

# **2023-2024 School Year**

## **Wabash Middle School**

150 W. Colerain St.  
Wabash, IN 46992  
260-563-4137

## **School Office Hours**

8:00 AM – 4:00 PM

## **School Day Schedule**

Doors Open 8:10 AM  
Classes Begin 8:30 AM  
Dismissal 3:30 PM  
Doors Close 3:45 PM\*

\*Students are to be out of the building by 3:45 PM unless with a teacher, coach, or an extra-curricular sponsor.

# **WELCOME APACHES**

On behalf of the teachers, staff, and administrators of Wabash Middle School, we would like to welcome all the students and parents to a new school year. We are all looking forward to a new year and all the excitement and experiences that it will bring. We are proud of our school and hope you will share that pride during your middle school years.

At Wabash Middle School, we are dedicated to preparing students for a changing world by teaching 21<sup>st</sup> Century Skills and providing students with a relevant and rigorous education that will prepare them for success in a global community. We will ensure that every student gains the skills necessary to be college and career ready upon graduation.

This handbook has been prepared to give students and parents an easy reference to our school policies, guidelines, and expectations. It is our hope that students and parents will acquaint themselves with our procedures.

Please feel free to contact your student's teacher, guidance counselor, or one of the administrators if you ever have any questions or concerns. We value open communication between school and home. It is our pleasure to have your student at WMS and look forward to a fantastic year.

Mike Mattern, Principal  
Jennie Warnock, Assistant Principal  
Amy LePage, Guidance Counselor  
Randy LePage, Guidance Counselor

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## **STATEMENT OF BELIEFS**

### **EDUCATIONAL PHILOSOPHY**

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

### **MISSION & VISION STATEMENT**

Wabash City Schools provides a relevant and rigorous education, founded upon relationships, to ensure each student is happy and college and career-ready for success in a global community.

Wabash City Schools believes...

- all students are capable of learning and success and have a right to a quality world-class education.
- all students are prepared for college enrollment, military enlistment, or career employment upon graduation from Wabash City Schools.
- *college* is any training, credential or degree pathway leading to employment or a career.
- *career* is an occupation or profession requiring specialized skills and knowledge leading to a living wage.

At Wabash Middle School, we will accomplish this through...

- programming focused on core content, citizenship, and career exploration.
- instruction emphasizing thinking, communicating, and implementing.
- development of student mindset based on collaboration, adaptability, initiative, social responsibility, innovation, and accountability.

### **HIGH EXPECTATIONS AT EVERY GRADE LEVEL**

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

Among the most important set of core assumptions that any society has concerns its goals and expectations for young people. As a society, we do share a set of common goals and expectations for our young. We hope that they are kind, decent, respectful, honest, fair, responsible, and competent.

Children are inspired when faced with challenging tasks. Children's self-regard is stimulated by the message that they must try harder to meet higher expectations. Schools and teachers are shirking their responsibilities if they do not advocate core standards such as honesty, respect, integrity, and the pursuit of excellence.

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

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

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

## **BELIEF STATEMENTS**

### Teachers/Administration

1. We will treat all members of the school community with respect.
2. We will teach to the course objectives and state standards and provide evidence of student achievement of those standards.
3. We will make full use of instructional time.
4. We will demonstrate our belief and expectation that all students can achieve the objectives of the course to which they are assigned.
5. We will help to ensure an orderly atmosphere that is conducive to learning throughout the building.
6. We will model the self-discipline, self-motivation, and commitment to high quality work that we hope to develop in our students.
7. We will frequently assess student mastery of outcomes in a variety of ways and will provide students with many opportunities to demonstrate mastery of those concepts.
8. We will communicate and partner with parents to form a positive support team for each student.
9. We will work collaboratively in developing instructional strategies, designing methods of assessment, and advancing the vision of the school.

### Students

1. I will conduct myself in a manner that contributes to the orderly atmosphere and ensures the rights of others.
2. I will demonstrate a positive and productive work ethic in my academic, co-curricular, and extra-curricular endeavors.
3. I will take advantage of the educational opportunities offered to me by my teachers and school.
4. I realize that I must share in the responsibility for my education.
5. I will give my very best effort to all academic and co-curricular pursuits.
6. I will be considerate and respectful of others-teachers, staff, fellow students, visitors, etc.
7. I will be timely in arrival and attendance.
8. I will become more involved in extracurricular programs at school.
9. I will take pride in my work.
10. I will take pride in my school.
11. I will take pride in myself.

### Parents

1. I will establish high expectations for my student. I will not accept minimal effort or indifference to quality of work.
2. I will know what is expected in each of my child's classes.
3. I will insist on good attendance.
4. I will provide a quiet place and time in our home for study.
5. I will encourage my student to become actively involved in co-curricular program of the school.
6. I will be actively involved in the school and supportive of its work.
7. I will model the importance of life-long learning.

## **GENERAL INFORMATION**

### **APPEAL PROCESS**

In the course of a school year, an occasional dispute occurs between students and teachers or students and administrator. If parents wish to discuss or appeal a decision, the following order should be followed in an appeal process. The parent should discuss the issue with the teacher first (if the dispute occurred with the teacher), and then followed by the Principal. If the parent still has concerns, he/she can consult with the Superintendent. If after a discussion with the Superintendent an agreement is not reached, the parent has the option to appeal to the Board of School Trustees.

### **LUNCH & BREAKFAST PROGRAM**

The school cafeteria is maintained as a vital part of the health program of the school. Students are encouraged to use this facility. All breakfasts and lunches must be eaten in the cafeteria. Information regarding free and reduced meals is available in the school office.

Wabash Middle School has a closed lunch period. All students are to remain on the school grounds during this time. Food deliveries may not be made to school without the prior approval of the administration.

The cafeteria implemented the Point of Sale System during the 2003-2004 school year. This allows students to keep money in their account. Our Point of Sale System does not distinguish between full pay, reduced, or free. Students are responsible to have money in their account, as needed.

### **DRESS CODE**

Clothing must be appropriate and not a distraction to the educational process.

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

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

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

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

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

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

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

4. Students Cannot Wear:

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

- Any item that obscures the face or ears such as hats/hoods (except as a religious observance).

If there is a question regarding a student's dress, the student will be allowed to call home in order to have a change of clothing brought to the school. If a parent cannot be reached, a clean article of clothing that corrects the violation will be loaned to the student until the end of the school day. Students that violate the dress policy may receive disciplinary action that may include, but is not limited to, after school detention, in school detention, Day Reporting or suspension.

### **ELECTRONIC COMMUNICATION DEVICES**

Students must keep all personal electronic devices in their bag, locker or put away during academic class times, unless authorized to have them in class by a school administrator, teacher or staff person. This includes, but is not restricted to cell phones, portable music devices, tablets, eReaders, and any other device capable of transmitting and/or receiving wireless data. Headphones, earbuds, airpods, etc. are not to be worn at any time in the hallways/cafeteria as it creates a safety hazard. The only exception is the possession of the school-distributed iPad. The school is not responsible for lost or stolen items. Any student violating this policy can have their privileges revoked and be subject to disciplinary action and/or confiscation of the electronic device.

### **FIELD TRIPS**

On occasion, groups of students, classes, or an entire grade will take a school-sponsored field trip. Parent permission for such trips must be given in advance to the teacher in charge.

Students who may potentially be a discipline problem or who have been recently suspended for poor behavior may be excluded from participating in the field trip experience. The teachers and administration will make this decision jointly. Participation in field trips shall not excuse a student from academic obligations.

### **FIRE DRILLS**

Fire drills are required to be done once a month in schools. Teachers will give instructions to students as to the safe exit route from each room. Emergency plans are posted in all classrooms.

### **LOCKDOWN DRILLS**

Lockdown drills are required to be done one per semester. Teachers will give instructions to students as to the safe areas and requirements during the drill. Emergency plans are posted in all classrooms.

### **TORNADO DRILLS**

Tornado drills are required to be done once a semester. Teachers will give instructions to students as to the safe areas to be occupied in the building during the drill. Emergency plans are posted in all classrooms.

### **INSURANCE**

A student insurance policy is offered (at parent expense) at the beginning of each school year. The Board of Education does not retail health insurance for students injured at school or any place under the school auspices and cannot pay damages, hospital, or medical bills, regardless of the seriousness.

### **VALUABLES**

Students are cautioned not to bring large amounts of money or anything of value to school. If students wear valuables or have them in their lockers, students need to keep track of them at all times. Students, not the school, are responsible for their personal property. The school cannot be held responsible for lost or stolen items. Locks are available in the front office for student use. Students are highly encouraged to use a lock to safeguard items of value and to not share the lock combination with others. If it is necessary to bring valuables or extra money to school, students are urged to bring these items to the office for safekeeping. While in gym classes, students should leave their valuables in their locked locker.

### **VISITORS**

Parents, guardians, and school patrons are encouraged to visit the school at any time. Visitors are required to report to the school office upon arriving to sign in and out and retain a visitor's badge. Students from other schools (unless sponsored by a school) or friends will not be given visitation privileges.

## **VOLUNTEERS/CHAPERONES FOR WABASH CITY SCHOOLS**

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

Before any adverse action is taken, based in whole or in part of the information contained in the report, you will be provided a copy of the report, the name, address and the telephone number of the reporting agency, as well as additional information on your rights.

## **WEATHER ANNOUNCEMENTS**

If it becomes necessary to close/delay school for any reason, the announcement will be made by our messenger calling system, over various local radio stations, and on the Wabash City Schools website. Please do not call the school or radio stations. If there is no report from the above communication methods, it can be assumed that school is in session.

## **WORK PERMITS**

Effective 7/1/2021, Indiana will no longer require work permits for minor employees. Employers will no longer be required to complete the "Intent to Employ" form, and schools will no longer issue work permits.

Employers will be responsible for maintaining an accurate list of all minor employees and must still comply with the Teen Work Hour Restrictions.

For more information see: <https://www.in.gov/dol/>

## **BUS TRANSPORTATION**

There is bus service available for any middle school student living within the District. The buses will not pick up or deliver students to their homes. Instead the buses will stop at designated areas and each student is to report to the nearest area. No student is required to ride on the bus and those students choosing to ride need to keep in mind that riding the bus is a privilege and not a requirement.

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

1. Students are expected to be on time for the bus in order to permit the bus to follow the time schedule.
2. At bus stops, students are to stay out of the street until the bus has come to a complete stop and the driver has opened the door and directed the students to enter. Roughhousing at the bus stop will not be tolerated.
3. Bus drivers have the right to assign students to a specific seat and to expect conduct of students the same that is required in a classroom.
4. Upon entering the bus, students are to go to their seats without disturbing, crowding, or pushing other students and remain seated while the bus is moving.
5. Students are to sit quietly in their seats until the bus stops to unload and the driver signals the students to leave their seats. Loud voices will not be tolerated.
6. Students should remain particularly quiet when the bus is nearing a railroad crossing so that the driver can hear any approaching train. This is extremely important.
7. Students must obey the driver promptly. The driver has a great responsibility and it is everyone's duty to help.
8. The buses will be kept clean and sanitary. No eating or drinking of food or beverages, i.e. candy, ice cream, pop is permitted on the bus during regular hours. Any exceptions need to have arrangements made ahead of time with the driver and teacher.
9. When there is a need to open windows on the bus, the instructions of the driver are to be followed.



10. Heads, arms, hands, or any objects must be kept inside the bus at all times.
11. The rear or side exit door of a bus is to be used only in the case of an emergency.
12. No objects are to be thrown from the bus.
13. There is to be no smoking on the school buses.
14. The use of profane or obscene language will not be permitted on school buses.
15. Large or heavy objects can only be carried on the bus with prior permission from the bus driver. The aisle in the bus is to remain free and clear for any exits.
16. Bus equipment should be treated as you would valuable furniture in your home. At all times students should take care that they do not damage the bus. Any verified damage done by a student to the outside or inside of a school bus would be the responsibility of the parent to pay.

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

Information will be given to your child at the beginning of the year by the bus driver, or made available at the time you register your child for enrollment. This information needs to be covered by the parent with their child(ren). Parents: it is extremely important that any emergency information be on file and current with the school and/or driver in case of an unexpected emergency. As this information changes, please inform the school in which your child is enrolled.

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

## **LOCKERS**

### Statement of Policy

All lockers made available for students on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial arts classrooms, and the art classrooms, are the property of the school corporation. These lockers are made available for student use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause an interference with school purposes or an education function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. A student using a locker in the school is presumed to have no expectation of privacy in that locker or its contents.

The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

### Locker Rules

In order to implement the school corporation's policy concerning student lockers, the School Board adopts the following rules and regulations:

#### **1. Locks**

The school corporation retains the right of access to all student lockers. Students using their own lock are required to provide a master key or combination to the office. Any unauthorized lock may be removed without notice and destroyed. It is suggested that students leave a spare key or combination on file with their homeroom teacher in case a key is left at home.

#### **2. Use of Lockers**

Lockers are to be used to store school supplies and personal items necessary for use at school. Backpacks and/or gym bags must be stored in lockers throughout the school day. Lockers shall not be used to store "contraband" which is items that cause, or can reasonably be foreseen to cause an interference with school purposes or an educational function. Items, which are forbidden by, state law or school rules include, but are not limited to the following:

- a. All medications, doctor prescribed or other, and drugs not available over the counter.

