



FORT WAYNE COMMUNITY SCHOOLS

# Student-Parent Handbook

# HANDBOOK

*We educate all students to high standards.*

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

2017-18

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# INTRODUCTION



## A MESSAGE FROM YOUR SUPERINTENDENT

Dear Fort Wayne Community Schools students and parents,

Welcome to the 2017-18 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,

A handwritten signature in black ink that reads "Wendy Robinson". The signature is written in a cursive, flowing style.

Wendy Y. Robinson, Ed.D.  
Superintendent

# SCHOOL CALENDAR

## FIRST SEMESTER

Aug. 15, 2017 – Dec. 21, 2017

First Quarter: Aug. 15, 2017 – Oct. 12, 2017

Second Quarter: Oct. 16, 2017 – Dec. 21, 2017

## 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. 8, 2018 – May 31, 2018

Third Quarter: Jan. 8, 2018 – March 15, 2018

Fourth Quarter: March 19, 2018 – May 31, 2018

## FORT WAYNE COMMUNITY SCHOOLS

### REGISTRATION DAYS

All FWCS schools will hold registration  
for the 2017-18 year on

**Friday, July 28, from 8 a.m. - 1 p.m.**  
and

**Monday, July 31, 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 467-7250.

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End of  
Grading Period



Conference  
Dates



No  
School



Make-Up Day

**BOLD  
DATE**

Students in  
Attendance

# SCHOOL CALENDAR

Classes Begin (Grades K-12).....	Aug. 15, 2017
Classes End .....	May 31, 2018*
Kindergarten Conferences.....	Aug. 10, 2017

## NO SCHOOL FOR STUDENTS

Labor Day .....	Sept. 4, 2017
Fall Break.....	Oct. 13, 2017
Release Day for Pre-K–12 Fall Conference Days .....	Nov. 3, 2017
Thanksgiving.....	Nov. 23 & 24, 2017
Teacher Work/Make-up.....	Dec. 22, 2017
Winter Vacation.....	Dec. 25, 2017 – Jan. 5, 2018
MLK Jr. Day .....	Jan. 15, 2018
Release Day for Pre-K–12 Winter Conference Days.....	Feb. 2, 2018
Reserve Make-up Day.....	March 16, 2018
Good Friday .....	March 30, 2018
Spring Vacation.....	April 2-6, 2018
Reserve Make-up Day.....	May 11, 2018
Reserve Make-up Day.....	May 25, 2018
Memorial Day .....	May 28, 2018

## PARENT TEACHER CONFERENCES

Parent Teacher Conferences for all students in Pre-K–12 will take place two times during the 2017-18 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. 1, and Thursday, Nov. 2, 2017. The Winter Parent Teacher Conferences will be held Wednesday, Jan. 31, and Thursday Feb. 1, 2018.

## REPORT CARD DISTRIBUTION

Nov. 2, 2017, or conference; Jan. 11, 2018, or conference; March 31 and June 14, 2018

## 2018 HIGH SCHOOL COMMENCEMENT DATES

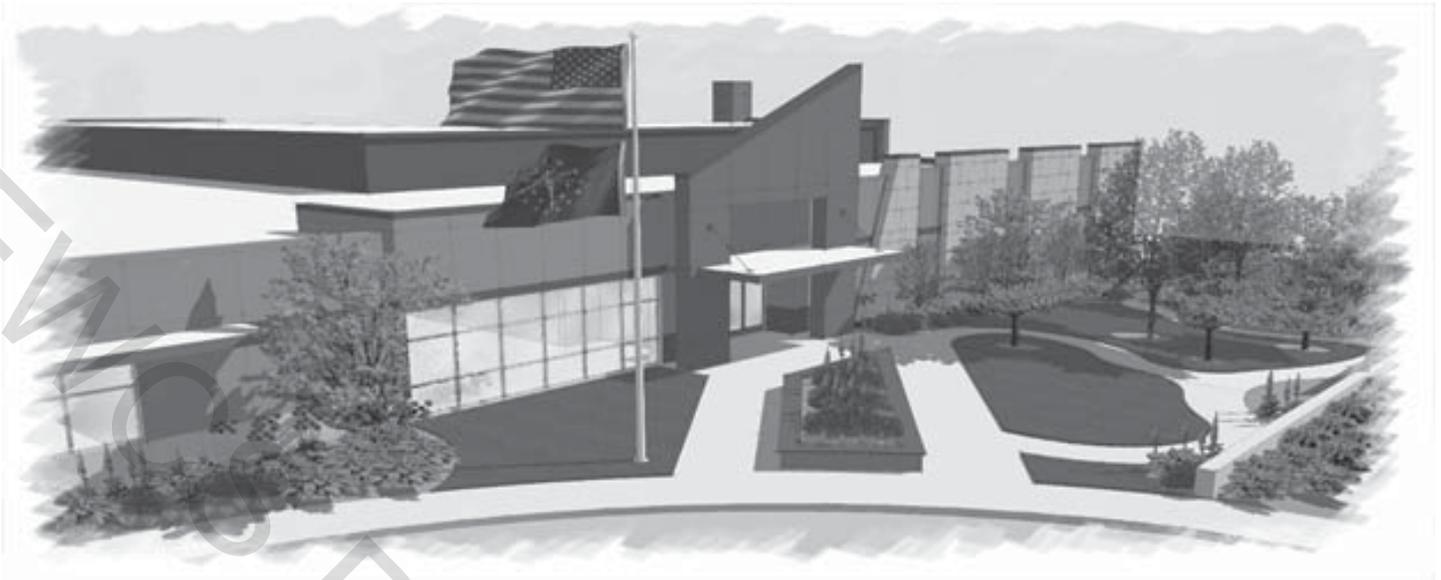
June 8: Wayne and North Side • June 9: Northrop, South Side and Snider

