/504 student can be held, a Manifestation Determination Case Conference will determine if there is a relationship between the student's disability and the Behavior Code violations. If there is, educational services will continue to be provided in a setting approved by the case conference. If there is not, the request for expulsion may continue to the expulsion meeting.

The parent(s) of disabled students will be notified by the building administrator concerning suspensions.

Appeal of Expulsion Determination

The parent and/or the student has the right to appeal the result of action taken at the expulsion meeting to the School Board. A request for an appeal must be: (1) in writing; (2) delivered in person or by mail; and (3) received by the school within 10 calendar days of the date this notice was received.

LEVELS OF DISCIPLINARY CONSEQUENCES

LEVEL 1: CONFERENCE/PARENT CONTACT

Staff members may initiate and conduct a conference or make contact with student, parent, teacher, counselor, administrator or others as necessary to correct the behavior.

LEVEL 2: ACTION OPTIONS

Staff members may refer the student to the school counselor, conflict mediators, Student Support Team or other staff. The student may be placed in time out for one-half day or less, be assigned detention, be given school/community services or be denied participation in school or extracurricular activities.

An administrator may suspend parking permits or work permits, and may notify the state of certain misconduct that may cause suspension of driver's licenses. A Delinquency Affidavit will be filed for chronic attendance issues. Other options may be discussed among parents, teachers and administrators.

LEVEL 3: IN-SCHOOL ALTERNATIVES

A school administrator may place the student in an in-school suspension program for one-half day or more. The student may be placed in a specially designed in-school class or program.

LEVEL 4: OUT-OF-SCHOOL AND/OR BUS SUSPENSION (1-5 DAYS)

A student may be suspended from the bus and/or the school for up to five school days.

LEVEL 5: ALTERNATIVE CONSEQUENCES/PROGRAMS

A student may be placed on school probation or placed in an alternative program within the home school.

Violations with a maximum consequence level of six may result in a Level 5 Probationary Contract. This allows the student to remain at the home school with restrictions. Violations of the Level 5 Probationary Contract may result in the school filing for an expulsion meeting.

LEVEL 6: EXPULSION MEETING/EXPULSION

For serious misbehavior, the principal may request that a student be expelled from school. An expulsion is the denial of a student's right to attend school or school-sponsored activities. In some cases, as an alternative to an expulsion, an Expulsion Examiner may place the student in an alternative program outside of the home school setting.

RULES WITH DISCIPLINARY CONSEQUENCES

Level 1: Conference
 Level 2: Intervention Options
 Level 3: In-school Alternatives

Level 4: Out-of-school Suspension and/or Bus Suspension
 Level 5: Alternative Programs
 Level 6: Expulsion

RULE 1: ATTENDANCE *(See note listed below E.)*

Good attendance is essential if students are to achieve and reach their potential. With a few exceptions, children age 7 through 17 are required by state law to attend school.

A. Tardiness:

A student who comes to school late but within the first half of the day is considered tardy.
 A student who comes to school anytime after the first half of the day is considered absent one-half of the day.

B. Excessive Absence:

Frequent or prolonged absences that are felt to adversely affect the student's education.

C. Unexcused Absence:

Failure to report to school and without an approved excuse or parent call.

D. Cutting Class:

Failure to report to class/school and without an approved excuse. Students are to remain on school grounds unless permission to leave is granted by the school administration.

E. Legal Settlement:

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

Note: Students who violate Rule 1 may be referred to the Student Support Team to seek solutions to the problem. Students who do not respond to Disciplinary Consequences 1-3 may be referred directly to Level 5. Level 4 will be used only in rare circumstances.

RULE 2: REPEATED RULE VIOLATIONS

Repeated violations of rules that students are expected to follow. Students who continue to violate the rules will receive more severe consequences.

RULE 3: STUDENT DRESS

Students and parents are expected to display good judgment in making sure students' clothing and appearance are neat, clean and appropriate for the classroom. Students are expected to wear shoes. Hats, sunglasses and coats or jackets may not be worn inside the school building.

