

# **Western High School**



**2018-2019  
Student Handbook**

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## **WELCOME TO WESTERN HIGH SCHOOL**

We take great pride in the fact that Western High School is one of the finest schools in the state of Indiana. This is documented by our rich tradition of success in all areas of education. Western High School has a strong academic program, an outstanding athletic program, an award-winning music program, as well as a strong extra-curricular program. Our history of success stems from a fine faculty that helps direct a great student body. We are pleased that you will be a part of this year's student body and trust you will help continue Western High School's strong tradition.

This handbook is designed to help you understand the daily operation of Western High School and to help you become aware of the programs, activities, and opportunities available to you.

Your prime purpose in attending Western is to receive the best possible education, but you will also have the opportunity to make friends and participate in activities.

All students at Western High School are expected to behave courteously toward all fellow students, teachers, support personnel, and guests. Western High School is a reflection of all who attend. Let us all work together to continue Western's rich and proud tradition. Let's all do our part to make a great school even better!

## **WESTERN SCHOOL SONG**

You'll never find a high school  
as great as Western High.  
You'll never find such friendship,  
we'll shout it to the sky - Rah! Rah!  
And that's not all, we've a team that's rugged  
and we can tell you why,  
We've got what it takes to win this game  
for Western High !!

**SCHOOL COLORS: BLACK & WHITE**

**NICKNAME: PANTHERS**

## **MISSION STATEMENT**

**It is the mission of Western High School to Educate and Inspire today's Students for Tomorrow's Opportunities.**

## **VISION**

**Educate, Engage, and Encourage Students to Excel.**

## **BELIEF STATEMENTS**

- **We believe learning is a life-long endeavor.**
- **We believe all students can learn, achieve, and succeed.**
- **We believe students should be encouraged to think critically, synthesize information, develop decision-making skills, and work collaboratively.**
- **We believe student motivation and acceptance of responsibility are keys to student learning.**
- **We believe respect for self and others is essential.**

# PHILOSOPHY

Western High School seeks to provide the academic, social, and emotional experiences which will enable all students to reach their full potential as they move forward into the next step of their lives. The faculty and staff of Western High school are dedicated to helping students learn, grow, and excel in a safe, caring, and supportive learning environment which stresses high quality teaching and positive educational experiences.

Western High School seeks to form strong partnerships with all stakeholders as we continually work to improve the educational experiences and opportunities for our students. We believe and value the concept of respect for self and others and in the development of emotional and physical well-being. Our goal is that each of our students gains the knowledge and skills during high school to be well prepared for college and career. Additionally, WHS strives to maintain a relevant and diverse curriculum which will help promote the development of lifelong learning.

## **POLICY STATEMENT:**

It is the policy of the Western School Corporation to provide an equal opportunity for all students to learn through the curriculum offered in this Corporation regardless of race, color, creed, disability, religion, sex, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background.

If any person believes that the Western School Corporation or any of the Corporation's staff has inadequately applied the principles and/or regulations of (1) Title VI of the Civil Rights Act of 1964, (2) Title IX of the Education Amendment Act of 1972, and/or (3) Section 504 of the Rehabilitation Act of 1973, he or she may bring forward a complaint to the Corporation's Civil Rights Coordinator, Randy McCracken, Western School Corporation, 2600 South 600 West, Russiaville, IN 46979.

## **2018-2019 SCHOOL CALENDAR**

Wednesday, August 8	First Day of School for Students (No ½ hour delay!)
Monday, September 3	Labor Day-No School
<b>Friday, October 5</b>	<b>End of 1<sup>st</sup> Nine Week Grading Period</b>
Monday, October 8	Early Dismissal/e-Learning (12:00)
Tuesday, October 9	Early Dismissal/e-Learning (12:00)
Monday-Friday, Oct 15-19	Fall Break
Wednesday-Friday, Nov 21-23	Thanksgiving Break
<b>Tuesday, December 21</b>	<b>End of 1<sup>st</sup> Semester</b>
Monday, Dec 24-Friday, Jan 4	Winter Break
Friday, January 4	Teacher Record Day
Monday, January 7	Students Return to School
Monday, January 21	MLK Day-No School
Friday, February 8	Early Dismissal/e-Learning (12:00)
Monday, February 18	President's Day-No School
<b>Friday, March 8</b>	<b>End of 3<sup>rd</sup> Nine Week Grading Period</b>
Monday, Mar 25 – Friday, Mar 29	Spring Break
Friday, April 19	Good Friday - No School
<b>Thursday, May 23</b>	<b>End of 2<sup>nd</sup> Semester – Last Student Day</b>
Friday, May 24	Teacher Record Day
Friday, May 31	Graduation

**TESTING DATES:**

**PSAT**

Test Date
October 10, 2018

**SAT**

Test Date
August 28, 2018
October 6, 2018
November 3, 2018
December 1, 2018
March 9, 2019
May 4, 2019
June 1, 2019

**ACT**

Test Date
September 8, 2018
October 27, 2018
December 8, 2018
February 9, 2019
April 13, 2019
June 8, 2019
July 13, 2019

**ISTEP**

Part I
Feb. 25, 2019 – Mar. 22, 2019
Part II
Apr. 8, 2019 – May 3, 2019

**ISTEP Retesting**

Winter Testing Window
Nov. 12, 2018 – Dec.11, 2018

Spring Testing Window
Feb. 11, 2019 – Mar..8, 2019

**ECA Retesting**

Winter
Nov. 12, 2018 – Dec.11, 2018
Spring
Feb. 11, 2019 – Mar. 8, 2019

It is highly recommended that 11th grade students anticipating applying to a four-year college take the SAT or ACT during the fall of their junior year. Applications and information on the National College Tests are available in the Student Services Office.

**GENERAL POLICIES AND INFORMATION**

**BUILDING HOURS:**

The high school building will be opened to students at 7:20 a.m. If a student needs to stay after school in order to work with a teacher, the student must go directly to that teacher's room at the end of the day. Students staying after school for club meetings should go directly to the meeting. Being in the school at unauthorized times will result in disciplinary action.

**CARE OF THE BUILDING:**

Students have a responsibility for cooperation in maintaining a clean, well-kept building. All refuse and recyclables should be placed in the waste containers or recycle containers located throughout the building. Our

students should take pride in the excellent, attractive facilities and should treat school property as you would treat your property. **HELP KEEP THE BUILDING CLEAN!**

### **CLOSED CAMPUS:**

Western High School has a closed campus policy. This means that once a student arrives on campus in the morning, he or she cannot leave the school grounds until the end of the school day. Exceptions to this rule are students who attend the Area Vocational School or have received permission to leave early through the Administration. Leaving school without permission before the end of the school day is truancy.

### **COMPUTER / INTERNET / iPad RESPONSIBLE USE POLICY:**

Students are encouraged to use the Corporation's computers/network and Internet connection for educational purposes. Use of such resources is a privilege, not a right. Students must conduct themselves in a responsible, efficient, ethical, and legal manner. Unauthorized or inappropriate use, including any violation of these guidelines, may result in cancellation of the privilege, disciplinary action consistent with the Student handbook, and/or civil or criminal liability. All students, grades K-12, will automatically receive a computer account for internal network use and permission to use the Internet. Detailed computer/internet use policy guidelines will be explained during the first week of school to all students.

Western School Corporation (WSC) believes the 1:1 technology initiative will enhance the learning for all students in grades K-12. We believe each student has the responsibility to act in a legal, courteous, efficient, and responsible manner.

All users need to understand the importance of their responsibilities and the way they conduct themselves at all times while using the technology devices WSC has provided. The following statements represent the students' agreement about the responsible use of technology that has been provided to them to support learning.

I Will:

- Bring my iPad to school fully charged each day.
- Keep private information private. (My password and identity are not to be shared).
- Notify an adult immediately if someone violates the Responsible Use Policy.
- Treat WSC technology equipment with great care.
- Follow ALL WSC policies, rules, and regulations.
- Credit my sources when using other peoples work (images, text, etc.).
- Be a good digital citizen at any time while on the internet or network.
- Use the technology provided by WSC for school use during school hours.

I Will Not:

- Read other students information included but not limited to: school work and communications.
- Create, download, or obtain improper application, languages, text or pictures.
- Use technology to harass, intimidate, ridicule, or harm anyone else.
- Impersonate (pretend to be) someone other than myself.
- Give ANY personal information including: name, address, passwords, cell phone number.
- Take pictures, video or audio of ANYONE without permission of person or persons being captured.
- Search, possess, read, view, or copy inappropriate pictures or text.
- Tamper, change, or damage WSC hardware or WSC network in any way.
- Write on, mark on, stick anything on, or any other modifications to the iPad, iPad case charging cable, and/or charge pack.
- Alter the settings of my iPad including but not limited to un-enrolling the device from our MDM (mobile device management).

I Understand:

- Internet reliability and or access while students are not in session at Western School Corporation is not the responsibility of the school.
- Electronic paperwork has the potential to be lost and I should backup all important information regularly.
- That there may be issues with the Internet and WSC technology may not work 100% of the time.
- Not all information on the internet is true.
- I am responsible for verifying information on the internet.
- The use of WSC network is a privilege and not a right.
- The full use of the iPads is a privilege not a right.
- The technology equipment and applications assigned to me is sole property of WSC.
- School personnel have full authority over the iPad and may remove the device from me for violating any of the mentioned.
- Changes to these procedures are always evolving.

Consequences for misuse or not following the items above:

- School personnel may revoke the use of iPad features due to poor performance with academics, attendance, and/or behavior
- I may be disciplined at school up to and including suspension or expulsion if I act irresponsibly.
- Defacing an iPad, charging cable, charge pack, or case will result in a monetary fine for either a new piece of hardware or charge for cleaning.

Repair Costs for damaged, stolen, iPads are below:

	Broken Screen, Headphone jack, charge port, home button	Stolen/Lost*	Power Adapter, cable Lost/Damaged	Intentional Damage	Replacement Case
COST	\$329	Student will be billed complete cost of iPad (\$329) including case.	\$10	\$329	\$47

\*Replaced iPad will become property of Western School Corporation.

WSC firmly believes that the valuable information and interaction available on the World Wide Web far outweighs the possibility that users may procure material that is not consistent with the educational goals of the District.

## **CRIMINAL GANGS AND CRIMINAL GANG ACTIVITY**

The School Corporation adopts this policy pursuant to State law in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

### **Definitions**



- A. "Criminal gang," as used in this policy, means a group with at least three (3) members that specifically:
  - 1. either:
    - a. promotes, sponsors, or assists in, or
    - b. participates in, or
  - 2. requires as a condition of membership or continued membership the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).
  
- B. "Criminal gang activity," as used in this policy, means to:
  - 1. actively participate in a criminal gang;
  - 2. knowingly or intentionally commit an act:
    - a. with the intent to benefit, promote, or further the interests of a criminal gang; or
    - b. for the purpose of increasing the person's own standing or position within a criminal gang;
  - 3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;
  - 4. threaten another person because the other person:
    - a. refuses to join a criminal gang;
    - b. has withdrawn from a criminal gang; or
    - c. wishes to withdraw from a criminal gang;
 when engaged in by a student who attends a Corporation school.

**Procedures for Reporting and Investigating Suspected Criminal Gang Activity**

All Corporation employees shall report any incidence of suspected criminal gang activity to the principal and the school safety specialist. As well, students and parents, who choose to do so, may report an incident of criminal gang activity to the principal. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

A Corporation employee who in good faith reports an incident of suspected criminal gang activity in compliance with the procedures of this policy and any Corporation employee, parent, or student who in good faith participates in any judicial or other proceeding resulting from the report or relating to the subject matter of the report is immune from any civil or criminal liability for damages arising from his/her actions.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation. The principal or designee shall initiate the investigation promptly but no later than 2 instructional day(s) of the report of the alleged incident. The principal may appoint additional staff and the principal or designee may request the assistance of law enforcement to assist in the investigation for the safety of the administration, Corporation staff, or students. The investigation shall be completed and written findings prepared by the principal or designee as soon as possible but no later than 5 instructional days from the date of the report of the alleged incident.

The principal or designee shall submit the report to the Superintendent within 10 instructional days of completing the investigation. The Superintendent shall report the results of each investigation to the Board on an annual basis during its scheduled Board meetings.

The Superintendent is authorized to issue guidelines to define the range of ways in which Corporation staff and the principal or designee shall respond once an incident of criminal gang activity is confirmed, according to the parameters described in the Corporation's code of student conduct. The Board recognizes that some acts of criminal gang activity may be isolated incidents requiring that the school officials respond appropriately to the

individuals committing the acts while other acts may be so serious or involve individuals outside the school that they require a response by local law enforcement officials.

Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a Corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the code of student conduct. Consequences and appropriate remedial action for a student who engages in criminal gang activity may range from positive behavioral interventions up to and including suspension or expulsion. Incidents that result in the expulsion of a student(s) or alternative school placement of a student(s) will be referred to the local law enforcement officials for further investigation. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings and the Superintendent's guidelines. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The principal shall provide the parents of the students who are parties to any investigation with information about the investigation, in accordance with Federal and State laws and regulations. This information includes the nature of the investigation, whether the Corporation found evidence of criminal gang activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided immediately upon completion of the investigation and issuance of written findings by the principal or designee.

### DAILY SCHOOL SCHEDULE:

The normal school day will begin with the first period class at 7:30 a.m. and end with dismissal at 2:30 p.m. A warning bell will ring at 7:25 a.m.

Period	M, T, Th, F Class Schedule	Wednesday Class Schedule	2 Hour Delay Class Schedule
1 <sup>st</sup>	7:30 – 8:20	8:00-8:45	9:30 - 10:00
2 <sup>nd</sup>	8:25 – 9:10	8:50-9:30	10:05 - 10:35
3 <sup>rd</sup>	9:15-10:00	9:35-10:15	10:40 - 11:10
4 <sup>th</sup>	10:05-10:50	10:20-11:00	11:15 - 11:45
5 <sup>th</sup> - SRT	10:55-11:25	11:05-11:35	<b>No SRT</b>
6 <sup>th</sup>	11:30-12:50 <ul style="list-style-type: none"> <li>• <u>Lunch A:</u> 11:25-11:55               <ul style="list-style-type: none"> <li>o Class 12:00-12:50</li> </ul> </li> <li>• <u>Lunch B:</u> 11:50-12:20               <ul style="list-style-type: none"> <li>o Class 11:30-11:50 and 12:25-12:50</li> </ul> </li> <li>• <u>Lunch C:</u> 12:20-12:50               <ul style="list-style-type: none"> <li>o Class 11:30-12:20</li> </ul> </li> </ul>	11:40-1:00 <ul style="list-style-type: none"> <li>• <u>Lunch A:</u> 11:35-12:05               <ul style="list-style-type: none"> <li>o Class 12:10-1:00</li> </ul> </li> <li>• <u>Lunch B:</u> 12:00-12:30               <ul style="list-style-type: none"> <li>o Class 11:40-12:00 and 12:35-1:00</li> </ul> </li> <li>• <u>Lunch C:</u> 12:30-1:00               <ul style="list-style-type: none"> <li>o Class 11:40-12:25</li> </ul> </li> </ul>	11:50 - 1:20 <ul style="list-style-type: none"> <li>• <u>Lunch A:</u> 11:50-12:20               <ul style="list-style-type: none"> <li>o Class 12:25-1:20</li> </ul> </li> <li>• <u>Lunch B:</u> 12:20 - 12:50               <ul style="list-style-type: none"> <li>o Class: 11:50-12:20 and 12:55 -1:20</li> </ul> </li> <li>• <u>Lunch C:</u> 12:50 - 1:20               <ul style="list-style-type: none"> <li>o Class 11:50-12:45</li> </ul> </li> </ul>
7 <sup>th</sup>	12:55-1:40	1:05-1:45	1:25 - 1:55
8 <sup>th</sup>	1:45-2:30	1:50-2:30	2:00 - 2:30

<b>Kokomo Area Career Center Students</b>		
<b>IF</b>	<b>THEN KACC</b>	
	<b>AM</b>	<b>PM</b>
WSC Closed	Do not attend	Do not attend
WSC – 2 hr Delay	Do not attend	Attend*
<p>*Students, Please Note: You must stay until 4<sup>th</sup> period on 2 hr delay days.</p> <p>*Teachers, Please Note: The asterisked times may conflict with our class schedule. Please allow those who attend KACC to leave at their regularly scheduled time. However, students may report to or stay at Western if the number of delays is significant as determined by Western and KACC administration.</p>		

**DANCES:**

Clubs and other organizations sponsor dances throughout the course of the school year for various occasions. All dances last until 11:00 p.m. After game dances begin after the game has ended. All school rules apply during dances. All dances will have law enforcement officers present. **Sexually suggestive dancing (such as “grinding”) will not be permitted.** If a student’s behavior does not meet the school standards, that student will be asked to leave and may be subject to discipline procedures by the school administration and/or law enforcement. Parents may be notified and requested to pick up any student in which suspicious behavior exists.