- b. Drug paraphernalia
- c. Beverage containing alcohol
- d. Weapons
- e. Volatile substances
- f. Bomb or explosive device
- g. Any acid or pungent or nauseous chemical
- h. Library book not checked out or overdue
- i. Stolen items

**3. Authority to Inspect**

The school corporation retains the right to inspect lockers to insure they are being maintained in accordance with the conditions of Rule No. 2. The principal shall conduct all inspections of student lockers or a member of the administrative staff designated in writing (hereinafter referred to as “designee”) by the principal. The principal may give any school employee or law enforcement official authority to inspect lockers.

**4. Inspection of Individual Students’ Lockers**

- a. The inspection of a particular student’s locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband.
- b. Before a particular student’s locker is inspected, the student (or students if more than one have been assigned to a locker) if present on the school premises, shall, where possible, be contacted and given the opportunity to be present during the conducting of the inspection. The inspection may be conducted without delay in order to protect the health and safety of others present on school premises. Whenever an individual student’s locker has been inspected under this rule without the student’s presence, the principal or designee shall notify the student of such inspection as soon as practicable thereafter.

**5. Inspection of All Lockers**

- a. An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, or superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are: (a) When the school corporation receives a bomb threat; (b) When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use; (c) At end of grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment; (d) Where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.
- b. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

**6. Involvement of Law Enforcement Officials**

- a. The principal or superintendent may request the assistance of law enforcement officials to assist them in the inspection of lockers or their contents for purposes of enforcing school policies only if such assistance is required:
  - i. To identify substances, which may be found in lockers; or (2) To protect the health and safety of persons or property, such as to aide in the discovery of disarming bombs which may be located in the lockers.
- b. If a law enforcement official requests to inspect a student’s locker or its contents, the principal shall require production of a search warrant before allowing the inspection.
- c. If a law enforcement official requests the principal to make an inspection of a locker or its contents on behalf or in the place of such official, the request shall be denied. However, upon the request of law enforcement officials, the school officials may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.
- d. Nothing herein shall, however, limit or prevent the inspection of student lockers by the school corporation.
- e. If a law enforcement official wishes to question a student: 1) it will be at the discretion of a building level administrator; 2) an administrator will be present during the questioning;

3) the law enforcement official may not question any student who is a suspect in the case without a court order.

**7. Locker Maintenance**

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

**BACKPACKS/GYM BAGS**

Wabash Middle School considers a student’s backpack and/or gym bag to be an extension of their locker. Backpacks and/or gym bags are to be stored in lockers during the school day.

**SMOKE FREE ENVIRONMENT**

In the interest of providing a safe, healthy environment for students, staff, and visitors to Wabash City Schools, the following policy on smoking has been adopted: All school buildings and school grounds of the Wabash City Schools are designated as tobacco and smoke free. This includes e-cigarettes and any other form of vaping or electronic devices.

**ACADEMIC POLICIES**

**HOMEWORK POLICY**

Homework contributes toward building responsibility, self-discipline and lifelong learning habits. It is the intention of the Wabash Middle School staff to assign relevant, challenging and meaningful homework assignments that reinforce classroom-learning objectives. Homework should provide students with the opportunity to apply information they have learned, complete unfinished class assignments, and develop independence. To this end, Wabash Middle School follows a “no zero” grade policy where students are not allowed to take a zero on any graded activity or homework. When a student misses any homework they will automatically be assigned to serve a homework club per the teacher’s classroom policy. Failure to complete the missing homework in the allotted time can result in receiving half credit and progressive disciplinary action. Students must follow each grade level team’s homework completion policy.

**GRADING SCALE**

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

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

Students’ semester grades are based on the **percentage earned** for each nine weeks and the semester exam, not on the letter grade assigned. The student’s semester grade will be computed using weights of 50% for each nine weeks. For example:

First nine week’s grade                      86%  
Second nine week’s grade                    78%

All semester grades are given a point value ranging from 12 to 0 for the purpose of calculating the student's grade point averages (GPA). Please note that students taking courses at Wabash High School may follow a different grading calculation with regards to final exam grade weight and calculating semester average. Please reference the Wabash High School Student Handbook or the course syllabus.

### **MIDDLE SCHOOL STUDENTS TAKING HIGH SCHOOL CREDIT COURSES**

Wabash Middle School students are eligible to take high school courses for high school credit, both at the middle school and at Wabash High School. In courses earning a student high school credit, students must pass the course in order to receive high school credit. We encourage students to remember that passing is not simply a D- or higher, but what will allow them to meet the requirements of their anticipated diploma goals. Some Core 40 diploma courses require a grade of a C or better. The decision for a student to retake a high school credit course to improve their grade is based on teacher, parent, and high school guidance counselor discretion. Grades and credits will be included on the student's high school transcript and factored into the cumulative GPA.

### **ACADEMIC DISHONESTY/CHEATING POLICY**

It is very important that parents and students understand the expectations for academic honesty. Wabash Middle School defines Academic Dishonesty as "a student's use of unauthorized assistance with intent to deceive an instructor". All student work should be the original work of the student. No copying or plagiarism is acceptable; this includes self-plagiarism. If quoting others in academic material, students must cite their sources. All students must follow individual teacher test rules for what is allowable. This ensures that a student's success is based on honesty and their own work. If a student breaks these rules and is in violation of the Wabash Middle School Academic Honesty/Cheating Policy, they will be subject to the appropriate discipline.

Wabash Middle School considers cheating or academic dishonesty a serious violation of school rules. Each student is expected to be responsible for his or her own work. Examples of academic dishonesty/cheating include but is not limited to:

1. Copying assignments or allowing another student to copy your assignment.
2. Taking a test/quiz for another student (for example, AR reading tests).
3. Taking a test/quiz on Accelerated Reader without reading the books.
4. Looking at another student's test or quiz or allowing another student to look at your test or quiz.
5. Sending, receiving, or using information or any electronic device, such as a computer, cell phone, PDA, graphing calculator or programmable watch, during a test or quiz unless authorized by the teacher or administration.
6. Possession or use of unauthorized materials obtained from any source, including notes written on body parts or clothing during a test/quiz.
7. Talking, signaling, and/or passing information during a test or quiz.
8. Changing an answer after work has been graded, then presenting it as improperly graded.
9. Sharing answers on a take-home exam, or asking or allowing another student to take an examination for them.
10. Obtaining or seeing a test, quiz, or answer key before the test without the teacher's permission.
11. Allowing other students to use your work on assignments with the exception of a specific group, lab, or collaborative projects.
12. Using somebody else's writing (word for word or almost word for word) and saying it is your own (Plagiarism); Or using somebody else's ideas and saying they are your own and not giving credit.
13. Submitting a piece of your own work that had been used previously for another assignment or class (self-plagiarism).
14. Misrepresenting work completion

#### First Offense

1. Referral to the office and parent notification.
2. Teacher decision on possibility of makeup.
3. 1 Friday 6:00 detention.
4. If computer generated cheating student will lose home privileges for 1 week.

#### Second Offense

1. Referral to the office and parent notification.

2. "F" on the assignment and zero in the grade-book.
3. 1 day of In-School Detention
4. Parent Conference
5. If computer generated cheating student will lose iPad at school and home for 1 week.

#### Third Offense

1. Referral to the office and parent notification.
2. "F" on the assignment and zero in the grade-book.
3. 2 days of In-School Detention
4. If computer generated cheating student will lose iPad at school and home for 2 weeks.

#### **REPORT CARDS/PROGRESS REPORTS**

Report cards are issued the week following the close of each nine-week grading period. Progress reports for all students will be issued to parents mid-way between grading periods. All required work must be completed before a passing grade can be issued.

#### **RETENTION POLICY**

Wabash City Schools maintains the belief that to be successful in school and in life, certain standards for promotion must be met.

1. Students will have completed the course requirements at the presently assigned grade level and will pass the Wabash Middle School Student Accountability Program.
2. Grade level teams, administration, and parents will meet to discuss student's promotion, placement, and retention based on their point values earned in the Student Accountability Program.
3. Students in jeopardy of retention will be offered remediation.
4. Parents will be informed in advance of the possibility of retention of the student.
5. Parents shall be informed and consulted on the recommendation to retain, but the final decision concerning retention is the responsibility of the Grade Level Team, counselor, and the building principal.

#### **HONOR ROLL**

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

#### **GUIDANCE**

The guidance program exists to serve students in any possible way. Counselors are available to help students with academic problems, personal and social adjustments. New students, transfers, and withdrawals are processed through the guidance office.

#### **PERMANENT RECORDS**

Semester grades make up the academic permanent record of each student. They are a part of the accumulated record, which is kept on each student who attends Wabash City Schools.

Included in the permanent record is the student record of absences and tardies. The records also include the health record, test scores, and any transfer records if the student has attended school in another system.

#### **WITHDRAW FROM SCHOOL**

If the need arises for a student to transfer to another school system, the parent/guardian must come into school to provide the transfer information and to sign the transfer forms.

The law has amended the age a student may withdraw from school. A student may withdraw from school when he/she has turned eighteen and has written permission from the parent or guardian.

#### **AWARDS**

Wabash Middle School honors many students throughout the year and at the end of the school year. Awards are presented in the following areas: academic achievement, athletic achievement, honor roll, perfect attendance, and extra-curricular participation.

The awards are presented at an awards ceremony that is held in the spring as an all-school convocation during the school day. The parents of the recipients will be invited to attend.

## **PHYSICAL EDUCATION POLICY**

### Medical Excuses:

Students are expected to participate daily in physical education class. Written excuses from a parent with a parent signature to excuse a student from participating in class will be accepted for legitimate reasons on a per day basis.

When a student is excused from class participation, he or she will be assigned an alternative activity/assignment to be completed by the end of the class period for partial daily credit. The student may be required to complete the assignment in the Alternative Education room for safety purposes. Doctor's excuses are required if a student has missed a total of five (5) consecutive days of PE participation per semester. Students may be removed from physical education class for injuries lasting for multiple weeks.

\*\*8<sup>th</sup> grade students take PE through the high school physical education department (for high school credit). Please refer to the Wabash High School Student Handbook for high school physical education policies.

### Electronic Devices in the Locker Rooms: (all grades)

The physical education department has a zero tolerance for the use of any electronic devices (including but not limited to iPods, cell phones, computers, tablets, etc.) in the locker room due to photo/video capabilities. Although the use of some of these devices will be allowed in certain activities, the devices **MAY NOT BE SEEN, LOOKED AT, TURNED ON, or TURNED OFF** while in the locker room. Any of these actions will be considered an inappropriate use of the device. Any violation of this policy will have immediate disciplinary action and consequences. At the very least, the device will be confiscated and turned into the office to which a parent must come in to claim.

## **ATTENDANCE POLICY**

### **ATTENDANCE GUIDELINES**

The school day begins when the school doors open at 8:10 a.m. Classes begin at 8:30 a.m. The school day ends at 3:30 p.m., and students should exit the building as quickly thereafter as they can unless they have business in the building.

Attendance in a classroom is a very important aspect of a student's education. Excessive absences reduce the amount of daily interaction with teachers and other students. Minimum standards of attendance in individual classes have been set with an appeal process at the student's request to review violations of this minimum. This includes Wabash Middle School students attending Alternative School.

1. A student absent from school must have a parent or guardian **call the school by 9:00 a.m.** the day of the absence and each subsequent day of absence. The caller must give the reason for the student's absence and the attendance secretary may record the call.
2. Absences will be considered on a period-by-period basis. Wabash Middle School defines a half-day absences as missing three (3) periods.
3. Students may be disciplined with detentions, suspensions, and other suitable means when parents or guardians are not aware of absences from school.
4. If a student is absent five (5) or more consecutive days because of illness, a "reinstatement slip" from a doctor will be required.
5. Students who wish to participate in extra-curricular or co-curricular events must be in attendance at school throughout the day on the day of the event. This includes athletic participation, dances, or any school sponsored events. Exceptions may be made if the building administrator deems it in a student's best interest to be absent for part or all of the day for medical, dental appointments, etc. Verification of such absences will be provided by the student prior to participation in after school events.
6. Students will be allowed ten (10) parent excused absences per school year. A parent will need to call in for it to count as a parent excused absence. A student will be regarded as absent from a single class if they miss more than 20 minutes. Unexcused absences count toward the limit of (10) Parent Excused Absences. In other words, students will lose one excused absence for each

unexcused absence. Any absences after the ten (10) parent excused absences will need the required doctor's note. All progressive discipline related to attendance will begin after these ten (10) days have been reached.

## **TYPES OF ABSENCES**

### **Excused Absences**

Indiana law (IC 20-33-2-14 through 20-33-2-17.7) states that the following absences are to be considered excused:

Wabash Middle School considers the following absences to be excused under the following circumstances:

1. College visits (maximum of two per year; must be pre-arranged).
2. Funeral of a family member (defined as parents/step-parents, siblings/step-siblings, grandparents/step-grandparents, great-grandparents, aunts/uncles/cousins, and/or anyone whose primary residence is with the student). Only the day of services is considered excused.
3. School nurse requests that parent pick up student.
4. Medical appointments for the student (documentation required)
5. Physician verified illnesses (documentation required)
6. Serving as a page or honoree in the General Assembly
7. Serving at the polls on Election Day
8. Court appearances (documented by a probation officer or officer of the court)
9. Participation in the Indiana State Fair for education purposes
10. School sponsored trips (such as field trips or athletic events)
11. Student participation in an education related non-classroom activity (must be pre-arranged)

### **Unexcused Absences**

Any absence not listed as excused are considered unexcused.

