

ADMINISTRATIVE GUIDELINES FOR STUDENT DISCIPLINE



Warsaw Community Schools 2017-2018

STUDENT DISCIPLINE

STUDENTS #5600A

Guidelines for Building Administrators

- I. The administration shall take a shared role in the establishment and maintenance of appropriate discipline in the school and in the enforcement of the Code of Conduct in accordance with the following guidelines. The purpose of discipline is to create an environment conducive to learning through the development of self-discipline, the promotion of expectations for responsible behavior, and consideration for the rights of others.

The fundamental right of teachers to teach and students to learn will be honored. Parental and administrative support is essential in this process. Every effort will be made to utilize fairness and consistency in disciplinary concerns while respecting the rights of the individual.

Maintaining an effective and productive learning environment is the responsibility of the total school population. Proper decorum will ensure each student an equal opportunity to become a responsible and educated individual. As such, the following standards of proper decorum are expected of all students enrolled in Warsaw Community Schools and when attending any school related or sponsored activity.

- A. Students are expected to:
1. Obey rules, respect public and private property and actively promote the general welfare of the school environment;
 2. Maintain courteous relations with teachers, fellow students and other school personnel;
 3. Always be prepared for every class, to begin work immediately and work without disturbing others;
 4. Establish and maintain an excellent attendance record by avoiding unnecessary absences or tardiness;
 5. Strive to make the best of themselves while in school;
 6. Tell the truth about any matter under investigation by school personnel.
- B. Since all teachers have the right to teach and all students have the right to learn, a student shall not interfere with the educational process by:
1. Carrying or using weapons, or is represented to be a weapon, or looks like a weapon, any firearms, chemical sprays, or instruments designed or intended to do bodily harm to anyone;
 2. Possessing and/or igniting explosives, matches, lighters, or incendiaries of any type;
 3. Possessing, smoking or using any tobacco product, including snuff, on school grounds at any time (See Drug and Alcohol Policy);
 4. Committing an act of defiance against any staff member;
 5. Misbehaving in the classroom, library, restrooms, and hallways as well as during any convocation or assembly;
 6. Fighting or promoting a fight*;
 7. Using profane language or making obscene remarks and/or gestures or engaging in any conduct that is considered lewd, vulgar, indecent, or offensive, or any conduct deemed to be sexual harassment;
 8. Bullying - means overt, repeated acts or gestures, including:
 1. Verbal or written communications transmitted;
 2. Physical acts committed;
 3. Any other behaviors committed; by a student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. School Board Policy # 5517.01
 9. Cheating, stealing, gambling, or possessing stolen property;

10. Tampering with firefighting equipment or emergency alarm and safety systems.
11. Engaging in public displays of affection which draws undue attention to themselves;
12. Leaving school grounds without proper authorization;
13. Violating school parking/driving regulations, including being in a vehicle at any time during the school day without permission of an administrator, Violating school parking/driving regulations, including being in a vehicle at any time during the day without permission or operating a vehicle in an unsafe manner
14. Skipping school or classes or assisting others in skipping school or classes;
15. Being tardy to classes or other assigned activities;
16. Failing to serve any assigned detention, Extension School, or other teacher or administrator-assigned make up time;
17. Forging, falsifying, altering, or illegally possessing school forms, or using false or forged notes;
18. Failing to identify yourself to any school authority;
19. Causing or attempting to cause damage to school property or to personal property of staff members, students, or visitors;
20. Wearing any apparel or accessories that interfere with classroom procedure or are disruptive to the orderly routine of the school program or are considered lewd, vulgar, indecent, or offensive
21. Possessing any material that is considered pornographic;
22. Possessing drug paraphernalia or possessing, using, transmitting, or being affected by any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items. (Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision. Refer to the building medication policy.)
23. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription
24. Providing to another person any controlled or illegal substance, prescription or over-the-counter medication, on school grounds at any time or at any school sponsored activity at any location, including the school bus
25. Failing to observe the reasonable and specific written or verbal direction of school authorities
26. Posing any real or imagined threat to the student population; creating a disturbance; examples of these interferences include making bomb threats, threatening to use a destructive device, calling the 911 emergency number without just cause, and possessing look-a-like guns or other weapons (see weapons policy)
27. Participating in and/or promoting any gang or gang-related activity
28. Violating the Appropriate Use Agreement or the intent of the Internet Policy #7540.03
29. Violating any provision(s) of the Indiana Student Due process Code These guidelines, procedures, and/or standards are used by Warsaw Community High School in support of School Board Policy # 5600.
30. A student may be disciplined for violating what school officials consider to be proper decorum. The items listed within this section are not all inclusive. Other acts may be considered a breach of acceptable behavior and will be handled accordingly. The following disciplinary techniques may be used in correcting breaches of proper decorum:
 1. Counseling and parent conference
 2. School Extension Program
 3. Expulsion (School Board Policy #5610)
 4. In-School Suspension
 5. Referral to Juvenile Court
 6. Restitution
 7. Detention
 8. Suspension (School Board Policy #5610)
 9. Probation

10. Loss of Recess
 11. Additional School Work Assignments
 12. Time Out
 13. Community Service
 14. Assignment of work which will benefit the student and/or the school
 15. Other techniques as deemed necessary and reasonable by school officials.
31. One or a combination of any of the above listed techniques may be used by school officials in their efforts to assist a student in his/her efforts to improve his/her behavior or conduct; all techniques used are in conjunction with the Indiana Due Process

C. Code

1. Each Principal shall:
 - a. Prior to start of school year or preferably before the end of the preceding school year meet with a committee consisting of:
 - b. Teachers and counselors
 - c. School support staff members
 - d. Parents
 - e. Students (secondary level only)
 - f. Review the Code of Conduct and make any needed changes or additions
 - g. The committee should also establish a plan which will ensure that all members of the staff understand what it says and agree to a common approach for supervising and disciplining students.
 - h. In concert with the committee or the entire staff, devise and implement a plan whereby students receive a copy of the Student Handbook and confirm that they understand how to use it and what each of the major sections say and mean.
 - i. Since it is in everyone's best interests to have parental understanding and support for appropriate student behavior, the plan should also ensure that parents are aware of:
 1. The Code of Conduct
 2. The school's disciplinary procedures
 3. The process for communicating their concerns to the school
 4. The actions they can take to provide support for proper student behavior and attitudes.
 - j. Parents must be sent Form 5500 F1 for their signature
 - k. Each principal should also:
 1. Give top priority to counseling with any teacher on a disciplinary situation when requested
 2. In concert with teachers, plan and conduct in-service activities on classroom management, discipline procedures, follow-up, and any other strategies which will help the staff use effective discipline
 3. Provide for supervision for all school-sponsored activities
 4. Refer any parent concerns about student conduct and discipline to the appropriate teacher as the first step in resolving the situation.
 5. A copy of the supervisory guidelines, communication plans, and proposed in-service activities and all subsequent revisions to each should be sent to the Administrator for review and approval as they are completed. They should be submitted for approval and modification prior to the start of each school year.

II. **Guidelines for Teachers**

Teacher effectiveness and purposeful, well-planned activities are prerequisites to good discipline. Most students will exhibit "good" behavior when they perceive the teacher is competent, consistent, fair, and supportive of school policies.

- A. The following guidelines should contribute to effective discipline:
 1. Establish fair, workable, consistent, and educationally productive procedures by which the classroom and other areas of learning will operate, based on an analysis of the program, the maturity level of the students, and their needs, abilities, and interests.
 2. Plan and conduct learning activities that contribute to accomplishing specified objectives and goals, stimulate and encourage application of thought, and require the active participation of the students. Long and frequent activities of data gathering through lectures, readings, film, etc., without planned opportunities for students to process and apply the information can lead to boredom and indifference- a seedbed for discipline problems.
 3. Help set the tone for good discipline by modeling the behaviors expected of students.
 4. Inform students of the high expectations regarding discipline and persist in their fulfillment.
 5. Initiate parental contact where appropriate and necessary.
 6. Support Corporation and building administrators in disciplinary matters and avoid undermining the supervisory guidelines.

- I. A member of the administrative staff, a teacher, or other school staff member may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly, and effective educational environment.
 - A. Disciplinary action under this section may include the following:
 1. Counseling with a student or group of students
 2. Conferences with a parent or group of parents
 3. Assigning 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. Restricting extracurricular activities
 7. Removal of a student by a teacher for that teacher's class for a period not to exceed:
 - a. Five (5) class periods for middle, junior high, or high school with administrator approval if the student is assigned regular or activities work to be completed in another school setting.
 - b. One (1) school day for elementary school students with administrator approval if the student is assigned regular or additional work to be completed in another school setting.
 8. Assignment by the principal of:
 - a. A special course of study
 - b. An alternative educational program; or
 - c. An alternative school
 9. Assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides. The following apply to service assigned under this subdivision:
 - a. A principal may not assign a student under this rule unless the student's parent or guardian approves: (A parent or guardian may request or suggest that the principal assign the student under this rule.)
 - b. The non-profit organization where the student is assigned; and the plan described in clause (9) (a) (1).
 - 1) The principal shall make arrangements for the student's service with the nonprofit organization. Arrangements must include the following:
 - a) A plan for the service that the student is expected to perform.
 - b) A description of the obligations of the nonprofit organization to the student, the student's parents, and school corporation where the student is enrolled.
 - c) Monitoring of the student's performance of service by the principal or the principal's designee.
 - d) Periodic reports from the nonprofit organization to the principal and the student's performance of the service.
 - 2) The nonprofit organization must obtain liability insurance in the amount of the type specified by the school corporation where the student is enrolled that is sufficient to cover liabilities that may be incurred by a student who performs service under this rule.
 - 3) Assignment of service under this rule suspends the implementation of a student's suspension or expulsion. A student's completion of service assigned under this rule to the satisfaction of the principal and nonprofit organization terminates the student's suspension or expulsion.
 10. Removal of a student from school sponsored transportation
 11. Referral to the juvenile court having jurisdiction over the student.