**The following rules will be enforced:**

1. All dances are for students currently enrolled at Western High School.
2. Only pre-registered guests will be admitted to a dance. No person under high school age or those who are 21 years of age or older will be allowed to attend. Western students are responsible for their guest’s behavior. Guest admission is based upon administration approval at least 1-week prior to the dance. A Guest Dance Form must be completed and submitted to administration for approval.
3. Once a student leaves a dance, he/she cannot return.
4. Students may be subjected to an alcohol breathalyzer test upon dance entrance/exit.
5. Attire must follow the school dress code.

**COURTS:**

Events such as Homecoming and Prom typically recognize a group of students who are voted to a court. A student is eligible for a court nomination if he/she has not previously been crowned as King, Queen, Prince, Princess, or similar title from a court during the same school year.

**ELEVATOR KEY POLICY:**

Students requiring the use of the High School elevator may obtain an elevator key from the school nurse. A \$20.00 cash deposit will be required at the time the key is issued. If no deposit is made/available on day of need, elevator keys are to be returned to the school nurse at the end of the same school day. The \$20.00 deposit will be refunded to the student when the key is returned to the school nurse. If the elevator key is lost or not returned, the \$20.00 deposit will not be returned or the student will be billed a \$20.00 replacement fee. Additional keys may be issued for an additional \$20.00 deposit.

**EXTRA-CURRICULAR ACTIVITIES:**

We feel that extra-curricular activities are an integral part of the total education process at Western High School. It is for this reason that Western provides a complete activities program consisting of athletics, clubs, and organizations, both credit and non-credit. Western High School is proud of the leadership of its students and the high code of behavior and leadership they have established in the area of extra-curricular activities. Western encourages every student to strive to participate in extra-curricular activities.

It is important that students in all extra-curricular activities display qualities of good citizenship. **A student in the extra-curricular program who engages in activities that violate this principle, whether on school premises,**

or off, during, before, or after school hours, or during vacation periods, including summer vacation, will be removed from participation in the extra-curricular program if the building Principal determines that the student's behavior warrants such action. Action which may result in removal includes violation of any State law or any school rule (which could lead to suspension or expulsion) included in this handbook. Attendance problems may also result in being declared ineligible for extra-curricular participation.

**The following are activity groups and/or organizations which are offered by Western High School:**

Art Club	Drama Club	PantherTech	Speech Team
FFA	Spanish Club	French Club	Japanese Club
Panther Pals	"W" Club	Skeptics Club	Whit & Whims
Western Youth Organization (FCA)	Family, Career & Community Leaders (FCCLA)	Grey T-Shirt Club	Student Council
Academic Competition Teams	National Honor Society	Bowling team	Student Mentors
Band	Guard	Jazz Choir	Varsity Choir
Western Union (student newspaper)	Yearbook	Spell Bowl	Class Officers
Environmental Club	Futsal Club	Chess Club	Bass Fishing Club
Spirit Lifters	Journalism	Film Club	Ping Pong Club
Rocketry Club	Freshman Mentors	Mayor's Youth Council	Speech

Other clubs may be added as the interest is presented. Some of these organizations are offered as credit courses and some require the student being elected to the organization. Students may be removed from the non-classroom phase of any activity for violating any of the previously mentioned guidelines

### **FIELD TRIPS / EXTRACURRICULAR ACTIVITIES:**

The school organizes educational field trips to enhance the instructional program. Furthermore, clubs or activity groups may pull students from class for performances, etc. **In order for a student to be included in a field trip or extracurricular activity during the school day, an overview of grades, student behavior, attendance, completed assignments, and the ability to follow school rules will be taken into consideration.** Therefore, in consultation with colleagues, a teacher will determine which students will attend.

### **FOOD SERVICES DEPARTMENT:**

#### Meal Payment Policy

The Western School Corporation food service department utilizes a computerized point-of-sale system, Skyward Food Service. Upon enrollment, all students are given a café account and 4-digit PIN number. Money deposited into this account can be used for the purchase of breakfast, lunch, milk and a la carte items.

#### I. Payment Options

**The food service department strongly recommends that money is pre-paid into an account prior to the point-of-sale.** Depositing cash or checks during the breakfast or lunch service interrupts the flow of the line and reduces the total time students have to eat. The following payment options are available:

- a. Major credit card online at [www.mySchoolBucks.com](http://www.mySchoolBucks.com)
  - i. Minimal service fee to make payments
  - ii. Easy to enroll, convenient & secure
- b. Check
  - i. Check must be made payable to the corresponding school
  - ii. Must have student's name & 4-digit PIN number in memo
  - iii. If more than one student is on a single check, the check must specify how much money is to be deposited into each account
  - iv. If a check is returned due to non-sufficient funds (NSF), we will attempt to collect all money owed. In the event it cannot be collected, a third-party collection agency will be utilized
- c. Cash
  - i. Primary & Intermediate students must turn payment in to teacher in a sealed envelope, clearly marked with name & 4-digit PIN number
  - ii. Middle & High school students must turn payment in to cafeteria in a sealed envelope, clearly marked with name & 4-digit PIN number

## II. Account Balance Information

Western School Corporation expects parents to be responsible for monitoring their student's Caf  account and maintaining a positive balance. **Free and reduced-price meal assistance is available to all patrons at any time throughout the school year.** Applications can be obtained from the Food Service Director or any school office secretary. Contact the Food Service Director at 765-883-1462 with any questions related to free and reduced-price meals.

### **Students will no longer be given written negative account balance notices.**

The food service department utilizes the **School Messenger** system to notify parents of low and negative account balances. Any student with a lunch account balance below \$5.00 will receive an automated phone call.

In addition, account balance information may be obtained in the following ways:

- a. [www.mySchoolBucks.com](http://www.mySchoolBucks.com) (no service fee to view balances)
- b. Contact the Head Cook at the student's school
  - Primary Cafeteria: 883-1441
  - Intermediate Cafeteria: 883-1442
  - Middle School Cafeteria: 883-1443
  - High School Cafeteria: 883-1444

## III. Charge Guidelines

**We do not allow large debts to accumulate on student lunch accounts.** In the event a student does not have money to pay for a meal, the following guidelines will apply:

### **Primary/Intermediate/Middle/High Schools:**

- a. All students allowed to charge up to 3 lunches**
- b. NO Breakfast charges**
- c. NO a la carte charges, including milk**

After three lunches have been charged, a student will no longer be able to charge a full meal or a la carte items to their account. An alternate lunch will be served for \$.50, consisting of a peanut butter

sandwich & milk. Any student with a documented peanut allergy will receive a cheese sandwich. The student will continue to receive an alternate lunch until all charges are paid and the account has a positive balance. **There is no alternate breakfast.**

If the account is still not paid after three weeks of serving an alternate lunch, ***the account will be subject to a referral made to the Department of Family and Children's Services (DFACS) and/or filing in Small Claims Court for collection. Accounts filed in small claims court will incur additional charges assessed by the Howard County Clerk.***

**Please note: NO CHARGING will be allowed during the month of May. All negative accounts must be paid in full by the last day of school.**

#### IV. Guests

All guests are expected to pay for their meal at the time of purchase. Money deposited into a student's lunch account shall not be used for the purchase of a guest's meal.

#### V. Excess Funds

Any funds remaining in a student's café account at the end of the school year will be carried over into the next school year. Only in the event that a student graduates or leaves the school district may a refund of an account balance be requested. A refund request must be submitted to the Food Service Director at 765-883-1462.

**\*The USDA and the State of Indiana are equal opportunity providers and employers.\***

### **HEALTH SERVICES:**

The school nurse is available on a full-time basis to help with routine student medical concerns and emergency situations until the parents/guardians or emergency medical personnel can be contacted. Students seen in the clinic or office will be asked to describe their symptoms. Their temperature will be taken and if no fever, vomiting, and/or other apparent symptoms of illness or injury exist, students will be returned to class. Students with a temperature of 100 degrees Fahrenheit or higher and/or symptoms of acute illness or injury will be sent home after the school contacts the parent. **Students sent home by the nurse are not to return to school and/or extra-curricular activities that day without permission from administration.** Students are NOT to call parents to take them home without permission from a school authority. If a student chooses to call home requesting to be picked up without nurse approval, it may be considered an unexcused absence.

- **If a student has a fever of 100 degrees Fahrenheit or greater, and/or vomits due to an illness, the student will be sent home from school, or the student should be kept home from school if prior to school hours. Students may return to school after 24 hours have passed with a normal temperature without the use of fever-reducing medications, and/or no vomiting. The 24 hour policy is based off of the CDC (Center for Disease Control) recommendations and guidelines for schools. Parents must call in illnesses to office personnel, or a written note should be sent with student when returning to school.**
- Students with specific health care needs should submit those needs in writing with proper documentation by a physician, to the WHS nurse's office.
- Asthma, Severe Allergy, Seizure and Diabetes care-plan forms are available on the school corporation web-site home page located in the health tab, or can be obtained from the high school nurse/office.
- Care-plan forms, medication administration forms, physician orders and permission to carry forms need to be updated every school year.

### **Immunization Requirements**

No student shall be permitted to attend school for more than twenty (20) days beyond the date of enrollment without either:

- Current immunization statement on file with the school, or
- Written confirmation statement provided to the school.
- Medical Exemption or Religious Objection form (required to be filled out yearly)

**Grade**

**REQUIRED IMMUNIZATIONS**

**9th-11th grade**

- |                 |  |
|-----------------|--|
| • 3 Hepatitis B | • 2 MMR                                    |
| • 5 DTaP        | • 2 Varicella                              |
| • 4 Polio       | • 1 MCV4 (Meningococcal)                   |
|                 | • 1 Tdap (Tetanus, Diphtheria & Pertussis) |

**12th grade**

- |                 |                 |
|-----------------|-----------------|
| • 3 Hepatitis B | • 5 DTaP        |
| • 4 Polio       | • 2 MMR         |
| • 2 Varicella   | • 2 Hepatitis A |
|                 | • 2 MCV4        |

**Medication Administration Policy**

The purpose of administering medication in school is to help each student maintain an optimal state of health to enhance the educational program. **Parents/guardians should determine with their physician’s counsel whether the medication schedule can be adjusted to avoid administering medication during school hours. Herbal or natural medications and vitamins will be refused.** The intent of following guidelines is to reduce the number of medications given at school, and assume safe, effective administration of medications for those students who require them. In those circumstances where a student must take medication during the school day, the following guidelines are to be observed:

- Before medication can be given at school, a parent/guardian must first fill out a Medication Authorization Form (\*\*Forms are available at the school office, nurse clinic, or the Western School Corporation home page under the “info” tab).
- Medication must be in original containers and age appropriate. All prescriptions must be labeled with student’s name, physician’s name, date, pharmacy name and telephone, name of medication, prescribed dosage and frequency, special handling and storage directions. **At no time shall medication be administered in a dosage that exceeds that listed on prescription label or original container.** Any changes in dosage must be documented by a physician’s order. Parents/guardians should request pharmacist to fill 2 bottles; one for home and one for school.
- Medication WILL be refused if sent in anything other than original bottle.
- **Medication may be brought to school directly by the parent/guardian or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. Medication MAY NOT be sent to school in the student’s lunch box, pocket, or other means on or about his/her person. An exception to this would be prescriptions for emergency medications by students whose physician has filled out a permission to carry form.**
- Medication that is possessed by a school for administration during school hours or at school functions may be released to the student’s parent/guardian or to an individual who is eighteen (18) years of age or older who has been designated, in writing, by the student’s parent/guardian to receive the medication.
- Any unused medication unclaimed by the parent will be destroyed by the administrative personnel when a prescription is no longer to be administered or at the end of a school year.
- Students can carry non-medicated cough drops that do not have regulations from the FDA, such as Luden’s brand.

**Emergency Prescription Medication**

- A written order by a physician documented on a Permission to Carry Form is required in order for a student to carry an inhaler or other type of emergency medication such as an Epi-pen.

- The order must state that the student has a chronic or life threatening disease that requires the student to carry the medication during school hours (Permission to Carry Form is available at the school office, nurse clinic, or the Western School Corporation home page under the “health” tab).
- Medication must have an attached pharmacy label.

### **Head Lice Policy**

If a student in the Corporation is found to have live head lice, the student’s parents will be contacted to have the child picked up immediately and treated for the condition. After treatment and upon returning to school, the student will be examined by the school nurse or designee, which may include the principal. The Corporation practices a policy of “no live lice” as the criterion for returning to school. The parent will be provided a notification letter (**Form 8451A F2**) and a treatment form that provides guidance and educational material concerning the epidemiology, treatment, and follow-up procedures for the infestation (**Form 8451A F1**). When the parent picks up the student, the parent will be informed that the student needs to be treated before he/she returns and the parent will need to complete **Form 8451A F3** before the student is readmitted. The student will be permitted to return to school after it is confirmed the child is free of any live lice.

### **LOCKERS:**

Each student is assigned a locker for storage of books and coats. It is the responsibility of the student to keep his locker locked, neat, clean, and in good working order. Do not mark the inside or outside of your locker. Students must report broken or damaged lockers to the High School Office. **Students are to use the locker assigned to them and under no circumstances use another locker.** Students should memorize their combination and not tell other students in order to maintain security for the lockers.

The school is not responsible for lost or stolen items and students are advised to avoid storing valuable items in their lockers. Again, lockers are to be used to store school supplies and personal items necessary for use at school. Lockers should not be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

**Lockers in Physical Education Dressing Rooms** - Individually assigned lockers with combination locks have been provided. It is suggested that all valuable items be turned in to the physical education teacher during P.E. class activities.

**Locker Inspection Policy** - All lockers at Western High School are the property of the school and are subject to inspection by authorized school personnel according to IC 20-33-8-32 and IC 20-33-8-4.

### **LOST AND FOUND:**

A “**Lost and Found**” service is maintained in the student commons. It is advised that students not bring large sums of money or articles of great value to school. Lost articles may be claimed by their owners.

### **NATIONAL HONOR SOCIETY: Jeff Rayl Chapter**

Opportunity for membership in the Jeff Rayl Chapter of National Honor Society occurs during the junior and/or senior years. To become a member, the student must first qualify in the area of scholarship and then must meet the conditions outlined under character, service, and leadership. All candidates will be reviewed the final selection of NHS being determined by the Faculty Council. Appeals related to membership are directed to the building principal.

**Scholarship** – To be eligible for NHS, students must have a cumulative grade point average of 3.5 on Western’s grading scale. Any student who qualifies will be considered for membership. Those considered for membership will be asked to submit information and verification related to the areas of Character, Service, and Leadership.

**Character** – This component is reflected through evidences of honesty, reliability, respect, adherence to rules, perseverance and application to studies, avoidance of cheating in any form, lack of participation in



illegal activities, and exemplification of desirable personality traits (such as cheerfulness, friendliness, and stability). Character will be considered by staff evaluation and by evaluation of each student's discipline record.