Inappropriate clothing or other attire that may disrupt the classroom is not allowed. Examples include shirts, sweatshirts or other clothing with slogans, sayings, or messages that are solicitous, profane, obscene or advertise such things as beer, illegal substances, etc.; bare-midriff shirts or blouses, short shorts (if the school permits shorts to be worn), see-through clothing and other improperly revealing apparel; apparel representative of or worn in a way to indicate gang affiliation; and/or apparel depicting derogatory or inflammatory racial, ethnic, religious slogans or symbols or symbols of violence. Students who are dressed inappropriately will be asked to change or remove the offending article.

Individual schools may provide more specific guidelines, including consequences consistent with the Levels 1-4 Disciplinary Consequences listed above.

CONSEQUENCE LEVEL		
<i>Min.</i>	<i>Grade</i>	<i>Max.</i>
1		5
1		5
1		5
1		5
6		6
1		6
1		4

Level 1: Conference
 Level 2: Intervention Options
 Level 3: In-school Alternatives

Level 4: Out-of-school Suspension and/or Bus Suspension
 Level 5: Alternative Programs
 Level 6: Expulsion

RULE 4: PERSONAL PROPERTY

Students are responsible for keeping possession of personal devices they bring to school. The District shall not be responsible for loss, theft or destruction of devices brought onto school property.

A student will not use during school hours any object that has no educational purpose and may distract from teaching and learning. Examples include, but are not limited to:

A. Toys:

Use of any toys, games, etc., without permission of the administration (toy weapons may result in more severe consequences, Levels 1-5).

B. Radio or any Listening and Recording Devices:

Use of digital media player or electronic devices without permission of the administration.

C. Electronic Devices/Cellular Telephones:

Use of a cell phone or electronic device during school hours and on the school bus.

D. Other:

Use of any object that could disrupt the normal order of school including, but not limited to, personal security alarms, digital cameras, laser lights or other electronic devices/toys, matches and/or lighters.

Electronic devices will be considered as in use if they are on or in sight during school hours. Items will be confiscated and may be returned to parents at the discretion of the principal/designee.

RULE 5: MISREPRESENTATION

A student will not lie or cheat. Examples include, but are not limited to:

A. Altering Report Cards or Notes:

Tampering with report cards, official passes and notes in any manner, including changing grades or forging names to excuses.

B. False Information:

Making false statements, written or oral.

C. Cheating:

Violating rules of honesty such as copying another student's test, assignment, etc.

D. Plagiarism:

Using the work of others or published work. (May cause student to fail course.)

RULE 6: DISRESPECT

A student will not behave in a disrespectful manner towards staff or an adult in authority. Examples of disrespectful behavior include, but are not limited to:

A. Walking Away:

Leaving while a staff member or adult in authority is talking to the student.

B. Talking Back:

Responding orally in a rude manner to a staff member or adult in authority.

C. Inappropriate Gestures and/or Actions that can be Viewed as Obscene or Rude.

CONSEQUENCE LEVEL		
Min.	Grade	Max.
1		3
1		2
1		2
1		3
1		3
1		4
1		4
1		4
1		4
1		4
1		4
1		4
1		4
1		4
1		4

Level 1: Conference
 Level 2: Intervention Options
 Level 3: In-school Alternatives

Level 4: Out-of-school Suspension and/or Bus Suspension
 Level 5: Alternative Programs
 Level 6: Expulsion

RULE 7: INSUBORDINATION

A student will obey the lawful direction of any staff member or adult in authority during the time the student is in school or participating in a school activity. Examples of insubordination include, but are not limited to:

- A. Failure to Comply with Direction or Instruction of a Staff Member or Adult in Authority:**
 Failure to follow any reasonable direction given by a staff member or adult in authority.
- B. Refusal to Work in Class:**
 Failing to do assigned work in class or complete homework.
- C. Refusal to Serve Detention:**
 Failure to serve detention as directed.
- D. Refusal to Participate in In-school Alternatives:**
 Failure to report to in-school alternatives as directed by a staff member.
- E. Refusal to Report to Office:**
 Failure to report to the administrative office as directed by a staff member.
- F. Refusal or Failure to Identify Oneself:**
 Failure to identify oneself when requested by a staff member or adult in charge.
- G. Failure to Participate in an Alternative to Suspension Program.**
- H. Failure to Comply with School Behavior Agreement.**

RULE 8: PROFANITY/OBSCENITY

A student will not use profane or obscene language or make obscene gestures. Examples include, but are not limited to:

- A. Swearing:**
 Saying anything that conveys an offensive, obscene, racially offensive or sexually suggestive message or is in poor taste for a school setting.
- B. Obscene Gestures:**
 Making any sign that conveys an offensive, obscene or sexually suggestive message.
- C. Derogatory Written Materials:**
 Having any written material or pictures that convey an offensive, obscene, threatening, demeaning or sexually suggestive message.
- D. Directed at Staff Member:**
 Writing, saying or making gestures that convey an offensive, obscene or sexually suggestive message toward a staff member.