Illness of a student verified by parent phone call will be considered unexcused. Custodial parents/guardians may verify an illness by phone until the student has been absent for any reason for five (5) days per semester and ten (10) days per school year. After that, illnesses must be verified with a note signed by a physician.

Excessive absences may be referred to the Wabash County Probation Department or the Wabash County Division of Family Services for habitual truancy. A student is considered to be unexcused if they are absent from school or an assigned area without a legitimate reason or if a parent/guardian fails to **notify the school by 9:00 a.m.** on the day of the absence.

## **Disciplinary Consequences for Absenteeism (per year)**

### **Unexcused Absences**

1st Unexcused Absence: Student Conference and Parent Phone Call

2nd Unexcused Absence: ½ Day Saturday School (8am-11am)

3<sup>rd</sup> Unexcused Absence: 1 Day Saturday School (8am-2pm) / Schedule attendance mediation with parent/guardian

4<sup>th</sup> Unexcused Absence: 2 Days Saturday School (8am-2pm) / Schedule attendance mediation with parent/guardian

5<sup>th</sup> Unexcused Absence: 1 Day DRP / Affidavit filed with probation department for habitual truancy

6<sup>th</sup> Unexcused Absence: 3 Days DRP / Affidavit filed with probation department for habitual truancy

### **Truancy (No call, no show)**

The definition of truancy is any student absent from school, or assigned area, without the permission of a parent/guardian or absences from an assigned area without a legitimate reason. A student will also be considered truant if he/she leaves a class, a school-sponsored activity and/or the building without permission of school authorities. Student safety is high priority. Therefore, in the event of a "No call, no show" the school SRO and necessary school administration will be contacted in order to perform a home visit to ensure student safety and well-being.

Disciplinary action for truanancies will be determined according to the following:

1<sup>st</sup> Offense 1 day ISD and conference with parent

2<sup>nd</sup> Offense 3 days ISD and referral to Attendance Officer for possible charge of Habitual Truancy

- 3<sup>rd</sup> Offense 1 days DRP and referral to Attendance Officer for possible charge of Habitual Truancy  
4<sup>th</sup> Offense 3 days DRP and recommendation for expulsion

### **PRE-ARRANGED ABSENCES**

Students must be in school to derive the maximum benefit from their educational experience. Parents wishing to request a pre-arranged absence for a student should contact the attendance office at least 24 hours in advance. Teachers will then be notified through the office of a student's pre-arranged absence. This notification must be early enough to allow teachers time to prepare and deliver to the student all work to be missed. The student must then complete and return all his/her work upon returning to school.

### **MAKE-UP WORK**

It is the student's responsibility to be aware of the number of absences, the dates and reasons for the absence, and to see that arrangements are made with the classroom teachers so class work is made up before leaving school in the case of pre-arranged absences or upon returning to school if the absences are excused.

Upon returning from an absence, the student should check with all of his/her teachers as to his/her make-up work. A student will be given the same number of days to make up the work missed that he/she was absent, unless other arrangements are deemed necessary.

### **INCOMPLETE WORK**

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

### **LEAVING SCHOOL**

Should a student have good cause to leave school during the day, he/she must report to the office along with parent permission before leaving the building and sign out. Students failing to do so will be considered truant and treated accordingly.

### **PERFECT ATTENDANCE CERTIFICATE**

In order to be eligible for the perfect attendance certificate, a student may not miss any class unless the student is participating in an EXEMPT activity.

### **TARDIES TO SCHOOL/CLASS**

Tardies will be determined and recorded using the following guidelines:

1. Passes sent by a teacher or the office will not count as a tardy.
2. Tardies are accumulated cumulatively per semester, not per class.
3. Students arriving at school after 8:30 a.m. should report to the office to sign in and clear their attendance before 8:45am should report directly to their first period class.
4. Students arriving after 10:30 a.m. will be considered ½ day unexcused and will follow the unexcused absence discipline policy.
5. Per the Wabash Apache Athletic Student Handbook, students arriving tardy to school after 9:05am will not be eligible to participate in afterschool athletic events (including practice).

### **Disciplinary action for tardies (per semester) will be determined according to the following:**

- 1 to 5 tardies will be considered warnings.
- 6 tardies will result in 1 After School or Lunch Detention
- 7 tardies will result in 2 After School or Lunch Detentions
- 8 tardies will result in 3 After School or Lunch Detentions
- 9 tardies will result in 1 Friday detention until 6:00
- 10 tardies will result in 1 Saturday School, 8am – 11am
- 11 tardies will result in 1 Saturday School, 8am – 2pm
- 12 tardies will result in 1 day ISD

### **HEALTH POLICIES**



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

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

### **RULES REGARDING ILLNESS**

Children should **NOT** be in school if they have:

1. Temperature of 100.4 degrees or higher per recommendation of the CDC. Students should not return to school until fever free (without medication) for 24 hours.
2. Vomiting or diarrhea. The student should stay home until 24 hours after the last episode.
3. Rash that may be disease-related or cause is not documented on the health record. Students with any suspicious rash should not return to school until they have been evaluated by a physician. A doctor's statement of cause, treatment, and clearance for school is requested.
4. Pink eye (conjunctivitis). This is a highly contagious bacterial eye infection that must be evaluated and treated by a physician. A doctor's statement of cause and clearance will be required. Students can return 24 hours after treatment.
5. Strep throat. Students can return to school after 24 hours of antibiotic treatment and feeling well with no fever.

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

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

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

### **POLICY FOR MEDICATION ADMINISTRATION**

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

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

- c. All medicines will be disposed of it not picked up by the parent or an adult.
  - d. If ordered by the physician, a written note from the doctor stating diagnosis and the OTC medication for the noted period of time must be on file.
3. Due to the risk of Reye's syndrome, Aspirin is strictly prohibited. Parents who do not wish to comply with the above medication policies must visit the school and administer the medication to their own child in the presence of the school nurse, principal, or school designee for documentation.
  4. Students must not have medication in their possession. ALL medication must be kept in the office of the school nurse, principal, or first aid and stored in a locked cabinet or container. Failure to comply with this policy may result in discipline as outlined in the substance abuse policy.
  5. Students with acute medical conditions may possess and self-administer medication (inhaler, epi-pen, etc.) only with the permission of the physician and the parent. Documentation of the medical condition and physicians note must be on file in the health office and must be updated annually.
  6. All medications must be transported to and from school by parents. Empty bottles will be sent home when all medications are gone. Parents of elementary school students are responsible for picking up their child's medication at the end of the school year or when the child no longer takes the medication. MS/HS students need written permission on file from the parent to send medications home with student. All remaining medication on the last day of school will be destroyed.

### **SEVERE INJURY OR ILLNESS**

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

1. Immediately arrange for transportation of the student to the hospital via the most appropriate emergency ambulance/transportation service.
2. Contact the student's parent/guardian at home or at work. If the parent/guardian cannot be contacted the school shall call the designated emergency contact person for direction.

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

1. Contact the student's parent/guardian at home or at work. If the parent/guardian cannot be contacted the school shall call the designated emergency contact person for direction.
2. If attention at a medical facility is necessary and the student's parent/guardian cannot provide transportation for the student, the school shall have the student transported to their family physician or to the emergency room of the nearest medical facility.

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

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

### **OTHER HEALTH REQUIREMENTS/INFORMATION**

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

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

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

In the event that a widespread outbreak of a contagious disease occurs (i.e. chicken pox, measles, hepatitis or other major diseases), the school will attempt to notify parents by a separate mailing which will explain the symptoms and suggest that parents contact their family physicians for more information. This does not apply to minor illnesses such as colds or flu.

## **STUDENT BEHAVIOR POLICIES**

### **STUDENT RIGHTS, RESPONSIBILITIES, REGULATIONS**

A portion of the responsibility for the development and enforcement of regulations for the protection of the rights of individuals is delegated by the Board of School Trustees to responsible officials within the school corporation. The purpose of discipline control is to help create an atmosphere that promotes learning.

The environment that provides equal opportunity for all is the objective of all school personnel. School staff members will make every effort to help each student, gain self-discipline.

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

Some behavior is much more serious than other behavior and requires a different approach and clearly defined action such as a suspension or expulsion. Reprimands, corporal punishment, detention, referrals to special personnel in the school such as the guidance counselor or school psychologist can also occur.

### **DISCLOSURE WITHOUT THE CONSENT OF THE PARENT OR ELIGIBLE STUDENT**

The education records of any student shall be available to the following persons, or in the following situations, without the consent of the parent or eligible student:

- a) School officials within the school corporation who have legitimate educational interests. Officials with legitimate educational interests are those individuals who, at the time of access, are directly involved in the development and/or delivery of educational services to the student
- b) Officials of another school, school corporation, or institution of postsecondary education where the student seeks or intends to enroll. The parent or eligible student will not be notified of the disclosure of education records to another school, school corporation, or institution of post-secondary education where the student seeks to attend or enroll. The parent or eligible student may receive a copy of the record that was disclosed upon request.
- c) Officials of another school, school corporation, or educational agency where the student is enrolled or receiving services. The parent or eligible student will not be notified of the disclosure of education records to another school, school corporation, or educational agency where the student is enrolled or receiving services. The parent or eligible student may receive a copy of the record that was disclosed upon request.
- d) Authorized representatives of the Comptroller General of the United States, the Attorney General of the United States, the Secretary of the Department of Education, and authorized employees of the Indiana Department of Education, provided, however, that except where collection of personally identifiable data is specifically authorized by federal law, any data or copies collected by such officials with respect to individual students shall not include information which would permit the personal identification of any student or their parents.
- e) Organizations conducting studies for, or on behalf of the school corporation for the purpose of developing, validating, or administering predictive tests, and improving instruction.
- f) Accrediting organizations in order to carry out their accrediting functions.
- g) Parents of a dependent student, as defined in section 152 of the Internal Revenue Code of 1954.
- h) Appropriate state or local officials in a health or safety emergency where such officials need the information immediately to deal with a serious threat to the health or safety of students or other individuals.
- i) Where such information is furnished in compliance with a judicial order and pursuant to any lawfully issued subpoena, or where school has initiated legal action against a parent or student, upon the condition however, that a parent or eligible student is notified of all such orders or subpoenas as soon as reasonably possible after they are received. In any event no less than 24 hours before disclosure unless the disclosure is in compliance with a Federal grand jury subpoena or other subpoena for law enforcement purposes and court or issuing agency has ordered that the existence or contents of the subpoena or information furnished in response to the subpoena not be disclosed.

- j) Directory information may be released upon request unless a student's parent or an eligible student has notified the school in writing of their request to withhold release of directory information. Upon receipt of a request for directory information, school principal will verify that the request is appropriate and that a student's parents or an eligible student have not filed a written request to withhold all or part of the directory information. Annual notice will be given to parents and eligible students in the school's handbook stating what information is considered directory information and how a parent or an eligible student may restrict the release of directory information. Parents or an eligible student have until 30 days after the beginning of each school year (or 30 days after the enrollment of a student) to notify the school in writing to withhold all or part of the directory information related to a student.

## **STUDENT BEHAVIOR CODE**

### Publication of Rules

A copy of the Wabash Middle School student handbook will be made available on the Wabash City Schools website for viewing.

### Definitions

The term “**school purposes**” is defined as it is in IC20-33-8-4: The term school purposes refers to the purpose for which a school corporation operates including:

- A) To promote knowledge and learning generally
- B) To maintain an orderly and effective educational system
- C) To take any action under the authority granted to school corporations and their governing bodies by IC 20-26-5 or by any other statute.

The term “**educational function**” is defined as it is in IC 20-33-8-2: the term “educational function” means the performance by a school corporation, or its officers or employees, of an act or series of acts in carrying out school purposes.

The term “**detention**” means that a student will stay after school from the dismissal bell for a specified period of time as identified by the student's teachers or the administration. This period of time is not to exceed past 6:00pm. All detentions served will be under the supervision of a faculty or staff member.

The term “**reasonable force**” means that there are circumstances and/or conditions under which employees are permitted to touch students appropriately to maintain a safe and orderly environment, administer first aid or attend to health needs. Typical examples of the circumstances include, but are not limited to:

- o Intervening in fights
- o Preventing accidental injury
- o protecting one's self
- o providing appropriate care to disabled students
- o Moving through a crowd to address an emergency
- o Discipline

The term “**In School Detention**” (ISD) refers to disciplinary action whereby a student is suspended from class attendance but not from school. Students will be required to do their work in a designated area away from the general student body under the supervision of an adult staff member. Failure to follow the ISD rules can result in further disciplinary action.

The term “**Out of School Suspension**” (OSS) refers to disciplinary action whereby a student is suspended from school attendance and property for a period of time not to exceed ten (10) days. Students are not allowed to come to school, be on school property, or attend or participate in any extra curricular activities during the suspension time. Students will not be allowed to make up or be given credit for work that is missed during the OSS without the concurrence of their teacher and the building administration. Repeated Out of School Suspension will result in a request for a student's expulsion from Wabash Middle School.

