

Warsaw Community Schools Bylaws & Policies

5517.01 - BULLYING

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from school or a school activity, function, or event; or, using property or equipment provided by the school.

Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above.

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy [5516](#).

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

Safe School Committee

In accordance with State law, there shall be a *Safe School Committee* in each school within this corporation (see Policy [8400](#) - School Safety).

The Superintendent, in collaboration with the Board of Trustees, will develop and maintain administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

C. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:

1. Returned to the parent or guardian of the student from whom it was seized; or
2. Destroyed; or
3. Turned over to any law enforcement officer.

These guidelines, procedures, and/or standards are used by Warsaw Community High School in support of School Board Policy # 5771. (Modified March 2010)

SCHOOL BUS REGULATIONS

In transporting the children of the Warsaw Community Schools, the highest priority shall be given to the physical safety, health, and welfare of each child transported. While being transported on the school bus, all children shall be under the supervision, direction, and control of the school bus driver. The school bus driver shall be responsible for the safety and welfare of the children while riding the bus to and from school.

During the first week of school each student will be given a card listing the following rules for bus conduct:

1. The student should cooperate with the driver by being courteous and calm, using a normal tone of voice, never using profanities or obscenities and observing the same conduct as in the classroom.
2. Students are not to eat or drink on the bus and are to keep the bus clean.
3. Students must not be destructive.
4. The use of alcohol, tobacco, gum, drugs, matches, etc., or the visibility of the same is not allowed.
5. Students are to sit in their seat facing the front of the bus.
6. Students are to keep their heads, hand, and feet inside the bus. No window will be opened without the permission of the bus driver.
7. The bus driver is authorized to assign seats at any time.
8. The bus driver has the right to refuse to transport anything on the bus that may disrupt or interfere with the safety of the normal everyday pupil transportation. (Examples: animals, large boxes, skateboards, ski equipment, items for classroom demonstrations, etc.)
9. Students will not tamper with the emergency door or any other part of the bus without permission or instructions from the driver.
10. All school rules apply.

The student and parent must complete the information requested on the bus card and return it to the driver immediately. This card is used for notifying the student's family in case of accident as well as being a seat reservation card. It is also used as certification of insurance for the student on his/her assigned bus. Students must ride their assigned bus. (Exceptions: extra-curricular trips, and T-1 approvals).

Proper behavior is necessary for safe transportation. The majority of problems are minor and handled immediately by the driver by following these steps:

Step 1: An individual discussion with the student and/or a verbal warning.

Step 2: Call to parents or guardians of student by the bus driver.

However, if the misbehavior continues, the following consequences may occur:

Step 3: A bus discipline referral is completed and forwarded to an administrator.

Step 4: Discipline at the administrator's discretion, including possible bus suspension. Step 5: One (1) to five (5) days of bus suspension.

Step 6: Five (5) to ten (10) days of bus suspension.

Step 7: Semester bus suspension.

It is important for all to recognize that consequences for fighting, destruction of property, gross insubordination, etc. will start at Step 4 and may be accelerated to a more severe consequence.

Request for transportation to or from a place other than residence: A request of this nature should be made by a student's parent by completing a T-1 form in the principal's office. The completed form is sent to the Director of Transportation for his/her recommendation for approval/denial, then returned to the principal for final action. The parent is notified of this action as soon as possible. Request of change in transportation should be made one week in advance.

Special Note on Emergency Bus Passes: Students are given bus passes (to permit them to ride other buses) for emergencies only. The request for a bus pass must be made verbally by calling the high school and speaking with an administrator.

VIDEO CAMERAS ON SCHOOL BUSES

Video cameras have been placed in WCS buses. From time to time students on the bus may be videotaped. This will enable the driver and administration to monitor activities and improve student safety.

III. COUNSELING/GUIDANCE DEPARTMENT AND CURRICULUM INFORMATION

COUNSELING AND GUIDANCE SERVICES

As part of a school counseling and guidance program, a complete student record is maintained beginning in kindergarten and continuing through high school. All students are given nationally standardized tests. The objective evaluations of each student's achievement assist the school in making decisions which will help provide a more adequate program of instruction. In addition, career information is made available through classroom presentations with computer software, and internships.