**Service** – The student must have been active in Western High School service clubs and/or community organizations/activities/clubs. Service is defined as reaching out and assisting others or performing a useful community service. Documentation of your acts of service should be included with the information submitted for review. If you have demonstrated service outside of Western School community, you may have an adult, who is familiar with your service; fill out the Non-School activity form. This form can be mailed or emailed to the Chapter Advisor.

**Leadership** – The candidate must have demonstrated leadership while a student at Western High School. Evidence of leadership can be demonstrated in a variety of ways such as being a class or club officer, editor, student council representative, band or choir officer, student director of drama productions, varsity athlete, state solo and ensemble performer, or a varsity cheerleader. If you have demonstrated leadership in another capacity in a group, then you may have the adult responsible for the activity fill out the Non-School activity form. This form can be mailed or emailed to the Chapter Advisor.

Once a student is selected for membership in NHS they must be inducted through a formal ceremony. To maintain membership in NHS the student must continue to uphold the high standards of scholarship, character, service, and leadership.

### **OFFICE, LAB, AND TEACHER ASSISTANTS:**

Assistants are chosen on the basis of certain qualities a student possesses. Qualities considered are: scholarship, dependability, honesty, neatness, ability to work with others, and a willingness to do a good job. Many of the tasks asked of assistants may seem unimportant and insignificant, but without the assistants, schools would not run as smoothly. The students that volunteer their time as assistants are greatly appreciated. The privilege of being an assistant may be revoked at any time. The following criteria must be met for consideration as an assistant:

- Assistants must maintain passing grades in all classes.
- Assistants must report on time. The WHS tardy policy will apply.
- Assistants should not leave your designated spot before the bell rings.
- Assistants who have discipline problems or have excessive absenteeism or tardiness will be sent back to study hall.
- Freshmen are only eligible to be assistants during the second semester.

First period assistants must report to study hall for attendance.

### **PESTICIDE APPLICATION NOTICE:**

Periodically throughout the year, it may be necessary that pesticides will be applied to external or internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify Heather Hendrich at (765) 883-1455 or [hhendric@western.k12.in.us](mailto:hhendric@western.k12.in.us). You will be given a form to fill out and will be notified of any pesticide application with at least 48-hour advance notice. In case of emergency, pesticides will be applied and communication will be sent to those who had contacted the school requesting notification.

### **RESTROOMS:**

No one likes a dirty restroom. Restrooms are not to be used as lounges. Students are encouraged to use the restroom before and after school, between class periods or during their lunch period. If you are feeling ill, report to the nurse's office or send for some assistance, but do not remain in the restroom. **Students who remain in the restroom without permission will be considered truant.** HELP KEEP OUR RESTROOMS CLEAN!

### **SAFETY DRILLS:**

Fire and disaster drills at regular intervals are required by law and are an important safety precaution. The purpose of the drills is to make everyone familiar with fire and disaster drill procedures and with the proper exits in

the event of a fire or other disaster. Exit routes and specific instructions are posted in each classroom. When the fire alarm sounds, students are to move quickly and quietly to the exits, then proceed to at least 75 feet from the building. In the event of a disaster alarm, your teacher will instruct you to go to an assigned area in the school and to follow certain safety procedures. Students can re-enter the building and classrooms as soon as the signal is given. Intentionally setting off a fire alarm or turning in a false report will result in expulsion from school and referral to the proper authorities for criminal charges.

### **SEVERE WEATHER- SCHOOL CLOSINGS:**

In case of severe weather which may force the closing or delay of school - A phone message will be sent to all students and staff informing everyone about the situation and official announcement of such closing will be made over radio stations WIOU-AM (1350), WZWZ-FM (92.5), WSHW-FM (99.7), WWKI-FM (100.5), TV stations Channels 6, 8, 11, and 13 in Indianapolis. Information will also be updated on the Western Homepage, <http://corp.western.k12.in.us>. Please listen to these stations and do not call the school.

### **STUDENT COUNCIL:**

Western High School has an active and dedicated group of students who make up the Student Council. Student Council represents the interest of all students at Western High School and encourages all students to participate. Meetings are held twice a month (some before school and some after school), and any student may attend and take part in the discussion. Only Council members, however, are entitled to vote on decisions.

### **STUDENT INSURANCE:**

Student insurance is available at a nominal cost and is optional. When a student under this plan is injured, he may pick up a claim form from the corporate office. This form must be completed by his parents and presented to the doctor or hospital. The school merely acts as a median in supplying the insurance, and assumes no liability, either for the injury or the subsequent negotiations with the insurance company.

### **STUDENT PICTURES:**

School pictures (grades 9-11) for the yearbook will be taken in early fall. All pictures are on a pre-pay basis. Students may select from several different priced packages and the full amount must be paid the day pictures are taken. The photographer guarantees satisfaction and all money will be refunded if not completely satisfied with the pictures.

### **STUDENT PICTURES (Seniors):**

Senior pictures for the yearbook and the Senior Class composite must be taken by a school contracted photographer. Pictures will be taken on a date scheduled in the fall. Senior pictures for ID cards will be taken in the fall when underclass pictures are taken.

### **STUDENT SECLUSION & RESTRAINT:**

As a part of the emergency procedures in place in our schools, no student will be restrained and/or placed in seclusion by school staff unless the student's behavior poses an imminent risk of injury to him/herself or others. However, significant violations of the law including assaults on students and staff will be reported to the police. As soon as possible after any such use of restraint and/or seclusion, the parent or guardian will be informed when any of these actions have occurred and will be provided with a detailed account of the incident including the circumstance that led to the use of the restraint and/or seclusion. Western's Seclusion and Restraint Plan is available online at: <http://www.western.k12.in.us>

### **TELEPHONES:**

School telephones are for emergency use only. Students needing to make a phone call must receive the approval of a staff member:

## **TEXTBOOKS:**

The rental of textbooks is a service provided by the school so that all students may obtain their books at a reasonable cost. The rental fee for each course is determined by pro-rating its cost over a four year period. All books are given a number for identification by the student and the school. Care should be taken to maintain good condition of books that are rented. Lost books should be reported to the classroom teacher. Students will be assessed full price for replacement of lost or defaced books.

Student textbooks need to last for 6 years, due to the state adoption schedules. We realize that there will be a normal amount of wear, but students are expected to take the responsibility of caring for their books. Excessive abuse of a textbook will result in a fine necessary to repair or replace the textbook.

Please notify the teacher if you have a book that is already defaced so that they can make a note of it and not charge you at a later date.

Students and parents with a concern regarding textbook rental support should consult the "Free or Reduced Price Meal/Milk" material which was distributed with registration materials or contact the office of the Food Services Director at 765-883-5576 x1110. Applications for textbook rental assistance are also available online at <http://whs.western.k12.in.us>.

Failure to pay book and supply fees in a timely manner may result in the Western School Corporation filing suit in small claims courts.

## **VENDING MACHINES:**

Vending machines are available for student use. These machines will be open at designated times provided students do not make messes. Please put cans and paper into trash receptacles. Failure to do so may result in denying access to the machines. Classroom rules regarding snacks and drinks, with the exception of water, will be at the individual teacher's discretion. Know your teachers' classroom policies. If money is lost in a machine, report it to the office for a refund.

## **VISITORS:**

Students are not allowed to bring visitors to school. Visitors cause a hardship on both teachers and other students. Parents are always welcome, however, other than those who have been asked by a teacher to be in the classroom, who wishes to observe learning activities taking place in their child's classroom are to confer, in advance, with the principal and the teacher and state the purpose of the visitation. All visitors must first report to the high school office to sign in and receive a visitor's pass. If a visitor enters the building without obtaining permission from the office, he/she may face trespassing charges and be escorted from the building by law enforcement.

## **WORK PERMITS:**

Students in need of a work permit should obtain one in the high school office. Work permits may be revoked, or the request denied, if the student's academic record, behavior, or attendance come into question.

# **ATTENDANCE**

## **Attendance Philosophy:**

A good attendance record is important not only to the student but to the school as well. Frequent absences of students from regular classroom learning experiences disrupt the continuity of the instructional process. The benefit of regular classroom instruction is lost and cannot be entirely regained, even by extra after-school instruction. Students who miss school frequently experience great difficulty in achieving the maximum benefits of schooling. These students, in many circumstances, are able to achieve only mediocre success in their academic program. Students with poor attendance records often lose interest in school and are commonly potential drop-outs. Evidence indicates that grades and

attendance are directly related. The entire process of education requires a regular continuity of instruction, classroom participation, learning experience, and study in order to reach the goal of maximum educational benefits for each individual student.

Every effort will be made to monitor the attendance of the students and to keep parents informed of their child's **absences of concern**.

A fine attendance record is one of the best recommendations a school can give its graduates. Personnel directors and employers may interpret poor attendance as an indication of poor health or lack of interest, and students with poor attendance records are often considered a risk for employment.

The following attendance policy has been developed to promote regular school attendance. School attendance is the mutual responsibility of the individual student and parent. **The school cannot teach students who are not present.** Extenuating circumstances will need to be communicated to the administration in cases where deviation from this policy may be needed.

### Procedure to Follow When Absent:

Parents are requested to call the school (**883-5541**) between 7:00-10:00 a.m. on the day the student is absent. However, a voicemail system can be used at any time and messages may be left 24 hours a day; **Please state the student's first and last name, grade level, and the reason for the absence.** This must be done whether the student is absent one period or the entire day. **All non-call-ins will be counted as an unexcused absence.** In instances when a parent does not have a phone available, prior arrangements can be made for a note to be accepted upon the student's return. **All notes should be presented to the attendance secretary immediately upon return to school. Any notes from a physician must be submitted within 2 school days of a student's return to school from an illness in order to be considered an excused absence.**

**Note: At Western High School a student must be in attendance no later than 9:00 a.m. in order to participate in practice, games, matches, or events on that particular day. The principal may grant exceptions for special circumstances.**

### ATTENDANCE POLICY:

**A student can only be absent 6 days in a semester. NOTE TO PARENT & STUDENT: EACH ABSENCE, WHETHER EXCUSED OR UNEXCUSED, COUNTS TOWARD THE SIX (6) DAY LIMIT.**

#### A. Excused Absences (All missed work may be made up for full credit):

1. Illness with a parent phone call. Phone calls should be made between 7:00 – 10:00 a.m. on the day of the absence.
2. Death in the immediate family.
3. Medical and dental appointments provided that there is a statement from attending doctor or dentist. Students are expected to attend school when possible, before and after medical appointments. Failure to do so will result in being counted absent for the periods missed.
4. Court appointment (Required court appearance).
5. Driver's license test. Up to ½ day.
6. Required religious observance.
7. Serving on Election Day.
8. Serving as a State Legislature Page.
9. College Visitation Days: Juniors and Seniors will be allowed two (2) college visitation days per year. The intent of college visitation days is to afford students an opportunity to investigate colleges. Students will be required to submit a request for a visitation day prior to the visit. **Verification of the visit is required and should be on college stationary and signed by the contact person at the college.**
10. Absences related to deployment or return for Military Connected Families
11. Approved Educational day

**B. Unexcused Absences:**

All other absences are considered unexcused and will receive no credit for work missed and work will not be allowed to be made up for credit. **NOTE TO PARENTS & STUDENTS: Pre-Arranged Family Trips are considered unexcused absences and only major assignments, quizzes, and/or tests (as determined by the teacher) may be made up for credit.** Excessive unexcused absences will be dealt with according to the state's compulsory attendance law.

**Disciplinary Procedures For Excessive Absenteeism:**

1. A letter outlining the attendance policy and the number of days their student has missed will be sent to parents/guardians on the student's whose attendance is concerning. ALL absences after the 6<sup>th</sup> day MUST be documented by a licensed Indiana medical professional or approval by the school administration for extreme emergencies.
2. Absence #7 – without proper medical documentation – will result in a meeting with the student and the teacher or school administration. An appropriate course of action will be determined.
3. Absence #8– without proper medical documentation - will result in the student being placed on an attendance contract, school disciplinary action (one Saturday School) and possible revocation of the student's work permit.
4. Absence #9 – without proper medical documentation – will result in a conference with the student, communication with parents and an additional assignment of Saturday School.
5. Absence #10 – without proper medical documentation - will result in a meeting to be held between the parent/guardian, the student, and a member of the administrative team to determine an appropriate course of action. The student will be declared ineligible for extra-curricular activities, including athletics, until this meeting occurs. Appropriate course(s) of action may include:
  - An extension of allowable absences based on extenuating circumstances, or
  - Further disciplinary measures up to recommendation for expulsion
6. Absence #11 – without proper medical documentation – will result in Classification as a Habitual Truant under IC 20-33-2-11 and subject to recommendation for expulsion, revocation of the student's work permit, and a request through the Indiana Bureau of Motor Vehicles of invalidation of the student's learner's permit or driver's license.
7. A student who violates the attendance policy in any given class will meet with the administrator and classroom teacher to discuss options, which may include removal from the class with a W/F for the semester.
8. If a student is removed in one or more classes and falls below being enrolled in 4 classes for a semester, the student will be withdrawn from school for the remainder of the semester, and lose credit in all courses.
9. Those students who are at or over the allowable 6-day limit on absences may not be allowed to miss school for field trips (or similar type of trips).

**C. Make Up Policy:**

Arrangements for making up missed assignments shall be made by the student with each teacher. Teachers will communicate their timetable for making up missed assignments in their class syllabus/expectations. **Credit will be given for all work made up with the following exceptions: Out of School Suspensions and Unexcused Absences.** For **Pre-Arranged Family Trips, only major assignments and not daily work may be made up for credit.** All incompletes must be made up within ten (10) school days unless extraordinary circumstances make this impossible.

**D. Early Dismissal Pass:**

**Students who must leave during the school day because of medical appointments should make arrangements with the Attendance Secretary prior to 7:30 a.m.** Students are required to sign out before leaving and sign in upon returning to school. Students who are absent from school because of a medical appointment must bring verification of that appointment and time leaving the doctor's office upon return to school.

Parents should attempt to schedule doctor and dental appointments so that the student will not miss school. If a partial day's absence from school is necessary, the student must bring a parent note to the Attendance Secretary immediately upon arrival at school. You will then be issued an absence form. Students leaving during the day for a special event, such as a religious event, funeral, etc., must have this pre-arranged before the beginning of school.

Students will not be allowed to go home during the school day to take medication. Medication that a student normally takes for headaches, colds, or other minor medical problems should be given to the school nurse for such emergency situations. If a student needs medication and none has been provided, a parent or guardian may be called to bring medication to school if deemed necessary.

**E. Homework for Students Who Are Absent:**

Homework may be requested from the Student Services Office on the 2nd day of student absence. This request needs to be made before 8:00 a.m. Homework would then be ready after 2:00 p.m. that day. Homework requests received after 8:00 a.m. will not be ready until 9:00 a.m. the following day. Students are encouraged to monitor eBackpack and online communication for information regarding assignments, tests, quizzes, and grades.

**F. Truancy:**

A student is truant if he is absent from school without parental knowledge and approval, leaves school without permission from the Administration or Nurse, comes to school but does not attend a class or classes, remains in the restroom or other location for an extended period of time, or is excessively late to a class. A student who is truant is ineligible for any extracurricular event/practice on day of truancy (or next day if student is determined to have been truant).

**Disciplinary Action For Period or Partial Period Truancies:**

**First Offense:** Saturday School

**Second Offense:** Two Days of ACS or Saturday School

**Subsequent Offenses:** Subject to Disciplinary Action as detailed for Full Day Truancy

**Disciplinary Action For Full Day Truancies (3 or more periods in a single day):**

**First Offense:** Three Days of ACS

**Second Offense:** Five Days of OSS and Work Permit Revoked

**Third Offense:** Ten (10) Days of Out-of-School Suspension with recommendation for Expulsion. Student will be declared a habitually truant subject to IC 9-24-2-1, and a request through the Indiana Bureau of Motor Vehicles of invalidation of the student's learner's permit or driver's license may be made.

