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		<b>Rule 21: Probationary Contract Broken</b>							
Be Responsible	Follow all parts of probationary contracts	Violation of a Level 4 Probationary Contract.						Expulsion Only	
		<b>Rule 22: Repeated Rule Violations</b>							
Be Responsible	Follow all FWCS rules	Suspension may only be in combination with request for Expulsion and documentation of S.T. Process						Expulsion Only	
		<b>Rule 23: Transportation</b>							
	Follow all bus safety rules including stay seated, keep head and hands inside the bus and open doors/ windows only with approval	<b>23.1 Unsafe Acts:</b> Standing or moving about, head or hands outside of bus, opening doors or windows. Eating or drinking on bus.							
Be Safe	Interact with the bus driver in ways that allow yourself and others to ride on the bus safely	<b>23.2 Disruptive Conduct:</b> Uncooperative with driver, loud and boisterous. Not in assigned seat or riding inappropriate bus. Throwing objects.						3 day Bus Suspension Maximum	
	Act/interact in ways that allow yourself and others to ride the bus safely	<b>23.3 Violating the Safety and Rights of Others:</b> Interfering with the safety of others, distracting driver or vandalizing bus.						5 day Bus Suspension Maximum	
	Follow all FWCS rules when riding the bus or at bus stops	<b>23.4 Violating other School Rules:</b> While on the bus or at the bus stop. Refer to Rules 1 – 23 of Code of Conduct.							

## **SECTION 4 – SEVERE RESPONSES DEFINED**

### **Special Education/Section 504 Students with a Disability:**

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

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

### **Law Violations**

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

### **Suspensions**

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

### **Alternative Consequence/Level 4 Probationary Contract**

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

### **Expulsion Procedures**

If the principal requests an expulsion:

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

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

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

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

### **Appeal of Expulsion Determination**

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

## SECTION 5 – DRESS CODE POLICY

Students may dress in any style they desire, but parents and students are expected to display good judgment in making sure students' clothing and appearance are neat, clean and appropriate for the classroom. Students who are dressed inappropriately will be asked to change or remove the offending article. The following are dress code restrictions during the school day and during school-sponsored activities:

- Hats, sunglasses and coats or jackets may not be worn inside the building.
- Head coverings of any type are not allowed unless they are worn for religious purposes.
- Pajama-type attire, undershirts, slippers or other bedtime attire may not be worn.
- Shoes should be worn at all times. Footwear such as slippers, "Heelys" and flip-flops are not allowed.
- Pants should be worn appropriately at the waist without undergarments showing. Sagging pants are not allowed during the school day or during school-sponsored activities.
- Shorts and skirts shorter than fingertip length are not allowed.
- Halter tops, tank tops, spaghetti straps, muscle shirts or see through tops are not allowed.
- Undergarments worn as outerwear are not allowed. Clothing should be worn so that undergarments, including boxer shorts, thongs or bras, are not exposed.
- Improperly revealing apparel is not allowed.
- School uniforms will be required in some schools. In schools where uniforms are required, students are expected to be in uniform. If there are questions about uniform requirements or issues about obtaining uniforms, parents or guardians should contact the school.
- Inappropriate clothing or other attire that may disrupt the classroom is not allowed. Examples include, but not limited to: clothing with slogans, sayings or messages that are solicitous, profane, obscene or advertise such things as alcoholic beverages, illegal substances; apparel representative of or worn in a way to indicate gang affiliation; and/or apparel depicting derogatory or inflammatory racial, ethnic, memorial apparel, religious slogans or symbols or symbols of violence.

See school handbook for additional and detailed information.

## SECTION 6 – ELECTRONIC DEVICES/CELLULAR PHONES/OTHER

Use of all cellular (cell) phones or electronic devices during school hours or on the bus is not allowed without FWCS administrative permission. Schools are not responsible for lost, stolen or damaged electronic devices.

## SECTION 7 – ALCOHOL/NARCOTICS/DRUGS

Examples include but not exclusive to narcotics or drugs such as steroids, marijuana, barbiturates, amphetamines, alcoholic beverages, intoxicants, inhalants or any substance that is represented to be a narcotic/drug or alcoholic beverage. This includes paraphernalia and improper use of over-the-counter medications or other substances which may be purchased legally and are used, or believed to, or represented to produce an effect similar to a drug.