*\* 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 reviews and administration.

### **CONTACT INFORMATION**

230 E. Douglas Ave. Fort Wayne, IN 46802  
Family and Community Engagement Center  
260-467-7250 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, identification and two proofs of residency. This information must be presented within 30 days of enrollment. 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 2018-19 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](http://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 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, 2017, 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. Math, English and social studies classes also are available. 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.fwescareeracademy.fwcs.k12.in.us](http://www.fwescareeracademy.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 Anthis***

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.

 **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
Haley .....	Haley
Harris.....	Glenwood Park, 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. Joe Central .....	St. Joe Central
Towles .....	Towles
Washington.....	Washington, Study
Washington Center..	Washington Center
Weisser Park.....	Abbett, Scott, Weisser Park,
Whitney Young .....	Whitney Young

*Pre-k Program: Morning pre-k begins at the start of the school day.*

*Afternoon pre-k dismisses at the end of the school day.*

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

Bunche .....	Bunche
Harrison Hill .....	Abbott, Fairfield, Harrison Hill, Indian Village, Maplewood, Scott, South Wayne, Waynedale
Whitney Young .....	Whitney Young

Program Sites are subject to change due to insufficient enrollment at a specific location.

For information on YMCA childcare, please contact: YMCA Child Care Services 1117 S. Clinton; Ft. Wayne, IN 46802; phone: (260) 449-8464; fax: (260) 449-4776; web: www.fwymca.org.

**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 1511 Catalpa Street, 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.

### 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. Meals are offered at the following prices:

**Elementary School, Middle School and Towles Intermediate and the Center for Academic Success at Nebraska and Anthis:** These schools will continue on the CEP Program (Community Eligibility Provision). All students in these schools 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

### **High Schools:**

- Breakfast.....\$1.20
- Lunch.....\$1.60
- Extra milk or milk for home packed lunches..... 50 cents
- A la carte items (excluding elementary).....cost varies

Reduced-price meals are available to students if their household income is the same as or slightly less than shown in the 2017-18 federal guidelines that follow. An application is required.

- Breakfast..... 30 cents
- Lunch..... 40 cents

Free meals are available for those who qualify under federal guidelines. An application is required.

You can pre-pay on your child's account online for extra milk, high school meals or ala carte sales. Go to [www.myschoolbucks.com](http://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. Elementary and middle schools and Center for Academic Success at Nebraska and Anthis meals are provided through CEP (Community Eligibility Program). 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.** No charges allowed in high school. The cafeteria managers may instruct students to borrow money from a friend or go to Student Services based on the policy of the school.

### Income Eligibility Guidelines

*Effective from July 1, 2017-June 30, 2018*

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

Reduced-Price Meals 185% of federal poverty guidelines					
Persons in Family or Household Size	Annual	Monthly	Twice- Monthly	Bi-Weekly	Weekly
1	\$22,311	\$1,860	\$930	\$859	\$430
2	30,044	2,504	1,252	1,156	578
3	37,777	3,149	1,575	1,453	727
4	45,510	3,793	1,897	1,751	876
5	53,243	4,437	2,219	2,048	1,024
6	60,976	5,082	2,541	2,346	1,173
7	68,709	5,726	2,863	2,643	1,322
8	76,442	6,371	3,186	2,941	1,471
Each add'l Person Add	+\$7,733	+645	+323	+298	+149

## ASSISTANCE APPLICATIONS

You may apply for meal/textbook benefits at any time during the school year or when your circumstances make you eligible. Applications for meal/textbook benefits will be accepted until the last day of school, 2018.

