

July, 2015

Dear WCHS/WCC Parents & Guardians,

The safety of our children is our number-one priority as we uphold our MSD of Warren Township CORE values: civility, order, respect, and excellence. We'd like to share with you our safety plan for the 2015-2016 school year. We plan to use the following procedures throughout the entire school year as we strive to provide a safe and secure environment for your children:

- **Student early-release procedure** - You may send a note with your child that morning to take to their student services before school (preferred method) or make a phone call to your child's student services offices. These offices are noted at the end of this letter. If you choose to phone the request in, please call well in advance of the time your child needs to leave. Your child will receive an office pass that allows them to leave their class 10 minutes prior to the requested early release time to come to the office. If they drive and have a parking permit, they will come to the office and sign themselves out and be given the pass to leave the building at that time. If you are picking your child up, you will need to come into the office and sign your child out. If someone other than you will be picking up your child, you will need to relay that information to the office at the time of the early release request.
- **Locked exterior doors throughout the entire day** – Visitors will gain entry using the AIPHONE camera. No visitors may enter the building while our students are traveling to classes. Students may not travel outdoors when moving to and from the Career Center.
- **Lobby Guard** – This service scans the driver's license or state-issued ID of our visitors when they enter the building and, then, prints a visitor's tag for them to wear while in the building.
- **Student IDs and lanyards** – Students should have their ID visible at all times while on school property or at school events. Students will also be given a card indicating their assigned lunch period and cafeteria. This should be kept with the ID.
- **Agenda books** – Are accessible online only. Students will view the Agenda through a shared file using Google Drive. Parents are able to access the Student Agenda on our website -- www.warren.k12.in.us.
- **Tardy Room** – Students who are tardy to school or class must check in at our tardy room and remain there until the end of the period so there is no disruption to classroom instruction.
- **Cameras** – Video cameras are located throughout our buildings and grounds.
- **Bus scans** – Randomly selected buses will be greeted by a safety resource officer who will search backpacks or other bags.
- **Locker searches** – Lockers and all contents are subject to searches by administrators or safety resource officers.

- **Electronic devices** – At the discretion of the building level administrator, devices used for individual listening, entertainment, or personal communication may be used during passing periods, lunch time, or at the teacher’s discretion. Any electronic device which creates a disruption to the education process or to a school-sponsored event or function is not allowed. The student assumes all risk of bringing his/her electronic device to school.
- **Dress code** – Students are required to follow the dress code to ensure a professional learning atmosphere. Violation of the dress code is subject to disciplinary consequences.
- **Vehicles** – Vehicles on school property are subject to searches by administrators or safety resource officers and must have a parking sticker displayed as directed. Speed limits are enforced.
- **Driving privileges** – Students leaving campus without permission or driving recklessly may be subject to having their driving privileges revoked.
- **Safety resource officers** – Safety resource officers are on our property at all times and are present to help our students and staff.
- **K9 officers** – K9 officers will randomly visit our parking lots and hallways while students are in classes.
- **Emergency preparedness drills** – Fire drills are conducted monthly, and tornado drills and lock down drills are conducted each semester.
- **Reasonable suspicion searches, including drug tests** - Conducted by administrators as needed.

Thank you for your support,

Rich Shepler

Principal

Cindy Frey

Director, Walker Career Center

Student Services Office Locations

Student last names:

A	-	D	Student Services “B”
E	-	K	Walker Career Center Office
L	-	Ro	Student Services “A”
Ru	-	Z	9 th Grade Academy Office