

# Warren Central High School

9500 E. Sixteenth Street  
Indianapolis, Indiana 46229  
Telephone: 532-6200  
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## Walker Career Center

9651 East Twenty-First Street  
Indianapolis, Indiana 46229  
Telephone: 532-6150  
Fax: 532-6199

### 2015 - 2016 School Calendar

Tuesday & Wednesday, July 21 & 22	New Staff Report
Thursday, July 23	Certified Staff Report
Friday, July 24	Opening Day Activities @ WPAC
Monday, July 27	First Day of School (Full Day)
Monday, September 7	Labor Day (No School)
October 5-16	Intersession (No School)
Tuesday, November 3	Professional Development (No School)
Wednesday - Friday, November 25 - 27	Thanksgiving Recess (No School)
Thursday, December 17	Last Day before Winter Recess (Full Day)
Friday, December 18	(.5) Teacher Record Day
Monday, January 4	School Reconvenes
Monday, January 18	Martin Luther King Day (No School)
Monday, February 16	President's Day (No School)
March 21 – April 1	Intersession (No School)
Monday, April 4	School Reconvenes
Wednesday, May 25	Last Day (1:30 p.m. dismissal)
Thursday, May 26	(.5) Teacher Record Day
Thursday, May 26	1st Designated Make-Up Day
Friday, May 27	2nd Designated Make-Up Day
Monday, May 30	Memorial Day (No School)
Tuesday, May 31	3rd Designated Make-Up Day
Wednesday, June 1	4th Designated Make-Up Day
Thursday, June 2	5th Designated Make-Up Day

## GRADING PERIODS

July 27 – September 25	44.0	January 4 – March 11	48.0
Sept 28 – December 17	45.0	March 14 – May 25	43.0
		Total Days	180.0

## FOREWORD

### WELCOME TO WARREN CENTRAL and WALKER CAREER CENTER

Dear Students:

We encourage you to make this 2015-2016 school year your best year ever! This “agenda” has taken on a new digital format. However, it still contains information that is very important to you.

We want you to look for opportunities to improve your academic achievement through your teachers. You can take advantage of tutoring by talking with your teachers to schedule a time to work together. WCHS/WCC faculty is here to help you get to the finish line – YOUR GRADUATION! Our goal is for all of our students to graduate and begin their next steps by starting a job, an apprenticeship program, enlisting in the military and/or continuing their education and training.

This is your school and you are why we are here. To enhance the positive atmosphere here at Warren Central and Walker Career Center we subscribe to the importance of C.O.R.E. C.O.R.E. reflects the Civility, Order, Respect, and Excellence expected of all who work and attend school at Warren. Applying these basic values cements the good foundation needed for students to be successful in our global society.

As a faculty and staff, we will be using Positive Behavioral Intervention Supports (PBIS). This means you will see very common rules used throughout the school to make WCHS/WCC the best place you can be to get a quality education. Your teachers will still have classroom rules, particular to how they conduct their classroom and activities and it is our goal to make sure everyone is aware of the high expectations we have for all of our students. This year will fly by so make the most of it by being the best you can be. And, always remember, YOU ARE A WARRIOR!

Sincerely,

Mr. Rich Shepler, Principal  
Warren Central High School  
Mrs. Cindy Frey, Director  
Walker Career Center

SUPERINTENDENT OF SCHOOLS

**DENA R. CUSHENBERRY, Ed.D**

BOARD OF EDUCATION

Julie French

Anthony Mendez

Terri Amos

Rachel Burke

Randy George

Susan P. Switzer

Michelle R. Wright

**WARREN CENTRAL HIGH SCHOOL  
WALKER CAREER CENTER**

MISSION STATEMENT

Warren Central High School/Walker Career Center prepares all students to become responsible citizens and lifelong learners in a diverse society.

VISION STATEMENT

All Warren Central students will meet both township and state graduation requirements in four years and proceed to their post-secondary educational/career pathways.

**STUDENT LEADERSHIP  
MISSION STATEMENT**

The Mission of Warren Central/Walker Career Center students is to set an example that promotes self-discipline, leadership, and excellence in academics, athletics, and co-curricular activities. We will unite with the faculty, staff, parents/legal guardians, and the community to develop skills that will allow us to mature into independent, self-sufficient, respectful, successful adults who will contribute responsibly in a diverse global community.

ACADEMIC INTEGRITY STATEMENT

As students of Warren Central/ Walker Career Center, we will practice integrity in regard to all educational activities and will not be a part of or condone acts of deception because to do so would violate the principles of Warren Central and compromise the work of its students.

HONOR CODE

**HONESTY:**

I will be true to myself in all aspects of life.

I will be trustworthy and not take unfair advantage of my school or community.

**PRIDE:**

I will use the pride that I feel for my school, my community, and myself to raise the self-esteem of all with whom I come in contact.

I will let my pride swell my heart and not my head.

## **LEADERSHIP:**

I will show strong character by taking the initiative to persevere regardless of obstacles.

I will set positive examples by caring more than others think is wise, working harder than others think is practical, and by daring to dream farther than others think is possible.

## **RESPECT:**

I will acknowledge and be open-minded to all ethnic and cultural heritages.

I will conduct myself in a manner that brings dignity and honor to my school, my community, and myself.

I will treat others the way that I want to be treated.

## **VISION:**

Students graduating from Warren Central High School/Walker Career Center will:

Read, write, listen and speak effectively.

Analyze, synthesize, and problem solve.

Understand and respect the ethnic and cultural heritage of a global society.

Appreciate a variety of performing and fine arts.

Pursue lifetime health and fitness.

Apply academic and technical experience to future education/careers.

Work with others in a cooperative manner for a common cause.

Contribute positively and promote an improved society.

Develop independence and resourcefulness.

Demonstrate skills needed to be successful in a work environment.

Pursue the quest for knowledge and understanding throughout life.

## **BELIEFS:**

- All students can learn.
- Teachers hold high expectations for all students.
- Each person in the school is valued as an individual and is treated with respect.
- Career awareness activities are valuable.
- Competency in technology is essential.
- Effective learning requires communication, cooperation, and shared responsibility among school, family, and community members.
- Diversity is a strength and multicultural experiences are vital components of the educational process.
- Students develop character and responsibility through co-curricular and extra-curricular opportunities.
- Quality instruction requires a safe school environment.
- Warren Central High School/Walker Career Center provides students with a foundation for good citizenship.
- Students learn life skills which reinforce responsibilities to family and society.
- School leadership opportunities are for the benefit of all students.

## **PHILOSOPHY**

Warren Central/Walker Career Center strives to create an atmosphere that encourages independent learning, loyalty, respect, harmony and unity. Warren Central/Walker Career Center promotes the desire and ability to pursue knowledge so that students can develop to their fullest potential through purposeful living and responsible citizenship.

Warren Central/Walker Career Center provides opportunities for all students. Warren Central/Walker Career Center believes in recognizing individual differences, challenging those with special gifts or special challenges, and providing opportunities for each individual to master life and job skills through every phase of the curriculum.

#### **CIVILITY – THE QUALITY OF BEING CIVIL; COURTESY; POLITENESS**

Warren Central High School and the Walker Career Center believes very strongly in the ideals of civility and respect. Teaching and practicing civility are traits of an American education and are creeds of Warren Central High School and the Walker Career Center. Uncivil conduct and lack of respect towards students, staff members, and other persons is not acceptable and may be subject to disciplinary actions. Uncivil conduct includes but is not limited to name-calling, racial and other epithets, threats, harassment based on race or sex, “fighting words” that are an expression intended to arouse anger or hostility at the person to whom they are directed, and lewd, vulgar, and indecent expression of any kind.

#### **EXTRA-CURRICULAR/CO-CURRICULAR AND CLUB ACTIVITIES**

All school rules and policies are in effect for extra-curricular/co-curricular activities and will be enforced. (Reference Student Right & Responsibilities Handbook and the information in this student handbook.)

**Students must have a sponsor with them to stay for an after-school activity. Any student found in the school unsupervised is subject to disciplinary action.**

#### **ACTIVITIES**

Activities are defined as those organizations that represent Warren Central High School/Walker Career Center to serve, perform, and/or compete before, during, or after the school day. Members of activities must meet the requirements of The Academic Plan (2.0 GPA) to maintain their eligibility.

#### **CLUBS**

Sponsors must be a certified teacher with two or more years of teaching experience in MSD Warren Township. Membership in each club is at the discretion of each individual sponsor and the club must be approved by the WCHS Principal/WCC Director after review by the administrative team.

\*Clubs and activities are not to be support groups in nature.

**HOMWORK HOTLINE PROVIDED BY  
ROSE-HULMAN**

**Warren Central High School  
Walker Career Center  
Regular Schedule**

1	2	3	Success	4	5	6	7
7:20 to 8:15 (15)	8:20 to 9:10 (50)	9:15 to 10:05 (50)	10:05 to 10:35 (29)	10:40 to 11:30 (50)	11:35 to 1:00 (50-55) + Lunch	1:05 to 1:55 (50)	2:00 to 2:50 (50)
		Lunch Schedule		Time			
		A and D		11:30-12:00			
		Passing Bells		12:00-12:05			
		B and E		12:05-12:30			
		Passing Bells		12:30-12:35			
		C and F		12:30-1:00			

When arriving prior to the beginning of the school day, students are to report to the East/West Cafeterias or Commons.

**Warren Central High School  
Walker Career Center  
2 Hour Delay**

1	2	3	Announcements/ Success	4	5	6	7
9:20 to 9:55 (35)	10:00 to 10:35 (35)	10:40 to 11:15 (35)	11:15 to 11:20 (5)	11:25 to 12:00 (35)	12:05 to 1:30 (50-55) + Lunch	1:35 to 2:10 (35)	2:15 to 2:50 (35)
		Lunch Schedule		Time			
		A and D		12:00-12:30			
		Passing Bells		12:30-12:35			

	B and E	12:30-1:00	
	Passing Bells	1:00-1:05	
	C and F	1:00-1:30	

With a two hour delay, students should arrive no earlier than 9:05 a.m. Upon arrival, students are to report to the East/West Cafeteria or Commons.

**STUDENTS ARE REQUIRED TO EXIT THE BUILDING AT DISMISSAL. After 3:05 p.m., only students under the direct supervision of a coach/sponsor or teacher/administrator may be in the building and must be in the presence of that adult. Students attending night classes at WCC are to be in their assigned class. Students found out of assigned area will receive a discipline consequence.**

# SECTION I

## WARREN CENTRAL HIGH SCHOOL

### Walker Career Center

### GENERAL INFORMATION

Warrior Recognition Program

Academic Letters

Warren Central High School would like to celebrate student achievement by awarding eligible persons academic letters and/or chevrons. This is Warren Central High School's top recognition for outstanding academic accomplishments.

The first academic award a student receives is the "academic letter." Second and third awards will be the chevron. At the beginning of the first semester of the school year, all students in:

Grade 10 who have a minimum of 12 credits

Grade 11 who have a minimum of 24 credits

Grade 12 who have a minimum of 36 credits **AND**

- 1) have completed two full semesters at Warren Central
- 2) have a Cumulative Grade Point Average of 3.33 or higher and
- 3) have not received any F's

There is **not** an application process. Students meeting the above criteria will automatically receive this award. Students receiving these awards will be eligible to purchase a jacket or plaque, if they so choose.

ACADEMIC PLAN FOR EXTRA-CURRICULAR/Co-CURRICULAR ACTIVITIES

Students enrolled at Warren Central/Walker Career Center who do not maintain either a 2.0 (C)

grade point average (GPA) or are not passing in at least five (5) core subjects each grading period, must attend mandatory tutoring sessions to be eligible for participation in any school sponsored extra-curricular activity.

At the end of a semester, the semester GPA takes precedence over the GPA earned in the last grading period. Eligibility or ineligibility as determined by course grades is in effect for eight continuous semesters and carries over from one semester to the next.

## ADULT EDUCATION (EVENING SCHOOL)

The Walker Career Center serves the adult community of Warren Township and surrounding communities by offering a varied program of educational offerings in its evening division. Whatever your interest, we welcome the opportunity to serve you.

**WHERE TO REGISTER** – Main office of Walker Career Center.

**WHO MAY ATTEND?** – Open to any person 16 years of age or older, living within the State of Indiana. Any **day** student wishing to attend must present a written statement from his or her high school counselor at the time of requesting admission to evening school.

## STUDENT AGENDA

Students receive an agenda free of charge at the beginning of each year. It includes a calendar of important dates throughout the school year and hall passes that the teachers may sign for a student to use for permission to leave class. It also contains important information about Warren Central policies and procedures. Students are held accountable for this information.