The term “**Expulsion**” refers to disciplinary action whereby a student is suspended from school attendance in excess of ten (10) days or for the balance of the then current semester, and/or subsequent semester, or given other disciplinary action which prevents completion, within the normal time, their course of study in any school within the corporation. The administration has the ability to determine the length of the expulsion

The term “**Alternative to Suspension**” (ATS) refers to a disciplinary action whereby a student is assigned to take their classes away from their peers and is used as an alternative to “Out of School Suspension”.

### Alternative to Suspension Procedures

#### **Alternative to Out of School Suspension – Alternative to Suspension Rules.**

The Alternative to Suspension Center is maintained at Wabash High School, in an area of the facility segregated from other classrooms. Students will report to the facility, entering from door 37.

The Alternative to Suspension will operate between the hours of 8:00 a.m. and 3:00 p.m.

1. Students may only be on school grounds by entering through Door 37 and using the Service Drive entrance.
2. Students referred to the Alternative to Suspension Program will receive written notification from the sending school.
3. Students are to arrive at the Alternative to Suspension Program by 8:00 a.m. Arriving late may add more time to their ATS assignment.
4. Parents MUST sign the student in and out of class. ONLY a parent, guardian or custodial guardian may sign the student in and out unless other arrangements have been made in advance with the office. In addition, the student and parent/legal guardian may be required to meet with the Judge of the Wabash Circuit Court during the first or second day of the student’s program assignment.
5. All rules and regulations will be read to/with the student on the first day. Parents will receive a copy upon their request.
6. Upon arrival at the Alternative to Suspension Center, students may be searched each day to ensure no contraband is brought onto the premises.
7. Students may be required to complete a series of discipline and writing assignment packets. This is at the discretion of the sending school. Students will spend the majority of each day completing school assignments. Students are NOT to bring non-educational books or magazines.
8. Lunch will be at the student’s seat. They may bring lunch from home or have a school lunch. No carbonated beverages, energy drinks or candy will be allowed.
9. Students shall be picked up at the end of the day at 3:00 p.m. by a parent, guardian, or custodian.
10. **ABSENCES** – Any absences from the program will be required to be made up by the student. Absences for sickness shall be called into the student’s home school. The school will then contact the Alternative to Suspension program.. Any illness that requires more than one (1) day of absences shall be confirmed with a doctor’s note. Absences that are determined to be unexcused (no call, no show, etc.) will result in additional days of suspension being required, along with other possible consequences from the sending school or Wabash County Court Services.
11. Medications required by a student shall be administered by the school nurse.
12. Questions regarding the Alternative to Suspension Program are to be directed to the Program Instructor, or to the sending school.
13. School delays or cancellations: If your home school is delayed or canceled because of weather then your day at the Alternative to Suspension Program will be delayed or canceled. Any days that are canceled due to weather will be required to be made up by the student. **STUDENT SUMMONS TO COURT:** If your home school has a delay you will be expected to attend court by the end of the delay. For example, if your home school was delayed two hours, court will begin at 10:00 a.m. instead of 8:00 a.m.; on a three-hour delay, court will begin at 11:00 a.m. If your home school is canceled you will be expected to attend court the following day by 8:00 a.m., if there are no further delays.
14. No cell phones are allowed in Alternative to Suspension.. If for some approved reason it is necessary to bring, turn them off and place them in the assigned area by the Instructor’s desk until dismissed at 3:00.
15. No chewing gum or candy is allowed in the Alternative to Suspension classroom.
16. No radios, smart watches, CD players, MP3 players or iPods are allowed in the Alternative to Suspension Classroom.
17. Dress Code: You are to follow the dress code guidelines in place at your home school.

### Behavioral Contracts

In the attempt to make students more responsible and aware that their actions could result in severe consequences, the possibility exists that students and parents would be required to sign a behavioral contract outlining further disciplinary actions.

### Driving and Parking Regulations

Wabash Middle School students are not allowed to drive to school.

### Public Display of Affection

Wabash Middle School students should not kiss or engage in any other inappropriate affectionate behavior during school, on school grounds, or at any school function.

### Restricted Areas

There are certain areas of the middle school building and campus that for safety or security reasons are “off limits”. Examples of such areas are the custodial storage areas, mechanical or boiler rooms. Students are prohibited from being in these areas.

### Skateboarding, Scooters and Bicycle Riding

Students may ride skateboards, scooters or bicycles to and from school. Bicycles must be parked in the bicycle racks provided by the school. At no time are either skateboards, scooters or bicycles to be ridden in the school building or used in a manner so as to damage school property. Upon reaching school property, students must walk their bicycles and carry their skateboards and scooters for the safety of all other students and pedestrians. At no time are bicycles, scooters or skateboards to be ridden at the school.

### iPad Damage Discipline Matrix

Families will not be charged for student iPad damage, unless the damage is due to neglect/abuse or if the iPad is lost. Neglect/abuse causes extreme damage to the iPad, requiring iPad replacement. If the student loses the iPad they will be billed for the full cost of a replacement unless the iPad is stolen and a police report is filed. The iPad Damage Discipline Matrix below applies to a single school year. Damages do not accumulate year to year. Upon iPad damage, a loaner iPad will be issued but must remain at school at all times until damaged iPad is repaired and returned to the student. When applicable, any disciplinary actions will remain in place until the iPad repair is completed and returned.

1<sup>st</sup> Damage Offense - Student warning with review of discipline matrix. No disciplinary consequences.

2<sup>nd</sup> Damage Offense - Review of discipline matrix. Progressive disciplinary action may include but is not limited to: Before/after school detention, lunch detention, or recess detention;

3<sup>rd</sup> Damage Offense - Parent/student/administrator conference. iPad can no longer go home with student. Progressive disciplinary action may include but is not limited to: Friday night detention;

4<sup>th</sup> Damage Offense - Parent/student/administrator conference. iPad remains at school. Progressive disciplinary action may include but is not limited to: Friday night detention, Saturday school, or Day Reporting program;

5<sup>th</sup> Damage Offense - Parent/student/administrator conference. iPad remains at school. Progressive disciplinary action may include but is not limited to: Friday night detention, Saturday school, or Day Reporting program;

### Vaping, Smoking, and Tobacco Policy

Students are not to have vaping devices or tobacco products in their possession at school. School personnel will confiscate such products, which are visible or obvious. A reasonable suspicion search will be conducted if the student is thought to be in possession or hiding such products. Vaping products include JUULs, vape mods, vape pens, e-cigarettes, and any other device designed to deliver vaping liquids/products. Tobacco products include lighters, cigarettes, substitute tobacco, cigars, chewing tobacco, and snuff.

Any student caught in possession of or using vaping or tobacco products will receive the following punishments:

1<sup>st</sup> offense - 3 days ISD

2<sup>nd</sup> offense - 1 day OSS or Day Reporting

3<sup>rd</sup> offense - 3 days OSS or Day Reporting

4<sup>th</sup> offense - 5 days OSS or Day Reporting and expulsion recommended.

Along with any tobacco related discipline, students will be given the opportunity for referral to the Wabash County Tobacco Free Coalition’s Tobacco Education Group. This is an attempt to provide an effective

intervention strategy for students caught using tobacco. It may also provide, with administrative approval, a positive alternative to suspension.

All expulsions will be for the remainder of the semester regardless of when the violation takes place. The school ground boundaries are defined as follows: North, Harrison Street; West, Alber Street; South, Charlie Creek and East, Miami Street to Colerain Street and the chain link fence from Harrison Street toward Colerain Street. School property includes the woods that border the faculty parking lot on the east. The use of tobacco products will be effective between the hours of 7:00 AM and 4:30 PM, at all school functions, and during the times school is in session. Students should note that the school grounds include all parking lots.

### **RULES OF CONDUCT**

The Board of School Trustees of the School City of Wabash has declared as school board policy that certain student misconduct will be grounds for suspension or expulsion of students from school. Misconduct is defined to include, but not limited to the following: SECTION 2. IC 20-18-2, as amended by HEA 1288 of the 2005 Regular Session of the General Assembly.

### **STUDENT DISCIPLINE POLICY**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** 1) a middle school, junior high, or high school teacher will have the right to remove a student from his/her class or activity for a period of up to 1 school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend or take part in any school function for a period of up to 10 school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under grounds for Suspension and Expulsion in this policy.

### **GROUND FOR IN-SCHOOL DETENTION**

The grounds for In-School Detention apply when the student is: (1) on school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group; (2) off school grounds at a school activity, function or event; (3) traveling to or from school for a school activity, function or event; or (4) anywhere while utilizing school provided software or technology device.

Students may be placed in In-School Detention by the administration for any offense where disciplinary action is warranted but suspension, day reporting and expulsion are deemed too severe.

Students placed in In-School Detention are to utilizing the following policies and conditions:

1. Students placed in In-School Detention may or may not be permitted to attend regularly scheduled classes during the school day. This is a determination that will be made by the student's teacher in conjunction with the school administration.
2. Students placed in In-School Detention may or may not participate in any extracurricular activities, including but not limited to pep sessions, assemblies, practices, performances, and any other school functions until the next calendar day after being released from In-School Detention. This will be left up to the discretion of the coach/sponsor.
3. Students will report to the library as soon as they arrive on school grounds. Students wanting breakfast should pick up food in the cafeteria then report immediately to the library where they will eat their breakfast. They will be dismissed at the end of the school day.
4. Students will have assigned seats and should sit in that seat each day unless changed by the instructor.
5. Students will turn in all electronic devices (cell phone, iPod, MP3 player, etc.) to the ISD supervisor.
6. First time offenders to in-school detention will be required to write the ISD room rules before they will be allowed to begin classwork or earn behavior points.

7. There will be no talking, sleeping, walking about the room. Food and beverage consumption will only occur during designated meal times.
8. Restroom privileges will be given at a time other than during a passing or lunch period.
9. Students assigned to in-school detention will eat in the in-school detention classroom.
10. All classroom assignments will be returned to the in-school detention instructor as soon as they are completed. The in-school detention instructor will return them to the classroom instructors. Failure to complete assignments will result in additional disciplinary action.
11. Students will follow the rules of the in-school detention room and requests of the in-school detention instructor. Students who violate behavior rules in the in-school detention room will be assigned additional time in in-school detention. Students who continue to violate in-school detention room rules will be suspended from school and may be recommended for expulsion.
12. After serving three different full-day in-school detention assignments in a school year, all further suspensions can result in being assigned to the Day Reporting Program or Out-of-School suspensions, as determined by the administration.

### **GROUND FORS SUSPENSION AND EXPULSION**

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

The following types of student misconduct constitute statutory grounds for suspension or expulsion of students from school. Nothing listed or described, however, shall be constructed to make any particular student conduct a ground for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or other right under the Constitution of Indiana or the United States.

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following examples are illustrative of the type of conducts prohibited but do not constitute a complete listing:
  - a. The occupying of any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein, with intent to deprive others of lawful access to or from, or use of the building corridor, or room.
  - c. Setting fire to or substantially damaging any school building or property.
  - d. Firing, displaying, or threatening use of firearms, explosives, or other deadly weapons on the school premises for any unlawful purpose.
  - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
  - f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.
  - g. Substantial disobedience.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Intentionally causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person may not, however, constitute a violation of this provision.
5. Threatening or intimidating any student, faculty, staff, or administrator of Wabash City Schools for any purpose, including obtaining money or anything of value from any student or the aforementioned people.
6. For causing a substantial disruption during class or other school event.
7. For being out of area designated.
8. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a deadly weapon is represented to be a weapon, or looks like a weapon may result in expulsion for one calendar year.



9. Possessing a firearm or destructive device on school grounds or at any school-related activity will result in expulsion for one calendar year. Possessing any deadly weapon on school grounds or at any school related activity will result in expulsion for up to 1 calendar year. A Student expelled for 1 calendar year will return to school at the beginning of the first semester after the one-year period.
10. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic substance, intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items. This includes tobacco look-alikes, caffeine-based substances, synthetic stimulants containing mephedrone, methylenedioxypyrovalerone (MDPV), methylone, substances containing pheylpropanolamine (PPA), or stimulants of any kind, whether they are available with or without a prescription. Use of drugs authorized by a medical prescription from a physician is not a violation of this provision but the prescription must be recorded with the school nurse and a medical form be filled out and on file.
11. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
12. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
13. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
14. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted under state statute.
15. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that violated school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
16. Violating any rules, regulations, or policies of Wabash Middle School.
17. Aiding, assisting or conspiring with another person to violate any student conduct rules or state or federal law.
18. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. Engaging in inappropriate sexual behavior on school property;
  - b. Disobedience of administrative authority;
  - c. Willful absence (truancy) or tardiness of students;
  - d. Engaging in speech or conduct, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - e. Failing to tell the truth about any matter under investigation by school personnel;
  - f. Possessing or using a laser pointer or similar device;
19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
20. "Bullying" means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
  2. has a substantially detrimental effect on the targeted student's physical or mental health;
  3. has the effect of substantially interfering with the targeted student's academic performance; or
  4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school
 This includes using property or equipment provided by the school (e.g. computers, etc.) to bully another student or students. (Also see Cyberbullying)
21. Engaging in any kind of behavior that does physical or psychological harm to another person or

- urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
22. Engaging in and or taking or capturing photographic images, video files, or audio files during the school day without permission from a teacher or administrator is prohibited. Students are never allowed to take or capture photographic images, video files, or audio files within an area where there is a reasonable expectation of privacy like a restroom or shower area. **NOTE: THE IPAD IS THE PROPERTY OF THE SCHOOL AND IS ALWAYS SUBJECT TO INSPECTION.**
  23. Possessing and/or using objects that are readily usable as weapons. These items may include, but are not necessarily limited to, disabling sprays (such as mace, pepper spray, mustard spray, etc.), stun guns, razor blades, fireworks, explosive powders, stink bombs, and any other items or devices that carry the risk of causing harm to another person or property, whether on purpose or by accident. School administration may, at their discretion, make exceptions for any student who inadvertently brings such an item to school and, immediately upon arrival, surrenders it to a school employee.