- a. As used in this rule “physical assault” means the knowing or intention touching of another person in a rude, insolent, or angry manner. When a student physically assaults a person having authority over the student, the principal of the school where the student is enrolled shall make a referral of the student to the juvenile court having jurisdiction over the student. However, a student with disabilities who physically assaults a person having authority over the student is subject to procedural safeguards.
- II. A breach of discipline may be so disruptive that it interferes with school purposes or educational functions of the school corporation. Therefore, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of Indiana Code, the Warsaw Board of School Trustees authorizes actions of Indiana Code, the Warsaw Board of School Trustees authorizes administrators to take the following actions:
- A. **SUSPENSION FROM SCHOOL - PRINCIPAL** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
 - B. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled for a length of time that is equivalent to the limits stated regarding semesters. The only exception is rule 118 and 19 (possession of a firearm or destructive device and possession of a deadly weapon) listed under the grounds for Suspension and Expulsion in this policy.
 - C. **Grounds for Suspension and/or Expulsion**
 - 1. Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:
 - a. Using a 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 subdivision:
 - 1) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - 2) 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.
 - 3) Setting fire to or substantially damaging any school building or property.
 - 4) Prevention or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
 - 5) Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any of the other persons to conduct or participate in an education function.
 - 6) Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
 - 7) Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 - 8) 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 some other person does not constitute a violation of this provision.
 - 9) Threatening or intimidating any person for any purpose including obtaining money or anything of value from the student.
 - 10) 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 such actions or plans.
 - 11) Possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon, or is represented to be a weapon, or looks like a weapon.

- 12) Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connected with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
 - a) Exception to Rule 8: 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 and must include the following information:
 - b) Physician's statement that the student has an acute or chronic disease or medical condition for which medication has been prescribed.
 - c) The nature of the disease or medical condition requires emergency administration of the prescribed medication.
 - d) The student has been instructed in how to self-administer the prescribed medication.
 - e) The student is authorized to possess and self-administer the prescribed medication.
 - f) Engaging in the selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other persons or constitutes an interference with school purposes or an educational function.
 - g) Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
 - h) Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription
 - i) Failing in a number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an education purpose or and purposes or an education purposes or an educational function.
- 13) Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
- 14) Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
- 15) Aiding, assisting, or conspiring with another person to violate these student conduct rules or state or federal law.
- 16) Violating any rules that are reasonably necessary in carrying out school purposes or an educational function including, but not limited to:
 - a) Engaging in sexual behavior on school property;
 - b) Disobedience of administrative authority;
 - c) Willful absence or tardiness of students;
 - d) Engaging in speech or conduct, including clothing, jewelry or hairstyle which is profane, indecent, lewd, vulgar, or offensive to school purposes.

- e) Failing to tell the truth about any matter under investigation by school personnel.
 - f) Possessing or using a laser pointer or similar device.
- 17) Possession of a Firearm or a Destructive Device (See Weapon Policy #5772)
- a) No student shall possess, handle, or transmit any firearm or a destructive device on school property.
 - b) The following devices are considered to be a firearm under this rule:
 - 1) any weapon which will or is designed to or may readily be converted expel a projectile by means of an explosion.
 - 2) The frame or receiver of any weapon described above.
 - 3) Any firearm muffler or firearm silencer.
 - 4) Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge or more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
 - 5) 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.
 - 6) Any combination of parts either designed or intended for 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.
 - 7) an antique firearm.
 - 8) A rifle or a shotgun that the owner intends to use solely for sporting, recreational, or cultural purposes.
 - c) For purposes of this rule, a destructive device is:
 - 1) any explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge or more than four ounces, a missile having an explosive or incendiary charge or more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
 - 2) any 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 or more than one-half inch.
 - 3) 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.
 - d) The penalty for possession of a firearm or a destructive device: suspension up to ten (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 period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
 - e) The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.

18) Possession of a Deadly Weapon (See Weapon Policy #5772)

- a) No student shall possess, handle, or transmit any deadly weapon on school property.
- b) The following devices are considered to be deadly weapons as defined.
 - 1) A weapon, device, 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.
 - 2) An animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
 - 3) The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
 - 4) The superintendent shall immediately notify the appropriate law enforcement agency when a student is expelled under this rule.
- c) The grounds for suspension or expulsion listed above (#1-19) apply when a student is:
 - 1) On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group.
 - 2) Off school grounds at a school activity, function, or event,
 - 3) Traveling to or from school or a school activity, function, or event, or
 - 4) During summer school.

2. Legal Settlement: A student may be expelled if it is determined that the student's legal settlement is not the attendance are of the school where the student is enrolled.

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

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

4. 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:

- a. The superintendent (or designee) may conduct an expulsion hearing, or may appoint one of the following persons to conduct the expulsion meeting:
 - 1) Legal counsel.

- 2) A member of the administrative staff if the member has not expelled the student during the school year and was not involved in the events giving rise to the expulsion.
- b. An expulsion will not take place until the student and the student's parent(s) are given notice of their rights 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 appear it to the school board.
- c. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedures for requesting the meeting.
- d. 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 meeting.
- e. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 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 the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

These guidelines, procedures, and/or standards are used by Warsaw Community High School in support of School Board Policy # 5611

The administration will be made aware of any incident of academic dishonesty through the completion of a student discipline referral form. The teacher will contact the parents/guardians of the student involved in any incident of academic dishonesty. The teacher has a responsibility to take all appropriate measures to prevent academic dishonesty.

- I. Academic dishonesty includes, but is not limited to the following:
 - A. Violations of procedures which protect the integrity of a quiz, examination, or similar assessment such as:
 1. Copying from another person's paper
 2. Copying another person's quiz/test
 3. Submitting a copied project
 - B. Plagiarism or violations of procedures prescribed to protect the integrity of an assignment such as:
 1. Plagiarism- the act of presenting someone else's ideas as your own.
 2. Word-for-word plagiarism-repeating the exact words of a source without giving the necessary credit.
 3. Paraphrase plagiarism-saying basically the same thing as an original source with just a few words changed.
 4. Spot plagiarism-using only the source's key words or phrases as your own without giving credit.
 - a. Submitting an assignment purporting to be the student's original work which has been wholly or partly created by another person
 - b. Presenting as one's own work, ideas, representations, or words of another person without customary and proper acknowledgment of sources.
 - C. Cooperation with another person in academic dishonesty (willingly giving or selling or paying for a paper to another person to copy)
 - D. Submitting a pre-written paper (by mail or electronically)
 - E. Inventing sources (a false bibliography)
 - F. Selling/buying a paper
- II. Consequences-For A-F above
 - A. First offense- No credit for the paper/test/project and 1 Extension school
 - B. Second offense- No credit for the paper/test/project and 1 day In-school detention
 - C. Third offense- No credit for the paper/test/project and 1-2 days In-school detention
 - D. Additional offenses- No credit for the paper/test/project and 4-10 days In-school detention
- III. Consequences for stealing an exam, paper, or answer key from a teacher, staff member, or student.
 - A. First offense- No credit for the paper/project and 1-3 days In-school detention
 - B. Second offense- No credit for the paper/project and 3-10 days In-school detention
 - C. Third offense- No credit for the course and 4-5 days of In-school detention

Note: The above violations are cumulative over the student's high school career.

BOARD POLICY NO. 5200

(Revised June 2006; Updated April 2007, Updated February, 2008, revised February 2010, Revised 2012, Revised 2016)

The School Board, as an agency of the State, is required to enforce regular attendance of students. The Board recognizes that the presence in the classroom enables the student to participate in instruction, class discussions, and other related activities. As such, regular attendance and classroom participation are integral to instilling incentives for the student to excel.

Attendance shall be required of all Corporation students, except those exempted under Policy 5223 or by other provisions of State law, during the days and hours that the school is in session.

The Superintendent may require, from the parent of each student or from an adult student who has been absent for any reason, documented communication of the cause for such absence. The Board reserves the right to verify such statements and to investigate the cause of each:

- A. single absence;
- B. prolonged absence;
- C. repeated unexplained absence and tardiness.

Repeated infractions of the Board's policy on attendance may result in the suspension or expulsion of a student.

An out of school suspension is an excused absence. An unexcused absence is an absence from school not authorized by School Corporation rule and is in violation of I.C. 20-8.1-3.