Student agendas may be confiscated and/or a discipline consequence assigned if the student loans or borrows another student's agenda or uses his/her agenda to present a forged pass. Students are expected to carry their agendas during the school day. Students may not use pages torn from the Agenda book for passes. Students will need to purchase replacements for \$10 in the Counseling office.

## ATHLETIC STATEMENT

Participation in high school athletics is a privilege which carries with it varying degrees of honor, responsibility and sacrifice. Since competition is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the administration and additional specific coaches' rules for their sport. Student athletes represent their school and student body. It is the student athlete's duty to conduct himself/herself in a manner that is becoming of the student athlete, his/her family, Warren Central High School and community. This duty extends year round, both on campus and off campus, both during the school year and summer months. Inappropriate representation of Warren Township via technology (i.e. social networks such as MySpace, Facebook, etc.) that disrupts the function of the school or team may result in discipline for the student athlete. Please refer to the [Handbook for Student Athletes](#) for information and guidelines regarding competition in athletics at Warren Central High School. These handbooks are available in the main office and the athletic office at Warren Central High School. Student athletes transferring to Warren Central High School must immediately report to the Athletic Office for an athletic transfer after the completion of enrollment.

## BOOKSTORE

The bookstore carries many supplies for classroom use. The bookstore also carries a variety of Warren Central High School spirit items such as an entire line of Warren clothing, water bottles, socks, flags, key-chains, signs, etc. All sales are final. No cash refunds will be given. The bookstore is open Monday through Friday, 7:00 a.m. to 2:30 p.m.

Textbook rental fees and lost book charges are paid at the bookstore office.

## Bullying

- (a) Bullying is prohibited by Warren Township. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.



- (b) Definition: Bullying is defined as overt, repeated acts or gestures, including: (1) verbal or written communication transmitted; (2) physical acts committed; or (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student.

## CYBERBULLYING

Cyberbullying is defined as repeated misuse of technology to harass, intimidate, bully, or terrorize another person.

- (c) Applicability: This rule applies when the bullying student is: (1) on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; (2) off school grounds at a school activity, function, or event; (3) traveling to or from school or a school activity, function, or event; or (4) using property or equipment provided by the school.
- (d) Education: All students may be required to attend informational sessions on the meaning of bullying and the possible repercussions of partaking in such activity.
- (e) Parents/legal guardians' Involvement: Parents/legal guardians are encouraged to be involved in the process of minimizing bullying as it is defined in this section. Parents/legal guardians should feel free to report suspected acts of bullying to an appropriate school official. In addition, parents/legal guardians of students suspected of bullying will be notified with a phone call or through other appropriate means of correspondence. Conversely, parents/legal guardians of students suspected of being the victim of acts of bullying will also be notified with a phone call or through other means of correspondence. Parents/legal guardians of students who are disciplined for acts of bullying will be involved in the process as consistent with school policy on discipline procedure.

## BULLYING/REPORTING

- (a) Reporting: All parents/legal guardians and students should report suspected acts of bullying **immediately following the incident** to the appropriate school official. In turn, all faculty and school personnel shall report or refer all suspected acts of bullying to a designated school administrator in charge of receiving reports of suspected bullying.
- (b) Investigation: Once a report of suspected bullying is received by the designated school administrator, an investigation shall follow. The investigation should be facilitated by the designated school administrator or other appropriate school staff. Information relating to the investigation will be gathered using means including, but not limited to, interviews and accumulation of suspected bullying correspondence.
- (c) Intervention: If a report of suspected bullying is substantiated through an investigation, then the school shall take appropriate disciplinary action as consistent with the school's policy and procedure for discipline. The chosen discipline for a student found to have violated the rules on bullying is subject to school discipline such as suspension and expulsion. Also, if the acts of bullying rise to the level of criminal offense, violating students will be referred to the proper authorities and risk arrest and/or prosecution.

## BUS CONDUCT AND SAFETY RULES

These rules are designed to promote safety on the buses at all times because the safety of all students is our top priority. School bus transportation is a privilege. If transportation privileges are denied, parents/legal guardians are responsible for getting the child to and from school. Please refer to the School Bus Conduct and Safety Rules available from your bus driver or Student Services.

### AT THE BUS STOP

1. Be on time (*ten minutes before bus arrival*). Board the bus only at your regularly assigned stop unless Special Permission is received in advance.
2. Stay out of the street and away from the road.
3. Respect surrounding property while waiting for the bus.

4. Wait to enter until the bus comes to a full stop and the driver has opened the door. Board the bus after it has come to a complete stop and the driver has opened the door.
5. Enter the bus one at a time without pushing other students.

### ON THE BUS

1. Fighting is prohibited.
2. Smoking is prohibited.
3. Students may be requested to wear a seat belt.
4. Obey the driver promptly and respectfully.
5. Be seated, facing forward, and stay in assigned seat. Not standing or sitting on knees while the bus is in motion.
6. Keep all books and materials on your lap or contained in a backpack. Keep all pencils and pens in book bags or pockets at all times.
7. Be courteous and do not use profane language.
8. Speak in soft voices.
9. Pushing, shoving, scuffling, or tripping are forbidden.
10. Keep all belongings inside the bus.
11. Throwing objects inside or outside the bus is not allowed.
12. Eating, drinking and gum chewing is prohibited.
13. Do not possess or use electronic devices, i.e. games, CD players, music devices, cell phones/camera phones, pagers, etc. These items are not to be used on the bus.
14. Treat bus seats and equipment with care and respect.
15. Students shall not bring pets on the bus. (*hamsters, guinea pigs, etc.*)
16. Bus windows are not to be opened without permission from the Bus Driver. Windows are only to be put down three (3) inches, or when the top of the window is parallel to the black line of side of the bus.
17. Putting any part of your body outside the windows is strictly forbidden including head, hair, hands and feet.

### BUS INFORMATION

Information concerning regular bus routes and activity bus schedules may be found in the Student Services Offices. When activity buses are available to deliver students who remain for approved after school activities, a bus pass is necessary to ride these buses. These passes are obtained from the person supervising the activity. The schedule is subject to change.

### BUS SAFETY

No automobiles are permitted in the bus zones before or after school. This includes the following times:

7:10 A.M. until 7:45 A.M.

2:25 P.M. until 3:10 P.M.

### CAFETERIA

The cafeteria is designed to provide nutritious, well-prepared food in a pleasant atmosphere. The lunch program offers a choice of entries, fruits and/or vegetables, bread, and milk. **Students are expected to be responsible for any spills or messes.** Mature behavior is expected in the cafeteria at all times.

Chartwells is the exclusive food service vendor who provides a variety of food choices for breakfast and lunch.

No charges are permitted. Chartwells offers computerized cash registers, which allow parents/legal guardians and students to pre-pay for their lunches. The computer system uses PIN numbers located on the student ID's, for all patrons. Numbers should be kept confidential. Students will be assigned to a specific cafeteria and will be considered out of assigned area if they do not report to

the assigned cafeteria (east/west).

## CAFETERIA REGULATIONS

### **WARREN CENTRAL/WALKER CAREER CENTER HAS A CLOSED CAMPUS. STUDENTS ARE NOT ALLOWED TO "GO OUT" FOR LUNCH OR LEAVE CAMPUS.**

1. Students must enter the dining room in an orderly manner and be on time as if cafeteria were a class. Each student is required to go to the cafeteria at his/her assigned lunch period by the time the late bell rings. Late students are required to sign in. When a student is late for the fourth time, disciplinary action may be taken. Students may sit with their friends at their choice of table. Students may use restrooms, the bookstore, or the student services telephone with permission of a cafeteria supervisor. Only the restrooms adjacent to the cafeteria will be used.
2. **No visitors are permitted in the cafeteria during lunch.** All visitors must check in at the information desk in the WCHS Commons or inside the WCC front entrance.
3. Food cannot be delivered to the cafeteria or anywhere else in the building from a parent or outside agency.
4. After you have finished eating, you are to deposit your trash in a trash container.
5. Trash not removed from the tables or concealed under the tables or chairs can result in a discipline consequence.
6. Any school employee in the cafeteria has the same authority as a teacher. Defiance of any employee can result in a discipline consequence.
7. Students will remain in the cafeteria until the bell rings for dismissal.
8. Remember to leave your table and surrounding area clear of dishes, paper, and food particles. Some of your very best friends may use your table during the next lunch period.
9. Cutting in line, scuffling, horseplay, running, and excessively loud talking are out of place in the dining room. After a student has been duly warned, removal from the cafeteria could result in a discipline consequence.

If there are any questions on the above rules, see the cafeteria teacher-supervisors or an assistant principal.

## CHEATING

All students are responsible for following their individual teacher's policies and procedures concerning cheating. The following is a definition of cheating:

- a. "unauthorized aid" covers any means expressly forbidden by the teacher.
- b. "classroom assignment" includes homework, laboratory work, compositions, quizzes, and tests.
- c. unauthorized or inappropriate use of technology.

## CIVIL RIGHTS ASSURANCE OF EQUAL OPPORTUNITY AND NONDISCRIMINATION STATEMENTS

The Metropolitan School District of Warren Township has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, sex, disabilities, or national origin, including limited English proficiency. Educational services, programs, instruction, and facilities will not be denied to anyone in the Metropolitan School District of Warren Township as the result of his or her race, color, sex, disabilities, or national origin, including limited English proficiency. For further information, clarification, or complaint, please contact the following persons: Title IX (sex) Director of the Office of Civil Rights, U.S. Office of Education, Washington D.C. and Section 504 (handicapped) Superintendent, 975 North Post Road, Indianapolis, Indiana 46219, 869-4300.

## CAREER CLUSTERS

Warren Central High School and Walker Career Center's goal is to assist in developing a course of study that will lead to a successful postsecondary plan. Upon high school graduation, a student should be planning on one of the following (J.A.M.S.):

<b>Job</b>	<b>Apprenticeship</b>	<b>Military</b>	<b>School</b>
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All careers can be placed into one of five clusters. Career Clusters at WCHS/WCC are:

<b>BIT</b>	Business and Information Technology
<b>CAC</b>	Communications and the Arts
<b>EIT</b>	Engineering and Industrial Technology
<b>HLS</b>	Health and Life Sciences
<b>HGS</b>	Human and Governmental Services

### COLLEGE VISITATION DAYS

Seniors are allowed to take two (2) college visitation days. In the fall, they must be taken before December 1. For juniors, they must be taken before May 1. They may not be taken immediately preceding or following a scheduled school vacation. A parent's/legal guardian's note must be received in the counseling office 1 day prior to the college visit.

### COUNSELING SERVICES CENTER

Counseling services are available to all Warren Central High School students. Through first period class mailings, announcements and the CSC Website <http://www.warren.k12.in.us> (select a school-Warren Central-students-counseling services) , the CSC makes every attempt to inform the students, parents/legal guardians and faculty of Warren Central High School. Services of the CSC include:

- Academic Planning
- Administration, Notification and Interpretation of Test Results (GQE/ISTEP+, PSAT, SAT, Advanced Placement & ACT)
- Career Counseling and Post Secondary Planning
- Case Conference
- Fee Waivers for Testing and College Applications
- Financial Aid Information
- ECA Qualification Process and Communications
- Interest Inventories
- Intervention and Referrals
- Personal / Social Counseling
- Post Secondary Recommendations and Admissions
- Student Recognition-Honors Programs and Academic Letters
- Scholarships and Recommendations
- Special Programs: 21st Century, Bridge Groups, Center for Leadership Development Groups, Future Promises
- Transitional Services and Alternative Planning
- Enrollment of new students
- Transcripts
- Updating Parent Contact Information

### GRADUATION REQUIREMENTS

Within the 8 semesters a Warren Central student must complete the requirements of a Core 40 diploma.

English	8 credits
Math (Algebra I, II, III, IV and Geometry I, II)	6 credits
Science (2 <i>Biology</i> , 2 in a Physical Science + 2 <i>additional Core 40 Science</i> )	6 credits

Physical Education (2 semesters of core PE)	2 credits
Health	1 credits
U.S. History	2 credits
Government	1 credit
Economics	1 credit
Electives	15 credits
<b>Total credits required</b>	<b>42 credits</b>

Beginning with the class of 2016, students must take a math or quantitative reasoning course each year in high school.

Core 40 is Indiana's required high school curriculum. Students are expected to complete Core 40 as a graduation requirement. Coe 40 graduation requirements can be found in the WCHS Course of Study Guide. To graduate with less than a Core 40, a student must complete a formal opt-out process involving parents/legal guardians consent. See your school counselor for full details.

