

**Wabash
Middle/High
School
Handbook
2026-2027**

Contents

School Contact Information/Daily Schedule.....	4
Welcome Letter.....	5
Mission & Vision Statements.....	6-7
Attendance Policy.....	7-12
Academic Information.....	13-16
Grading and Graduation Requirements.....	17-20
Student Code of Conduct.....	20-40
Dress Code Policy.....	40-42
Student Discipline.....	42-46
Technology & Internet Use.....	47-51
Transportation & Bus Conduct.....	52-54
Health Services.....	54-60
Extracurricular Activities.....	61
Special Education Services.....	61-62
Bullying Prevention Policy.....	62-64
FERPA Rights.....	64
Title IX Statement.....	65-66
Parent Involvement, Communication, Visitors/Chaperones.....	66-67
School Safety.....	67-68
Wabash City Schools Board Policies.....	68

SCHOOL CONTACT INFORMATION & DAILY SCHEDULE

Principals:

Josh Blossom
Mike Mattern

Guidance Counselors:

Amy LePage
Randy LePage
Jaclyn Holley
Kristen Petruniw

Administrative Secretary:

Tracy Dempsey

Attendance Secretaries:

Michelle Dillon
Erin Thomas

Assistant Principal:

Jennie Warnock

Athletic Director:

Kyle Kelsheimer

Guidance Secretary:

Ashley Wilcox

Athletic Secretary:

Amanda Jones

Website: www.apaches.k12.in.us

Address:

150 Apache Way
Wabash, IN 46992

Phone: 260-563-4131

Fax: 260-563-6806

School Office Hours: 7:45 AM-4:00 PM

School Day Schedule:

GRADES 5-6		GRADES 7-12	
DISPLAY PERIOD	CLASS TIMES	DISPLAY PERIOD	CLASS TIMES
1	8:30-9:18	1	8:30-9:18
2	9:22-10:10	2	9:22-10:10
3	10:14-11:02	3	10:14-11:02
4	11:06-11:54	4A - Adv/Lunch	11:02-11:32
5A - Advisory	11:58-12:24	4B - Lunch/Adv	11:36-12:02
5B - Lunch	12:24-12:54	5	12:06-12:54
6	12:58-1:46	6	12:58-1:46
7	1:50-2:38	7	1:50-2:38
8	2:42-3:30	8	2:42-3:30

WELCOME APACHES

On behalf of the teachers, staff, and administrators of Wabash Middle/High School, we extend a warm welcome to all students and parents as we begin a new school year. We are excited about the opportunities this year holds and the experiences that lie ahead. We take great pride in our school and hope you will share in that pride throughout your time with us.

At Wabash Middle/High School, our mission is to prepare students for a rapidly changing world by teaching 21st-century skills and providing a relevant and rigorous education that equips them for success in a global society. Our goal is to ensure every student develops the skills needed to be life and career-ready upon graduation.

This handbook serves as a convenient reference for students and parents, outlining our school policies, guidelines, and expectations. We encourage you to become familiar with its contents.

If you have any questions or concerns, please do not hesitate to reach out to your student's teacher, guidance counselor, or one of our administrators. We value strong communication between home and school. It is our privilege to have your student at Wabash Middle/High School, and we look forward to an outstanding year ahead.

MISSION & VISION STATEMENTS

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 STATEMENT

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

VISION STATEMENT

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

BELIEF STATEMENTS

WM/HS believes all students have a capacity for learning and for success.
WM/HS believes students must be prepared to succeed in a technology-based economy.
WM/HS believes that all students will be provided a safe and secure environment conducive for learning.
WM/HS seeks to provide educational opportunities for all students.
WM/HS believes in creating educational experiences outside the classroom walls.
WM/HS believes excellent teachers are the cornerstones of student success.
WM/HS believes in hiring faculty and staff under the hire to retire philosophy.
WM/HS believes education is a pillar to the success of the community.
WM/HS believes that partnerships with our families are key to student success.
WM/HS believes integrity, ethics and trust are guiding principals in all our processes.

HIGH EXPECTATIONS AT EVERY GRADE LEVEL

Schools present the best opportunity, in partnership with parents and the community, for imparting the most advanced forms of thinking available in any society. Public schools grant

every child the opportunity to acquire such thinking. The value of formal schooling is so great that simple fairness demands that we provide exemplary versions of it for every child.

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

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

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

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

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

ATTENDANCE

Attendance

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

With this in mind, it is also accepted that there are times when a student will be absent due to any number of different reasons. To aid both our students, and their parents/guardians, a student is allowed to have five (5) absences (excused, exempt, unexcused), other than a truancy, before any progressive discipline is to begin.

NOTE: Semester credit may be disallowed for students who are absent from class or classes for more than ten (10) days per semester. Upon appeal by the parent/guardian or student, an attendance committee will meet to determine if any exception may be granted to a student who misses more than ten (10) days. The attendance committee is composed of an administrator, a guidance counselor, and a teacher. We value working together with all stakeholders to help all students maintain regular attendance in order to achieve their academic and life goals.

Arrival and Departure

The school day begins when the school doors open at 8:10 am. Classes begin at 8:30 am. The school day ends at 3:30 pm. Students should exit the building as quickly thereafter as they can unless they have curricular or extracurricular responsibilities in the building.

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

Extra-curricular/Co-curricular Events

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

If a student is absent, the student must submit an appropriate doctor's note or an equivalent verification of absence prior to participation in extra-curricular or co-curricular events. Exceptions may be made if the building administrator deems it in a student's best interest to be absent for part or all of the day for medical, dental appointments, etc.

Tardy Policy:

Students arriving to school after the beginning of the school day must report to the front office to sign in and will be considered tardy to first period. Any student arriving late to school or receiving an unexcused absence to first period will count as being in violation of the tardy policy. A parent call notifying the front office of a student's late arrival does not necessarily make the tardy or absence excused unless the excuse falls under normal excused absences from school. The Policy is as follows:

Tardiness to School and Classes

Tardiness will be determined and recorded using the following guidelines:

1. Regular passes sent by a teacher or the office will not count as a tardy.
2. Tardies are accumulated per class period.
3. Students arriving after 8:30 a.m. should report to the office to clear their attendance. Students will be considered tardy until 9:00 a.m. Students arriving after 9:00 a.m. may be considered truant/unexcused.
4. Tardies to first period will be monitored by the office rather than by the teacher. Teachers will monitor tardies to all other periods and maintain their own classroom tardy policies.
5. Tardiness to first period of ten (10) minutes or longer may result in make-up time in detention and/or Saturday School.
6. Tardiness of more than five (5) minutes to any other period may be considered truant/unexcused.
7. Tardies will be reset and start over at the beginning of each semester.

Disciplinary Consequences

Tardies

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

Absences

Wabash High School allows a student 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 in excess of 20 minutes. Unexcused absences will result in disciplinary action. Each absence counts towards the limit of ten (10) Parent Excused Absences as identified above. In other words, students will lose one excused absence for each unexcused absence. Any absence 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.

Procedure for Reporting Absences

1. Parents/Guardians are requested to call the school's attendance line (260-563-4131) by 10:00am the day their student will be absent. If a call is not received by 10:00am the day after the absence, the absence may be considered truancy/unexcused. You may call the school as far in advance as is possible and reasonable.
2. A telephone call will be required each day the student is absent unless prior arrangements have been made.
3. When reporting an absence, the parent/guardian should give the following information:
 - a. Caller name and relationship to student.
 - b. Student's name (please spell) and grade in school.
 - c. Reason for absence.
 - d. Date of absence.
4. Upon returning to school the day following an absence, the student should go directly to class. If there is a question regarding the student's absence, the front office will contact the student.
5. If a student leaves the school building and grounds during the school day, the student must sign out with the front office. Students must sign in at the front office upon returning to school that day or arriving at school after the school day begins, even if returning or leaving during a passing period. **In order for a student to sign-out, a parent/guardian must have called the school or sent a note with the student.**

Seniors, or students who are 18 years of age, may not call in for themselves to report an absence unless approved by the principal or assistant principal.

Failure to properly sign in or out could result in the student's absence being marked as truant/unexcused.

The student, parent/guardian, and the school must cooperate to achieve the school's stated philosophy on education where school attendance is concerned. However, students must be encouraged to exercise self-discipline within the framework of the stated attendance policy.

4085 Student Attendance

Promptness and dependability are important values in our society and it is appropriate that they be stressed in school. All students are expected to attend school regularly and to be on time for classes in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Wabash City Schools goal is for all students to maintain the state's goal of 94% attendance.

Some Truths about School Attendance

1. Regular school attendance is a valuable characteristic.
2. There are legitimate reasons for students to miss school.
3. When a student is not in attendance, school does go on.
4. It is legitimate and proper for the school to set time limits of controllable absences from school beyond which students and their parents will be referred to an Attendance Review Committee.

ATTENDANCE LIMITS

Absences are classified into two classes: Excused and Unexcused.

Students are allowed ten (10) **excused** absences for the year. These can be any combination of excused absences. Once the limit of ten (10) has been hit, **ALL** subsequent absences must have a doctor's note, or be excused by a school nurse, to be considered excused.