In addition to the above, a student may be expelled or suspended for engaging in any unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **SUSPENSION PROCEDURE**

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - a. A written or oral statement of the charges;
  - b. If the student denies the charges, a summary of evidence against the student will be presented; and,
  - c. The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.

### **EXPULSION PROCEDURES**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the School Board.
3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the date, time, place, and purpose of the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the School Board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the

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

Legal Reference: 20 U.S.C. 8001; 20 U.S.C. 8002; I.C. 20-33-8-1 et seq.

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

1. Engaging in any form of gambling. This includes, but is not limited to, playing cards, flipping or matching coins, rolling dice or any other form of gambling for anything of value.
2. Refusal to identify self. All persons must, upon request, identify themselves to proper school authorities in the school building, on school grounds or at school-sponsored events.
3. Failure to adhere to the rules regarding freedom to publish:
  - a. Freedom of expression in student publications is to be scrupulously observed by the administration and faculty. It is the responsibility of the professional staff to define the limits of students' freedom of speech respecting school affairs in order to maintain a school atmosphere conducive to an orderly program of learning.
  - b. Student publications produced without school sponsorship may be distributed in schools, if they bear the name of the sponsoring organization or individual, are not sold on school grounds, have established a time and place for distribution cooperatively with the principal, and if a copy is given to the principal or assignee one day in advance of distribution. If the publication contains libelous or obscene language, advocates illegal actions, or is grossly insulting to any group or individual, the principal is to notify the sponsors and its distribution will not be allowed, giving his reasons.
4. Failure to adhere to the regulations regarding personal appearance. The School City of Wabash is attempting to mirror most patrons' wishes and still provide for the student's inherent rights of expression in his dress and appearance, so long as it does not interfere with the general routine of the school, and so long as it does not interfere with the student academically, socially, morally, nor interfere with his/her general health and safety. In carrying out the policies above, we have hereby established the following regulations.
  - a. Student will not wear clothing or hair styles that can be hazardous to themselves or others in their school activities such as: science, homemaking, industrial arts labs, physical education and art.
  - b. Grooming and dress which prevents the student from doing his/her best work because of blocked vision or restricted movement are no permitted nor are clothes that create a disruption of classroom or school related activity.
  - c. Student will not wear articles of clothing that can cause building maintenance problems.
  - d. Student will wear footwear at all times for reasons of health and safety.
  - e. Clothing with profanity, obscenities or clothing that advertises alcohol, tobacco products or illegal drugs.
  - f. Students should not wear clothing, which reveals parts of the body not normally seen.
  - g. Students may not wear articles of clothing or insignias of any type, which suggest gang related or cult related activities. **IC 20-33-8-13.5.**

Discipline rules adopted by the governing body of a school corporation under section 12 of this chapter must:

1. prohibit bullying; and
2. include provisions concerning education, parental involvement, reporting, investigation, and intervention.

The discipline rules described above must apply when a student is:

1. on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group;
2. off school grounds at a school activity, function, or event;
3. traveling to or from school or a school activity, function, or event; or
4. using property or equipment provided by the school. (c) This section may not be construed to give rise to a cause of action against a person or school corporation based on an allegation of

noncompliance with this section. Noncompliance with this section may not be used as evidence against a school corporation in a cause of action.

[New in 2005 via SEA 285]

## **CYBERBULLYING**

The Wabash City Schools Board of Education has provided every Wabash Middle School student an Apple iPad for a 1:1 computing initiative. As part of this initiative, all Wabash Middle School students and staff have access to and utilize the district's computer networks. All iPads, their network and the Internet, whether accessed on campus or off campus, during or after school hours, may not be used for the purpose of harassment of any kind. All forms of harassment over the Internet, commonly referred to as cyberbullying, are unacceptable and viewed as a violation of this policy as well as the School's acceptable computer use policy and procedures.

Wabash City Schools is committed to providing a learning environment that is free from cyberbullying. It is a violation of policy for any student to engage in cyberbullying, or for any employee of Wabash City Schools to condone or fail to report acts of cyberbullying that they witness or become aware of on school grounds and property, at school sponsored and school related activities, functions or programs, whether on or off school grounds, on school buses or other vehicles owned, leased or used by the school district or through the use of technology or an electronic device owned, leased or used by the school district.

It is also a violation of policy for any student or employee to engage in cyberbullying at a location, activity, function or program that is not school related, or through the use of technology or an electronic device that is not owned, leased or used by the school district, if the cyberbullying creates a hostile environment at school for the victim, infringes on the rights of the victim at school, or materially and substantially disrupts the education process or orderly operation of the school, as determined by school administrators.

Malicious use of the District's computer system is also prohibited. Users are responsible for the appropriateness of the material they transmit and receive over the system. Hate mail, harassment, discriminatory remarks, or other antisocial behaviors are expressly prohibited.

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

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

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

The administration shall fully investigate all reports of cyberbullying.

In situations in which the cyberbullying originated from a non-school computer, but brought to the attention of school officials, any disciplinary action shall be based upon whether the conduct is determined to be severely disruptive to the educational process so that it markedly interrupts or severely impedes the

day-to-day operations of a school. Such conduct includes, but is not limited to, threats made on or off school grounds, to kill or hurt a staff member or student.

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

### **CRIMINAL GANG ACTIVITY POLICY**

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

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

#### Definition of “Criminal Gang” and “Criminal Gang Activity”

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

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

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

- a. Wearing any type of dress, apparel, jewelry, accessories, manner of grooming which, by virtue of its color, arrangement, trademark, symbol or any other attribute, indicates or implies gang membership or affiliation with such a group.
- b. Any conduct involving initiation, hazing, intimidation, threatening of other persons and/or related activities of such group affiliations that are likely to cause bodily danger, physical harm, or personal degradation or disgrace resulting in physical or mental harm to students, staff, and to the educational process as a whole.
- c. Threatening to commit, or actually committing, any crime with the purpose of terrorizing another, causing the evacuation of a school system facility or a school bus, causing disruption to the orderly operation of the school, or acting in a reckless disregard of the risk of causing such terror or disruption.
- d. Using, employing, or relying upon gang membership or affiliation to threaten, intimidate, or to harass students and/or staff.
- e. The use of certain hand or sound signals and gestures that may, in any way, be linked to a gang or gang-related activity or behavior.
- f. Tagging school or personal property with graffiti that may, in any way, be linked to a gang or gang-related activity or behavior.
- g. Identifying oneself as a member of a gang.
- h. Recruiting or soliciting membership in a gang or gang-related organization.

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

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

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

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

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

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

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the board of education on a quarterly basis during regularly scheduled board meetings.

Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

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

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

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

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

### Support Services for Students Suspected of Participating in Gang Activity

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

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

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

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

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

## **EXTRA-CURRICULAR**

### **EXTRA-CURRICULAR ATHLETIC PARTICIPATION POLICY**

It is realized that participation in extra-curricular activities is an integral part of the total educational process. Every effort is made to allow children the opportunity to participate in a variety of school related extra-curricular experiences. Due to the magnitude of programs, it is not always possible for a child to participate in all activities desired. Many students are forced to make a choice. It is the responsibility of the coaches of the various activities to make cooperative efforts to allow student participation in more than one area.

The following guidelines have been established for middle school extra- curricular participation.

1. Any activity where grades are given, takes precedence over any other activity (For example, scheduled choral and band performances)
2. A person can participate in more than one sport at a time during that season if they fill out a multi-sport contract.
3. Cheerleading presents a unique situation. Their commitment actually runs throughout the entire school year rather than a specific season. Every effort will be made by coaches to allow these individuals participation in a seasonal sport in addition to cheerleading.

In all instances, the order of participation will be as follows:

1. Performances take precedence over any game or practice.
2. Game (playing or cheerleading) takes precedence over any practice.
3. Practice conflicts are to be worked out by coaches/teachers. This must be without carryover penalty for absence due to policy.

## **WITHDRAW OF EXTRA-CURRICULAR PRIVILEGES**

Attendance, participation in, and use of facilities in extracurricular activities such as athletic activities, non-credit school activities, or school provided transportation is a privilege and not a right. Any time a student conducts himself or herself in a manner which is in violation of any rules or regulations of Wabash City Schools, including misconduct detailed in the Wabash Student Handbook, or in any other manner conducts himself or herself in a manner that reflects discredit upon his or her school or creates a disruptive influence on the discipline, good order, moral or educational environment in the school or school corporation or in any manner affects the safety or health of any person in any manner connected with the school or school corporation, the student's principal shall make an investigation of the circumstances involved in such incident. An oral or written statement of the charges against the student shall be made by the said investigator and, if the student denies the charges a summary of the evidence against him or her shall also be presented to said student. The student shall always be given the opportunity to present his or her position in oral or written form.

Following such procedures, the principal may withdraw from such student the privilege of attendance, participation in, and/or use of facilities in any or all extra-curricular activities and shall do so if it is determined that such withdrawal is necessary to help the student, or it prevents an interference with the educational function or school purpose. If such investigation and hearing cannot precede such withdrawal, the investigation and hearing shall be conducted as soon as practicable. After such determination and within twenty-four (24) hours, or such additional time as is reasonably necessary, the principal withdrawing such privilege(s) shall mail to the student's parent, a statement describing the student's conduct, misconduct or violation of rule or standard and the reasons for the action taken. If the parent requests to do so within five (5) days after receiving such statement, the principal withdrawing such privilege(s) shall meet and confer with the parent. The length of time of such withdrawal of privilege(s) shall be at the discretion of the principal, but such shall be done with a sense of fairness.

## **EXTRACURRICULAR ACTIVITIES & STUDENT DRIVER DRUG TESTING PROGRAM**

### A statement of need and purpose

A program of deterrence will be instituted as a pro-active approach to an alcohol and drug free school. Through driving or participation in extracurricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three-fold:

1. to provide for the health and safety of students;
2. to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and
3. to encourage students who use drugs to participate in drug treatment programs.

Students involved in athletics and extracurricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in athletics and extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free lifestyle. The program is non-punitive. It is designed to create a safe, drug and alcohol free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as a result of any verified "positive" test conducted by his/her school under this program other than stated therein.

### Introduction

The effective date of this program is June 17, 2002. This program does not affect the current policies, practices, or rights of Wabash City Schools with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this program. Wabash City Schools reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

### Reasonable Concern

Wabash City Schools has a strong commitment to the health, safety and welfare of its students. Our commitment to maintaining the extracurricular activities in Wabash City Schools as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.



### Supporting Data

Random urine drug testing of a public school interscholastic athlete is legal as determined by the United States Supreme Court in the case of *Veronia School District 47J (Oregon) v. Acton* and the Indiana Supreme Court in the case of *Linke v. Northwestern School Corp.*

### Scope

Participation in extracurricular activities is a privilege. This program applies to all Wabash City Schools students in grades 5-12 who wish to participate in extracurricular activities that are listed below:

1. Athletics. (Participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel.)
2. Music. (Participants include, but are not limited to, performing band members, performing choir members, and participants in solo/ensemble contests.)
4. Academic Teams
5. Drama
6. National Honor Society
7. Student Government
8. SADD

This program also applies to any student who wishes to drive to school, from school, or during school.

### Consent Form

It is MANDATORY that each student who participates in extracurricular activities, or drives to or from school, sign and return the “consent form” prior to participation in any extracurricular activity. Failure to comply will result in non-participation and/or no issue of a student-driving permit to school. At the beginning of each selection date, school year or sport season, as determined by the Indiana High School Athletic Association, or when a student moves into the District and joins an activity, all students wishing to participate in that season’s sports may be subject to urine testing or illicit or banned substances. Up to 10% of eligible students will be randomly tested on up to a weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated extracurricular Wabash City School activities or drive. Each student shall be provided with a “consent form”, a copy of which is included in the back of this handbook, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug-testing program at Wabash City Schools.

### Non-Punitive Nature of Program

No student athlete will be penalized academically for testing positive for illegal drugs or banned substances based on a test conducted under this program. The results of drug tests pursuant to this program will not be documented in any student’s academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the Wabash City Schools Board of School Trustees will not solicit. In the event of service of any such subpoena or legal process, the student and the student’s custodial parent, legal guardian, or custodian will be notified at least 72 hours before response is made by the Wabash City Schools Board of School Trustees, to the extent permitted by such subpoena or legal process.

### Participation in Co-Curricular Classes Without Drug Testing

A student may participate in a co-curricular class for academic credit without participating in the random drug-testing program, subject to the following conditions:

1. The student may not participate in the extra-curricular activities of the class; and
  2. The student shall be required to complete such alternative for credit assignments as the teacher may require making up for not participating in the extra-curricular activities of the class.
- Co-curricular classes are classes, participation or membership in which are an extension of and outside the normal school day and for which academic credit or grades are earned, such as band and choir.