A regular education student will be permitted to attend WCHS for eight semesters. These must be consecutive semesters.

In order to be classified as a senior at Warren Central High School, a student must acquire 30 credits prior to the beginning of their senior year.

Students must have written permission from WCHS to enroll in non-traditional programs and earn credits toward graduation. Such programs include adult education courses, on-line classes, dual credit college courses and other alternative high school credit classes.

**In order to receive a diploma from Warren Central High School a student must complete the credit requirements as listed above and pass End of Course Assessments in Algebra I/2 and 10<sup>th</sup> grade English**

ALTERNATIVE METHODS FOR MEETING THE ACADEMIC STANDARDS:

**Method 1 )** Pass the ECA (End of Course Assessment) for Algebra I/2 and English 10/4

**Method 2 )** Be eligible for the Core 40 Diploma (as determined by the State of Indiana) and receive no lower than a C- (1.67) in any of the Core 40 classes and directed electives.

**Method 3 ) A.** Accumulated GPA of C- (1.67) in: 8 credits in English, 4 credits in Math (2 in Algebra), 2 credits in Biology, 2 credits in Physical Science, 2 credits in US History, 1 credit in Government, 1 credit in Economics, 2 additional credits in any of the aforementioned subject areas or technology, 2 credits in core PE, and 1 credit in Health (Total 24 credits)

**and B.** Take ECA's every eligible school year

**and C.** Complete remediation opportunities offered by the school

**and D.** Maintain a 95 % attendance rate with excused absences

**and E.** Written documentation/verification of 9th grade or higher proficiency in deficient areas(s)

**ALL parts of method 3 "must" be fulfilled to send folder to principal for alternative waiver consideration.**

DRIVING SAFETY RULES and PRIVILEGES

The following regulations have been adopted by the administration for students who desire to drive to school.

1. Drive safely at all times. Students must carry adequate insurance information, driver's license and vehicle registration on their person or in the vehicle.
2. Students driving on the Warren Central High School/Walker Career Center campus are to yield the right-of-way to school buses and pedestrians at all times.
3. Staff, visitors, and students park between lines only - **LOCK YOUR CAR.** Handicapped

parking in designated areas only.

4. Those not conforming with the rules or standard of driving as set forth in the parent's/legal guardian's agreement form can expect any of the following:
  - a. **Warning (Warning Tag issued on vehicle)**
  - b. **Fine(s)/Towing**
  - c. **Suspension of driving privileges**

**Under IC-9-24-2-1 a driver's license or learner's permit may not be issued to an individual less than eighteen years of age who meets any of the following conditions:**

1. **Is a habitual truant under IC 20-33-2-11**
  2. **Is under at least a second suspension from school under IC 20-33-8-14 or IC 20-33-8-15**
  3. **Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16**
  4. **Is considered a dropout under IC 20-33-2-28-5**
5. Observe all rules and regulations and abide by the directions of MSD of Warren Township campus police concerning violations as stated in the Student Handbook. Officers have full statutory arrest powers.
  6. The MSD Warren Township is a semi public campus and as such, vehicles shall be subject to searches.
  7. You must display the proper Warren Central High School permit. Affix the sticker on the lower left hand side of the front windshield-driver side. Motorcycles should have the sticker secured to the fork.
  8. Students requiring handicapped parking are to see the appropriate administrator to obtain handicapped parking privileges.
  9. Any student found to be in violation of any school policy may lose his/her driving privileges. Reckless driving and/or speeding on campus may result in the loss of driving privileges.
  10. **Seniors, Juniors, and Sophomores are permitted to drive.** Freshmen are NOT permitted to drive. Driving is a privilege not a right. Students must register for a parking sticker through the bookstore. At the time of application, the student must present the following items for an application:
    - a. Proof of insurance
    - b. Current school year schedule
    - c. Current vehicle registration
    - d. Valid Indiana Drivers License
    - e. \$25.00 (*sticker is good for 1st and 2nd semester*)
  11. The following lots are for student parking:
    - Lot 3 – Staff and Special Requests
    - Lot 4 – Special Requests
    - Lot 7 – School to Work (S.T.W.) students
    - Lot 8 – All Students
    - Lot 9 – Staff Only

**\*\*S.T.W. students must park in Lot 7.**

Illegal parking may cause your vehicle to be towed.

12. As per Indiana Law IC 9-19-10 of the Chapter 10 Passenger Restraint Systems, operators and passengers of motor vehicles are required to properly fasten safety belts when driving on school property.

Once the student has obtained a parking application, it must be endorsed by the student and the

parents/legal guardians. Then, it must be returned to the Bookstore where the parking sticker will be issued and recorded. Each sticker is for one vehicle only. Each additional sticker, for any reason, is \$25.00. **NO EXCEPTIONS!!!**

Please refer to the Driving regulations available upon request at the Student Services Side A. Students must abide by ALL State of Indiana driving regulations.

## 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. Electronic devices may be confiscated by an administrator if used inappropriately or if the use disrupts the educational process or a school-sponsored event or function. These electronic devices include, but are not limited to, cell phones, cameras and video recorders. Any electronic device which creates a disruption to the educational process or to a school-sponsored event or function is not allowed. Electronic devices that contain illegal activity, on or off campus, may be confiscated and used for future disciplinary proceedings. A student's electronic privileges may be suspended for violations of these expectations. **The student assumes all risk of bringing his/her electronic device to school. The school corporation is not responsible for these electronic devices and may not pursue the theft, loss, damage or disappearance of these devices, confiscated or otherwise. Responsible electronic usage includes keeping the volume at a low enough level so that a student can hear and respond to directives (in any location - hallway, cafe, classroom, or other arena) and keeping the item on the student's person or in a secure location at all times.**

## End of course assessmentS

ECA's are designed to determine whether students have mastered Academic Standards in Algebra I/2 and English 10/4. Students are expected to pass the End of Course Assessment as one of the requirements for graduation.

## FIELD TRIP POLICY

### Student Responsibilities:

1. The student must assume the responsibility inherent in missing another teacher's class. Students must sign this responsibility statement on the "Class Release Form" and then must obtain teacher signatures for all classes missed. The signature merely indicates awareness of the planned activity and does not necessitate approval. However, teachers are encouraged to add appropriate comments indicating the student's standing in his/her class.
2. The student will obtain the approval signature of his/her parents/legal guardians. The parents/legal guardians may note the teacher's comments and then must feel the activity is of such importance and value as to merit approval. The "Class Release Form" must be returned to the sponsor five days before the activity, complete with signatures of sponsor, department chairperson, assistant principal, student, teachers, and parents/legal guardians

## FINALS

At the conclusion of each semester, final assessments will be administered in all classes. These assessments are given on assigned dates. **If a parent/legal guardian is requesting early assessments be given due to "special" circumstances, the request must be made in writing to the principal two weeks prior to the assessment date.** The principal will forward such requests, if approved to the Counseling Services Center for processing.

## FIRE, TORNADO, AND SAFETY DRILLS

Fire, tornado, and safety drills are held regularly for your protection. Respond promptly to all drill alarms. In each classroom instructions are posted for each drill; your teacher will explain the procedures and details. Your full cooperation may save your life and the lives of your friends.

## Fund Raising

All sales (concessions, fund raising, etc.) must be approved by the appropriate administrator(s).

## Graduation

It is an expectation that all fees be paid in order to receive graduation packet/tickets.

## District Writing Process Plan

- Identify subject, purpose, and audience
- Limitations - length, format, due date,
- Ideas - brainstorm, graphic organizer, webbing,
- Tentative Plan (outline)

## DRAFT

- Introduction
- Body
- Conclusion

## REVISE

- Content
- Style

## EDIT

- Proofread grammar
- Correct spelling and capitalization
- Correct punctuation

## PUBLISH

- Word processor
- Turn paper in for grade
- Present paper

## RESEARCH

- Reference materials
- Note-taking skills
- Citations
- Electronic text
- Field studies
- Print resources

## WRITING RUBRIC

The state uses this rubric to grade essays written for the ECA. It evaluates content, organization, style, and voice. (Language conventions such as capitalization, punctuation, grammar, and spelling are evaluated by a 4-point rubric.) To be successful, an essay must earn at least a 4.

## SCHOOL SNAPSHOT PAGE

[www.doe.in.gov](http://www.doe.in.gov)

The School Snapshot page is the “launching pad” for a journey into very important data.

This data specifically notes information relevant to WCHS.

To access this page, go to:

[www.doe.in.gov](http://www.doe.in.gov) and click on “School Data”, under “Trending Now.” Type in Warren Central High School (School 5361) in the search box and click search. You can then access information for Warren Central.

## HAZING (School Board Policy)

Hzing shall be defined for purposes of this policy as performing any act or coercing another,



including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

## HOME SCHOOL CREDIT POLICY

There is no obligation for Warren Central High School/Walker Career Center to award credit for home schooling in grades 9-12. However, if students have been home schooled during high school, their educational experience will be individually reviewed for appropriate grade placement and credit issuing at the time of enrollment. Verification of work completed must be presented to a review committee. Contact Counseling Services (532-6296) for additional information.

### homework extended illness

When students are absent from school, they may access homework assignments by calling/or e-mailing the individual teacher. These telephone numbers are provided by each teacher at the beginning of each semester. A comprehensive list of teacher numbers is also available in the Warren Central High School/Walker Career Center main offices.

If a student has an extended illness of five consecutive days or more (i.e. in hospital with broken leg), parents/legal guardians should also contact the Counseling Services Center at 532-6226. After the fifth day of absence, CSC will contact teachers for assignments and materials for an extended time period. There is a twenty-four (24) hour turn-a-round time for extended illness homework. For extended homework call 532-6226.

## HOMEWORK POLICY DEFINED (SCHOOL BOARD)

The term "Homework" refers to those assignments to be completed outside of the school by the student or independently while in attendance at school.

## HOMEWORK POLICY STATEMENT

Well-chosen, clearly communicated homework is an integral part of the instructional process in Warren Township Schools. Challenging homework assignments help students learn. Homework that reinforces, enriches and enhances instruction encourages families to become involved with education, causes students to work independently and become more responsible for their educational needs.

The strategies will consider assignments of other teachers, individual differences in students and other factors that may affect the home as an extension of the classroom.

Students are given one (1) day for every day of absence, up to one week, to make up their work.

### homework/suspension

For the student's educational benefit, it is expected that all missed work will be made up. The student will receive an "F" grade for any completed tests or work in the class or classes from which he/she is unexcused, truant, or suspended.

## LOCKERS (including physical education lockers)

Each student will receive a locker. **Use your locker, and keep it locked at all times.** All personal items and books, when not in use, are to be kept **secured** in your locker. Do not tamper with another locker or give your combination to another person. **Do not share a locker with another person.** Students are responsible for school and personal property lost from lockers. **For additional security**, students will be permitted to bring their own locks for physical education locker rooms **ONLY**. Because all lockers are school property, at the discretion of administration, they may be opened or inspected at any time. As such, the school may remove a personal lock, if necessary, by cutting a lock off of the locker.

If your locker becomes jammed, you should report it to any administration office to be repaired. Please be aware that your locker will be opened by the end of the day and will **ONLY** be opened for the person assigned to use that locker.

## LOST AND FOUND

All lost and found items will be turned in to administration offices. Items not claimed are given to charity at the end of each month.

## media plex

The Media Plex, located on the east side of the Commons area, is open to students and staff from 7:15 A.M. until 5:00 P.M., Monday through Thursday and 7:15 A.M. to 3:00 P.M. on Fridays. All students must have a pass written by a teacher in their agenda. Computers are available for student use on instructional projects. We provide access to print and digital resources for students and staff. Media specialists offer teachers the opportunity for collaborative instruction. Our philosophy in the Warren Central High School Media Plex is to provide access to informational materials and technology to our patrons and to help everyone become effective users of information resources and technology.

## MILITARY RELEASE/STUDENT DIRECTORY INFORMATION

P.L. 81-2000 (Access to Student Directory Information by Military Personnel) was amended in July 2000. This law states that a public high school is required to provide access to the high school campus and "student directory information" to military representatives of the U.S. Armed Forces, the Indiana Air National Guard and the service academies. Any parents/legal guardians or eligible student (*18 years and older*) who **DOES NOT authorize Warren Central High School to give military personnel the above information must make such a request in writing by the conclusion of the sophomore year. Please forward all such requests to Warren Central High School's Counseling Services Center.**

## NATIONAL HONOR SOCIETY

*Sponsors:* Mrs. Peggy Fitzgerald and Mrs. Heather Starks

*Eligibility:* Cumulative G.P.A. of B+ (3.33) or above and three teacher's recommendations. The NHS faculty council reviews applicants.