If a student accumulates ten **unexcused** absences from school during a semester, the student and a parent will be referred to the Attendance Officer for appropriate action. Absences due to a disciplinary suspension will **not** count toward the ten-day limit.

EXEMPT ABSENCES

The following absences are excused/exempt and do not count toward the ten-day limit:

Exempt – Student is Counted as Present and Not Penalized:

- Service as a page in the Indiana Legislature
- Serving as a poll worker on election day or helper to a political party or candidate
- Active duty with the Indiana National Guard, the United States Armed Forces, or their reserve components
- Civil Air Patrol participation
- Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to five days and if the student is in good academic standing)
- Participating in a scheduled competition, exhibition, or event for educational purposes offered by the national or Indiana FFA organization or a 4-H club approved in writing by the principal (up to six days and if the student is in good academic standing)
- Court appearances with a subpoena

EXCUSED ABSENCES**Medical – Student is Counted as Absent**

- Personal illness with a note from a doctor
- Personal illness with a note/call from a parent
- Absence due to a medical or dental appointment (with documentation from a doctor/dentist office)

Administrator Approved – Student is Counted as Absent Unless Otherwise Noted

- School-sponsored field trips (student will be considered in attendance at school)
- College visit (student will be considered in attendance at school)
 - College visits are considered field trips but must be prearranged. Students who have poor attendance or are not passing five (5) courses may be denied a prearranged absence for a college visit. Students are required to submit a Wabash Middle/High School College Visit Verification form prior to the visit. Students who do not meet these requirements may be considered unexcused/truant.

Family Bereavement – Student is Counted as Absent

- Death in the immediate family
- Funeral for a family member–grandparents, aunts, uncles, siblings, first cousins, etc.

Families are encouraged to work with the building administrator for bereavement leaves that are extended due to travel involved.

Religious Observation/Event – Student is Counted as Absent

- Observation of a recognized religious holiday
- Attendance at a required religious event

Family Choice Planned – Student is Counted as Absent

- Pre-arranged absences for family vacations or to visit extended family
 - For Family Choice Planned absences, parents/guardians of the student should contact the administration for their student to obtain a prearranged excused absence form. This is to be completed appropriately and submitted no less than 24 hours before the absence. Failure to prearrange an absence may result in an unexcused absence/truancy.

Family Choice Unplanned – Student is Counted as Absent

- Unplanned absences due to sudden emergencies

UNEXCUSED ABSENCES

- All absences not designated as Excused shall be considered as Unexcused absences. All Unexcused absences will count toward the ten-day limit.

TRUANT

- A student will be considered truant when the absence from school is without the knowledge and approval of a school official or parent.

FULL DAY/HALF DAY ABSENCES

A full day's absence will occur when a student is absent for more than half (four or more periods at the secondary level) in a day. A half-day absence will be charged if a student is absent for less than half (three or less periods at the secondary level) the day.

Beginning with the 2025-2026 school year a student will not be suspended or expelled solely for being a habitual truant (missing ten or more unexcused absences in a school year) or being chronically absent (missing eighteen or more days during a school year).

VERIFICATION OF EXCUSED ABSENCES

A parent/guardian must call in or provide written verification for all excused absences. The written excuses must be turned into the attendance officer upon the student's return to school. In the case of an absence due to a doctor's appointment or illness, for which the student is under the care of a physician, the student must present a signed and dated note from the physician's office to verify this absence.

MAKE-UP WORK

Students must make up all work missed due to an absence. It is the student's responsibility to arrange for making up the work. As a rule, the student will have the same number of days to make up the work missed as the length of the absence. In the case of a planned absence, the arrangements to determine when the work will be due should be made before the absence.

INTERVENTION PROCEDURE

When a student has accumulated five (5) unexcused absences, the attendance officer will send a letter to the parent or guardian. When the student has accumulated seven (7) unexcused absences, a parent conference will be requested. After a student has reached the ten-day limit, a violation will occur upon the next unexcused absence. This violation will result in a mandatory meeting of the parent and student with the Attendance Officer. The Attendance Officer may recommend the following:

- Expulsion for the remainder of the semester (not an option for the 2025-2026 school year)
- Written contract as an individual intervention plan.

The recommendation of the Attendance Officer will be presented to the Principal for final determination.

TRUANCY PREVENTION PROCEDURES

The following procedures apply to students enrolled in Kindergarten through Twelfth Grades who have five (5) unexcused absences in a 10-week period:

1. The school shall, upon the student's fifth unexcused absence in the 10-week period, immediately provide a written notice to the parents. Such written notice shall include:
 - a. the student is an absent student based upon having five unexcused absences within a 10-week period;
 - b. the parent is responsible for monitoring the school attendance of the student and ensuring the student attends school;
 - c. the school will be initiating truancy prevention measures in regards to the absent student;
 - d. the parent is required to attend an attendance conference concerning the truancy measures the school will be implementing and such conference will be held not more than ten instructional days after the fifth unexcused absence occurred; and
 - e. the superintendent or the attendance officer are required to report if the student is a habitual truant to juvenile court or the department of child services, wherein the juvenile court may determine the student is committing a delinquent act under state law and the parent may be prosecuted for educational neglect.
2. The school shall hold an attendance conference to discuss the student's absences and establish an attendance plan. The conference will be with the following people:
 - a. School Representative
 - b. A teacher of the student
 - c. The parent of the student
 - d. Parent's Representative if parent gives 48 hours' notice of the representative's attendance and the name of the representative
3. The school shall establish an attendance plan that includes:
 - a. Wraparound services to ensure school attendance for the student.
 - b. A description of the behavior required and/or prohibited for the student.
 - c. The effective time period for the plan, but not to exceed 45 instructional days.

- d. Disciplinary actions the school will take if the student does not comply with the plan.
- e. A referral to counseling, mentoring or other services for the student as appropriate.
- f. Whether the parent is required or expected to attend the services assigned to the student.
- g. The signature of the student and the parent agreeing to the plan.

ATTENDANCE/INSTRUCTIONAL TIME:

In-Person Instruction:

Attendance shall mean to be physically present in a school or at another location where the school's educational program is being conducted during regular school hours on a day the educational program in which the student is enrolled is being offered.

Virtual Instruction:

Attendance shall mean student engagement in the virtual classroom. Engagement in the virtual classroom shall be measured by daily log-ins and log times, completed daily work, completed weekly work, completed projects, communications with teachers on a daily or weekly basis, and any other requirements as determined by the virtual instruction teacher. Students attending virtual instruction are subject to the same instructional time requirements as students attending in-person, which is 5 hours for students in grades 1 through 6 and 6 hours for grades 7 through 12 per day.

Blended Instruction:

Student attendance for blended instruction will be counted for the in-person days as outlined for In-Person Instruction and for the virtual instruction days as outlined for Virtual Instruction.

Remote Instruction:

Student attendance for remote learning shall mean evidence of participation in the activities designed by the teacher for remote learning lessons. Documentation of weekly or daily pick-up and return of the assignments will be used as evidence of participation.

All students are expected to attend school whether by in-person, virtual, blended, or remote instruction.

All provisions of this policy apply to all students enrolled and receiving instruction in-person, virtually, or in a blended format.

Legal Reference: IC 20-33-2-14
IC 20-33-2.5-4

Date Adopted: July 21, 2025

Field Trips

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

Incomplete Work

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

Leaving School

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

Withdrawal From School

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

ACADEMIC INFORMATION

Standard Grading Scale

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

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

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

For example: Each Semester Equals 50%

First nine week's grade	90%	
Second nine week's grade		80%
Semester Average	85%	

For example: Weighted Semester Exam (20% Max)

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

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

Weighted Grades

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

Weighted Grading Scale

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

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

Grade/Progress Reports

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

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

Homework Policy

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

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

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

The Student Should:

- clarify with the teacher any questions pertaining to the homework instructions/ assignments before leaving the class as well as its purpose, when it is due, and how it should be completed;
- take home any materials and information needed to complete the assignments;

- learn to budget time when study time is provided during the school day;
- analyze study habits and take advantage of available study helps;
- with the aid of parents, set a special time and place free from excessive noise and other distractions in which to work;
- return all work completed to the teacher by the day requested; and
- make up work missed during an illness or other absence.

The Teacher Should:

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

The Parent Should:

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

The Principal Should:

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

The Superintendent of Schools Should:

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

Commencement Exercises

In order for a student to participate in commencement exercises, the student must have successfully completed all graduation requirements as outlined by the State of Indiana and Wabash City Schools' Board of Trustees. **Attendance and participation in any commencement exercise is a privilege and not a right. Administration may refuse participation based on disciplinary and/or attendance issues.** The Valedictorian and Salutatorian will be determined at the end of the seventh semester.

General Requirements

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

Scholarships

A substantial amount of money is available to Wabash High School graduates through a number of different scholarship funds including but not limited to: Ruth Minear Trust, Blare and Marie Tate Trust, Ella Truxell Baer Trust, Orville Butts Trust, W. Scott Wakefield, Tyner Christian Scholarship, Bromley Educational Grant, and Yopst Educational Grant. Information regarding these scholarships, as well as many other scholarships and loan opportunities, may be obtained from the guidance counselors or by contacting the Community Foundation of Wabash County..