### Categorically Eligible Students (Directly Certified)

A letter will be sent in July to some households who are 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/or reduced-price meals and free textbooks. If you receive this letter, do not fill out an ap-

plication 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 free and reduced-price meal and textbook applications is available online at <http://myfwcs.fortwayneschools.org>. 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. Students entering high school must submit an application prior to the first day of school or be prepared to pay for meals until an application is submitted and approved. **Only one application per household, please.**

### Apply Early - High School

FWCS requires 7-10 days to process applications. To be ready for the opening of school, **the district must have all applications by July 30, 2017.** High school students whose applications are received **later than July 30 should be prepared to pay for meals** until they receive notice they have been approved for meal assistance. High school students who were on the meal program last year and were free or reduced-price lunch status have a 30-day grace period to get their application in; once the application is processed within the 30 days, status will be updated.

### Help With Applications

Contact Nutrition Services, 467-2055, or call your school if you need help filling out the application or have questions. The Nutrition Services Office will let you know 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 meal assistance benefits will be treated confidentially.**

### The Richard B. Russell National School Lunch Act

requires the information on this application. You do not have to give the information, but if you do not, we cannot approve your child for free or reduced price meals. 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 free or

reduced-price meals, and for administration and enforcement of the lunch and breakfast program. We MAY share your eligibility information 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.

In accordance with Federal civil rights law and U.S. Department of Agriculture (USDA) civil rights regulations and policies, the USDA, its Agencies, offices, and employees, and institutions participating in or administering USDA programs are prohibited from discriminating based on race, color, national origin, sex, disability, age, or reprisal or retaliation for civil rights activity in any program or activity conducted or funded by USDA.

Persons with disabilities who require alternative means of communication for program information (e.g. Braille, large print, audiotope, American Sign Language, etc.), should contact the Agency (State or local) where they applied for benefits. Individuals who are deaf, hard of hearing or have speech disabilities may contact USDA through the Federal Relay Service at (800) 877-8339. Additionally, program information may be made available in languages other than English.

To file a program complaint of discrimination, complete the USDA Program Discrimination Complaint Form, (AD-3027) found online at: [http://www.ascr.usda.gov/complaint\\_filing\\_cust.html](http://www.ascr.usda.gov/complaint_filing_cust.html). and at any USDA office, or write a letter addressed to USDA and provide in the letter all of the information requested in the form. To request a copy of the complaint form, call (866) 632-9992. Submit your completed form or letter to USDA by:

mail: U.S. Department of Agriculture  
Office of the Assistant Secretary for Civil Rights  
1400 Independence Avenue, SW  
Washington, D.C. 20250-9410

fax: (202) 690-7442; or

email: [program.intake@usda.gov](mailto:program.intake@usda.gov).

This institution is an equal opportunity provider.

## 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 additional 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 2017-18 school calendar on Dec. 22, March 16, May 11 and May 25. 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](http://www.cancellations.com) or follow FWCS on Facebook or Twitter. The information is also posted on the FWCS website at [www.fortwayneschools.org](http://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.* Spanish-speaking persons may call the FWCS Spanish School Closing/Delay Hotline at 467-1985. It is updated as soon as weather-related closing/delay decisions are made.

## 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.
- Morning pre-k students, except for Bunche, will attend from 10:20-11:55 a.m., arriving at school with grades K-5. Bunche pre-k attend 10:10-11:45 a.m. Afternoon pre-k students who take the bus will get on the bus one hour later, with all pre-k students attending from 1:20-2:55 p.m.

### 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](http://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](http://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 3
- 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:

- 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.

Your child may be eligible to receive free or low cost immunizations at the Department of Health or at a Super Shot site. The Department of Health Immunization Clinic is located at 4813 New Haven Ave. Call for clinic hours and appointments at 449-7514. For Super Shot site information, call 424-SHOT (7468). No appointment is necessary at Super Shot sites. Children must be accompanied by a parent or legal guardian. Please take your child's current shot record and, if applicable, your child's Medicaid or Hoosier Healthwise insurance card.