**G. Late Arrivals:**

Any student arriving to school after 7:35 will be considered a Late Arrival. This student must sign in and receive a pass to be admitted to class. These Late Arrivals are based on a per semester basis. The first two Late Arrivals to school are verbal warnings. Arriving to 1st period class after 7:30, but before 7:35 is considered a class tardy and disciplined according to the tardy policy.

**Disciplinary Action:**

**3<sup>rd</sup> Late Arrival:** 5 day driving privileges suspension or One period of detention

**4<sup>th</sup> Late Arrival:** 10 day driving privileges suspension or Two periods of detention

**5<sup>th</sup> Late Arrival:** 15 day driving privileges suspension (driver)/Three periods of detention (non-driver)

**6<sup>th</sup> Late Arrival:** Driving privileges suspended indefinitely/One day of in-school suspension

**Subsequent Late Arrivals:** Two days of In-School suspension for each subsequent late arrival.

Removal from the class may result as determined by administration (W/F for the semester).

**H. Class Tardies:**

A tardy is defined as being late to a class during the school day after the bell has rung for the class to begin. Any student who arrives to class after the first ten minutes will receive a tardy and an absence unless the absence is an excused absence. Each teacher may have individual tardy requirements. Semester tardies one and two will be verbal warnings by the teacher. **Students who amass more than ten (10) combined tardies for the semester will serve one day of Alternative Classroom Setting (ACS) for each tardy.**

**Disciplinary Action:**

**3<sup>rd</sup> Tardy:** One Period of Detention

**4<sup>th</sup> Tardy:** Two Periods of Detention

**5<sup>th</sup> Tardy:** Three Periods of Detention

**6<sup>th</sup> Tardy:** Saturday School

**7<sup>th</sup> Tardy:** Two days of ACS or Saturday School

**Subsequent Tardies:** Additional days of ACS or possible removal from the class with a W/F for the semester

**I. E-Learning:**

E-learning provides students and teachers the opportunity to continue the educational process. On days where E-learning has been approved, students are required to put forth a reasonable amount of effort in each class to be counted present. Attendance will be taken for each class period and will count toward a student's number of absences. Students are required to complete and turn in all work given on E-learning days the next school day.

## **STUDENT CONDUCT**

**PHILOSOPHY AND GOALS OF STUDENT DISCIPLINE:**

The rules and procedures of Western High School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from office personnel.

Adult students (age eighteen (18) or older) are expected to follow all school rules. If residing at home, adult students should include their parents in their educational program.

## DISCIPLINARY OPTIONS:

### DETENTION OPTION:

Detention is assigned to students for a variety of rule violations. Students will be told where and when to report for their detention. **It is the student's responsibility to arrange transportation from detention.** Detentions are assigned after school at the convenience of the school and must be served on the date assigned. Failure to serve detentions as scheduled can lead to loss of driving privileges, additional detentions, suspension, and/or expulsion. Students are to report on time with study materials, behave properly or will lose detention credit. Detentions are assigned by the Principal or Assistant Principal. Late bus passes will not be issued for any student who is serving detention that day.

### DETENTION ROOM POLICY:

Detention will usually be held on Tuesday and Thursday, from 2:45 until 4:00 p.m. in the following intervals.

- One period of detention will be 40 minutes (dismissal at 3:25 p.m.).
- Two periods of detention will be 75 minutes (dismissal at 4:00 p.m.).

The Detention Supervisor will have the responsibility and authority to ensure detention is carried out according to the following rules:

#### General Rules:

1. No electronic media or communication devices or sleeping will be allowed in detention.
2. No conversations (oral, written, or visual) between students
3. No disruptive noises or actions
4. Students are to bring materials to study and stay busy.

### TIME OUT OPTION:

This option is provided to teachers as a means for handling minor classroom discipline problems. Teachers can suspend a student to the office for a maximum of one period at a time.

### SATURDAY SCHOOL OPTION:

Saturday school is an alternative form of discipline for minor infractions that traditionally would result in removal from all classes for a day or more.

#### Rules:

1. Saturday School for grades 6-12 begins at 8:00 a.m. and will last until 12:00 noon (four hours).
2. Students are to report to the Administration Building by entering Door #8 on the west side of the building before their scheduled time. The doors will be opened at 7:55 a.m. and 9:55 a.m. If a student arrives five (5) minutes late, the time will be doubled and he/she will have to make up the time after the dismissal. If a student arrives six (6) to fifteen (15) minutes late, he/she will have to serve that Saturday, plus an additional Saturday. If a student arrives more than fifteen (15) minutes late, the student will be considered absent and will be assigned a suspension unless it is verified excused absence.
3. Students are to bring their assignment sheet from their teachers. Students are responsible to bring enough homework to keep busy the entire time. Homework, extra credit work, and reading (library books) are acceptable items on which to work. No MAGAZINES, GAMES, OR ELECTRONIC DEVICES (exception: assigned work on the iPad) are allowed. **Cell Phones will be collected at the beginning of Saturday School and returned at the end.** Work will be assigned by your teachers.
4. There will be no talking, except if the student needs to ask the supervisor in charge a question.
5. Students are to stay in an assigned seat. If students need to leave their seat, they are to raise their hand and ask permission.
6. There will be a five minute restroom break at 9:55 a.m. There is no eating or drinking pop, coffee, etc.
7. Students cannot leave the building during Saturday School time.
8. Students are to have NO visitors in the building during their assigned time.
9. Sleeping or giving the appearance of sleeping will not be tolerated in Saturday School.



10. In the event bad weather causes cancellation of school on a Friday prior to Saturday School, Saturday School will be postponed to another day.
11. Students will not be allowed to use the telephone or go to lockers.
12. Excused absences from Saturday school include: illness, death in the family, or severe illness in the family. A parent's phone call must be made to the principal the first day the student returns to school if the Saturday school absence is to be excused and reassigned.
13. All regular school rules are in effect. The Saturday School supervisor is in charge and any refusal to comply with his instructions will result in a dismissal from Saturday school.
14. It should be clearly understood that a student faces immediate out-of-school suspension for up to ten (10) days if he/she is in violation of any of the above rules and/or the following:
  - a) failure to attend or arriving over fifteen (15) minutes late
  - b) misconduct
  - c) failure to complete assignments
  - d) dismissal from Saturday School

**SOCIAL PROBATION: (Unsatisfactory Citizenship)**

Social probation may be used for any infraction of school rules. Social probation is generally used for an infraction/misbehavior which occurred at an extra-curricular activity. Social probation may also be used in conjunction with other discipline to prevent further problems that could occur at after school activities. Once a student has been put on social probation, that student may not attend any activities after the regular school day.

**DISCIPLINARY PROBATION:**

A student who has exhibited serious behavioral problems will be assigned disciplinary probation for the remainder of the school year. Any student who is suspended for fighting, stealing, or other repeated violations of other rules is placed on disciplinary probation. Any further serious school problem then results in a recommendation for expulsion.

Also any student who is suspended out of school on two separate occasions during the school year is placed on disciplinary probation for the remainder of the school year. If the student is suspended for a THIRD occasion, he/she will be recommended for expulsion.

**CLASS SUSPENSION OPTION:**

This is intended to be used by the building administrator as a means of providing a cooling off period for students who have experienced classroom difficulty which requires the separation of the teacher and student without removing the student from all of his/her classes. A completed discipline referral form will be kept in the student's disciplinary file. A student on a class suspension will report to the office during the class he/she is suspended from and will be supervised by the office. A student may receive a maximum of five (5) consecutive class suspension days per infraction. The teacher will determine whether work missed due to a class suspension may be made up.

**ALTERNATIVE CLASSROOM SETTING OPTION:**

ACS is a full day assignment intended to isolate the student from the classroom and his peers. This option is intended to provide supervised environments for students who need disciplinary action requiring a high level of supervision. Only administrators can assign students to ACS and students will complete classroom assignments as provided by the teachers. Credit will be given for all work assigned and completed during ACS. Students may receive ACS for a maximum of ten (10) consecutive school days per infraction.

**OUT-OF-SCHOOL SUSPENSION OPTION:**

Out-of-school suspension shall be reserved for serious disciplinary infractions or for those students who are habitual offenders. Out-of-school suspension is a preliminary step to a recommendation for expulsion. Students may be suspended a maximum of ten (10) consecutive school days per infraction. Students can make up any major assignment missed by attending the next Saturday School.

**EXPULSION OPTION:**

This option will be used when other options fail or when the infraction requires severe consequences. This option will also be used for frequent or repeat offenses. A student may be expelled from school for up to one (1) full calendar year. **Any expulsion will result in current grades being recorded as W/F and will prevent the attainment of Western credits during the expulsion period.**

**DISCIPLINARY AUTHORITY:**

At Western High School disciplinary authority has been assigned to all staff members so that individual rights can be respected and responsibilities met. **All students are subject to the responsible direction and correction of all adults (certified and non-certified) on the school staff.** The Principals will serve as the disciplinary officers for the students. Referrals for disciplinary action will be directed to them. When and where necessary, they will prescribe rules to insure the smoother operation of the school and the general welfare of students and staff. Misconduct involving school policies may result in any one or combination of the following: counseling, verbal reprimands, extra work assignments, detention, in-school suspension, removal from class, suspension from extra-curricular events, suspension from school, and expulsion from school. Misconduct that is illegal by state or local law can be referred to the proper civil authorities.

**STUDENT DUE PROCESS AND DISCIPLINE:****I.C. 20-33-8-8 Duty and powers of school corporation to supervise and discipline students.**

- (a) Student supervision and the desirable behavior of students in carrying out school purposes are the responsibility of a school corporation and the students of a corporation.
- (b) In all matters relating to the discipline and conduct of students, school corporation personnel stand in the relationship of parents and guardians to the students of the school corporation. Therefore, school corporation personnel have the right, subject to this chapter, to take any disciplinary action necessary to promote student conduct that conforms to an orderly and effective educational system.
- (c) Students must follow responsible directions of school personnel in all educational settings and refrain from disruptive behavior that interferes with the educational environment.

**I.C. 20-33-8-9 Disciplinary powers of teachers and school staff members.**

- (a) This section applies to an individual who:
  - (1) is a teacher or other school staff member; and
  - (2) has students under the person's charge.
- (b) An individual may take any action that is reasonably necessary to carry out or to prevent an interference with an educational function that the person supervises.
- (c) Subject to the rules of the governing body and the administrative staff, a person may remove a student for a period that does not exceed (5) school days from an educational function supervised by the person or another person who is a teacher or other school staff member.

**I.C. 20-33-8-10. Disciplinary powers of principals**

- (a) A principal may take any action concerning the principal's school or a school within the principal's jurisdiction that is reasonably necessary to carry out or prevent interference with an educational function or school purposes.
- (b) Subsection (a) allows a principal to write regulations to govern student conduct.

**I.C. 20-33-8-14. Grounds for suspension or expulsion**

- (a) The following are the grounds for student suspension or expulsion, subject to the procedural requirements of this chapter as stated by school corporation rules:
  - (1) Student misconduct.
  - (2) Substantial disobedience.
- (b) The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
  - (1) on school grounds immediately before or during school hours, or immediately after school hours, or at any time when the school is being used by a school group;
  - (2) off school grounds at a school activity, function, or event; or
  - (3) traveling to or from school or a school activity, function, or event

**I.C. 20-33-8-15 Unlawful activity.** In addition to the grounds specified in section 8 of this chapter, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

- (1) the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function; or
- (2) the student's removal is necessary to restore order or protect persons on school property, including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

**I.C. 20-33-8-18 Maximum term of suspension; procedure**

(a) A principal may suspend a student for not more than ten (10) school days under section 14, 15, or 16 of this chapter. However, the student may be suspended for more than ten (10) school days under section 23 of this chapter.

(b) A principal may not suspend a student before the principal affords the student an opportunity for a meeting during which the student is entitled to the following:

- (1) A written or an oral statement of the charges against the student.
- (2) If the student denies the charges, a summary of the evidence against the student.
- (3) An opportunity for the student to explain the student's conduct.

(c) When misconduct requires immediate removal of a student, the meeting under subsection (b) must begin as soon as reasonably possible after the student's suspension.

(d) Following a suspension, the principal shall send a written statement to the parent of the suspended student describing the following:

- (1) The student's misconduct.
- (2) The action taken by the principal.

**I.C. 20-33-8-19 Expulsion procedures; appeals.**

(a) A superintendent of a school corporation may conduct an expulsion meeting or appoint one (1) of the following to conduct an expulsion meeting:

- (1) Legal counsel.
- (2) A member of the administrative staff if the member:
  - (A) has not expelled the student and
  - (B) was not involved in the events giving rise to the expulsion.

The superintendent or a person designated under this subsection may issue subpoenas, compel the attendance of witnesses, and administer oaths to persons giving testimony at an expulsion meeting.

(b) An expulsion may take place only after the student and the student's parents are asked to appear at an expulsion meeting with the superintendent or a person designated under subsection (a). The request to appear at an expulsion meeting shall:

- (1) be made by certified mail or by personal delivery;
- (2) contain the reasons for the expulsion meeting; and
- (3) contain the date, time, place, and purpose of the meeting.

(c) The person conducting an expulsion meeting;

- (1) shall make a written summary of the evidence heard at the expulsion meeting;
- (2) may take action that the person finds appropriate; and
- (3) must give notice of the action taken under subdivision (2) to the student and the student's parent.

(d) If the student or the student's parent within ten (10) days of the receipt of a notice of action taken under subsection (c) makes a written appeal to the governing body, the governing body:

- (1) shall hold a meeting to consider:
  - (A) the written summary of evidence prepared under subsection(c)(1); and
  - (B) the arguments of the principal and the student or the student's parent; unless the governing body has voted under subsection (f) not to hear appeals of actions taken under subsection (c); and

(2) may take action that the governing body finds appropriate.

The decision of the governing body may be appealed only under section 15 of this chapter.

(e) A student or a student's parent who fails to appear at an expulsion meeting after receipt of a request to appear forfeits all rights administratively to contest and appeal the expulsion. For purposes of this section, a request to appear at an expulsion meeting or notice of the action taken at an expulsion meeting is effectively given at the time when the request or notice is delivered personally or sent by certified mail to a student and the student's parent.

(f) The governing body may vote not to hear appeals of action taken under subsection (c). If the governing body votes not to hear appeals, after the date on which the vote is taken, a student or parent may appeal only under section 15 of this chapter.

#### **IC 9-24-2-1 Suspended and expelled students and dropouts**

(a) A driver's license or a learner's permit may not be issued to an individual less than eighteen (18) 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 for the school year 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.

(b) At least five (5) days before holding an exit interview under IC 20-33-2-28.5, the school corporation shall give notice by certified mail or personal delivery to the student, the student's parent, or the student's guardian that the student's failure to attend an exit interview under IC 20-33-2-28.5 or return to school if the student does not meet the requirements to withdraw from school under IC 20-33-2-28.5 will result in the revocation or denial of the student's:

(1) driver's license or learner's permit; and

(2) employment certificate.

#### **IC 9-24-2-4 Invalidation and revalidation of licenses; suspended, expelled, and withdrawn students**

(a) If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following:

(1) The person becomes eighteen (18) years of age;

(2) One hundred twenty (120) days after the person is suspended, or the end of a semester during which the person returns to school, whichever is longer.

(3) The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.

(b) The bureau shall promptly mail a notice to the person's last known address that states the following:

(1) That the person's driving privileges will be invalidated for a specified period commencing five (5) days after the date of the notice.

(2) That the person has the right to appeal the invalidation of a license or permit.

(c) If an aggrieved person believes that:

(1) The information provided was technically incorrect; or

(2) The bureau committed a technical or procedural error; the aggrieved person may appeal the invalidation of a license under IC 9-25.

(d) If a person satisfies the conditions for reinstatement of a license under this section, the person may submit to the bureau the necessary information certifying that at least one (1) of the events described in subsection (a) has occurred.

(e) Upon certifying the information received under subsection (d), the bureau shall revalidate the person's license or permit.