*Students receive 7 absences per semester; unexcused absences count towards the 7 and are subject to disciplinary consequences.

The Board considers the following factors to be reasonable excuses for time missed at school:

- A. illness
- B. recovery from accident
- C. required court attendance
- D. death in the immediate family
- E. observation or celebration of a bona fide religious holiday
- F. such other good cause as may be acceptable to the Superintendent or permitted by law
- G. Vacation approved by parent
- H. Illness
- I. Medical Appointments (Documented)
- J. Signed medical slip required the day the student returns to school.
- K. Duration of the absence must pass scrutiny of the administration based on location and type of appointment
- L. College/Military Visits (Documented)
- M. Death of Immediate Family Member/Funeral
 - a. Death of other than immediate family member may be applicable with administrative approval
- N. Court Appearance (Documented)
- O. Pre-approved absences by administration (procedures outlined below)
- P. Driver's Test
- Q. Administrative Approved absence

The Board shall consider each student assigned to a program of other guided learning experiences, authorized under Policy 2370, to be in regular attendance for the program provided that s/he reports to such staff member s/he is assigned for guidance at the place in which s/he is conducting study, and regularly demonstrates progress toward the objectives of the course of study.

The Superintendent, in collaboration with the Board of School Trustees, will develop, implement, and maintain administrative guidelines for the attendance of students which:

- A. ensure a school session which is in conformity with the requirements of the law;
- B. ensure that students absent for any excusable reason have an opportunity to make up work they missed;
- C. govern the keeping of attendance records in accordance with the rules of the State Board;
- D. ensure that any student who, due to a specifically identifiable physical or mental impairment, exceeds or may exceed the Corporation's limit on excused absence is referred for evaluation for eligibility either under the Individuals with Disabilities Education Act (IDEA) or Section 504 of the Rehabilitation Act of 1973.

Such guidelines should provide that a student's grade in any course is based on his/her performance in the instructional setting and is not reduced for reasons of conduct. If a student violates the attendance or other rules of the school, s/he should be disciplined appropriately for the misconduct, but his/her grades should be based upon what the student can demonstrate s/he has learned.

The Superintendent, in collaboration with the Board of School Trustees, will develop, implement, and maintain the administrative guidelines on attendance properly address the matter of truancy by including a process which:

- A. identifies the habitual truant, that is, a student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year;
- B. investigates the cause(s) of his/her truant behavior;
- C. considers, when appropriate, modification of his/her educational program to meet particular needs which may be causing the truancy;
- D. ensures that truant students are disciplined in accordance with the Corporation's policies and administrative guidelines on student discipline;
- E. provides for the reporting to the Bureau of Motor Vehicles those students who have been suspended for the second time during a school year, expelled, or excluded for misconduct.

The Superintendent shall also ensure that the Board's policy on attendance and the Corporation's administrative guidelines are made available to all parents and adult students.

I.C. 20-33-2-11

I.C. 20-33-2-4 et seq.

511 IAC 1-3-1

511 IAC 6-2-1(c) (12)

Administrative Guidelines

The development of high standards of dependability and reliability is a joint endeavor between the school

and the parents of each student. Since business, industry, and other professions expect and demand a high level of attendance and time on-task, the education of our students must reflect these expectations and responsibilities. Through the combined efforts of parents, students, and the school, the goals of self-discipline and assumptions of responsibility become major priorities in developing life skills and attitudes as well as preparing for entry into the real adult world.

Warsaw Community Schools considers the development of good attendance habits as a vital and desirable undertaking for two essential reasons.

First, a student's attendance is essential to learning - learning that includes not only factual subject matter, but also attendance habits, work habits, attitudes, and ideals. Poor attendance interrupts the process of education. It also impedes the continuity of the lessons presented, the ability of the students to understand and gain insight from the classroom experiences and the students' ability to establish proper work habits. Whether the goal is entering the work force or post-secondary education, students need to come to school every day and benefit from interaction, discussion and teacher support available during class time. EVERY ABSENCE, whether excused or not, interrupts the student's understanding of the material being presented and weakens his/her interests in the subject matter. Regular attendance improves learning, establishes dependable work habits, and allows the student to take full advantage of the educational opportunities necessary for their development as students and responsible adults.

Second, research shows that achievement is directly related to attendance. A student who misses a day of school misses a day of education that cannot be retrieved. Each student is expected to be in school every day. It is the law! The Compulsory Attendance Law (I.C. 20-33-2-1) states: Duty of the Parent: it is unlawful for a parent to fail, neglect, or refuse to send his/her child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in the public schools. State law further requires that a student must attend school until the age of eighteen (18). When absent, each student is required to have an acceptable excuse.

So that all parties involved in the education of our students can assist in the maintenance of excellent attendance and the development of self-discipline, the following policy and procedures are presented.

REPORTING AN ABSENCE

When a student is absent from school, the parent or guardian must contact the school.

1) Communication with the school by 9:00am on the day of each absence and state the student's name and nature of the absence; if the parent or guardian does not contact the school within 24 hours, the absence is deemed unexcused unless otherwise determined by the principal or designee.

2) Each school has an answering service and voicemail. A parent can leave a message to notify your school of an absence prior to 9:00am.

Warsaw Community High School
574-371-5082

Lakeview Middle School
574-269-7211

Edgewood Middle School
574-371-5096

3) A student shall report to the attendance office when arriving at school or before leaving school for an appointment, prearranged absence, or for any reason other than the normal ending of the day. Failure to follow procedures will be considered truant.

Absence Limits

Excused Absence: A student is limited to seven (7) parent excused absences per class, per semester. Students

will be regarded as absent from class if they miss in excess of 20 minutes.

Unexcused Absence: An unexcused absence will result in disciplinary action. Each absence counts toward the limit of seven (7) absences as stated above. In other words, students will lose one excused absence for each unexcused absence.

Definitions

Excused Absence: An excused absence is defined as an absence, which the School Administration recognizes as reasonable and unavoidable. An excused absence: 1) meets the guidelines published within the Indiana Attendance Code; 2) the student follows all procedures outlined by the school and receives approval; 3) missed work is allowed to be made up per the makeup policy.

Unexcused Absence: Any absence beyond 7 days unless accompanied by doctors note or school nurse approved.

School Related Absences: Absences that are school related include, but are not limited to: field trips, office visits (Guidance, Dean, Nurse, etc.), State Attendance school related (page, etc.), other administrative approved. These absences will be marked but will not go against the limited number of absences. Concerns will be communicated if school related absences exceed a reasonable amount per semester.

Documentation: For an absence to be considered an excused absence the following documentation is required. Procedures must be followed.

1) College Visits: The college visit is a critical part of the college selection process. Forethought and planning must be a part of the process. "College Visit" and "Military" days count toward the seven (7) limited absences per class per semester.

- a) Proof of a confirmed appointment must be provided in order to approve the absence. This must be presented on the day of return to school.
- b) Any absences relating to a military-related test/physical that does not meet the aforementioned points and procedures will be an unexcused absence.

2) Medical Appointments/Visits: Parents should make every effort to schedule medical and dental appointments during non-school hours. If it is necessary that a student must miss school for an appointment, release from school must be requested by the parent or guardian. The request must state the time of appointment and request the time for release from school.

- a) Students are expected to be in school prior to and/or following the appointment.
- b) In order to be approved as a medical absence, the student must provide the attendance office with a medical slip showing the time of the appointment upon return to school. Medical slips produced several days after the appointment or at the end of a semester may not be accepted.
- c) Students who are absent beyond the time of the appointment and reasonable travel time (as determined by the building administrator) will be considered unexcused.

d) HS Fax: 574/371-5012 Lakeview Fax: 574/371-5013 Edgewood Fax: 574/371-5010

3) Doctor Care: Students under prolonged or constant doctor's care will be considered as a special attendance situation and it is necessary that the parents provide medical confirmation of such care to the school nurse. A signed release between the school nurse and doctor might be requested. An attendance

plan may then be developed on an individual basis. 37

- 4) Court Appearances/State Approved Absences: Proof of confirmed appointment must be provided in order to approve the absence. Student must have a subpoena and not voluntarily be attending a hearing/court for another individual. This must be presented on the day of return to school.
- 5) Other Excused Absences: Proof of a confirmed appointment must be provided in order to evaluate the absence for possible approval. This must be presented on the day of return to school.
- 6) Release from school: Students will not be released from school at any time for any reason without the approval of school officials and only after parent contact has been made by telephone for parent or guardian approval - except for an emergency situation. Any student leaving school without permission of school officials is truant.

Attendance Improvement Procedures

In the interest of maintaining good communication with parent(s)/guardian(s) regarding the status of student attendance, the following procedures and notifications will be implemented.

Daily Communications: By the end of each academic day an automated phone call will be made to the home of each student for ANY unexcused or unverified absences. See the section on Consequences for specific details.

Absence # 5 (in any one class period): WARNING - A letter will be sent home informing the parent(s)/guardian(s) of the total number of absences per period for each class. An Individualized Attendance Plan (IAP) to review attendance and outline expectations may be developed at any time for the student by school officials. Parents will receive a copy of the IAP.