National Honor Society Requirements

Membership

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

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

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

Selection of Members

To be eligible for membership, the candidate must be a member of the sophomore, junior, or senior class and designated as eligible by the chapter bylaws. Candidates must have been in attendance at school at least the equivalent of one semester. Candidates must have a cumulative scholastic average of at least 9 on a 12-point scale or the equivalent standard of excellence. Candidates shall then be evaluated on the basis of service, leadership, and character. The selection of each member to the chapter shall be by a majority vote of the faculty council.

Dismissal

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

Honor Roll

Wabash High School has regular and special honor rolls. A student is on the **Regular Honor Roll** if he/she attains grades no lower than a B- (Taking 5 or more credits). Students who attain grades no lower than an A- (Taking 5 or more credits) are on the **Special Honor Roll**.

Post-Secondary Credit

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

Transfer of Credit Policy Form Non-Accredited Private Schools

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

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

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

1. Number of minutes per week, hours per week and days in a semester should approximate state guidelines.

2. Course descriptions and/or textbooks used indicate equivalency to Wabash High School offerings.
3. Courses not approximating Wabash High School courses may be accepted for elective credit if the committee determines the validity of the offering.
4. Religious, social, or personal development courses may show on the student's record but may not be used in accruing credits for graduation.

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

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

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

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

GRADING AND GRADUATION REQUIREMENTS

Beginning with the graduating class of 2022, to earn an Indiana Diploma, students must::

- Meet course and credit requirements earning a high school diploma; and
- Learn and demonstrate employability skills, and
- Complete post-secondary competencies as defined by the Indiana State Board of Education.

Add/Drop Course Deadline

The deadline for a student to initiate a course add/drop is two calendar weeks after the first day of the course. Courses dropped after two calendar weeks may result in an "F" (Failure) grade recorded on the student's transcript.

Course and Credit Requirements	
English/ Language Arts	8 credits
	Including a balance of literature, composition and speech.
Mathematics	6 credits (in grades 9-12)
	2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <i>or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school</i>
Science	6 credits
	2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits

	2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits
	World Languages Fine Arts Career and Technical Education
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	6 credits
	(College and Career Pathway courses recommended)

CORE40 with Academic Honors *minimum 47 credits)*

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

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits
(6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - C. Earn two of the following:
 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
 2. 2 credits in AP courses and corresponding AP exams,
 3. 2 credits in IB standard level courses and corresponding IB exams.
 - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
 - E. Earn an ACT composite score of 26 or higher and complete written section
 - F. Earn 4 credits in IB courses and take corresponding IB exams.

CORE40 with Technical Honors *minimum 47 credits)*

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

- Complete all requirements for Core 40.

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

Commencement Exercises

In order for a student to participate in commencement exercises, the student must have successfully completed all graduation requirements as outlined by the State of Indiana and Wabash City Schools' Board of Trustees. **Attendance and participation in any commencement exercise is a privilege and not a right. Administration may refuse participation based on disciplinary and/or attendance issues.** The Valedictorian and Salutatorian will be determined at the end of the seventh semester.

General Requirements

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

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.

PHYSICAL EDUCATION POLICY

Dressing Policy:

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

Grading Policy:

Students are graded on two categories: Daily Participation and Fitness Testing. A student may earn up to 5 daily points per day. Dress, attitude, tardies, and effort all factor into this grade.

Fitness Testing occurs weekly. Tests may include the mile run, mile walk, heart rate runs, PACER, Sit-ups, Push-ups, or any other Fitnessgram test. Benchmarks are set for each fitness test. These benchmarks are realistic, yet challenging goals that each student should accomplish. They are personal benchmarks and are graded on a predetermined scale according to each individual yet are adjusted to each individual student's abilities.

Makeup Policy:

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

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

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.

STUDENT CODE OF CONDUCT

Student Behavior, Responsibilities, and Regulations

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

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

However, in the absence of self-discipline, the superintendent, any administrative personnel, or any teacher of the School Corporation is authorized to take certain actions reasonably desirable or necessary

to help any student, to further school purposes, or to prevent an interference with the educational process.

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

Student Responsibilities

1. Each student has a responsibility to observe the constitutional rights of other individuals, whether they are students, parents, teachers, school officials, or other participants in the educational process.
2. Each student has the responsibility to respect the inherent human dignity and worth of every other individual.
3. Each student has the responsibility to be informed of, and adhere to, reasonable rules and regulations established by the board of education and implemented by school administrators and teachers for the welfare and safety of students.
4. Each student should assume the responsibility for recognition of individual and cultural difference and develop the knowledge of how to use those differences for the improvement of society.
5. Each student has the responsibility to dress and appear in a manner that meets reasonable standards of health, cleanliness, and safety.
6. Each student has the responsibility to self for the development of employment skills relevant to economic independence throughout his/her life.
7. Each student has a responsibility to refrain from libel, vulgarity, slanderous remarks, and obscenity in verbal and written expression, and all students engaged in media programs should state explicitly on all media produced that the opinions expressed are not necessarily those of the school or of the student body as a whole.
8. Each student must develop and undertake a social commitment if he or she is to assume some responsibility to and for school society.
9. Each student must assume a responsibility to observe and adhere to the laws of the state in which he or she resides.
10. Each student has the responsibility to preserve school property, exercise care while using school facilities, and help maintain and improve the school environment consistent with laws governing such property.
11. Freedom of expression may not be used to present material or actions which tend to be obscene or slanderous, or to defame character or to advocate violation of Federal, State, and local law, or official school policies, rules, and regulations.
12. Students should not under any circumstances, while on school grounds, anywhere in the building or at school functions, show affection to one another that creates a scene or draws undue attention to themselves. The administration feels this creates a poor image of the student body and that school is not the place to engage in any affectionate gestures other than holding hands.
13. It is expected students will follow common rules of courtesy. Violations of rules of common courtesy include, but are not limited to, failure to follow staff members' directions, talking back to a staff member and the use of abusive or obscene language directed toward a staff member.
14. Any student involved in a premeditated assault, possession of a weapon, intimidation towards staff or students, arson, theft, vandalism, falsifying school records, drugs, alcohol, extortion and other similar serious violations will be subject to immediate suspension pending an investigation into the facts to determine the school's course of action.

Course Removal

Recognizing that student misconduct in certain types of courses or classroom environments can present a greater danger or disruption to the educational setting than other traditional courses/classrooms environments, the school reserves the right to remove a student from a course to maintain safety and a proper learning environment for all students. Students who are removed from a course will receive no

academic consequence and will be placed in a new course or academically oriented setting such as auditing a course without earning credit or a study hall for the remainder of the semester. The school may continue to prohibit a student from taking certain courses if the student has demonstrated unsafe or substantially disruptive behavior in said types of courses or environments.

The following is a list of types of courses which this policy may apply to. This list is not exhaustive and final discretion for the use of this policy will reside with the school administration.

1. Vocational courses
2. Courses that include co-curricular activities
3. Any courses that utilize equipment or activities which, if conducted with student negligence or reckless or dangerous behavior, create unsafe or substantially disruptive conditions.

The school administration will make reasonable effort to offer the student's parent/guardian a conference before making the final decision on such a removal, but if circumstances in the opinion of the administration do not allow, or permit it, the conference needs to be offered within a reasonable time after the decision is made.

Student Supervision, Behavior, and Discipline Policy

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

Definitions

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

Grounds for Suspension and Expulsion

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

- a. On school grounds immediately before, during and immediately after school hours and at any other time when the school is being used by a school group;
- b. Off school grounds at a school activity, function or event; or
- c. Traveling to or from school or a school activity, function or event.

A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled. **Violation of any of the following will be turned over to local law enforcement when necessary.**

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein, with intent to deprive others of lawful access to or from, or use of the building corridor, or room.
 - c. Setting fire to or substantially damaging any school building or property.

- d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.
 - e. Intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any other person to conduct or participate in an educational function.
2. Engaging in any kind of behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect oneself and/or another person is not a violation of this rule.
7. Threatening, intimidating, or impersonating any person for any reason, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possession and/or using objects that are readily usable as weapons. These items 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 item 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.
12. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana (THC), alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances before, during or after attending school or a school function or event.
 - a. Exception to Rule 12: a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
 1. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
 2. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 3. The student has been instructed in how to self-administer the prescribed medication.
 4. The student is authorized to possess and self-administer the prescribed medication.
13. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage/powder, stimulant, depressant, or intoxicant of any kind, including such substances that contain chemicals which produce the same effect of illegal substances including but not limited to Spice and K-2.
14. Possessing, using, transmitting, or being affected by caffeine-based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.

