

**2023-2024**

**WCS**



# Parent-Student Handbook



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## WARSAW COMMUNITY SCHOOLS

# CONTENTS

17-20  
Health Services

24-28  
Food & Nutrition  
Services

30-31  
Transportation

32-33  
Register for School



Dr. David Hoffert, Superintendent

Civility Clause, 4
Mission & Cultural Norms, 5
Message from the Superintendent, 6
WCS School Board, 7
WCS Elementary Principals, 8
WCS Secondary Principals, 9-10
Living our Mission, 11
Communications, 12
Technology, 13
Digital Citizenship, 14
Educational Programs, 15-16
Safety Procedures, 21-23
Support Services, 29
Before & After School Programs, 34
Gateway Education Center, 35
Warsaw Education Foundation, 36
Learning & Expectations, 37-41
Elementary Education Guidelines, 42-45
Secondary Education Guidelines, 46-49
General Guidelines, 50

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# WARSAW COMMUNITY SCHOOLS

# CONTENTS

48  
Discipline & Code of  
Conduct

50  
Visitors to Schools  
& Sites

50  
Student Records

## DISTRICT POLICIES

**Student Network & Internet Acceptable Use & Safety, 12**

**Medication Guidelines, 17**

**Immunizations, 18, 19**

**Student Use of Bicycles, 22**

**Wellness Policy, 24**

**Student Discipline, 36-40**

**Due Process Rights, 39**

**Student Assessment, 50**

**Attendance & Truancy, 50**

**Bullying Prevention by Students, 50**

**Student Substance Use, 50**

**Dress & Grooming, 50**

**Personal Communication Devices, 50**

**Weapons, 50**



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# CIVILITY CLAUSE

We expect our instructional staff (teachers, aides, coaches, and sponsors) to uphold the honor and dignity of their profession.

We ask them to lead by example displaying the highest ethical and moral conduct. They are to be professional and accept responsibility for their actions. We believe we have an instructional staff that exemplifies the aforementioned traits.

We ask and expect parents to also uphold the honor and dignity of our instructional staff.

We ask and expect parents to serve as positive role models to their children. We ask and expect that any concerns parents may have to go through the proper chain of command. Initial concerns are to be discussed with the teacher, coach, or sponsor. If you believe you have not received adequate information, you then call the principal. If you still believe you have additional concerns, please direct your calls to the superintendent. If concerns remain after following this chain of command, you may call the board of education members. Please be advised that board members may only listen to your concerns. Individual board members cannot make decisions. Warsaw Community Schools has a supportive board of education. We are privileged to work with a group of dedicated board members. These same board members approve the hiring decisions of instructional staff and stand behind them. **[LINK: Student Voice & Support Graphic](#)**



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# WCS MISSION

Our mission is to inspire and equip all students to continuously acquire and apply knowledge and skills while pursuing their dreams and enriching the lives of others.

## FOUR STRATEGIC PILLARS

Empathy; Inclusivity; Adaptability; Experience.

Learn More: <https://www.warsawschools.org/o/warsaw/page/21-25-strategic-plan>

## SEVEN CULTURAL NORMS

- Everyone has value.
- Every individual has something to contribute.
- Learning enriches life.
- Honesty, integrity, and trust are fundamental to thriving relationships.
- Embracing diversity strengthens community.
- People have life-changing power.
- Giving of time, talent, and resources is vital to the well-being of the community.

# WELCOME WARSAW FAMILIES



## Message from the Superintendent

This handbook serves as a living document available on the School Corporation's website <https://www.warsawschools.org>

On many pages, there are underlined items that provide links to more detailed information on our website. When questions or concerns arise, we encourage students and parents to visit our website. As a living document, it will be updated on a regular basis.

If for some reason you are unable to locate information, please call the WCS Central Office at (574) 371-5098, so that we may continually improve the usefulness of this guide.

In addition to important information for students and parents, we are including a section on Student Rights and Responsibilities. It is essential for both students and parents to be informed of certain policies that set the School Corporation's behavioral expectations and disciplinary consequences for students. All Board of School Trustees policies are located on the School Corporation's Board Policies website link to [BoardDocs Pro](#).

Communication between our staff and parents is of the utmost priority. It has been found that a definite link exists between home and school communication and student success. When there is open communication between teachers and parents, students are apt to do better work at school. Effective communication involves meetings at school, such as PTO meetings, back-to-school nights, parent/teacher conferences, volunteer opportunities, weekly newsletters, announcements, progress and grade reports, an abundance of technology, social media, and more. The Warsaw Community Schools has much to be thankful for; most of all for the extent of community support of our schools, which allows WCS to stand tall among its peers. Wishing all of you a successful and productive year,

Sincerely,

David A. Hoffert, PhD  
Superintendent of Schools



In the Warsaw Community Schools, we are all about our mission which declares our purpose.

**"Our mission is to inspire and equip all students to continuously acquire and apply knowledge and skills while pursuing their dreams and enriching the lives of others".**

In order for our system to educate the 7000 students that we are so privileged to serve, we look forward to strong, positive relationships with our parents, staff and community patrons.

We are so fortunate indeed to have a highly supportive and engaged community in the education of our students.

Our system takes the responsibility of educating our students as the highest priority.

We are here for all students!

Each year, our system publishes a handbook that serves as a valuable resource for students and parents.

We have included important contact numbers, descriptions of services and school corporation policies that apply to students and families.

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# BOARD OF TRUSTEES

WELCOME TO WARSAW COMMUNITY SCHOOLS



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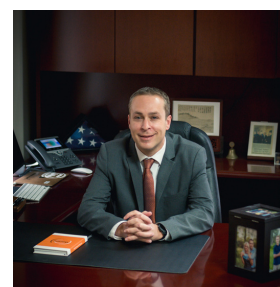
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Board meetings are held on the third Monday of each month beginning at 7:00 pm. Board Work sessions are held on the second Tuesday of each month beginning at 4:00 pm. Summer months or short calendar months may have combined meetings as advertised. Meetings are located at WCS Central Office, 1 Administration Dr. Warsaw, IN 46580.

Agendas are posted on [BoardDocs](#), which can be accessed through the school corporation homepage at <https://www.warsawschools.org>.

# 8 ELEMENTARY PRINCIPALS

WELCOME TO WARSAW COMMUNITY SCHOOLS



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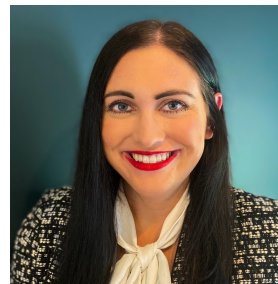
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**Claypool:** 2024 W 700 S, Claypool, IN 46510  
**Eisenhower:** 1900 S County Farm Rd., Warsaw, IN 46580  
**Harrison:** 1300 Husky Trail Warsaw, Indiana IN 46582  
**Jefferson:** 1 Jefferson Drive Winona Lake, IN 46590  
**Leesburg:** 6250 N. Old State Rd. 15 Leesburg, IN 46538  
**Lincoln:** 203 N. Lincoln St. Warsaw, Indiana IN 46580  
**Madison:** 1436 West 300 North Warsaw, IN 46582  
**Washington:** 423 W. Kincaide St. Warsaw, Indiana IN 46580





# SECONDARY ADMINISTRATORS

[HTTPS://WCHS.WARSAWSCHOOLS.ORG/0/WCHS](https://wchs.warsawschools.org/0/wchs)



TROY AKERS  
PRINCIPAL, WCHS



TIM DEVLIN  
AP, WCHS



PAUL ZAKARIA  
AP, WCHS



LEAH SPRUNGER  
AP, WCHS



HEATHER GRAHAM  
AP, WCHS



DAVID BAILEY  
PRINCIPAL, GEC



BEN BARKEY  
PRINCIPAL/ DIRECTOR,  
WACC



JILL JACKSON  
AP, WACC



TODD BRADDOCK  
PRINCIPAL, LMS



MICHELE WHITE  
AP, LMS



JOELLA HAUSELMAN  
PRINCIPAL, EMS



JASON CULVER  
AP, EMS

---

## ATHLETIC DEPARTMENT

[HTTPS://WARSAW-TIGERS.COM/](https://warshaw-tigers.com/)



MATT BINKERD  
AD, WCHS



MICHAEL HOWK  
ASSISTANT AD

# SECONDARY CONTACTS

WELCOME TO WARSAW COMMUNITY SCHOOLS

- WCHS/ WACC STAFF CONTACTS:

[HTTPS://WCHS.WARSAWSCHOOLS.ORG/0/WCHS/STAFF](https://wchs.warsawschools.org/0/wchs/staff)

[HTTPS://WACC.WARSAWSCHOOLS.ORG/0/WACC/STAFF](https://wacc.warsawschools.org/0/wacc/staff)

1 TIGER LANE, WARSAW, IN 46580

PHONE: (574) 371-5099

FAX NUMBERS:

- ATTENDANCE: (574) 371-5012
- NURSE: (574) 371-5008
- REGISTRAR (COUNSELING) : (574) 371-5015

- 
- GATEWAY STAFF CONTACTS:

[HTTPS://GEC.WARSAWSCHOOLS.ORG/0/GEC/STAFF](https://gwc.warsawschools.org/0/gwc/staff)

848 E SMITH ST., WARSAW, IN 46580

PHONE: 574-371-5019

- 
- EDGEWOOD MIDDLE SCHOOL STAFF CONTACTS:

[HTTPS://EDGEWOOD.WARSAWSCHOOLS.ORG/0/EDGEWOOD/STAFF](https://edgewood.warsawschools.org/0/edgewood/staff)

900 S. UNION ST WARSAW, IN 46580

PHONE: (574) 371-5096

FAX: (574) 371-5010

- LAKEVIEW MIDDLE SCHOOL STAFF CONTACTS:

[HTTPS://LAKEVIEW.WARSAWSCHOOLS.ORG/0/LAKEVIEW/STAFF](https://lakeview.warsawschools.org/0/lakeview/staff)

848 E. SMITH ST. WARSAW, IN 46580 PHONE: (574) 269-7211

FAX: (574) 371-5013



# LIVING OUR MISSION



## → Academics

- Set a designated study area and study times in your home. Doing homework and studying should become a route that is rarely broken. The study area should be quiet and free from distractions. If your child doesn't have homework, that scheduled time can be used for extra reading.
- Check your child's assignments. Set a checklist for completing those assignments. Look over papers, discuss important topics at the dinner table, and study progress reports and report cards. When your child says no homework was assigned, check for yourself. Use PowerSchool to keep up with your child's progress, grades and attendance.
- Limit screen time. Strike a balance between television, video games, and chatting online with friends, but place the priority on education. Repeat the mantra, "School comes first in our home!" School is your child's job. Everything else is secondary during the school year.

## → Get Involved

- Involve yourself as a parent. Plan to attend back-to-school nights and parent-teacher conferences. Volunteer as much as you can, even if it is only one day during the year. Regularly read all information that is sent home.