*Meetings:* 6:45 a.m. one Wednesday of each month, as printed on annual schedule.

*Purpose:* To promote scholarship, character, leadership, and service to the school and community.

*Dues:* One-time \$10.00 induction fee

*Officers:* President, Vice-President, Secretary, Treasurer, Activity Coordinator, and Publicity Coordinator are elected in the spring for the following year.

*Activities:* NHS sponsors numerous school and community service projects each year.

*Other:* To maintain membership, students must:

- Complete and document a minimum of 20 hours of service
- Attend at least 7 of the 10 monthly meetings
- Maintain at least a 3.33 cumulative GPA
- Participate in the annual fundraiser

## walker career center honor society (wcchs)

The WCCHS honors student achievement and leadership, promotes educational excellence and enhances career opportunities.

Membership to the Walker Career Center Honor Society is available to students who have completed two semesters in a Walker Career Center career and technical education program (CTE) and met the criteria for nomination. The criteria is as follows: 3.33 (B+) grade in the CTE class from which the student is nominated, an overall GPA of 2.0 (C) or higher, have a satisfactory discipline history (no suspensions) and an attendance record that shows five absences or less (*including excused and unexcused*; 3 tardies to class is equivalent to one absence) per semester of the current year. The nominee must also obtain four (4) recommendations: Two (2) from school personnel and two (2) from outside sources, and complete two (2) community service activities. Membership is conditional until graduation and will be reviewed at the end of each semester.

## Network and Internet Access Agreement for Students

The MSD of Warren Township has established a computer network and is pleased to offer Internet access for student use. This will allow student access to a variety of Internet resources. **For student to use the Internet, students and their parents/legal guardians or legal guardians must first read and understand the following acceptable use policy (AUP).**

The purpose of this agreement is to provide Network (Local Connections) and Internet access, hereinafter referred to as Network, for educational purposes to the student. As such, this access will (1) assist in the collaboration and exchange of information, (2) facilitate personal growth in the use of technology, and (3) enhance information gathering and communication skills.

The intent of this agreement is to ensure that students will comply with all Network and Internet acceptable use policies approved by the Corporation.

In exchange for the use of the Network resources at school, I understand and agree to the following:

1. The use of the Network is a privilege which may be revoked by the Corporation at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, the altering of system software, installation of unauthorized programs, the willful and intentional placing of unauthorized information, computer viruses, or harmful programs on or through the computer system in either public or private files or messages. The Corporation reserves the right to remove files, limit or deny access, and refer the student for other disciplinary actions.
2. The Corporation reserves all rights to any material stored in files on Corporation equipment and will remove any material, which the Corporation, at its sole discretion, believes, may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students will not use their Corporation approved computer account/access to obtain, view, download, or otherwise gain access to, distribute, or transmit such materials. The Corporation uses filtering software to limit access to unlawful, obscene, pornographic, abusive, or otherwise objectionable material. Any attempt by a student to circumvent this software is grounds for termination of Network privileges.
3. All information services and features contained on Corporation or Network resources are intended for the private use of its registered users and any use of these resources for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying), in any form, is expressly forbidden.
4. The Corporation and/or Network resources are intended for the exclusive use by their registered users. The Student is responsible for the use of his/her account/password and/or access privilege. Any problems which arise from the use of a Student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder or accessing another person's account without permission is forbidden and may be grounds for loss of access privileges. Proper access to the Corporation Network resources requires use of a valid login at all times.
5. Any misuse of the account will result in suspension of the account privileges and/or other disciplinary action determined by the Corporation. Misuse shall include, but not limited to:
  - a. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
  - b. Misrepresenting other users on the Network;
  - c. Disrupting the operation of the Network through abuse or vandalizing, damaging, or disabling the hardware or software;
  - d. Malicious use of the Network through hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
  - e. Interfering with others' use of the Network;
  - f. Extensive use for non-curriculum-related communication (i.e. use not directly or indirectly

related to the Corporation Curriculum);

- g. *Installation or storage of software programs or scripts; (including Freeware and Shareware, music, communications and file transfer software such as, but not limited to: Napster, Napigator, Gnutella, FTP, ICQ, AOL, AOL/IM, Yahoo/IM, MSN or any other program or script unless the software is part of a district programming class assignment);*
  - h. Unauthorized down-loading, copying, or use of licensed or copyrighted software or plagiarizing materials;
  - i. Allowing anyone to use an account other than the account holder.
6. The use of Corporation and/or Network resources are for the purpose of support of the academic program.
  7. The Corporation and/or Network does not warrant that the functions of the system will meet any specific requirements the user may have, or that it will be error free or uninterrupted; nor shall it be liable for any direct or indirect, incident, or consequential damages (including lost data, information, or time) sustained or incurred in connection with the use, operation, or inability to use the system. Support for student use of Network services shall be during normal business hours.
  8. The Student will diligently delete old files on a daily basis from the personal (home) directory to avoid excessive use of the electronic disk space.
  9. The Corporation and/or Network will periodically make determinations on whether specific uses of the Network are consistent with the acceptable-use practice. The Corporation and/or Network reserve the right to log Internet use to monitor electronic file space utilization by users.
  10. The Student may not transfer files from information services and electronic bulletin board services. The student may, however, transfer data files that match district approved software (Word and Excel for example) to and from their home directories. For each file received through a file transfer, the Student agrees to check the file with a virus detection program before opening the file for use. Should the Student *intentionally* transfer a file, shareware, or software which infects the Network with a virus and causes damage, the student may be liable for any and all repair costs to make the Network once again fully operational and may be subject to other disciplinary measures as determined by the Corporation.
  11. The Student may not transfer files, shareware, or software from information services and electronic bulletin boards at any time. The Student will be liable to pay the cost fee of any file, shareware, or software transferred, whether intentional or accidental.
  12. The Student may only log on and use the Network under the immediate supervision of a staff member and only with his/her authorized account number.
  13. The Corporation reserves the right to log computer use and to monitor file server space utilization by users. The Corporation reserves the right to remove a user account on the Network to prevent further unauthorized activity.

**In consideration for the privileges of using the Corporation and/or Network resources and in consideration for having access to the information contained on the Network, I hereby release the Corporation, Network and their operators and administration from any and all claims of any nature arising from my use, or inability to use the Corporation and/or Network resources.**

Parents/legal guardians Portal

To access information regarding your child's progress in his/her classes go to [www.warren.k12.in.us](http://www.warren.k12.in.us). Under the "Parents" tab, click on "Parent Portal." From this screen you can "register" or access Parent Portal with your log in information. For any additional information call 532-6200.

PERMANENT RECORD (TRANSCRIPT)

A permanent record is kept for each student in Warren Central High School. This record includes

courses, grades, attendance, and standardized test results for each student during high school. The record may also include discipline when transferring to another secondary school. This transcript is very important since it is requested by employers and others after the student has left high school. College admission offices require transcripts for admission purposes.

## PUBLICATIONS

The **OWL** is the school newspaper, published monthly by advanced journalism students. The **WIGWAM**, the school yearbook, is a fall book produced by a student staff composed of advanced journalism students.

## PUBLICATION WAIVER

The occasion may arise where a student's name, picture or work may be published in school publications, newsletters or on an MSD of Warren Township Website. Parents/legal guardians of students in grades 6-12 who do not want their child's name, picture or work published should notify their child's school in writing.

## RENTAL/TEXTBOOKS

The State of Indiana has mandated that every school district implement a book rental system. Book rental monies at Warren Central High School are collected in the school book store.

The Warren Education and Community Center will send out fee invoices for the school year.

Rental textbooks are to be returned to the issuing teacher in good condition **at the end of each semester**. Any lost or damaged books must be paid for by the student/parents/legal guardians as soon as possible and no later than the end of the school year.

## REPORT CARDS

Mid-term reports are distributed at the midway point of each grading period for all students. Mid-term reports serve as parents/legal guardians/student notification prior to the end of the grading period.

Report cards will be distributed to students after each grading period. They convey an evaluation by the teacher of the student's progress in school.

## RESIDENCY

In order to enroll and attend Warren Central High School, a student must reside in the legally defined attendance area of the Metropolitan School District of Warren Township and live with his/her parents/legal guardians or follow the procedures/policies for open enrollment. Families attempting to enroll under the temporary residency, third party or divorced/separated custodial statement agreements must provide **LEGAL DOCUMENTATION** of their current status. Proof of residency may be requested at anytime during the school year.

Questions concerning residency or legal settlement should be addressed to an administrator at Warren Central High School. Further questions should be directed to the school district's legal settlement officer, Administration Office, 975 North Post Road, Indianapolis, Indiana 46219, phone (317) 869-4300.

## ESTABLISHING RESIDENCY

### A. Address (*verify Attendance Area*)

#### 1. Own - (**VERIFICATION MUST INCLUDE ONE ITEM FROM BOTH SECTIONS A & B WITH LEGAL GUARDIAN'S NAME & ADDRESS**)

A. Closing Document, Warranty Deed, Monthly Mortgage Payment Statement, Quit Claim Deed, Lease to Buy, Current Year Tax Bill & Homestead Property Claim

B. Current Power & Light and/or Gas Bill

#### 2. Rent - (**VERIFICATION MUST INCLUDE ONE ITEM FROM BOTH SECTIONS A & B WITH LEGAL GUARDIAN'S NAME & ADDRESS**)

A. Current Lease

B. Current Power & Light and/or Gas Bill (30 days for new Lease)

3. Lives with
  - A. Temporary Residency Form/Financial Responsibility Form
  - B. Verify owner or renter
  - C. Landlord statement if renter
  - D. Previous place of possession is empty
  - E. Employer verification form or statement
4. Home Under Construction
  - A. Home Under Construction Form (45 days)
  - B. Purchase Agreement – for home under construction only (must state date of possession.)
5. As a general rule, the MSD of Warren Township Schools are not to invoke the use of discretion to extend a student’s enrollment in Warren Schools until the end of a school year as noted in Item (B) Section (7) of Indiana Code describing Legal Settlement.

For additional information refer to the Student Rights and Responsibilities Handbook or contact the school district Homeless Liaison Coordinator.

#### ESTABLISHING CUSTODY

- A. Court Wardship
  1. Documents to support (*court verification*)
- B. Pursuit of Custody
  1. Letter of intent from attorney (*do not enroll until received*)

A HOME VISITATION BY A SCHOOL OFFICIAL MAY BE REQUIRED TO VERIFY RESIDENCY. For a student to qualify for “senior rights” or “senior privilege” under the existing legal settlement statute (*Indiana Code*), the student must have completed grade 11 as a resident of the Warren Township School District. Thus, a student who moves from the school district prior to the completion of grade 11 must attend grade 12 in the school district of his/her legal settlement. For additional information refer to the Student Rights and Responsibilities Handbook.

#### OPEN ENROLLMENT POLICY:

##### APPLICATION

Parents of students that do not have legal settlement in the Metropolitan School District of Warren Township (“Warren”) or otherwise do not have legal rights to attend a Warren school who wish their child/children to attend Warren schools must complete the application for Non-Legal Settlement Status and provide the necessary documentation prior to Average Daily Membership (ADM) day. Students must enroll prior to the ADM count day. The materials must be sent to the Office of Secondary or Elementary Instruction. The decision by the Office of Elementary or Secondary Instruction is final. Applications will be time/date stamped as received.

Each grade level will be reviewed separately for space availability, as well as, the impact of that grade level on the overall district capacity regarding classroom consideration.

No student who resides outside of Warren boundaries will be admitted after ADM date.

Building and classroom space shall not exceed the average district size for each grade level.

Parents must fully disclose all information regarding student behavior, residency, and educational experiences. Failure to do so will result in denial for admittance to Warren Township schools.

Transportation for non-legal settlement must be provided by parent.

##### CRITERIA

The criteria for non-legal settlement students being considered for admission to Warren schools shall include:

##### High School

- Space availability.
- Not to exceed an average of fifty (50) students per grade level.
- Minimum C grade average (or equivalent).
- School discipline history, including suspension or expulsion.
- Standardized test scores.
- School attendance (excluding absence due to documented illness or other health concern).

## REAPPLICATION AND ADJUSTMENTS

- All students accepted on a nonresident status will be required to reapply each year.
- Non-legal settlement students shall not be admitted to Warren while under expulsion or suspension from another school. Further, non-legal settlement students shall not be admitted to Warren if they withdraw from their most recent school under the threat of expulsion or suspension.
- Warren reserves the right to review the continued enrollment of a student who is admitted on a non-legal settlement basis. Warren reserves the right to review and adjust the per pupil non-legal settlement student tuition amount as necessary.
- Warren reserves the right to review the right to review and amend these guidelines from year to year.