15. Possessing, using, distributing, purchasing, or selling, in whole or in part, any tobacco, paraphernalia or nicotine-containing products of any kind in any form. This includes but is not limited to cigarettes, chewing tobacco of any kind, e-cigarettes, e-hookahs, vaporizers, atomizers, vaporizer liquids of any kind, nicotine or flavor cartridges of any part/type of an electronic nicotine delivery system (ENDS).
16. Possession, consuming, offering to sell, agreeing to purchase, or providing for others, while attending school or a school related function under the influence of, a controlled substance or alcoholic beverage.
17. Failing to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
18. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
19. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
20. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
21. Aiding, assisting, agreeing or conspiring with another person to violate the student conduct rules or State or Federal Law.
22. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
23. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or education function.
24. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
25. "Sexting" or using a cell phone or other personal communication device to send text or email messages or possessing text or email messages containing images reasonable interpreted as indecent or sexually suggestive while at school or a school related function. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
26. Engaging in pranks that could result in harm to another person.
27. Using or possessing gunpowder, ammunition, or an inflammable substance.
28. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
 - a. Engaging in any sexual behavior or activity on school property;
 - b. Engaging in any sexual harassment or advances, touching, patting, grabbing, or pinching another person's (whether they are the same sex or not) intimate areas, coercing, forcing or attempting to coerce or force the touching of anyone's intimate areas, coercing, forcing, or attempting to coerce or force sexual acts or gestures, graffiti of a sexual nature, touching oneself sexually or talking about one's sexual activity in front of others, spreading rumors or rating other students' as to sexual activity, or any other type of unwanted sexually motivated or inappropriate contact of a student or staff member;
 - c. Engaging in any harassment (verbally or physically) because of race or color when the conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate or benefit from the educational process/performance, affects an individual's learning opportunities and/or presents an intimidating, threatening, or abusive educational environment. Examples include but are not limited to: graffiti, offensive language, name calling, off color jokes or rumors, slurs, negative stereotypes, acts of aggression, etc.
 - d. Engaging in any harassment (verbally or physically) because of a person's ethnicity, origin or country of origin of the individual's parents, family members, or ancestors when the conduct is sufficiently severe, persistent, or pervasive that it affects a student's ability to participate or benefit from the educational process/performance, affects an individual's learning opportunities and/or presents an intimidating, threatening, or abusive educational environment. Examples include but are not limited to: graffiti, offensive language, name calling, off color jokes or rumors, slurs, negative stereotypes, acts of aggression, etc.
 - e. Disobedience of administrative authority;

- f. Willful absence or tardiness of students;
 - g. Engaging in speech or conduct, including clothing, jewelry or hair style, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity, or is plainly offensive to school purposes;
 - h. Violation of the school corporation's acceptable use of technology policy or rules;
 - i. Violation of the school corporation's administration of medication policy or rules;
 - j. Possessing or using a laser pointed or similar device.
 - k. Any form of identity theft or impersonation of a student/staff member.
29. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such device to engage in an activity that 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.
30. Violating any rules, regulations, or policies of Wabash High School and/or Wabash City Schools.

B. Criminal Gang Activity Policy

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

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

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

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

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

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

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

- f. Tagging school or personal property with graffiti that may, in any way, be linked to a gang or gang-related activity or behavior.
- g. Identifying oneself as a member of a gang.
- h. Recruiting or soliciting membership in a gang or gang-related organization.

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

C. Bullying

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

Harassment and bullying can be based on actual or perceived acts pertaining to race, color, religion, ancestry, national orientation, sexual orientation, gender, gender identity, physical, sensory, or mental

disability, marital status, other individual characteristics, including but not limited to socioeconomic status and physical appearance, or for any other reason prohibited by law.

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

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

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

D. Cyberbullying

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

Cyberbullying is further recognized as including the use of a cell phone, computer or computer/digital network by a student to intimidate or harass a school employee. These actions can include but are not limited to: building a fake online profile or website; posting or encouraging others to post on the Internet private, personal or other information pertaining to a school employee; posting a real or doctored image online of the school employee; accessing and altering or erasing any computer network, computer data, computer program or computer software, including breaking into a password-protected account or stealing or otherwise accessing passwords; using a computer for repeated, continuing, or sustained electronic communications, including electronic mail or other transmissions to a school employee; signing up a school employee for websites, electronic mailing lists, instant messages or other web services without the 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 harassing them.

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

E. Possessing a Firearm or a Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
 - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
 - The frame or receiver of any weapon described above
 - Any firearm muffler or firearm silencer
 - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - Any weapon which will, or which may be readily converted to, expel a projectile by the

- action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
- Any combination of parts either designed or intended to use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
 - An antique firearm.
 - A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
3. For purposes of this rule, a destructive device is:
- An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail, or a device that is substantially similar to an item described above,
 - A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or
 - A combination of parts designed or intended for use in the conversion of a device into a destructive device.
- A destructive device is not a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first semester after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The administration shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

F. Possessing a Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons as defined in I.C. 35-41-1-8:
 - a. A weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
 - b. An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 - c. A biological disease, virus, or organism, that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The administration shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

G. Unlawful Activity

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds in the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This included any unlawful activity meeting the above criteria that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

H. Legal Settlement

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

I. Heartland Career Center

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

J. Right to Appeal

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

School Regulations

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

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

Academic Integrity and Dishonesty Policy

Statement of Philosophy

Wabash Middle/ High School values and expects academic integrity from all students. Academic dishonesty is defined as any attempt to gain an unfair advantage or misrepresent one's work through cheating, plagiarism, fabrication, or other forms of misconduct. Students are responsible for producing original work and are expected to understand and uphold this policy throughout their academic journey. Academic integrity is essential to personal and intellectual growth, and violations will result in appropriate disciplinary consequences.

Definitions of Academic Dishonesty

Academic dishonesty includes, but is not limited to, the following categories:

1. Cheating

Cheating is the act of deception by which a student misrepresents that they have mastered information or skills they have not mastered.

Examples include but are not limited to:

- Copying another student's assignment or test.
- Allowing others to copy your work.
- Using unauthorized materials (notes, calculators, devices) during a test or quiz.
- Communicating during a test or quiz without permission (talking, signaling, texting, etc.).
- Looking at another student's paper or allowing someone to look at yours.
- Changing an answer after work has been graded.
- Taking a test or quiz for another student, or allowing another student to take one for you.

2. Plagiarism

Plagiarism is using another person's words, ideas, or data without proper credit and passing them off as one's own.

Examples include but are not limited to:

- Copying and pasting from internet sources or books without citation.
- Paraphrasing someone else's ideas without acknowledgment.
- Using someone else's work (word-for-word or near-verbatim) as your own.
- Submitting the same piece of work in more than one class without teacher approval (self-plagiarism).

3. Fabrication

Fabrication is intentionally falsifying or inventing any information or data in an academic exercise.

Examples include but are not limited to:

- Inventing or altering data in a project or lab report.
- Listing sources in a bibliography that were not used.
- Citing incorrect or non-existent sources.

4. Academic Misconduct

Academic misconduct includes tampering with grades, tests, assignments, or records.

Examples include but are not limited to:

- Stealing or accessing tests or answer keys in advance without permission.
- Bribing others to obtain or alter grades or academic materials.
- Accessing or altering records, files, or systems for academic gain.
- Allowing unauthorized individuals access to your work, device, or account.

Procedures

When academic dishonesty is suspected:

1. The teacher will notify the student(s) involved and request an explanation.
2. The teacher, administrator, and/or counselor may meet with the student to review the situation.
3. This process will occur within 7 calendar days of the alleged violation.
4. If a violation is confirmed, consequences will be assigned according to the offense level. An admission of guilt does not reduce the disciplinary outcome.

Consequences

Consequences escalate with repeated offenses and may vary based on the severity of the act and the student's academic level.

First Offense

- Referral to administration and parent notification.
- Student-teacher-administrator conference.
- Teacher discretion on makeup or alternative assignment.
- Documentation in student record.

Second Offense

- Referral to administration and parent notification.
- Parent conference.
- Friday School or detention assigned.
- Loss of technology privileges (if technology was involved in cheating).
- Teacher discretion on grade and assignment options.

Third Offense

- Referral to administration and parent notification.
- Automatic “F” on the assignment and zero in the gradebook.
- One day In-School Suspension.
- Loss of technology privileges for up to 2 weeks (if applicable).
- **Severe or Repeated Offenses**

Depending on the gravity:

- “F” in the course.
- Removal from the class.
- Possible exclusion from academic honors or extracurricular eligibility.
- Permanent record notation for significant violations (e.g., theft or distribution of exams).

Driver's Licensing for Students

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

Section 1

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

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

Section 2

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

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

Driver's License/Permit Habitual Truancy Notice Policy

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

SECTION I. Definitions and Interpretations

- A. Indiana Code 20-8.1-3-17.2 provides that any person less than 18 years of age who is determined to be a habitual truant as defined by school board policy, cannot be issued an operator's license or learner's permit until the age of 18.
- B. The term **habitual truant** as used herein is defined as a student who willfully refuses to attend school. The term includes, but is not limited to, a student who willfully refuses to attend school for **ten (10) or more days during the adopted school year**.
- C. The term **student** as used herein is defined as a person less than 18 years of age who is enrolled in the Wabash City Schools or who is required to attend the Wabash City Schools in accordance with Indiana Compulsory School Attendance Laws, including but not limited to Indiana Code 20-8.1-3.