Consequences

Unexcused Absences: Any absence that does not meet the stated criteria for an excused absence will be considered unexcused. Any unexcused absence counts toward the limit as stated above. Notifications will be sent and unexcused absences will have consequences as follows:

1. Truancy

a. Definition - A student who is absent from class or school without permission from home and/or school is truant. A habitual truant is a student who is truant or chronically absent, by having ten (10) or more unexcused absences in one (1) school year (I.C.20-33-2-11b.1). False calls and forged notes will be considered evidence of truancy.

b. Consequences

i. Discipline Matrix

ii. Additional disciplinary actions may include but are not limited to:

- Parent Meeting
- An informal meeting under the provisions of the Due Process Code to determine if absences are legitimate
- Counseling
- Notification/Report to Probation
- Detention

- Restriction/Invalidation of student work permit
- Additional School Extension Program assignment
- In-School Detention
- Out of School Suspension
- Expulsion from school
- Assignments/Work which will benefit the student and/or the school
- Time-Out or other techniques as deemed necessary and reasonable by school officials
- Driver's License/Permit invalidation until the age of 18.
- Development of an IAP (Individual Attendance Plan)
- Loss of school parking permit

Make-Up Work

- a. A student is expected to makeup, for credit, work missed - - including assignments, tests, and examinations - during an absence and during suspensions from school.
- b. It is the responsibility of the student to make arrangements with each of his/her teachers to complete makeup work. Suspended students are responsible for collecting all assignments.
- c. All makeup work is to be completed within a time frame equal to the number of days in the individual absence. (i.e.: A student who misses three days has three days to make up the work.)
- d. Failure to complete and/or submit an assignment or test will affect the student's grade for the assignment or test at the discretion of the administrator.
- e. The exception to (d) pertains to students who are absent on the day assignments are due and the students were aware of the assignment before the date of absence. In a situation such as this, the assignments will be normally due on the students first day of return.

Extra-Curricular Participation When Absent From School

Extra-Curricular activities include athletic practices, contests and events, meetings, rehearsals, practices of any kind, try-outs, performance, attendance at activities, etc. in accordance with IHSAA guidelines.

- a. All Day Absence: A student absent from school all day due to illness, injury, and/or an unexcused absence will not be permitted to participate as a member of any extra-curricular activity.
- b. Half-Day Absence: If the absence is a partial day, the student must be in attendance for the last half of his/her daily schedule.
- c. Exemptions to the above rule are doctor or dental appointments arranged in advance, college visits and military tests, field trips, funeral or death in the immediate family or another person as approved by the principal or designee, absences granted by state law, or absences approved by the principal or designee.

Tardiness

Students need to be ready for class in accordance with each teacher's classroom expectations. Students are expected to be in class and in their seats when the bell rings. Failure to do so will result in the students' being marked tardy and being subject to disciplining techniques as outlined in Board Policy 5600. Students arriving late to school must sign in at the Attendance Office. At that time, the student may be given a lunch detention or other appropriate consequence by the attendance secretary. If the student misses a substantial portion of **any** class, the student may be considered absent for the entire class.

Perfect Attendance

1. Perfect Attendance: Students qualifying for perfect attendance are in school every day, every period (including participation in school related activities) for the entire school year. Students will be eligible for incentive awards at WCHS.
2. Students who are absent due to working as legislative pages, to serving under the direction of the city or county election board or to participate in a school-sponsored academic field trip will be counted present.

The Building Principal or his/her designee reserves the right to review any and all absences and procedures covered under the WCHS Attendance Policy, as well as make any rulings or recommendations as circumstances warrant. If procedures outlined in this policy have been exhausted and attendance has not improved, due process procedures for expulsion may be implemented. **Revised Oct 2016**

CORPORATION ATTENDANCE OFFICER

The Attendance Officer is responsible for working with parents, faculty and administration in dealing with students who have excessive absences or tardies and students who are unable to participate in the regular school program; serves as liaison between family court and the school system in cases where students have been delinquent outside of school; coordinates the Student Due Process; and serves as corporation hearing officer.

WCHS ATTENDANCE OFFICER

DRUG PREVENTION AND SYMPTOMS OF OVERDOSE STUDENTS#5530

- I. The School Board recognizes that the misuse of drugs is a serious problem with legal, physical, and social implications for the entire school community.
For purposes of this policy, "drugs" shall mean:
 - A. all dangerous controlled substances as so designated and prohibited by Indiana statute;
 - B. all chemicals which release toxic vapors;
 - C. all alcoholic beverages;
 - D. tobacco and tobacco products;
 - E. Vaping (devices, substances and usage)
 - F. any prescription or patent drug, except those for which permission to use in school has been granted pursuant to Board policy;
 - G. anabolic steroids;
 - H. any "look-alike" substances;
 - I. any other illegal substance so designated and prohibited by law.
- II. The Board prohibits the use, possession, concealment, or distribution of any drug and any drug-related paraphernalia at any time on Corporation property or at any school-related event. It further establishes a drug-free zone within 1000 feet of any facility used by the Corporation for educational purposes.
- III. The Superintendent, in collaboration with the Board of School Trustees, will develop, implement, and maintain administrative guidelines for the identification, amelioration, and regulation of drug use in the schools. Such guidelines shall:
 - A. emphasize the prevention of drug use;
 - B. provide for a comprehensive, age-appropriate, developmentally-based drug and alcohol education and prevention program which:
 1. addresses the legal, social, psychological, and health consequences of drug and alcohol use;
 2. provides information about effective techniques for resisting peer pressure to use illicit drugs and alcohol;
 - C. include a statement to students that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful;
 - D. provide standards of conduct that are applicable to all students which clearly prohibit, at a minimum, the unlawful possession, use, or distribution of illicit drugs and alcohol by students on school premises or as a part of any school activity;
 - E. include a clear statement that disciplinary sanctions, up to and including expulsion and referral for prosecution, will be imposed on students who violate the school standards of conduct and a description of those sanctions; The sanctions may include, together with punitive action, voluntary referral to appropriate persons or agencies for screening and assessment. Such referral may only be made to qualified and properly licensed individuals or programs.
 - F. Provide information about any drug and alcohol counseling and rehabilitation and reentry programs available to students and provide procedures to direct students and their parents to the appropriate programs;
 - G. Require that all parents and students be given access to a copy of the standards of conduct regarding the unlawful possession, use, or distribution of illicit drugs and alcohol by students;
 - H. require the notification to parents and students that compliance with the standards of conduct is mandatory;
 - I. provide a biennial review of the School Corporation's program to determine its effectiveness and implement changes as needed and to ensure that disciplinary sanctions are consistently enforced;
 - J. establish means for dealing with students suspected of drug use or suspected of possessing or distributing drugs in school and ensure that the Corporation's policy and administrative guidelines on Search and Seizure are complied with fully.
- IV. It is the position of the corporation that the use of illicit drugs and the unlawful possession and use of alcohol is wrong and harmful. The Corporation is concerned about any student who is a victim of alcohol or drug abuse

and will facilitate the process by which she/he receives help through the Student Assistance Program and/or services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

- V. Certain acts of misconduct by a student will subject a student to possible suspension or expulsion from school. The Board of Trustees of the Warsaw Community Schools has determined certain conduct respecting drugs and alcohol is of a serious nature and cause un-due interference and distraction of the learning process. Therefore, the following rules are adopted for students of the Warsaw Community Schools with respect to drugs and alcohol.
- A. Violations- The following acts are considered acts of misconduct if on the school grounds during, before, or after school hours; on the school grounds at any other time when the school is being used by any school group or organization; off the school grounds at a school sponsored activity, function or event; or, on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function:
1. Possessing or using across-the-counter or prescribed medications without permission of the school nurse. These items must be taken to the school nurse along with parental notifications as required by the medication policy.
 2. Possessing, using, transmitting, or being affected by alcoholic beverages, inhalants, glue, or intoxicants, etc.
 3. Possessing, using, transmitting, or offering for sale any drug paraphernalia.
 4. Possessing, using, transmitting, or being affected by caffeine-based substances, substances containing phenylpropanolamine-mine (PPA) or stimulants of any kind, be they available with or without a prescription;
 5. Transmitting, offering for sale, or purchasing from a student or an individual, across-the counter medications.
 6. Possessing, using, transmitting, or offering for sale any item that closely resembles or is represented to be any controlled substance or medication.
 7. Possessing, using, transmitting, or being affected by any controlled substance as defined by the State of Indiana.
 8. Furnishing, sharing, possession, using or offering for sale any alcoholic beverage, intoxicant, or controlled substance as defined by the State of Indiana.
 9. Possessing, using, or furnishing tobacco products or inhalant devices.
 10. Special Note: An accessory to any of the above offenses (1-8) would result in the same consequences as listed in the follow-in section. An example of an accessory would be a student who acts as an accomplice or co-conspirator to the violation, such as one who assists in arranging the violation or who serves a look-out for those who are involved in the specific violation. The definition of an accessory is not to be limited by this example.
 11. Consequences of the Above Acts of Misconduct
 - a. (See Chart of Consequences)
 - b. For the first violation of Paragraph A-1, a student shall be subject to assignment to the School Extension Program and referral to the Student Assistance Program. Subsequent violations of this paragraph may result in any combination of the following: School Extension Program, in-school suspension, and/or up to 10 days of out-of-school suspension.
 - c. For the first violation of Paragraph A-2, A-3, or A-4, a student shall be subject to up to 10 days of out-of-school suspension. The subsequent violation of Paragraph A-2, A-3, or A-4, a student shall be expelled for at least the remainder of the current semester and possibly the following semester. All violations of Paragraph A-2, A-3, or A-4, will be reported to the Warsaw Police Department. Referral to the Student Assistance Program will be made.
 - d. For the first violation of Paragraph A-5, A-6, or A-7, or A-8 a student shall be expelled for at least the remainder of the current semester and possibly the following semester. Subsequent violations of Paragraph A-5, A-6, A-7, A-8 the student will be expelled the remainder of the current semester plus the following semester. All violations

will be reported to the Warsaw Police Department. The student shall be referred to the Student Assistance Program upon re-enrollment.