### Banned Substances

For the purpose of this Program, the following substances or their metabolites that can be tested for are considered illicit or banned for Wabash City Schools students.

- Alcohol
- Amphetamines
- Anabolic Steroids
- Barbiturates
- Benzodiazepines
- Cocaine Metabolites

- LSD
- Marijuana Metabolites
- Methadone
- Methaqualone
- Nicotine
- Opiates
- Phencyclidine
- Propoxyphene
- Other Specific Drug

### Testing Procedures

1. The selection of participants to be tested will be done randomly by the principal/designee, and selections will be made from time to time throughout the school year. Names will be drawn from one large pool of those agreeing to be tested.
2. If a student shows signs of reasonable suspicion, the principal/administrative designee may call the students' parent/guardian and ask that the student be tested. Factors will include but not limited to, excessive discipline problems and/or excessive absences from school. Also, a parent/guardian may request that his/her students name be placed in the pool.
3. No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.
4. Upon being selected for a urinalysis test under this program, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.
5. All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given fluids.
6. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If the heat strip indicates the specimen may be invalid, the student must give another specimen.
7. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for the "extracurricular activities" for the remainder of the semester. This will be reported to the parent/guardian.
8. Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.
9. The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, nicotine, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also "performance enhancing" drugs such as steroids may be tested.

### Chain of Custody

1. The certified laboratory will provide training and directions to those who supervise the testing program, set up the collection environment, and supervise the chain-of-custody.
2. The principal/designee will be responsible for escorting students to the collection site. The student should bring all materials with him/her to the collection site and should not be allowed to go to his/her locker. The administrator should not bring all the students drawn from the pool to the collection site simultaneously, but may bring more than one at a time.
3. Before the student's urine is tested by the laboratory, students will agree to fill out, sign and date any form, which may be required by the testing laboratory. If a student chooses, he/she may notify the administrator that he/she is taking a prescription medication.
4. A sanitized kit containing a specimen bottle will be given to each student. The bottle will remain in the student's possession until a seal is placed upon the bottle. The student will sign that the specimen has been sealed. Only the lab testing the specimen may break the seal.
5. If the seal is tampered with or broken, after leaving the student's possession and prior to arriving at the lab, the specimen is invalid. The student will be called again as soon as possible. The student will remain eligible for extracurricular activities subsequent to a retest.
6. Students will be instructed to remove all coats and wash their hands in the presence of the supervisor prior to entering the restroom. The door will be closed so that the student is by himself/herself in the restroom to provide a urine specimen. The supervisor will wait outside the restroom. The student will have time to produce a urine specimen. The commode will contain a dye so the water cannot be used to dilute the sample. The faucets in the restroom will be shut off.
7. After it has been sealed, the specimen will be transported to the testing laboratory by lab personnel. The testing laboratory will report the results back to the principal/designee.

### Test Results

1. This program seeks to provide needed help for students who have a verified “positive” test. The student’s health, welfare, and safety will be the reason for preventing students from participation in extracurricular activities and restrict him/her from driving to or from school.
2. The principal/designee will be notified of a student testing “positive” (that is, if the test shows that drug residues are in the student’s system after using at least two different types of analyses). The principal/designee will notify the student and his/her parent/guardian. The student or his/her parent/guardian may submit any documented prescription, explanation, or information, which will be considered in determining whether a “positive” test has been satisfactorily explained.
3. If the test is verified “positive”, the principal/designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistant agencies that the family may want to contact for help.
4. A student who tests positive will be subject to the following disciplinary consequences:  
FIRST OFFENSE: The student shall be suspended from participation in all athletic activities and all extra-curricular activities for 14 calendar days.  
SECOND OFFENSE: The student shall be suspended from participation in all athletic activities and all extra-curricular activities for 28 calendar days.  
THIRD OFFENSE: The student shall be suspended from participation in all athletic activities and all extra-curricular activities for 60 calendar days. A student driver who tests positive for banned substances, other than tobacco, will also lose his/her driving privileges for nine weeks or the remainder of the semester, whichever is longer.
5. A “follow-up” test will be required by the principal/designee after a suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this “follow-up” test is negative, the student will be allowed to resume athletics, extra-curricular activities and/or driving to school. If the “follow-up” test shows positive after the initial test, further loss of privileges will result for a repeat offense as outlined in the student handbook. Any student who refuses to submit to a random drug test will not be allowed to practice or participate in designated extra-curricular activities, athletics, or drive to school.
6. Information on a verified “positive” test result will be shared on a “need to know” basis with the student’s coach or sponsor. The results of “negative” tests will be kept confidential to protect the identity of all students being tested.
7. Drug testing results will only be generated in the event of a “positive” test result. Result sheets will be locked and secured in a location that only the principal/designee has access.

### Statistical Reporting and Confidentiality of Drug Test Results

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the Wabash City Schools Board of School Trustees. However, the lab will provide the building principal with a periodic report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

### Financial Responsibility

1. Under this program, Wabash City Schools will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all “follow-up” drug tests.
2. A request on appeal for another test of a “positive” urine specimen is the financial responsibility of the student or his/her parent/guardian.
3. Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.
4. A request by a parent/ guardian/student to be non-randomly tested without being drawn from the pool will be the responsibility of the student or his/her parent/guardian.

### Confidentiality

Under this drug testing program, any staff, coach, or sponsor of Wabash City Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Wabash City Schools commitment to confidentiality with regards to the program.

### Other Rules

Apart from this drug testing program, a building administrator, Athletic Departments of the Wabash City Schools, and the coaching staff/sponsor of each sport/activity have their own rules and requirements. Administrators, coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

### Collection Process

Selected students will report from class to the collection site. A specimen of urine is collected following this process:

- b. Student first is asked to wash their hands with soap and water and dry them.
- c. No purses, bags or containers may be taken into the collection area with the student. All extra coats, vests, jackets, sweaters, etc., are to be removed before entering the collection area.
- d. The collector adds a coloring agent (food coloring) to the water in the urinal or toilet.
- e. The student is told to urinate directly into the provided container and should provide a sufficient amount of urine (45 ml) in one attempt. The student is also told they are to hand the container of urine to the collector.
- f. The student steps up to the urinal or enters the stall to collect the specimen, then hands the container to the collector. The student may then re-wash their hands.
- g. With the student watching, the collector will recap the specimen bottles tightly.
- h. The collector checks the volume, reads and verifies the temperature is between 90 and 100 degrees within four minutes of collection, and looks for evidence of tampering. If tampering is suspected, a second specimen will be requested. A second suspected tampered specimen would be considered **refusal to test** and the principal notified.
- i. The collector takes the properly signed and initialed bottle seals and places them over the caps and sides of the bottles.
- j. The student is asked to initial the Chain of Custody document which is then placed inside the transport bag along with the sealed specimen bottle.
- k. The student is then sent back to class.
- l. The principal will be notified immediately of any student who refuses to give a urine sample.

### Certifying Scientist Responsibilities

The Certifying Scientist will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

- a. The Certifying Scientist determines if any discrepancies have occurred in the chain of custody.
- b. Depending on the substances found in the urine, if necessary the Certifying Scientist will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.
- c. If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five working days, to document what medications the student is currently taking. Failure to provide such requested information will be considered a positive result.
- d. The Certifying Scientist will then determine if any of the prescribed medications resulted in the positive drug screen.
- e. Finally, the Certifying Scientist, based on the information given, will certify the drug test results as positive or negative and report this to the Building Principal, initially reporting positive results by phone.
- f. For example, a drug screen positive for codeine may be ruled negative by the Certifying Scientist when he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.
- g. Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), this would likely be ruled a positive drug test by the Certifying Scientist.
- h. Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the Certifying Scientist.
- i. The Certifying Scientist may use quantitative results to determine if positive results on repeat tests indicate recent use of illicit or banned substances or the natural decline of the levels of the illicit or banned substance from the body. If the Certifying Scientist feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

- j. The Certifying Scientist will complete the final review on the drug testing custody and control form and return the appropriate copy to the Building Principal in a confidential manner.

#### Pick-up Process

The vendor is responsible for seeing that specimens are delivered to or picked up by the testing laboratory and the Chain of Custody form properly annotated.

### **STUDENT INTERVENTION PLAN WITH 'POSITIVE' TEST RESULT**

#### Controlled Substances

Indiana law requires schools to report any violation of a criminal drug law to a law enforcement agency. A report will be made to the law enforcement agencies concerning any student who violates a criminal drug law in, on, or within 1,000 feet of school property, including school buses. The prosecutor's office may file a report to have the student declared a delinquent or, depending upon the student's age and the offense, may initiate a criminal prosecution.

#### Philosophy

The Board of School Trustees supports the concept that students will function at school with greater effectiveness if they are not under the influence of any drugs or alcohol. The Board believes that a penalty consisting of suspension or expulsion is appropriate and may act as a deterrent for those who choose to use alcohol and other illicit drugs at school or school related functions. The Board believes that abuse of alcohol or drugs may lead to chemical dependency, which is a disease. The Board recognizes that chemical dependency is progressive and chronic, but it is also treatable. The Board believes, that in addition to a punishment, help should also be offered to those students found to be under the influence or in possession of alcohol or illicit drugs. Therefore, the board requires that students under the influence or in possession of alcohol or illicit drugs meet with the Substance Abuse Director. The meeting will be a session to help the student and his/her family with understanding the need for an assessment of the student's problem by professionals, recommending the possibility of further treatment or family counseling.

#### Student Intervention Plan

- Academic, social, emotional or behavioral problems, which hinder a student, are to be noted by school personnel.
- School personnel are then to complete a Referral for Consultation form.
- A student interview with guidance counselor, SAP Director and/or building administrator will be conducted. If needed the building administrator will sign a Referral for Consultation and set up a Student Assessment Team to complete the Student Intervention Plan. Those involved on the team will possess pertinent information and/or have worked with the student. Appropriate interventions will then be designed for the student. After three weeks of implementation of the Student Intervention Plan the Student Intervention Team will review student progress and the effectiveness of the interventions. A decision is then made to continue the Student Intervention Plan, discontinue the intervention or to conduct a psychological/diagnostic evaluation. The Area Program conducts the evaluation and convenes the Case Conference Committee. If placement is recommended, the Individual Education Plan is written and implemented in the usual manner. If placement is not recommended, additional interventions are planned (revise Student Intervention Plan) during the Case Conference with parental input. Interventions are then continued with the information communicated to the teacher for the next school year. A list of students will be compiled and kept in the office for the faculty to review at the beginning of each school year. If the student qualifies for 504 an annual review of the Student Intervention Plan is conducted at the end of the school year. The student information is then communicated to the teacher for the next school year.

#### Disposition Procedures for Middle and High School

The procedures apply to all students attending school or school-sponsored events, i.e., field trips, athletic events, etc. Due process procedures will be followed. The disposition of each offense listed will be imposed at the discretion of the building principal. Proper authorities will be notified.

1. Under the influence of and/or possession of alcohol or other unauthorized drugs or narcotics.
  - A. First Offense
    1. Recommended expulsion to the Superintendent.
    2. The expulsion will be waived if the following criteria are met:
      - a. Students will be suspended (in or out of school on the concurrence of the administrator and the substance abuse director) for a minimum of five days.
      - b. Students cannot return to school until they have met with the Substance Abuse Director for a preliminary assessment of chemical use, and are in compliance with

the recommendations of the Substance Abuse Director and school officials. Possible recommendations are the following:

- i. Chemical use assessment by a drug-screening test.
- ii. Return to class after five-day suspension.
- iii. Chemical use assessment administered by a professional outpatient drug/alcohol counselor(s).
- iv. Assessment by outpatient drug/alcohol counselor(s) plus outpatient education
- v. In-patient treatment commensurate with families' ability to pay.

B. Second Offense

1. School officials will recommend expulsion.
  2. Expulsion may be waived if school officials are convinced that circumstances warrant and if rehabilitation remains a viable option. Student will follow procedures outlined for first offense.
2. Dealing is defined as selling or sharing alcohol or other unauthorized drugs or narcotics.
- A. Recommendations of expulsion to Superintendent.
- B. If the dealing offense consists of "sharing" unauthorized drugs/alcohol with peers and Substance Abuse Director will have the discretion of recommending to the Superintendent the waiving of expulsion providing that the various criteria are met as outlined in I-A.

## **WABASH CITY SCHOOLS BOARD OF SCHOOL TRUSTEES POLICIES**

### **CONTROVERSIAL ISSUES PHILOSOPHY**

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

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

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

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

1. Is related to the instructional goals of the course of study and level of maturity of the students;
2. Does not tend to indoctrinate or persuade students to a particular point of view;
3. Encourages open-mindedness and is conducted in a spirit of scholarly inquiry.

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

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

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

The Board recognizes that some deviation from the assigned curriculum guide is necessary in the free exchange of the classroom. However, the Board specifies, for the guidance of the Superintendent and, through administrative directive, the guidance of the staff, that any discussion of controversial issues in the classroom shall be conducted in the unprejudiced and dispassionate manner and shall not disrupt the educational process nor fail to match the maturity level of students.