RULE 9: DISRUPTION

No student may disrupt class, school or school-sponsored event. Examples include, but are not limited to:

- A. Chronic Talking:**
 Repeated talking in the classroom without permission.
- B. Horseplaying:**
 Rough or noisy play or pranks.

CONSEQUENCE LEVEL		
<i>Min.</i>	<i>Grade</i>	<i>Max.</i>
1		4
1		4
1		4
1		4
1		4
1		4
1		4
1		4
1		4
1		4
1		4
1		4
1		4
1		4
1		5
1		4
1		4

Level 1: Conference
 Level 2: Intervention Options
 Level 3: In-school Alternatives

Level 4: Out-of-school Suspension and/or Bus Suspension
 Level 5: Alternative Programs
 Level 6: Expulsion

C. Harassing/Teasing/Instigating:

Pestering or tormenting; instigating a verbal or physical altercation.

D. Refusing to Remain in Seat:

Getting out of seat or moving seat without permission of staff member.

E. Rude Noises:

Making any unnecessary noise.

F. Leaving without Permission:

Leaving the classroom, building or assigned area without obtaining approval of the teacher and/or administrator.

G. Chronic Lack of Supplies:

Repeatedly reporting to class without necessary materials such as books, technology or class supplies.

H. Bus Rules:

Not in assigned seat; standing or moving about; opening door/window; eating/drinking on bus; loud, boisterous conduct; riding unassigned bus; other minor offenses.

For internal Codes add:

- A. Bus suspension 1-5 days
- B. Bus suspension exceeding 5 days
- C. Bus suspension for remainder of semester or year

I. Other:

Any other action that disrupts or interferes with educational activities or the school environment.

RULE 10: THREATENING

A student will not threaten another student or staff member or other person. Examples of prohibited actions include, but are not limited to:

A. Against a Staff Member:

Threatening to strike, attack or harm any staff member.

B. Against a Student or Other Person:

Threatening to strike, attack or harm any student or other person.

C. Bullying:

Overt, repeated acts or gestures, including verbal or written communications, text messaging; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student. This rule will also apply when using property or equipment provided by the school.

RULE 11: INJURY TO OTHERS

A student will not cause or attempt to cause physical injury to other students, staff members, or others. Examples include, but are not limited to:

A. Fighting:

Physical contact by pushing, shoving or hitting, whether or not injury occurs, is prohibited.

CONSEQUENCE LEVEL		
Min.	Grade	Max.
1		4
1		4
1		4
1		5
1		4
1		4
1		4
2		5
2		5
2		5
2	PK-5	5
3	6-12	5
2	PK-5	5
3	6-12	5

continued on next page

Level 1: Conference
 Level 2: Intervention Options
 Level 3: In-school Alternatives

Level 4: Out-of-school Suspension and/or Bus Suspension
 Level 5: Alternative Programs
 Level 6: Expulsion

B. Shoving and/or Kicking:

Pushing and/or kicking anyone.

C. Hitting, Biting, Spitting, or Other Conduct that Causes or May Cause Injury, or Harassment to Another Student or Adult:

Hitting, biting, spitting, or throwing objects at a student or adult.

D. Throwing Objects:

Throwing any object that may cause injury in any part of the school, on school grounds, at school events, or at school vehicles.

RULE 12: IMPROPER USE OF SCHOOL TECHNOLOGY

A student will not engage in the improper use of technology. Examples include, but are not limited to:

A. Damaging or Disrupting Hardware or Software.

B. Entering or Retrieving Pornographic Material, Inappropriate Text/Files (including Files that may Contain Derogatory or Inflammatory Racial, Ethnic or Religious Slogans or Symbols) or Files that Carry Viruses or Any Other Type of Malware.