## → Life Skills

- Be sure your child attends school every day. Be positive with your child about school. Take every opportunity to recognize accomplishments. Show support for what school staff are trying to do with your child. Communicate to your child in many ways that education is a high priority for your family.
- Encourage polite and respectful behavior. Rude behavior of any sort does not work in our schools. Students who say, "Thank you," "Please," "Excuse me," "How may I help?" make the teaching and learning experience great for everyone.
- Hold your child accountable for decisions – both the positive and negative consequences of those decisions. Set clear expectations while providing structure and support.
- Help your child develop good organizational habits. Create a place in your home where your child gathers all of the materials and supplies to bring to school the next day. Discuss plans and activities for the next day. Encourage your child to get involved in before or after school activities or clubs. Check with your school for transportation and other needs. Students who are involved do better in school.



## → Get Help

- Contact the teacher as soon as you can if you sense your child is struggling and is lost on an assignment or while preparing for a test. Use materials sent home or posted on the teacher's web page. They are provided to help you help your child succeed.
- Model positive problem-solving for your child. If you have a concern, please pursue it respectfully with school staff right away before making a judgment. Your child's teacher is almost always your first point of contact.

# COMMUNICATIONS

Warsaw Community Schools' goal is to provide pertinent and timely information to WCS families and our community. Through multiple platforms, parents have the opportunity to stay connected and informed.

## PARENT SQUARE

WCS is excited to announce that we have adopted a new form of school-to-home communication. This unified communications platform is designed to keep guardians informed and encourage greater engagement and connection with WCS. It provides a safe way for district administrators, school principals, teachers, staff, and parents to:

- Send and receive school/class information
- Share pictures and files
- See calendar items
- Sign up to volunteer
- and much more . . . all in one centralized place!

All district and school, grade level and classroom information will now be sent to you via email and/or text. For even more convenience, download the ParentSquare app (available for free for iOS and Android devices).



## SOCIAL MEDIA PLATFORMS

Warsaw Community Schools has official district accounts for news and information on:

**Facebook:** <https://www.facebook.com/WarsawSchools>

**Instagram:** <https://www.instagram.com/warsawschools>

**Twitter:** <https://twitter.com/dahoffert> and [https://twitter.com/WCS\\_District](https://twitter.com/WCS_District)

**YouTube:** <https://www.youtube.com/user/warsawschools>

Parents can check the individual school's website for their social media accounts.

## POWERSCHOOL

PowerSchool is a web-based application that allows parents and students to log into a secure account to complete registration, along with access real-time assignments, grades and attendance. WCS also depends on up-to-date contact information in PowerSchool in order to reach guardians and emergency contacts if needed. Please keep contact information current through the parent portal on PowerSchool at [warsawschools.powerschool.com/public](https://warsawschools.powerschool.com/public)

## WEBSITES

Each school has a website that includes information such as events, calendars, live feed, news, and contacts. WCS website offers multiple language translation options. [www.warsawschools.org](http://www.warsawschools.org)

## WCS PRESS RELEASES

Warsaw Community Schools has a partnership with local media outlets to regularly publish information and news. To receive email copies of WCS press releases, visit [warsawschools.org/page/communications](https://warsawschools.org/page/communications)

## PEACHJAR EFLYERS

Parents can receive digital posters directly to their email. Parents can set up their account and set their notification preferences for frequency and schools.

<https://accounts.peachjar.com/login>

## WCS APP

WCS is thrilled to share that Warsaw Community Schools' has an app! It's everything WCS, in your pocket. The free app for Android and iPhone sends notifications directly to those who download the app.

Download the app on Android:

<https://bit.ly/30lvCXN>

Download the app on iPhone:

<https://apple.co/2Xydzf4>



# TECHNOLOGY

All Warsaw Community Schools have a strong educational technology infrastructure that supports student learning and creativity and increases employee productivity.

## INTERACTIVE CLASSROOMS

All classrooms are equipped with interactive technologies including: LCD Projectors, Document Cameras, Wireless Network, Suite, Teacher Workstation, and iPads.

## PASSWORDS & LOG-INS

All students and staff are assigned login IDs and passwords that provide access to the district network and resources. Passwords are distributed to students at school. Students are responsible for maintaining the confidentiality and security of their login and password credentials and should not share them with anyone other than parents and teachers. Any inappropriate use of network or Internet-based resources are the responsibility of the student assigned those login credentials.



## 1:1 PROGRAM

Students in grades 5-12 participate in our take-home 1:1 program, e3 Tiger Tech. Students in grades K-4 are assigned an individual device that stays in the classroom, but can be checked out for eLearning Days or other curricular needs. Currently, students in grades K-12 are provided with a full-sized iPad. Parents are charged a fee in Text Book Rental to cover some of the cost of the device. For parents concerned with repair costs for accidental damages, a highly recommended insurance program is offered on the District Technology page.

## POWERSCHOOL

PowerSchool is our student information system. It may be accessed by parents by going to <https://warsawschools.powerschool.com/public/>. Parents and guardians may request a login by contacting the office of the school that their children attend.

## ACCEPTABLE USE

Warsaw Community Schools provides appropriate technology-based resources to accelerate learning while maintaining appropriate filtering and security protocols in compliance with state and federal laws. Students who intentionally misuse or pursue inappropriate content will be subject to disciplinary measures. Our acceptable use policy and guidelines for personal communication device use may be found in Board Docs.



[warsawschools.org](https://warsawschools.org)



@WCS\_District



WarsawSchools



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# DIGITAL CITIZENSHIP



## ➞ Set Expectations

Parents are encouraged to regularly talk with children about accessing inappropriate sites and content, as well as being a good person when online, whether or not the parent or teacher are watching. Discuss what your child should do if s/he is online and sees pornography, hate sites, celebrity gossip, and more, which can influence his or her beliefs, values, and behavior. Understand that your child's use of many technologies, such as iPads, iPods, gaming systems, and cell phones, gives your child the ability to connect to public, unfiltered wireless networks that may bypass your filtered home network altogether. Therefore, it is important to maintain a regular, open dialog with your expectations for appropriate use and behavior. **LINK: [Securly Parent Portal](#)**

## ➞ Internet Safety

Common Sense:

**<http://www.CommonSenseMedia.org>**

Net Cetera: **[Chatting with Kids about Being Online Article](#)**

Federal Trade Commission (FTC) Guide:  
**<https://www.consumer.ftc.gov/articles/0012-kids-and-socializing-online>**

## ➞ Life Skills

Warsaw Community Schools believes it is extremely important for students to receive instruction in Internet safety, cyber bullying, digital privacy, and digital citizenship. Every K-6 student attends a weekly class where they review curriculum aligned with our technology standards in each of these areas. This instruction is further optimized when it is supplemented by appropriate discussions and safety measures instituted at home. Warsaw Community Schools are required to use filters to block many potential Internet dangers so students can't access them. Experts strongly suggest installing software to filter and block inappropriate content on your home computers or wireless network (OpenDNS, SafeEyes, and NetNanny.) However, direct supervision by an adult is the best safety measure.



## ➞ Family Media Agreement

A Family Media Agreement is a checklist that parents can use to guide conversations with their kids about media use. It's designed to help parents establish guidelines and behaviors that are right for their family. Some families are comfortable using it as a signed agreement. Others prefer to use it simply as a checklist to guide conversations. Either way, it's a great way to help parents and kids get on the same page about media and technology use. View sample agreements here: **<https://www.common sense media.org/family-media-agreement>**

Most social media sites require children to reach the age of 13 before using them. Please review the terms of use for these websites before allowing your child to create an account.



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# Educational Programs

## Special Education Services

Warsaw Community Schools is committed to equipping all students with appropriate education to meet their needs. Students with disabilities in Warsaw Community Schools are supported through an Individual Education Plan which provides the goals and objectives for the student, the accommodations that are needed for the student to access general education, and the special education services. Each student receives an education in the least restrictive environment to meet the student's special needs. The Special Services Department provides a comprehensive special education program that adheres to the federal Individuals with Disabilities Education Act (IDEA) and Article 7, the Indiana rule.

## Section 504 of the Rehabilitation Act of 1973

Warsaw Community Schools does not discriminate against any student on the basis of his or her disability and allows equal access to and participation in its programs and activities. The District also does not discriminate against anyone because he or she is associated with someone who is disabled. A student may be eligible for services under the provisions of Section 504 if he/she has a physical or mental impairment that substantially limits one or more major life activities, including learning. It is the District's responsibility to identify and evaluate students who, within the intent of Section 504 of the Rehabilitation Act of 1973, need specially designed instructional or physical accommodations so those students may receive free appropriate public education.

## Student Records

Parents and eligible students have the following rights regarding private data under School District policy: The right to inspect and review the student's education records. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The right to consent to the disclosure of individually identifiable information contained in the student's educational records except where exempted by school board policy, state, or federal law.

## Homebound Instruction

If a student is unable to attend classes at the normal school site because of illness or injury, the student can receive educational services through homebound instruction. A student who receives homebound instruction is taught the curriculum through a licensed teacher as soon as practical after a physician determines that the student will miss twenty school days or more because of the condition.

## High Ability

Parents/guardians who have questions and/or concerns about their child and services should contact their Building Administrator or the Coordinator for High Ability at 574-371-5098 ext. 2473

## District Mission Statement for High Ability (HA) Program

Warsaw Community Schools believes that some students achieve or exhibit the potential to perform at high levels of exemplary performance in English Language Arts, Mathematics, or both. Students are provided a continuum of service delivery options, differentiated instruction, and the opportunity to use higher-level thinking skills in order to meet their individual academic and social needs.





# Educational Programs

## District Definition of Student Identified as High Ability

Students identified as high ability at Warsaw Community Schools are defined as ones who perform or have the potential to perform at extraordinarily high levels in English Language Arts, Mathematics, or both, compared to their peers. These students require services and instruction aligned to their unique academic and social needs.

## District Services for Students Identified as High Ability

### Elementary

- Acceleration by grade level
  - Grade Skipping: A referral for consideration for skipping a grade can come from any stakeholder familiar with the academic performance of the child. Decisions will be considered on an individual basis by a child study team.
- Qualification as having general intellect (HA in both English Language Arts and Mathematics)
- Self-contained classroom for grades 5 and 6 together housed at Lincoln Elementary: This classroom is taught by a teacher licensed in HA. Students are grouped together full time which allows for a differentiated pace, level, curriculum, and instruction to meet the unique academic and social needs.
- Cluster grouping in one 3rd grade classroom and one 4th grade classroom: The cluster classrooms allow for the high ability curriculum to be implemented. The 5th/6th-grade self-contained classroom teacher will provide coaching services to the classroom teachers on curriculum implementation and best practices in the area of high ability.
- Qualification as HA in English Language Arts and/or Mathematics
  - Between class HA grouping for English Language Arts and Mathematics: Students identified as HA are grouped together for a period of time during the school day. The teacher will differentiate instruction and the pace with peers at the same instructional level. The rest of the day is spent in heterogeneous classrooms. The amount of time grouped together may vary between school and grade level:
    - Entire day
    - Entire English Language Arts and/or Math block
    - Portion of English Language Arts and/or Math block
    - During tier 2 for extension

### Middle

Qualification as HA in English Language Arts and/or Mathematics

Honors classes are available for students who meet the metrics.

### High School

Qualification as HA in English Language Arts and/or Mathematics

Students in grades 9-12 are encouraged to take honors, Advanced Placement, and/or dual-credit courses in their area of HA.