Each student who enters Warsaw Community High School is assigned a counselor who will work with the student for the duration of his/her high school career. The counselor is a professionally trained person in the areas of guidance and counseling and will be of assistance to students in the areas listed below:

1. Counseling-Counseling is a student-counselor relationship in which the student has the freedom to express his/her ideas and feelings. The student is encouraged to seek information and examine alternative courses of action. Counseling seeks to help the student assume responsibility for making educational plans and decisions.
2. Student Appraisal-The counselor gathers and organizes information about students from grades, standardized tests, information forms, and conferences with parents, teachers, and students. The guidance counselor interprets this information to the student and his/her parents to help the student deal with needs and problems that may arise.
3. Referral-The counselor may refer students to specialists in the school system or in private and public agencies. Students are referred to a professional counselor in the community for help with more serious emotional and personal problems.
4. Educational and Occupational Planning-The Counselor demonstrates how interest, aptitudes, and abilities work together through various opportunities for post high school career opportunities. He/She provides facts about the many available technical schools, apprentice programs, and Career and Technical programs. He/She assists students in college planning, selection of schools, applications for admission, and applications for financial aid.

PARENT AND STUDENT RIGHTS CONCERNING EDUCATION RECORDS

Federal law and regulation govern education records. The requirements of these laws and regulations are contained in school board policy #8330, entitled Student Records. Generally, this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary student education records.
3. Parents and Students have a right to examine their student's education records at reasonable times.
4. Before education records are disclosed to third-parties, the school requires a signed and dated written consent of (a) a parent of a student who is less than 18 years of age and not attending a post-secondary institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
5. Certain persons may examine education records without a parent's or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or institution of post-secondary education where the student seeks or intends to enroll without prior notification to the parent or student.
6. Directory information will be released to media organizations (including radio, television, and newspapers), colleges, civic or school related organizations, military services, and state or local government agencies without the consent of parent or student as provided in paragraph 5 above. Directory information includes the following kinds of information: Name of student, address, telephone number(s), major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, hair and eye color, dates of attendance ("from and to" dates of enrollment), degrees and awards received, most recent previous school attended, date of birth, photograph, videotape not used in disciplinary matters, and student work for display at the discretion of the teacher (no grade displayed).
7. A parent or eligible student shall have the right to challenge the content of the student's Education Records, to insure that any information in the Records is not inaccurate, misleading, or otherwise in violation of the rights of privacy or the constitutional rights of the student.

A parent of a student less than 18 years of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by completing a denial of permission to release certain directory information form with the principal's office no later than 14 calendar days from the beginning of the school year.

- A. The parent or eligible student shall make a request for a meeting with the student's counselor and/or the principal of the student's school.
- B. This meeting shall provide an opportunity for the correction or deletion of any inaccurate, misleading, or otherwise inappropriate data contained in the Education Records.
- C. In the event no agreement is reached, the parent or eligible student shall have an opportunity to request a hearing with the superintendent or the superintendent's designee.

School Attorney advises that specific recordings must be preserved pursuant to a "litigation hold" notice, recordings may be destroyed after 10 days seven (7) to thirty (30) days. (X) Recordings may also be kept beyond the normal retention period if they are going to be used for training purposes. This policy shall not be interpreted to guarantee the destruction of a recording after any specific length of time.

With the knowledge of the persons depicted, students, staff or a parent/guardian may record a school event open to the public such as a play, music performance, athletic contest, graduation, or Board meeting. Instruction may be recorded for staff evaluation or educational or research purposes.

The Superintendent may develop administrative guidelines consistent with this policy to address the use of monitoring and recording equipment in school buildings, school buses and on property owned and/or operated by the Board.

Monitoring is to be implemented in accordance with this policy and the Superintendent's guidelines. The use of monitoring and recording equipment in violation of this policy will result in disciplinary action.

FERPA, 20 U.S.C. 1232g
34 C.F.R. 99.1-99.67

Title I of the Electronic Communication Privacy Act of 1986
18 U.S.C. 2510-2521

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II. DISCIPLINE AND ATTENDANCE INFORMATION

STUDENT DISCIPLINE

Student discipline will be administered in accordance with the Indiana Student Due Process Code. Students and their parents are encouraged to read this information. A copy of the law is kept on file in the principal's office, and a summary of the code is as follows:

RIGHTS, RESPONSIBILITIES, REGULATIONS CONCERNING SCHOOL BEHAVIOR FOR STUDENTS

As teachers and pupils are brought together so that learning may take place in our classrooms, an environment which permits an orderly and efficient operation of the schools must be provided. This environment, most of all, comes through consideration and self-discipline so that individuals do not allow themselves to infringe upon the rights of others as they seek an expression for their own just and legal privileges as members of the school and society. The responsibility for development and maintenance of this self-discipline falls to a combined effort of students, parents, teachers, administrators, and to our community that establishes the value system we accept. When self-discipline fails, however, regulations for management of school behavior must be outlined by those responsible for the operation of the schools. The Board of Education of the Warsaw Community Schools has this legal responsibility for the school in which you are enrolled. The Board, in turn, has set policies and has appointed administrative officers to carry them out. Authority for such Board responsibility is included in the School Powers Act and Student Due Process Code of the Indiana General Assembly, and in the Warsaw Community Schools Policy Manual.

