



WE ARE YOUR SCHOOLS

FORT WAYNE COMMUNITY SCHOOLS

Student-Parent Handbook

HANDBOOK

We educate all students to high standards.

www.fortwayneschools.org



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INTRODUCTION

A MESSAGE FROM YOUR SUPERINTENDENT



Dear Fort Wayne Community Schools students and parents,

Welcome to the 2018-19 school year! I am pleased to present this year's Fort Wayne Community Schools Student-Parent Handbook. This book contains information that students and parents need to know regarding daily life in our district, from school meals to our programs and services. We hope this information will be a valuable tool for you.

We know there is nothing more important to you than quality educational programs in a safe, secure environment. We are committed to offering the highest quality of curriculum and instruction in all of our programs. We also understand that every child is different, and each of them has great potential. To meet the needs of every child we offer a wide variety of programs, services and extracurricular activities for every type of learner and their special interests.

At Fort Wayne Community Schools, We Are Your Schools. We are committed to working cooperatively with parents and the community to prepare our students for success in the endeavors of their choice.

Sincerely yours,

Wendy Y. Robinson, Ed.D.

Superintendent

SCHOOL CALENDAR

FIRST SEMESTER

Aug. 14, 2018 – Dec. 20, 2018

First Quarter: Aug. 14, 2018 – Oct. 11, 2018
 Second Quarter: Oct. 15, 2018 – Dec. 20, 2018

SCHOOL HOURS

Elementary Schools – 8:20 a.m. - 2:55 p.m.

Bunche Kindergarten – 8:10 a.m. - 2:20 p.m.

Bunche Pre-Kindergarten – 8:10 a.m. - 10:45 a.m.

Whitney Young Kindergarten – 8:20 a.m. - 2:55 p.m.

Whitney Young a.m. Pre-Kindergarten – 8:20 - 10:55 a.m.

Whitney Young p.m. Pre-Kindergarten – 12:20 - 2:55 p.m.

Title I a.m. Pre-Kindergarten – 8:20 - 10:55 a.m.

Title I p.m. Pre-Kindergarten – 12:20 - 2:55 p.m.

Towles Intermediate – 7:55 a.m. - 2:35 p.m.

Middle Schools – 7:20 a.m. - 2:15 p.m.

High Schools – 9:05 a.m. - 4:10 p.m.

**FWCS Career Academy at Anthis – 9:20 a.m.-12:05 p.m.
 and 12:45-3:30 p.m.**

SECOND SEMESTER

Jan. 7, 2019 – May 30, 2019

Third Quarter: Jan. 7, 2019 – March 15, 2019
 Fourth Quarter: March 18, 2019 – May 30, 2019

FORT WAYNE COMMUNITY SCHOOLS

REGISTRATION DAYS

All FWCS schools will hold registration
 for the 2018-19 year on

Friday, July 27, from 8 a.m. - 1 p.m.
 and

Monday, July 30, from Noon - 7 p.m.

All students must register at the school they will be attending,
 even if they have attended the school the previous year. Students
 new to the district should register at the Family and Community
 Engagement Center, 230 E. Douglas Ave., Fort Wayne.

For information, call your school or 467-2120.

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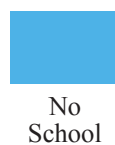
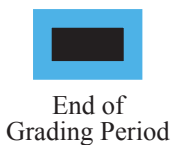
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SCHOOL CALENDAR

Classes Begin (Grades K-12).....	Aug. 14, 2018
Classes End	May 30, 2019*
Kindergarten Conferences.....	Aug. 9, 2018

NO SCHOOL FOR STUDENTS

Labor Day	Sept. 3, 2018
Fall Break.....	Oct. 12, 2018
Release Day for Pre-K–12 Fall Conference Days	Nov. 9, 2018
Thanksgiving.....	Nov. 22 & 23, 2018
Teacher Work/Make-up.....	Dec. 21, 2018
Winter Vacation.....	Dec. 22, 2018 – Jan. 4, 2019
MLK Jr. Day	Jan. 21, 2019
Release Day for Pre-K–12 Winter Conference Days.....	Feb. 8, 2019
Reserve Make-up Day.....	March 15, 2019
Good Friday	April 19, 2019
Spring Vacation	April 1-5, 2019
Reserve Make-up Day.....	May 3, 2019
Reserve Make-up Day.....	May 17, 2019
Memorial Day	May 27, 2019

PARENT TEACHER CONFERENCES

Parent Teacher Conferences for all students in Pre-K–12 will take place two times during the 2018-19 school year. School will be in session all day on Wednesday and Thursday with conferences held Wednesday and Thursday evenings. Evening hours will be adjusted due to the change in school times. Friday will be a release day for students and staff. The Fall Parent Teacher Conferences will be held Wednesday, Nov. 7, and Thursday, Nov. 8, 2018. The Winter Parent Teacher Conferences will be held Wednesday, Feb. 6, and Thursday Feb. 7, 2019.

REPORT CARD DISTRIBUTION

Nov. 2, 2018, or conference; Jan. 11, 2019, or conference; March 31 and June 14, 2019

2019 HIGH SCHOOL COMMENCEMENT DATES

June 6: North Side • June 7: Northrop • June 8: Snider, South Side and Wayne

** May change due to emergency- or weather-related make-up days. In years with extreme weather situations, other days scheduled as off may be used as make-up days.*



Fort Wayne Community Schools is on Facebook and Twitter. Look for information on school and district happenings, pictures of school events and details of weather delays and cancellations. Twitter users can find us by searching for FWCS. Facebook users can find our page by searching for Fort Wayne Community Schools.





FAMILY AND COMMUNITY ENGAGEMENT CENTER

The Fort Wayne Community Schools Family & Community Engagement Center, also known as FACE, opened in the Spring of 2016. The Center is located at 230 East Douglas Avenue in the heart of downtown Fort Wayne. FACE was created to address the ever-changing needs of the dynamic and evolving community we serve. Essentially, the Center facilitates and supports the needs of our students and families to ensure that all students are educated to high standards and have equitable opportunities to succeed.

Student and family support services provided at FACE include enrollment and registration, homeless assistance, community programs, recruitment and retention, positive behavior intervention and supports, personalized education and K-12 college and career planning. The center also hosts a Parkview Health Clinic for FWCS students, which provides vision screenings, hearing screenings, lead screening, immunization services and school entry or sports physicals.

CONTACT INFORMATION

230 E. Douglas Ave. Fort Wayne, IN 46802
Family and Community Engagement Center
260-467-2120 Phone
260-467-7299 Fax

Student and Family Support Services
260-467-2120 Phone
260-467-1974 Fax

HOURS OF OPERATION

Monday- Friday 7 a.m. - 5 p.m.

D. Faye Williams-Robbins, J.D., Ed.S.
Chief Officer of Student, Family and Community Engagement

ENROLLING YOUR CHILD

HOW TO ENROLL

To enroll a child in school, a parent or guardian must provide a birth certificate, the name and address of the last school the child attended, if any, photo identification and two proofs of residency. This information must be presented within 30 days of enrollment. While you may enroll your student at any FWCS school, there are many benefits to enrolling at FACE, including medical screenings, immunizations and wrap-around services that make it a one stop shop. The child's immunization history must also be given. A child cannot enroll until the school has this record or an official schedule for the child receiving immunizations.

REVIEW YOUR OPTIONS

All students have an assigned school based on family residence location, but FWCS allows students to attend any school in the district, based on space availability. Schools offer a wide array of programs to match student interests and needs. Parents may apply for a child to transfer to a school outside his or her regular attendance area. Schools with more applicants than space are part of a public lottery selection process to determine which students are admitted, with the remainder placed on a waiting list.

To receive a 2019-20 School Choice lottery application or for a booklet with a complete listing of available programs, contact Student and Family Support Services at FACE, 467-2120. It should be noted that if a student transfers outside their attendance area, yellow bus transportation will not be provided. Bus transportation will continue to be provided from various established bus stops throughout the district for the elementary magnet schools (Bunche, Croninger, Irwin, Weisser Park and Young), Towles Intermediate School, Memorial Park Middle School and high school programs of study if the student lives outside the No Transportation Zone.

Students living outside the FWCS boundaries who are interested in enrolling in FWCS may visit our website at www.fortwayneschools.org for information on how to apply.

IF YOU MOVE

The parent or guardian must notify the school of any address changes. The parent or guardian will need to provide two proofs of residency, a photo identification and fill out an Address Change Form. Students who move outside the school's attendance area or the FWCS district may complete the school year at the current school. However, the parent or guardian will have to complete an assignment application and have their child enter the FWCS School Choice lottery for the following school year. Attendance and/or behavior problems may result in the student having to attend school in their new attendance area or district. Transportation will not be provided in these cases. For information, call Student and Family Support Services at FACE, 467-2120.