## Multifaceted Identification Plan

Norm-referenced aptitude measure (measures ability)

Kindergarten- Cognitive Abilities Test (CogAt)

2nd grade- Cognitive Abilities Test (CogAt)

6th grade- Cognitive Abilities Test (CogAt)

High School- PSAT

Norm-Referenced Achievement Measure (measures performance and can demonstrate above grade level performance)





# Educational Programs

## Multifaceted Identification Plan

Kindergarten- NWEA

2nd grade- NWEA

6th grade- NWEA

High School- Performance in honors classes with above grade-level standards

## Identification Process

- Kindergarten

There are 3 possible pathways for high ability identification:

1. Score at or above the 96th percentile on NWEA or Fastbridge
2. Score at or above the 96th percentile on CogAt
3. Score within the standard measure of an error on either assessment AND demonstrate outstanding potential or performance using the data from Scales for Identifying Gifted Students

- 2nd Grade

There are 3 possible pathways for high ability identification:

1. Score at or above the 96th percentile on NWEA or Fastbridge
2. Score at or above the 96th percentile on CogAt
3. Score within the standard measure of an error on either assessment AND demonstrate outstanding potential or performance using data from Scales for Identifying Gifted Students

- 6th Grade Selection for Middle School

There are 3 possible pathways for high ability identification:

1. Score at or above the 96th percentile on NWEA or Fastbridge
2. Score at or above the 96th percentile on CogAt
3. Score within the standard measure of an error on either assessment AND demonstrate outstanding potential or performance using data from Scales for Identifying Gifted Students

- Middle School Selection for High School

There are 2 possible pathways for high ability identification in 8th grade for scheduling for freshman classes:

- 10) Score at or above the 96th percentile on NWEA
- 11) Score at or above the 96th percentile on the PSAT



# Educational Programs

## Placement Procedures for Students Who Have Moved In

Students who have moved in from other districts may have been identified using different methods and cut scores than those used within Warsaw Community Schools. This includes other districts in Indiana as the state regulations allow for local procedures.

Students who move into Warsaw Community Schools with high ability identification from another corporation may submit testing data to be reviewed by the Assistant Director of Special Services. If the data meets the identification criteria, eligibility will be confirmed. If it is deemed the eligibility criteria are not met, the student will participate in the next round of testing with their grade-level peers.

## Appeals Process

If a parent, guardian, or teacher would like to appeal a student's high ability determination, the stakeholder shall submit evidence and a cover letter stating the rationale for the request to the Assistant Director of Special Services. The Assistant Director of Special Services, along with a review team, will review the data and provide the results in a meeting with the stakeholders.

## Exit Procedure

If a student has met the eligibility criteria at grade K and/or 2, but does not continue to meet the criteria in the next grade level identification screening, the student will no longer be identified as high ability, thus, exited from the high ability program. Notification occurs by mailing scores and results home in grades 2 and 6.

If a secondary student no longer performs above grade level in English Language Arts and/or Mathematics in honors and/or advanced placement courses, an intervention plan will be created, implemented with fidelity, and monitored for no less than a period of one grading period. Upon conclusion of the next grading period, notification will be made by mailing a letter home. Parents may request a meeting with stakeholders to review data, student progress, and future placement.



Parents/guardians who have questions and/or concerns about their child and services should contact their Building Administrator or the Coordinator for High Ability at 574-371-5098 ext. 2473





# Educational Programs

## English Learner Program

The Warsaw Community Schools K-12 English Learner Program is designed to provide English language instruction to non-English and limited proficient students. Students at the elementary, middle and high school levels receive language assistance to support their learning of content area curriculum. The goal for English Learners is to gain proficiency in academic English while in Warsaw Community Schools.

## Early Childhood Education

Warsaw Community Schools, in partnership with Head Start, provides early childhood education to children age 3 to 5 in classrooms, and through itinerant and consultative services to area preschools. Young students with a suspected disability may be referred for an evaluation for special education services. Students who qualify for special education receive services in area preschools, on a walk-in basis at the elementary buildings, or in a developmental preschool at Jefferson Elementary. Two Early Learning Centers at Claypool Elementary and Leesburg Elementary offer preschool classes through Head Start. More information can be provided through the schools where the classes are located. All of our early childhood programs are designed to provide children with the skills to have a smooth transition to kindergarten.

## CORE 40

Indiana's Core 40 is the academic foundation all students need to succeed in college, apprenticeship programs, military training and the workforce. By providing all Indiana students a balanced sequence of academically rigorous high school courses in the core subjects of English/language arts, mathematics, science and social studies; physical education/health and wellness; and electives including world languages, career/technical, and fine arts, the Core 40 requirement gives all our students the opportunity to compete with the best.

## Drug Abuse Resistance Education (DARE)

The primary goal of Drug Abuse Resistance Education (DARE) is to teach effective peer resistance and refusal skills so that adolescents can say "no" to drugs and their friends who may want them to use drugs. The secondary goals of the program are to build students' social skills and enhance their self-esteem, as these are believed to be linked to adolescent drug use.



# Health Services

Health Services staff work with students and parents to improve student wellness in order to support learning. Healthy students are most successful and able to learn when their physical and health-related needs are met. We also believe in the mission statement and core values of WCS and play a role in inspiring and equipping students and enriching the lives of others. Each building has a registered nurse and some have health room assistants as well.

The Health Services staff attend to students who become ill or injured at school, administer prescribed medications, provide first aid in emergencies, perform necessary health screenings, assist with accessing community resources, perform health care procedures, prepare individual health care plans, monitor immunization requirements as well as communicable diseases, assess for physical signs of abuse or neglect and assist with health prevention and promotion activities.

## HEALTH PROCEDURES

Students who are ill or injured are to secure a pass from their teacher (unless an emergency) and report directly to the Nurse's office to be evaluated. Health Services staff will contact a parent/guardian if the student is too ill to remain at school. Please make sure ALL parent contact numbers as well as the emergency contact is up to date. Please communicate any acute or chronic medical condition your student may have to the school nurse to help assist with your student's needs while at school.

Illnesses can be caused by viruses, bacteria, fungi or parasites and can be spread from one individual to another. Please encourage good hygiene and regular hand washing at home. Parents may be asked to pick up their student from school under the following circumstances: 1) The student has a fever of 100.4 degrees F or above; 2) the student is vomiting and/or has diarrhea; 3) the student has a rash that may be disease related; 4) the student does not feel well enough to return to the classroom.

Parents should not send their student to school if he or she: 1) has a fever of 100.4 degrees or more. They should stay home for 24 hours after the temperature returns to normal without fever-reducing medication. 2) Has vomited or had diarrhea. The student should stay home until 24 hours after the last episode. 3) Has a rash that may be disease-related or from an unknown cause. Management of head lice is ultimately the responsibility of the parents. The WCS policy and procedure for head lice follows the guidelines recommended by the Harvard School of Public Health, CDC, American Academy of Pediatrics and the Indiana State Department of Health.

## EMERGENCY CONTACT INFORMATION

Parent/guardian and emergency contact information is very important and needs to be updated every year and/or when changes occur. It is important that we have your correct home, cell, and work numbers, as well as at least 2 emergency contact numbers who can be contacted in case your student, needs emergency medical help and we are unable to reach a parent. Please be sure the emergency contacts you list are willing to pick your child up from school if you are unavailable. You can do this when you register your student online and/or by calling the school office and reporting changes.

Please contact your school nurse if you have any questions or concerns.

<https://www.warsawschools.org/page/district-health-services>



# Health Services

## MEDICATION GUIDELINES

If your student requires prescription medication, it is best to ask the doctor to schedule the administration times outside of school hours so they can be taken at home. If your student must take medication at school, it must be kept in the nurse's office and must be given by the nurse or a trained UAP (Unlicensed Assistive Personnel).

Medication permission forms are available at each school and on the WCS website. No prescription medication will be given unless the school has a signed medication permit on file from the physician and the medication is in the original container with the original pharmacy label and the student's name. Written permission must also be on file from the student's parent/guardian.

Over-the-counter medications require the same parental authorization and original, labeled bottle as prescriptive medication. They must be administered in a manner consistent with the instructions on the label.

No herbal or vitamin supplement will be given unless the nurse has a medication permission form completed and signed by the physician and parent/guardian. They also must be in their original container labeled with the student's name.

ALL medication should be discussed with the school nurse and kept in the nurse's office. Exceptions to this requirement are self-administered rescue inhalers for asthma, self-administered EPI PEN for severe allergic reactions, and medication specified in an IEP, Section 504, or individual health plan.

Indiana law allows students to carry and use their inhalers/ EPI PENS IF the physician, parent, and school nurse agree the student has demonstrated appropriate knowledge and administration of the medication. Students carrying these medications have the responsibility to use them correctly and ONLY for themselves.

We ask that students report to the nurse's office if they use their inhalers more than once during the school day. Students MUST report to the nurse's office immediately if they use an EPI PEN.

See [\*\*School Board Policy #5330 "Use of Medications"\*\*](#) for further reference.

## HEALTH SCREENINGS

**Vision** acuity screening is required by Indiana Law on all students in 1, 3, 5, and 8 grades. MCT (modified clinical technique) vision testing is required on all 1st-grade students and will be completed by an optometrist or ophthalmologist in the fall of each school year. Students may be transported by bus to a central location for the MCT exam. A vision screening may be completed on any other student by referral.

**Hearing** screening is required by Indiana Law on all students in 1, 4, 7, and 10 grades and conducted by the Speech and Language Pathologists in the corporation. Hearing screening on any other student may be completed by referral.

**Dental** screening may be completed on all K-3 grade students by local dentists. Any parent who does not want his/her student tested for any of the above screenings must send in a signed written statement to the school nurse at the beginning of each school year stating refusal of the tests

# Health Services: Immunizations REQUIRED

Pre- K	3 Hep B (Hepatitis B) 4 DTaP (Diphtheria, Tetanus & Pertussis) 3 Polio (Inactivated Polio) 1 MMR (Measles, Mumps & Rubella) 1 Varicella (Chickenpox) 2 Hep A (Hepatitis A)	
K-5th Grade	3 Hep B (Hepatitis B) 5 DTaP 4 Polio	2 MMR , 2 Varicella 2 Hep A (Hepatitis A)
6th-11th Grade	3 Hep B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hep A (Hepatitis A) 1 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)
12th Grade	3 Hep B 5 DTaP 4 Polio 2 Varicella	2 MMR 2 Hep A (Hepatitis A) 2 MCV4 (Meningococcal) 1 Tdap (Tetanus, Diphtheria & Pertussis)

**Hep B-** The minimum age for the 3rd dose of Hepatitis B is 24 weeks of age.

**DTaP-** Four doses of DTaP/DTP/DT are acceptable if 4th dose was administered on or after child's 4th birthday.

**Polio-** Three doses of Polio are acceptable for all grade levels if the third dose was given on or after the 4th birthday and at least 6 months after the previous dose. \*For students in grades kindergarten through ten, the final dose must be administered on or after the 4th birthday and be administered at least 6 months after the previous dose.

**Varicella-** Physician documentation of disease history, including month and year, is proof of immunity for children entering preschool through 12th grade. Parental report of disease history is not acceptable.  
Tdap- There is no minimum interval from the last dose.