(f) A person may not operate a motor vehicle in violation of this section.

(g) A person whose license or permit is invalidated under this section may apply for a restricted driving permit under IC 9-24-15.

- (h) The bureau shall revalidate the license or permit of a person whose license or permit was invalidated under this section that does the following:\
- (1) Establishes to the satisfaction of the principal of the school where the action occurred that caused the invalidation of the person's license or permit that the person has:
    - a. Enrolled in a full-time program of education; and
    - b. Participated for thirty (30) or more days in the program of education
  - (2) Submits to the bureau a form developed by the bureau that contains:
    - a. The verified signature of the principal or the president of the governing body of the school described in subsection (1); and
    - b. Notification to the bureau that the person has complied with subdivision (1).

A person may appeal the decision of a principal under subdivision (1) to the governing body of the school corporation where the principal's school is located.

## **DISCIPLINARY GUIDELINES**

The severity of discipline increases as the student repeats the same infraction. However, when the severity of the violation (even though the first) warrants, the penalty will be much more severe. **The disciplinary actions outlined in this section are only a guide and should not be construed to be absolute.**

The following rules have been formulated to ensure an orderly administration of the educational process. Students who violate these adopted rules will be disciplined accordingly. When extenuating circumstances prevail, the administration will handle the situation appropriately. Serious misconduct will be dealt with by the principals at their discretion and under the disciplinary authority given them by the state and school board regulations. In addition to the school's actions, serious violations will also be referred to the proper law enforcement agency for their action.

These rules apply when a student is

- (1) on school grounds immediately before, during, and immediately after school hours and 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; or
- (3) traveling to or from school or a school activity, function, or event.

### **ANTI-HAZING:**

The Western School Corporation believes that hazing activities of any type are inconsistent with the educational process and prohibits all such activities at any time in school facilities, on school property, and at any Corporation-sponsored event. Hazing shall be defined for the purpose of this policy as performing any act or coercing another, including the victim, to perform any act of initiation into a class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by the individual subjected to the hazing shall not lessen the prohibitions contained in the policy. If hazing or planned hazing is discovered, the students involved shall be informed of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. Students who fail to abide by this policy shall be subject to disciplinary action which may include suspension and/or expulsion.

### **BOOK BAGS/BACKPACKS/PURSES:**

String bags, small backpacks, or purses that are of a size that can easily and completely fit under the desk or seat are permitted. Students who abuse this privilege may have it revoked for a time period reflective of the level of infraction. Students must respect and abide by classroom teacher mandates regarding the right to bring backpacks to class. This expectation will be outlined in the teacher's classroom policy/syllabus information.

## **BULLYING, THREATENING, HARASSING, OR INTIMIDATING STUDENTS:**

Western School Corporation is committed to each student's success in learning within a caring, responsive, and safe environment that is free of discrimination, violence, and bullying. Our school corporation works to ensure that all students have the opportunity and support to develop to their fullest potential and share a personal and meaningful bond with people in the school community. Bullying is prohibited by Western School Corporation. According to IC 20-33-8-0.2, "Bullying" means overt, unwanted, repeated acts or gestures, include verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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

The term may not be interpreted to impose any burden or sanction on, or include in the definition of the term, the following:

- (1) Participating in religious event.
  - (2) Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
  - (3) Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of Indiana, or both.
  - (4) Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one (1) or more adults.
  - (5) Participating in an activity undertaken at the prior written direction of the student's parent.
  - (6) Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.
- Parents or students who suspect repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all reports of bullying. Parents of both the targeted student and the bully will be contacted by school personnel within 2-3 school days from when the report was provided to administration. If determined that reporting the bullying incident to law enforcement is necessary, this will be done simultaneously with the contacting of parents.
  - Anonymous reporting of bullying can be made to Western Safe School Tip Line by calling: (765)883-5576 or (765)883-5541 and dial extension 8477 (TIPS). Students may also anonymously report bullying through an online form available on their iPads.
  - Appropriate staff members will meet with the children involved to learn about the bullying that has been taking place. They will then develop a plan to keep students safe and make teachers aware in order for them to be watchful of any future bullying. Counseling, corrective discipline, and/or referral to law enforcement will be used to attempt to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.
  - Educational outreach and training will be provided to school personnel, parents, and students, concerning the identification, prevention, and intervention in bullying.

- Consequences for bullying and false reporting of bullying will be handled on a case-by-case basis. Discipline could include a behavior contract, lunch detention, after-school detention, alternative classroom setting, out-of-school suspension, loss of social privileges, recommendation for expulsion, and/or referral to law enforcement.

**The discipline rules may be applied regardless of the physical location in which the bullying behavior occurred, whenever:**

- **The individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within a school corporation; and**
- **Disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment.**
- **Bullying is also prohibited through the use of electronic communication devices or any other interactive or digital technology such as cell phones, computers, iPads, or the Internet. It includes, but is not limited to: email, instant messaging, text messages, and internet postings, whether on a webpage, blog, or otherwise.**

#### **BUS BEHAVIOR:**

Because of its rural location, it is necessary for high school students to ride to and from school. Students should learn the rules of their bus, and remember the rules of the school are **also** the rules of the bus. Students who fail to comply with the rules of their bus will be disciplined by the high school principal or assistant principal. Discipline may include suspension or revocation of bus riding privileges.

#### **CANS, BOTTLES, SOFT DRINK CONTAINERS:**

**In order to maintain an environment that is clean and orderly, snacks and drinks may not be brought into the school, unless prior permission from the teacher is obtained. NO OUTSIDE DRINKS MAY BE BROUGHT INTO THE SCHOOL or into any SCHOOL SPONSORED EVENTS INCLUDING DANCES AND ATHLETIC EVENTS.** Lunch or afterschool snacks must remain in the student's locker until appropriate time. **Water in a sealed container is the only permissible drink to be brought in to school or school events.**

#### **CHEATING / PLAGIARISM:**

Cheating on school assignments, tests, quizzes, research papers, etc. is a violation of school policy. Some Departments have developed additional guidelines on cheating. **Plagiarism is a form of cheating, which is the uncredited use (both intentional and unintentional) of somebody else's words or ideas.** Cheating may also prohibit entrance into or result in probation or removal from National Honor Society.

##### **Disciplinary Action:**

1. **First Offense:** Failing grade/zero for the assignment in question.
2. **Second Offense:** The student may be withdrawn from the class with a W/F for the semester.

#### **CLASSROOM RULES AND REGULATIONS:**

Each individual teacher may establish his/her own classroom rules in addition to those outlined in this handbook (i.e. no gum or candy, be in your seat when the bell rings, etc.) Failure to follow a teacher's rule(s) will result in a referral to the office for disciplinary action.

#### **COMPUTER ACCESS:**

Unauthorized access to the computer network, tampering, or destroying computer hardware or software, or violating the Internet Account Agreement may result in all computer access being taken away. It is a violation:

- a. To access, upload, download, or distribute pornographic, obscene, or sexually explicit materials.
- b. To transmit obscene, abusive, or sexually explicit language.
- c. To violate any local, state, or federal statute.
- d. To vandalize, damage, or disable the property of another person or organization.
- e. To access another person's materials, information, or files without the implied or direct permission of

that person.

f. To violate copyright, or otherwise use another person's intellectual property without his/her prior approval or proper citation.

Severe cases will result in immediate suspension and possible expulsion.

**Disciplinary Action:**

1. **First Offense:** Alternative Classroom Setting (ACS) or Saturday School
2. **Second Offense:** Three to Five (3 - 5) Days Out of School Suspension
3. **Third Offense:** Ten (10) Days Out-of-School Suspension and Expulsion.

**DISRUPTION OF SCHOOL OR CLASS:**

(1) Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct, or possessing any firearm, explosive, or other weapon. Note: Possession of a handgun or firearm on school property, or on a school bus is a felony (as well as possession of a handgun within 1000 feet of school property); a violation of this law will be reported to law enforcement officers. The following enumeration is illustrative of the type of conduct prohibited by this subdivision:

(A) Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.

(B) Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.

(C) Setting fire to or substantially damaging any school building or property.

(D) **I.C. 20-33-8-16. Possession of firearms, deadly weapons, or destructive devices**

(a) As used in this section, "firearm" has the meaning set forth in IC 35-47-1-5.

(b) As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.

(c) As used in this section, "destructive device" has the meaning set forth in IC 35-47.5-2-4.

(d) Notwithstanding section 20 of this chapter, a student who is:

(1) identified as bringing a firearm or destructive device to school or on school property;

or

(2) in possession of a firearm or destructive device on school property:

must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.

(e) The superintendent may, on a case by case basis, modify the period of expulsion under subsection (d) for a student who is expelled under this section.

(f) Notwithstanding section 20 of this chapter, a student who is:

(1) identified as bringing a deadly weapon to school or on school property; or

(2) in possession of a deadly weapon on school property; may be expelled for not more than one (1) calendar year.

(g) A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (d). The superintendent may give similar notice if the student engages in a behavior described in subsection (f). Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.

(h) A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

(E) Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any lawful meeting or assembly on school property.

(F) Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the educational function under his supervision.

(G) Engaging in acts of self-mutilation or acting in such a way that could reasonably cause harm to oneself or others.

**Disciplinary Action:**

1. **First Offense:** Ten (10) days Out-of-School Suspension and Expulsion.



## **DRESS AND GROOMING:**

Because of the seemingly unlimited variety of student dress styles, it is impossible to write rules to cover every possible dress situation. However, all students are expected to wear their clothing and to manage their appearance in a manner which does not disrupt teaching or learning, promote vulgarity, advertise illegal substances (drugs, alcohol, and tobacco) or express double meanings. Just as later on in life there are many jobs and social functions that dictate appropriate dress, there is an appropriate way to dress for school, and there are things that are inappropriate. Any clothing, attire, or accessory that results in disruption to the school or the learning process is not permitted. In addition to what was previously stated above, the following will be dress guidelines for all students:

- 1) Footwear must be worn at all times.
- 2) No shirts or pants that are exceptionally revealing are permitted. This would include those that expose the midriff, have a low revealing neckline, and/or allow for undergarments to be seen. No strapless, halter, open back dresses or tops are allowed. Any sleeveless tops should have a minimum of 2 inches wide strap to cover all undergarments. This means no muscle shirts or off the shoulder tops without additional coverage. Shirts or blouses must be long enough to be tucked in or long enough that when worn out they cover the belt line and must not hang off of the shoulders.
- 3) Hats, sunglasses, visors, bandanas, hoods on sweatshirts, etc. are not to be worn during school hours.
- 4) No clothing that shows parts of the body not normally seen should be worn.
- 5) Clothing with holes or slits above mid-thigh should not be worn.
- 6) Shorts and skirts/dresses are to be of reasonable length. As a general rule, the shorts or skirts/dresses should not be shorter than 6 inches above the top of the knee cap.
- 7) Blankets are not to be used/carried at school.
- 8) Pants must be worn at the waist – no sagging.
- 9) Costumes or costume attire is prohibited on school grounds unless preapproval is given from school administration.

1<sup>st</sup> Violation      A verbal warning is administered and the student will be asked to change

2<sup>nd</sup> Violation      Two detentions and the student will be asked to change

3<sup>rd</sup> Violation      Saturday School and the student will be asked to change

4<sup>th</sup> Violation      Two days of ACS

Subsequent violations will result in additional suspensions and/or recommendation for expulsion.

## **DRUGS AND ALCOHOL:**

Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, prescription drug for anyone other than the person the prescription is for, Spice or equivalent, or intoxicant of any kind or possessing or transmitting drug paraphernalia. Note: Any substance represented by the provider to be any of the listed substances is a look-alike. This includes substances in alcohol look-alike containers and/or look-alike drugs.

### **Disciplinary Action:**

1. **First Offense:** Ten (10) days Out-of-School Suspension and Expulsion.

**In all cases, the proper law enforcement agency will be notified.**

## **ELECTRONIC DEVICES:**

These items create a huge disruption to the learning environment and are not to be at any time during class, unless specifically permitted by the teacher. These items may be used during the lunch time in the cafeteria or commons in addition to passing periods between classes. If a student is caught using an electronic device during class time and refuses to give it to the teacher, the student will automatically receive ACS. Furthermore, unsolicited pictures or videos of other students or school personnel are not permitted and will be subject to disciplinary action, for example, recording a fight. Taking pictures or video in a restroom or locker room is strictly prohibited and disciplinary action will be taken.

### **Disciplinary Action is dependent upon the severity of the violation including, but not limited to:**

- Device is confiscated and held in the office until the end of the school day.
- Device is confiscated, parents notified to pick up device, and one detention

- Device is confiscated, parents notified to pick up device, and 2 periods of detention
- Device is confiscated, parents notified to pick up device, and Saturday School
- Device is confiscated, parents notified to pick up device, and OSS
- Device is confiscated, parents notified to pick up device, OSS, Recommendation for expulsion, and law enforcement notified

**Sending, sharing, viewing, or possessing pictures, text message, emails or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may be considered as grounds for suspension or expulsion and notifying law enforcement.**

**Important Notice to students and Parents Regarding Cell Phone Content and Display:**

- The Child Abuse/Neglect law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.
- It is “child exploitation,” a Class C felony under IC 35-42-4-4(b), for any person/student (1) to exhibit, photograph or create a digitalized image of any incident that includes “sexual conduct” by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes “sexual conduct” by a child under the age of 18.
- It is “child pornography” a Class D felony under IC 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes “sexual conduct” (as defined by IC 35-42-4-4(a), by a child who the person knows is less than 16 years of age or who appears less than age 16.
- The Indiana Sex Offender Registration Statute at IC 11-8—8-7 and the Sex Offender Registry Offense Statute at IC 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at IC 35-42-4-4(b) to register as a sex offender.
- Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, it is important for parents and students to be aware of the legal consequences should this occur in our school system.

**FAILURE TO ATTEND DETENTION:**

Detentions must be served when assigned. The only excuses for missing detention are absence from school, a doctor or dentist's appointment, or extra-curricular competition or other activities deemed appropriate by the Assistant Principal. **Work, athletic practices, music practices, or club meetings are not a valid reason for missing detention.** Unexcused absences from detention will be treated as follows:

**Disciplinary Action: Missed Detention =** Additional days of detention, Saturday School, or In-School Suspension

**FIGHTING/ATTACKING A STUDENT OR SCHOOL EMPLOYEE:**

Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision. Attacking or harming a school employee will result in a recommendation for expulsion. An attack that is deemed to the level of Battery will result in contacting law enforcement and may result in a recommendation for expulsion.

**Disciplinary Action:**

1. **First Offense:** Three to Five (3-5) days Suspension.
2. **Second Offense:** Ten (10) days Out-of-School Suspension and Expulsion.

**FORGERY:**

Forging, lying, or falsifying any school document. (This includes passes, absence notes, report cards, etc.)

**Disciplinary Action:**

1. **First Offense:** Three Periods of Detention

2. **Second Offense:** Three to Five (3 - 5) Days Suspension
3. **Third Offense:** Ten (10) Days Out-of-School Suspension and Expulsion.

#### **HABITUAL OFFENDER:**

A student will be classified as a habitual offender when that student has failed in a substantial number of instances to comply with the directions of teachers or other school personnel to the point of frequently being sent to the office for disciplinary action.

##### **Disciplinary Action:**

1. **First Offense:** Parental conference and Three (3) Days Suspension
2. **Second Offense:** Three to Five (3 - 5) Days Suspension
3. **Third Offense:** Ten (10) days Out-of-School Suspension and Expulsion.

#### **HALL PASSES:**

Students are only permitted in the halls during class periods with an authorized pass from a staff member. **High School students should not be in the Middle School, Intermediate, or Primary buildings without permission.**

#### **INDECENT EXPOSURE:**

Flashing, "mooning" or intentionally exposing any part of the body will result in the following disposition:

1. **First Offense:** Three (3) days of In-School Suspension
2. **Second Offense:** Three (3) to Five (5) days of Out-of-School Suspension
3. **Third Offense:** Ten (10) Days Out-of-School Suspension and Recommendation for Expulsion.