ABOUT FWCS

PROGRAMS

Pre-kindergarten

A number of FWCS elementary schools offer pre-K classes for 3- and 4-year-olds. Special Education programs for eligible students are offered at Brentwood, Fairfield, Forest Park, Haley, Harrison Hill, Holland, Northcrest, Price, Washington Center and Whitney Young schools, along with programs at several community sites. Programs for 4-year-olds are available under Federal Title I grants for children who live in the attendance areas for Abbett, Adams, Bloomingdale, Brentwood, Fairfield, Forest Park, Franke Park, Harrison Hill, Indian Village, Lindley, Maplewood, Northcrest, Scott, South Wayne, Study, Washington and Waynedale elementary schools. These schools house their own pre-K programs. Additionally, pre-K is available for children who live in the attendance areas for **Brentwood/Haley** and **Price/Washington** elementary schools. For these schools, the program is housed at the school in **bold** but serve students in both attendance areas.

If there are more applicants than space available, FWCS will use selection guidelines as prescribed by the U.S. Department of Education, including determining the academic needs of students, to admit students.

Pre-kindergarten programs also are offered as part of the magnet school programs at Bunche and Whitney Young early childhood centers.

Full-Day Kindergarten

A child must be 5 years old on or before Aug. 1, 2018, to be eligible for kindergarten in the fall.* A 6-year-old starting school for the first time will be placed in kindergarten. FWCS offers full-day programs at all elementary schools. *Information regarding waiver applications and deadlines for early entrance into kindergarten is available at Student and Family Support Services, 467-2120.

Magnet Schools

All students have an assigned school, based on family residency location. FWCS also offers six magnet elementary schools and two magnet middle schools. Magnet schools have no attendance boundaries; students must submit a FWCS School Choice application for enrollment in these schools. Students are accepted based on space availability. If a school has more applications than space available, names will be selected in a public lottery (with computer-generated lists). Once chosen, students will receive enrollment information from their magnet school principal.

Students not selected in the lottery are placed on a waiting list. Students accepted into a magnet school or school other than their assigned school can break their intra-district transfer and enroll in their attendance area school only. Once accepted, parents need not apply again.

High School Programs of Study

FWCS has reinvented its high schools to better prepare students for successful lives. The foundation of FWCS' high school redesign is rigorous coursework with real-world learning experiences and a culture of high expectations to prepare students for life after high school. In addition to developing a more rigorous foundation for all students, each high school has a Program of Study, a specialized program that offers students an opportunity to try a career path and develop skills that can be used in the workplace. If your student withdraws from a Program of Study, he/she will be assigned to the student's attendance area school.

Career Education

The FWCS Career Academy at Anthis offers high school students the opportunity to explore career fields and learn workplace skills in the areas of automotive, information technology, early education, construction, culinary arts

and management, medical and dental careers, cosmetology, aviation mechanics, public safety, welding technology and machine tool technology. After completing their junior year, students may use their acquired skills on the job in cooperative learning situations in the community. Students attend their home school for a half-day of academic classes and extracurricular activities and spend a half-day at the Career Academy. The morning session hours are 9:20 a.m.-12:05 p.m., and the afternoon session meets from 12:45-3:30 p.m. For information, contact your school's guidance office or the Career Academy, 467-1010, www.fwscareeracademy.fwcs.k12.in.us

Continuing Education and Neighborhood Connection

FWCS provides lifelong learning opportunities to all Allen County residents. Programs include academic classes, HSE (formerly known as GED) preparation, English for non-native speakers (ELL), technology, electronics, business and computer classes, recreation and youth and family activities. Classes take place at the FWCS Bill C. Anthis Center, Ivy Tech, churches, library branches and FWCS sites throughout the city.

FWCS assists community members who are 16 years of age and older by offering high school credit, credit recovery, equivalency programs and adult vocational classes. Classes are offered five days per week. FWCS also works in partnership with many businesses and community-based organizations to provide educational services and classes for employees and residents. Courses in literacy, computers and specialized vocational training are available or can be developed. For more information on enrollment and availability of classes, call 467-1060 or 467-1075.

Special Education

Special education students learn in the least restrictive environment. All programs follow federal and state laws. For information, call your school principal or the Special Education Department, 467-1110.

English Language Learners (ELL)

Following state and federal guidelines, all students who speak a language other than English, as identified through each student's original Home Language Survey, are assessed to determine their level of English proficiency. Students who qualify for services through the ELL program receive English language development instruction and support at every FWCS school. For information, contact

your school or the ELL Department, 467-2105.

Child Find

Pursuant to the Individuals with Disabilities Education Act (IDEA) and Section 504 of the Rehabilitation Act of 1973, FWCS is required to locate, identify and evaluate all children with disabilities within its attendance area, including children with disabilities who are too young to attend school, attend non-public schools, are homeschooled or are homeless. The process of locating, identifying and evaluating children with disabilities is known as Child Find. If you believe that your child may have a disability please contact your local school, the Special Education Department or Student and Family Support Services Department.

Special Education.....(260) 467-1110
Student and Family Support Services(260) 467-2120

Alternative Programs

FWCS provides several programs for students who are not succeeding in the traditional classroom setting. Programs are offered at the elementary, middle and high school levels throughout the district and can be found at school sites or at non-school locations. In most cases, students are referred by their home school for the programs. For more information, contact your school principal.

• *Center for Academic Success at Nebraska and Anthiis*

Nebraska houses the district’s alternative program for students in sixth through 10th grades. The school maximizes the use of community resources and traditional and non-traditional methods to support the educational, social and emotional needs of every student during the time they are in the building. As placement at the Center for Academic Success is temporary, the school uses a system of levels that students must complete while there. Students are required to complete specific academic, behavioral, social and attendance requirements. This system provides a structured learning environment for students to be successful and educates students who are at the greatest risk of academic failure or dropping out. Because students must complete specific requirements before returning to their home school, the system increases the level of responsibility and makes them responsible for their own personal growth.

• *Youth Life Skills*

Youth Life Skills was established in 1995 to serve young adults ages 16-21 who have not yet earned a high school diploma or HSE. It is designed to help at-risk students by focusing on literacy and employment skills. Youth Life Skills offers a non-traditional approach to education, focusing on the students as individuals and catching those who have fallen through the cracks. The program offers a holistic approach to dealing with issues associated with poverty, a position most of the students are in and many will stay in without gaining the proper education and job training needed to be successful. Many students come to Youth Life Skills as an alternative to dropping out of school, to obtain additional high school credits, to attend a school with more flexible hours because they are pregnant or parenting or because a traditional high school program is not working for them for another reason. Students can attend morning sessions, afternoon sessions, evening sessions or full days.

• *Elementary Alternative Program*

Elementary Alternative Program is the alternative for students in grades K-5 located at Shambaugh Elementary School. The program is designed to provide support to students who are struggling with behavioral deficits that negatively impact opportunity for academic success. The goal is to help students assigned to the elementary alternative program develop skills that will support social, emotional and behavioral needs while strengthening academic skills. Learning to read and do math are positive actions, as are learning to be responsible and respectful. Students receive whole group, small group and individual academic and behavioral support using the FWCS curriculum and Positive Action, the adopted character education program. Staff will focus on students developing an understanding that there is a connection between choices and their personal well-being. As students develop this understanding, they will be empowered to positively impact family, school and community.

• *K-12 College and Career Readiness*

The K-12 College and Career Readiness Program works to encourage and support FWCS students to pursue their career goals. While attending college may not be the ultimate goal for all students, the FWCS K-12 College and Career Readiness Program promotes

a college-going culture and encourages students to aim high and reach their full potential. For more information regarding college and career programming, please contact 467-2120.

SERVICES

YMCA School-Age Childcare

The provider of FWCS extended childcare for the school year is the YMCA School-Age Childcare Program. In keeping with the YMCA mission, it values the lives of all children and works to enhance the quality of their experiences at every opportunity. The YMCA offers safe, challenging and fun programs for youth up to age 12 by giving them ways to explore their world beyond home and school. The YMCA School-Age Childcare Program sites offer many options to fit the needs of parents and children.

Before-School Care Programs: 6:30 a.m.-start of school day

After-School Care Programs: end of school day-6 p.m.