- e. For the first violation of A-9, a student shall be suspended from school for up to 3 days. A second violation of A-9 will result in up to 5 days of suspension from school. The third violation of A-9 will result in a 10-day suspension from school pending expulsion for the remainder of the current semester and possibly the following semesters. (*) Note: Offenses listed under "Violation" are cumulative during the Middle School career of the student but not carried over to the High School. Offenses listed under "Violations" are cumulative during the student's high school career.
12. These guidelines, procedures, and/or standards are used by Warsaw Community High School in support of School Board Policy # 5530. The descriptions listed below may be useful in detecting drug use through observation of student behavior and physical/mental condition.

INHALANTS

I. Effects

- A. Immediate negative effects of inhalants include nausea, sneezing, coughing, nosebleeds, fatigue, lack of coordination, and loss of appetite. Solvents and aerosol sprays also decrease the heart and respiratory rates, and impair judgment. Amyl and butyl nitrite cause rapid pulse, headaches, and involuntary passing of urine and feces. Long-term use may result in hepatitis or brain hemorrhage.
- B. Deeply inhaling the vapors, or using large amounts over a short period of time, may result in disorientation, violent behavior, unconsciousness, or death. High concentrations of inhalants can cause suffocation by displacing the oxygen in the lungs or by depressing the central nervous system to the point that breathing stops. Long-term use can cause weight loss, fatigue, electrolyte imbalance, and muscle fatigue. Repeated sniffing of concentrated vapors over time can permanently damage the nervous system.

<u>Type</u>	<u>Street Names</u>	<u>Appearances</u>	<u>How Used</u>
Nitrous Oxide	Laughing gas Whippets	Propellant for whipped cream in aerosol spray can Small 8 gram metal cylinder sold with a balloon or pipe (buzz bomb)	Vapors inhaled
Amyl Nitrite	Poppers	Clear yellowish liquid in ampules	Vapors inhaled
Butyl Nitrite	Rush	Packaged in small bottles	Vapors inhaled

Bolt
Locker room
Bullet
Climax

INHALANTS (continued)

<u>Type</u>	<u>Street Name</u>	<u>Appearance</u>	<u>How Used</u>
Chlorohydrin-carbons	Aerosol sprays	Aerosol paint cans Containers of cleaning fluid	Vapors inhaled
Hydrocarbons	Solvents	Cans of aerosol propellants gasoline, glue, paint thinner	Vapors inhaled

CANNABIS

II. Effects

- A. All forms of cannabis have negative physical and mental effects. Several regularly observed physical effects of cannabis are a substantial decrease in the heart rate, bloodshot eyes, dry mouth and throat, and increased appetite.
- B. Use of cannabis may impair or reduce short-term memory and comprehension, alter sense of time, and reduce ability to perform tasks requiring concentration and coordination such as driving a car. Research also shows that students do not retain knowledge when they are "high". Motivation and cognition may be altered, making the acquisition of new information difficult. Marijuana can also produce paranoia and psychosis.
- C. Because users often inhale the unfiltered smoke deeply and then hold it in their lungs as long as possible, marijuana is damaging to the lungs and pulmonary system. Marijuana smoke contains more cancer-causing agents than tobacco.
- D. Long-term users of cannabis may develop psychological dependency and require more of the drug to get the same effect. The drug can become the center of their lives.

<u>Type</u>	<u>Street Name</u>	<u>Appearance</u>	<u>How Used</u>
Marijuana	Pot	Dried parsley mixed with stems that may include seeds	Eaten Smoked
	Grass		
	Weed		
	Reefer		
	Dope		
	Mary Jane		
	Sinsemilla		
	Acapulco Gold		
Tetrahydrocannabinol	THC	Soft gelatin capsules	Taken orally Smoked
Hashish	Hash	Brown or black cakes	Eaten/Smoked
Hashish Oil	Hash Oil	Concentrated syrupy liquid varying in color from clear to black	Smoked-mixed with tobacco

STIMULANT: COCAINE

III. Effects

- A. Cocaine stimulates the central nervous system. Its immediate effects include dilated pupils and elevated blood pressure, heart rate, respiratory rate, and body temperature. Occasional use can cause a stuffy or runny nose, while chronic use can ulcerate the mucous membrane of the nose. Injecting cocaine with unsterile equipment can cause AIDS, hepatitis, and other diseases. Preparation of freebase, which involves the use of volatile solvents, can result in death or injury from fire or explosion. Cocaine can produce psychological and physical dependency, a feeling that the user cannot function without the drug. In addition, tolerance develops rapidly.
- B. Crack or freebase rock is extremely addictive, and its effects are felt within ten (10) seconds. The physical effects include dilated pupils, increased pulse rate, elevated blood pressure, insomnia, loss of appetite, tactile hallucinations, paranoia, and seizure.
- C. The use of cocaine can cause death by disrupting the brain's control of the heart and respiration.

<u>Type</u>	<u>Street Name</u>	<u>Appearance</u>	<u>How Used</u>
Cocaine	Coke	White crystalline powder, often diluted with other ingredients	Inhaled through nasal passages
	Snow		Injected
	Flake	Smoked	
	White		
	Blow		
	Nose Candy		
	Big C		
	Snowbirds		
Lady			
Crack or Cocaine	Crack Freebase rocks	Light brown or beige pellets - or crystalline rocks that	Smoked

DEPRESSANTS

IV. **Effects**

- D. The effects of depressants are in many ways similar to the effects of alcohol. Small amounts can produce calmness and relaxed muscles, but somewhat larger doses can cause slurred speech, staggering gait, and altered perception. Very large doses can cause respiratory depression, coma, and death. The combination of depressants and alcohol can multiply the effects of the drugs, thereby multiplying the risks.
- E. The use of depressants can cause both physical and psychological dependence. Regular use over time may result in a tolerance to the drug, leading the user to increase the quantity consumed. When regular users suddenly stop taking large doses, they may develop withdrawal symptoms ranging from restlessness, insomnia, and anxiety to convulsions and death.
- F. Babies born to mothers who abuse depressants during pregnancy may be physically dependent on the drugs and show withdrawal symptoms shortly after they are born. Birth defects and behavioral problems also may result.

<u>Type</u>	<u>Street Name</u>	<u>Appearance</u>	<u>How Used</u>
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Barbiturates	Downers	Red, yellow, blue, or red and blue	Taken orally
	Barbs		
	Blue Devils		
	Red Devils		
	Yellow Jackets		
	Yellows		
	Nembutal		
	Seconal		
	Amytal		
Tuinals			
Methaqualone	Quaaludes	Tablets	Taken orally
	Ludes		
	Sopors		
Tranquilizers	Valium, Miltown,	Tablets	Taken orally
	Equanil, Tranzene		
	Lubrium, Serax	Capsules	

HALLUCINOGENS

V. **Effects**

- G. Phencyclidine (PCP) interrupts the functions of the neocortex, the section of the brain that controls the intellect and keeps instincts in check. Because the drug blocks pain receptors, violent PCP episodes may result in self-inflicted injuries.
- H. The effects of PCP vary, but users frequently report a sense of distance and estrangement. Time and body movement are slowed down. Muscular coordination worsens and senses are dulled. Speech is blocked and incoherent.
- I. Chronic users of PCP report persistent memory problems and speech difficulties. Some of these effects may last six (6) months to a year following prolonged daily use. Mood disorders - depression anxiety, and violent behavior - also occur. In later stages of chronic use, users often exhibit paranoid and violent behavior and experience hallucinations. Large doses may produce convulsions and coma, heart and lung failure, or ruptured blood vessels in the brain.
- J. Lysergic acid (LSD), mescaline, and psilocybin cause delusions and hallucinations. The physical effects may include dilated pupils, elevated body temperature, increased heart rate and blood pressure, loss of appetite, sleeplessness, and tremors.

- K. Sensations and feelings may change rapidly. It is common to have a bad psychological reaction to LSD, mescaline, and psilocybin. The user may experience panic, confusion, suspicion, anxiety, and loss of control. Delayed effects, or flashbacks, can occur even after use has ceased.