## SAFETY AND INSURANCE

It is tremendously important that each student be safety conscious at all times. **The Metropolitan School District of Warren Township does not have insurance which covers students for liability or personal medical expenses.** If students are not covered by an existing insurance plan, parents/legal guardians are encouraged to enroll their child in the student insurance program which is made available at the beginning of the each school year. The State of Indiana offers health insurance programs, contact the school administration for additional information (532-6200).

## SCHEDULING PROCEDURE

1. Each eighth, ninth, tenth, and eleventh grade student receives a course of study planning guide and scheduling materials in a group setting at the beginning of spring semester.
2. Students are seen by a Warren Central High School counselor to discuss educational/career goals and to choose appropriate course requests for the forth-coming year.
3. Evening parents/legal guardians' meetings are conducted to update parents/legal guardians regarding scheduling procedures.
4. In March/April students receive a copy of the next year's course request. All corrections and change-of-mind requests must be made at that time.
5. After school begins in July, students and parents/legal guardians **may not request schedule changes** except in circumstances involving class failures or computer error.
6. Students may withdraw from a class **during the first two weeks of each semester** without grade penalty. Students withdrawing from class will be assigned to a study hall.
7. Students withdrawn from a class after the first three weeks of the semester will be assigned an F for the semester.
8. Students withdrawn from a class for documented medical reasons will have no grade penalty.

## SCHOLARSHIPS

Counseling Services Center announces and distributes the majority of scholarships given out at Warren Central High School. Updates to available scholarships are available in the CSC office.

Many Warren Central High School students seek scholarships each year. Scholarship opportunities are offered by colleges, business and industrial firms, as well as civic, fraternal, educational groups and clubs. Some awards require a written application and/or an interview. Each student should consult his/her counselor in an effort to discuss scholarships for which he/she

may be eligible. Seniors will be given scholarship information via scholarship booklets, announcements, and posted updates.

Contact Counseling Services Center for additional information and to get e-mail lists of scholarships.

## SCHOOL COLORS- GOLD AND BLACK

### NICKNAME- "WARRIORS"

### SCHOOL SONG

*(Students are expected to stand for our school song)*

*Rah, Rah for Warren; Warren will win.*

*Fight to the finish; Never give in, Rah Rah Rah.*

*You do your best team; We'll do the rest;*

So fight on to VICTORY.

(REPEAT)

Rah, Rah, Rah, Rah, Rah

Rah, Rah, Rah, Rah, Rah

Rah, Rah, Rah, Rah, Rah

TEAM TEAM TEAM

## SCHOOL MEALS and/or TEXTBOOK ASSISTANCE

The Metropolitan School District of Warren Township participates in the National School Lunch and School Breakfast Programs. Nutritious meals are served every school day. Applications for **"FREE OR REDUCED PRICE MEALS AND OTHER BENEFITS"** may be obtained from the school office. Children from households that meet Federal Income guidelines are eligible for free or reduced meals for lunch and breakfast. Additionally, the passage of House Enrolled Act 1360 by the 1987 Indiana General Assembly provides textbook assistance for those children approved for free or reduced meals. Any questions should be directed to the high school administration.

### Short term removal room (STR)

The STR Room is located in H112 (entrance D109) and H204. Referrals are received from the assistant principals, deans, or their designee.

## STUDENT IDENTIFICATION CARDS

**All students must have an identification card.** The picture I.D. card will have your name, media center bar code, and year of graduation. **Students must display their card at all times and it must be clearly visible.** Any member of the Warren Central High School staff, Walker Career Center staff, or School Police may ask to see your I.D. card. The primary purpose of such action is to keep unwanted visitors from entering the campus. Failure to display your I.D. card may result in disciplinary action. There is a fee to replace lost or stolen I.D. cards. Replacement I.D. cards can be purchased in the WCHS main office. I.D.'s may be required for some extra-curricular/co-curricular activities (*i.e. school dances, etc.*) Upon withdrawal from WCHS/WCC or with a change in placement from WCHS/WCC, a student is required to turn in his/her student ID to the administrator/office staff.

## **STUDENT RECORDS/REVIEW**

### STUDENT RECORDS CONFIDENTIALITY AND ACCESS

The Metropolitan School District of Warren Township is required to comply with the terms and conditions of the Family Educational Rights and Privacy Act of 1974 as amended and regulations issued there under by the Department of Health, Education and Welfare.

Warren Central High School will abide by this act in the manner described by the Warren Township Policy, Regulations, and By-laws Handbook, (*Copies of the policy are available for review in the principal's office.*)



## STUDENT RECORD REVIEW PROCEDURE

1. Parents/legal guardians of a student who (1) is under the age of eighteen (18) years and (2) is currently enrolled in the school system, or (3) has records maintained by the school system has a right to inspect and review his/her student's record.
2. All requests for review of a student's record will be made to the Director of Counseling Services Center at 532 – 6296.

## STUDENTS OVER EIGHTEEN YEARS OF AGE

Whenever a student has attained the age of eighteen years, or attends an institution of post-secondary education, the permission or consent required and the rights afforded the parents/legal guardians under this policy shall thereafter only be afforded to the student. The school corporation may at its discretion allow records to be examined by students under the age of eighteen. Such inspections shall be made during reasonable business hours determined by mutual agreement between the school employee and the parents/legal guardians. In no event shall appropriate action take more than forty-five (45) days after submission of a written request.

## SUMMER SCHOOL

Enrollment is open to all Warren Township students grade 9-12 who have not graduated from high school. All students should arrange their employment schedule, family vacation trips, and other plans in order to attend summer school on all scheduled days. A student may earn a maximum of two (2) credits during day summer school.

Students interested in attending summer school must have their courses approved by their counselor. Enrollment is not complete until the fee is paid. **The fee is non-refundable.**

## TRANSCRIPT REQUESTS

A student may request that a transcript of his/her record be sent to a college, university, or place of employment notifying the school registrar. Transcripts are free. There is a 48 hour turn-around time to pick up transcripts. Transcripts can then be picked up in the WCHS main office. Please check with the Counseling Services Center for proper procedure on release of school transcripts.

## TUTORING

National Honor Society students may be available after school throughout the school year for peer tutoring. Students should listen to announcements for exact times.

## VALEDICTORIAN/SALUTATORIAN

The student with the highest-grade average at the end of the eighth semester will be declared the valedictorian. Seniors must be in classes yielding five credits or more both semesters to be eligible to become class valedictorian or salutatorian. The student meeting the above criteria and ranking second in class will be named salutatorian.

## VISITING THE CAMPUS

Parents/legal guardians wishing to visit classes with their children must obtain approval from a WCHS/WCC administrator and must wear a visitors badge issued at the information desk in the WCHS Commons or inside the WCC front entrance. Visits must be requested at least 24 hours in advance with their child's administrator.

Only visitors who have made an appointment will be given a visitor's pass. Shadowing students is **not** allowed.

Visitors should not send/bring items connected to personal celebrations, i.e. flowers, balloons, cakes, etc.

# **WELLNESS CENTER SERVICES GUIDELINES AND/OR SERVICES**

## WELLNESS CENTER RESPONSIBILITIES

- Administration of medication as ordered by physician/legal guardian.
- The management of medical conditions such as asthma, hyperactivity, diabetes, seizure disorders, and migraine headaches.
- Observation of potential abuse/neglect. Nurse is to report observations to the social worker and counselors.
- Assessment, care, and treatment of minor illness and injury.
- Health counseling
- Prevention and control of communicable diseases.

The health of our students, health education, and health maintenance is a high priority for our health professionals in the school system. Regular nurse services will be provided daily with physician resident appointments scheduled during the school day once a week. The Wellness Center is located on the 16th Street side of the building beside the counseling office. Wellness Center facilities are provided for ill or injured students. Specifically, the Wellness Center and school nurse should not be used as a substitute for your regular family physician's care. If a student visits the Wellness Center too frequently, for inappropriate reasons, the parents/legal guardians will be notified.

## ABSENCE BECAUSE OF ILLNESS

Please call the main office (532-6200) in the morning hours if your child will be absent. Report the child's name, grade level, and illness. A physician's permission to return to school should be provided for any absence due to illness longer than five (5) days, with the exception of chicken pox.

## MEDICATION ADMINISTRATION

The term "medication" is not limited to prescription medication, but includes over-the-counter drugs such as Tylenol and cough cold medication. All medication should be kept in the Wellness Center. Students may not self-administer medication. The school nurse or designated school employee should administer medication.

Non-FDA approved homeopathic treatments will only be given with a physician's written authorization.

We prefer that all long-term prescriptions and controlled substance medications be brought to school by the parents/legal guardians. At all grade levels, the parents/legal guardians should follow the school policy for sending medication to school with the child. The school should be notified that medication is being sent.

All medication should be received at school in its original prescription container with a note from a parents/legal guardians containing:

- **Student's name**
- **Medication name**
- **Medication's dosage**
- **Pill count**
- **Name of parents/legal guardians sending medication**
- **Phone number of parents/legal guardians**

Medication will **NOT** be given if the medication pill count does not coincide with the stated amount. The parents/legal guardians will be notified of the discrepancy.

## IMMEDIATE ADMINISTRATION AND/OR DISPENSING OF MEDICATION

### (To be given by parent/guardian)

1. If a student has forgotten to take their prescribed medication or needs medication for any specified medical reason, their parent/guardian may be allowed to dispense medication in the presence of the school nurse and/or administrator.

## SHORT TERM MEDICATION

*(To be given 10 days or less. After 10 days a physician's authorization is required for continued administration)*

1. All medicine, including Tylenol, requires written permission from parents/legal guardians if to be distributed by the Wellness Center nurse. If your child often requires Tylenol or other non-prescription medication, for various ailments, please send a supply to school.
2. All medicine should be sent to school in its original labeled container.
3. If sample medication (*from your child's physician*) is sent to school, it must be accompanied by a written note from the parents/legal guardians (*not child*) stating the name of the medication, dates to be given, dosage, time to be given, and a note from the physician.

## LONG TERM MEDICATION

*(To be given more than 10 days)*

1. A written note from parents/legal guardians must accompany all long-term medication.
2. Medication must be sent in the original container, to be kept at school.
3. If the medication should require a refill, the additional medication must be sent in the original container, with pill count and signature of the parents/legal guardians (*not child*). This is to ensure that all medication reaches the Wellness Center. If the name and dosage of the medication is not correct and clearly marked, school personnel will not give it.
4. The parents/legal guardians is responsible for notifying the Wellness Center in writing of any changes in dosage or discontinuation of medication. If dosage changes are required, a physician's written order is required as well.

\*\* Any medication not claimed by the last day of school will be destroyed.

## Student Fever

A student with an oral temperature measuring 101° (*Fahrenheit*) or greater will be sent home from school. It is the responsibility of the parents/legal guardians to make arrangements for student's transportation home. The student must remain fever free for twenty-four (24) hours without the use of fever-reducing medications (Tylenol, ibuprofen, etc.) before returning to school.

## Communicable Diseases

The Metropolitan School District of Warren Township recognizes its responsibility in the control and spread of communicable diseases. The Corporation has adopted as its standard the protocol established for communicable disease control as stated in the Indiana Department Flipchart for School Prevention.

## Student Vomiting

Any student who has vomited due to illness must stay home from school. The student must be vomit free for twenty-four (24) hours before returning to school. The school nurse or an accompanying teacher will evaluate any student who vomited while at school or on a school sponsored field trip. If the student is believed to have an illness, that student will be required to leave school or the school sponsored field trip. It will be the responsibility of the parents/legal guardians to arrange transportation for the student to get home.

## IMMUNIZATION POLICY

At the time of enrollment, in any grade, it is the responsibility of the parents/legal guardians of a student to provide proof of proper immunization in accordance with current Indiana law. On his/her first day of attendance, a student without proof of proper immunization is considered in violation of Indiana law (*unless a waiver as been granted*) and will not be allowed to attend. A Waiver may be granted due to religious or health reasons as allowed by law. A student in the process of obtaining immunizations may attend school, but a statement from the physician or Health Department is required.

Failure to produce proof of immunization after a suitable amount of time after enrollment may result in an expulsion from school until the student and their family complies with the Indiana State Law.