Program Site..... School(s) Served

Arlington	Arlington
Brentwood.....	Brentwood
Bunche	Bunche
Croninger	Croninger
Forest Park	Adams, Forest Park
Franke Park	Bloomington, Franke Park
Glenwood Park.....	Glenwood Park
Haley	Haley
Harris.....	Harris
Harrison Hill	Fairfield, Harrison Hill, South Wayne
Holland.....	Holland
Indian Village.....	Indian Village
Irwin.....	Irwin
Lincoln	Lincoln
Lindley	Lindley
Maplewood	Maplewood, Waynedale
Northcrest.....	Northcrest
Price	Price
Shambaugh.....	Shambaugh
St. Joseph Central....	St. Joseph Central
Towles	Towles (after-school care only)
Washington.....	Washington, Study

Washington Center.. Washington Center

Weisser Park..... Abbett, Scott, Weisser Park

Whitney Young Whitney Young

Pre-School Care:

Due to the many variations for out Pre-School Programs, please contact Ann Conroy at 449-8464 or Stacy Gilbert at 449-8266 to discuss your specific options.

All Pre-School students must be dually enrolled at a FWCS P-K program to be eligible to attend.

Morning Pre-School begins at the start of the school day. Afternoon Pre-School dismisses at the end of the school day.

Morning/Afternoon Pre-School

Harrison Hill Abbett, Bloomington, Fairfield, Harrison Hill, Indian Village, Lindley, Maplewood, Scott, South Wayne, Waynedale

Holland..... Brentwood, Franke Park, Forest Park, Holland, Northcrest, Washington

Afternoon Pre-School Only

Bunche (P3's only)..... Bunche

Before & After care for Pre-K students is only available at Bunche, Harrison Hill, Holland and Whitney Young.

FWCS Clothing Bank

FWCS operates a clothing bank for students in need. Contact your school's Case Manager or Counselor for more information. Clothing Bank donations are accepted at 230 E Douglas Avenue, Fort Wayne, Indiana 46802.

Homeless Assistance

The FWCS Families in Transitions Program provides resources to help eliminate the barriers faced by homeless students from pre-kindergarten through 12th grade. Through resources such as timely and consistent transportation, school supplies, meals and textbooks, tutorial assistance and program support for parents, our program services the needs of our community. For more information, contact Student and Family Support Services at FACE, 467-2120.

Information from Community Organizations

Fort Wayne Community Schools cooperates with community groups and organizations that sponsor activities of an educational/enrichment nature for students and staff

by distributing materials electronically via Peachjar, a free online service for schools. Please note that FWCS does not provide supervision or transportation to these non-school-sponsored activities. FWCS only distributes the information regarding special activities as a service to families and the community agencies.

Make sure you check to see how your child will be supervised and make transportation arrangements before you allow your child to participate in any of the activities.

Work Permits

A student aged 14-17 must have a work permit unless employed as a golf caddie, newspaper carrier, domestic servant or farm laborer. To obtain a work permit, the student must: 1) already have been hired; 2) the employer must complete an Intention to Employ card; and 3) the student must return the Intention to Employ form and provide proof of age.

Students should take the Intention to Employ card and proof of age to their FWCS high school. Non-FWCS students should take the Intention to Employ card and proof of age to the Family and Community Engagement Center, 230 E. Douglas Ave. Each high school has posted where to obtain the work permit and the hours that this service is available. The work permit will be processed in the student's high school within 24 hours. The student may pick up the permit and take it to the employer.

Policies regarding work permits shall be established in each high school and made public to the students.

DRESS CODE

Students and parents are expected to display good judgment in making sure students' clothing and appearance are neat, clean and appropriate for the classroom. Some schools require uniforms. Check with your school for guidelines. More information on dress codes is provided in section five of the Code of Conduct.

TRANSPORTATION

ELIGIBILITY

Eligible students may ride school buses for free. Parent responsibility areas are defined below and no transportation services are provided for:

- High school students who live inside a two-mile radius

of their assigned school.

- Middle school students who live inside a one-and-one-half mile radius of their assigned school.
- Elementary students, grades pre-kindergarten through five, who live inside a one-mile radius of their assigned school.

Exceptions are decided by the Transportation Department.

Students transferring to a school other than their assigned school will not be eligible for transportation services.

Transportation will be provided for magnet schools for students living outside the established No Transportation Zone (NTZ). For the Programs of Study at the high schools, only students who were accepted into the Programs of Study through the lottery process and live outside the NTZ for the school they will attend will be provided bus transportation. Only 25 students living outside the school's boundary per year will be admitted to each Program through the lottery. Students enrolled in Program of Study classes who live in the attendance area for the school in which the program is located will be provided bus transportation if they live outside the NTZ. Students who were accepted through the lottery to attend the general program at a high school but later choose to take classes in a Program of Study will not be eligible for transportation. For more information, please contact FWCS Transportation at 467-1900.

School bus stops are not permanent, and the Transportation Department needs to change bus stops periodically. Parents will be notified if changes are made. Students are expected to behave appropriately on the bus and at the bus stops. Those who do not follow school behavior rules, which are outlined in the Code of Conduct, could lose the privilege of riding the bus and/or could be suspended from school. For more information, call Transportation, 467-1900.

The following procedures applies to all buses equipped with lap/shoulder belts:

1. All school bus drivers who operate a school bus that is equipped with safety belts shall provide instruction to passengers on the proper fastening of the safety belt every semester.
2. Students are responsible for putting the seat belt on and fastening it immediately upon boarding the bus.
3. When all students have boarded, the school bus driver

will walk down the aisle to confirm that all students have fastened their safety belts.

4. The school bus will not leave until every student is seated with his or her safety belt fastened.

5. Students must remain seated and keep the seat belt fastened for the duration of the bus ride.

6. Students should not remove their safety belts until the bus has come to a complete stop.

7. Failure of the student to comply with the seat belt policy will result in consequences up to and including removal from the school bus.

8. The student and parent will be responsible for the cost of vandalized seat belts and seats.

TIPS

In the State of Indiana, riding a bus is considered a privilege. Students who wish to enjoy this privilege must follow certain rules and regulations in order to insure safe and orderly bus transportation. Students need an environment that is safe and positive as they are transported to and from school. The cooperation of each student is important in maintaining this safe environment. School officials working with drivers, parents and transportation personnel have the responsibility and authority to handle discipline incidents that occur on the bus and at bus stops. The goal is to help students demonstrate proper behavior on the bus and to insure that bus travel is safe. Examples of student expectations are listed below.

Students are expected to:

- Report to the bus stop five (5) minutes prior to arrival of the bus.
- Be respectful to all individuals and property.
- Remain in their assigned seats as directed.
- Keep hands and feet to themselves.
- Avoid shouting and speaking loudly across the bus.
- Keep windows and doors closed at all times unless given permission by the driver to open.
- Use proper language.
- Follow directions of the driver.

Parents are reminded that it is unlawful (a class D felony) for any unauthorized person including parents, to board a school bus without the permission of the school corporation.

Bus transportation tips for parents:

- Let the Transportation Department know of any health problems your child may have while riding the bus. Call 467-1900.
- Write younger children's names, addresses and phone numbers on their clothing or in their book bags, including emergency contacts.
- Have children at the bus stop five minutes before the bus arrival time.
- Remind children to watch for traffic when crossing the street.
- Plan safe routes for children walking to and from the bus stop.
- Make arrangements for a child to get to school if the student misses the bus or has been suspended from the bus.
- Don't let students take glass, live animals or items too large to be held in their laps or placed under the seat onto the bus.
- Contact your child's school or the Transportation Department, 467-1900, if you have a concern regarding your child's bus ride. Please do not attempt to discuss the issue with the driver as they are driving their route.
- The use of a cell phone, including taking pictures, is prohibited on the bus.

SCHOOL MEALS

COST

Nutritious meals are served every school day as part of the Child Nutrition Programs. All meals served must meet nutrition standards established by the U.S. Department of Agriculture. All of our district schools will participate in the Community Eligibility Provision (CEP). All of our students in FWCS will receive their meal at no charge, however, an application must be filled out for textbook assistance. **Textbooks are *not* covered under the CEP Program.**

- Breakfast..... no charge
- Lunch..... no charge
- Extra milk or milk for home packed lunches..... 50 cents
- A la carte items (excluding elementary).....cost varies

You can pre-pay on your child's account online for extra

milk or a la carte sales. Go to www.myschoolbucks.com for more information and to set up an account.

MEAL CHARGE POLICY

Money must be collected for all meals served, either by customer payment and/or federal reimbursement. FWCS District wide meals will be provided through CEP at no charge to the student. For middle schools and high schools a la carte purchases are only allowed if the student has money on account or at time of purchase. **There is a no charging policy for a la carte sales.**

SCHOOL CLOSINGS AND DELAYS

The decision to close schools is made day-to-day. The Superintendent may decide to close schools because of bad weather or in the interest of students' safety. In rare cases, one school may be dismissed early or closed because of a power outage, flood or other condition that makes it impossible for students to attend classes. In most cases when schools close, however, it is because of bad weather.