## **SECTION 8 – INTERNET SAFETY/ACCEPTABLE USE OF TECHNOLOGY POLICY**

According to School Board Policy 5163:

### **5163 Internet Access**

Technology greatly increases our students' educational opportunities. Technology, especially the Internet, allows students to transcend the four walls of their classroom enabling them to experience places they may never have been able to visit otherwise. The Internet provides both students and staff access to information and opportunities that were previously difficult to obtain, untimely, or, in many cases, unavailable. Students can research and access information directly from universities and libraries from the convenience of their own classroom. At the same time, Internet access involves issues of security, privileges and questions concerning the appropriateness of certain kinds of information. Moreover, in order for such access to be utilized appropriately, students and staff must be trained and be aware of the rights, privileges and responsibilities connected with such access. Additionally, parents must be informed of their shared responsibility for their children's safe use of the Internet.

FWCS is committed to providing Internet access to students and staff in an equitable, meaningful and safe manner. The mission of FWCS is to educate all students to high standards enabling them to become productive, responsible citizens. Since access to information is a vital part of learning, Internet access will be made available to all students; however, this access will be a part of educational activities that promote and foster student learning. Unfortunately, public places like the Internet can be a dangerous place. The Internet can put students in contact with inappropriate and potentially harmful material and people. To help protect our students, FWCS employs Internet filter and security devices on all student Internet connections. Ultimately, however, staff are responsible for ensuring appropriate access and enforcing policies that are consistent with current state and district standards.

Appropriate training will be provided to all staff that have direct contact with students related to the implementation of this policy. All training regarding this policy will be age and content appropriate.

The Superintendent is authorized to develop regulations, procedures and guidelines governing acceptable use of the Internet. Those regulations, procedures and guidelines should be consistent with applicable law and appropriately balance the needs and concerns of the school corporation, its staff, students and parents.

### **5163.1 Staff, Student and Parent Notification of District-Provided Access to the Internet**

FWCS offers its staff and students access to the Internet. The Internet is an electronic network globally connecting computers and individuals. The Internet is a tool for learning. This technology will help schools by allowing students and staff to:

1. immediately access research information and resources;
2. collaborate with other individuals and groups around the world;
3. visit distant places without leaving the classroom.

Staff and families should be aware that some material accessible via the Internet contains items that are illegal, defamatory, inaccurate or potentially offensive. In addition, it is possible to purchase certain goods and services via the Internet which could result in unwanted financial obligations for a student's parent or guardian.

While the district's intent is to make Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Even technical methods or systems to regulate student Internet access do not guarantee compliance with the district's acceptable use policy. That notwithstanding, the district believes that the benefits to students of access to the Internet exceed the disadvantages. Ultimately, however, staff are responsible for ensuring appropriate access and enforcing policies that are consistent with current state and district standards. Toward that end, FWCS makes the district's complete Internet policy and procedures available upon request to all staff, parents, guardians and other members of the community and provides parents and guardians the option of requesting for their children alternative activities not requiring Internet use.

## 5163.2 District and Staff Responsibility for FWCS-Provided Access to Electronic Information, Services and Networks

In making decisions regarding student access to the Internet, FWCS considers its own stated mission, goals and objectives. Electronic information and research skills are now fundamental to our society and an important component of citizenship and many vocations. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards and other resources while communicating with people around the world. The district expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use.

Students should use Internet resources in accordance with the guidance and direction of the staff. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with classroom instruction, guidelines and lists of resources particularly suited to learning objectives. Classroom instruction will include topics related to safe Internet practices and online behavior. This includes interacting with others on social networking websites and in chat rooms and cyber-bullying awareness and response.