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

## **CURRICULUM POLICY**

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

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

Approved 03/03/97  
Board of School Trustees

## **RIGHT TO INSPECT CERTAIN INSTRUCTION MATERIALS**

The parent or guardian of a child enrolled in a school with the Wabash City School Corporation shall be entitled to inspect any instructional materials, which will be used in connection with a survey, a personal analysis, or an evaluation, which is not a direct part of the academic instruction. Instructional materials include teachers' manuals, student texts, films, other video materials, or tapes. Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) opinion.

## **CORPORATION WEB PAGE**

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

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

1. Educate - Content provided in the web site should be suitable for and usable by students and teachers to support the curriculum and objectives of Wabash City Schools.
2. Inform - Content may inform the community about the school, teachers, students, or departments, including information about curriculum, events, class projects, student activities, and departmental policies.
3. Communicate - Content may provide an avenue to communicate with the community.

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

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

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

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

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

School web sites must be located on Corporation affiliated servers.

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

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

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

### **ACCEPTABLE USE POLICY, WABASH CITY SCHOOLS**

Freedom of expression is an inalienable human right and the foundation for self-government. Freedom of expression encompasses the right to freedom of speech and the corollary right to receive information. Such rights extend to minors as well as adults. Schools facilitate the exercise of these rights by providing access to information regardless of format or technology. In a free and democratic society, access to information is a fundamental right of citizenship.

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

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

Users should *not* expect that files stored on corporation-based computers would always be private to the individual. Electronic messages and files stored on corporation-based computers may be treated like school lockers. Administrators and faculty may preview files and messages to maintain system integrity and ensure that users are acting responsibly. Wabash City Schools fully understands and is in compliance with all regulations of the Children's Internet Protection Act (CIPA). As such, the corporation utilizes an Internet filtering system for the entire network as well as a mobile filtering system on all mobile hardware that may leave the district. Wabash City Schools works diligently to comply with the Children's Online Privacy Protection Act (COPPA) requirements. The corporation does not transmit student personal information to online entities for the purpose of creating we based accounts.

Wabash City Schools provides staff and students with a Google Apps for Education account. Google Apps is a free web based suite of programs provided by Google for schools to use. All staff and students in Wabash City Schools have access to Google Apps, which includes such programs as Google Drive, Google Calendar, and Google Gmail. All of the Google Apps services can be accessed from anywhere you have an Internet connection (school, home, smartphone, etc.). In compliance with federal regulation all school-based email is archived.

#### **The following uses of school-provided Internet access are not permitted:**

- a. to knowingly access, transmit, upload, download, or distribute pornographic or sexually explicit material;
- b. to knowingly access, transmit, upload, download, or distribute abusive or violent material;
- c. to transmit obscene, abusive, or sexually explicit language;
- d. to violate any local, state, or federal statute;
- e. to vandalize, damage, or disable the property of another individual or organization;
- f. to access another individual's materials, information, or files without permission;
- g. to knowingly violate copyright or otherwise use the intellectual property of another individual or organization without permission.
- h. to use the Corporation Internet resources for commercial purposes, advertising, or political lobbying;
- i. to reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the internet;



- j. to transmit pictures or other information that could be used to establish your identity without prior approval of a teacher;
- k. to “meet” people online
- l. to delete or attempt to hide browsing history or communications made on school provided device;
- m. to access or attempt to access administrator controls of corporation hardware or software.

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

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

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

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

#### **CHILD ABUSE AND NEGLECT POLICY**

As an agency of the State, the School Board is concerned with the physical and mental well-being of the children of this Corporation and will cooperate in the identification and reporting of cases of child abuse in accordance with law. Each staff member employed by this Corporation shall be responsible for reporting immediately every case whether ascertained or suspected, of abuse, abandonment, cruelty or neglect, resulting in physical or mental injury to a student by other than accidental means. The staff member or appropriate administrator shall immediately call the local office of the Division of Family Services.

#### **STUDENT SUBMISSION TO SURVEYS, PERSONAL ANALYSIS, OR EVALUATIONS OF SCHOOL CURRICULUM**

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

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

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

#### **PEST CONTROL POLICY, *Board approved 1/22/96***

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

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

1. When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals;
2. personal insect repellents when self-applied; and
3. gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides. Pesticides will be applied by certified pesticide applicators and when students and staff members are not present, such as during non-instructional time or school vacation periods.

The corporation will:

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

The corporation will provide notice at least two school days prior to the date and time the pesticide application is to occur. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied and the telephone number to contact the school for more information. In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible. The corporation may provide for training of school employees to become certified pesticide applicators. The corporation subject to budgetary constraints of the corporation may provide financial support for such training. The superintendent shall prepare and disseminate regulations for the implementation of this policy.

**Adopted May 7, 2001**

In an attempt to assure proper control of pesticides that might be used on corporation premises, these procedures are established. "Pesticide" for application of these regulations only is defined as a fungicide used on plants, an insecticide, an herbicide, or a rodenticide.

***These regulations do not apply to use of the following pesticides: germ killers, disinfectants, sanitizing agents, water purifiers, swimming pool chemicals used in normal cleaning activities. personal insect repellents when self-applied, and gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides.***

The intent of this regulation is to prevent exposure of staff members and students to pesticides. Only certified pesticide applicators or individuals operating under their supervision in school buildings or on school grounds will apply pesticides. The certified pesticide applicator shall train non-certified staff members who apply pesticides. The training must include

1. A review of the corporation's pest control policy;
2. A review of the label instructions for the pesticides to be used;
3. Methods to determine when an application of a pesticide is necessary;
4. How to minimize potential pesticide exposure to students, teachers, and staff,
5. What activities are prohibited; and
6. Written documentation of the training.

The corporation will:

1. When possible, pesticide applications will be done during non-instructional time or during vacation periods.
2. When inspections are conducted by an independent contractor, the contractor shall contact the building administrator no later than 48 hours prior to the scheduled inspection to discuss pest problems so that the contractor may inform the building administrator what pesticides will be applied on the date of the scheduled inspection. The building administrator will then implement the notification requirements of the pest control policy and its regulations.

3. An emergency application of pesticides is defined as when an application of pesticides is necessary to eliminate an immediate threat to human health and where it is impractical to obtain the services of a certified pesticide applicator provided such emergency application does not involve a restricted use pesticide. Restricted use pesticides may be used only by certified applicators or under their direct supervision.
4. At the time of registration for each school, the Board shall provide the staff members of each school and the parents of each child enrolled in each school with a written copy of the Board's policy on pesticide applications, the name and telephone number of the school contact person for pest control information, and a request form to be placed on a list for advanced notice. This information may be given in the form of a memorandum or as a provision in the student and/or staff handbook. This information shall also be provided to the parents of any child who transfers into a school during the school year. A request for such notice may be made at any time during the school year.
5. Parents and staff members may register for prior notice of pesticide applications. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing no later than two school days prior to the applications when students or staff members will be present during the pesticide application. School nurses will receive prior notice of all pesticide applications.
6. The aforementioned notice shall include the (1) name of the active ingredient of the pesticides anticipated to be applied if part of a routine scheduled service, (2) location of the application, (3) date of application, (4) approximate time and length of the application, and (5) name and telephone number of the school administrator or his/her designee who may be contacted for further information.
7. Any pesticide application is prohibited when children are in the room or on school grounds in or near the area to be treated.
8. If an emergency application is necessary to eliminate an immediate threat to human health, no person may enter the area of such application until it is safe to do so according to the provisions on the pesticide label.
9. In cases of an emergency application, prior notice is not required. notice will be given to those persons who have previously requested notice of pesticide applications as soon as possible after such application.
10. A copy of the records of each pesticide application at a school shall be maintained for at least 90 days. The records will contain the following information:
  - a. Date and time of the inspection and pesticide application;
  - b. Pests found during the inspection;
  - c. Brand name and active ingredient of pesticide(s);
  - d. EPA registration number of pesticide(s);
  - e. Areas treated;
  - f. Name of applicator; and
  - g. Source for obtaining information on the pesticide label(s), material safety data sheet(s), and/or fact sheet(s) for end use concentrations.
11. The school principal upon request will make available the pesticide application information listed above for at least 90 days from the date of application.
15. Whenever practical, non-chemical controls shall be used. The least toxic formulations and safest methods of application will be selected when there is a choice of pesticide products with comparable effectiveness.
16. Storage of pesticides will be kept to a minimum. All pesticide label storage instructions will be followed explicitly. All such products and the application equipment will be stored away from food products or occupied rooms in a locked area clearly marked as containing pesticides.
17. All pesticide products will have complete label instructions, will remain in the original container, and Material Safety Data Sheet will be on file and readily available to any employee who must handle such materials or who may have been exposed to the product.
12. This information shall also be available to any member of the public upon request.
13. All applications of pesticides will be made in strict compliance with label instructions.
14. School corporation employees responsible for handling and applying pesticides shall have specific training.
15. Training for school employees to become certified applicators is available. The corporation may provide for financial support of such training for employees designated by the Superintendent, or

his or her designee, as needing such training. Such financial support will be subject to the availability of budgetary funds and the approval of the Board.

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

#### **CIVIL RIGHTS NON-DISCRIMINATION STATEMENT**

The Wabash City Schools is committed to equal opportunity. It is an Equal Opportunity-Affirmative Action Employer and does not discriminate on the basis of age, race, color, religion, sex, handicapping conditions, or national origin, including limited English Proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

If you have experienced discrimination in such educational programs or activities, written inquiries about procedures that are available and for consideration of complaints alleging such discrimination should be directed to: Jason Callahan, Superintendent of Schools, Wabash City Schools, 1101 Colerain Street, Wabash, Indiana 46992 (260) 563-2151

#### **CIVIL RIGHTS NON-DISCRIMINATION GRIEVANCE PROCEDURE**

1. Applies to Regulatory TITLE VI (race, color, national origin), TITLE IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicapping condition), and the Indiana State Board of Education Advisory Committee V-Rules Requirements and the guidelines developed by the Indiana Department of Education, Vocational Education Section.
2. Interested parties include school corporation officers, employees, students, and patrons.
3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping conditions, and national origin, including limited English proficiency.

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

FERPA affords parents and students over 18 years of age (“eligible students”) certain rights with respect to the student’s education records. They are:

1. The right to inspect and review the student’s education records within 45 days of the day the District receives a request for access. Parents or eligible students should submit to the school principal (or appropriate school official) a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.
2. The right to request the amendment of the student’s education records that the parent or eligible student believes are inaccurate or misleading. Parents or eligible students may ask Wabash City Schools to amend a record that they believe is inaccurate or misleading. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If Wabash City Schools decides not to amend the record as requested by the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. The right to consent to disclosures of personally identifiable information contained in the student’s education records, except to the extent that FERPA authorizes disclosure without consent. One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by Wabash City Schools as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom Wabash City Schools has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.
4. (Optional) Upon request, Wabash City Schools discloses education records without consent to officials of another school district in which a student seeks or intends to enroll. (NOTE: FERPA requires a school district to make a reasonable attempt to notify the student of the records request unless it states in its annual notification that it intends to forward records on request.)

5. The right to file a complaint with the U.S. Department of Education concerning alleged failures by Wabash City Schools to comply with the requirements of FERPA. The name and address of the Office that administers FERPA is: Family Policy Compliance Office, U.S. Department of Education, 600 Independence Avenue SW, Washington, DC 20202-4605

(NOTE: In addition, a school may want to include its directory information public notice, as required by §99.37 of the regulations, with its annual notification of rights under FERPA.)

#### **ANTI-HARASSMENT POLICY FOR EMPLOYEES AND STUDENTS**

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

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

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

#### **BULLYING/HARASSMENT**

Wabash City Schools is committed to a safe and civil educational environment for all students, employees, parent/guardians, volunteers, and patrons, and will not tolerate any harassment or bullying. Harassment and bullying can be based on actual or perceived acts pertaining to race, color, religion, ancestry, national orientation, sexual orientation, gender, gender identity, physical, sensory, or mental disability, marital status, other individual characteristics, including but not limited to socioeconomic status and physical appearance, or for any other reason prohibited by law.

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

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

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

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

“Bullying” means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the targeted student and create for the targeted student an objectively hostile school environment that:

1. places the targeted student in reasonable fear of harm to the targeted student's person or property;
2. has a substantially detrimental effect on the targeted student's physical or mental health;
3. has the effect of substantially interfering with the targeted student's academic performance; or
4. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

### Report Bullying

Wabash City Schools does not tolerate bullying as defined by Indiana Code 20-33-8-0.2. Students, student families, staff and others who feel that they have been bullied or harassed; witnessed another student being bullied or harassed; or have reason to believe that a student is being bullied or harassed should report the incident to either the classroom teacher or a building administrator within 12 hours of initially learning about the incident. Parental contact to all parties involved is to be initiated within 24 hours of learning about the incident. Teachers, staff and administrators are required to report or investigate all alleged bullying allegations. Failure to do so can result in employee discipline.

Reporting individuals who wish to remain anonymous may make a report using the Anonymous Hotline found at Wabash City Schools website [www.apaches.k12.in.us](http://www.apaches.k12.in.us).

### **Investigating and Responding to Bullying**

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

### Written Records

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

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

### Sanctions

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

In all cases where bullying is found to have occurred, support services will be provided for the victim and bullying education will be administered to the bully(s).

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

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

The discipline rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever:

1. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and
2. disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment

*A record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under IC 5-14-3.*

## Education

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

### **SPECIAL EDUCATION SERVICES**

Special Education services are available through the Wabash-Miami Area Program for Exceptional Children, 1450 Vernon St., Wabash, IN. The phone number is 563-8871.