## INJURY

When a child returns to school following a fracture or severe injury, please provide a physician's note if activity restrictions apply. The physician needs to specify dates the restrictions apply. The parents/legal guardians is responsible for providing a wheelchair or crutches if needed. If an elevator key is needed, contact the nurse.

## FOOD ALLERGIES

If a child has a severe food allergy, an emergency care plan must be filled out at the start of each new school year. The student's parents/legal guardians and physician must sign the care plan.

## CONTAGIOUS ILLNESS

**The Indiana State Department of Health in its Communicable Disease Flipchart provides the following information for School Personnel.**

Healthy children perform at their best. After any illness, your child should be fever free ( $temp < 100^\circ$ ) for twenty-four (24) hours before returning to school. Not all-contagious illnesses are accompanied by fever; the child must be symptom free for twenty-four (24) hours to protect others from infection.

**PLEASE CALL THE WARREN CENTRAL HIGH SCHOOL NURSE AT 532-6200 EXT. 6202 IF YOU HAVE ANY QUESTIONS ABOUT AN ILLNESS OR SCHOOL POLICY RELATING TO ILLNESS.**

## WORK PERMITS

The Work Permit law of Indiana may be summarized as follows: Minimum age for employment is 14. Exceptions are children employed as actors or performers, newspaper carriers, golf caddies, farm laborers, and domestic workers. Minors between 14-17 years of age must obtain employment certificates (*work permits*) before they can begin working. Minors may hold 1 or 2 work permits according to the Indiana Department of Labor. Students must be in good standing (have passing grades and good attendance) in order to obtain a work permit. Students who have graduated or have obtained the GED are not required to have work permits.

Work permits may be obtained in the Main Office of the Walker Career Center. Each student must have a completed "Intention to Employ" form before obtaining a work permit. In addition, students not enrolled in the Warren Township schools must either bring their birth certificate, driver's license, baptismal certificate or transcript.

Work permits should be picked up during passing periods and not during class time. Work permits must be turned in by 9:00 a.m. to be received the same day.

Each student must have the following compiled:

- Work Permit Verification card (*Approved by Student Services according to grades and attendance*)
- Intent to Employ from (*Parents/legal guardians, Student and Employer's signatures needed*).

**A student under the age of eighteen (18) cannot hold more than 2 jobs. For you to receive a new work permit, the Walker Career Center office MUST have a termination notice on file from your previous job. For more information call 317-232-2655 or access [www.teenworker.org](http://www.teenworker.org)**

The school has the right to deny and/or revoke work permits based on grades, attendance, and behavior.

### WARREN CENTRAL HIGH SCHOOL WALKER CAREER CENTER WORK PERMIT POLICY AND PROCEDURES

#### STEP 1

Student picks up intention to employ, and work permit verification card from Walker Career Center.

#### STEP 2

Student reports to Warren Central High School Student Services Office or Home School for verification of grades and attendance.

### **STEP 3**

Student is approved, denied, or placed on probationary status by their respective school.

If denied, the student's parents/legal guardians may appeal the decision by making an appointment with the school administrator or counselor designated to approve work permits.

### **STEP 4**

Verification form is brought back to the Walker Career Center along with the intent to employ card, signed by the employer and

#### **WORK PERMIT VERIFICATION CRITERIA**

**Grades – High School – Passing five (5) classes**

**Attendance – Good standing**

**Discipline – No suspensions**

**Revocation of work permit may occur per administrator request after review of grades, attendance and/or behavior.**

## **SECTION II**

### **WARREN CENTRAL HIGH SCHOOL'S ATTENDANCE**

#### **ATTENDANCE POLICY PHILOSOPHY**

A student's attendance is essential to learning – learning that includes not only factual subject matter, but also attendance habits, work habits, attitudes, and ideals. Poor attendance interrupts the process of education. It also impedes the continuity of the lessons presented and the students' ability to establish proper work habits. Whether the goal is the work force or post-secondary education, students need to come to school every day and benefit from interaction, discussion, and teacher support available during class time. Every absence whether excused or not, interrupts the student's understanding of the material being presented.

The Indiana Compulsory Attendance Law requires students to attend school regularly. The responsibility for a student to be present in school rests with the student and his/her parents/legal guardians. The school will assist the parents/legal guardians and student in this responsibility.

**Based on this premise, Warren Central High School only allows a student to accumulate 11 absences during the course of the semester, excused or unexcused. On the 12<sup>th</sup> absence, a student's credit may be denied. Three absences to one class equals one day of absence.**

The cooperation of the student, the parents/legal guardians and the school is essential in providing a firm framework for the student to achieve the fundamental foundation of regular school attendance. In preparation for life-long learning, students and parents/legal guardians or legal guardians must assume responsibility for achieving excellent attendance. It is imperative for students and parents/legal guardians, to understand that there may be consequences for any unexcused absences from school.

All absences will accumulate with the exception of the following when accompanied by the acceptable documentation.

1. Serving as a Page in the Indiana Legislature
2. Exhibiting at the State Fair
3. Observance of religious holidays
4. Working at the polls on Election Day

5. Applying for a driver's license
6. Judicial proceeding (*with legal documentation*)
7. College visitation by seniors is not to exceed two days. For seniors, these days must be taken before December 1. For juniors, these days must be taken prior to May 1, and not immediately before or after a vacation. Verification of the visit may be requested.

**MSD Warren Township does not promote take your child to work programs. The township feels that the school calendar allows for numerous opportunities for this to occur during school vacations. If parents/legal guardians choose to take their child out of school on this day, it will be counted as an unexcused absence.**

**Students absent from school for reasons other than those listed above and below will be counted as being truant from school.**

1. Personal illnesses or injury
2. Death in the immediate family
3. Attendance at a funeral
4. Special situation as approved by the Principal or his designee.

HOW TO REPORT AN ABSENCE (parent's/legal guardian's responsibility)

**(Switchboard hours – 7:00 a.m. to 3:30 p.m.)**

For the absence(s) to be excused, all calls must be made within twenty-four (24) hours of the absence(s). Written documentation must be turned in to the appropriate grade level office within three (3) days of the absence. Documentation received after the 3 day period may not be accepted.

Using a touch-tone phone:

1. Call school number 532-6200 and request the **appropriate cohort office (according to student last name)**.
2. Be sure to report the following:
  - a. Student's legal name
  - b. Grade
  - c. Reason for absence
  - d. Name & relationship of person calling
  - e. Telephone number where you can be reached during the day
3. Parents/legal guardians should send written documentation upon students return.
4. A school administrator may request written documentation of an absence.

## TRUANCY POLICY

Truancy refers to situations where the student is somewhere in the school without authorization, does not attend class as expected, leaves the school without authorization, or willfully fails to attend school without the parents/legal guardian's knowledge. Truancy may be for the entire day, one class, or partial day.

## Warren Central/Walker Career Center Attendance Policy (Truancies and Unexcused Absences Included)

Because WCHS uses an automated calling system to attempt to contact parents/legal guardians regarding absences, it is important to update your phone number if it changes.

Students who are truant or found cutting class may face any of the following consequences:

- Short Term Removal
- Out of School Suspension (OSS)
- Letter of Incapacity/Legal Notice
- Loss of Work Permit

- Attendance Contract
- Withdrawal with a Failing Grade
- Alternative Educational Placement
- Expulsion
- Credit Denial
- Loss of Driving Privileges

**Under IC-9-24-2-1 a driver's license or learner's permit may not be issued to an individual less than eighteen years of age who meets any of the following conditions:**

- 1. Is a habitual truant under IC 20-33-2-11**
  - 2. Is under at least a second suspension from school under IC 20-33-8-14 or IC 20-33-8-15**
  - 3. Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16**
  - 4. Is considered a dropout under IC 20-33-2-28-5**
- School discipline outside the regular school day

#### **EXCESSIVE ABSENCES (EXCUSED OR UNEXCUSED):**

Students who have missed a significant amount of classroom instruction due to excessive absences may face any of the following consequences:

- Short Term Removal
- Out of School Suspension (OSS)
- Letter of Incapacity/Legal Notice
- Loss of Work Permit
- Attendance Contract
- Withdrawal with a Failing Grade
- Alternative Educational Placement
- Expulsion
- Credit Denial
- Loss of Driving Privileges

**Under IC-9-24-2-1 a driver's license or learner's permit may not be issued to an individual less than eighteen years of age who meets any of the following conditions:**

- 1. Is a habitual truant under IC 20-33-2-11**
  - 2. Is under at least a second suspension from school under IC 20-33-8-14 or IC 20-33-8-15**
  - 3. Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16**
  - 4. Is considered a dropout under IC 20-33-2-28-5**
- School discipline outside the regular school day.

#### **WARREN CENTRAL HIGH SCHOOL/WALKER CAREER CENTER TARDINESS/LATENESS POLICY**

##### **Tardiness/Lateness**

A tardy is recorded when a student is not in the room when the late bell finishes ringing. A student late more than one half the period will be counted as absent for that class period.

*Being late to any period may result in a discipline consequence or alternative assignment.*

Each semester, the student will begin with a clean slate for the accumulation of tardies/lates.

Three tardies to one class period equals one class absence for that class period.

### **TARDY ROOM**

Students who are tardy are required to report to the their designated cohort "STR/Tardy Room."

Students who do not report to their designated STR/ tardy room are considered truant.

### **PERMISSION TO LEAVE CLASS**

If a student wishes to leave a regularly scheduled class or Resource Room to report to another teacher for rehearsal, special work, etc., he/she should use the pass section of the Student Agenda. He/she then should present the Agenda to his/her teacher for approval before being absent from his/her class. **NO STUDENT WILL BE ALLOWED TO LEAVE CLASS WITHOUT A PASS.**

### **PERMISSION TO LEAVE SCHOOL**

Students are **NOT** to leave the school building during the day without permission of an administrator or nurse. All students who leave school without obtaining permission from an administrator or nurse will be considered truant and will be treated accordingly. **ALWAYS CHECK INTO THE NURSE'S OFFICE IF YOU BECOME ILL AND FEEL THE NEED TO LEAVE SCHOOL.** It is necessary to obtain a pass from your teacher or an administrator in order to be admitted to the nurses' office. When requesting an early dismissal, the student should bring a written request from a parent/legal guardian to Student Services prior to the first period stating the reason and time for dismissal. Parents/legal guardians should call Student Services well in advance if you need your child released, and an early release pass will be sent to the classroom; however, notes are much more efficient since they avoid the need to locate the student's class and send a pass to the classroom. After receiving the Early Dismissal pass, the student will then show this to the teacher at the beginning of the period he/she is to be released. If the early dismissal is for an appointment with a healthcare provider or for a court required appointment, a verification note must be obtained by the student from the healthcare provider or court personnel and returned to Student Services in order to receive a gold verification pass. The gold pass is then shown to teachers of all the classes missed to let each teacher know the absence is excused. **ANYONE PICKING UP A STUDENT DURING THE SCHOOL DAY MAY PARK IN THE VISITOR SPACES IN FRONT OF THE COMMONS ON THE 18TH STREET SIDE OF WARREN CENTRAL HIGH SCHOOL.** The parent/legal guardian must report to the appropriate grade level office. The parent/legal guardian will be required to show a picture ID for verification. Students who drive themselves must sign out in the appropriate grade level office after receiving their early dismissal pass. Students will only be released to individuals listed on the student contact screen unless verified by the parent/legal guardian.

### **SKIP DAYS**

**THERE ARE NO AUTHORIZED SKIP DAYS AT WARREN CENTRAL. ANY SENIOR OR OTHER STUDENT WHO VIOLATES THIS RULE WILL BE CONSIDERED TRUANT AND CLASS GRADES MAY BE AFFECTED.**

### **VACATIONS**

**PARENTS/LEGAL GUARDIANS SHOULD PLAN VACATIONS TO COINCIDE WITH THE SCHOOL CALENDAR.** Permission to be absent from Final Examinations can only be approved by the building principal. **Request for family vacation must be submitted in writing to student's assistant principal two weeks (ten school days) prior to vacation time. Students should be in good standing academically and attendance-wise before making their vacation request. Vacations will be explained but counted as unexcused.**

## **SECTION III**



# WARREN CENTRAL HIGH SCHOOL'S POLICIES

The Board of Education's approved Student Rights and Responsibilities shall super cede any student agenda procedures/policies.

## ALTERNATIVE EDUCATION

The principal or his designee will recommend a student to the alternative program on one or more of the following criteria.

A student's:

1. Lack of academic achievement
2. Attendance
3. Medical problems
4. Violation of discipline code
5. Other

Assignment of alternative program will be made according to age appropriateness and availability of program. Examples of alternate educational programs include but are not limited to: Renaissance, Altered Schedule, Independent Study and Night School.