1. Students utilizing district-provided Internet access must first have the permission of and must be supervised by FWCS professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply as outlined in the *FWCS Student-Parent Handbook* and *FWCS Code of Conduct*.
2. The purpose of district-provided Internet access is to facilitate communications in support of research and learning. Student use must be in support of and be consistent with the educational objectives of FWCS. **Access is a privilege, not a right. Access entails responsibility.**
3. Internet access and electronic network services provided by FWCS are for educational purposes; therefore, FWCS has the right to place reasonable restrictions on the material accessed through or posted to the network.
4. Users should not expect that files, emails and other electronic communications stored on or sent to school-based computers and network servers will be private. Electronic communications and files stored on school-based computers and network servers may be treated like school lockers. Administrators and faculty may monitor files and communications to maintain system integrity and insure that users are acting responsibly.
5. All student use of district-provided electronic network services is governed by the *FWCS Code of Conduct*. Additionally, the following specific uses of school-provided Internet or other electronic network access are not permitted:
  - a. to access, upload, download or distribute pornographic, obscene or sexually explicit material;
  - b. to transmit obscene, abusive or sexually explicit language;
  - c. to engage in personal attacks, bullying/cyber-bullying or harassment, including prejudicial or discriminatory attacks;
  - d. to violate any local, state or federal statute;
  - e. to use for financial or commercial gain;
  - f. to vandalize, damage or disable the property of another individual or organization;
  - g. to access another individual's materials, information or files without permission; and,
  - h. to violate copyright or otherwise use the intellectual property of another individual or organization without permission.
6. Any violation of district policy and rules may result in loss of district-provided access to the Internet. Additional disciplinary action may be warranted in keeping with the existing *FWCS Code of Conduct*. When and where applicable, law enforcement agencies may be involved.

### 5163.3 Notice to Parents/Guardians Regarding Responsibility for Student Use of FWCS-Provided Access to Electronic Information, Services and Networks

While the intent of FWCS is to make the Internet access available in order to further educational goals and objectives, students may find ways to access other materials as well. Due to the open nature of the Internet, it is impossible for FWCS to institute technical methods or systems to regulate students' Internet access which will guarantee that students cannot access undesirable material. That notwithstanding, FWCS believes that the benefits to students of access to the Internet exceed the disadvantages. The school staff has a responsibility to monitor individual use of the Internet and take appropriate disciplinary action when necessary.

Ultimately, however, parents and guardians are responsible for setting and conveying the standards that their children should follow when using media and information sources including the Internet. Parents will be provided the complete FWCS Internet policy and procedures. FWCS also provides parents and guardians with the option of requesting for their minor children alternative activities not requiring Internet use.

Outside of school, families bear responsibility for the same guidance of Internet use as they exercise with information sources such as television, telephones, radio, movies and other media.

### 5163.4 Disclaimer

FWCS makes no warranties of any kind, either expressed or implied, for the Internet access it is providing. The district will not be responsible for any damages users suffer, including, but not limited to:

1. the loss of data resulting from delays or interruptions in service;
2. the accuracy, nature or quality of information stored on any electronic media, hard drives or servers;
3. the accuracy, nature or quality of information gathered through district-provided Internet access;
4. personal property used to access district computers or networks or for district-provided Internet access;
5. unauthorized financial obligations resulting from district-provided access to the Internet.

## SECTION 9 – ATTENDANCE POLICY

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

Pursuant to Indiana Code 20-33-2-3.2, "attend" means to be physically present: (1) in a school; or (2) at another location where the school's educational program in which a person is enrolled is being conducted; during regular school hours on a day in which the educational program in which the person is enrolled is being offered."

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

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

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

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

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

### **Tardiness/Early Departure**

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

**A student that arrives to school one hour late but less than half a day, or departs one hour early but less than one half day without an approved excuse will be counted as 'severe tardy/early departure.' Ten (10) unexcused severe tardy/early departures will count as one unexcused day when a school is considering a referral to the YMCA Status Offender Court Alternative Program (SOCAP).**

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

### **Absences Counted as Present**

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

### **Excused Absences**

The District will accept a parent call for excused absences up to five days. Additional absences due to illness require a doctor's slip for days to be excused. However, a period of extended illness may be considered a single day for this requirement. A parent who has a son/daughter with a chronic illness may have a medical doctor complete a form and file it at the school. After review by school health personnel, the form may exempt the parent/student from securing a doctor's statement each time the student is absent for that school year. **If the student has an approved chronic illness form the parent is still responsible for notifying the school of the student's absence.**

### Excused absences are as follows:

1. Personal illness that is excused by a written note from a physician will not be counted as part of the five parent/guardian excused absences. Absences beyond the five parent/guardian excused absences in a school year that are not accompanied by a written note from a physician will be considered unexcused. A note must be provided to the school upon the student's return to school.
2. Serious illness in the immediate family (those living in the home).
3. Death in the family (Maximum five days for parent, step-parent, sibling or grandparent. Maximum of three days per school year for cousins, aunts or uncles).
4. Inclement weather (in the parent's judgment).
5. Head lice (first day only).
6. The child lacks proper immunizations (one day only).
7. Out-of-school suspensions (A student who is suspended is absent but counted as an excused absence for reporting purposes).
8. The building principal may excuse an absence in an emergency situation such as absences related to deployment and return of parents in the military.
9. Pre-approved college visits (maximum of two with verification from the college).