STUDENT DISCIPLINE

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 insure 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; *Bus Driver*
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; or 3) any other behaviors committed, by a student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. (IC 20-33-8-0.2) (I.C. 5-2-10.1) School Board Policy # 5517.01

9. Cheating, stealing, gambling, or possessing stolen property;
10. Tampering with fire fighting 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. Possessing or using any communication or electronic device (e.g., pagers, beepers, portable phones, palm pilots (or similar PDA's), radio/cassette players cell phones, I-Pod, MP3 players, etc.) during school hours without consent from school authorities. Digital cameras and laptops being used for an educational purpose may be allowed with prior permission from school authorities.

Woman's apologize without arguing repeatedly

27. 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);

28. Participating in and/or promoting any gang or gang-related activity;

29. Violating the Appropriate Use Agreement or the intent of the Internet Policy #7540.03

30. Violating any provision(s) of the Indiana Student Due process Code (I.C. 20-33-8-19)

These guidelines, procedures, and/or standards are used by Warsaw Community High School in support of School Board Policy # 5600. (Modified March 2010)

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:

- Counseling and parent conference
- Corporal punishment
- School Extension Program
- Expulsion (School Board Policy 5610)
- In-School suspension
- Referral to juvenile court
- Restitution
- Detention
- Suspension (School Board Policy 5610)
- Probation
- Loss of recess
- Additional school work assignments
- Time out
- Community service- Assignment of work which will benefit the student and/or the school
- Other techniques as deemed necessary and reasonable by school officials

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 Code, (I.C. 20-33-8-19)

*Expulsion proceedings may begin immediately for students committing such acts as follows: bomb threats, threatening to use a destructive device, false crime reporting (pulling fire alarm, dialing 911 without just cause), and physical violence or threat of violence to members of the school population. Standard guidelines for suspension and expulsion of students may be found in the Student Due Process Code.

I.C. 20-33-8-1 et seq.; 35-41-1-4.3; 35-47-1-5; 35-47.5-2-4 20 U.S.C.3551; 20 U.S.C. 8922; 20 U.S.C. 7151

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The following represents a guideline for administrator use. **The chart does not represent absolutes and is not all inclusive.**

(OSS= Out of School Suspension; ISD=In-school Detention; SEP= School Extension Program)

OFFENSE	1	2	3	4
Class or General Misconduct	One SEP	1-2 SEP's	ISD Assignment	OSS
Fighting, Intimidation, Threats to Students or Staff	10 days OSS; request for expulsion; police notified			
Possession/Use of drugs, alcohol	Refer to Policy #5530			
In parking lot, car or unassigned area	One SEP	ISD Assignment	Loss of driving privileges	
Driving violation	Loss of driving privileges for a period of time to be determined	Loss of driving privilege for a minimum of one grading period		
Tuancy of 1-3 periods	One SEP; Parent conference	ISD; confer with parent and attendance officer	OSS; Waiver of Due Process; parent conference	OSS: Letter to Prosecutor
Tuancy of 4-7 periods	2 SEPs; Parent conference	ISD plus 2 SEPs; conference with a parent and attendance officer.	OSS; Waiver of Due Process; parent conference.	
Possession of an Electronic Device- School Board Policy # 5136	1 SEP			
Failure to serve School Extension Program	Grade 9 & 10 = 1 SEP	Grade 9 & 10 = 1 OSS	Grade 9 & 10 = 3OSS	Grade 9 & 10 = 10 OSS
	Grade 11 & 12 = 1 OSS	Grade 11 & 12 = 3OSS	Grade 11 & 12 = 10 days OSS	Grade 11 & 12 = Waiver of Due Process; Recommended for expulsion
Failure to serve a Teacher Detention	One SEP	One SEP		
Theft or vandalism of school property	Minimum of three days	Minimum of five days OSS; restitution; police report	Ten days OSS; restitution; request for expulsion; police report	
	OSS; restitution; police report			
Misconduct in Extension School or ISD	OSS (days to be determined)	No additional assignments to ISD or SEP		
False call to 911; bomb threat; threatening to use a destructive device-false fire alarm	Ten days OSS; expulsion;			
	police notified			
Possession/use of tobacco	See Policy #5512. Two days	Up to five days OSS plus ISD		
	OSS & one day ISD			
Plagiarism	Refer to Policy #5600			
Possession of a firearm	Ten days OSS; expulsion for a year; police notified			

These guidelines, procedures, and/or standards are used by Warsaw Community High School in support of School Board Policy # 5600. (Modified March 2010; Modified May 2012)