SECTION II. Determination of Habitual Truancy

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

SECTION III. Appeals and Hearing of Determinations of Habitual Truancy

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

SECTION IV. Periodic Review of Determination of Habitual Truancy

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

SECTION V. Notice to the Bureau of Motor Vehicles

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

- 1. habitual truancy.

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

SECTION VI. New Students

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

SECTION VII. Principal's Certification

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

SECTION VIII. Non-public School Students

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

SECTION IX. Records and Forms

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

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

Driving and Parking Regulations

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

- Each student who drives a motor driven vehicle must have a valid State driver's license, permission from his/her parents, register his/her vehicle in the high school office, and display a current WHS parking permit/sticker (displayed on driver's side of the front windshield) prior to parking on school property.
- Handicapped parking permits can be issued with a required physician's statement.
- The parking registration fee for the school year permit/sticker will be \$5.00 payable with cash or check made to Wabash High School and paid at the time of turning in the student driving application. Credit cards are not accepted.
- Any replacement permit/sticker will be \$10.00.

- The school may TOW vehicles that continue to disregard parking rules and park without paying fines owed.
- Parking permits/stickers are not to be sold, given, loaned, or transferred to another person, or placed on a non-registered vehicle. Duplicated parking permits/stickers are not to be made or possessed.
- All students' vehicles must be licensed and covered by insurance. The school is not responsible for the vehicles and their contents.
- Once a student's vehicle enters campus, it must be parked and the occupants must vacate the vehicle immediately. The vehicle should be locked, or valuables taken out, to deter theft and vandalism.
- Students are not to be in the parking lot(s) at any time other than the proper arrival/dismissal times and/or school sponsored events, without permission from the administration.
- All students driving cars, motorcycles, or scooters to school are required to park in the assigned student paved parking lots/areas. Students are to park within the appropriate lines.
- The oval drive, the parking area next to the High School gym, the lower level access drive area, and the paved lot north of the Middle School is reserved parking for staff, administration and visitors. Student parking is reserved to the parking lot between the football field and main gymnasium.
- Arriving to school late does not allow a student to park in violation of parking rules.
- Students will not park their vehicles in any manner as to block any other vehicle in any lot. Should this happen, the student's parking privilege may be suspended.
- Students will not park in areas marked by yellow lines or on any grassy areas.
- No student will drive, or ride in, a vehicle at any time during the school day without the prior approval of the administration.
- Vehicles are to be operated with extreme caution. Remember there is a lot of pedestrian traffic around the building and school grounds. Campus speed limit is 10 mph. Traffic regulations of the State of Indiana and the City of Wabash are the rules while on campus.
- Poor judgment or misuse of the driving privilege and/or parking privilege may subject the driver to disciplinary action and/or loss of driving privileges.
- Students driving to or returning from Heartland Career Center are to use Alber Street only for their travel route.
- Any student vehicle improperly or illegally parked may be TICKETED OR TOWED without prior warning. This includes vehicles that do not have their registration tags properly displayed.
- Students parking violations/tickets will have the following Fine Schedule:
 - 1st Violation = \$10.00
 - 2nd Violation = \$20.00
 - 3rd Violation = \$30.00
 - 4th Violation = \$40.00 and Possible Loss of Driving Privileges Permanently.
- Unpaid parking violation/ticket fines owed are cumulative and will need to be paid before a student graduates.
- If you have a valid reason for a parking violation, you will not be ticketed.
- In the interest of maintaining an appropriate educational environment as well as student and staff health and safety, the administration reserves the right to conduct searches of any vehicle on school property based upon appropriate and reasonable suspicion. The nature and manner of the search conducted shall be controlled by the circumstances of each particular situation. Any law enforcement agency having jurisdiction over the geographic area having a school facility may:
 - At the request of the school principal, and;
 - In accordance with the rules of the governing body for the school corporation; assist a school administrator in searching a student's vehicle and its contents.
- Violation of any of the above rules can result in disciplinary/legal action, including reporting to the Indiana Bureau of Motor Vehicles, loss of driving privileges and or suspension/expulsion.
- The best solution to parking issues is to buy your parking permit, keep it properly displayed, notify the office when you don't have your permit or drive a different vehicle, and follow all parking rules, especially when arriving late.

- If students have any questions or special circumstances, please refer them to the high school front office.

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

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

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

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

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

The drug testing policy shall be distributed to all students and parents. Selection of persons to be tested shall be done in a random and confidential manner to protect the identity of those being tested. Collection of urine samples shall be done in an inoffensive and non-invasive way that insures the integrity and identity of the sample. The school official who supervises the sample collection will not physically observe giving of the sample. The samples shall be tested by a reliable laboratory and confirmation tests shall be performed before any sample is labeled "positive" for any particular drug. Confidentiality shall be maintained so that the identity of anyone testing positive is made known only to the student, his/her parents or guardian, and those persons that need to know; e.g. coach, sponsor, administrator.

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

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

The Superintendent shall develop administrative procedures for implementing this policy.

Student Drivers Who Test Positive For Banned/Controlled Substances Procedures

- A student driver who tests positive for banned/controlled substances, including tobacco, may lose his/her driving privileges for nine weeks or the remainder of the semester, whichever is longer.
- Extra-curricular sanctions – May be Additional Sanctions
- Athletic sanctions - See Athletic Handbook

- A "follow up" test will be required by the principal/designee after a suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body
- If 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 have that test viewed as positive and subsequently face disciplinary action for a positive test.

Policy and Procedure for Dealing with Student Substance Abuse

Policy

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

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

Procedures

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

Use or Possession of Alcohol or a Controlled Substance

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

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

Additional Sanctions

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

Use or Possession of Tobacco Products

For the first offense of possession, use, or distribution of tobacco or tobacco related products, the student will receive three (3) days at the Day Reporting Program, must complete a certified tobacco education curriculum, and will receive a written warning citation from the SRO. For the second offense, the student will receive five (5) days Day Reporting, a referral to the local tobacco education coalition for continuing tobacco education cessation curriculum, and a written citation from the SRO. For the third and each subsequent offense, the student shall be suspended out of school for five (5) days, a referral to the local tobacco education coalition for continuing tobacco education cessation curriculum, a written citation from the SRO, and expulsion may be recommended.

Should any tobacco/vaping products contain illegal substances or items illegal in the State of Indiana, the student will be recommended for expulsion and all information turned over to the local police department and Wabash County Court Services.

Student Assistance Program

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

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

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

2. **IDENTIFICATION OF ABUSE:** Any employee shall report any suspected case of chemical dependency or abuse to a student's Substance Abuse Director. In the event the Substance Abuse Director determines that there is reason to believe the student may be afflicted with chemical dependency or engaging in chemical abuse, the coordinator will notify the student's parent(s) or guardian as well as the student's building administrator.
3. **INITIATING ASSISTANCE:** The Substance Abuse Director will schedule a meeting with the student and the parent/guardian. At the meeting, the coordinator will discuss with the student and the parent/guardian the nature of the problem and offer suggestions as to how to eliminate chemical dependency or abuse. The building administrator will be notified that the meeting has taken place and will be given a brief summary of what suggestions were made to the student.
4. **VOLUNTARY ACCEPTANCE OF ASSISTANCE:** The decision to request or accept assistance from the Student Assistance Program will be voluntary on the part of the student. All students, whether participating in the Student Assistance Program or not, will be expected to comply with all school rules governing student conduct and academic performance.

Wabash City Schools-No Smoking Policy

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

Lockers

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

Locks

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

Search of Lockers, Computer Bags and Backpacks

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

A search of any or all lockers, computer bags or backpacks in the school may be conducted at any time if the principal or other member of the administrative staff reasonably believes that such an inspection is

necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Such a search may be conducted by the principal or any member of his administrative staff he designates in writing.

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

Search of Lockers by Law Enforcement Officials

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

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

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

Locker Maintenance

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

Definitions

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

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

DRESS CODE POLICY

Dress Code Philosophy:

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

Our values are:

- All students should be able to dress comfortably for school and engage in the educational environment without fear of or actual unnecessary discipline or body shaming.

- All students and staff should understand that they are responsible for managing their own personal "distractions" without regulating individual students' clothing/self expression.
- Student dress code enforcement should not result in unnecessary barriers to school and/or class attendance.
- School staff should be trained and able to use student/body-positive language to explain the code and to address code violations.
- Teachers should focus on teaching without the additional and often uncomfortable burden of dress code enforcement.
- Reasons for conflict and inconsistent and/or inequitable discipline should be minimized whenever possible.

Our student dress code is designed to accomplish several goals:

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

Dress Code:

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

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

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

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

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

AND

- Shoes/footwear.

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

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

- Religious headwear
- Fitted pants, including opaque leggings, yoga pants and “skinny jeans”
- Ripped jeans, as long as holes are not excessive and/or underwear and buttocks are not exposed.
- Tank tops but NO SPAGHETTI STRAPS.
- 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
- Tops or blouses that have spaghetti straps
- Any type of halter top, tube top, crop top, or corset top (NO MIDRIFTS ARE TO BE SEEN)
- Any clothing that incorporates lingerie that is openly visible.
- Wearing hoodies or sweatshirts with the hoods up (NO HOODS)
- 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).