C. Violating Copyright Provisions without Permission.

D. Accessing School Records or Another Person’s Information or Files without Permission.

E. Other Improper Use of Equipment.

F. Bypassing FWCS Security Policies/Filtering.

 The following severe violations will result in school consequences, the FWCS Security Department will be notified, and the police may be contacted. Parents will be notified, if possible.

RULE 13: TRESPASSING

Entering any school property or into school facilities without proper authority. Includes any entry into school buildings, school grounds or school activities during a period of suspension or expulsion.

RULE 14: GAMBLING

Playing a game of skill or chance for money or anything of value.

RULE 15: POSSESSION OR USE OF FIREWORKS AND/OR POSSESSION OF AMMUNITION

Using or possessing any explosive device.

CONSEQUENCE LEVEL		
<i>Min.</i>	<i>Grade</i>	<i>Max.</i>
2	PK-5	5
3	6-12	5
2	PK-5	5
3	6-12	5
2	PK-5	5
3	6-12	5
2		5
2	PK-5	5
3	6-12	5
2	PK-5	5
3	6-12	5
2	PK-5	5
3	6-12	5
2	PK-5	5
3	6-12	5
2		6
1	PK-5	4
2	6-12	5
2	PK-5	4
3	6-12	6

Level 1: Conference
 Level 2: Intervention Options
 Level 3: In-school Alternatives

Level 4: Out-of-school Suspension and/or Bus Suspension
 Level 5: Alternative Programs
 Level 6: Expulsion

RULE 16: RECKLESS VEHICLE USE

Using any motorized or self-propelled vehicle on or near school grounds in a reckless manner or as a threat to health and safety or as a disruption to the educational process.

RULE 17: DESTRUCTION OF PROPERTY/VANDALISM

Causing damage, vandalizing school property or the property of others. The family will be held financially responsible for damages.

RULE 18: POSSESSION OF STOLEN PROPERTY

Having in one's possession property obtained without permission of the owner, generally valued at less than \$250.

RULE 19: TOBACCO PRODUCTS

Possession and/or use of any tobacco product. Tobacco products and matches/lighters will also be confiscated.

RULE 20: PETTY THEFT

Assisting or participating in unauthorized control of property belonging to any school, any organization or any individual or group without prior permission. Also, possession of stolen property or taking or accepting stolen property generally valued at less than \$250.

RULE 21: ELECTRONIC-RELATED CRIMES

Engaging in electronic-related crimes.

RULE 22: INAPPROPRIATE SEXUAL BEHAVIOR

Participating in inappropriate sexual behavior including sexual harassment or public indecency on school property, at school activities, going to or from school events or at any time where the behavior may interfere with school purposes.

RULE 23: FALSE ALARMS

False fire alarm or false emergency call.

RULE 24: PORNOGRAPHIC MATERIAL

Possession and/or distribution of pornographic material that would reasonably be considered offensive by community standards for students, that are without redeeming social value or that contain language considered to be vulgarity or profanity.

RULE 25: DISORDERLY CONDUCT

Engaging in fighting or tumultuous conduct and/or making unreasonable noise that disrupts the educational atmosphere and refusing to cease the disruption when requested.

CONSEQUENCE LEVEL		
<i>Min.</i>	<i>Grade</i>	<i>Max.</i>
4		6
2	PK-5	6
4	6-12	6
2	PK-5	4
3	6-12	5
2		5
2	PK-5	4
3	6-12	5
2	PK-5	4
3	6-12	6
2	PK-5	6
4	6-12	6
2	PK-5	6
4	6-12	6
1	PK-5	4
2	6-12	5
2	PK-5	6
3	6-12	6

Level 1: Conference
 Level 2: Intervention Options
 Level 3: In-school Alternatives

Level 4: Out-of-school Suspension and/or Bus Suspension
 Level 5: Alternative Programs
 Level 6: Expulsion

RULE 26: GROUP OR GANG INVOLVEMENT

Group or gang involvement includes, but is not limited to, group or gang-related coercion; intimidation; display of group or gang colors and paraphernalia; use of recognized group or gang signs, graffiti, related paraphernalia; and/or involvement in activity which incites any racial or ethnic group.

RULE 27: HOMICIDE

Causing the death of another person, or having knowledge of another person's intent to violate or violation of this rule and failing to report the information to a school administrator or teacher.

RULE 28: BATTERY

Knowing or intentional touching of another person in a rude, insolent or angry manner. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to students, staff or others. This includes, but is not limited to, rape, molestation or criminal recklessness.