**MCV4-** Individuals who receive dose 1 on or after their 16th birthday only need one dose of MCV4.

**Hep A-** The minimum interval between 1st and 2nd dose is 6 calendar months. Two doses are required for all grades Pre-K through 12.

**MenB** -\*\* Two doses of Meningococcal B vaccines are recommended for Grade 12.

Annual influenza vaccine is recommended for all grades; HPV vaccine is recommended for grades 6-12.



# Health Services



Indiana State Department of Health  
Immunization Division (800) 701-0704 <https://www.in.gov/isdh/17094.htm>

The WCS School Board requires that all students be properly immunized and follow the requirements set forth by the IN State Department of Health.

The Superintendent shall require parents to furnish to their student's school, no later than the first day of school after enrollment, a written statement of the student's immunizations accompanied by a physician's certificate or other documentation.

A student may not be able to attend school beyond the first day of school without furnishing the immunization record unless the school gives the student a waiver or the local health department or a health provider determines that the student's immunization schedule has been delayed due to extreme circumstances.

The waiver may not exceed 20 school days. If the student remains unimmunized at the close of the twenty (20) day period, the Superintendent shall commence exclusion proceedings.

Exemptions to the immunization requirements shall be granted, in accordance with Indiana State Law, only for religious beliefs or medical exemption (physician ordered) and must be on file in the nurse's office each school year.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent.

The information must include information concerning the causes, symptoms, and spread of meningococcal disease and places where parents may obtain additional information and vaccinations for their students.

See [School Board Policy #5320 "Immunizations"](#) for further reference.

# SAFETY PROCEDURES

**Asbestos Plan Summary** By law all employees, teachers and parent organizations of the school corporation must be notified yearly of all asbestos activities and of the availability of the school management plan. During the summers of 1992, 1995, 1998, 2001, 2004, 2007, 2010, 2013, 2016 and 2019 Warsaw Community Schools contracted and completed triennial asbestos reinspection. Certified building inspectors visited each building to inspect for suspect material. In order to determine whether the suspect material contained asbestos, samples were submitted for laboratory analysis in accordance with AHERA regulations. Some of the material tested was found to contain more than 1% asbestos. Only materials containing more than 1% asbestos are regulated by law. The majority of these positive samples came from certain types of floor tile and ceiling tile. Floor tiles are only of concern when they are removed from the building. Floor tiles do not release any fibers during normal use. These materials are not releasing asbestos into occupied areas. We are working closely with environmental professionals to ensure and maintain necessary precautionary measures for safe conditions within your school. Every six months, periodic surveillance is conducted on all materials that have tested positive or are assumed to be positive for asbestos. The condition is checked, and repairs made wherever necessary, to ensure that safe conditions are maintained. This is done in accordance with AHERA regulations. Each facility that has asbestos-containing material has an inspection report and Management Plan on file in the main office. The complete list of all facilities is on file at the Maintenance Office, and is available for review to the public during regular office hours. The safety of our students, staff, and patrons is our foremost concern as we actively implement our asbestos management procedures. Our written Management Plan lists projects of priority for asbestos abatement. Since the time the plan was submitted to the Indiana Department of Environmental Management (IDEM) in May of 1989, abatement projects have occurred in accordance with this plan. If you have any questions regarding the survey or the Management Plan, please contact the Director of Maintenance, Buildings & Grounds at 574-269-1796.

**Metal Detectors** This notice is to inform you that our School District is taking proactive measure to increase security and safety in our District. Metal detectors may be utilized at Warsaw Community Schools. All students and visitors may be required to submit to a metal detector scan. When the detector indicates that a student or visitor is carrying a metal device, the student or visitor and their belongings will be searched to ensure that they are safe to enter our campus. We are choosing to use every tool available to help us provide a safe and secure learning environment for our students, visitor, and our staff. Please note that this security measure does not imply that any school in our District is unsafe.

**School Crisis Plan** In accordance with Indiana State law and school board policy, each school in Warsaw Community Schools has developed a crisis plan to deal with emergency situations that may arise from time to time. The crisis plan is reviewed and updated on an annual basis by members of the building and district crisis teams. Our goal in this endeavor is to provide safe, secure schools that facilitate excellence in education. Any questions regarding your school's crisis plan should be directed to the principal.

# SAFETY PROCEDURES

**Pesticide Policy** Warsaw Community Schools is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children. This policy does not apply to the following pesticides: (1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers and swimming pool chemicals; (2) personal insect repellents when self-applied; and (3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides. Pesticides will be applied by certified pesticide applicators and only when students and staff members are not present, such as during non-instructional time or during school vacation periods. In the case of an emergency pesticide application because of immediate threat to public health, the school shall give written notice as soon as possible. The corporation will: Inform annually parents and staff members of the corporation's pest control policy at the time of student registration. Provide the name and phone number of the person to contact for information regarding pest control. To be provided with a notice of pesticide application, contact the Director of Maintenance, Buildings and Grounds at 574-269- 1796. Establish a registry of parents and staff members who want to receive advance notice of all pesticide use and provide such notice. To be placed on the registry, please contact WCS Maintenance office at 574-269-1796. Provide notice of planned pesticide applications to parents and employees who have requested advance notice. Provide notice of all pesticide applications to school nurses. Maintain written record for at least 90 days of any pesticide applications.

**Safety Drills** Unannounced safety drills will be held frequently to familiarize students with the procedures necessary to relocate in safer areas of the building in case of a tornado warning, or to evacuate the building in case of fire, or earthquake. The prescribed procedures and routes for relocation and evacuation are posted on the bulletin board in each classroom. Students should learn both types of routes from each of their classrooms. When a fire alarm sounds or a tornado drill is announced, students should move quickly and quietly to their designated areas. Running and talking will not be permitted. Students must remain in their designated areas until further instructions are given.

**School Safety Hotline** A 24-hour Safe Schools Hotline, 574-371-5024, is in place to enable the confidential reporting of information about potential or actual dangers to students and staff. The Hotline does not have caller ID. Safety is a top priority at Warsaw Community Schools. We are constantly reviewing and revising our readiness plans, upgrading our security technology, improving our training and enhancing our crisis procedures. Through the combined efforts of our staff and local law enforcement with the support of our parents and community, Warsaw Community Schools will remain a safe and secure educational environment.



# SAFETY PROCEDURES

**Safety for All ([Policy #5514](#))** The school makes every effort to encourage sound safety practices. Students are instructed to obey traffic laws and the directions of the teachers, safety patrol members, crossing guards, and bus drivers. Additionally, there are schools that are not located in safe bicycling areas due to high traffic, and bicycle riding to and from school is not permitted. In schools where bicycles are permitted, they must be walked at all times on school property. Skateboards, roller blades, or scooters are not permitted at school. Shoes with wheels in them, or that attach to them, are also not permitted. Children in grades K-1-2 and 3 are NOT to ride their bicycles to school. Students are reminded that the privilege of riding their bicycles to school may be denied if they do not observe good safety practices and those regulations governing the use of bicycles. Wearing a protective helmet when riding a bicycle to school is a recommended safety practice. All bikes shall be parked in the rack provided and remain there during the day. For your own protection, it is recommended that bikes be locked.



[warsawschools.org](https://warsawschools.org)



[@WCS\\_District](https://twitter.com/WCS_District)



[WarsawSchools](https://www.facebook.com/WarsawSchools)



[warsawschools](https://www.instagram.com/warsawschools)



# FOOD & NUTRITION SERVICES

We know that good nutrition and learning go hand in hand. The Food & Nutrition Services department is made up of a team of trained professionals that are dedicated to student's health, well-being, and ability to learn.

**Healthy Nutrition** We support learning by promoting healthy nutrition habits that will last a lifetime. Meals, foods, and beverages sold or served at schools meet state and federal requirements which are based on the USDA Dietary Guidelines providing students with access to a variety of affordable and appealing foods that meet their health and nutrition needs.

**Breakfast and Lunch Menus** Menus are planned in advance and can be accessed from your school website or at <https://wcsfoodandnutrition.org>, and on the WCS APP. Menu selections are subject to change due to availability and weather-related conditions. Updates are readily available by contacting the WCS Food & Nutrition Services District office at 574-371-5086.

**Special Diet Requests** Students requiring a special diet or food substitutions must have a Special Diet Request Form completed, on file, and updated annually at the WCS Food & Nutrition Services office. This form is available on your school's website under Food Service or from the school nurse.

Once the completed form is received by WCS Food and Nutrition Services, parents of students new to WCS will be contacted by a member of our staff to gather additional information prior to menu modifications being made. Meals should be provided from home until this contact has been made and additional information provided by the parent or guardian.





# FOOD & NUTRITION SERVICES

**Nutrition Requirements** WCS Food & Nutrition Services participates in the National School Lunch and Breakfast programs with menus designed according to these requirements. Weekly menus that meet specific nutrient guidelines in recommended serving sizes align with the Dietary Guidelines for Americans recommendations for calories, percentage of calories from fat, saturated fat, and sodium.

A complete lunch includes protein, grains, fruits, vegetables, and milk and is designed to meet 1/3 of the calories and RDA for key nutrients based on age and grade group over the period of a week.

A complete breakfast includes grains (optional meat/meat alternate allowed); juice/fruit/vegetable; and milk and is designed to meet 1/4 of the calories and RDA for key nutrients based on age and grade group over the period of a week. Choices within each group are available from which students can select a complete meal.

A la carte pricing applies when a complete meal is not chosen. List available online.

**Wellness Policy** WCS has developed a [Wellness Policy \(#8510\)](#) that is focused on improving the health of students. The policy was developed by a Wellness Policy Committee that includes teachers, parents, administrators, health officials, and students.

**Sharing the Message of Wellness** One of our goals is to share the message of nutrition and wellness via our department's website that emphasizes the importance of nutrition and fitness. Our site provides information for teachers, parents, and students as well as a variety of learning tools.





# FOOD & NUTRITION SERVICES

**Meal Prices** Breakfast and lunch fees can be accessed at [www.wcsfoodandnutrition.org](http://www.wcsfoodandnutrition.org) or by contacting your student's school or school website.

**How Do I Pay for Meals?** You may take advantage of the option to prepay for your student's meals online with simple, secure, and convenient access 24 hours a day. You will need your student's 9-digit school ID.

You may also pay by check or cash by submitting your student's 9-digit school ID and payment information in an envelope to the cafeteria manager each school morning.

PLEASE NOTE: CASH PAYMENTS will only be accepted in the school offices, Cafeteria Office, or the Food & Nutrition Services Office so that a written receipt may be provided. For your convenience, envelopes may be printed at <http://www.wcsfoodandnutrition.org/>.

**How Can I Check the Balance of My Child's Meal Account?** Parents are responsible for monitoring their child's meal account to ensure there are adequate funds available.

We provide a free online service for you to monitor your child's meal account, check balances, and set up e-mail reminders by setting up an account at <http://www.wcsfoodandnutrition.org> under the Meal Payments tab. A link will be provided to redirect you to a secured site (you will need your student's 9-digit school ID for all online services).

You may also contact the cafeteria manager of the school your child attends for this information.