### Unexcused Absences

Fort Wayne Community Schools defines a 'habitual truant' as a student who is chronically absent, by having unexcused absences from school for more than seven days in one school year.

1. Head lice or a lack of proper immunizations after the first day.
2. Absence due to loss of bus privilege.
3. Vacations during school time are unexcused. Parents/guardians are advised to plan family activities when school is not in session.
4. "Take your child to work day."
5. A student who is not at school and/or in class without an approved excuse.
6. Ten severe tardies/early departures for all students will equal one unexcused day toward a referral to the YMCA Status Offender Court Alternative Program (SOCAP).
7. Other reasons not noted as excused.

### Notification to Parents

1. It is a parent's responsibility to call the school by 9 a.m. the day a child is absent. If the parent does not call, the school will attempt to call the parent that day to document the absence. A parent who tells the school that a child has the flu or other illness will not be contacted again during that illness.
2. The Required Parent Notification will be mailed to the parent after five or more excused or unexcused absences.
3. One unexcused absence: Contact parent/guardian by a telephone call, letter or parent conference.
4. Three unexcused absences: Contact parent by mailing the Official School Notice Concerning Attendance stating upon the seventh unexcused absence a Delinquency Affidavit will be filed. The school will attempt to contact the parent by telephone.
5. Seven unexcused absences: Contact parent by mailing the Habitual Truant letter. The school will file a Delinquency Affidavit with the Status Offender Court Alternative Program (SOCAP). Notification is also sent to the Indiana Bureau of Motor Vehicles.



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

### **Make-Up Work**

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

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

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

### **Dropping Out**

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

## **SECTION 10 – EXTRACURRICULAR ACTIVITIES**

### **Extracurricular/Co-Curricular Participants**

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

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

Members of high school athletic programs are also reminded of the IHSAA rules regarding conduct of contestants, both in and out of school (IHSAA Rule 8, Section I) and scholastic eligibility (IHSAA Rule 18, Section I). This Code applies to all students who are connected with any school-sponsored or school-sanctioned extracurricular/cocurricular activity, including clubs and athletic programs in various sports, academic competitions, competitive groups that are an extension of the curricular program, such as speech and debate teams, VICA, Business Professionals, COE and DECA contests and competitive music events such as jazz band, concert band, marching band, solo and ensemble contests, etc. This list is not to be considered all inclusive.

## Standard of Conduct

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

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

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

## SECTION 11 – SEARCH AND SEIZURE

### Expectation of Privacy

Lockers, drive cloud storage lockers or other storage areas provided for student use belong to the school district. Similarly, any student who parks on school property implies consent to allow a search of the vehicle if there is reason to do so. There is therefore no expectation of privacy in any school locker or student vehicle parked on school property.

### Searches

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

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

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

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

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

### Dog Interdiction Program

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

## SECTION 12 – TRANSPORTATION

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

If in the sole judgment of the principal based on the age of the student and/or the offense, an alternative consequence is satisfactory to resolve the violation at any step, the principal has the authority to develop the alternative under written agreement with the parent and student.

General disruptive conduct such as standing and moving about; not in assigned seat; improper language/gestures; repeatedly bothering others; throwing objects inside or outside of bus; putting head, hands and feet outside of window; opening the emergency door; or refusal to cooperate with reasonable request from transportation staff will result in bus referral to school officials for appropriate disciplinary actions. School principal/designee will investigate the referral and if the principal/designee determines the student is responsible for stated offense, the principal/designee will determine consequences which may include a bus suspension.

Actions which clearly threatens the safe operations of a bus and its occupants and/or which is a violation of the law, the offending student may be assessed a penalty not limited to, removal from the bus for an extended period or expulsion from school. The police department and FWCS Security Department will be notified as outlined in the law violations section of the document.