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

STUDENT DISCIPLINE

In-School Detention

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

1. Students placed in in-school detention may not be permitted to attend vocational school classes during that period.
2. Students placed in in-school detention are excluded from all extracurricular activities, including pep sessions, assemblies, practices, performances, and any other function until released from in-school detention.
3. Students will report to their assigned seat no later than “one” minute before the 8:35 a.m. bell sounds and will be dismissed at 3:35 p.m., unless school day hours are otherwise modified for the remainder of the student body.
4. Students will have assigned seats and should sit in that seat each day unless changed by the instructor.
5. Students will bring their assigned laptop, any necessary books and/or writing materials. Failure to do

so may result in disciplinary action.

6. There will be no talking, sleeping, walking about the room, eating food, candy or gum chewing.
7. Restroom privileges will be given at a time other than during a passing or lunch period.
8. Lunch period will occur at a time other than that of the remainder of the student body.
9. All assignments will be returned to the in-school detention instructor, as soon as they are completed. The in-school detention instructor will return them to the classroom instructors. Failure to complete assignments will result in additional in-school detention time.
10. Students will follow the rules of the in-school detention room and requests of the in-school detention instructor. Students who violate behavior rules in the in-school detention room will be assigned additional time in in-school detention. Students who continue to violate in-school detention room rules will be suspended from school and may be recommended for expulsion.

Alternative to Suspensions Program Rules (Formerly Day Reporting Program)

The Alternative to Suspension (ATS) Program is maintained at **Wabash High School (580 North Miami Street, Wabash, IN 46992)**, in an area of the facility segregated from other classrooms. Students will report to the facility, entering from the entrance on the back service drive at Door #37 and entering the room at Door #B8.

1. Students are to arrive at the ATS Program by **8:00am**. Please arrive on time! If you arrive late, more time may be added to your ATS assignment.
2. Parents **MUST** sign student in and out of class. ONLY a parent/guardian, or custodian, may sign the student in and out unless arrangements have been made in advance with the Juvenile Judge, Court Services, or school administration.
3. All rules and regulations will be read to students on the first day they report to the ATS Program. Parents will receive a copy upon their request.
4. Upon arrival at the ATS Program, students may be searched each day to ensure that no contraband is brought onto the premises. **(If contraband is found they will be sent home and the School will contact Wabash County Court Services).**
5. No cell phones are allowed in the ATS Program. If for some approved reason it is necessary to bring, it is to be turned off and placed with the instructor in his desk until dismissed at 3:00pm.
6. No chewing gum or candy is allowed in the ATS Program.
7. No radios, smart watches, CD players, MP3 players or Ipods are allowed in the ATS Program.
8. School contraband rules also apply to the ATS Program.
9. Students may be required to complete a series of discipline and writing assignment packets. This is at the discretion of the instructor. Students will spend the majority of each day working on school assignments. Students are NOT to bring non-educational books or magazines. Students must have all of their school books and assignments with them or parents will be asked to go retrieve them and bring back to the ATS Program.
10. Lunch will be at student's seat in the Day Reporting Center at 11:15am to 11:45am. Students are to bring their lunch in with them in the morning. If a student wants a school lunch, they need to notify the ATS instructor upon arrival in the morning. NO carbonated beverages, energy drinks, fast food, or candy will be aloud.
11. **MEDICATION:** If a student has medication, it will be given to the ATS instructor in original prescription bottles, with written instructions to the ATS Instructor about administration of medication and will be returned to the parent, guardian, or custodian at the end of each day. If the student has medicine with the school nurse, the nurse will administer the medication in the ATS classroom.
12. **DRESS CODE** Students are to follow the dress code guidelines in place for the school. Pajama bottoms, slippers, jeans with massive, numerous holes or short skirts are NOT appropriate attire for the ATS Program. Hats and/or hoods are NOT to be worn during the ATS Program. Clothing of any kind, with inappropriate sayings or pictures, is NOT to be worn and students will be asked to take it off or turn it inside out. If a student is in violation of the dress code, the parent will be required to go home and bring back appropriate attire for the student.

13. Students shall be picked up at the end of the day at 3:00pm by a parent, guardian, or custodian.

IPADS

Students are NOT to bring their normal school issued iPads to the ATS Program. They will be provided a tablet from the instructor for use during the day and returned at the end of the day.

All Questions regarding the Alternative to Suspension Program are to be directed to the ATS Instructor, or to the school administration.

SCHOOL DELAYS or CANCELLATIONS:

- The ATS Program will follow all school delays and cancellations of Wabash City Schools and Wabash High School.

ABSENCES:

- Any Absences from the program will be required to be made up by the student. Absences shall be called into the school. The school attendance secretary will then notify the ATS Instructor. 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 if applicable.

Friday Night School

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

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

Saturday School

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

12. The Saturday class meets for six (6) hours from 8:00 a.m. to 2:00 p.m.
 13. Students assigned to this class will be in the room on time. Tardiness will not be tolerated. Doors will be locked at 8:00 a.m.
 14. Students may not leave the class for any reason.
 15. Students may not speak to any person other than staff personnel unless permission is granted.
 16. Students must bring with them in the morning all necessary materials to study during the assigned time. Failure to do so will result in dismissal from Saturday School and assignment to the Day Reporting Program. Students may not be permitted to go to their lockers.
 17. Refusal to study during the assigned time will result in dismissal from Saturday class and suspension and assignment to the Day Reporting Program.
 18. Students who exhibit inappropriate or uncooperative behavior while in class will receive additional disciplinary action.
 19. Students will not be excused early because of work or personal business.
 20. Students who fail to show for Saturday class will be considered unexcused/truant. Further failure on the part of the student to attend Saturday class may result in expulsion from school for either the semester or school year. **No excuses** will be accepted for non-attendance.
 21. Once class starts, students will follow the rules below:
 - a. No talking - must study or read
 - b. May not go to locker or get a drink.
 - c. May not sleep.
 - d. May not leave their seat.
 - e. May not write notes.
 - f. May not talk back.
 - g. May not eat or drink.
 - h. May not play games
 22. Any violations of the above shall receive an additional Saturday class.
- Students are to attend Saturday School on the first Saturday after they have been informed of their infraction.

Other

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

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

Procedure for Handling Suspensions and Expulsion from School

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

Suspension Procedures

The principal (or designee) may suspend a student from school for a period not to exceed ten (10) days. When the principal (or designee) determines that a student should be suspended, the following

procedures will be followed:

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

Expulsion Procedures

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expelled the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of a right to request an expulsion meeting will be in writing, delivered by certified mail or personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal an expulsion decision to the school board within ten (10) days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless it has voted not to hear all student appeals of expulsion. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate. Under Indiana Law, a principal may require any student who is sixteen (16) years of age or older and seeks to enroll in school following an expulsion to enroll in an alternative school, or alternative educational program, or evening school.

TECHNOLOGY & INTERNET USE

4307 Wireless Devices

A student may bring but is prohibited from possessing and/or using a wireless electronic device which is portable and is capable of providing voice, messaging, or other data communications between two or more persons and includes cellular phones, tablet computers, laptop computers, digital cameras, gaming devices, and/or smartwatches or any similar device that is connected to a cell telephone, a cell tower, or the Internet during the school day. A student may use such a device if a teacher requires use of a school-supplied device or a school-sanctioned device for instructional purposes only. During the school day the wireless devices must be stored away in a locker, cubby, or backpack (as specified by your school handbook), powered off, and inaccessible to Students.

This policy is not violated in the following circumstances:

- A. when the student has been given permission from a teacher to use school-sanctioned or school-provided wireless devices for educational purposes during the school day;
- B. the student is authorized to use the wireless device at an appropriate time during an emergency;
- C. the student's use of the wireless device is to manage the student's medical condition as documented by and pursuant to an order of a licensed health care provider;
- D. the use by the student of the wireless device is part of the student's Individual Education Plan (IEP) or 504 Plan;
- E. the use of the wireless device by the student is necessary for language translation when no school-managed device is available;
- F. the student uses an unobtrusive audio recording device for notetaking or personal learning assistance as long as the device captures only spoken word audio, does not capture, store, or transmit images or video, is visible to the teacher when in use, is provided for inspection by school officials, and is used in a manner consistent with recording audio provisions of state and federal laws. A recording made by such a device will not be used for a disciplinary, evaluative, or supervisory purpose against a student or employee.

A student may be disciplined including suspended or expelled for using a wireless electronic device in a manner for violating this policy and may have the device confiscated by the school administration. The device will be returned to the parent.

Legal Reference: IC 20-26-5-40.7

Date Adopted: June 15, 2026

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

1st Offense: Verbal Warning/Student Conference

2nd Offense: Student will turn in the phone/device to the office for the remainder of the day and parent contacted.

3rd Offense: Student will turn in the phone/device to the office during that class period each day and parent contacted..

4th Offense: Student will turn in the phone/device to the office during the duration of the instructional day and a meeting with the parent will occur.