<u>Type</u>	<u>Street Name</u>	<u>Appearance</u>	<u>How Used</u>
Phencyclidine	PCP	Liquid	Taken orally
	Angel Dust	Capsules	Injected
	Loveboat	White crystalline powder	Smoked - can be
	Lovely	Pills	sprayed on
	Hog		cigarettes
	Killer Weed		marijuana
Lysergic Acid	LSD	Brightly colored tablets	Taken orally
Diethylamide	Acid	Impregnated blotter paper	Licked off paper
	Dragon	Thin squares of gelatine Green or Red	Gelatine and liquid can be
	White Lightning	Clear liquid	put in the eyes

HALLUCINOGENS (continued)

<u>Type</u>	<u>Street Name</u>	<u>Appearance</u>	<u>How Used</u>
Mescaline and	Mesc	Hard brown discs	Discs - chewed,
Peyote	Buttons	Tablets	swallowed, or
	Cactus	Capsules	smoked
			Tablets and
			capsules taken

NARCOTICS

VI. **Effects**

- L. Narcotics initially produce a feeling of euphoria that often is followed by drowsiness, nausea, and vomiting. Users also may experience constricted pupils, watery eyes, and itching. An overdose may produce slow and shallow breathing, clammy skin, convulsions, coma, and possibly death.
- M. Tolerance to narcotics develops rapidly and dependence is likely. The use of contaminated syringes may result in diseases such as AIDS, endocarditis, and hepatitis. Addiction in pregnant women can lead to premature, stillborn, or addicted infants who experience severe withdrawal symptoms.

<u>Type</u>	<u>Street Name</u>	<u>Appearance</u>	<u>How Used</u>
Heroin	Smack	Powder, white to dark brown	Injected
	Horse	Tar-like substance	Inhaled through
	Brown Sugar		nasal passages
	Junk		
	Mud		
	Big H		
	Black Tar		
Methadone	Dolophine	Solution	Taken orally
	Methadone, Amidone		Injected

NARCOTICS (continued)

<u>Type</u>	<u>Street Name</u>	<u>Appearance</u>	<u>How Used</u>
Codeine	Empirine, compound with Codeine	Dark liquid varying in thickness	Taken orally Injected
	Tylenol with Codeine	Capsules	
	Cough medicines with codeine		
	Codeine		
Morphine	Pectoral Syrup	White crystals	Injected
		Hypodermic tablets Injectable solutions	Taken orally Smoked
Meperidine	Pethidine Demerol Solution Mepergan	White powder Tablets	Taken orally Injected
Opium	Paregoric Dover's Powder Parepectolia	Dark brown chunks	Smoked
		Powder	Eaten
Other Narcotics	Percocet	Tablets	Taken orally
	Percodan	Capsules	Injected
	Tussionex	Liquid	
	Fentanyl		
	Darvon		
	Talwin		

DESIGNER DRUGS

VII. Effects

- N. Illegal drugs are defined in terms of their chemical formulas. To circumvent these legal restrictions, underground chemists modify the molecular structure of certain illegal drugs to produce analogs

known as designed drugs. These drugs can be several hundred times stronger than the drugs they are designed to imitate.

- O. The narcotics analogs can cause symptoms such as those seen in Parkinson's disease - uncontrollable tremors, dropping, impaired speech, paralysis, and irreversible brain damage. Analogs of amphetamines and methamphetamines cause nausea, blurred vision, chills or sweating, and faintness. Psychological effects include anxiety, depression, and paranoia. As little as one does can cause brain damage. The analogs of phencyclidine cause illusions, hallucinations, and impaired perception

<u>Type</u>	<u>Street Names</u>	<u>Appearance</u>	<u>How Used</u>
Analogs of Fentanyl (narcotic)	Synthetic Heroin China White	White powder resembling heroin	Inhaled through nasal passages Injected
Analogs of Meperidine (narcotic)	Synthetic Heroin MPTP (New Heroin) MPPP PEAP	White powder	Inhaled through nasal passages
Analogs of Amphetamines and Methamphetamines (hallucinogens)	MDMA (Ecstasy, XTC, Adam, Essence) MDM STP PMA 2.5-DMA TMA DOM DOB	White powder Tablets Capsules	Taken orally Injected Inhaled through nasal passages
Analogs of Phencyclidine (PCP) (hallucinogens)	PCP PCE TCP	White powder	Taken orally Injected Smoked

Drug Testing

STUDENTS #5530.01

- I. The student drug-testing program is an important statement made by the School Corporation with regard to its stance against the use of unauthorized and illegal drugs and substances by students. It is also an important action on the part of the Corporation to safeguard the health and welfare of all students.
- II. All students wishing to participate in an athletic activity and/or an extra-curricular activity sponsored by the Corporation or to drive to school or an activity sponsored by the Corporation must submit an authorization form stating they will participate in the Drug-Testing Program. The authorization form (Form 5530.01 F1) must be signed by the student and the student's parent and returned to the school in order to establish participant status. The students will remain in the testing pool for the entire school year regardless of a status change.
- III. Test Administration
 - A. The school administration shall maintain a database that includes the names of all students involved in athletics, extracurricular activities, and parking at school.
 1. Each student shall be assigned a number.
 2. Students will be selected randomly each month regularly from the list of numbers for testing.
 3. Only the Administrator in charge will know the name of the student associated with each assigned number.
 4. All other school and/or agency personnel will have access to the student number without the student name.
 - B. On the day of the testing, the administrator or designee shall notify the selected students and their parents are notified of the testing.
 1. The corporation may contract with an external agency for the purpose of collecting and/or analyzing the collected test samples. Urine samples shall be collected under the supervision of medical personnel and under such conditions that protect the privacy of the students being tested.
 - a. If a student is unable to provide a sample at the appointed time, he/she will be asked to provide a sample later in the same day.
 - C. Saliva samples shall be provided under the direct observation of medical personnel who, at the same time, shall administer any confirmatory breathalyzer test as may be determined necessary by school officials.
- II. Processing Results
 - A. After samples have been collected the testing agency shall take all precautions in safeguarding the samples, the results, and accurately reporting their findings to the school administration.
 - B. In all cases, the testing agency shall dispose of all negative samples and retain positive test results for at least thirty (30) days.
 - C. The testing agency shall report all results by sample number to the school administration.
 1. In the case of a positive test result, the grade level administrator or athletic director shall notify the student and the student's parents.
 - a. In all cases where positive test results are identified, the student and/or parent will be given the opportunity to explain reasons why the student should not be judged in violation of the drug-testing policy and the opportunity to request the administration of a gas chromatographic test.
 2. In the case of a positive test result, the administrator or athletic director shall notify the student and the student's parents being certain to protect the privacy of the student at the same time.

- 3.The Administrator is responsible for determining the appropriate disciplinary action when positive test results are identified.
 - 4.Appeal of decisions stemming from the drug-testing program shall be applicable according to provisions of the Corporation’s student due process policy.
- III. Warsaw Community School Corporation believes that drug testing is a fair and necessary way to discourage students from succumbing to societal temptations.
- IV. Recognizing that drug counseling and therapy is most effective when an individual willingly acknowledges a problem and personally seeks help, any student who admits to a drug or alcohol problem before having been found in violation of the policy will not be penalized by school administration or personnel.
- V. This provision is only effective once during a student’s high school career. In such cases, the high school’s Student Assistance Program (SAP) shall assist the student and parents in finding help and referring them to an appropriate agency.
- VI. Purpose
- A. The four major goals of drug testing in Warsaw Community Schools include:
 - 1.To identify students who may have a drug or alcohol problem.
 - 2.To present students with a sound reason to counter the impact of the negative peer pressure.
 - 3.To ensure that students be at their best and chemical-free in order to provide a safe environment not only for themselves, but also for other students who potentially could be affected.
 - 4.To maximize student learning through the prevention of drug abuse.
- VII. Random Testing
- A. School Administration shall have the authority to require certain students to be subject to a random chemical test of the student’s urine for controlled substances. Participation in the random drug testing would be for students who do the following:
 1. Drive a motorized vehicle to school;
 2. Participate in athletics; or
 3. Participate in vocational work programs.
 - B. These students and their parents must sign a drug testing waiver form each school year for the student to be eligible to be included in any one or combination of the listed areas. Students will be placed in one pool for random testing purposes.
- VIII. Random Testing Procedure
- A. Students will be tested randomly from the pools of students who agreed to the testing for drugs and alcohol.
Each test may occur on a different day and at various times during the day. The testing portion of this program will consist of eligible students participating in random urine sampling. The school administration will ensure that the privacy rights of individual students will be protected. The fact of testing and the results of testing of any student may be disclosed only to authorized school personnel.
 - B.Each student will receive a Student-Parent Handbook outlining the drug testing policy at Warsaw Community High School. All students participating in athletics or vocational work programs, or driving a vehicle to school, will sign consent forms. This form must be signed by the student and the parent/guardian.
 - C. Testing will be conducted under the direct supervision of a licensed medical facility.
 - D. Each student will be assigned a number. The official list of numbers and corresponding names of students are confidential and will only be accessible to the Athletic Director, Assistant Athletic Director, Vocational Director, and Principal.
 - E. The numbers of the students to be tested will be chosen at random by the contracted medical

facility. The selected numbers will be given to the school administrator who will then inform the students that their numbers were drawn. The students will then report to the drug testing site within the school.