# FOOD & NUTRITION SERVICES

**Refunds and Transfers of Meal Funds** Positive balances remaining on a student meal account will automatically follow the student regardless of the WCS school they attend the next school year. Cash refunds are not available at any of the school cafeterias nor are refunds given on meals accounts with less than a \$3.00 balance. Students are encouraged to spend their accounts down to a zero balance. Refunds for amounts over \$3.00 may be made up any time during the school year. Once a student is no longer enrolled at WCS (leaves or graduates) refunds on account balances of \$3.00 and more will be provided by request only up to five (5) business days after the end of the school year. To request a refund parents must fill out a Student Meal Account Refund Form available at your school cafeteria and online at [www.wcsfoodandnutrition.org/](http://www.wcsfoodandnutrition.org/). Transfers of remaining balances of any amount may also be made to other enrolled student accounts or to our Student in Need Meal Fund up to five (5) business days after the end of the school year. Unclaimed meal accounts balances of students no longer enrolled will be transferred to our Student in Need Meal Fund five (5) business days after the school year has ended.

**Need Help Paying for Meals?** You may qualify for Free or Reduced price meals. See if you qualify by filling out an application available online for simple, secure, and convenient access 24 hours a day at [www.wcsfoodandnutrition.org/](http://www.wcsfoodandnutrition.org/). Applications are also available at your student's school office. All information is kept strictly confidential.

The USDA is an equal opportunity employer and provider.



# FOOD & NUTRITION SERVICES

## **MEAL CHARGE PROCEDURES** Meal Charge Procedure

Goals: To treat each student with respect and encourage responsibility regarding meal accounts.

To support positive relationships with our parents, students, and staff.

To establish procedures that are age-appropriate.

To provide the technology to support parents in assuming the responsibility of meal payments.

To establish a consistent district policy regarding charges and collection of charges.

Meal charging is not encouraged, but we understand it may be necessary on occasion. A la carte items may not be charged and all meal charges must be repaid in full. Funds may be transferred between student accounts in the same household up until one week after the close of the school year.

Negative balances of \$10.00 or less will be carried over to the next school year. Negative balances of \$10.01 or greater will be forwarded to the business department on June 30th of each school year for further processing. Please contact the Director of Food and Nutrition Services directly if a student has special circumstances (dietary, financial etc.) that should be taken into consideration.

**Middle and High School Students** Middle school or high school students are not allowed to charge meals on a regular basis. Occasionally, a student may be permitted to charge one meal by requesting permission directly from the cafeteria manager prior to proceeding through the cafeteria line. If a student already has a negative balance, no additional charges will be allowed.



# Support Services

## Guidance

As part of a school guidance program, a complete student record is maintained beginning in kindergarten and continuing through high school. All grades test scores, health records, personal data, and the like are included in this confidential record. 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 computer software, Career Day, internships, and mentorships.

**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 plans and decisions.

**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.

**Referral** - The counselor may refer students to specialists in the school system or in private and public agencies. Since counselors are not trained psychologists or psychiatrists, making referrals is a part of their work activity. Students are urged to make their needs and concerns known to their counselors and are encouraged to call upon the counselor for assistance when problems arise. Parents are urged to contact the counselor whether or not there is an immediate concern in order to keep up-to-date on their student's progress.

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## (PBIS) Positive Behavioral Interventions and Support Strategy

Warsaw Community Schools believes that students can be taught in a safe environment and become successful citizens and learners. This will be accomplished by expecting everyone to be RESPECTFUL, RESPONSIBLE, SAFE, and COOPERATIVE.

PBIS is a strategy used to award and encourage positive behaviors in all areas of the schools. Students meeting the area expectations receive recognition and are eligible to receive prizes and or awards. Please contact your individual school for more information.

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## Response to Intervention (RtI)

Response to Intervention is a multi-tier approach to the early identification and support of students with learning and behavior needs. The RtI process begins with high-quality instruction and universal screening of all children in the general education classroom. Struggling learners are provided with interventions at increasing levels of intensity to accelerate their rate of learning. These services may be provided by a variety of personnel, including general education teachers, special educators, and specialists. Progress is closely monitored to assess both the learning rate and level of performance of individual students. Educational decisions about the intensity and duration of interventions are based on individual student response to instruction. RtI is designed for use when making decisions in both general education and special education, creating a well-integrated system of instruction and intervention guided by child outcome data.



# TRANSPORTATION

At Warsaw Community Schools, the staff of the Transportation Department safely transports and interacts with a diverse student population, while maintaining timely and cost efficient schedules for school, training and extra-curricular activities using the best equipment possible. In transporting the children of Warsaw Community Schools, the highest priority shall be given to the physical safety, health, and welfare of each student. Remember that where safety is concerned, it is a privilege and not a right to ride a school bus. Our goal at the Transportation Department is to continuously review our routes and bus stops to help insure the safety of all WCS students.

It is very important that we have updated information for your student (s). Please remember when you change your address or phone number, to contact your student's school as soon as possible with the changes. This information is shared with Transportation and will ensure correct routing and quick contact in case of problems and emergencies.

If you have questions concerning your student's route or bus stop, please contact us at (574) 269-1750.

## THE DANGER ZONE

The danger zone is the area approximately 10 feet surrounding the school bus. Please help us, and remind your students to stay at least 10 feet away from the school bus whenever possible. Help us to help all students stay safe around the school bus!

## WEATHER EMERGENCIES

School closings due to severe weather or other emergencies will be announced on the radio stations, WRSW 107.3 and WIOE 101.1, and the following television stations WNDU, WSBT, and WPTA.

You can also access the Warsaw Community School home page at

[www.warsawschools.org](http://www.warsawschools.org).

Guidelines for school delays and closings: [Delay & Cancellation Information](#)



# TRANSPORTATION

## STUDENT & PARENT RESPONSIBILITIES

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 observe the same conduct as in the classroom. All school rules apply. Disrespectful or indecent conduct will not be tolerated.
  2. At no time are male and female students seated together unless it is a sibling with written consent on file. Students are not permitted to record or take pictures on the bus.
  3. Students are not to eat or drink on the bus and are to help keep the bus clean.
  4. Students must not be destructive. Camera equipment is not to be touched by students.
  5. The use of alcohol, tobacco including e-cigarettes and vaping devices, gum, drugs, matches, weapons, etc., or the visibility of the same is not allowed.
  6. Students are to sit in their seats, facing the front of the bus.
  7. Students are to keep their heads, hands, and feet inside the bus. No windows will be opened without permission from the driver.
  8. The bus driver will assign seats to every student. Failure to show student ID will result in students not riding until proper ID is presented.
  9. The bus driver has the right to refuse to transport anything on the bus that may disrupt or interfere with the safety of normal everyday student transportation. (IE: animals, large boxes, large posters, skateboards, ski equipment, glass containers, balloons, etc.)
  10. It is unlawful for students to tamper with or circumvent emergency exits or alarms or any other safety device on the bus.
  11. When it is necessary to cross the street, students must always cross in front of the bus and wait for the bus driver to signal.
  12. The driver is only permitted to transport eligible students to and from authorized bus stops. Exceptions will be considered only with Principal or Director of Transportation approved alternate transportation forms or an Emergency Pass that are available in the principal's office. Emergency considerations will be made as necessary.
  13. The student should be waiting at his/her stop when the bus arrives. However, if the student is not visible, the driver will stop momentarily, then proceed on.
  14. Any infractions will be forwarded to administrators for disciplinary review.
- Transportation does not impose punishment



# Registering for School

## WELCOME

We are excited to welcome families and new students into our schools. Families who choose to live in the Warsaw Community School District have something in common. They place a high value on education and have high expectations for schools. Warsaw Community Schools are committed to meeting and exceeding those expectations. We are dedicated to providing your child with a top-quality education that is both challenging and exciting, and we'll work to meet your child's individual needs. If you are new to the community, you will find that Kosciusko County is a great place to raise a family. Parents are involved in their children's lives and our communities truly put children first!

## ONLINE REGISTRATION

Online Registration is open year-round. For the upcoming school year, NEW student registration opens in March.

## TRANSFER STUDENTS

Warsaw Community Schools welcome families who live outside of the Warsaw Community Schools district through our Open Enrollment Program that allows tuition-free enrollment. Students who wish to enroll after January 15 may apply for a transfer on a space-available basis. Transfers end on **March 31**.

## HERE TO HELP

Take care of all of your registration needs in one place at the Warsaw Community Schools' Central Office: 574-371-5098, or visit us at 1 Administration Drive, Warsaw, IN 46580.

Our friendly staff is eager to assist in making your transition into a new school and new community a pleasant one. The Central Office is open year-round Monday-Friday 7:30 am – 4:30 pm. (Except state holidays).

A student who initially enrolls in one of the Warsaw Community Schools is required to provide:

- (1) evidence of immunizations;
- (2) the name and address of the school the student last attended if any;
- (3) a certified copy of the student's birth certificate or other reliable proof of the student's date of birth;
- (4) transcript (Secondary Level Only).

## REGISTER

**All Incoming Kindergarten Students:** [https://docs.google.com/document/u/1/d/e/2PACX-1vSv8dUajV0ScS\\_0GBI600NsLZ6GakNqiXL8FNlvVDXKtcOxLCa2bxfSVJd5ThM3g4UQZ8NU88DD4fN/pub?urp=gmail\\_link&gxids=7628](https://docs.google.com/document/u/1/d/e/2PACX-1vSv8dUajV0ScS_0GBI600NsLZ6GakNqiXL8FNlvVDXKtcOxLCa2bxfSVJd5ThM3g4UQZ8NU88DD4fN/pub?urp=gmail_link&gxids=7628)

**\*Incoming kindergarten students must turn 5 years old by August 1st in order to register for school. There will be no exceptions.**

### NEW Student Registration Grades 1-12

Link (English): <https://forms.gle/hGJhBKGakj5VqdjZA>

Link (Spanish): <https://forms.gle/ySakkXUbHtj2bUoT6>

### RETURNING Students

#### Grades 1-12

Students who are currently enrolled in K through 11th grade may register by logging on to their PowerSchool Parent Portal and then clicking on the returning student registration link at the top left corner of the menu.

Parents who cannot remember their PowerSchool Parent Portal login should call the tech support line at (574) 371-5088 or contact their child's school building for assistance.

The registration process must be completed for each student, but the process is simple and can be completed in less than 10 minutes. Parents/guardians may also indicate that their child is not returning for the school year by completing the same process and just answering the first few questions.

For students who are new to WCS, incoming grades 1-12, parents may register by visiting the appropriate web link in English or Spanish.



# Registering for School

## TEXTBOOK INFORMATION

Recently the Indiana legislature implemented the provisions of the HEA 1001-2023, which states that Indiana parents will no longer be charged for textbooks. This act specifically aims to alleviate the financial burden on families by ensuring that textbooks and other educational materials are provided to students without additional costs. It emphasizes the importance of accessible and affordable education for all students, regardless of their background or financial situation.

**\* At this time student fees are still being examined and we are awaiting guidance. As a result, your student may incur supply fees related to their program of study courses selected.**

## ADOPTION OF CURRICULAR POLICY #2510

### POLICY #2510

## ADDITIONAL REGISTRATION INFORMATION

### **Accidental iPad Protection Plan**

All students in Warsaw Community Schools have an assigned iPad. These are used in the classrooms on a daily basis. Students in Grades 5-12 are permitted to take these devices home on a nightly basis. Students in Grades K-4 are permitted to take these devices home for E-Learning days. All electronic devices have the potential to break. Warsaw Community Schools works with Secured Tech Solutions to provide families with an Accidental Damage Protection Plan to pay for repairs.