Google Products and Services

The assumed presumption is that the school district is allowed to use third-party Google applications that may track users' data across multiple apps for educational use (i.e., YouTube, Google Docs, Google Sheets, Google Slides, and other applications deemed necessary by the school district.). By signing this handbook, I/we am/are granting Wabash City Schools permission to use these Google products and services. In order to opt out, please contact your student'(s) office for an opt-out form. *Opting out will significantly hinder your child's ability to participate in the educational process at Wabash City Schools, as these products, services, and practices have been in place for 10+ years and utilized by all teachers in all grade levels.*

For more information, please review Google's privacy notice:

https://workspace.google.com/terms/education_privacy/#privacy-police-revamp-contact

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.

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

2nd 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;

3rd 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;

4th 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;

5th 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;

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 employees permission or with the intent to intimidate, torment or harm the employee; make a statement, whether true or false, intending to immediately provoke or is likely to provoke, any third party to stalk or harass a school employee; copy and disseminate unauthorized data, in any form, pertaining to a school employee for the purpose of intimidating or 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 28 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.

WABASH CITY SCHOOLS

Acceptable Use Policy

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

In making decisions regarding student access to the Internet, Wabash City Schools considers its own stated educational mission, goal, and objectives. Internet research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while communicating and collaborating with people around the world. Students utilizing corporation-provided network resources are

responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

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

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

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

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

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

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

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

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

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

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

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

TRANSPORTATION & BUS CONDUCT

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 bus 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, assistant 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.

To protect the safety (physical and emotional) of each individual student on the bus and to develop bus-riding behaviors that will be relevant and meaningful when the student is out in the community, student behaviors are expected to be **safe, orderly and respectful**. If they are not, the following matrices will be followed:

Level 1

(These misbehaviors are handled by the bus driver.)

- *Eating, drinking, chewing gum on the bus
- *Not sitting in assigned seat
- *Out of seat without permission while bus in motion or sitting improperly
- *Yelling and screaming
- *Consistently showing disrespect to fellow students and/or school employee
- *Single use of profane, obscene, or abusive language or gestures

- *Throwing or propelling objects or spitting
- *Play hitting/rough housing (distracting driver)
- *Failure to listen and follow instructions and/or obey bus conduct guidelines

Level 1 Discipline Matrix	
First Incident	Verbal Warning and/or Move Seats
Second Incident	Verbal Warning and/or Move Seats
Third Incident	Verbal Warning and/or Move seats/Parent Phone Call
Fourth Incident	Office Referral (Level 2 Infraction)

Level 2

(These misbehaviors are handled by the school administrator.)

- *Repeated failure to listen, follow instructions and/or obey bus conduct guidelines
- *Fourth incident as noted above
- *Blatant defiance of authority, disobeying or showing disrespect to school employee
- *Intimidating or threatening students with violence
- *Repeated or blatant use of profane, obscene, or abusive language or gestures
- *Having an imitation or toy weapon
- *Destroying, defacing or damaging school property
- *Playing with or using emergency exits
- *Throwing or propelling objects or spitting leading to or possibly leading to a harmful or dangerous situation to person or property.
- *Putting any part of the body outside the bus window while moving

Level 2 Discipline Matrix	
First Incident	1 to 3-Day Bus Suspension/Parent Conference
Second Incident	2 to 5-Day Bus Suspension/Parent Conference
Third Incident	5 to 10-Day Bus Suspension/Parent Conference
Fourth Incident	Loss of Bus Privileges/Parent Conference

Level 3

(These are very serious matters handled by school administrators)

- *Hitting or striking another student (causing injury) or school employee
- *Displaying or use of weapons, dangerous objects, mace or pepper spray
- *Fighting or any careless or malicious action which results in the injury of a person or to property

Level 3 Discipline Matrix	
First Incident	Loss of Bus Privileges/Parent Conference

Administrators reserve the right to deviate from this matrix for extenuating circumstances.

HEALTH SERVICES

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

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

Rules Regarding Illness

Children should NOT be in school if they have:

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

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

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

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

Policy For Medication Administration

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

1. Prescription Medications- a. A physician’s statement must be on file authorizing the administration of prescription medication, as well as the instructions for administering the medication. (IC 34-4 16.5-3.5). Medication dosage changes must be in writing by the physician. b. Medication must have a pharmacy

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

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

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

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

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

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

Severe injury or illness

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

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

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

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

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

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

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

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

Other health requirements

Immunizations:

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

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

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

Wabash Middle/High School Suicide Awareness and Prevention Policy

Policy Statement:

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

Purpose:

- To protect the health and well-being of all Wabash Middle/High School students.
- To establish procedures to prevent, assess the risk of, intervene, and respond to suicide risk in students, staff, and volunteers and make referrals as needed.
- To educate all school personnel on their role in providing an environment that is sensitive to individual and societal factors and one which helps to foster positive youth development.
- To ensure that all efforts will be made to maintain the privacy and dignity of students and families.
- To identify the Suicide Prevention Coordinator and other lead personnel.

Suicide Definitions

- **Crisis Team:** A multidisciplinary team comprised primarily of administrative, mental health, safety professionals, and support staff whose primary focus is to address crisis preparedness, intervention/response and recovery, including for suicide related situations. These professionals have been specifically trained in suicide intervention and crisis preparedness through recovery and take the leadership role in developing crisis plans, ensuring school staff can effectively execute various crisis protocols, and may provide mental health services for effective crisis interventions and recovery supports.
- **Mental Health:** A state of mental and emotional wellbeing that can impact choices, actions, and relationships that affect wellness.
- **Suicide Postvention:** A crisis intervention strategy designed to reduce the risk of suicide and suicide contagion, provide the support needed to help survivors cope with a suicide death, address the social stigma associated with suicide, and disseminate factual information after the suicide death of a member of the school community.
- **Risk Determination/Assessment:** An evaluation of a student who may be at risk for suicide, conducted by the appropriate school staff (e.g., school psychologist, school counselor, or school social worker). This assessment is designed to elicit information regarding the student's intent to die by suicide, previous history of suicide attempts, presence of a suicide plan and its level of lethality and availability, presence of support systems, and level of hopelessness and helplessness, mental status, and other relevant risk factors.

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

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

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

Risk Factors

The student:

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

Response Procedures

First responders/Staff:

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

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

- Complete a Suicide Screening (if this hasn't already taken place) and/or a Suicide Assessment to determine or confirm suspected suicide risk. (Schools should insert the name of the screening and assessment tools used in the district).
- Communicate with the student about contacting parents. Include the student in this conversation with the parent, when possible and appropriate.
- Contact the parent/guardian when there is any risk of harm to inform of the situation and request active involvement in support of the student. The following should be addressed with the parent:
 - seriousness of the situation;
 - do not assume the student is seeking attention;
 - a list of community mental health agencies/counselors;
 - information about when it is necessary to seek outside professional help;
 - the need for ongoing and continuous monitoring at home;
 - increasing safety measures in the home, ensuring the home is free of potential safety concerns;
 - the desire and importance of working collaboratively with the student;
 - the need to follow a safety plan and update it as needed;
- a request for a release of information form so communication between the school and outside health provider can take place to best support the student;
- a request for the parent/guardian to stay in contact with the school and to be involved at the re-entry meeting for the student (see Appendix O, Parent Information, in the resource guide);
- when appropriate, assist family with urgent referral and/or calling emergency services;
- support for families who don't speak or understand English, require an interpreter, etc. It's important not to have the student or other family member translate.
- If reasonable attempts to reach the parent/guardian or adult in whose custody the student may be released are not successful, the case will be treated as a medical emergency and arrangements will be made to contact appropriate medical services or local law enforcement. Documentation of

all parties attempted to be reached will be made.

- Failure on the part of the family to take seriously and provide for the safety of the student may be considered emotional neglect and reported to the Indiana Department of Child Services.
- Develop a safety plan for the student. When possible, this should be developed collaboratively with the student, parent, and any other individual(s) determined to be appropriate. The plan should be shared with school administration and other personnel who will be involved in the implementation of the plan (see resource guide, Appendix L).
- Once imminent risk to harm oneself or others is shared, confidentiality is not maintained (no longer considered privileged communication). Inform the School Administrator (who should contact the District Suicide Prevention Coordinator) regarding the imminent risk (danger to self and others), risk level, recommendations, and safety plan.
- ALL actions and assessments must be documented. This should include screening and assessment results, behavioral observations; actions taken, including dates, times, individuals involved; a copy of the safety plan; phone calls; conversations; and follow-up actions. This documentation must be kept by the Suicide Prevention Coordinator in a secure file cabinet, separate from a student's cumulative folder or academic file. It is critical to keep this documentation separate, secure, and confidential.
- The school administrator and suicide prevention coordinator should be informed regarding follow-up services, re-entry plan, and recommendations for the student to return to school.

Reporting to State Authorities

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

Support for Students

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

Counseling

In-School:

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

Community:

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

- Academic support available, if needed, for a child to continue to be successful in school.
- In the case of a student suicide, postvention plans need to be implemented.