### **SCREENING PROGRAMS**

School nurses and Parent Teacher Association (PTA) volunteers 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 students 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*.

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](http://www.fortwayneschools.org). Fees are prorated for late enrollment and early withdrawal. Other amounts owed to FWCS may be deducted from any textbook rental refunds.

Breakfast and lunch are offered at no cost to elementary, middle schools and Center for Academic Success at Nebraska students. **Parents with students in these schools will still be required to complete an application if they are interested in financial assistance for textbook rental fees.** High school students will need to complete an application for both meal and textbook assistance. Financial assistance applications are available online at [www.schoollunchapp.com](http://www.schoollunchapp.com) or via the FWCS website. The same application will be used whether you are applying for meal and textbook assistance (high school), or textbook-only assistance (elementary, middle and Towles students).

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

Pre-K .....	\$36.85
K.....	\$93.55
1.....	\$107.70
2.....	\$93.40
3.....	\$100.85
4.....	\$91.70
5.....	\$84.15
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.

## 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](http://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

FWCS accepts enrollment of students from outside the District if application is made early enough in, or prior to, the school year and appropriate programs are available. Applicants who do not reside in the District may not be assigned their first choice of school. Application should be made to Student Services. Under certain circumstances, those who falsify residence and fail to apply as an out-of-District transfer may be subject to expulsion.

## 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; with the same general rules applied as outlined in the Code of Conduct. Parents share in this responsibility. A copy of the District's Internet Access Policy, Board of School Trustees Policy 5163, is available at each school.

## LOST OR STOLEN ITEMS AT SCHOOL

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

## CHILD ABUSE

Indiana law requires school personnel to report, not investigate, suspected abuse or neglect to the Department of Child Services or local law enforcement. Failing to do so is a misdemeanor.

## DISCRIMINATION/ HARASSMENT

FWCS supports the principle that all persons are entitled to equal opportunity without regard to race, religion, color, marital status, national origin, sex, age, disability, limited English proficiency or any other personal characteristic. 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. Unwelcome, inappropriate conduct indicative of prohibited harassment may take different forms, including, but not limited to, the following:

**A. Verbal.** The making of offensive written or oral innuendos, comments, jokes, insults, threats or disparaging remarks concerning a person's sex, race, national origin, religion, age, citizenship status, disability or perceived disability, that are offensive to a student, school employee or other persons associated with FWCS.

**B. Non-verbal.** Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based on another's sex, race, national origin, religion, age, citizenship status, disability or perceived disability that are offensive to employees, students or other persons associated with FWCS.

**C. Physical Contact.** Prohibited sexual harassment may also include threatening or causing unwanted touching, contact or attempts of the same, including

patting, pinching, pushing the body or coerced sexual intercourse or relations with a student, school employee or other person associated with FWCS. Harassment can be between an employee and student, one employee to another, or one student to another. Harassment can also involve other persons associated with FWCS. A student who believes he or she has been harassed should file a Report of Harassment form with the principal or Director of Human Resources.

The confidentiality, both of the complainant and of the accused, will be respected consistent with FWCS' legal obligations and the need to investigate allegations of misconduct and take appropriate corrective action. Any person who knowingly files false charges against an employee or student in an attempt to demean, harass, abuse or embarrass that individual is subject to disciplinary action.

## 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 caseworker 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 officer/detective or DCS Case Manager if their child has been taken into custody.

## STUDENT RECORDS

Parents and students who are 18 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, 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.

### Custody

Unless restricted by a court order, a child's parents have access to all student records and may participate in conferences and school activities, regardless of custodial status. However, there is a difference between legal and physical custody. Legal custody establishes the authority 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, they must have written permission from the legal custodian to pick up their child, or to visit their child during school.

## RESTRICTING DRIVER'S LICENSES

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

participation upon conviction.

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

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

## 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 Assistant Superintendent 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 Assistant Superintendent 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 Assistant Superintendent and the Chief Operations Officer.

## TRANSLATION HELP AVAILABLE



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.

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.