#### **INSUBORDINATION:**

Insubordination will be defined as the failure to comply with the immediate directions of a school employee during any period of time when the student is under the school's supervision. Being disrespectful in actions or conduct toward adult school personnel or being in an unauthorized area without permission or outside the building during the school day without permission.

##### **Disciplinary Action:**

1. **First Offense:** Three Periods of Detention
2. **Second Offense:** Three to Five (3 - 5) Days of In-School Suspension
3. **Third Offense:** Three to Five (3-5) Days of Out-of-School Suspension
4. **Fourth Offense:** Ten (10) days Out-of-School Suspension and recommendation for Expulsion.

#### **LEGAL SETTLEMENT:**

**I.C. 20-33-8-17. Expulsion-Legal settlement.** A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation.

#### **MISCONDUCT:**

Misconduct can be defined as immature behavior which includes but is not limited to horseplay, pushing, yelling, running, throwing objects, etc. Laser pointers are not to be on school property during school or at extra-curricular activities, and are also subject to the following disciplinary consequences.

##### **Disciplinary Action:**

1. **First Offense:** Three Periods of Detention
2. **Second Offense:** Three to Five (3 - 5) Days of In-School Suspension
3. **Third Offense:** Three to Five (3-5) Days of Out-of-School Suspension
4. **Fourth Offense:** Ten (10) Days Out-of-School Suspension and Expulsion.

#### **NOON HOUR RULES AND REGULATIONS:**

**THE CONSUMPTION OF STUDENT LUNCHES IS NOT ALLOWED IN THE HALLWAYS OR THE STUDENT COMMONS AREA. Snacks and drinks are permitted.** Students may purchase a hot lunch and may also

purchase additional items and extra milk. The Cafeteria, besides being a lunchroom, is also a place where good human relations may be developed.

Some simple rules of courtesy which will help make the lunch period pleasant and relaxing are

- a. Obeying good dining room standards at the table.
- b. Leaving the table and surrounding area clean and orderly.
- c. Returning trays to the conveyor and putting trash in the proper containers.

Students who cause problems in the cafeteria may be assigned a seat for lunch or may be given detention.

Students may be in the cafeteria or in the student commons area during lunch time. Students are asked to please keep the school clean and neat by putting papers and other trash into the containers. All other areas of the building(s), including the student parking lot and school grounds, are off limits during the lunch period.

### **OBSCENITIES / PROFANITY:**

Obscenities will be defined as any word that is spoken, written, worn or an action that is offensive to prevailing notions of decency. This may also include any derogatory comments toward a person's race, religion, etc. Disciplinary action will be determined in accordance with the manner in which the obscenity was used.

#### **Disciplinary Action:**

1. **First Offense:** 2 periods of detention OR 2 days of In-School suspension OR Saturday School
2. **Second Offense:** Two to Five (2 - 5) Days of In-School Suspension OR Out-of-School Suspension
3. **Third Offense:** Ten (10) days Out-of-School Suspension and Expulsion.

### **REASONABLE AFFECTION:**

School is not the proper place for boys and girls to demonstrate their affection for one another. Reasonable affection at Western High School would include **holding hands only**. Kissing or sexual misconduct is not permitted at school, and this kind of affection would result in referral to the Office for disciplinary action to be determined based up on the misconduct in question.

### **SMOKING AND / OR POSSESSION OF TOBACCO:**

Possessing, using, or transmitting cigarettes, electronic, vapor or other forms of tobacco products such as chewing tobacco in the school building or on the grounds while school is in session or before or after school hours or at a school event.

NOTE: Indiana Criminal Law and Procedures 35-46-1-10.5 indicates that a person under 18 years of age who purchases or accepts tobacco for personal use commits a class C infraction. Students violating this law will receive a citation in addition to any school discipline. Tobacco is considered a gateway drug. Any student suspended for tobacco may be requested to submit to a drug screen prior to returning to school.

#### **Disciplinary Action:**

1. **First Offense:** Three (3) Days Suspension
2. **Second Offense:** Five (5) Days Suspension
3. **Third Offense:** Ten (10) Days Out-of-School Suspension and Expulsion.

### **STUDENT AUTOMOBILE AND DRIVING:**

Parents who feel it is necessary may decide to allow their son or daughter to drive to school. Students who drive to school are accepting adult responsibilities and should, therefore, drive accordingly. **All student drivers must be registered for the school's drug testing program in order to be eligible to drive to school.** All vehicles driven to school must be registered at through the high school office. Please indicate on the form all vehicles that you may use to drive to school during the year. After completing the registration form, students will be issued a parking tag. This tag can be used for all vehicles registered in the student's name. This tag should be hung, with number showing, on the inside rearview mirror of the vehicle whenever that vehicle is on school property.

Students will be assigned a parking space that they will use for the entire school year. Seniors will be given first choice of spaces. After that, spaces will be given on a first come-first serve basis. **A valid driver's license must be shown to receive the privilege of a parking space.**

Vehicles may be searched by the administration if there is reason to believe any illegal substance may be present inside. Drug dogs will periodically be present throughout the school year to investigate the cars in the parking lot

for the presence of drugs.

All students are to park in their assigned parking spot at all times. The paved areas around the entire high school building are not for student parking. This also includes the curb and areas around the shop. The school provides a student parking area, but assumes no responsibility for damage and/or theft. Students who drive are encouraged not to arrive before 7:20 a.m. unless they are meeting that day in a scheduled activity. Students are to drive cautiously on campus. Students should lock their cars and come directly into the building. **During the day, the student parking lot is off-limits to all students.** Cars are not to leave the parking lot during the day. The only exceptions to this are area vocational students and students approved to leave through the Attendance Office. Remember, driving to school is a big responsibility and a privilege.

Students may lose their driving privilege for the following reasons:

1. Not having a valid Indiana Driver's License.
2. Not driving cautiously around the school. (Speed limit is 25 mph on streets around school and 10 mph on school grounds.)
3. Failure to register their vehicle.
4. Leaving school without permission.
5. Taking other students off school grounds in their vehicle without permission.
6. Parking a car in an unauthorized area. Remember: **All students are to park in their assigned parking spot at all times.**
7. Presenting a hazard to school buses on school ground or on their rounds. School buses have the right of way at all times. Do not cut in between buses.
8. Excessive tardiness to school, late arrivals to school, poor attendance or failing to serve detention.
9. Other related behavior problems.

**Disciplinary Action:**

1. **First Offense:** Suspension of parking/driving privileges for 5 school days or 2 periods of detention.
2. **Second Offense** Suspension of parking/driving privileges for 10 school days or Saturday School.
3. **Third Offense:** Suspension of parking/driving privileges for 30 school days or 2 days of ACS.

**Failure to register for the drug-testing program will be considered insubordination and will result in a loss of driving privileges to school and may result in suspension from school.** Consequences for failing a drug screen are outlined in the drug testing policy that accompanies the driving registration form.

**THEFT:**

Theft shall be defined as stealing or attempting to steal private property or school property.

**Substantial or repeated incidents will result in the proper law enforcement agency being notified.**

**Disciplinary Action:**

1. **First Offense:** Three to Five (3-5) days Suspension
2. **Second Offense:** Ten (10) days Out-of-School Suspension and Expulsion

**VANDALISM:**

Vandalism shall be defined as causing or attempting to cause damage to school property or private property, or repeatedly damaging school property or private property of small value. Western High School will hold the parent and/or student financially responsible for any intentional act that causes actual damage to school property. This is over and above any disciplinary action enforced on the student.

**Disciplinary Action:**

1. **First Offense:** Three (3) days Suspension. Restitution made.
2. **Second Offense:** Five (5) days Suspension. Restitution made.
3. **Third Offense:** Ten (10) days Out-of-School Suspension and Expulsion - Restitution made.

**WEAPONS:**

Weapons of any type are not permissible on campus. State laws regarding weapons on campus will be strictly enforced. Please refer to I.C. 20-33-6-16. Indiana law states that possessing a knife on school property or on a school bus is a Class B misdemeanor. It becomes a Class A misdemeanor if the offender has a previous unrelated conviction, and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. Possessing, handling, or transmitting a knife, or any other device that can reasonably be considered or used as a weapon, is a serious violation. A student who must use a knife as part of an organized activity held by an organization that has been approved by the principal of the school is exempt so long as the knife is used as a part of, or in accordance with, the approved organized activity.

**Disciplinary Action:**

- 1. First Offense:** Ten (10) days Out-of-School Suspension and Expulsion.

**In all cases, the proper law enforcement agency will be notified.**

**ATTENDANCE / DISCIPLINE CHART:**

ATTENDANCE :	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense	7 <sup>th</sup> Offense
<b>Truancy (Period )</b>	Saturday School	2 Days ACS	(See Truancy All)				
<b>Truancy (All)</b>	3 Days ACS	5 Days OSS / LOP	10 Days OSS / Exp.				
<b>Late Arrival (Drivers)</b>	Warning	Warning	1 ASD or 5 Days LOP	2 ASD or 10 Days LOP	3 ASD or 15 Days LOP	Driving Privileges Revoked	2 Days ACS
<b>Late Arrival (non-drivers)</b>	Warning	Warning	1 ASD	2 ASD	3 ASD	1 Day ACS	2 Days ACS
<b>Tardies</b>	Warning	Warning	1 ASD	2 ASD	3 ASD	Saturday School	2 Days ACS or Sat School

DISCIPLINE:	1 <sup>st</sup> Offense	2 <sup>nd</sup> Offense	3 <sup>rd</sup> Offense	4 <sup>th</sup> Offense	5 <sup>th</sup> Offense	6 <sup>th</sup> Offense
<b>Anti-Hazing</b>	Suspension / Expulsion					
<b>Bullying</b>	Behavior Contract, Detention, Sat School, ACS, OSS, LOP, Expulsion, Law Enforcement					
<b>Bus Behavior</b>	Suspension of bus privileges					
<b>Electronic Devices</b>	Held in Office	1 ASD, Parents	2 ASD, Parents	Saturday School, Parents	1 Day OSS, Parents	10 Days OSS, Parents
<b>Cheating / Plagiarism</b>	0% on assignment	Withdrawn from class				
<b>Computer Access</b>	Saturday School	3-5 Days OSS	10 Days OSS / Expulsion			
<b>Disruption of School</b>	10 Days OSS / Expulsion					
<b>Dress Code</b>	Warning	2 ASD	Saturday School	2 Days ACS	Additional Suspensions	
<b>Drugs/Alcohol</b>	10 Days OSS / Expulsion					
<b>Failure to Attend ASD</b>	Additional Detentions / Saturday School /Suspensions					
<b>Fighting</b>	3-5 Days OSS	10 Days OSS /				

		Expulsion				
<b>Forgery</b>	3 ASD	3-5 Days OSS	10 Days OSS / Expulsion			
<b>Habitual Offender</b>	Conference + 3 Days OSS	5 Days OSS	10 Days OSS / Expulsion			
<b>Indecent Exposure</b>	3 Days ACS	3-5 Days OSS	10 Days OSS / Expulsion			
<b>Insubordination</b>	3 ASD	3-5 Days ACS	3-5 Days OSS	10 Days OSS / Expulsion		
<b>Misconduct</b>	3 ASD	3-5 Days ACS	3-5 Days OSS	10 Days OSS / Expulsion		
<b>Obscenities / Profanity</b>	2 ASD or 2 Days ACS or Saturday School	2-5 Days ACS or OSS	10 Days OSS / Expulsion			
<b>Tobacco</b>	3 Days OSS	5 Days OSS	10 Days OSS / Expulsion			
<b>Student Driving</b>	5 Days LOP	10 Days LOP	30 Days LOP	Privileges Revoked		
<b>Theft</b>	3-5 Days OSS	10 Days OSS / Expulsion				
<b>Vandalism</b>	3 Days OSS*	5 Days OSS*	10 Days OSS / Expulsion*	*Restitution Made		
<b>Weapons</b>	10 Days OSS / Expulsion					

**\*This chart is a guide for consistent discipline. Administration has the right to assign consequences based on the severity of infractions.**

## STUDENT SERVICES

### **PURPOSE OF STUDENT SERVICES:**

The Western High School Student Services department is comprised of a Director of Student Services and two full-time counselors. Students are assigned to a counselor alphabetically by student's last name and will remain with the same counselor for the duration of their high school career. Student Services provides a wealth of services for students, parents, teachers and the community during the school year. These services are designed to help young people achieve a productive high school experience.

The counseling staff of Student Services is available to help you:

- Select course of study
- Explore Careers
- Locate suitable post-high school training institutions
- Interpret test results
- Better understand yourself and your abilities

Better adjust to your environment  
Solve personal and social problems

**TYPES OF SERVICES AVAILABLE:**

Personal counseling  
Crisis intervention  
Freshman orientation  
New student orientation  
Registration and course scheduling  
College and Technical School information and catalogs

Testing and evaluation  
Career planning  
College and Financial Aid Planning  
Career Center School placement  
Study Skills development

**SPECIAL PROGRAMS:**

Scholarship Webpage  
College Application Completion  
College Fair

At-risk student intervention  
Student Assistance Program  
Career and College Planning  
Career Awareness Program

**COUNSELING PROCEDURES AND STUDENT SERVICES:**

Professional guidance and counseling services are available to all students. Each student will be asked to meet with his/her counselor twice a year to review the student's four year plan, courses in progress, current goals and future plans. In addition, all students are encouraged to see their counselor whenever the need arises. Besides the opportunity for individual and personal counseling, Student Services offers the following services:

1. Assisting the individual in analyzing needs through exploration of interests, abilities, aptitudes and personality thus giving him/her the opportunity to plan the future wisely.
2. Imparting information of an educational, vocational, and social nature to groups and individuals. This includes college requirements, other training programs, job opportunities, financial aid information and other topics the student may wish to discuss.
3. Assisting students in selecting courses of study, training programs, colleges, and future interests.

**SCHEDULE CHANGES:**

Schedules are provided to each student during May for the next school year or upon enrolling. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Student Services office. Schedule changes **ARE NOT PERMITTED** after the deadline provided when schedules are distributed to students in May. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Any variation should be approved with a pass or schedule change.

Students are encouraged to invest quality time in planning their courses for the coming school year. Such planning should consist of consultation with parents, school personnel, fellow students, college personnel, and anyone who might provide insight in helping students make wise decisions in planning their academic programs. The Western High School philosophy reflects the idea of teaching students to be responsible individuals, make good decisions, and abide by the consequences of their decisions. Everyone makes decisions that sometimes need to be reconsidered, but, with thoughtful planning and hard work, these can be kept to a minimum and decision making can be less stressful. The administration and counseling staff allow ample time for a student and parents to make a firm decision regarding the student's program plan for the following year. Students may drop a course to a study hall only within the first ten days of a semester, if they do not already have a study hall. If a change must occur after this ten (10) day grace period, the student's permanent record may show a W/F.

Any student wishing to change his/her courses must bring a written request from a parent to the guidance counselor. The guidance counselor, in collaboration with the building principal, will then determine if the change will be made. Only serious and necessary reasons will be considered (see list below for examples).



- Errors made by the school in developing the schedule
- A need to balance classes
- Medical reasons with documentation
- Change in program placement for students with learning problems, such as adjustments in or assignments to special education or resource classes
- A level change within a given course (Honors to regular, regular to remedial upon department/teacher/counselor recommendation)
- Request to take courses to qualify for the Academic or Technical Honors Diploma or Core 40 (including college courses)
- Failure of a course required for graduation
- Failure of a prerequisite
- Failure of a course required for entrance into a post-secondary education
- Request to add a course required for college (with documentation from college)
- Adding a class to continue the sequence of a year-long course

Occasionally, there will be individual situations arise that will be reviewed by school personnel to determine whether or not a schedule change is needed. The student's teacher, parents, counselor, etc. will consider these situations, and a recommendation will be made to the building principal(s) who will make the final decision.