- F. All communications and results of the tests will be corresponded to the drawn numbers, not the names of the students.
- G. If the results of any tests are positive, the results will be held until a second test confirming the positive results has been conducted.
- H. If the student's second round sample has tested positive, the testing medical facility will notify the school administration. The school administration will then notify the student and parent/guardian. Consequences regarding the violation will also be communicated.
- I. Each sample will be tested for potassium nitrite and other crystalline nitrite substances in order to determine false negatives. If the sample tests positive for this substance it will be treated as a positive test result.

IX. Consequences of Random Testing

- A. The consequences outlined in the Drug and Alcohol Policy No. 5530 will supersede, not replace, the following consequences if a student has in his/her possession any drugs or alcohol at the time of the testing.

1. SPECIAL NOTE: All confirmed positive tests of students or students who refuse testing will be placed in a probationary group of students subject to additional drug screening over the next 365 days and will be consequence as follows:

a. First Offense:

- 1) All students will be referred to the Student Assistance Program (SAP).
- 2) Students driving to school:
 - a) The student will be suspended from driving on school grounds or to school sponsored activities for 9 weeks (45 school days).
 - i. Note: Testing positive on a drug test may result in further investigation, such as a search of the vehicle and/or student locker.
- 3) Students participating in athletics:
 - a) Please refer to the Athletic Code of Conduct Policy No. 2431 for additional information regarding the consequences for confirmed positive random drug testing.
- 4) Students participating in vocational programs:
 - a) Students who are enrolled in a work program outside of the school may be removed from the program depending upon the availability of alternate transportation as well as the type of vocational employment.
 - i. NOTE: Additional assignments, in lieu of participating in the vocational activity will be assigned to circumvent academic failure due to the suspension. Students will not lose credit in the vocational program due solely to this suspension. Driving to school will be suspended for 9 weeks (45 school days).

b. Second Offense

- 1) All students will be referred to the Student Assistance Program (SAP).
- 2) Students driving to school: The student will be suspended from driving to school or to school sponsored activities for one (1) calendar year.
- 3) Students participating in athletics: Please refer to the Athletic Code of

Conduct Policy No. 2431 for specific information regarding the consequences.

- 4) Students participating in vocational work programs: Students will be removed from the program for one (1) school year and provided a new schedule of classes. Students will not lose credit due solely to the suspension.

c. Third Offense:

- 1) The student will be referred to the Student Assistance Program (SAP).
- 2) The student's driving privileges will be revoked for the remainder of the student's enrollment in WCS.
- 3) Refer to the Athletic Code of Conduct Policy No. 2431 regarding the consequences for students who fall into this category.
- 4) Students will be prohibited from participating in vocational work programs for the remainder of the student's enrollment at the high school.

a)Note: Warsaw Community School Administration shall have the authority to require any student to submit to a drug search including a chemical test of the student's breath, saliva, or urine if the administration has reasonable suspicion that the student is using or is under the influence of alcohol, marijuana or any controlled substance (as defined by Indiana law). Additionally, the administration may subject items in such student's possession to a test in order to determine if those items contain drugs or alcohol. A student in possession of or under the influence of alcohol, marijuana, or any controlled substance is a violation of school rules and will be dealt with according to the Drug and Alcohol Policy No. 5530 and the Student Discipline Policy No. 5600.

b)Note: All the above offenses listed throughout the policy are cumulative during the student's high school career. All students testing positive will be referred to the Student Assistance Program for agency referral, parent contacts, and for providing an individualized counseling plan. Revised: June 1999. These guidelines, procedures, and/or standards are used by Warsaw Community High School in support of School Board Policy # 5530.01.

WEAPONS

STUDENTS #5772

- I. The Warsaw Community Schools Corporation is committed to providing a safe and secure learning environment for all students and staff. For this reason, and in accordance with state statute, the Board of School Trustees prohibits students from bringing weapons on school grounds, on school property (including buses) or to any school-related activity. An automatic expulsion penalty from school of at least one calendar year shall apply for anyone found to be in violation of this policy. This expulsion penalty is subject to modification by the superintendent to comply with the Indiana Code requirement for a student expulsion. In addition, employees of the Warsaw Community Schools are prohibited from having weapons in their possession while in or on school property, while in or on property being used by WCHS for a school function, or while in or on a school bus or any other school vehicle. Gun-Free Schools Act of 1994.
- II. The Board prohibits students, staff, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle; provided, however, that a staff member is not prohibited from possessing a firearm or ammunition that is locked in the trunk of the staff member's vehicle, kept in the glove compartment of the staff member's locked vehicle, or stored out of plain sight in the staff member's locked vehicle.
 - A. The Term
 1. This policy will also encompass such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.
- III. The Superintendent, in collaboration with the Board of School Trustees, will develop, implement, and maintain administrative guidelines on weapons. The Board requires students to immediately report knowledge of weapons and threats of violence by students and staff to the building administrator. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.
- IV. The Superintendent may refer any student who violates this policy to the criminal justice or juvenile delinquency system. The student also may be subject to disciplinary action, up to and including expulsion.
- V. Items pre-approved by the building principal as part of a class or individual presentation or a theatrical prop used under adult supervision, if used for the purpose and in the manner approved, would be an exception to this policy. (Working firearms and any ammunition will never be approved as part of a presentation.) These guidelines, procedures, and/or standards are used by Warsaw Community High School in support of School Board Policy #3217; #4217; #5772; #7217.
- VI.
- VII. The Board prohibits students, staff, and visitors from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle; provided, however, that a staff member is not prohibited from possessing a firearm or ammunition that is locked in the trunk of the staff member's vehicle, kept in the glove compartment of the staff member's locked vehicle, or stored out of plain sight in the staff member's locked vehicle. Generally, the possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy, However, State law permits a person who may legally possess a firearm to maintain that firearm if it is locked in the person's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of

a shooting sports team. This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24) months.

- VIII. The term "weapon" means any object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bomb, incendiary, grenade, Molotov cocktail, rocket, with a propellant charge of more than four (4) ounces, etc.). A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. 35-47-5-2.5(a)
- IX. Any student who has reason to believe that a person has or will violate this guideline shall report to the school principal or the supervisor of the activity immediately. The report should include as much detail as possible concerning the person(s) involved, the weapon, the location of the person(s), and how this information was obtained.
- X. The Superintendent will refer any student who violates this policy to the student's parents or guardians and to the law enforcement agency having jurisdiction over the property where the offense occurs. The student may also be subject to disciplinary action, up to and including expulsion.
- A. If authorized by the Board, exceptions will be permitted for:
1. items approved by a principal as part of a class or individual presentation under adult supervision, if used for the purpose of and in the manner approved; (Working firearms and ammunition shall never be approved.)
 2. theatrical props used in appropriate settings;
 3. starter pistols used in appropriate school related sporting events.
- XI. No student is to confront the person possessing the weapon, but a staff member has the option of confronting the person if the staff member believes the risk of injury to self or others is minimal or if immediate action is necessary to prevent injury to any person.
- XII. A principal or activity supervisor receiving a report of weapons possession shall have the option of conducting a search for the weapon in accordance with AG 5771, Search and Seizure, or contacting the Warsaw Police Department for assistance.
- A. Any interaction with the person should have as its primary objective the safety and welfare of people in the area rather than the obtaining possession of the weapon.

I.C. 20-33-8-16

I.C. 20-33-9-1 et seq.

I.C. 35-47-5-2.5

I.C. 35-47-9

20 U.S.C. 7151

Each principal, in consultation with his/her staff, shall develop a dress code which complies with School Board Policy 5511. The code should delineate what types of clothing or manner of clothing does not comply with Board policy and why such clothing or manner of wear is not permitted.

It is essential that any such restriction on students also applies to central office administrators, building administrators, and all professional staff so that Corporation leadership of students is by example rather than fiat.

Neat and well-dressed students contribute greatly to the image which a school presents to the public. Students who recognize their responsibility to this situation will lend their cooperation and support to projecting an acceptable image of themselves, to each other and to the community.

- I. All students shall be groomed and dressed in a safe, clean, and non-disruptive manner while attending school or school sponsored activities. A student's dress or appearance shall not present a danger to the student's own health and/or safety or to that of others. The wearing of shoes at all times is considered to be appropriate in accomplishing this objective. Dress, wearing apparel and accessories shall not interfere with classroom procedure or be disruptive to the orderly routine of the school program. **The school assumes that parents will accept responsibility for having their students appear in an acceptable manner that will contribute to a desirable school image.**

- II. While fashion changes, the reason for being in school, does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

- III. Students should consider the following questions when dressing for school:
 - Does my clothing expose too much?
 - Does my clothing advertise something that is prohibited to minors?
 - Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing?
 - Would I interview for a job in this outfit?
 - Am I dressed appropriately for the weather?
 - Do I feel comfortable with my appearance?