KEEPING YOUR CHILD HOME

Parents have the first and ultimate responsibility for their children. Parents must decide for themselves if their child's route to school is safe on days when the weather is bad and schools remain open. Students are given an excused absence in these cases; however the parent must call in the absence. The child is marked absent for the day and is allowed to make up any school work. FWCS defines inclement weather as being physically severe weather. Examples could include snow or ice that impedes travel, tornado, flooding, dense fog (visibility below 164 feet/50 meters), etc.

WEATHER

Because FWCS includes 150 square miles of urban, suburban and rural neighborhoods, conditions often vary throughout the district. It is difficult to judge conditions over the entire district based on one section, so when the weather is poor, school officials are out driving by 4 a.m. to experience road conditions firsthand. School officials may also check with the county highway department, Indiana State Police, city street department, National Weather Service and neighboring school districts for ad-

ditional information. To sign up to receive text messages, text yes to 67587.

MAKE-UP DAYS

The state requires a 180-day school year. Make-up days are scheduled in the 2018-19 school calendar on Feb. 8, March 15, May 3 and May 17. Any remaining days to be made up will be added to the end of the school year. In years with extreme weather situations, Martin Luther King, Jr. Day, Presidents Day, breaks and other days scheduled as days off, may be used as make-up days. If such days are used, parents will be notified.

GETTING NOTICE

Parents should tune in to television and radio stations for notice of school cancellations or delays. Parents can also sign up for notifications from www.cancellations.com or follow FWCS on Facebook or Twitter. The information is also posted on the FWCS website at www.fortwayneschools.org. Notices are posted as early as possible, usually by 5:30 a.m. School may be delayed one or two hours or delayed at first and then cancelled as weather conditions worsen. *Parents should stay tuned to radio, TV and the Internet since a delay may become a closing if weather conditions worsen. Please make plans for your child in case of bad weather.*

POWER OUTAGE

In case of a power outage, classes will continue in schools where there is sufficient natural light. Parents will be notified if classes are dismissed in their child's school because of an extended power outage.

WHAT IT MEANS

Two-Hour Delay

It allows time for the district to monitor changing weather conditions. If the weather worsens, the Superintendent may decide to close schools for the day. Parents should have a plan for their children if the delay turns into a school closing.

- Morning classes at the FWCS Career Academy at Anthis will be held from 11:20 a.m.-1:20 p.m.; afternoon classes will be held from 1:50-3:30 p.m..
- No breakfast is served to students.
- Half-day pre-k students, except for Bunche, will attend from 10:20-11:55 a.m., arriving at school with grades

K-5. Bunche 3-year-old pre-k attend 10:10 a.m.-12:15 p.m. Afternoon half-day pre-k students will attend from 1:20-2:55 p.m. Bus riders will board the bus one hour later than their normal pick-up time.

Schools Closed

No classes meet. Schools are not open to students.

Early Dismissal

There are rare times when weather conditions become severe during the day and schools are closed prior to the usual dismissal time.

- Announcements of an early dismissal are made before 12:35 p.m. to allow bus drivers to be ready to take students home. Parents should tune in to radio and television stations and the Internet to hear of dismissals.
- Middle school students are taken home first, followed within about 45 minutes by elementary school students, followed by high school students.

Single Bus Cancellations and Delays

The Transportation Department reserves the right to temporarily suspend bus stops due to local conditions. Because of the large number of FWCS buses, the district does not announce delays or cancellations of individual buses. Parents are encouraged to form telephone committees and relay information. Parents can also log onto the FWCS website at www.fortwayneschools.org and click on the “School and Bus Status” link to find out the status of a bus. Here you will find a complete listing by school of which buses are running 15 minutes or more behind schedule. You will need to know the number of the bus your child is riding.

Buses are equipped with two-way radios for quick communications, and drivers work hard to stay on schedule. At times, buses may be late if traffic or weather conditions interfere or regular drivers are absent. Please be patient under these circumstances.

Athletics and Extracurricular Activities

On days schools are closed, there will be no athletic practice during regular school hours. If conditions improve, practices and games may be held in the evening at high schools. Coaches and advisers usually set up a telephone committee to notify students of schedule changes. However, middle and elementary school evening activities will be cancelled.

HEALTH AND SAFETY

STUDENT INSURANCE

All students are provided medical coverage for athletics and accidents that occur during the school day and at school-sponsored events and athletics. This coverage is free of charge to students and is secondary to any other medical coverage the student may have. Coverage *may not* cover the total cost of *all claims*.

Parents may purchase supplementary student insurance through a private company approved each year by the Board of School Trustees. Information is available on the FWCS website at www.fortwayneschools.org.

IMMUNIZATIONS

Indiana law requires that every child must be immunized against a variety of serious diseases. A student will not be allowed to attend after the first day of school without giving a complete immunization history or written proof that the student is in the process of being immunized.

All students are required to have:

- 5 doses of diphtheria-tetanus-pertussis (DTP or DTaP); 4 doses acceptable if fourth dose is on or after the fourth birthday
- 4 doses of polio vaccine (OPV or IPV); 3 doses acceptable if third dose is administered on or after the fourth birthday
- 2 doses of measles vaccine (MMR covers measles, mumps and rubella) or
 - 1 dose of rubella vaccine
 - 2 doses of mumps vaccine
- 2 hepatitis A immunizations for students in grades kindergarten through grade 4, grade 6 and grade 12.
- 3 doses of hepatitis B vaccine
- 1 or 2 varicella (chickenpox) - Students in kindergarten through grade 12 must have two varicella (chickenpox) immunizations. Students in pre-K need one varicella immunization. Students with a history of having had chickenpox are not required to have this immunization. Students in grades 1-12 need only to provide a note signed by the parent stating they have had the disease. This note must include the month and year when the disease occurred. Pre-kindergarten and kindergarten students *must* have physician documentation of the

disease.

Immunization Requirements for Grades 6-12

All students in grades 6-12 must also have the following immunizations in addition to those listed above:

- **New for 2018-19** 2 doses hepatitis A. Doses must be spaced 6 months apart and are required for all students in grades 6 and 12.
- 1 dose of Tdap (tetanus and pertussis booster). Students are exempt only if the last tetanus shot has been given within the last year
- 1 dose of meningococcal vaccine (Menactra) for the prevention of bacterial meningitis
- A second meningococcal (Menactra) booster is required for grade 12 if the first shot was given before age 16.

The Indiana Department of Health and the American Academy of Pediatrics also advise parents to consider the health benefits of the following non-mandated immunizations:

- Annual flu shots for all students, especially those who have chronic health conditions.
- Human Papillomavirus (HPV) infection is one of the most common sexually transmitted diseases. A vaccination is recommended for all 11- and 12-year-old girls and boys. Further information is available through FWCS Health and Wellness Services.

The following locations can provide you with free or low cost immunizations with or without insurance coverage.

- FACE Health Center, 230 E. Douglas Ave., by appointment only. Call 467-7260.
- The Department of Health, 4813 New Haven Ave., by appointment only. Call 449-7504.
- Super Shot Inc. No appointment necessary. See website <http://supershot.org/> for times and locations.

A parent/guardian at all sites must accompany children. You must take a copy of your child's immunization records and health insurance card if applicable.

If you have questions, please contact your school nurse or call FWCS Health Services at 467-1080.

SCREENING PROGRAMS

School nurses provide state mandated vision screening for students in grades 1, 3, 5 and 8. However, this screening does not find all eye diseases or defects, and is not

the same as a complete eye examination. In addition, volunteers from the Lion's Club provide screening for most kindergarten and preschool students. Hearing tests are provided in grades 1, 4, 7 and 10. Parents of hearing-impaired children may receive individual counseling. Parents/guardians who do not want their child to participate in screening programs must send a written notice to the school each year. Dental screening and sealants are provided at no cost to student families in grades 2-3 and 6-7 in some schools. Parent permission is required for this screening. Look for parent permission forms during registration.

EMERGENCY CARE AND RESPONSE

In case of an emergency involving your child, it is the policy of FWCS to render first aid treatment while contacting the parents for further instructions. Only after reasonable efforts to reach the parents without success will we call a doctor, and only in extreme cases will your child be taken to a hospital or 911 contacted. Parents must provide up-to-date home, work and emergency contact phone numbers. In accordance with state mandates, FWCS staff will work with community public service agencies and police and fire departments to respond to emergency situations. Attention will be given to meet the emotional and physical needs of students and staff in times of emergency. Please direct questions to Public Affairs, 467-2020.