School Employee Training

Staff Training Required by Indiana Law

- Per IC 20-28-3-6, after June 30, 2018, evidence-based youth suicide awareness and prevention training is required for all teachers, including Superintendent licensed under IC 20-28-5; principal; teacher; librarian; school counselor; school psychologist; school nurse; school social worker; and any other appropriate school employees who are employed at schools that provide instruction in any combination of grades 5-12. Training:
 - must be during the teacher or school employee's contracted day or at a time chosen by the employee;
 - may include an in-person presentation or online;
 - shall count toward professional development requirements; and
 - must be demonstrated to be an effective or promising program and recommended by the Indiana Suicide Prevention Advisory Council.
- Suicide Training Required for Indiana Licensure: An initial teaching license (instructional, student services, or administrative) may not be issued at any grade level unless the applicant has completed education and training on the recognition of signs that a student may be considering suicide.

Recommended training for Suicide Prevention Coordinators

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

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

Resources

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

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

EXTRACURRICULAR ACTIVITIES

Clubs

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

Athletics

Wabash Middle/High School is a member of the IHSA and the Three Rivers Conference. Interscholastic sports include: Football, Cross Country, Tennis, Volleyball, Basketball, Baseball, Wrestling, Golf, Track, Softball, Swimming, and Soccer. Also included are: Unified Flag Football and Unified Track.

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

Student Government

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

SPECIAL EDUCATION SERVICES**Student Intervention Plan****Introduction**

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

Interview

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

The Team

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

The Plan

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

Review of the Plan

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

Further Evaluation

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

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

4195 Bullying Policy

Wabash City Schools is committed to a safe and civil educational environment for all students, employees, parents/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, repeated acts or gestures, including:

1. Verbal or written communications or images transmitted in any manner (including digitally or electronically);
2. physical acts committed; or
3. aggression or any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the targeted student and create for the targeted student an objectively hostile school environment that:
 - a. Places the targeted student in reasonable fear of harm to the targeted student's person or property.
 - b. Has a substantially detrimental effect on the targeted student's physical or mental health.

- c. Has the effect of substantially interfering with the targeted student's academic performance.
- d. Has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

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

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

REPORTING BULLYING

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

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

INVESTIGATING AND RESPONDING TO BULLYING

The school shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigations must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the **alleged perpetrator** and the targeted student(s) shall be notified **of the reported bullying incidents before**

the end of the next school day of the report of such incidents and shall be notified the school is investigating the reported bullying incidents before the end of the next school day of the report of such incidents.

The school shall report to the alleged perpetrator and the targeted student(s) on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken. During the investigation, the school's priority will be the safety of the victim. *The investigation may include a determination of the severity of the bullying incident(s) and whether the transfer of the alleged perpetrator or victim to another educational setting is warranted.*

The parents of the alleged perpetrator and the targeted student(s) shall be notified of the conclusions of the reported bullying investigations before the end of the next school day after the conclusions of the investigations.

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 may include, but is not limited to: counseling within the school, parental conference, the loss of computer privileges, detention, in- or out-of-school suspension, exclusion from school sponsored activities, counseling outside of school, expulsion, or referral to law enforcement officials. In addition, when any kind of threat is communicated or when a hate crime is committed, the administration will report such crimes to local law enforcement officials.

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

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

This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

EDUCATION

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

*Legal Reference: I.C. 20-33-8-0.2
I.C. 20-33-8-13.5*

Date Adopted: July 21, 2025

FERPA RIGHTS

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

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

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

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

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

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

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

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

parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

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

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

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

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605
www.ed.gov/offices/OM/fpc

TITLE IX STATEMENT

Civil Rights Non Discrimination Grievance Procedure for the Wabash City Schools

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

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

Mrs. Amy Sivley
 189 West Market Street
 Wabash, IN 46992
 (260) 563-2151

6. The Process
 - a. Level One
 1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described in #4 above. The complaint shall stipulate the specific act or omission, the date of same, and parties involved.
 2. The compliance coordinator shall initiate an investigation of the circumstances of the complaint within seven (7) calendar days of the receipt of the written complaint.
 3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
 4. The complainant shall have seven (7) calendar days to react to the decision before it

becomes final. If the complainant disagrees with decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a level two procedure shall be enacted.

b. Level Two

1. The compliance coordinator shall submit the written disagreement statement and all related information to the superintendent of schools within three (3) calendar days of receipt.
2. The superintendent of schools shall review all material and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent of schools. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The superintendent of schools shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

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

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

Anti-Harassment Policy for Employees and Students

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

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

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

PARENT INVOLVEMENT, COMMUNICATION, VISITORS/CHAPERONES

Expectations for Parents

Wabash High School parents/guardians represent a large part of their students' education and learning experience. As a parent/guardian, there is the privilege and obligation to teach by example and to develop in the student good habits of behavior as well as a positive attitude toward school. To this end, the expectations and responsibilities of a Wabash High School parent/guardian include:

- Being aware of and following school and classroom policies/activities by reading all sections of the Student Handbook, the School website, and any written or online notices/communications from a classroom or the school.
- Recognize that the school takes the place of the parent while your student is at school.
- Teach and require your student to have respect for the law, for the rights of others, and for private and public property.
- Making sure your student is well rested and healthy, has the necessary school/classroom supplies, and is dressed appropriately.

- Encourage and demand prompt and regular school attendance and comply with attendance rules and procedures.
- Communicating with your student's teachers by promptly responding to emails/notes, attending conferences, and sharing any family concern/crisis that may impact their ability to appropriately learn and function during the school day.
- Overseeing the completion of homework by utilizing the Parent Portal into the Student's Skyward and/or Canvas account(s).
- Talk with your student about school activities and show an active interest in report cards and the daily progress of your student.
- Know your students' friends. Encourage and guide appropriate friendships, interests and activities.
- Helping your student set up realistic goals/expectations, as well as supporting consequences when school policies and procedures are not followed.
- Call the school with your concerns or complaints. Please follow the chain of command identified here for your concerns or complaints unless directed otherwise:
 1. Course Teacher/Student's Advisory Teacher/Student's Guidance Counselor
 2. Building Principal/Assistant Principal
 3. Superintendent/Assistant Superintendent
 4. Wabash City Schools Board of Education
- While the School believes that the Student Handbook is complete, it is impossible to anticipate every issue that might arise during the school year. The administration reserves the right to make decisions during the school year regarding any issue that would affect the well-being of students, faculty and staff.

2035 School and Classroom Visitors

Wabash City Schools welcomes and encourages parents and guardians to be involved in their child's education, including visiting classrooms. To ensure a safe and productive environment for all students and staff, the following guidelines apply to all school Visitors:

Classroom Visits

- Parents are welcome to visit their child's classroom.
- All classroom visits should be arranged in advance with the classroom teacher and/or the principal to minimize disruptions to instruction.
- To support smooth transitions and optimal learning conditions, visits are discouraged during the first and last week of the school year.

Lunch with Students

- Parents who wish to eat lunch with their child are welcome to do so.
- Lunch visits will be held in a separate designated area, such as a conference room, to preserve the structure and routine of the school cafeteria and minimize disruption to other students.

Volunteers

- Volunteers are welcomed and appreciated when supporting the educational mission or school-sponsored activities.
- Examples include:
 - Educational presentations, such as speaking about careers during Community Helpers Week or College GO! Week
 - Assisting with school or classroom events, such as Field Day, Beach Day, class parties, or other special programs

All volunteers must follow the same check-in procedures as visitors and may be asked to complete a background check depending on the activity and level of student Interaction.

Check-In Procedures

- For the safety of all students and staff, all visitors must report to the school office upon arrival.
- Visitors must sign the visitor's register and receive a visitor's badge or other authorization before proceeding to any other part of the building.
- This process helps ensure that no unauthorized individuals enter the school with wrongful intent.

Legal References: I.C. 20-26-5-4

I.C. 35-42-4-14

Date Adopted: July 7, 2025

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.

SCHOOL SAFETY

School Resource Officer (SRO)

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

Goals and Objectives

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

Duties of the School Resource Officer

- Assist the superintendent, principals, faculty, and staff in developing plans and strategies to prevent and/or minimize dangerous situations that may occur on school grounds.
- Present topics to students on various law enforcement/safety issues.
- Contact the principal of the school about any juvenile delinquency, incidents, charges, and arrests within a timely manner.
- Take law enforcement actions when necessary.
- Conduct investigations of crimes that occur at any school and use other resources if needed for follow up investigations.

- Follow the guidelines of case law, school board policy, and the Wabash Police Department general orders in regards to investigations, interviews, and searches relating to juveniles.
- Assist the superintendent, administrator, and staff in enforcing the Wabash High School Student Handbook and other school rules in order to maintain a safe learning environment.
- When it pertains to preventing a potential disruption that would, if ignored, place students, faculty and staff at risk or harm, the SRO will resolve the problem to preserve the school climate.

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

Surveillance Cameras

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

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.

WABASH CITY SCHOOLS BOARD POLICIES

Wabash City Schools follows board-approved policies that guide the operation, governance, and expectations of the school district. These policies are regularly reviewed and updated to ensure they reflect current laws, best practices, and the values of our school community.

The complete Wabash City Schools Board Policies can be accessed at the following link:
[Board Policies PDF](#)

They are also available on the Wabash City Schools website at www.apaches.k12.in.us.

For questions or additional information regarding board policies, please contact the school administration office.