More information on how to purchase the Accidental iPad Protection Plan can be found by visiting the [WCS Registration Page](#) as well as the [WCS Technology Page](#).

## ASSESSMENT CALENDAR

All of Warsaw Community Schools are held accountable for a high participation rate on state tests. We ask that you do not schedule vacation, doctor or dental appointments on state testing dates. If your child(ren) are ill or absent on the test date, the test may be administered on make-up dates.



# Before & After School Programs

“

*Studies show that students who are involved in extracurricular activities do better in school. Students are strongly encouraged to participate!*

”

**Elementary Schools** Before School Programs at the elementary schools begin as advertised in announcements. Parents who need their child to be at school earlier should make other arrangements. Kids Club (through the YMCA) and Baker Youth Club frequently provide before/after school child care. Parents should contact their agency if interested in the programs provided. When there is a lack of children enrolled in a particular school's program, elimination of that program can occur. Contact information:

**Kids Club YMCA:** 574-269-9622

**Baker Youth Club:** 574-267-8771

**Middle Schools** Doors to Edgewood open at 7:30 a.m. Breakfast is served from 7:30 - 7:50 a.m. There are no structured activities for students in the cafeteria at this time. Lakeview opens at 7:25 a.m. Breakfast is served from 7:25 - 7:45 a.m.

**High School** All Warsaw Community High School staff arrive by 7:30 a.m. to be available for students who need to connect with them for extra help or immediate concerns. Teachers are also available until 3:10 p.m. at the end of the day. Many teachers offer after-school work sessions or will schedule a time to meet with students one-on-one. The library is also open from 6:45 a.m. until 4:30 p.m. Before and after school there are numerous clubs and activities in which students can participate.



# GATEWAY EDUCATION CENTER

## **Applied Skills**

The Adult applied skills class is for students aged 19-22 transitioning from WCHS functional skills class. Students will work on job skills in areas such as sales, office, custodial and food service jobs. The students also make trips into the community for service and outreach.

## **Alternative Instructional Methods School (AIMS)**

This program is for students in Grades 9-12 and is focused on, but not limited to, students who are at least 16 years old and have earned 26 or more high school credits.

Students must interview and apply for the program. Students are then accepted into the program; preference is given to students with children and those that financially need to work. Students attend school 1/2 day Monday through Friday and are required to work or volunteer for 15 hours per week. Students in this program continue working toward a WCHS diploma.

## **Alternative to Suspension/Expulsion (ASE)**

This program is for students in Grade 9. ASE allows suspended and expelled students to remain in school and continue with their school work. The students continue earning credits through the online APEX program. Students learn skills that will allow them to be successful when they return to WCHS. Along with social interventions, students participate in vocational activities to help them begin thinking about their future and why school is important. As restitution for being allowed to stay in school, students give back to the community by participating in community service projects.

## **High School Day Treatment (HSDT)**

This program is for students in Grades 9-12 identified as emotionally disabled. Students are placed into this program based on a case conference decision or move up from the MRAP program. The program is highly structured and gives students behavioral support needed to be successful. The goal is to teach students the behavior skills necessary to transition back to the high school, gain employment skills, or prepare for college. This program uses the Glasser Model to teach students to internalize new behavior skills.

## **Middle School Reaching Actual Potential (MRAP)**

The MRAP Program is for students Grades 7-8 identified as emotionally disabled. Students are placed in the program on a case conference decision or move up from the WIN program. The program is highly structured and gives students the behavioral supports needed to be successful. The overall goal is to teach students the behavior skills necessary to transition back to their home school. Academic instruction is differentiated to meet the needs of each individual student.

## **Middle School Alternative Learning Program (MS ALP)**

MSAPL is designed for students who are experiencing difficulty in the general setting and need a smaller environment to work on academic, social, behavioral, or mental health concerns. MS ALP is a full day program with the objective of preparing students to transition back into the general setting.

Please visit: <https://gec.warsawschools.org/o/gec> for more information on everything Gateway Education Center has to offer.



# WARSAW EDUCATION FOUNDATION

The Warsaw Education Foundation champions academic innovation and excellence in Warsaw Community Schools. By leveraging the total resources of the community, the WEF supports one of the best rated and highest performing public school systems in the State of Indiana as it prepares today's students to become tomorrow's leaders. Founded in 1987 by a group of community leaders, the WEF operates as a 501(c)(3) charitable organization.

The Warsaw Education Foundation proudly supports the following programs for teachers and students in Warsaw Community Schools:

**Red Apple Grants:** Classroom Teachers. Over \$300,000 awarded to date

**Scholarships:** WCS Summer Enrichment Camps

**Annual Support:** WCS Chess Tournament for students grades K-12

**Annual Sponsor:** N.E.W. Opportunities Workshop: non-traditional career exploration for WCHS sophomore girls

**WEF Partnership Program:** linking local businesses to our schools to enhance student understanding of the relevancy of academics to the workplace.

As a champion of academic excellence, the Warsaw Education Foundation publicly recognizes outstanding student achievement and exceptional WCS staff in various ways

: Annual Celebration of Excellence: recognizes WCHS students whose GPA ranks them the top students of their class

Honor an Educator Program: provides an opportunity for school families as well as the community to recognize special educators in their lives

The Warsaw Education Foundation's signature fundraising event, The Community Quiz Bowl, brings together over 300 community members, business leaders, service organizations, educators, parents and students to raise funds each year for innovative enrichment opportunities for Warsaw Community Schools.

To find out how you can make a difference and inspire teachers and students to achieve great things visit: [Warsaw Education Foundation Website](https://www.warsaweducationfoundation.org)

Contact us at: Warsaw Education Foundation 1 Administration Drive, P.O. Box 1343, Warsaw, IN 46581-1343 Phone: 574-371-5098 X2410 Email: [Edfoundation@warsawschools.org](mailto:Edfoundation@warsawschools.org)



A top-down photograph of a child's hands playing with various colorful geometric shapes (triangles, squares, pentagons) on a light-colored wooden surface. The child's head is visible at the bottom, and their hands are reaching for the shapes. The shapes are in shades of orange, yellow, blue, red, and green.

# LEARNING & EXPECTATIONS

WARSAW COMMUNITY SCHOOLS

## Philosophy and Roles

As members of this school community, students, parents and school staff all share in the responsibility of creating this positive learning environment. A school's discipline policy supports this environment by clearly articulating to all members of the school community expectations for safe, responsible, and respectful behavior. Additionally, a school's discipline policy should be administered in a manner which is fair and which acknowledges the dignity and worth of each individual. Students must develop specific behaviors in order to be academically and socially successful. These behaviors include cooperation, self-advocacy, responsibility, honesty, empathy and self-control. By modeling and supporting these behaviors we will develop students who are self-directed learners and who respect the authority, property and rights of others. A school's discipline policy needs to hold individuals responsible for their actions.

**WE BELIEVE THAT  
SCHOOL SHOULD  
BE A SAFE AND  
RESPECTFUL  
ENVIRONMENT IN  
WHICH ALL  
STUDENTS ARE  
FREE TO LEARN.**

A discipline policy needs to recognize the uniqueness of each student, classroom, building and situation, while supporting a safe and respectful environment where students can grow academically, intellectually, socially, and emotionally. These policies and rules apply any time a student is present on a school location, at a school-sponsored activity, while on school buses and/or at a school bus stop. Students are expected to act in accordance with federal, state and local laws and rules, and in a way that respects the rights and safety of others.

## Principal

The school principal is given the responsibility and authority to formulate building rules and regulations necessary to enforce this policy, subject to final School Board approval.

The principal shall give direction and support to all school personnel performing their duties within the framework of this policy.

The principal shall consult with parents of students conducting themselves in a manner contrary to the policy.

The principal shall also involve other professional employees in the disposition of behavior referrals and shall make use of those agencies appropriate for assisting students and parents.

A principal, in exercising the person's lawful authority, may use reasonable force when it is necessary to correct or restrain a student to prevent bodily harm to self or others.



**Teachers**

All teachers shall be responsible for providing a well-planned teaching/learning environment and shall have primary responsibility for student conduct, with appropriate assistance from the administration. All teachers shall enforce the School District and school building discipline policies. In exercising the teacher’s lawful authority, a teacher may use reasonable force when it is necessary to correct or restrain a student to prevent bodily harm to self or others.

**Other School District Personnel**

All school district personnel shall be responsible for contributing to the atmosphere of mutual respect and enforcing the school district and building policies. Their responsibilities related to student behavior shall be as authorized and directed by the principal or direct supervisor.

A school district personnel in exercising lawful authority may use reasonable force when it is necessary to correct or restrain a student to prevent bodily harm to self or others.

**Students**

All students shall be held individually responsible for their behavior and for knowing and obeying the district and building discipline policies.

**Parents or Legal Guardians**

Parents and guardians shall be held responsible for the behavior of their children as determined by the law and community practice.

Parents and guardians are expected to cooperate with school authorities and to participate in the behavior of their children.

**Community Members**

Members of the community are expected to contribute to the establishment of an atmosphere in which rights and duties are effectively-acknowledged.



[warsawschools.org](http://warsawschools.org)



[@WCS\\_District](https://twitter.com/WCS_District)



[WarsawSchools](https://www.facebook.com/WarsawSchools)



[warsawschools](https://www.instagram.com/warsawschools)





# LEARNING & EXPECTATIONS

WARSAW COMMUNITY SCHOOLS

## **Harassment/Hazing, Defamation of Character**

Harassment of any form, whether verbal or physical including home-based websites and computer misuse against another person based on age, color, creed, disability, gender, marital status, national origin, race, religion, or of sexual nature, will subject a student to timely and appropriate discipline.

## **Simple Assault**

A threat or attempt to do bodily harm to another, with or without physical contact or intentionally causing or attempting to 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.

## **Offensive Touching/Offensive Remarks**

Intentionally touching another person, either with part of the body or with any instrument, thereby causing offense or alarm to the other person and or a public show of affection or sexual acts is a violation of this code.

## **Use of Drugs/Alcohol/Paraphernalia and Look Alike**

Possessing, using, transmitting, or being under the influence of any over-the-counter drug, stimulant, depressant, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physical is not a violation of this code.

Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function is a violation. 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 is a violation.

## **Theft/Counterfeiting**

Taking the property of the school or another person or attempting to take the property without permission. Possession of stolen property. Possession and/or transmission of bogus bills (counterfeit legal tender). Attempting to sell or exchange bogus bill and/or attempting to duplicate money. Attempting to circumvent tuition costs (violation of legal settlement).

## **Fire and Explosives.**

Possession, use, and or transmission of fire, explosive devices/materials, fireworks or lighters is a violation. Setting of fires and/or use of device or materials that cause a fire is a violation. An attempt to detonate or use devices or materials that can cause a fire is a violation. Possession of materials that can be used to make or construct explosive devices of any kind (including but not limited to Molotov Cocktails, pipe bombs, smoke bombs) is a violation.