MEDICINE IN SCHOOL

School nurses are not available to dispense medications in all schools on a daily basis. Medication administration may be delegated to trained non-medical personnel when the nurse is not there. For this reason, it is especially important for parents to follow medication administration guidelines. State law requires that prescription and over the counter medicine be in its original container and that written parent/guardian instructions and permission be provided. Medication permission forms are available in each school office and on the Health and Wellness Services page of the FWCS website. Send only medicine that must be given during school hours. Send only a one-week supply of medication at a time. Parents are responsible for the safe transportation of medication to school. Indiana law requires that parents pick up unused medication from school or provide written permission for the student or a designated adult over the age of 18 to do so.

HEAD LICE

On occasion, cases of head lice occur particularly among early elementary age children. Parents/guardians have the ultimate responsibility to ensure that their children are lice free. Weekly checks at home can prevent children from spreading lice among classmates. In April 2015, The American Academy of Pediatrics recommended that exclusion from school for head lice should be a rare occurrence. School nurses will exclude only students with extreme cases of head lice. One day of excused absence is allowed. Parents should accompany their child when returning to school. School staff can give parents treatment information.

BLOODBORNE DISEASE (HIV AND HEPATITIS B)

The Health and Wellness Services staff provides yearly training, as required by state law, to employees in dealing with incidents that involve blood. Guidelines have been developed regarding safe custodial procedures.

SAFETY

Security Cameras

All schools have security cameras on their campuses. This is to ensure safety of students, staff, visitors and our properties. Cameras are monitored and video is stored for a period of time, and is reviewed when conducting Code of Conduct violations and/or state law.

In addition, video cameras may be placed in any FWCS school bus as authorized by the Transportation Department director. The cameras serve as an aide to monitor bus discipline and do not take the place of written disciplinary reports. Tapes are reviewed within 10 working days. If disciplinary action is needed, the regular procedures will be followed as listed in the *FWCS Code of Conduct*.

Threats to Buildings

At times, our schools need to follow enhanced security measures because of a threat occurring in the vicinity of buildings, or, on rare occasions, for a threat within the buildings. FWCS uses the following language when referring to the security procedure to be followed based on the threat potential:

- **Lockout:** A lockout is called when there is a potential threat or hazard outside the school building. When this occurs, all windows and doors are secured, and no

further entry is permitted until an all clear is given. Any students or staff outside should be immediately notified to return to the safety of the building.

- **Lockdown:** A lockdown is called when there is a threat or hazard inside the school. The situation could be from a serious threat stemming from circumstances, such as domestic violence, an unwanted person or an armed intruder. All classroom doors are locked and lights turned off. All students should be quiet and move to a place out of sight of the windows.
- **Evacuate:** An evacuation is called when there is a need to move students from one location to another. This could be because of a fire, gas leak, an intruder who poses a threat to the safety of students and staff or another direct threat that makes remaining in the building unsafe.
- **Shelter:** Sheltering is called when the need for personal protection is necessary. Situations most likely requiring shelter are: high winds, tornado warnings, flooding and earthquakes. Sheltering may mean dropping and getting under their desks, or it may mean movement toward a specific pre-determined shelter area within interior hallways or small rooms on the building's lowest level.

Each year, students and staff complete drills to prepare for a variety of scenarios. These drills include earthquake, evacuation, fire, lockout/lockdown and tornado.

Avoid-Deny-Defend

In addition to the drills already established, safety experts now recommend teaching students additional ways to protect themselves in the event they encounter an armed intruder in school or any other public or private space. FWCS students and staff are instructed to remember three simple concepts if they encounter an armed intruder: Avoid-Deny-Defend. Each individual must be empowered to make the decision to leave an area if the intruder is near (avoid), to block access to a room if the intruder is trying to enter (deny), and to defend themselves in any way possible if they directly encounter the intruder (defend). These strategies may be used in any order and encourage a survival mindset that can be used anywhere, not just in a school building.

GUNS IN SCHOOL BUILDINGS

It is against the law for anyone (including people who possess valid personal protection handgun permits) to possess a firearm in school buildings. The only exceptions are active duty police officers, people employed by the school for the purpose of security, and/or someone who can legally possess a firearm, who possesses the firearm in their vehicle.

BUILDING OPERATION PLANS

FWCS is committed to providing students and staff with a safe environment. A number of building operations plans are available for review at our Maintenance and Operations Facility located at 1517 Catalpa Street. These plans include Asbestos Management, Integrated Pest Management, Vehicle Idling Policy and Indoor Air Quality Policies. The IAQ Coordinator may be contacted at 467-2075.

FEES

TEXTBOOK AND MATERIALS FEES PAYMENT

Invoices for the rental of textbooks and the cost of workbooks and materials are mailed to parents and guardians in mid-September. The invoice is due 30 days from receipt and should be paid at your student's school or online at www.fortwayneschools.org/FA. Fees are prorated for late enrollment and early withdrawal. Questions regarding payments or invoices can be directed to the Textbook Rental office at 467-2072.

Breakfast and lunch are offered at no cost to all students District wide, however, **parents will still be required to complete an application if they are interested in financial assistance for textbook rental fees.** Financial assistance applications are available online at the FWCS website at www.fortwayneschools.org.

Families who do not qualify for financial assistance may complete a deferred payment form if they are unable to pay balances when due.

Delinquent fees are subject to collection procedures. FWCS will add a charge (up to \$15) to any unpaid balances sent to the collection agency, including fines for lost or damaged textbooks. All students, including those receiving financial assistance, are responsible for paying fines for lost or damaged textbooks.

PRE-K-5 EDUCATIONAL MATERIALS FEES

	Non Discovery School	Discovery School
Pre-K	\$36.85	N/A
K	\$93.10	\$88.45
1	\$106.35	\$98.95
2	\$91.90	\$84.15
3	\$96.60	\$87.90
4	\$87.70	\$76.80
5	\$79.75	\$71.95
Special Education Functional K-5		\$55.00

Additional fee for English Language Learners (ELL):
 Grades K, 2, 3, 4 and 5..... \$10.75
 Grade 1..... \$13.25

Fees for middle and high school courses are based on the individual student's program.

TEXTBOOK ASSISTANCE APPLICATIONS

Income Eligibility Guidelines

Effective from July 1, 2018-June 30, 2019

For the 48 contiguous United States, District of Columbia, Guam and territories.

Income Eligibility Guidelines - Textbooks 185% of federal poverty guidelines					
Persons in Family or Household Size	Annual	Monthly	Twice-Monthly	Bi-Weekly	Weekly
1	\$22,459	\$1,872	\$936	\$89	\$432
2	30,451	2,538	1,269	1,172	586
3	38,443	3,204	1,602	1,479	740
4	46,435	3,870	1,935	1,786	893
5	54,427	4,536	2,268	2,094	1,047
6	62,419	5,202	2,601	2,401	1,201
7	70,411	5,868	2,934	2,709	1,355
8	78,403	6,534	3,267	3,016	1,508
Each add'l Person Add	+\$7,992	+666	+333	+308	+154

Apply Early

FWCS requires 7-10 days to process applications. **To avoid receiving an invoice for textbook rental fees submit financial assistance applications by Aug. 31, 2018.**

Parents are encouraged to apply as early as possible, although if circumstances change (income or household size), textbook financial assistance applications may be submitted or updated throughout the school year.

Categorically Eligible Students (Directly Certified)

A letter will be sent in July to some households who are identified as receiving food stamps (SNAP) or Temporary Assistance for Needy Families (TANF) or Medicaid-matched data. The letter tells the child's family that the child is already approved for free textbooks. If you receive this letter, do not fill out an application for the child whose name appears on the letter. If you have children whose names are not listed in the letter, please call Nutrition Services, 467-2055, for further instructions.