RULE 29: WEAPONS

Possession, purchase or sale of a knife, weapon, explosive, chemical agent dispenser, destructive device or other object that can reasonably be considered a weapon. If weapons are confiscated, they will not be returned. They will be given to the proper authorities for disposal.

RULE 30: ARSON

Setting fire to or damaging any school building or property, or having knowledge of another person's intent to violate or violation of this rule and failing to report the information to a school administrator or teacher.

RULE 31: NARCOTICS/DRUGS

Possession, use, under the influence and/or sale of illegal narcotics and drugs such as steroids, marijuana, barbiturates, amphetamines, alcoholic beverages, intoxicants, inhalants or any substance that is represented to be a narcotic/drug or alcoholic beverage. This includes paraphernalia and improper use of over-the-counter medications or other substances which may be purchased legally and are used, or believed to, or represented to produce an effect similar to a drug.

RULE 32: THEFT

Theft by force, repeated petty theft or assisting/participating/accepting or possession of stolen property generally valued in excess of \$250.

RULE 33: FIREARMS

Possession of a loaded or unloaded firearm, taser gun, electronic stun gun or any weapon or device that expels a projectile by the action of an explosive, or having knowledge of another person's intent to violate or violation of this rule and failing to report the information to a school administrator or teacher.

Possession, purchase and/or sale of any item represented to be a firearm or any weapon or device that expels a projectile by air.

CONSEQUENCE LEVEL		
<i>Min.</i>	<i>Grade</i>	<i>Max.</i>
2	PK-5	6
3	6-12	6
6		6
5		6
4	PK-5	6
5	6-12	6
5		6
5		6
4		6
6		6
5		6

Level 1: Conference
 Level 2: Intervention Options
 Level 3: In-school Alternatives

Level 4: Out-of-school Suspension and/or Bus Suspension
 Level 5: Alternative Programs
 Level 6: Expulsion

RULE 34: ILLEGAL CONDUCT

Involvement in any conduct on school premises during a school function or event, or on the way to and from school or at a school event, or at any time or place which violates local, state or federal law where such conduct poses a danger to the health, welfare or safety of students, staff, visitors or interferes with school purposes.

RULE 35: THREAT OF ILLEGAL CONDUCT

Threat of engaging in a law violation of any kind that constitutes a danger to the safety of others or is an interference with school purposes.

RULE 36: INTIMIDATION

A person who communicates a threat to another person with the intent that the other person engages in conduct against his/her will, or the other person is placed in fear of retaliation for a prior lawful act.

RULE 37: PROBATIONARY CONTRACT BROKEN

Violation of a Level 5 probation agreement for Rules 13 through 36 with consequence of 6.

CONSEQUENCE LEVEL		
Min.	Grade	Max.
5		6
4		6
5		6
4		6

TRANSLATION HELP
AVAILABLE



If you need assistance with translation or interpreting throughout the school year, please contact your school office or the department of English Language Learners at 467-2105. The call will be answered in English.

Si necesita ayuda con traducciones o interpretaciones a lo largo del curso escolar, por favor póngase en contacto con la oficina de su escuela o con el departamento de servicios de ayuda llamando al 467-2105. La llamada será contestada en inglés.

إذا احتجت إلى مساعدة في الترجمة أو الترجمة الفورية أثناء العام الدراسي، اتصل من فضلك بمكتب مدرستك أو بإدارة الخدمات المعاونة على الرقم 467-2105. سيتم الرد على المكالمات باللغة الإنجليزية.

Nếu quý vị cần dịch vụ chuyển ngữ hoặc thông dịch trong năm học, xin liên lạc với văn phòng trường nơi con quý vị theo học hoặc ban Dịch Vụ Trợ Giúp tại số 467-2105. Cuộc gọi sẽ được trả lời bằng tiếng Anh.