- IV. Shirts
 - A. Must not be low cut, see through, expose the torso or shoulders, be overly tight or revealing.
 - B. Must have sleeves (no strap tops)
 - C. Must not have objectionable words or illustrations. Must not bear the name of, or advertise, or advocate the use of any tobacco or alcohol product or any other drugs
 - D. Must not reveal undergarments

- V. Skirts and Dresses
 - A. Must not be low cut, see through, expose the torso or shoulders, be overly tight or revealing. Length= mid-thigh.
 - B. Backless dresses are not permitted

- VI. Shorts and Pants
 - A. Must not reveal undergarments
 - B. Shorts must be long enough to reach the students mid-thigh (halfway between the torso and the knee).
 - C. Must not be overly tight or revealing- Spandex and bike shorts may be worn ONLY as an undergarment.
 - D. Must not have items hanging from the pockets or belt loops.
 - E. Chains are prohibited.
 - F. Holes, cuts, and tears are not acceptable. Clothing that is torn excessively or in inappropriate locations will not be allowed.
 - G. Gym shorts may be worn if they are the appropriate length and worn at the waist.
 - H. Tights, leggings, or yoga pants cannot be worn as pants or outerwear.
 - I. Military fatigues are not allowed unless authorized by administration
- VII. Undergarments
 - A. Must NOT be worn as outerwear
 - B. Pajamas and sleepwear are not allowed at school
 - C. Boxers (Underwear) must not be seen at any time or worn as outerwear.
 - D. Proper undergarments must be worn and must not be visible
- VIII. Shoes
 - A. Shoes must be worn at all times
 - B. No house shoes or house slippers
 - C. No cleats, taps, skates, or shoes with wheels
- IX. Hair/Grooming
 - A. No extreme hairstyles that cause a disruption to the educational process.
 - B. Out of respect for fellow students and faculty, all students are required to maintain their personal hygiene.
- X. Outerwear
 - A. Coats and jackets designed as outerwear cannot be worn in the building during the course of the school day.
 - B. Hoods, hats, and bandanas are NOT allowed to be worn during the course of the day
- XI. Jewelry/Accessories
 - A. Hats and head coverings are not allowed in school and must be removed upon entry to the building and stored.
 - B. Dark colored glasses or colored glasses are not permitted unless prescribed by a physician.
 - C. Spiked or studded items are not permitted
 - D. Gloves including half gloves are not permitted
 - E. Chains and dog collars are not permitted on clothing
 - F. Jewelry that draws undue attention or could produce injury to oneself or others is not permitted.

**EXCEPTIONS may be made prior to school spirit activities

The administration reserves the right to initiate disciplinary action when in its opinion the student's dress or appearance is responsible for a disturbance, is leading to disruption, or represents a hazard to health or safety. Repeated violations will be treated as insubordination and the student will be subject to disciplinary consequences. These guidelines, procedures, and/or standards are used by Warsaw Community Schools-Administrative Guidelines in support of School Board Policy #5511.

Warsaw Community Schools Secondary Guidelines

LD- Lunch Detention, ASD- After School Detention, SPE- Single Period Exclusion, SEP- Extended School Program, ISD- In School Detention, OSS- Out of School Suspension

	COD E	GENERAL MISBEHAVIOR	1ST OFFENSE	2ND OFFENSE	3RD OFFENSE +	Admin Guideline
		TSC	Tardy to school (before 8:00am)	*See Building Procedure		
	TCL	Tardy to Class	*See Building Procedure			5600A.I.A.4 5600A.I.B.15 5200.XIII.A
	DCV	Dress Code Violation	Verbal Warning/ISS/Parent Call	ASD	SEP/ISD	5600A.I.B.20 5511.III.A-H
	VCS	Verbal Conflict with Student	Counselor Referral/ASD	2 ASD's	SEP	5600A.I.B.6, 5600A.I.A.2
	INR	Inappropriate Remarks	Counselor Referral/ASD	SEP	ISD/OSS	5600A.I.A.1
	CD1	Class Disruption 1	ASD	SEP	ISD/OSS	5600A.I.B.5
	HPY	Horseplay	ASD	SEP	ISD/OSS	5600A.I.B.5
	PDA	Public Display of Affection	Call to Parent/Warning/ASD	SEP	ISD or OSS	5600A.I.B.11
	ARE	Academic Referral	*See Building Procedure			5600A.I.B.9
MINOR	PED	Misuse of Technology	ASD/Limited Tech	SEP/Limited Tech	ISD/OSS/Limited Tech	5600A.I.B.28
Major	UNC-1	Uncooperative 1	ASD	SEP	ISD/OSS	5600A.I.A.2 5600A.I.B.18

MDT	Missed/Skipped Detention	2 ASD's	SEP	ISD/ISS or OSS	5600A.I.B.16
BUS	Bus Misconduct	ASD	SEP	ISD and/or Bus Suspension	5600A.I.A.1
LAT	Late Arrival/Unexcused (after 8:00am)	ASD/SEP	SEP/ISD	ISD 1-3	5600A.I.A.4 5200.V.A
HRV	Harassment-- Verbal/Written	SEP/ISD	ISD/OSS	OSS	5600A.I.B.8.a.8.c
HRS	Harassment- Sexual	ISD/OSS	OSS	OSS	5600A.I.B.8.a.8.c
HRR	Harassment-- Racial	ISD/OSS	OSS	OSS	5600A.I.B.8.a.8.c
CD2	Class Disruption 2	SEP/ISD	ISD/OSS	OSS	5600A.I.B.5
PRO	Profanity or Obscenity	High School- Call to Parent/Warning/ASD and Middle School- Call to Parent/Warning/ASD/SEP	SEP/ISD	ISD/OSS	5600A.I.B.7
ADH	Academic Dishonesty	ASD/SEP along with classroom consequences	SEP/ISD along with classroom consequences	ISD/OSS along with classroom consequences	ADH.I.A ADH.I.B 5600A.I.B.9

	TR1	Truancy 1/2 day or less	ASD/SEP	SEP/ISD	ISD 1-3	5600A.I.A.4 5600A.I.B.14 5200.VII.A
Significant †	UNC-2	Uncooperative 2	ISD/OSS	OSS	OSS	5600A.I.B.16
	MSE	Missed School Extension Program (SEP)	ISD and SEP- High School and ISD- Middle School	OSS/ISD	1-3 Days OSS	5600A.I.B.16
	TR2	Truancy 1 day or more	SEP/ISD	ISD/OSS	OSS/Expulsion	5600A.I.B.14 5200.VIII.A
	VIT	Verbal Intimidation	ISD- 1-3 Days	ISD 3-5 Days	OSS 1-5 Days	5600A.I.B.8.a.8.c
	INS	Insubordination	SPE/ISD	ISD 1-3 Days	OSS 1-5 Days	5600A.I.A.1
	TOB	Tobacco (Cumulative Offenses)	OSS 1-3 Days	OSS 3-5 Days	OSS 6-10 Days/ Expulsion	5600A.I.B.3
	THE	Theft	ISD or OSS 1-3 Days	OSS 3-5 Days	OSS 6-10 Days/ Expulsion	5600A.I.B.9

VAN	Vandalism	ISD or OSS 1-3 Days	OSS 3-5 Days	OSS 6-10 Days/ Expulsion	5600A.I.B.10 5600A.I.B.19
PIT	Physical Intimidation/Threat	ISD or OSS 1-3 Days	OSS 3-5 Days	OSS 6-10 Days/ Expulsion	5600A.I.B.6 5600A.I.B.8.c
PVF	Physical Violence/Fight	OSS 3-5 Days for Middle School and OSS 5-10 Days/Expulsion for high school	OSS 10 Days for high school or Expulsion and OSS 5-10 Days for Middle School	Expulsion	5600A.I.B.6
PRF	Promoting Fight	ISD 1-3 Days	ISD/OSS 3-5 Days	OSS 5-10 Days	5600a.I.B.6
DDS	Disrespect/Defiance to Staff	SEP/ISD/OSS	ISD or OSS	OSS or Expulsion	5600A.I.B.4 5600A.I.B.18
DRU	Drugs: Use/Possession	OSS 10 Days Pending Expulsion			5530.V.A.2.VII
ALC	Alcohol: Use/Possession	OSS 10 Days Pending Expulsion			5530.V.A.8

THR	Threat to Staff	OSS 10 Days Pending Expulsion			5600A.I.A.2 5600A.I.B.4
PVS	Physical Violence to Staff	OSS 10 Days Pending Expulsion			5600A.I.B.8.2
POW	Possession of Weapons	OSS 10 Days Pending Expulsion			5600A.I.B.1 5600A.I.B.2 5772.II.A 5772.VIII 5772.II.A.1
CFC	Continual Failure to Comply	SEP/ISD/EXP	SEP/ISD/EXP	Expulsion	5600A.I.B.25
BUL	Bullying	SEP/ISD/OSS	ISD/OSS 1-5 Days	OSS/EXPULSION	5600A.I.B.8

The Building Principal reserves the right to amend or use discretionary change in all disciplinary matters.