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

### GLOSSARY OF TERMS

**Academic Dishonesty** – Providing, receiving or viewing answers to quiz or test items or independent assignments; having out or using books, notes or notebooks during a test without permission from a staff member

**Battery** – Deliberate physical harm to another

**Behavior Intervention Plan (BIP)** – A plan that includes strategies and supports to help students/staff manage behavior problems successfully

**Bomb Threat** – The making of threats or providing false information about the presence of explosive materials or devices on school property without cause in writing, in person or by phone, including text messaging

**Bullying** – Overt, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including digitally or electronically, text messaging; physical acts committed; or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment. **Examples include: Harassment Based on Race, Ethnicity, Gender, Sexual Orientation, Disability or Religion, Including Cyber harassment, Against Members of the School Community**

**Community-Based Organization and Mental Health Agencies** – Referral to Community-Based Organization and/or Mental Health Agencies

**Community Service** – An unpaid service for the benefit of the public that is performed as part (or all) of the consequence for committing an infraction

**Computer Misuse** – Any unauthorized or inappropriate use of computers, including the Internet, specific programs or hacking

**Conference** – A communication that takes place face to face or by telephone

**Conflict Resolution** – A process used by a neutral party to solve problems, build agreement and reduce aggression between others

**Consequence** – A result that follows from an action or condition

**Corrective Responses** – Responses to inappropriate behavior intended to teach and increase the likelihood of appropriate, replacement behavior

**Criminal Behavior** – Any behavior that is considered an infraction against the law

**Critical Thinking Skill Support** – Development of the thought processes that allow students to respond positively and productively

**Cutting Class** – Once a student arrives on school property they are expected to attend all assigned classes and/or activities. Failure to do so, without prior approval, will be considered cutting class.

**Cyberbullying** – The use of information and communication technologies to support deliberate, repeated and hostile behavior by an individual or group with the intention of physically or psychologically intimidating others (See Section 8 – School Board Policy 5163)

**Destruction of Property or Vandalism** – Damage, destruction or defacement of property belonging to the school or others

**Disrespect Toward Others** – Inappropriate comments or physical gestures toward others.

**Functional Behavior Assessment (FBA)** – An assessment process used to gather the information needed to develop a behavior plan

**Individual Education Program (IEP)** – A plan required for special education students that includes goals, supports, services, criteria for measurement of goals and evaluation of progress toward reaching goals

**Insubordination** – Refusal to follow directives from someone in authority

**Law Violations** – Occurrences when laws are not followed

**Loss of Privileges** – As a consequence of a violation of FWCS' Code of Conduct, a student can lose the right to participate in school events and activities, including participation in graduation and senior activities (if the behavior warrants this consequence, only monies paid as senior dues for the missed activity will be refunded)

**Make-Up Work** – When students are removed from class because of behavior violation, school staff must provide students with missed assignments and the opportunity to make up those assignments without penalty

**Mentoring** – The act of guiding, advising, listening to and acting as a role model for another over a period of time

**Positive Behavior Interventions and Supports** – A school wide behavior management framework that has a three-tier model of prevention and intervention

**Reportable to Police** – Police reports are required when an offense is illegal or causes injury to persons

**Restitution** – Replacing item(s) that were stolen or damaged or providing fair market value by way of compensation or service

**School Resource Officer (SRO)** – Fort Wayne Police Department works in the school environment

**Sexting** – The act of sending sexually explicit photos, images, text messages or e-mails by using a cell phone or other mobile device

**Sexual-Orientation Harassment** – A negative opinion or attitude toward an individual or group of persons based on their sexual attraction toward or responsiveness to members of the opposite or same sex

**Stealing/Theft** – Taking or attempting to take property of another person or institution without permission or knowledge of the owner, with the intent to deprive the owner of its use

**Student Support Team (SST)** – A team consisting of school staff, parents and others who meet and use a formal process to problem solve student academic or readiness to learn issues

**Tardiness** – Arriving late to school or class

**Tobacco Products** – Possession, use, sale or distribution of tobacco or tobacco products, including but not limited to cigarettes, e-cigarettes, cigars, pipe tobacco, snuff, chewing tobacco or smokeless tobacco

**Trespassing** – Being on school property without permission, including while suspended or expelled; includes breaking and entering

**Truancy** – Unexcused absence from school

**Unsafe Action** – Any action that has the potential to cause danger or physical harm to self or others, including the reckless use of a vehicle

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## *Mission*

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

## *Vision*

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

## *FWCS Board of School Trustees*

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

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Dr. Wendy Robinson

### *CONNECT WITH FWCS*



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