The Student Intervention Team in this section refers to a group of professionals who help set up a learning plan for the student prior to or in conjunction with psychological testing to determine if special education placement is needed. This is not the same as the student intervention plan for those students who have a chemical dependency.

### **SPECIAL EDUCATION INTERVENTION PLAN**

#### Roles and Responsibilities

##### Building Administrators (or Designee)

- Will review Referral for Consultation Forms with teachers and sign and/or set up Student Intervention Team to complete Student Intervention Plan.
- The Student Intervention Team will meet when called upon - or as needed. Make up of team dependent on the needs of the student involved in the intervention.
- Make forms available to school personnel.

##### Teachers

- document interventions tried before referral.
- complete Referral for Consultation Form
- be a member of the Student Intervention Team
- implement interventions.
- Attend Case Conference Committee or Intervention Team meetings as necessary and/or involve parents in additional interventions.

##### Social Service Personnel (Guidance Personnel)

- Chair Student Intervention Team
- Assist with implementing interventions
- Monitor Student Intervention Team for review.
- Notify parents of the plan in writing and a copy of the plan and date the intervention is to start. counseling and/or drug/alcohol out-patient certified patients via and/or for student counselor(s) or qualified school personnel. Area Program
- Supply Referral for Consultation Forms.
- Conduct Multidisciplinary Team Consultation and Case Conference Committee meeting and beyond if placement is recommended.
- Assist with the Additional Intervention revisions if no placement (Case Conference Coordinator does this at Case Conference Committee meeting).
- Provide expertise and materials for interventions as needed.

##### Prototype of Student Intervention Team Meeting

- Introductions
- Student difficulties outlined review of Referral for Consultation Form.
- Brainstorm solutions and list them.
- Prioritize solutions - those tried/not tried/feasibility of the intervention.
- Assign implementation responsibilities.

### **DRIVER'S LICENSING FOR STUDENTS (PL 121-1989) SEA 319, Effective July 1, 1995**

#### Section I

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

1. Is a habitual truant under IC 20-33-2-11
2. Is under at least a second suspension from school for the school year under IC 20- 33-8-14 or IC 20-33-8-15.
3. Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8- 15, or IC 20-33-8-16.

4. Has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-33-2-21 (a) before graduating.

## Section II

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

1. The person becomes eighteen (18) years of age.
2. One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.
3. The suspension or expulsion is reversed after the person has had a hearing under IC 20-33-8-1.
4. That the person has the right to appeal the invalidation of a license or
5. A person whose license or permit is invalidated under this section may apply for a restricted driving permit under IC 9-24-15.
6. A person may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is based.

## **DRIVER'S LICENSE/PERMIT HABITUAL TRUANCY NOTICE POLICY**

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

### SECTION I. Definitions and Interpretations

- A. Indiana Code 20-33-2-11 provides that any person while of the ages of 13 and 14, who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18.
- B. The term "habitual truant" as used herein is defined as a student who willfully refuses to attend school. The term includes, but is not limited to, a student who willfully refuses to attend school for five (5) or more days per semester or more than eight (8) accumulated days during the adopted school year.
- C. The term "student" as used herein is defined as a person less than 18 years of age who is enrolled in the Wabash City Schools or who is required to attend the Wabash City Schools in accordance with the Indiana Compulsory School Attendance Laws, including but not limited to Indiana Code 20-33-2-1.
- D. The Board of Trustees interprets Indiana Code 9-1-4-29 (g) and 9-1-4-33.4 (a) (2) to mean that a student who receives a second suspension may not be issued an operators license or permit until 120 days after the second suspension. Accordingly, each principal shall notify the Indiana Bureau of Motor Vehicles of the beginning and ending dates of a second suspension and the date of the end of the 120-day period. A principal may not issue eligibility certificate to the Indiana Bureau of Motor Vehicles for any student who receives a second suspension until 120 days after the suspension. This definition and the foregoing provisions relating thereto shall be subordinate to any different interpretations as set forth in a rule, regulation or written communication from the Indiana Bureau of Motor Vehicles.

### SECTION II. Determination of Habitual Truancy

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

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

All appeals and hearings shall be made and conducted according to the timelines and procedures applicable to charges by a student as provided in Indiana Code 10-8.1-5-14; provided, failure to deliver a written request for a hearing to the Superintendent of the Wabash City Schools within seven (7) calendar days after



receipt of the notice of the determination of habitual truancy shall be deemed to be a waiver of the right to an appeal and hearing.

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

- A. Each principal shall, at least once each school year, review the attendance records of all students who have been determined to be habitual truants for the purpose of determining if the student should remain classified as a habitual truant. In conducting the review, the principal shall be guided by the following factors:
  - i. At least 60 school days should have elapsed from the date of the last review or original determination in order to have a significant sampling upon which to make a determination of improved attendance.
  - ii. The number of absences since the last review of the original determination of habitual truancy and the reasons for each absence shall be reviewed. A student who has one absence because of truancy since the later of the original determination or the last review shall remain classified as a habitual truant.
- B. Each student who has been determined to be a habitual truant may, once each school year, request a review of the student's attendance record in school in order to determine whether the student should continue to be classified a habitual truant. All requests for review shall be in writing and delivered to the student's principal. No more than one request may be made by or on behalf of a student during the school year.

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

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

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

#### SECTION VI. New Students

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

#### SECTION VII. Principal's Certification

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

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

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

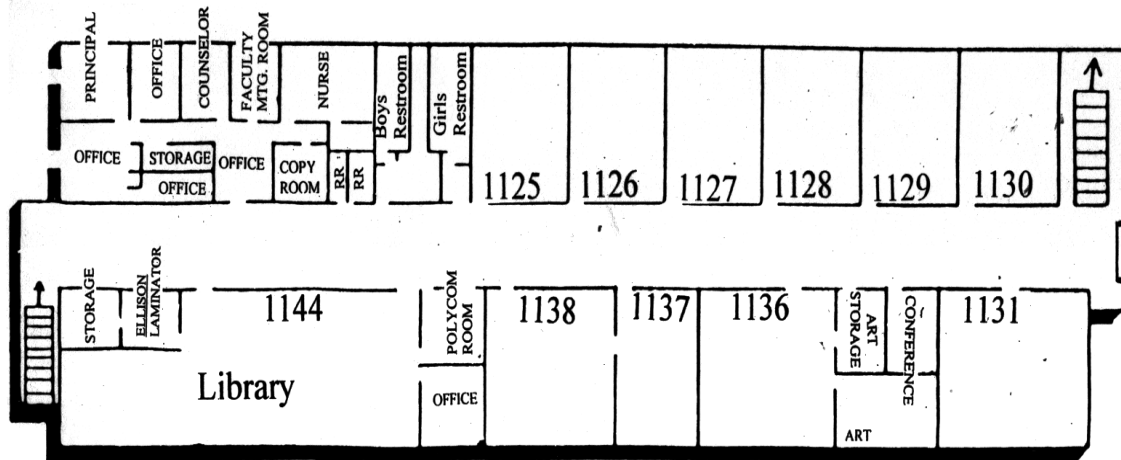
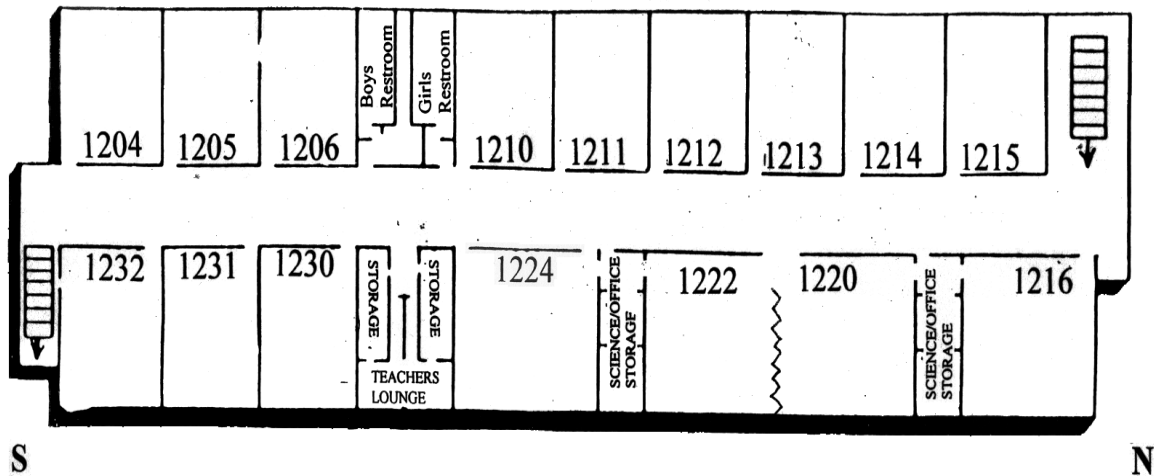
#### SECTION IX. Records and Forms

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

1. indicates the date, on which the principal determined the student to be a habitual truant,
2. indicates the date and result of all appeals and hearings concerning a determination of habitual truancy,
3. indicates the date and result of all reviews of the attendance records of a habitual truant, exclusions, and

4. indicates the effective dates of all suspensions, expulsions
5. is placed in and becomes a part of the student's permanent school record and shall be included with any records sent to another school system in which the student enrolls.

**WABASH MIDDLE SCHOOL      W**  
**SECOND FLOOR**



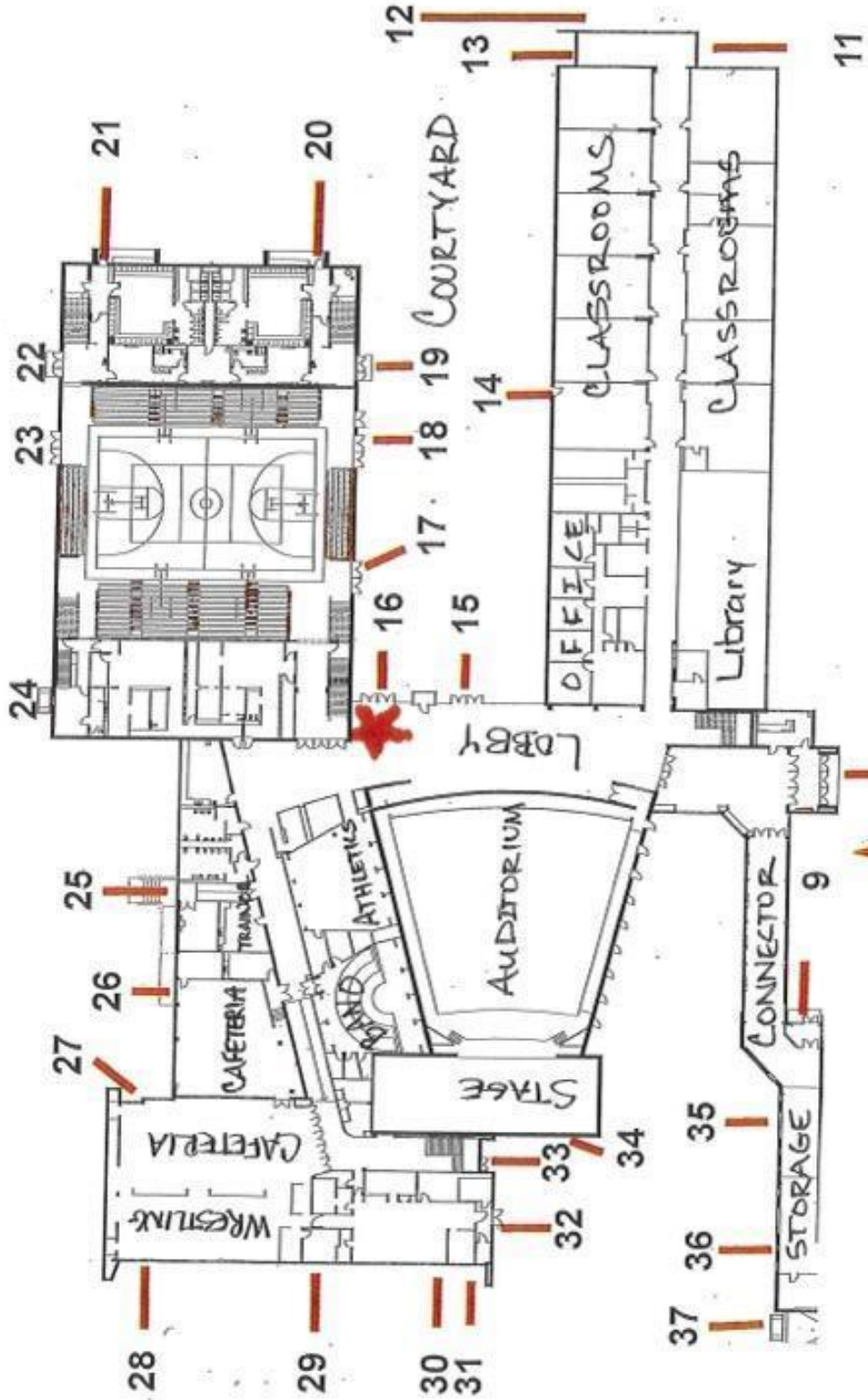
**FIRST FLOOR**

E



# Wabash Middle School – Updated 2021

## Door Numbers



10 - Main Entrance