Others Eligible - How to Apply

The preferred method for completing textbook applications is available online at <http://myfwcs.fortwayneschools.org/FA>. Paper applications are available at the Family and Community Engagement Center, located at 230 E. Douglas Ave., and Nutrition Services, located at 3211 W. Ludwig Rd. **Only one application per household, please.**

Help With Applications

Contact Nutrition Services, 467-2055, or call your school if you need help filling out the application or have questions. You will be notified in writing when your application is approved or denied. **Keep your notification letter for the entire school year. It could be needed for other programs.**

All information provided for textbook rental assistance benefits will be treated confidentially. The information contained in this application will be used to determine eligibility for textbook assistance under Indiana Code 20-33. You do not have to give the information, but if you do not, we cannot approve your child for textbook rental assistance. You must include the last four digits of the Social Security number of the adult household member who signs the application. The last four digits of the Social Security number are not required when you apply on behalf of a foster child or you list a Supplemental Nutrition Assistance Program (SNAP), Temporary Assistance for Needy Families (TANF) Program or Food Distribution Program on Indian Reservations (FDPIR) case number or other FDPIR identifier for your child or when you indicate that the adult household member signing the application does not have a social security number. We will use your information to determine if your child is eligible for textbook rental assistance. We MAY share your eligibility informa-

tion with education, health and nutrition programs to help them evaluate, fund or determine benefits for their programs, auditors for program reviews and law enforcement officials to help them look into violations of program rules

LIBRARY/MEDIA CENTER FEES

All students are responsible for paying for fees for lost or damaged library books and other media center materials. If these fees are not paid in a timely manner, a notification will be mailed to parents and guardians requesting payment of the fees. The fines should be paid at your student's school.

Delinquent fees are subject to collection procedures. FWCS will add a \$15 charge to any unpaid balances sent to the collection agency, including fines for lost or damaged library materials. Once the invoice is sent to collections, the money is non-refundable.

PAYMENTS FOR FEES/ACTIVITIES

Payments for fees or extracurricular activities may be made in cash, by check or by credit card for textbook fees via the link on the FWCS website at www.fortwayneschools.org. Checks should never be made payable to an individual but rather to the school, booster organization or PTA, whichever is applicable. A receipt should always be obtained for cash payments. Contact the school treasurer for questions regarding payment arrangements. Unpaid fees and fines are subject to collection procedures.

RETURNED CHECKS/ NON-SUFFICIENT FUNDS

FWCS will advise the check writer of any dishonored check and a \$15 fee will be charged. Unless the check writer remits payment promptly, all dishonored checks will be referred to the Allen County Prosecuting Attorney's Bad Check Restitution Program where additional fees and penalties will be assessed.

LEGALLY SPEAKING

LEGAL SETTLEMENT AND ENROLLMENT

Indiana law governs legal settlement and establishes the attendance areas where students may enroll. FWCS enrolls students from outside the District, subject to school or program availability. Falsification of residency during enrollment may result in expulsion. The Student and Family Support Services at the FACE Center manages all aspects of enrollment.

CUSTODY

Legal custody establishes the authority for a parent to enroll his or her child in school and for FWCS to physically release a child to a parent or for a parent to visit their child during school. If a parent does not have legal custody, he or she must have written permission from the legal custodian to pick up his or her child(ren) or to visit his or her child(ren) during school.

INTERNET ACCESS

FWCS provides staff and students Internet access as a tool to enhance learning. This access is a privilege, not a right. FWCS staff will supervise students with permission to use the Internet, however, students are responsible for good behavior as outlined in the Code of Conduct. A copy of the District's Internet Access Policy is available online, in the Code of Conduct and at each school.

LOST OR STOLEN ITEMS

FWCS is not responsible for lost or stolen items at school.

CHILD ABUSE

Indiana law and FWCS Policy require school personnel who have reason to believe that a child is the victim of abuse or neglect to immediately report the information to the Department of Child Services or local law enforcement. Failing to do so is a misdemeanor.

NONDISCRIMINATION POLICY

FWCS does not tolerate the unjust or prejudicial treatment of any individual or group's actual or perceived race, color or ethnic group, religion or religious practice,

national origin, sex, gender identity, sexual orientation, political affiliation, age, marital status, military status, veteran status, disability or any other basis prohibited by state or federal law.

No person is excluded from participating, denied the benefits of, or otherwise subject to unlawful discrimination on such basis in any educational program or activity, and harassment on any such basis is prohibited.

BULLYING

Acts of harassment, intimidation and bullying of or by students is prohibited. Students require a safe and civil school environment to learn and bullying disrupts the District's ability to educate all students to high standards. Students and staff must treat others with civility and respect.

Indiana law defines bullying as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

- (1) places the targeted student in reasonable fear of harm to the targeted student's person or property;
- (2) has a substantially detrimental effect on the targeted student's physical or mental health;
- (3) has the effect of substantially interfering with the targeted student's academic performance; or
- (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

Categories of bullying:

1. Physical bullying – hurting a person's body or possessions, including hitting, kicking, punching, spitting, tripping, pushing, taking or breaking someone's things and making mean or rude hand gestures
2. Verbal bullying – saying mean things, including teasing, name-calling, inappropriate sexual comments, taunting or threatening to cause harm
3. Social/relational bullying – hurting someone's reputation or relationships, such as telling other children not to

be friends with someone, leaving someone out on purpose, spreading rumors about someone or embarrassing someone in public

4. Electronic/written communication – cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones, etc.)

Bullying may be reported to any FWCS staff member or online via Let's Talk. Reports made online will be forwarded directly to building principals based on the school the students attend and/or the school where the bullying occurred. Bullying may be reported anonymously. Care should be taken to keep the identity of the child who was bullied confidential if that is his/her request, where possible. Sometimes FWCS may not be able to guarantee anonymity.

TAKING A CHILD INTO CUSTODY

Under the Indiana Juvenile Code, any law enforcement officer may take a child into custody with a court order or if the officer has reason to believe the child has committed a delinquent act. Additionally, a law enforcement officer, probation officer or Child Protective Services Case Manager may take a child into custody under specified circumstances if they are acting with probable cause to believe the child is “a child in need of services.” School officials will connect parents/guardians with the appropriate police officer, detective or DCS Case Manager if their child has been taken into custody.

STUDENT RECORDS

Unless restricted by a court order, a child's parents or legal guardians have access to all student records and may participate in conferences and school activities, regardless of custodial status. Parents/guardians and students who are eighteen years of age or older are notified of their rights under FERPA and the District's Directory Information Policy at enrollment annually. Schools and the Central Office keep students' permanent records. The Special Education Department maintains records for all special education students. All other records (personal health information, family information, disciplinary-hearing reports, and professional or clinical evaluations) are destroyed five years after the student leaves school. Current students are not charged for copies of records. After a student is no longer enrolled, the fee is \$1 per copy.

RESTRICTING DRIVER'S LICENSES

Indiana requires school officials to report to the Bureau of Motor Vehicles (BMV) when a student has been suspended two or more times, expelled, excluded or withdrawn. State law will not allow the BMV to issue a driver's license or permit and requires they be invalidated if a student under 18:

- has two out-of-school suspensions for the school year;
- is a habitual truant;
- has been expelled or excluded from school;
- has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported under IC 20-33-2-21 before graduating. The student may be given a permit or have the invalidation lifted from the license after:
 - the person becomes 18 years of age;
 - 120 days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer;
 - the suspension, expulsion or exclusion is reversed after the person has had a hearing under IC 20-33-8-14. The Bureau shall promptly mail a notice to the person's last known address that states the restrictions. The Bureau shall revalidate the license or permit of a person whose license or permit was invalidated under this section who does the following:

- (1) Establishes to the satisfaction of the principal of the school where the action occurred that caused the invalidation of the person's license or permit that the person has:
 - enrolled in a full-time or part-time program of education; and
 - participated for 30 or more days in the program of education.
- (2) Submits to the Bureau a form developed by the Bureau that contains:
 - the verified signature of the principal of the school;
 - notification to the Bureau that the person has complied with subdivision (1).

EXTRACURRICULAR CODE OF CONDUCT

EXTRACURRICULAR/CO-CURRICULAR PARTICIPANTS

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

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

Members of high school athletic programs are also reminded of the IHSAA rules regarding conduct of contestants, both in and out of school (IHSAA Rule 8, Section I) and scholastic eligibility (IHSAA Rule 18, Section I).

This Code applies to all students who are connected with any school-sponsored or school-sanctioned extracurricular/co-curricular activity, including clubs and athletic programs in various sports, academic competitions, competitive groups that are an extension of the curricular program, such as speech and debate teams, VICA, Business Professionals, COE and DECA contests, and competitive music events such as jazz band. This list is not to be considered all inclusive.

STANDARD OF CONDUCT

Students participating in extracurricular/co-curricular activities are required to follow the same rules of conduct expected of all students and avoid those areas of prohib-

ited student conduct identified in the FWCS Code of Conduct, School Behavior Codes, association rules and the rules of each activity. In addition, any student arrested on a charge other than a traffic violation will be suspended from any participation pending investigation of the arrest both by civil and school authorities and will be denied participation upon conviction.