Students enrolled in Renaissance **MAY** attend public sporting events (such as basketball, football, tennis, etc). Students enrolled in Renaissance **MAY**, with permission and supervision of a Renaissance administrator and a pre-purchased ticket, attend prom.

Students enrolled in Renaissance **MAY NOT** attend WCHS student events such as Lip Sync, dances other than prom, Dancing with the Faculty, Senior events, other class events, etc. or any other programs intended for WCHS students.

## CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

The superintendent, principal, administrative personnel or any teacher of the school corporation shall be authorized to take any action in connection with student behavior reasonably desirable or necessary to help any student, to further school purposes or to prevent any interference therewith, including such actions as:

Section I Indiana Code 20-33-8-25 (b) An administrator may take disciplinary action in addition to suspension and expulsion that is necessary to ensure a safe, orderly and effective educational environment. Disciplinary action under this section may include the following:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional work.
4. Rearranging class schedules.
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
6. Restricting extracurricular activities.
7. Removal of student by a teacher from that teacher's class for a period not to exceed:
  - a. one (1) class period for middle school or high school students; or
  - b. one (1) school day for elementary school students; if the student is assigned regular or additional school work to complete in another school setting.
8. Assignment by the principal or designee of:
  - a. a special course of study,
  - b. an alternative educational program, or
  - c. an alternative school.

9. Assignment by the principal or designee of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a nonprofit organization operating in or near the community where the school is located or where the student resides.
10. Removal of a student from school sponsored transportation.
11. When a student physically assaults a school district employee, the principal of the school where the student is enrolled shall make a referral of the student to the juvenile court having jurisdiction over the student. Incidents constituting a criminal violation of law must be reported to a law enforcement agency.

**SHORT TERM REMOVAL:** Administrative placement of a student away from regular activities and/or probationary agreements between the school and student(s) and/or parents/legal guardians(s) are allowable in cases of reassignments, suspension and expulsions.

**OUT OF SCHOOL SUSPENSIONS:** Any disciplinary action whereby a student is separated from school attendance for a period of ten (10) days or less, no hearing for expulsion is initiated and prior to the date of the expulsion hearing in certain circumstances. Due process procedures must be followed.

#### **Middle/High School:**

For the student's educational benefit, it is expected that all missed work will be made up. The student will receive an "F" grade for any completed tests or work in the class or classes from which he/she is unexcused, truant, or suspended.

**EXPULSION:** Disciplinary actions whereby a student

1. Is separated from school attendance for a period of more than ten (10) days.
2. Is separated from school attendance for the balance of the current semester or current year unless a student is permitted to complete required examinations in order to receive credit in the current semester or current year. *(Any expulsion that will remain in effect during the first semester of the following school year must be reviewed by the examiner before the beginning of the school year.)*
3. Suffers a penalty that automatically prevents his/her completing within the normal time his/her overall course of study in any school in the school corporation. Due process procedures must be followed.

#### **CRIMINAL TRESPASS/INDIANA CODE**

You are in violation of criminal trespass if you enter NOT having a contractual interest in this property or if you knowingly or intentionally enter the property without prior authorization; having previously been denied entry; while suspended or expelled; or while attending a school other than Warren Central High School or Walker Career Center.

#### **DISCIPLINARY POLICY**

The rules which govern student behavior are found primarily in the Student Rights and Responsibilities handbook and in the Indiana legal code on student due processes. When a student violates these rules and the principal (*or designee*) feels the particular facts and circumstances merit any substantial discipline, the student may be suspended or expelled from school, subject to the legal requirements of due process.

In order to deal with student discipline, the principal (*or designee, or both*) will consider the particular facts and circumstances surrounding each offense and will make the final decision as to how the specific situation will be handled.

Each referral involving student discipline will be entered into a running discipline record and kept on file in the office. An attempt to notify a parents/legal guardians or legal guardian will be done in accordance with the disciplinary policy as to keep the line of communication open between the home and school.

## PHILOSOPHY and OUTCOMES

Every school district has the legal responsibility to maintain external control. This insures the safety of students and provides an environment conducive to learning. The overall goals of most school districts include in their educational objectives the added responsibility of schools to assist students in developing internal control: the self-discipline needed to live a productive life. It is a priority to develop students' self-discipline within an environment that also maintains external control. All staff members, including secretaries, clerks, custodians, security, bus drivers, adult assistants and cafeteria personnel, are involved in maintaining student discipline.

## DISCIPLINE CODE DEFINITIONS

Schools, just as in all of society, need rules and regulations to protect the rights of all students. Students have the right to know what is expected of them. School rules are written to describe limits of student behavior. To enforce reasonable rules in a consistent manner is to improve the educational climate for the student to enjoy. Grounds for suspension or expulsion apply when a student is on school grounds before or during school hours; after school hours or at any other time when the school is being used by a school group; off school grounds at a school activity or event; and/or at a school bus stop, traveling to or from school or a school activity or event. A student's degree of involvement for violating any type of inappropriate behavior may be considered.

The following list contains types of misconduct that can lead to disciplinary actions including suspension and expulsion.

NOTE: THIS LIST INCLUDES EXAMPLES OF, AND BY NO MEANS EXHAUSTS, ALL TYPES OF STUDENT MISCONDUCT.

### SUSPENSION/EXPULSION CODES

	Warren Township Codes		State Codes
01	<b>Possession or use of alcohol</b>	01	Alcohol
02	<p><b>Drugs/Paraphernalia and Look-alikes</b> Possessing, soliciting, using, transmitting, or being under the influence of any non-authorized prescription medication, over-the-counter drug, stimulant, inhalant, depressant, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this code. (<i>Students must follow administration of medication guidelines found in Section XVII of the Student Rights &amp; Responsibilities Handbook.</i>)</p> <p>Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function is a violation.</p> <p>Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant is a violation. Possession, use or transmission of paraphernalia, i.e. pipes, clips, rolling papers, inhaling devices, etc. is a violation. The use of any non-drug substance in order to produce a drug-life effect on the body is a violation.</p>	02	Drugs
03	<p><b>Weapons/Use of an Object as a Weapon. Knowledge of Deadly or Dangerous Weapons:</b> Possession of a knife, blades, Chinese Throwing Star, brass knuckles, object that</p>	03	Deadly Weapons (other than

	is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, chains, chemical spray, or aerosol sprays of any kind, pens, pencils, laser pointers, jewelry, etc. Intentional injury to another can be a felony and/or a cause for civil action. Because the School Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of deadly or dangerous weapons or threats of violence to the school administration. Failure to report such knowledge of petitions or plans is a violation of this code.		firearms)
04	<b>Possession of a Handgun</b>	04	Handguns
05	<b>Possession of a Rifle or Shotgun</b>	05	Rifles or Shotguns (does not include BB, Gas, spring-loaded guns)
06	<b>Firearms/Use of an object as a weapon/knowledge or Deadly or Dangerous Weapon:</b> Possession of a stun gun, look-a-like gun or any instrument that expels a projectile through pressurized cartridges or springs, as well as any spot marker gun (such as paint guns), explosives, ammunition, MAY RESULT IN ARREST.	06	Other Firearms
07	<b>Smoking/Possession of Smoking Materials:</b> Possessing, soliciting, using or transmitting smoking material or tobacco products (i.e. cigarettes, lighter, chewing tobacco, etc.)	07	Tobacco
09	<b>Legal Settlement Violation:</b> A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled and the student was not previously approved as a non-resident student by the school district. Intentionally giving false legal settlement information to school officials may result in an extended period of expulsion and any applicable tuition revenue not reimbursed by the Indiana Department of Education.	09	Legal Settlement
11	<b>Fighting:</b> Aggressive, physical conflict between two or more individuals.	11	Fighting
12	<b>Battery:</b> Student knowingly or intentionally touches another person in a rude, insolent, or angry manner causing or intent to cause bodily injury I.C. 35-42-2-1	12	Battery
13	<b>Intimidation:</b> Communicating a threat with the intent that the other person engage in conduct against their will or be placed in fear of retaliation. I.C. 35-45-2-1	13	Intimidation
14	<b>Use of Abusive Language:</b> Written language, spoken language, or physical gestures that are offensive, obscene, or vulgar. Disrespectful language communicated to school personnel.	14	Verbal aggression or profanity

15	<b>Defiance of School Personnel's Authority:</b> A verbal or non-verbal refusal to comply with a reasonable request from school personnel. Failing in a substantial number of instances to comply with directions of teachers or other personnel where the failure constitutes an interference with school purposes or an educational function (i.e. habitual offender, refusal to provide proper identification to school personnel/security upon request).	15	Defiance
16	<b>Unexcused Absences/Excessive Absences:</b> Absences from school or class without authorization or approved reason. Excessive absences without approved authorization by school officials.	16	Attendance
17	<b>Vandalism:</b> To destroy, deface, or attempt to destroy or deface township or personal property regardless of intent, (willful, malicious, or accidental). The student will be liable for restitution.	17	Destruction of Property
10-18	<b>General Classroom Disruption/Disorderly Conduct:</b> Behavior that produces distractions, frictions, disturbances, or that interferes with the functioning of the teacher, the students, or the class.	10	OTHER
10-19	<b>Inflammatory Actions/Disorderly Conduct/Withholding Information:</b> Language, gestures, or actions that can create a disturbance i.e. (using gang signals, symbols, or representations, placing a false 911 call, selling or distributing unauthorized items, etc...) Withholding of Information about student misconduct and/or the withholding of information that may threaten the safe and orderly educational environment, otherwise assisting in student misconduct. Inciting, conspiring, or encouraging other students to participate in a disorderly act.	10	OTHER
10-20	<b>Tardiness/Lateness:</b> Being late beyond the scheduled beginning of a school day or class without authorization or approved reason is a violation of school policy.	10	OTHER
10-21	<b>Loitering/Out of Assigned Area:</b> A student's unauthorized presence in an area.	10	OTHER
10-22	<b>Disruption on the School Bus or Unauthorized Passage on the Bus:</b> Any misconduct or violation of school codes or bus safety rules on the school bus, disrespect to the driver, or vandalism to the bus.	10	OTHER
10-23	<b>Trespassing:</b> Being on school district property without authorization (including while under suspension or expulsion or attending school function or event without authorization.) Unauthorized access into another person's vehicle or property.	10	OTHER
10-24	<b>General Disruption of the Orderly Educational Process/Disorderly Conduct/Terroristic Threats or Acts (On or Off Campus):</b> Behavior that seriously disrupts any school activity or the orderly operation of the school. Some	10	OTHER

	<p>examples include major fights, boycotts, sit-ins and walk-outs, blocking entrances, placing a false 911 call, and unauthorized gatherings. Terroristic threat-shall mean a threat to commit violence communicated with the intent to terrorize another, to cause evacuation of a building, or to cause serious public inconvenience, in reckless disregard of the risk of causing such terror or inconvenience. Terroristic act-shall mean an offense against property or involving danger to another person.</p>		
10-25	<p><b>Gambling:</b> Participation in games of chance for money and/or other things of value (possession of dice).</p>	10	OTHER
10-26	<p><b>Harassment/Hazing, Defamation of Character:</b> Harassment of any form, whether verbal or physical, including homebased web sites and computer misuse against another person based on age, color, creed, disability, gender, marital status, national origin, race, religion, or of sexual nature, will subject a student to timely and appropriate discipline. False accusations made of one's character.</p>	10	OTHER
10-27	<p><b>Simple Assault, Threats of Violence, Bullying:</b> A threat or attempt to do bodily harm to another, with or without physical contact or intentionally causing or attempting to cause physical injury to any person. Bullying, as an overt, repeated act designed to harass, ridicule, intimidate or humiliate another student and/or written threats is a violation of this code. Self-defense as a restrained and/or non-aggressive action undertaken on the reasonable belief that it was necessary to protect oneself or another person does not, however, constitute a violation of this provision.</p> <p><b>Bullying</b></p> <p>a. Bullying is prohibited by the MSD of Warren Township. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.</p> <p>b. <u>Definition:</u> Bullying is defined as overt, repeated acts or gestures, including:</p> <ol style="list-style-type: none"> <li>1. Verbal or written communication transmitted</li> <li>2. Physical acts committed</li> <li>3. Any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the other student. Cyberbullying is defined as repeated misuse of technology to harass, intimidate, bully, or terrorize another person,</li> </ol> <p>c. <u>Applicability:</u> This rule applies when the bullying student is:</p> <ol style="list-style-type: none"> <li>1. On school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by</li> </ol>	10	OTHER