### **Weapons/Use of an Object as a Weapon**

Possession of a handgun, firearm, knife, blades, Chinese Throwing Star, brass knuckles, stun gun, look-alike gun/knife, or any instrument that expels a projectile through pressurized cartridges or springs, as well as any spot marker gun (such as paint guns), explosives, ammunition, may result in arrest. Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, jewelry, etc. Intentional injury to another can be a felony and/or a cause for Civil action. Because the School Board believes that students, staff members, and any visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the school administration. Failure to report such knowledge of petitions or plans is a violation of this code.

### **Dress/Grooming**

Students may not dress or groom themselves in a manner that is disruptive to the educational function and school purpose.

### **Cheating/Lying/False Statement/Forgery/ Plagiarism**

Attempting to complete assigned work with unauthorized assistance. Intentionally giving false information to school officials or placing a false 911 call.

### **Types of Inappropriate Behavior**

All students deserve to have a safe, calm learning environment, free from distraction and inappropriate behavior by others. Students also have a right to know what is expected of them. Since everyone enjoys a better educational climate when the rules are consistently enforced, it's important to be clear and consistent about those rules and how they are enforced. [\*\*School Board Policies #5600 through #5611\*\*](#), are designed to ensure that students are aware of and comply with the school district's expectations for student conduct. The following list contains types of misconduct that may lead to disciplinary action, including suspension and expulsion. Grounds for suspension or expulsion apply when a student is on school grounds before or during school hours; 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 or event; or at a school bus stop, traveling to or from school or school activity or event. A student may also be disciplined, including suspended or expelled, for conduct that occurs after school hours, off school grounds, and not at a school activity or event if the conduct is unlawful and may reasonably be considered to interfere with school purposes or educational function or if the student's removal is necessary to restore order or protect people. A student's degree of involvement for violating any type of inappropriate behavior may be considered.

**\*This list includes examples of student misconduct, but by no means covers every situation.**

**General Classroom Disruption/Disorderly Conduct**

Behavior that produces distractions, frictions or disturbances or that interferes with the functioning of the teacher, the students or the class.

**Use of Abusive Language Written or spoken language that is offensive, obscene or vulgar. Inflammatory**

Actions/Disorderly Conduct Language, gestures or actions that can create a disturbance (i.e. hand and gang signals and symbols, placing a false 911 call, etc.)

**Unexcused Absences/Excessive Absences**

Absences from school or class without authorization or approved reason. Excessive absences without approved authorization by school officials.

**Tardiness/Lateness** Being late beyond the scheduled beginning of a school day or class without authorization or approved reason is a violation of school policy.

**Smoking/Possession of Smoking Materials** Possessing, using or transmitting smoking material or tobacco products (i.e., cigarettes, lighter, chewing tobacco, smokeless devices etc.)

**Loitering/Out of Assigned Area** A student's unauthorized presence in an area.

**Defiance of School Personnel's Authority** A verbal or non-verbal refusal to comply with a reasonable request from school personnel. Failing in a substantial number of instances to comply with directions of teachers or other personnel where the failure constitutes an interference with school purposes or an educational function (i.e., habitual offender, refusal to provide proper identification to school personnel/security upon request).

**Disruption on the School Bus** Any misconduct on the school bus, disrespect to the driver or vandalism to the bus.

**Trespassing** Remaining on the school property without authorization (including while under suspension or expulsion.)

**Disorderly Conduct/Terroristic Threats or Acts** Behavior that seriously disrupts any school activity or the orderly operation of the school. Some examples include boycotts, sit-ins and walk-outs, blocking entrances, placing a false 911 call, and unauthorized gatherings. Terroristic threats shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Terroristic act-shall mean an offense against property or involving danger to another person.

**Fighting Aggressive,** physical conflict between two or more individuals.

**Vandalism** The willful or malicious act or attempt to destroy or deface school property or the property of others may be referred to Juvenile Court for prosecution.



# ELEMENTARY GUIDELINES

## **Code of Behavior In Warsaw Community Schools**

We believe each individual student can learn and is entitled to the best educational program. Maintaining an effective and productive learning environment is the responsibility of the total school population. Proper decorum is necessary to insure each student an equal opportunity to become a responsible and educated individual. Incidents will be addressed when students misbehave while traveling to and from school if the conduct can reasonably be considered to interfere with school purposes or to protect persons on school property. Repeated violations of school rules, as well as the disciplinary measures taken to correct the misbehavior, will be brought to your attention.

## **Attendance**

Generally, a student is counted absent from school if he or she is not present in school for morning or afternoon attendance. If a student comes to school after 9:10 a.m. (9:20 a.m. for Claypool, Leesburg, and Madison), but before 11:00 a.m. (11:10 a.m. for Claypool, Leesburg, and Madison) he/she will be counted as tardy unless they have a medical (orthodontist or doctor) excuse. If a student arrives after 11:00 a.m. (11:10 a.m. for Claypool, Leesburg, and Madison), they will be counted absent for a half-day in the morning. In addition, a student must arrive before 3:00 p.m. in the afternoon or he /she will be counted absent for the afternoon. A student will be recorded as absent from school if he/she misses school due to participation in a community activity, dance/musical recitals, funerals, weddings, court appearances, or other community activities not sponsored by the school. Family vacations can be considered as an educational experience. An application for this consideration is available in the attendance or school office. A student will be recorded as present in school if he/ she is a student page, Homebound student, hospitalized student that is receiving homework/assignments, mental health in-patient, student with chronic illness – doctor verification required, or a participant in “Take Your Daughter/Son to Work.” Warsaw Community Schools considers the development of good attendance habits as a vital and desirable undertaking for two essential reasons. First, it is difficult for young people to learn if they are not in class; the teaching-learning process builds upon itself. 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. As a result, each student is expected to be in school every day. When absent, each student is required to have an acceptable excuse or justifiable reason. More importantly, it is the law.

The Compulsory Attendance Law, IC 20-33-2-28, states: Duty of 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 public schools. A letter may be sent to the Prosecuting Attorney for further action.

# ELEMENTARY GUIDELINES

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 guidelines and procedures are presented.

Student Absences Recognized reasons for being absent from school

- A death in the immediate family and others at the principal's discretion. The immediate family is interpreted to mean the: mother, father, brother, sister, grandmother, grandfather, aunt, uncle, cousin, brother-in-law, and/or sister-in-law.
- An absence arranged in advance in which parental contact has been made prior to the absence with the Principal or his designee.
- An absence of an emergency nature that is approved by the Principal or his designee.
- Absence due to illness or injury. When a student is absent from school due to illness or injury, the parent or guardian must telephone the school by 10:00 a.m. on the day of each absence and state the student's name and nature of the illness/injury; if the parent or guardian does not contact the school within twenty-four (24) hours, THE ABSENCE WILL BECOME A TRUANCY.

If in the opinion of the Principal or his designee - the number of absences due to illness/injury become excessive or extended, the Principal or his designee may implement the procedures under the provision of Section II, B-1.

Absence due to death in the family or an emergency nature

When a death in the immediate family or an emergency situation dictates that the student miss school, the parent should contact the school as soon as possible by telephone for the absence to be excused.

- Absence arranged in advance Warsaw Community Schools takes the position that family trips are strongly discouraged since extended absences from the classroom are detrimental to a student's academic achievement.

When family circumstances necessitate removing the child from school for a family trip, the following criteria will be considered before approval is granted or denied. Academics and attendance will be considered before approval is granted for excusing any absence for a family trip. All trips must be initiated by the student's parents or guardians. Written requests must be made for excused absences. A follow up visit or telephone call is expected.

The written request must state the student name, the first date of student absence, and the last date of student absence. Written request must be submitted at least five (5) school days prior to the first date of absence. All trips must be with the student's parents or guardians. Teachers may choose to provide assignments during the trip or after return from the absence.

Another option is to have all make-up work, quizzes, and tests completed prior to the first day of absence. A maximum of five school days will be excused during the school year.

The Principal, or his/her designee, retains the right to rule on any or all requests and render any decision that is in the best interest of the student and conforms to the educational goals of Warsaw Community Schools.

Any absence relating to a family trip that does not meet the aforementioned points and procedures will be an UNEXCUSED ABSENCE.

# ELEMENTARY GUIDELINES

## **Excused Absences**

Any student absence not called in by 10:00 a.m. will be considered an unexcused absence. When excused absences appear to be excessive or of a questionable nature, the Principal (in order to improve attendance) may implement the following tools or methods to improve student attendance. These include a conference with the principal or designee, letters to parents or guardians, referral to school nurse, visitation by school nurse and/or attendance officer, and hold an informal hearing under the provisions of the Due Process Code to determine if any unexcused absence is legitimate.

A student accumulating 7 days of absence, other than family vacation, doctor-approved absence, or any other absence approved by the School Administration, will be declared unexcused if any further absence is not verified by a doctor or School Official.

**Absences Other Than Excused:** Any absence which does not meet the stated criteria for an excused absence or which has not been approved by the building principal will fall into one or two categories:

**Truant Definition:** A student who is absent from class or school without permission from home and/or school is truant. Consequence Options Conference with the principal or designee, in-school suspension, after school detention, letters to parent/ guardians, suspension from extra-curricular activities, school work assignments, loss of recess, additional school work, assignment of work that will benefit the student and/or the school, visitation by School Nurse and/or Attendance Officer. Note: The principal or designee may impose a combination of consequences at his/her discretion. Excessive unexcused absences can result in a referral to the prosecuting attorney. A student giving false information over telephone or presenting a forged or false note (where applicable) will be considered truant. Examples of unexcused absences include, but are not limited to: school transportation problems, work, oversleeping, shopping trips, and family vacation days which have not met the stated criteria. The consequences for an unexcused absence are the same as for truancy.

**Make Up Work/Excused Absences:** As directed by the teacher, a student is required to make up, for credit, work missed--including assignments, tests, and examinations--during any absence. It is the responsibility of the student and parents or guardians to make arrangements with each of his or her teachers to complete make up work. Medical Appointments, Doctor's Care, and Release From School If it is necessary that a student must miss school for an appointment, release from school must be requested in writing by the parent or guardian. Written request must state time of appointment and request the time for release from school.

In order to be approved, the student must provide the school with a medical slip showing the time of the appointment upon returning to school. Students are expected to be in school prior to and/or following the appointment. Students who are absent beyond the time of the appointment and reasonable travel time as determined by the building administrator will be considered unexcused. Students under prolonged or constant doctor's care will be considered as a special attendance situation, and it is advised that the parents provide confirmation or notification of such care to the School Nurse.

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 the permission of school officials is truant.



# ELEMENTARY GUIDELINES

**Tardiness and Detentions:** Students are expected to be in class and in their seats when the bell rings. Failure to do so will result in the student being marked tardy. Students who accumulate three or more tardies per grading period will be referred to the principal. The following are examples of procedures that may be employed: letters to parents or guardians, conference with principal, after school detention.