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

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

ENFORCEMENT

Any alleged violations of the Code of Conduct shall be investigated by the principal or his/her designee. Prior to the initiation of any penalty under this Code, a conference including the principal or his/her designee, the student and parent will be held, during which an informal fact-finding session and discussion, if appropriate, shall occur.

If the principal or the principal's designee determines that a violation has occurred and that an appropriate remedy involves or includes suspension from extracurricular/co-curricular activity, the suspension from extracurricular/co-curricular activities shall be in accordance with the following guidelines:

First Offense

If a violation has occurred and if the student is willing to participate in an FWCS approved assessment and indicated follow-up therapy, at the student's expense or with the current FWCS Student Assistance Program, the student will be suspended from participation for 25 percent of the sports season or activity. If the student chooses not to participate in the assessment/therapy phase, then the suspension would be for 50 percent of the season or activity.

If less than 25 percent of the season or activity remains, or the violation occurs between seasons or activities, the penalty shall be extended into the next season or activity in which the student participates for the equivalent remaining percentage of that next season or activity until the total suspension equals 25 percent or 50 percent as appropriate.

The offense and action taken will be recorded and filed in the office of the principal or the principal's designee and a copy filed with the Chief of School Leadership and the Chief Operations Officer.

Second Offense

The penalty shall be suspension from participation and forfeiture of eligibility for any honors or awards related to any season or activity from which the student is suspended for one calendar year from the date of the second offense.

The offense and action taken will be recorded and filed in the office of the principal or the principal's designee and a copy filed with the Chief of School Leadership and the Chief Operations Officer.

Further Violations

The penalty shall be suspension from participation in all sports or extracurricular activities, as appropriate, for the remainder of the student's high school career.

The offense and action taken will be recorded and filed in the office of the principal or the principal's designee and a copy filed with the Chief of School Leadership and the Chief Operations Officer.

TRANSLATION HELP AVAILABLE



If you need assistance with translation or interpreting throughout the school year, please contact your school office or the department of English Language Learners at 467-2105. The call will be answered in English.

Ukoliko Vam tijekom školske godine bude potrebna pomoć pri pismenom ili usmenom prevodenju, obratite se Vašem školskom uredu ili, telefonom, odjelu za pružanje podrške na 467-2105. Na Vaš poziv će biti odgovoreno na engleskom jeziku.

Si necesita ayuda con traducciones o interpretaciones a lo largo del curso escolar, por favor póngase en contacto con la oficina de su escuela o con el departamento de servicios de ayuda llamando al 467-2105. La llamada será contestada en inglés.

إذا احتجت إلى مساعدة في الترجمة أو الترجمة الفورية أثناء العام الدراسي، اتصل من فضلك بمكتب مدرستك أو بإدارة الخدمات المعاونة على الرقم 467-2105. سيتم الرد على المكالمات باللغة الإنجليزية.

Nếu quý vị cần dịch vụ chuyển ngữ hoặc thông dịch trong năm học, xin liên lạc với văn phòng trường nơi con quý vị theo học hoặc ban Dịch Vụ Trợ Giúp tại số 467-2105. Cuộc gọi sẽ được trả lời bằng tiếng Anh.

သင်တို့သည် ဘာသာပြန်ခြင်း (သို့) အဓိပ္ပါယ်ပြန်ဆိုခြင်းတို့ကို ကျောင်းဖွင့်သော နှစ်ကာလအတွင်း ကူညီထောက်ပံ့ရန် လိုအပ်ပါက ကျေးဇူးပြု၍ ကျောင်းရုံးခန်း(သို့) ထောက်ပံ့ကူညီရေးလုပ်ငန်းဌာန 467-2105 ထံသို့ ဆက်သွယ်ပါ။ ဖုံးခေါ်ခြင်းအား အင်္ဂလိပ်ဘာသာဖြင့် ပြန်လည်ဖြေဆိုပါလိမ့်မည်။

CIVIL RIGHTS NONDISCRIMINATION GRIEVANCE POLICY

THE PROCEDURE

This nondiscrimination grievance procedure applies to civil rights regulatory Title VI (race, color, national origin including limited English proficiency), Title IX (sex/gender), Section 504 of the Rehabilitation Act of 1973 (handicapping conditions), and the Americans With Disabilities Act. Interested parties include school corporation officers, employees, students and patrons. The nondiscrimination procedure applies to acts or omissions relating to protected rights based upon age, race, color, sex, handicapping condition and national origin including limited English proficiency.

Civil rights regulations require the identification and notification of employees, students and patrons of the corporation's Civil Rights Coordinator(s). The coordinators for FWCS are as follows:

1. The building principal or designee serves as the compliance coordinator for allegations of building level violations affecting students, employees or building patrons.
1. The Superintendent or designee serves as the compliance coordinator for violations at the corporate level, such as policy or practice.

FWCS Nondiscrimination Policy is as follows:

FWCS supports the principle that all persons are entitled to equal employment opportunity without regard to race, religion, color, marital status, national origin, sex, age, disability or limited English proficiency. No person is excluded from participating, denied the benefits of, or otherwise subject to unlawful discrimination on such basis under any educational program or student activity.

If you believe that you have experienced discrimination or been denied participation in any program or activity, contact your building principal or unit head, who acts as compliance officer. He or she has a copy of the student grievance procedure, which explains your right to file a complaint and how that complaint is filed and investigated.

Title IX compliance officer is the Director of Human Resources, (260) 467-2135. The Americans with Disabilities Act and Title VI compliance officer is the Chief Academic Officer, (260) 467-2005. Their offices are located at 1200 S. Clinton St., Fort Wayne, IN 46802. The 504 compliance officer is the Director of Family and Community Engagement, (260) 467-7250. Their office is located at 230 E. Douglas Ave., Fort Wayne, IN 46802.

THE PROCESS

A. Level One

1. The officer, employee, student or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinator described above (building level or corporation level). The complaint shall stipulate the specific act or omission, the date of same and parties involved.
2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within seven calendar days of the receipt of the written complaint.
3. The compliance coordinator shall render a decision within 14 calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
4. The complainant shall have seven calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits a written document so stating to the compliance officer, a level two procedure shall be initiated.

B. Level Two

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

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

If the alleged violation, interpretation or application is of a corporate nature such as a written rule, regulation or policy, then level two is initiated immediately.

FWCS SCHOOLS BY LEVEL

ASSISTANCE: If after speaking with your child's teacher you would like further assistance, please contact administrators in this order: 1) your school principal; 2) a school official whom the Chief of School Leadership suggests; and 3) the Superintendent.

ADMINISTRATION

Grile Administrative Center
1200 S. Clinton St. 46802
467.1000

**Family and Community
Engagement Center**
230 E. Douglas Ave. 46802
467.7250

**Center for Academic Success
at Anthis**
1200 S. Barr St. 46802
467.4566

**Center for Academic Success at
Nebraska**
1525 Boone St. 46808
467.4570

Special Education Department
1200 S. Clinton St. 46802
467.1110

**FWCS Career Academy at
Anthis**
1200 S. Barr St. 46802

- **Adult & Continuing
Education**
467.1029
- **Career Education**
467.1010

ELEMENTARY SCHOOLS

Elementary Level Office Get
Nichols, Chief of School
Leadership
1200 S. Clinton St. 46802
467.1100