သင်တို့သည် ဘာသာပြန်ခြင်း (သို့) အဓိပ္ပာယ်ပြန်ဆိုခြင်းတို့ကို ကျောင်းဖွင့်သော နှစ်ကာလအတွင်း ကူညီထောက်ပံ့ရန် လိုအပ်ပါက ကျေးဇူးပြု၍ ကျောင်းရုံးခန်း(သို့) ထောက်ပံ့ကူညီရေးလုပ်ငန်းဌာန 467-2105 ထံသို့ ဆက်သွယ်ပါ။ ဖုံးခေါ်ခြင်းအား အင်္ဂလိပ်ဘာသာဖြင့် ပြန်လည်ဖြေဆိုပါလိမ့်မည်။

Ukoliko Vam tijekom školske godine bude potrebna pomoć pri pismenom ili usmenom prevođenju, obratite se Vašem školskom uredu ili, telefonom, odjelu za pružanje podrške na 467-2105. Na Vaš poziv će biti odgovoreno na engleskom jeziku.

CIVIL RIGHTS NONDISCRIMINATION GRIEVANCE POLICY

THE PROCEDURE

This nondiscrimination grievance procedure applies to civil rights regulatory Title VI (race, color, national origin including limited English proficiency), Title IX (sex/gender), Section 504 of the Rehabilitation Act of 1973 (handicapping conditions), and the Americans With Disabilities Act.

Interested parties include school corporation officers, employees, students and patrons. The nondiscrimination procedure applies to acts or omissions relating to protected rights based upon age, race, color, sex, handicapping condition and national origin including limited English proficiency.

Civil rights regulations require the identification and notification of employees, students and patrons of the corporation's Civil Rights Coordinator(s). The coordinators for FWCS are as follows:

1. The building principal or designee serves as the compliance coordinator for allegations of building level violations affecting students, employees or building patrons.
2. The Superintendent or designee serves as the compliance coordinator for violations at the corporate level, such as policy or practice.

FWCS Nondiscrimination Policy is as follows:

FWCS supports the principle that all persons are entitled to equal employment opportunity without regard to race, religion, color, marital status, national origin, sex, age, disability or limited English proficiency. No person is excluded from participating, denied the benefits of, or otherwise subject to unlawful discrimination on such basis under any educational program or student activity.

If you believe that you have experienced discrimination or been denied participation in any program or activity, contact your building principal or unit head, who acts as compliance officer. He or she has a copy of the student grievance procedure, which explains your right to file a complaint and how that complaint is filed and investigated.

Title IX compliance officer is the Director of Human Resources, (260) 467-2135. The 504 compliance officer is the Director of Student Services, (260) 467-2120. The Americans with Disabilities Act and Title VI compliance officer is the Chief Academic Officer, (260) 467-2005. Their offices are located at 1200 S. Clinton St., Fort Wayne, IN 46802.

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 above (building level or corporation level). The complaint shall stipulate the specific act or omission, the date of same and parties involved.
2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven calendar days of the receipt of the written complaint.
3. The compliance coordinator shall render a decision within 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 calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits a written document so stating to the compliance officer, a level two procedure shall be initiated.

B. Level Two

1. The compliance coordinator shall submit the statement of written disagreement and all related information to the Superintendent within three calendar days of receipt.
2. The Superintendent shall review all materials and schedule a meeting within seven calendar days of receipt of the statement of written disagreement and all related information. The participants shall be the complainant, the compliance coordinator and the Superintendent. Other witnesses may be called with mutual prior notice of three calendar days.
3. The Superintendent shall make a decision within seven 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.

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.

FWCS SCHOOLS BY LEVEL

ASSISTANCE: If after speaking with your child's teacher you would like further assistance, please contact administrators in this order: 1) your school principal; 2) the area administrator; 3) a school official the area administrator suggests; and 4) the Superintendent.