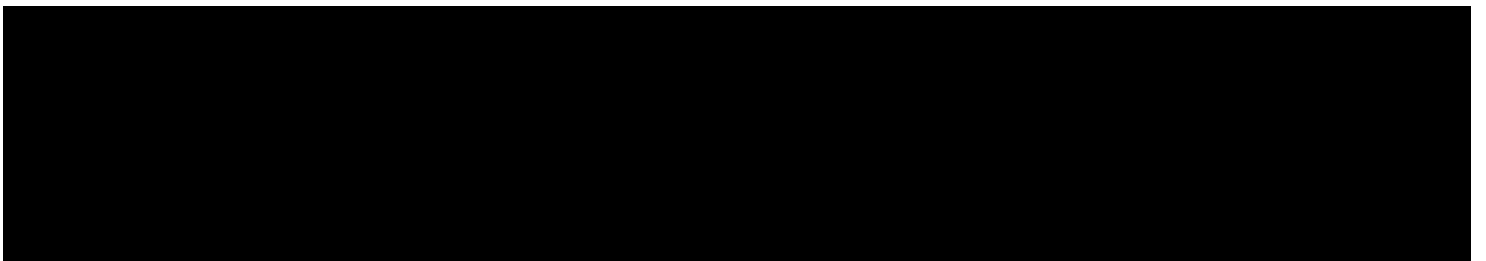
**Extra-Curricular Participation:** A student absent from school all day due to illness, injury, suspension, and/or an unexcused absence will not be permitted to actively participate as a member of any extracurricular activity. If the absence is a partial day, the student must be in attendance for the last half of his or her daily schedule. Extra-curricular activities include athletic practices, contests and events, meetings, rehearsals, tryouts, performances, etc. Exemptions to this rule are: doctor or dental appointments arranged in advance, field trips, funeral or death in immediate family or another person as approved by the Principal or his/her designee. absences granted by state law, or absences approved by the Principal or his designee. The building principal or his/her designee reserves the right to review any and all absences and procedures covered under these guidelines as well as make any rulings or recommendations as circumstances warrant.

**Eligibility Guidelines for Elementary Athletics:** Students must be fully enrolled in a Warsaw Community Schools Elementary School for an entire school day (100% of the day) for the entire school year to participate in interschool athletics. By initiating this guideline, we prepare students for some of the eligibility requirements established for high school athletics. Elementary students in grades four through six are eligible to try out for interschool sports. Students must have a completed physical on file for that school year prior to trying out for any sports. Physicals must be dated on or after May 1 for the upcoming school year.

**Celebrations During School Hours:** Celebrations planned by the school or by the Parent Teacher Organization of the school should be held in the last fifteen minutes of the school day. Treats for all such occasions must not be homemade and must always come in the original container. In addition, Warsaw Community Elementary Schools will not accept deliveries of items (e.g. balloons, flowers, etc.) for students.

**LINK:** [Discipline Matrix Grades K-2](#)

**LINK:** [Discipline Matrix Grades 3-6](#)



# SECONDARY GUIDELINES

## **Middle School and High School ID Badges**

All middle and high school students will be issued ID badges. Students are expected to have their ID badges every day. Lost or defaced cards need to be replaced at the student's expense immediately. The identification badge is to be attached to a lanyard and worn around the student's neck at all times. ID badges will also be used in the library for checking out materials. Students who lose or deface their ID badges will be subject to school discipline or loss of privileges.

**Appointments** If a student needs to leave school for an appointment, he/she must have a written note from his/her parent to be excused. This note is to be turned in at the front office before the school day begins. Please state the time the student will be picked up for the appointment so that a pass dismissing the student from class can be provided. Also, state the time of the appointment. Delays occur when the student does not notify the office, and the office must await the parent's arrival before the student can be dismissed. Upon returning from an appointment, the student must turn in an appointment slip to the office to have the absence excused medically. Please request one from the doctor, dentist, etc. so the absence is recorded correctly. NOTE: If students are leaving school for an appointment for one of the medical practitioners adjacent to school property, the office must have written permission for a student to walk and return from one of these offices.

**Early Arrival for Middle School:** The school doors will be open to students at 7:00 A.M. It is strongly recommended that the student regulate his/her time so that he/she does not arrive before this time. Students arriving by automobile should follow the appropriate traffic patterns and use the designated drop-off and pick-up sites for their school. Once students have entered school grounds, they are not permitted to leave unless a note of permission from parents or guardian has been turned in to the main office before leaving the grounds.

**Early Arrival for High School:** Students who arrive early to school may enter the building at 7:10 a.m. Students may not enter classrooms without the teachers' permission. Students may wish to stay in the cafeteria where tables and chairs are available.

**Leaving the Middle School:** If a student is to leave the building during school hours, he/she must:

Bring a written note signed by parents explaining the reason for leaving. Get permission from the main office before school to receive a checkout pass for the appropriate time. Sign the sign-out sheet at the principal's office at the designated departure time. Sign "in" upon returning to the building the same day. Bring back a slip from the doctor stating an office visit was made.

**Leaving the High School:** If you are to leave the building during school hours, you must obtain approval from an administrator or school nurse prior to leaving. Parents must phone the Attendance Office and give permission for the student to leave the school. Notes will be accepted only if the parents have received prior approval from the Attendance Coordinator or class principal to send notes. All requests are subject to approval by the administration. Students must "sign-out" of school in the Attendance Office before leaving school even if sent home by the school nurse, a counselor, or a school administrator.

## SECONDARY GUIDELINES

Dismissal Students are to leave the school building grounds in an orderly and safe manner. Students are not to be in their assigned building or on grounds, or any other school building or grounds after school unless under supervision of an adult sponsor. Dismissal times are as follows: High School 3:06 p.m., Lakeview 2:40 p.m. and Edgewood 2:45 p.m. Students dismissed from one school in the system when other schools are in session are also to follow the above guidelines.

**High School Health Room Procedures:** Students who are ill are to secure a pass from their teacher (unless emergency) and report directly to the Health Center and be registered in the nurse's daily logbook. Students too ill to report to class will be sent home only after a parent/guardian or emergency contact person has been contacted by school officials. Be sure your home, work, and emergency contact phone numbers are kept current with the school. In order for a student to be released from school, school officials must know and be assured by the parents that they or the emergency contact will assume responsibility for the student being released. The maximum time any student may remain in the Health Room without being sent home is one hour. The maximum time any student may remain in the Health Room without being sent home is one hour.

**Scholarships:** Several scholarships are available to students. A list of these scholarships are posted outside the Counseling/ Guidance Office and on <https://www.kcfoundation.org/scholarships/>  
Most scholarships are not available until spring of the senior year.

**LINK:** [Middle School Discipline Matrix](#)

**LINK:** [High School Discipline Matrix](#)

## GRADING SCALES

4.0	4.5	5.0
A = 4.0	A = 4.5	A = 5.0
A- = 3.7	A- = 4.2	A- = 4.7
B+ = 3.3	B+ = 3.8	B+ = 4.3
B = 3.0	B = 3.5	B = 4.0
B- = 2.7	B- = 3.2	B = 3.7
C+ = 2.3	C+ = 2.8	C+ = 3.3
C = 2.0	C = 2.5	C = 3.0
C- = 1.7	C- = 2.2	C- = 2.7
D+ = 1.3	D+ = 1.3	D+ = 1.3
D = 1.0	D = 1.0	D = 1.0
D- = 0.7	D- = 0.7	D- = 0.7
F = 0.0	F = 0.0	F = 0.0

5.0 Scale Weighted for AP & Dual Credit Courses Only  
4.5 Scale for Honors, Work-Based Learning & Internships  
4.0 Scale Weighted for All Other Courses



# GENERAL GUIDELINES

## **Child Custody**

In situations where the non-custodial parent's rights have been legally restricted in a manner that would affect the normal parent/child relationship, legal evidence of these restrictions must be filed in the school office. Without such evidence, both parents will be accorded normal access to the child and his/her records.

## **Communicating Concerns**

Schools require ongoing and quality communication. Communication is the key to developing a successful partnership between educators and parents as they work together in the best interest of students.

- 1) If your student experiences a problem, take your concern to the person closest to the problem, i.e. teacher, bus driver, or administrator. You may contact staff via email or phone.
- 2) If your concerns are not addressed, present your concerns to the next level. In most cases, this is going to be the administrator, Director of Transportation, or Athletic Director.
- 3) If the problem is not resolved, take your concerns to the Office of the Superintendent at the Central Office.

## **Extracurricular Activities Code of Conduct**

Our school district maintains a “family-friendly environment” and our staff reserves the right to determine what constitutes unacceptable behavior and/or deny admittance into any extracurricular event to anyone. Items that are prohibited at any extracurricular event are weapons of any kind, alcohol, or any illegal substances, and only registered service assistance animals will be allowed. All articles brought to an extracurricular event are subject to inspection. Anyone refusing to submit to a requested inspection of property or person will be refused admittance to the event. Warsaw Community School system is a tobacco-free campus at all times. E-cigarettes are not permitted on school grounds.

**Deliveries:** Please refrain from sending gifts, flowers, balloons, etc. The only exception would be deliveries made through school-sponsored activities.

**Money and Valuables:** The school is not responsible for lost or stolen money or valuables from your person or locker. Students should not bring large amounts of money or other valuable items to school.



# POLICIES

- **Student Assessment, Policy #2623**

This policy is to establish understanding and communications of the required state-wide student assessments.

- **Attendance and Truancy, Policy #5200**

Students who attend school consistently and are on time develop better socially, establish better communications with their teachers, acquire important life habits such as dependability, self-sufficiency, and responsibility and have more success academically.

- **Bullying Prevention by Students, #5517.01**

An act of bullying, by either an individual student or a group of students, is expressly prohibited. This policy applies not only to students who directly engage in an act of bullying but also to students who, by their indirect behavior, condone or support another student's act of bullying.

- **Student Substance Use, Policy #5330 (Use of Medication), #5330.01 (Self-Administered Medication) 5530.01 (Testing), 5530 (Prevention) WCS is committed to providing a safe and supportive chemical-free school environment. All buildings and campuses are chemical and tobacco-free.**

- **Discipline and Code of Conduct, Policy #5500, 5600, 5611**

The purpose of this policy is to ensure that students are aware of and comply with the WCS expectations for student conduct. WCS will take appropriate disciplinary action when students fail to adhere to the Student Conduct policy.

- **Dress and Grooming, Policy #5511**

The dress and grooming of students become the concern of the school if it causes disruption of the educational process or is offensive or inappropriate to others. Students should dress in a manner that takes into consideration of the educational environment, safety, health, and welfare of others.

- **Personal Communication Devices, Policy #5136**

Students may use personal communication devices (PCDs) before and after school, during their lunch break, in between classes as long as they do not create a distraction, disruption, or otherwise interfere with the educational environment, during after-school activities at school-related functions.

- **Visitors to Schools and Sites, Policy #9150**

Warsaw Community Schools encourages visits from current and prospective students and families, as well as from the community. Visitors should call the school building they wish to visit to explain the purpose of their visit and ensure that their time is well spent and not disruptive to the education of students. Parents should contact their building principal for required background checks.

- **Weapons, Policy #5772, #7217**

Any student found to be in possession of a weapon on district property or at a district-sponsored activity shall be expelled from school for up to one year and may be subject to other appropriate disciplinary action.

- **Student Records, Policy #8330**

Parents and eligible students have the following rights regarding private data under School District policy: The right to inspect and review the student's education records. The right to request the amendment of the student's educational records to ensure that they are not inaccurate, misleading, or otherwise in violation of the student's privacy or other rights. The right to consent to the disclosure of individually identifiable information.