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) အဓိပ္ပာယ်ပြန်ဆိုခြင်းတို့ကို 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) the area assistant superintendent; 3) a school official the assistant superintendent suggests; and 4) 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**  
1200 S. Clinton St. 46802  
467.1100  
Get Nichols, Assistant Superintendent

**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

**Northcrest 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

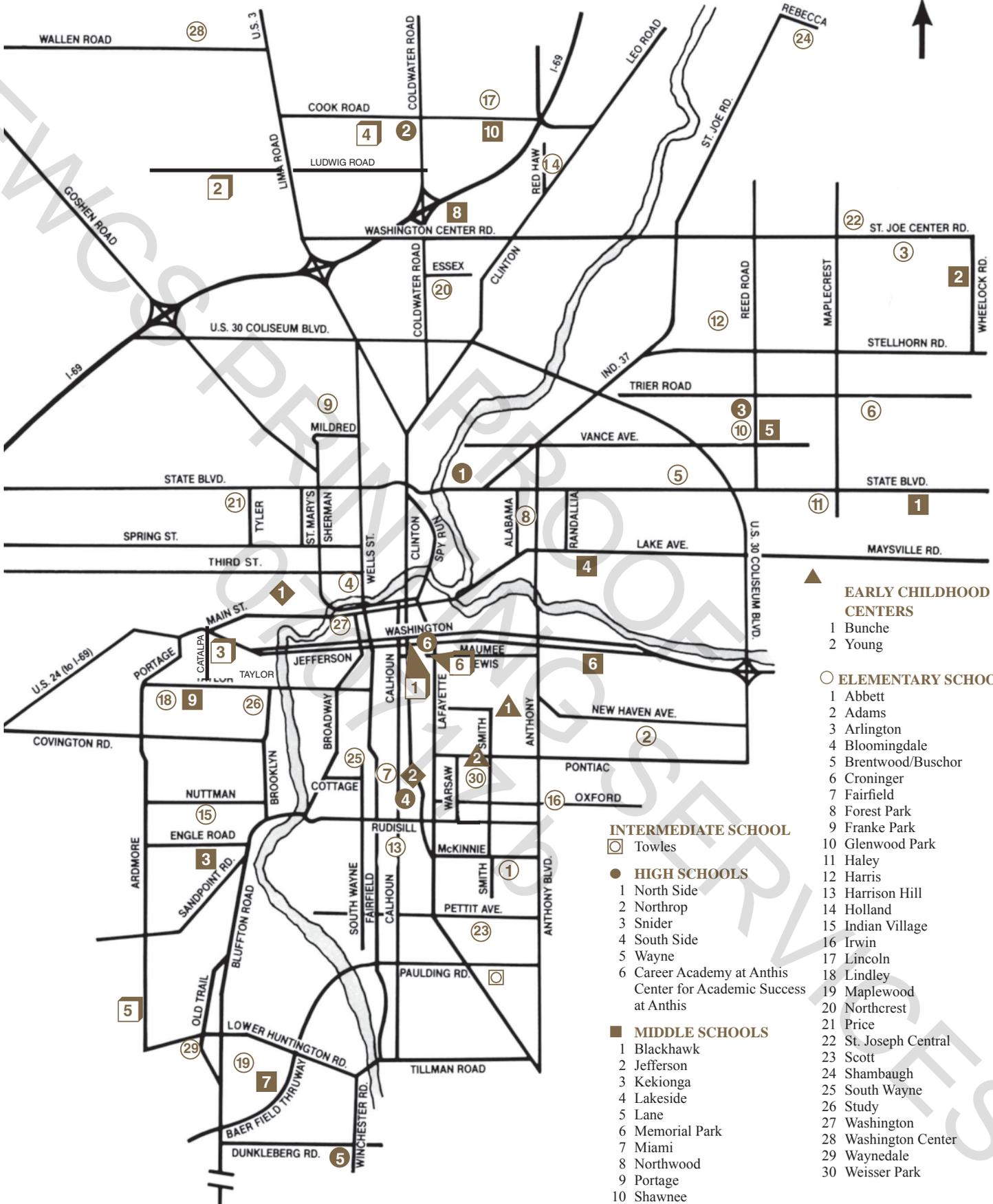
**Wayne High School**  
9100 Winchester Rd. 46819  
467.6400

For more information,  
visit our website at  
[www.fortwayneschools.org](http://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

- ◆ **OTHER SCHOOLS & PROGRAMS**
- 1 Center for Academic Success at Nebraska
- 2 Natatorium

- **ADMINISTRATION/OPERATIONS**
- 1 Grile Administration Center
- 2 Nutrition Services
- 3 Facilities/Printing Services/Media Services/Maintenance & Operations/Warehouse

- 4 Transportation North
- 5 Transportation South
- 6 Family and Community Engagment Center



FORT WAYNE COMMUNITY SCHOOLS

*Grile Administrative Center*

1200 S. Clinton Street • Fort Wayne, IN 46802

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## 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