### **SEEING YOUR COUNSELOR:**

Scheduling an appointment with your Counselor is the best way to make sure you see your Counselor at a time most convenient to both of you. Stop by the Student Services Office and fill out a blue "Request from Student" slip and leave it in the Student Services Office if you wish to see your Counselor. Your Counselor will then send a yellow "Request to see student" pass to you at the beginning of the period he/she is requesting to meet with you.

### **ONLINE COURSES:**

Academic courses not currently available or listed in our Course Description Handbook may be available through an online resource. Western requires students to take courses offered at Western first and not through an online vendor nor may they be used as a substitution for taking a traditional course except in unusual circumstances such as course unavailability, scheduling conflicts, etc. Students desiring an online course must discuss the possibility with their counselor and obtain approval from HS Administration. ALL online courses must be approved prior to taking the course for it to be applied to the HS transcript.

### **STUDENT INFORMATION RELEASE POLICY:**

1. The release of ANY student records, other than in the areas specified, require the written consent of the parent or the eligible student.
2. A parent or an eligible student (18 years of age, or older) may inspect the student's education records by making an appointment with the student's counselor. The request for an appointment must be honored within a reasonable period of time.
3. If a parent or eligible student believes the student's educational record contains information which is inaccurate, misleading, or otherwise in violation of the student's privacy or other rights, a request for amendment may be made.
  - (a) The principal of the school will act upon the request for amendment of records within a reasonable period of time.
  - (b) If the request to amend record is denied, the parent or eligible student will be notified of the right to a hearing.
  - (c) If the hearing officer decides that the information is inaccurate, misleading, or otherwise in violation of the privacy or other rights of the student, the school shall:
    - (i) Amend the record accordingly, and

- (ii) Inform the parent or eligible student of the amendment in writing.
- (d) If the hearing officer, as a result of the hearing, decides that the record is not accurate, misleading, or otherwise in violation of the privacy or rights of the student, the parent of eligible student shall be informed of the right to place a statement in the record commenting on the contested information.
  - (i) The statement of the parent of eligible student shall become a part of the student's educational record for as long as the record is maintained; and
  - (ii) The statement will be disclosed whenever that portion of the record to which the statement related is disclosed.

### **STUDENT RECORDS:**

The Family Educational Rights and Privacy Act of 1974 protects the privacy of the student's records. It is federal law that affords parents the right to access their children' educational records, however, when a student turns 18, or enters a post-secondary institution at any age, the rights under FERPA transfer from the parents to the student. Information on the procedures for the above may be obtained from the Student Services Office. It is the practice of Western High School to send student's records to schools in which the students are attempting to enroll.

### **RELEASE OF STUDENT RECORDS:**

#### **DIRECTORY INFORMATION**

Western Schools maintain records on all students K-12. These records may include directory information such as:

- Name, address, telephone, name of parent/guardian
- Date and place of birth
- Participation in school activities and athletics
- Date of school attendance
- Honors and awards
- Other similar information such as honor roll, height and weight, information generally found in yearbooks, college plans, and other institutions attended.

Only the directory information which is appropriate for the legitimate agency will be released. Parents or guardians wishing to deny the release of any directory information items pertaining to their youngster may submit a letter to the principal requesting the denial.

### **TRANSCRIPTS:**

Parchment is the online system that is required to be used for all transcript requests going to post-secondary institutions. "Official" transcripts may also be requested and sent to scholarship and financial aid sponsors to whom the student is making application. A transcript is "official" only if it is signed and sealed by a school official. Transcripts carried or mailed by a student or parent will be stamped as "unofficial" and will not be signed or certified by any school official. Students wanting to hand carry or mail their own "unofficial" transcript must complete a transcript request form which takes a parent signature for students under age 18. Electronic transcripts are now required by the state of Indiana as well as the NCAA. Juniors need to register for the "etranscript" program via the Guidance website. The high school counselor or Secondary School Report (essr) may be requested to save paper and postage. Transcript requests may be made this way during the entire senior year and after graduation.

### **PE-SPORT:**

Students participating in Marching band or a sport during their 9<sup>th</sup> or 10<sup>th</sup> grade year may use the activity to earn a PE-Sport credit to cover one of the required PE courses. The student must have signatures from the coach and must be in contact with the PE Department chair. Students will be given material to study and are required to take and pass two quizzes in order to determine course completion and grade.

PLEASE NOTE: STUDENTS ARE REQUIRED TO EARN TWO CREDITS IN PE FOR GRADUATION AND ONE OF THOSE CREDITS MUST BE FROM EITHER: A. FRESHMAN PE, B. PE-SPORT, OR C. ADV PE. THE APC COURSES CAN ONLY BE USED FOR ONE OF THE TWO REQUIRED PE COURSES.

**SCHOLARSHIPS:**

Students should allow one week processing time for all scholarships that are submitted to Student Services. If this timeline is not followed, there is no guarantee that the counselors will be able to complete the application by the date required.

**EARLY GRADUATION:**

IF a student desires to graduate early (prior than 8 semesters), approval must be obtained thru both the counselor and have principal approval. Approval must be sought by May 1 of the previous school year through the Early Graduation Form..

**TEACHER REQUESTS:**

Western School Corporation does not accept teacher requests by parents or students. However, a parent may request to not have a teacher based upon legitimate stated reasons. These reasons could include but are not limited to prior negative experience, working relationships, and personal situations or issues. Any such requests must be presented in writing to the administration by July 1st (December for second semester courses in the high school). There is no guarantee such requests will be honored 1<sup>st</sup> as factors such as teacher availability, course/class availability, course/class enrollment will be primary factors in making the final determination.

## STUDENT CLASSIFICATION AND CREDITS

All students will be classified to a grade level based upon the number of years in attendance at the high school:

1st year - 9th Grade  
2nd year - 10th Grade  
3rd year - 11th Grade

4th year - 12th Grade

Credit deficiencies can be corrected through the summer school program or online courses.

**GRADUATION REQUIREMENTS AT W.H.S.:**

- A student must have completed a minimum of 46 credits to graduate.
- In addition, all students must pass the Indiana graduation assessment requirements
- Any new senior needs at least ten (10) credits at Western High School.
  - o Exceptions to this need principal approval.
- The privilege of participating in the Commencement Ceremony can be revoked based upon your disciplinary record, conduct prior to and during the ceremony, and dress/attire for the ceremony.
- Students may participate in the commencement ceremony if they are within 2 credits of graduation and enrolled in summer school, or an approved alternate means of obtaining those credits.

**Core 40 Diploma:**

**The CORE 40 diploma will be the standard diploma for all students.** Students may distinguish the Core 40 Diploma with Academic Honors or Technical Honors. The General diploma will only be an option if the student's parent and student's counselor meet and determine that the student will achieve and be better suited to a General Diploma curriculum. The requirements for each diploma types are listed below.

**General Diploma (by parent and school approval only):**

8 Credits of Language Arts

- 4 Credits of Mathematics
- 4 Credits of Science (2 life, 2 physical)
- 4 Credits of Social Studies (2 U.S. History, 1 Govt., 1 Econ.)
- 2 Credits of Physical Education
- 1 Credit of Health and Wellness
- 5 Credits in a Directed Career Academic Sequence

Electives to equal the number of credits required for graduation.  
Total number of credits to equal 46 for diploma.

**INDIANA CORE 40 Diploma Requirements:**

- 8 Credits Language Arts
  - English 9 A & B or Honor English 9 IA & IB
  - English 10 A & B or Honor English 10 IA & IB
  - English 11 A or B or Honor English 11 IA & IB
  - CP English IA & IB or AP English IA & IB
- 6 Credits Mathematics
  - Algebra IA & IB
  - Geometry IA & IB
  - Algebra IIA & IIB
  - Choice:
    - Pre-calculus IA & IB
    - Discrete Math
    - Probability and Statistics
    - AP Calculus IA & IB
- 6 Credits Science
  - Biology IA & IB or Honors Biology A & B
  - Integrated Chemistry/Physics IA & IB
  - Chemistry IA & IB or Honors Chemistry A & B
  - Anatomy and Physiology A & B
  - Genetics
  - Environmental
  - AP Biology IA & IB
  - Physics IA & IB
  - Honor Physics IA & IB
  - Adv. Life Science: Animal IA & IB
  - Adv. Life Science: Plant and Soil IA & IB
- 6 Credits Social Study
  - U.S. History IA & IB
  - AP US History A & B
  - Government
  - Economics
  - World History/Civilization IA & IB
  - Geography/History of the World IA & IB
- 5 Credits of the following:
  - World Languages
  - Fine Arts
  - Career Technical
- 1 Credits Physical Education
- 1 Health and Wellness

Other electives to equal the number of credits required for graduation. Total credits for diploma should equal 46.

**Academic Honors Diploma (48 credits required):**

For the CORE 40 with Academic Honors diploma, students must also:

- Earn 2 additional CORE 40 math credits
- Earn 6-8 CORE 40 world language credits
- Earn 2 CORE 40 fine arts credits
- Earn a grade of “C” or above in courses that will count toward the diploma
- Have a minimum grade point average of 3.000
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcribed college credits in dual credit courses from the priority course list
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcribed college credits from the priority course list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a combined score of 1250 or higher on the SAT with a minimum of 560 on math and a 590 on the evidence-based reading and writing section.
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

**Technical Honors diploma (48 credits required):**

For the CORE 40 with Technical Honors diploma, students must do all of the following:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
  - Pathway designated industry-based certification or credential, or
  - Pathway dual credits from the lists of priority courses resulting in 6 transcribed college credits
- Earn a grade of “C” or above in courses that will count toward the diploma
- Have a grade point average of a “B” or better
- Complete one of the following,
  - Any one of the options (A-F) of the Core 40 with Academic Honors
  - Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information – Level 5
  - Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75
  - Earn the following minimum score(s) on Compass: Algebra 66, Writing 70, Reading 80

**GRADE SCALE:**

Grades are issued each nine weeks according to the following scale:

A+ = 100+	B+ = 87-89	C+ = 77-79	D+ = 67-69
A = 93-99	B = 83-86	C = 73-76	D = 63-66
A- = 90-92	B- = 80-82	C- = 70-72	D- = 60-62
Below 60 = F			
CR - Grade may be given to some students who may not be working up to passing level, but give an all-out effort.			

**CLASS RANK INFORMATION:**

At the end of the sophomore, junior, and senior years, students will be ranked scholastically. The final average will be used in all subjects in which units of credit are given to calculate an average. The standing or rank in the senior class and the top scholastic honors of Valedictorian and Salutatorian are determined by averaging each subject taken in grades 9-12. If a student receives a grade for any high school courses taken in the 8<sup>th</sup> grade,

those grades are also averaged into the student's GPA for class ranking. Marks earned in half unit subjects are averaged at half (1/2) the value of one (1) unit subjects.

Students enrolled in Honors, Dual Credit (at Western), AP, and ACP classes will receive weighted grades. These weighted grades will be used in determining grade point averages. The following scale shows the difference between a regular grade and a weighted grade. For purposes of figuring Accumulated Grade Point Averages, G.P.A. is NOT rounded up. For example, a B average must be 3.000 or higher.

**Grade Point Average Scale:**

Course Level	A+	A	A-	B+	B	B-	C+	C	C-	D+	D	D-	F
Regular	4.3	4.0	3.7	3.3	3.0	2.7	2.3	2.0	1.7	1.4	1.0	0.7	0.0
Honors	5.3	5.0	4.7	4.3	4.0	3.7	2.8	2.5	2.2	1.4	1.0	0.7	0.0

**GRADING PROCEDURES:**

Grades are important to both the student and the parent. Grades are a measure of the student's accomplishment of what the teacher expects of him or her. Students will receive a nine-week grade, a second nine-week grade, a final exam grade, and a cumulative grade each semester. The cumulative grade in a semester determines if the student will receive full credit for the course. Students are required to complete all class requirements in both nine-week periods in order to be granted credit for a course.

**ACADEMIC "W" AWARD:**

In order to promote and encourage academic excellence, Western has established an Academic "W" Award. Requirements for this award are as follows:

1. In order to receive an academic award letter, a student must attain a 3.500 grade point average at the end of the third semester.
2. Those students not qualifying after 3 semesters may qualify after either the 5th semester or the 7th semester by bringing their academic average up to 3.500.
3. Awards will be given in the spring of each school year.
4. In order to be eligible for an award, a junior or senior transfer student must maintain a 3.500 average at Western for two consecutive semesters.

**DEFICIENCY NOTICES:**

Deficiency Notices will be available on SKYWARD during the middle of each nine- week grading period in order to report a student who is in danger of failing the grading period.

**DROPPING A CLASS:**

If a student carrying seven subjects in a given semester finds it necessary to drop a class for a study hall he/she may do so without receiving a withdrawal 'F' provided the class is dropped 10 days after the start of a new semester. Students carrying six subjects in a given semester may not drop a class for a study hall. Any exceptions to the above policy must have the approval of Student Services and the Principal.

**REPEATING A CLASS:**

Students who have earned a credit in a course with a grade lower than a "C" may retake the course to better master its content or to meet minimum grade requirements to qualify for an Indiana Academic Honors diploma. With permission of the department chair, students who plan to take the second semester of a 2-semester course may also retake the first semester.

When retaking a class, the original grade will remain on the student's transcript with the credit removed. This class will not be factored into the student's GPA. The replacement grade earned when the class is retaken will be the grade on the transcript and will be the grade used in the calculation of the student's GPA.

### **REPORT CARDS:**

Report cards are available on SKYWARD the Thursday following the end of each nine-week grading period. An email will be sent informing parents of the availability. A hard copy may be requested from Student Services. Questions concerning grades should be directed to the teacher. Final report cards will be available on SKYWARD approximately one week after the end of school.

## **VOCATIONAL EDUCATION PROGRAM**

### **KOKOMO AREA CAREER CENTER:**

Western is part of the Kokomo Area Career Center and several of our juniors and seniors participate in the vocational schooling held at the Kokomo Career Center and at other appropriate locations. The Vocational Education Program is open to all students. Lack of English skills (speaking or reading) will not be a barrier to admission and participation in this program. Students enrolled in this program will be expected to be enrolled in at least three subjects (excluding study hall) per semester at Western. A student's attendance and discipline record will be reviewed prior to admittance in the vocational program. Students with a history of attendance or discipline problems may not be eligible to participate in the vocational programs.

If a student is dismissed from the Kokomo Area Career Center during a semester for any disciplinary reason he/she also will be withdrawn from Western for the remainder of the semester. This rule will also apply the same for students who are dismissed first from Western; they then will be withdrawn from the Kokomo Area Career Center. Mid-year graduates at Western who find it necessary to continue Area Vocational after the end of a semester are responsible for financing all of the costs of completing a given program. **PLEASE NOTE: TRANSPORTATION IS NOT PROVIDED FOR THOSE STUDENTS WHO CHOOSE TO ATTEND THE KACC.**

## **WESTERN HIGH SCHOOL ATHLETIC PROGRAM**

The athletic program at Western High School is organized with definite objectives for the community. The program provides for many varied interests for girls and boys. The sports activities for girls include basketball, cross country, softball, swimming, tennis, track, golf, gymnastics, soccer and volleyball. The program for boys provides baseball, basketball, cross country, football, golf, soccer, swimming, tennis, track, and wrestling. Every student has the opportunity to engage in one or more of these sport activities.

### **PHILOSOPHY OF WESTERN ATHLETICS:**

Interscholastic athletics, historically a significant part of the total education program, contribute effectively to the lives of the participants by providing competitive opportunities. Also, they foster the initiative to succeed, provide leadership experiences, and numerous opportunities for self-discipline. You have inherited a great athletic tradition built by many coaches and athletes over a period of years. One of your challenges is to contribute to that tradition by your efforts and you may expect a satisfying experience.

### **PURPOSE OF WESTERN ATHLETICS:**

The primary purpose of athletics is to help young adults grow into respectable citizens of their community.

### **RESPONSIBILITIES OF THE WESTERN ATHLETE:**

You are responsible for developing the necessary self-discipline to attain and maintain the appropriate mental and physical condition required for peak performance. All students are subject to the rules and regulations set forth by the Indiana High School Athletic Association.