	<p>a school group;</p> <ol style="list-style-type: none"> <li>2. Off school grounds at a school activity, function, or event;</li> <li>3. Traveling to or from school or a school activity, function, or event; or</li> <li>4. Using property or equipment provided by the school</li> </ol>		
10-28	<p><b>Offensive Touching/Inappropriate Conduct/Offensive Remarks:</b> Intentionally touching another person, either with part of the body or with any instrument and or a public show of affection or sexual acts is a violation of this code. Entering any area or room designated for the opposite sex  <b>Written language, spoken language, and physical gestures that are offensive, obscene or vulgar.</b></p>	10	OTHER
10-29	<p><b>Extortion:</b> To obtain or attempt to obtain money, goods, or information from another by force or threat of force.</p>	10	OTHER
10-30	<p><b>Theft/Counterfeiting:</b> Taking the property of the school or another person or attempting to take the property without permission. Possession of stolen property. Possession and/or transmission of counterfeit bill(s) (counterfeit legal tender). Attempting to sell or exchange counterfeit bill and/or attempting to duplicate money. The student will be liable for restitution.</p>	10	OTHER
10-31	<p><b>Fire and Explosives:</b> Possession, use and/or transmission of fire, explosive devices/materials, fireworks, or matches or lighters is a violation. Setting of fires and/or use of device or materials that cause a fire is a violation. An attempt to detonate or use devices or materials that can cause a fire is a violation. Possession of materials that can be used to make or construct explosive devices of any kind (including but not limited to Molotov Cocktails, pipe bombs, smoke bombs) is a violation. Look-a-like versions of any kind of explosive, explosive device or any kind of explosive material is a violation of this code.</p>	10	OTHER
10-32	<p><b>Use of Technology/Computers:</b> <u>Section One:</u> A student may not use or possess unauthorized electronic devices on school property during the school hours. Unauthorized electronic devices may include but are not limited to gaming devices, music players, pagers, cell phones, cameras and PDAS. Electronic devices like calculators may be permitted for legitimate use in academic and school-sponsored extracurricular activities. Unauthorized items may not be brought to school and are subject to confiscation. The school corporation is not responsible for these electronic devices and will not pursue the theft, loss, damage or disappearance of these devices, confiscated or otherwise.  <u>Section Two:</u> Inappropriate use of, or inappropriate or unauthorized access to, computer hardware, software, web sites, servers, or any other aspect of technology affiliated</p>	10	OTHER

	<p>with the school corporation is a violation of this code. This section includes, but is not limited to district-owned desktop and handheld computers, laptops, data management programs and other technology-related hardware or software used in schools. Violators of this Section that cause damage to district-owned property shall be financially responsible for repair or replacement.</p> <p><u>Section Three:</u> Students may not use technology to bully, threaten, intimidate, harass, ridicule, and/or humiliate other students or staff. Use of technology as described in this Section that is off school property and not in transit to or from school property or at a school sponsored activity may be considered a violation of this Section if the activity is unlawful.</p> <p><u>Section Four:</u> While on school property or at a school sponsored activity, students may not send, share, view, or possess images, text messages, emails or other media of a sexually provocative nature in electronic or any other form, including the memory or display of a cell phone or other electronic device..</p>		
10-33	<b>Dress/Grooming:</b> Students may not dress or groom themselves in a manner that is disruptive to the educational function and school purpose.	10	OTHER
10-34	<b>Cheating/Lying, False Statements, Forgery, Plagiarism:</b> Attempting to complete assigned work with unauthorized assistance. Unauthorized use of electronic devices, i.e. text messages, cell phone, camera phones, etc. is a violation of this code. Intentionally withholding information or giving false information to school officials, i.e. placing a false 911 call, giving false information about residency is a violation.	10	OTHER
10-35	<b>Distribution of Unauthorized Materials:</b> Soliciting, selling, purchasing, and/or receiving any material that has not been authorized by school administration.	10	OTHER

## DRESS AND GROOMING CODE

We are concerned about the personal appearance of our students. We strive to be the best high school in the state, and we expect our students to look and act the part. We do not intend to dictate the type of clothes to be worn to school, but occasionally find it necessary to say what shall **NOT** be permitted. We expect students to wear normal school clothes in a normal manner.

Students whose appearance interferes with the educational process by drawing undue attention of other students or school personnel, by posing as a potential safety hazard to themselves or others, or by being interpreted by school personnel to be offensive in either the message that is implied or the parts of the body that are revealed will be assigned to the intervention room for the remainder of the day or until a parents/legal guardians brings a change of clothes or will be sent home. Simple guidelines for school-appropriate dress and personal appearance are:

1. Halter-tops, bare midriff, see-through apparel are not to be worn. Dresses and tops must have sleeves and backs. Cleavage must be covered.



2. Dresses, skirts or shorts may be no shorter than fingertip length. Tights, leggings or other types of hosiery must be accompanied by a fingertip length or longer top or dress.
3. All pants and slacks must be worn at the waist with no visible undergarments. Male students are required to tuck in their shirts.
4. Coats and hats are only permitted when entering or exiting the school building and must be placed in lockers before first (1) period. Students are advised to wear sweaters or sweatshirts if they feel the need for additional warmth. (*Students may take coats to their period seven (7) class*). Blankets are not permitted in school.
5. Hats, caps, sunglasses, rollers, picks, and any other head coverings are not to be worn in the building during the school day. However, students may be required to wear a hairnet and/or other hair restraints in technology classes, laboratory, swimming, and comparable activities.
6. Shoes must be worn at all times. Discretion should be used as to the appropriateness and safety of certain types of shoes. No house slippers or shoes with cleats may be worn.
7. Attire that may damage school property or cause personal injury to others (such as chains or studded items) is not to be worn.
8. Clothing that is suggestive, has a double meaning or innuendo, or suggests inappropriate ideas is unacceptable.
9. Any apparel, jewelry, cosmetic, chains, make-up accessory, notebook, or manner of grooming which by virtue of its color arrangement, trademark, or any other attribute denoting membership in a gang or advocating drug use, violence or clothing bearing racially or sexually offensive messages will not be worn inside the school building. Pajamas may not be worn to school.
10. Students must wear required safety devices or uniforms that insure the students' safety and/or unrestricted movement in classes where required.
11. Students must have their WCHS student ID visible.

The school shares in the responsibilities of student dress code and appearance with the parent/legal guardians and the individual student in the area of health, safety and cleanliness of person and apparel. If there is a question as to whether or not any student's apparel or appearance is appropriate for school, school officials will decide. We want our students to look attractive but not dress in a manner as to attract undue attention.

## DRUG POLICY

The MSD of Warren Township is concerned about any student who chooses to abuse chemical substances and will facilitate the process by which students receive help through prevention education and community referral services. The corporation believes in the American Medical Association position that chemical dependency is a disease of major proportion in our society, and that it is chronic in nature, progressive and treatable. The corporation believes that the prevention and elimination of illicit chemical use and abuse is an appropriate activity for the public schools.

It is a violation of the disciplinary code to possess, use and/or distribute controlled substances, alcohol, marijuana, stimulants, depressants, hallucinogens, inhalants, look-a-like drugs, or to possess or provide to any person items used for storage, processing, delivery or consumption. Examples include but are not limited to: pipes, rolling papers, clips, or any other inhaling devices.

The penalties of suspension, expulsion and referral and notification of law enforcement will be applied at school, within 1000 feet of the school property as per Indiana Criminal Code and at school-related functions or activities.

The students that have violated this disciplinary code as their first offense may be subject to a drug referral treatment program as an alternative to expulsion subject to the principal's recommendation to the Superintendent through the student due process procedure. Referral is at the discretion of the school and is not automatically available.

For additional details refer to the Student Rights and Responsibilities Handbook.

## HOW TO AVOID FIGHTS

1. Be responsible for your own behavior.
2. Do not let your peers (friends) dictate your actions.
3. If someone is harassing you, immediately go to the nearest adult: teachers, counselors, principal, assistant principals, nurse, custodians, etc. and ask for help.
4. If someone attempts to hit you, seek assistance from the nearest adult.
5. If you are aware of potential fights, report them to the nearest adult.
6. Walk away. Do not entertain an argument that may become loud or disturbing to the educational process or may develop into a physical confrontation.

## DUE PROCESS FOR STUDENTS INVOLVED IN FIGHTING

According to the State Due Process Code and Warren Central school policy, intentionally causing or attempting to cause physical injury or intentionally doing serious bodily harm to any person shall constitute grounds for suspension, arrest, or expulsion. This is included in our student handbook under Grounds for Suspension and Expulsion. The principal (*or his designee*) of the school may make an expulsion request for a student involved in a fight.

Being on the perimeter of a fight or any unauthorized gathering as school personnel are intervening or interfering with any school personnel's attempt to intervene are also violations.

## RETURNING AFTER EXPULSION

Under Indiana law, any student sixteen (16) years of age and wishes to re-enroll after an expulsion, may be required by the school principal to attend one or more of the following:

- a. An alternative school or alternative educational program;
- b. Evening classes; and or
- c. Classes established for student who are at least sixteen (16) years of age.

The student must call for an appointment with his/her assistant principal in order to re-enroll after an expulsion.

## SMOKE FREE ENVIRONMENT

Students are not permitted to smoke at any time in the school building, on the grounds, or within the area surrounding the school grounds. This applies to all school sponsored activities as well as the regular school day. Students cannot bring smoking materials to school. **Violation of this rule constitutes a serious offense and will result in a disciplinary action.** A person less than eighteen (18) years old who is in possession of tobacco or who accepts tobacco for personal use commits a Class C infraction and could be subject to a citation by school law enforcement officers. (*Repeated infraction of this rule during any regular school year may result in expulsion from school for the remainder of the semester.*)

## STUDENTS' RIGHTS

Students have the right to feel that they and their personal belongings are secure within the educational setting. Lockers remain the property of the MSD of Warren Township. The principal or designee may request law enforcement officials to assist the school administration in searching the locker and its contents. A student may be searched by the principal or designee when there is reasonable suspicion that the student possesses any item that violates school code, school conduct or an item that will cause harm to that student or any other person. The MSD of Warren Township is a semi public campus and as such, vehicles shall be subject to searches.

## STUDENT RESPONSIBILITIES

It is a joint responsibility of the student and parent/legal guardian or legal guardian to see that the student keeps personal property in appropriate places. Students are responsible:

1. To keep locker combinations confidential.
2. To not transport, transmit or keep any materials or items that would be violations of school code, disruptive, dangerous or illegal, to school property.

3. To respect the property rights of all others.

## **Warren Central High School Partners In Education**

Applebee's	Baymont Inn and Suites
Blossom Chevrolet	Books Are Fun
Buchanan Group	Buffalo Wild Wings Grill and Bar
Capitol City Ford, Inc	Chimp Champ Print Design & Illustrations
CiCi's Pizza	Colors Inc./Image IN, Inc
Comfort Inn	Comfort Suites
Community Life Center	De-Signs Signs & More
Diver's Supply	Eastern Division Met. Board of Realtors
Eastside Family Dentistry	El Jariepo Mexican Restaurant
Elite Tile Perspectives	Falender Oral Surgery & Dental Implants
Finance Center Federal Credit Union	Golden Corral
Gordon Food Service	Greenwood Machine
Hardee's	Harrison College
Hart Bakery & Gifts	Herff Jones
Houghton Mifflin	Indiana Air National Guard
Indiana Army National Guard	Italian Gardens
Ivy Tech Community College	Jay E. Cowen, D.D.S.
Just Pizza	Law Office of Jessica S. Lacy
Longhorn Steakhouse	Marriott Hotel
McAlister's Deli	McFarling Foods, Inc.
McKenna Family Eye Care	MCL Cafeteria
Mechanically Inclined Auto Services	Methodist Sports Medicine Center
Morningstar Golf Club	Office Depot
Old National Bank	Olive Garden
Papa John's Pizza	Pasquales
Post Road Christian Church	Qdoba Mexican Grill
Richard A. Coffman, D.D.S.	Ritter's Frozen Custard
Roller Cave Amusements	Ryan's Family Steakhouse
Sam's Club	Southeast Dental Group
Starbucks Coffee – Shadeland Ave	Starbucks Coffee – E. Washington St
Subway	Teacher's Credit Union
Texas Roadhouse	The Father's House Church
The Tie Dye Grill	U.S. Marines
United Consulting Engineers, Inc.	Dr. Judith Vahle
Valic-Retirement Specialists	WFYI Teleplex; TV 20/FM 90
Dr. Greg Werner, D.D.S.	Indiana Members Credit Union