Abbett School
4325 Smith St. 46806
467.5800

Adams School
3000 New Haven Ave. 46803
467.5850

Arlington School
8118 St. Joe Center Rd. 46835
467.6000

Bloomington School
1300 Orchard St. 46808
467.6700

Brentwood School
3710 Stafford Dr. 46805
467.6775

Croninger School
6700 Trier Rd. 46815
467.6050

Fairfield School
2825 Fairfield Ave. 46807
467.5900

Forest Park School
2004 Alabama Ave. 46805
467.6850

Franke Park School
828 Mildred Ave. 46808
467.6925

Glenwood Park School 4501
Vance Ave. 46815 467.6200

Haley School
2201 Maplecrest Rd. 46815
467.4510

Harris School
4501 Thorngate Dr. 46835
467.6300

Harrison Hill School
355 Cornell Circle 46807
467.7000

Holland School
7000 Red Haw Dr. 46825
467.7075

Indian Village School
3835 Wenonah Lane 46809
467.5200

Irwin School
3501 S. Anthony Blvd. 46806
467.5310

Lincoln School
1001 E. Cook Rd. 46825
467.5400

Lindley School
2201 Ardmore Ave. 46802
467.5350

Maplewood School
2200 Maplewood Rd. 46819
467.7150

Northerest School
5301 Archwood Lane 46825
467.5450

Price School
1901 W. State Blvd. 46808
467.4950

St. Joseph Central School
6341 St. Joe Center Rd. 46835
467.6100

Scott Academy
950 E. Fairfax Ave. 46806
467.8050

Shambaugh School
5320 Rebecca Dr. 46835
467.6150

South Wayne School
810 Cottage Ave. 46807
467.8100

Study School
2414 Brooklyn Ave. 46802
467.8500

Washington School
1015 W. Washington Blvd.
46802
467.8150

Washington Center School
1936 W. Wallen Rd. 46818
467.6250

Waynedale School
7201 Elzey St. 46809 467.8820

Weisser Park School
902 Colerick St. 46806
467.8875

EARLY CHILDHOOD CENTERS

**Bunche Early Childhood
Center**
1111 Greene St. 46803
467.4790

**Young Early Childhood
Center** 1026 E. Pontiac St.
46803 467.8950

MIDDLE SCHOOLS

Secondary Level Office
1200 S. Clinton St. 46802
467.2650

Blackhawk Middle School
7200 E. State Blvd. 46815
467.4885

Jefferson Middle School 5303
Wheelock Rd. 46835 467.4825

Kekionga Middle School 2929
Engle Rd. 46809 467.6600

Lakeside Middle School
2100 Lake Ave. 46805
467.8625

Lane Middle School
4901 Vance Ave. 46815
467.4400

Memorial Park Middle School
2200 Maumee Ave. 46803
467.5300

Miami Middle School
8100 Amherst Dr. 46819
467.8560

Northwood Middle School
1201 E. Washington Center Rd.
46825
467.2930

Portage Middle School
3521 Taylor St. 46802
467.4500

Shawnee Middle School 1000
E. Cook Rd. 46825 467.6525

INTERMEDIATE SCHOOL

Towles Intermediate School
420 E. Paulding Rd. 46816
467.4300

HIGH SCHOOLS

Secondary Level Office
1200 S. Clinton St. 46802
467.2650

North Side High School
475 E. State Blvd. 46805
467.2800

Northrop High School
7001 Coldwater Rd. 46825
467.2300

Snider High School
4600 Fairlawn Pass 46815
467.4600

South Side High School
3601 S. Calhoun St. 46807
467.2600

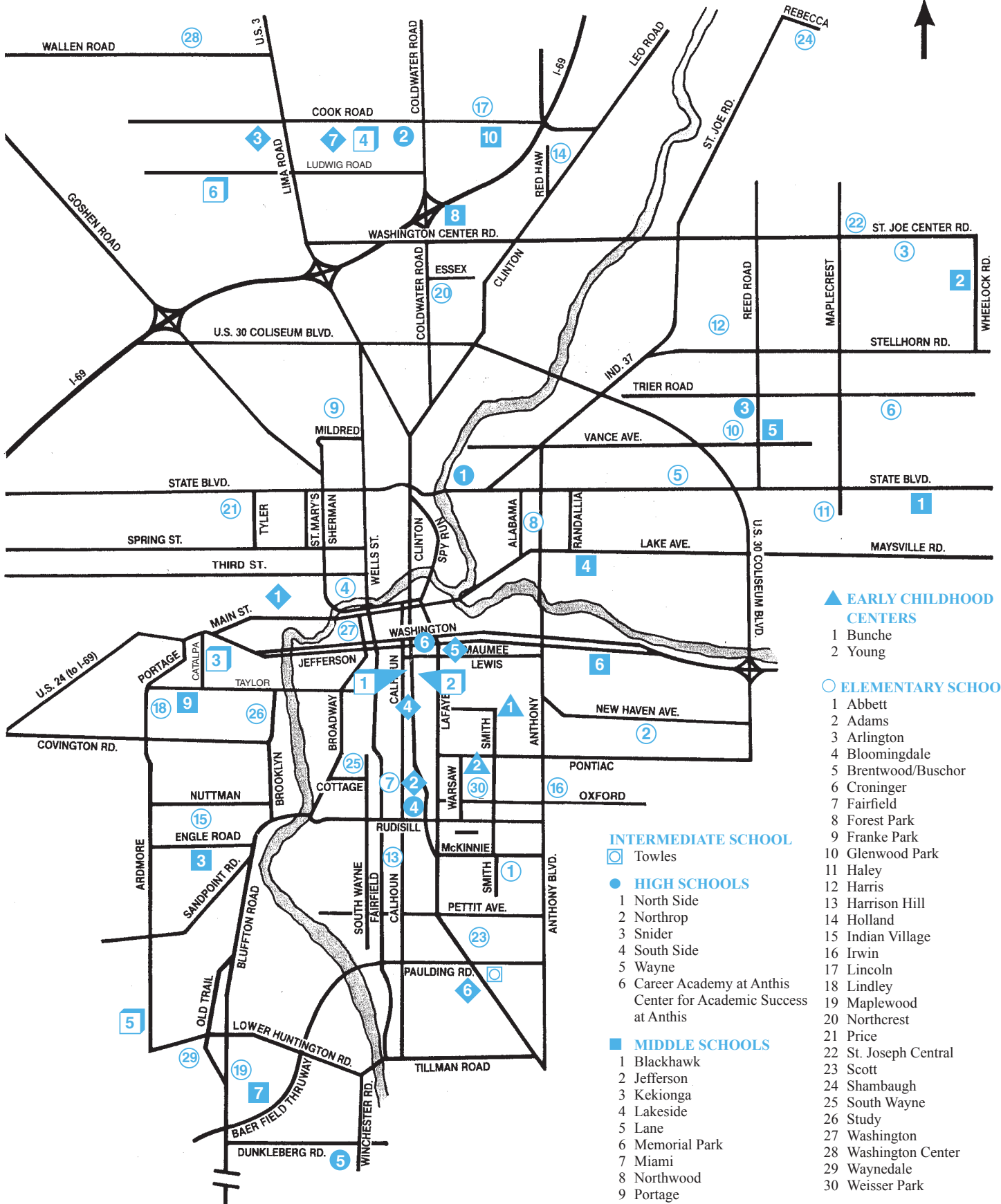
Wayne High School
9100 Winchester Rd. 46819
467.6400

For more information,
visit our website at
www.fortwayneschools.org

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SCHOOL LOCATIONS



▲ EARLY CHILDHOOD CENTERS

- 1 Bunche
- 2 Young

○ ELEMENTARY SCHOOLS

- 1 Abbett
- 2 Adams
- 3 Arlington
- 4 Bloomingdale
- 5 Brentwood/Buschor
- 6 Croninger
- 7 Fairfield
- 8 Forest Park
- 9 Franke Park
- 10 Glenwood Park
- 11 Haley
- 12 Harris
- 13 Harrison Hill
- 14 Holland
- 15 Indian Village
- 16 Irwin
- 17 Lincoln
- 18 Lindley
- 19 Maplewood
- 20 Northcrest
- 21 Price
- 22 St. Joseph Central
- 23 Scott
- 24 Shambaugh
- 25 South Wayne
- 26 Study
- 27 Washington
- 28 Washington Center
- 29 Waynedale
- 30 Weisser Park

INTERMEDIATE SCHOOL

- Towles

● HIGH SCHOOLS

- 1 North Side
- 2 Northrop
- 3 Snider
- 4 South Side
- 5 Wayne
- 6 Career Academy at Anthis Center for Academic Success at Anthis

■ MIDDLE SCHOOLS

- 1 Blackhawk
- 2 Jefferson
- 3 Kekionga
- 4 Lakeside
- 5 Lane
- 6 Memorial Park
- 7 Miami
- 8 Northwood
- 9 Portage
- 10 Shawnee

□ ADMINISTRATION/OPERATIONS

- 1 Grile Administration Center
- 2 Family and Community Engagement Center
- 3 Facilities/Printing Services/Media Services/Maintenance & Operations/Warehouse

◆ OTHER SCHOOLS & PROGRAMS

- 1 Center for Academic Success at Nebraska
- 2 Natatorium
- 3 Parkview Education Center
- 4 Construction Trades
- 5 Automotive Center
- 6 Public Safety Academy of Northeast Indiana
- 7 Smith Field Aviation Technology

- 4 Transportation North
- 5 Transportation South
- 6 Nutrition Services



FORT WAYNE COMMUNITY SCHOOLS

Grile Administrative Center

1200 S. Clinton Street • Fort Wayne, IN 46802

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Fort Wayne, IN
Permit No. 441

CONNECT WITH FWCS



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

Mission

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

Vision

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

FWCS Board of School Trustees

Julie Hollingsworth, president

Steve Corona, vice-president

Anne Duff, secretary

Glenna Jehl, Jordan Lebamoff, Maria Norman, Tom Smith

FWCS Superintendent

Dr. Wendy Robinson