ELEMENTARY SCHOOLS

Elementary School Area Administration

1200 S. Barr St. 46802
467.1100
Dan Bickel, area administrator

Abbett School

4325 Smith St. 46806
467.5800

Adams School

3000 New Haven Ave. 46803
467.5850

Arlington School

8118 St. Joe Center Rd. 46835
467.6000

Bloomington School

1300 Orchard St. 46808
467.6700

Brentwood School

3710 Stafford Dr. 46805
467.6775

Croninger School

6700 Trier Rd. 46815
467.6050

Fairfield School

2825 Fairfield Ave. 46807
467.5900

Forest Park School

2004 Alabama Ave. 46805
467.6850

Franke Park School

828 Mildred Ave. 46808
467.6925

Glenwood Park School

4501 Vance Ave. 46815
467.6200

Haley School

2201 Maplecrest Rd. 46815
467.4510

Harris School

4501 Thorngate Dr. 46835
467.6300

Harrison Hill School

355 Cornell Circle 46807
467.7000

Holland School

7000 Red Haw Dr. 46825
467.7075

Indian Village School

3835 Wenonah Lane 46809
467.5200

Irwin School

3501 S. Anthony Blvd. 46806
467.5310

Lincoln School

1001 E. Cook Rd. 46825
467.5400

Lindley School

2201 Ardmore Ave. 46802
467.5350

Maplewood School

2200 Maplewood Rd. 46819
467.7150

Nebraska School

1525 Boone St. 46808
467.8000

Northcrest School

5301 Archwood Lane 46825
467.5450

Price School

1901 W. State Blvd. 46808
467.4950

St. Joseph Central School

6341 St. Joe Center Rd. 46835
467.6100

Scott Academy

950 E. Fairfax Ave. 46806
467.8050

Shambaugh School

5320 Rebecca Dr. 46835
467.6150

South Wayne School

810 Cottage Ave. 46807
467.8100

Study School

2414 Brooklyn Ave. 46802
467.8500

Washington School

1015 W. Washington Blvd.
46802
467.8150

Washington Center School

1936 W. Wallen Rd. 46818
467.6250

Waynedale School

7201 Elzey St. 46809
467.8820

Weisser Park School

902 Colerick St. 46806
467.8875

EARLY CHILDHOOD CENTERS

Bunche Early Childhood Center

1111 Greene St. 46803
467.4790

Young Early Childhood Center

1026 E. Pontiac St. 46803
467.8950

MIDDLE SCHOOLS

Middle School Area Administration

2414 Brooklyn Ave. 46802
467.8530

Rita Turflinger, area administrator

Blackhawk Middle School

7200 E. State Blvd. 46815
467.4885

Jefferson Middle School

5303 Wheelock Rd. 46835
467.4825

Kekionga Middle School

2929 Engle Rd. 46809
467.6600

Lakeside Middle School

2100 Lake Ave. 46805
467.8625

Lane Middle School

4901 Vance Ave. 46815
467.4400

Memorial Park Middle School

2200 Maumee Ave. 46803
467.5300

Miami Middle School

8100 Amherst Dr. 46819
467.8560

Northwood Middle School

1201 E. Washington Center Rd.
46825
467.2930

Portage Middle School

3521 Taylor St. 46802
467.4500

Shawnee Middle School

1000 E. Cook Rd. 46825
467.6525

INTERMEDIATE SCHOOL

Towles Intermediate School

420 E. Paulding Rd. 46816
467.4300

HIGH SCHOOLS

High School Area Administration

3601 S. Calhoun St. 46807
467.2650

Debra Faye Williams-Robbins, Esq., area administrator

North Side High School

475 E. State Blvd. 46805
467.2800

Northrop High School

7001 Coldwater Rd. 46825
467.2300

Snider High School

4600 Fairlawn Pass 46815
467.4600

South Side High School

3601 S. Calhoun St. 46807
467.2600

Wayne High School

9100 Winchester Rd. 46819
467.6400

ADMINISTRATION

Grile Administrative Center

1200 S. Clinton St. 46802
467.1000

Special Education Department

1200 S. Clinton St. 46802
467.1110

Anthi Career Center

1200 S. Barr St. 46802

- **Adult & Continuing Education**

467.1029

- **Career Education**

467.1010

L.C. Ward Education Center

3501 Warsaw St. 46806
467.4570

**For more information,
visit our Web site at
www.fortwayneschools.org**

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FORT WAYNE COMMUNITY SCHOOLS

Grile Administrative Center

1200 S. Clinton Street • Fort Wayne, IN 46802

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MISSION

Fort Wayne Community Schools educates all students to high standards enabling them to become productive, responsible citizens.

VISION

Fort Wayne Community Schools will be the school system of choice and a source of community pride.

FWCS BOARD OF SCHOOL TRUSTEES

Mark GiaQuinta, president;
Steve Corona, vice president;
Becky Hill, secretary;
Julie Hollingsworth; Jordan Lebamoff; Lisa Olinger; John Peirce

FWCS SUPERINTENDENT

Dr. Wendy Robinson



Fort Wayne Community Schools is on Facebook and Twitter. Look for information on school and district happenings, pictures of school events and details of weather delays and cancellations.