#### **You are Ineligible:**

1. **Age:** - A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA State Finals in a sport shall be ineligible for interschool athletic competition in the sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA State Finals in a sport shall be eligible as to age for interschool athletic competition in that sport.
2. **Amateurism:**
  - If you play, officiate or manage under an assumed name.

- If you accept money or merchandise directly or indirectly for athletic participation.
  - If you participate in athletic clinics, schools, or camps without I.H.S.A.A. approval.
  - If you sign a professional contract.
3. Awards, Gifts, Trips:
- If you accept commercial awards which advertise any business firm or individuals.
  - If you accept any award designating "All-State" or "All- American".
  - If you accept awards, gifts, trips, or honors from colleges or their alumni.
4. Change of Schools:
- If you are not eligible in the school from which you transferred.
  - If your parents did not make a corresponding change of residence to the new school district.
5. Enrollment:
- If you did not enroll in school during the first 15 days of a trimester.
  - If you have been enrolled more than 8 semesters or 12 trimesters beginning with grade 9.
  - If you represented a high school in a sport more than 4 years.
6. Grades:
- If you did not pass five (5) subjects during the previous grading period. Scholastic eligibility or ineligibility is determined on the certification date.
  - The mark on the report card when issued is the mark that determines eligibility. An "incomplete" is considered an "F" until corrected.
7. Illness - Injury:
- If you are absent 5 or more consecutive school days due to an illness or injury and do not present to your Principal written verification from a licensed physician stating that you may participate again.
8. Physical, Parent Consent, Code of Conduct, Disclosure forms:
- If you do not have on file with our Athletic Director each school year, between April 1, summer open facilities or your first practice, a completed physical, parent consent, and disclosure form. (Each athlete will have on file with the Principal a signed code of conduct form before participating in his/her first practice.)
9. Conduct, Character:
- If your conduct in or out of school reflects discredit upon your school or the Association.
  - If your conduct creates a disruptive influence on the discipline, good order, moral or educational environment in the school.
10. Participation, Practices, Games, Contests, and Scrimmages: -
- If you participate as a member of any other similar team, in the same season, not under the direct supervision, and management of your school.
  - If you participate out of season in a basketball or football practice, game, contest, demonstration, exhibition, or scrimmage. Limited participation is permitted in summer basketball (boys and girls) and/or football camps approved by the I.H.S.A.A. See your Principal or Athletic Director for details.
  - If you participate in a tryout or demonstration as a prospective college athlete.
  - If you participate as a 9th, 10th, 11th, or 12th grade student in a contest with or against a student enrolled below grade 9.
  - If you participate in a demonstration, coaches' school, or coaches' clinic outside the state of Indiana. those held in the state must have prior approval of the I.H.S.A.A.
11. Undue Influence:
- If any person used undue influence to retain or secure you as a student or to retain or secure your parents as residents.

#### **INSURANCE:**

1. The Athletic Department or the School Corporation is not financially responsible for athletic injuries.
2. Some sort of accident protection is necessary in order for a student to participate in athletics at Western High School.
3. The type of accident protection the student has must be checked and signed by the parent, and this form must be returned to the Athletic Office.



4. The school offers student accident insurance which can be purchased through the Bookstore during the first two weeks of school.
5. The athlete's family insurance will have to pay for all medical bills up to \$25,000.00, and the I.H.S.A.A. will pay up to \$1,000,000.00 after the \$25,000.00 deductible.

**ATHLETIC PARTICIPATION AWARDS:**

Refer to the Athletic Handbook

**CONDUCT GUIDELINES FOR WESTERN ATHLETES:**

It shall be the responsibility of the coaches and administration to enforce all school rules as stated in the Student Handbook. The Principal is responsible to the I.H.S.A.A. He is the person held responsible for adherence to the I.H.S.A.A. rules. His decision is final in all cases. The head coach and staff in each particular sport are accountable for informing the athletes of their responsibilities.

Contestants' conduct, in and out of school, shall be such as (1) not to reflect discredit upon their school or the Association, or (2) not to create a disruptive influence on the discipline, good order, moral or educational environment in the school. 3) Acting in a manner that brings embarrassment or shame to yourself and/or your school, or that negatively impacts the reputation of yourself or your school. Examples of such conduct include any illegal activity; any non-illegal activity that is lewd, vulgar, obscene, indecent, or that portrays sexual conduct done in a manner whereby the community learns of such activity; or any activity that degrades, demeans, or disparages any coach, activity sponsor, school official or student.

**ATHLETIC - CHEERLEADER –ELIGIBILITY:**

To be eligible for High School Athletics or Cheerleading, a student must have passed five subjects in the previous grading period. Semester grades take precedence. Failure to pass the required five subjects will result in a student being ineligible for nine weeks. Attendance problems may also result in being declared ineligible.

**RULES: THEY ARE IN EFFECT 365 DAYS A YEAR**

Violations to the rules are cumulative from year to year for grades 9 through 12. These guidelines are in effect ON AND OFF SCHOOL GROUNDS:

A. The use, transmission, or possession of a) tobacco or electronic/vapor products, b) alcoholic beverages, or c) drugs not prescribed by a licensed physician for the student's personal use; d) the arrest or conviction of a felony or any misdemeanor which is derogatory to the proper conduct of an athlete; or e) theft confirmed by school personnel or police report shall result in the following:

**First Occurrence of any of the above listed infractions will result in:**

**Letters a, d, and e:** suspension from 30% of the athletic contests of the sport in which the student athlete is involved, which may carry over under the provisions of section "G".

**Letters b and c:** suspension from 50% of the athletic contests of sport in which the student athlete is involved, which may carry over under the provisions of section "G", but may be reduced to 30% if the student athlete successfully completes a drug or alcohol program at a licensed drug or alcohol center.

**Second Occurrence of any of the above listed infractions will result in:**

**Letters a, d, and e:** suspension from 50% of the athletic contests of the sport in which the athlete is involved, which may carry over under provisions of section "G".

**Letters b and c:** suspension from 100% of the athletic contests of the sport in which the athlete is involved, which may carry over under provisions of section "G", but may be reduced to a 50% suspension if the student athlete successfully completes a drug or alcohol program at a licensed drug or alcohol center.

**Third Occurrence of any of the above listed infractions will result in:**

One calendar year suspension from athletic participation from the date of the suspension.

**Fourth occurrence of any of the above listed infractions will result in:** Suspension from athletic participation for the high school career.

**SELF-REPORTING POLICY:**

Violations to the above listed infractions by student athletes which are brought unsolicited to the school's attention by the student athlete or his/her parents will result in a 50% decrease in the recommended discipline.

Self-reporting must occur by 8:00am on the next business day after the violation occurs. This policy is only allowed one time during a student athlete's high school career and may only be applied for a 1st offense.

Additional discipline may be administered at the coach's discretion.

- A. The basketball/football scrimmages will not constitute an athletic contest; however, ineligible athletes may not participate.
- B. If the suspension period includes a fraction of an athletic contest that is .5 or higher, the athlete will not be allowed to participate in any part of that contest. If the fraction is less than .5, the athlete will be allowed to participate in the entire contest.
- C. All high school suspensions will be based on varsity contests. For example: if the athlete's suspension consists of five contests, then the five contests counted will be varsity contests, even if the athlete participates at the junior varsity or freshman level. He/she will not be allowed to participate until five varsity contests have been played. All middle school suspensions will be based on the middle school athletic schedules.
- D. Participation in practice during the period of suspension will be up to the individual coach involved.
- E. If requested by the Athletic Director or Principal, athletes shall submit to a drug/alcohol test. The parents of any athlete recommended for testing will be contacted by the Athletic Director or the Principal to discuss the problem prior to any test. Failure to submit to testing will constitute a violation of Rule A.
- F. An athlete's suspension will carry over to the next sport that he/she participates in. For example: If an athlete has a 30% suspension during football and only has one game left, then 10% of his suspension will be served in football and the other 20% would be served in the next sport that he participates in.
- G. An athlete may not choose to participate in a sport that he/she has not previously played for the purpose of serving the suspension.

**ELIGIBILITY CONDUCT:**

- 1. It is fundamental that the coach is completely responsible for the behavior, safety, and welfare of the members of his/her squad during practices and games.
- 2. The following recommendations are made to coaches in the handling of the members of their squads.
  - The athlete should attend all practices and should be punctual, unless he/she has a reasonable excuse. (Discretion of the coach as to what is reasonable.)
  - The athlete must maintain clean locker room habits, keeping his/her body and athletic equipment clean.
  - Profane language will not be tolerated at any time.
  - Horse play will not be tolerated at any time.
  - Good sportsmanship should be encouraged both in victory and defeat.
  - There must be respect for constituted authority both on and off the field of play.
  - Encourage the members of our squad to get at least eight hours of sleep each night.
  - A well balanced diet, including a hearty breakfast, is a must for all athletes.
  - Since the athlete represents his/her school and community, he/she should be neatly groomed and properly dressed at all times. **NO EXTREMES!**
  - Athletes are encouraged to develop good study habits and work to their maximum scholastically.
  - Athletes are reminded that they are student leaders and as such must assume their responsibility at home, in school, and in the community.
  - Athletes should keep their coach informed of any medical treatment outside of school and any recurring injuries.
  - Be sure that all injuries are given proper attention.
  - Players are to be supervised at all times when under the jurisdiction of a coach. This includes while in

the locker room, on the field of play, and on the bus as it travels to and from the game site.

- All athletes are to ride to and from the game or contest site on school approved transportation. Any exception to this rule must first be cleared with the coach in charge.
- At athletic contests, in the absence of the Principal and Athletic Director, the coach is the acting authority for the school system.
- All athletes should be properly dressed before leaving the locker room.
- If an athlete is suspended from school for disciplinary reasons he/she may not participate in games or practice until said suspension has been served.
- Changing sports:
  - Athletes will not be allowed to transfer from one sport to another during a given season.
  - The Athletic Director and Principal are to be notified if an athlete is considering or has announced his/her intent to quit a squad.
  - Once an athlete has announced his intent, it should not be finalized until reviewed by the coach, athlete, parents, and Athletic Director during a period not to exceed 24 hours.
  - An athlete whose decision becomes finalized shall not be restored to that team during the remainder of that season.
  - An athlete who quits a team after the final cut will not be eligible to participate on another team that same season or participate in any pre-season workouts for another sport. The athlete will not be eligible for intramurals held during that same competitive season.
  - An athlete released by the coach prior to or after the first competitive contest may be eligible to participate in pre-season and intramural activities, pending the decision of the Athletic Committee upon recommendation of the coach and/or athletic director.
  - Turn in all school equipment that has been issued to you. The athlete is responsible for all equipment issued to him/her.
  - If an athlete quits or is dropped from a squad he/she forfeits all awards that would have been earned had he/she completed the season.

3. Training Room (First Aid): - The purpose of this room is to care for and prevent athletic injuries.
  - Athletes will enter this room only if they need to.
  - All School first aid materials are to remain in the training room or in the first aid kits under the direction of the trainer, student trainer or coach at practices, games or contests.
  - Under no circumstances are athletes to use the whirlpool without prior permission of the trainer or coach.
  - At no time should there be any first aid materials in athletes' lockers. This includes athletic tape.
4. Equipment rooms: - All athletic equipment will be stored in, and issued from, the equipment room or storage areas of each respective sport.
  - At no time are there to be unauthorized personnel in this room i.e., students.
  - Authorized personnel are defined as school employees (adults or students), certain specified managers, and members of the adult athletic staff when necessary.
5. Gymnasium procedures - At no time is it permissible for groups to work out in the gymnasium without authorized supervision
  - At no time will individuals or groups be working out, jogging, or just "messaging around" while teams or squads are having an official practice session.
  - Athletes in the gymnasium for one sport practice will refrain from using equipment not specifically for their sport.
  - All practice times are to be cleared with the Athletic Director and recorded on his master calendar.
6. Weight Rooms: - At no time is it permissible for groups to work out in the weight rooms without authorized supervision.
7. Attendance: - At Western High School a student must be in attendance no later than 9:00 a.m. in order to participate in practice, games, matches, or events on that particular day. Exceptions may be granted by the principal for special circumstances.
8. Duplication of Sports: - A student cannot participate in more than one sport during a sports season.

## **APPEAL PROCEDURE:**

Any participant in the Western School's athletic program has the right to appeal a decision of exclusion. Parents and/or athletes should first arrange to discuss the exclusion with the coach and athletic director. If the difference cannot be resolved with the coach and athletic director, the parents and/or athlete can appeal to the athletic council. (The Council is composed of all head coaches, the principal and athletic director.) If the parent and/or athlete are unable to work out the problem with the athletic council, they are entitled to initiate a hearing by filing a charge with the Superintendent.

## **Title 1 – Parents Right To Know:**

In accordance with the requirement of Section 1111 of Title 1, for each school receiving Title 1 funds, the Superintendent shall make sure that all parents of students in that school are notified that they may request, and the Corporation will provide the following information on the student's classroom teachers:

- a. Whether the teacher(s) have met the State qualification and licensing criteria for the grade level and subject areas they are teaching.
- b. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- c. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- d. The qualifications of any paraprofessionals providing services to their child(ren).

In addition, the parents **shall** be provided:

- e. Information on the level of achievement of their child(ren) on the required State academic assessments;
- f. Timely notice if the student is assigned to a teacher who is not "highly qualified" as required or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

The notices and information shall be provided in an understandable format, and to the extent possible, in a language the parent(s) understand.

# **WESTERN SCHOOL CORPORATION GUIDELINES FOR USE OF MULTI-PURPOSE FACILITY AND WEIGHT ROOM**

## **Student Use**

- Students in the Multi-Purpose Facility and/or Weight Room must be supervised by their respective coaches, or weight room coordinator.
- Students are to be dressed in proper attire (shorts, T-shirts, tennis shoes – **No Spikes**).
- Students will not abuse equipment in any way. Infractions will result in suspended use of the facility for a time to be determined by the Administration.
- This is a work area! Abuse of equipment could result in injury. Students causing a disturbance will be asked to leave.
- Weight Room - Students are not to lift alone. When using free weights you must have a spotter. Replace all weights on racks and do not leave weights on the bars.
- The treadmills, bicycles, elliptical trainers, and climbers are not to be used by students until they have received proper instruction and are under the supervision of the weight room coordinator or supervisor.
- Students are not to bring students from other schools or other guests to use the facility.
- The Multi-Purpose Facility and weight room are not open for student use except for interscholastic team practice and contests or as outlined under Community Use.
- No pop, sports drinks, or food is allowed in the Multi-Purpose Facility and/or weight room at any time (water bottles only).

## **Community Use**

- All residents of the Western School District are eligible to use the facilities as scheduled below.
- The use of the track and weight room is free to all Western residents. Residents attending an aerobics class will be charged a fee to cover the cost of the instructor.

- A membership card or student ID is required to be admitted to the Multi-Purpose Facility and/or Weight Room. Membership cards are available through the office of the Assistant Superintendent.
- Members are not to bring guests in on their membership. Individuals from outside the Western School district will not be allowed to use the facilities.
- Dressing room and shower facilities will not be provided.
- There are to be no children under 6<sup>th</sup> grade in the weight room at any time.
- Middle School students are not to be in the weight room at any time unless supervised by their parent or coach.
- No pop, sports drinks, or food is allowed in the Multi-Purpose Facility and/or weight room at any time (water bottles only).
- Proper dress for the Multi-Purpose Facility and/or weight room is sweats or athletic shorts, T-shirts, tennis shoes (**No Spikes**) and work-out attire.
- Weight Room - Replace all free weights on the racks. Please do not leave free weights on the bars.
- When the treadmills, bicycles, elliptical trainers, and climbers are busy, please do not use the equipment for more than 30 minutes per person.
- Cages and Courts are only available as outlined below.
- Abuse of equipment or not following rules will result in the loss of privileges to use the facility.