

VISION STATEMENT  
"Encourage Every Student Every Day"  
Engage  
Empower  
Educate

MISSION STATEMENT

West Central Schools commit to a comprehensive system of support, which ensures every member of the school community is prepared for further learning and successful career opportunities in a technology rich global economy. This is accomplished in an environment that fosters positive attitudes towards self, others, work, and responsible citizenship.

BELIEF STATEMENTS

All students need:

- a clean, safe, structured environment that fosters a sense of belonging, dignity, and respect, which promotes student achievement, appropriate social skills, and healthy lifestyle.
- a well-developed rigorous curriculum, relevant instructional activities, and assessment measures that provide higher level learning opportunities and enables student success.
- parents, community, and a highly qualified staff to share the responsibility, through collaboration and communication, in advancing the school system's mission and goals.

DISTRICT GOAL

"All students will improve their ability to use language to read, write, listen, and speak for effective communication in a global workforce."

Welcome Trojans

West Central High School extends its greetings to you. In order that you become better acquainted with the many aspects of your school, this handbook has been prepared to introduce you to the programs, activities and opportunities available in this school. The aim of the faculty and administration is to present the best educational program possible and also to provide opportunities for social, physical and emotional development. The policies in this handbook are effective for Summer School as well as the regular school year. Our school welcomes you to its ranks and hopes that you will always be conscious of its traditions and requirements. This school will be whatever you make it. Let us always have the spirit to do things, which will make it outstanding.

Nondiscrimination Statements:

Educational services, programs, instruction, and facilities will not be denied to anyone in the West Central School Corporation as the result of his or her age, race, color, national origin, sex, or handicapped condition.

The purpose of the Student/Parent Handbook is to give students and their parents/guardians an understanding of the general rules and guidelines for attending and receiving an education in our school.

In case of a conflict between a Board Policy and the provisions of this handbook, the Board Policy most recently adopted by the Board will prevail. (In some cases this may be the provisions in the handbook. The Board will immediately update the Board Policy as needed in these circumstances.) The handbook is not a contract between the school and parents/guardians or students. It can be

amended at any time at the discretion of the corporation. If policy changes are enacted during the school year, the administration will communicate the changes to students, staff, and parents/guardians.

### High School Schedule

Period		Minutes
1	800 - 8:53	53
2	8:57 - 9:50	53
3	9:54- 10:47	53
4	10:51 - 11:44	53
Lunch	11:48 - 12:18	30
5	12:22 - 1:15	53
6	1:19 - 2:12	53
7	2:16 - 3:08	52

### Middle School Schedule

Period		Minutes
1	800 - 8:53	53
2	8:57 - 9:50	53
3	9:54- 10:47	53
Lunch	10:51 - 11:21	30
4	11:25 - 12:18	53
5	12:22 - 1:15	53
6	1:19 - 2:12	53
7	2:16 - 3:08	52

### 2-Hour Delay (High School)

Period		Minutes
1	10:00 - 10:35	35
2	10:39 - 11:14	35
3	11:18- 11:53	35
Lunch	11:57 - 12:27	30
4	12:31 - 1:06	35
5	1:10 - 1:45	35
6	1:49 - 2:24	35
7	2:28 - 3:08	40

### 2 Hour Delay (Middle School)

Period		Minutes
1	10:00 - 10:35	35
2	10:39 - 11:14	35
3	11:18- 11:53	35
4	10:57 - 11:32	35
Lunch	12:36 - 1:06	30
5	1:10 - 1:45	35
6	1:49 - 2:24	35
7	2:28 - 3:08	40

### Thursday Late Start High School

Period		Minutes
1	8:45 - 9:27	42
2	9:31 - 10:13	42
3	10:17- 10:59	42
Success	11:03 -11:30	27
Lunch	11:34 - 12:04	30
4	12:08 - 12:50	42
5	12:54 - 1:36	42
6	1:40 - 2:22	42
7	2:26 - 3:08	42

### Thursday Late Start Middle School.

Period		Minutes
1	8:45 - 9:27	42
2	9:31 - 10:13	42
3	10:17- 10:59	42
Success	11:03 -11:30	27
4	11:34 - 12:16	42
Lunch	12:20 - 12:50	30
5	12:54 - 1:36	42
6	1:40 - 2:22	42
7	2:26 - 3:08	42

### Bus Drop Off Times at HS/MS

Students are to be dropped off by bus at 7:55 on Regular schedule day.

Students are to be dropped off by bus at 7:55 on Thursday schedule day.

Students may eat breakfast in the cafeteria (7:50-8:00) immediately after being dropped off by bus.

## **STUDENT INFORMATION**

### Registration

Preliminary registration for the next school year takes place each spring. Registration for classes calls for the careful planning on the part of the students, the parents, and the school. Haphazard enrollment often results in poor schoolwork. It should be kept in mind that certain courses are required for graduation and others are electives. Students planning for specific goals after graduation should think in terms of subjects that will help them attain those goals. Students are expected to finalize their course selections in the spring. All schedule changes should be made prior to the start of school in August..

### Drop and Add Policy

All schedule changes should be made prior to the start of the school year. Once school begins students are **not allowed** to make schedule changes for that school year. Schedule changes will be allowed only for extenuating circumstances, for example, a student is injured and has a medical condition that would not allow them to continue in physical education; a student fails a required class and needs to retake the class in order to meet graduation requirements. The counselor and principal must approve extenuating circumstances. No guarantee can be made that each student will receive the schedule that he/she prefers. Some courses have limited enrollments; some are only offered one time, and some conflict with other requirements.

### Withdrawals and Transfers

Any student withdrawing from school or transferring to another school must bring a written note of explanation signed by the parents or legal guardian. The administration and guidance counselors will advise students of proper withdrawal procedures. An exit interview is required for students under 18 years of age.

## **Graduation Requirements**

### **Core 40 with Academic Honors Diploma**

To be eligible for a Core 40 with Academic Honors Diploma, a student must complete a minimum of forty-seven(47) high school credits. The following areas and courses are required.

**English/ Language Arts**                      **8 Credits**

**Mathematics**                                      **8 Credits**

**(6 credits must be earned in 9-12)**

Algebra I-2 Credits; Geometry-2 Credits; Algebra II-2 Credits; 2 Additional credits in Pre-Calculus, or AP Mathematics

**Science**    **6 Credits**

Biology I-2 Credits; Chemistry I, Physics, or Integrated Chemistry/Physics-2 Credits; 2 Additional credits from Life/Physical Science, Chemistry, Physics, Earth/Space Science, Anatomy/Physiology, Chemistry II/AP

**Social Studies**                                      **6 Credits**

U.S. History-2 Credits; Government-1 Credit; Geography/History of the World-2 Credits;

## Economics-1 Credit

### **Physical Education**                      **2 Credits**

*\*Students may earn PE credit through athletics or marching band. This applies only to students who attend school for more than three periods a day. See course description for more details.*

### **Health**    **1 Credit**

### **World Languages**                              **6-8 Credits**

(6 credits in one world language or 8 credits in two (2) different world languages)

### **Fine Arts**    **2 Credits**

### **Electives**    **11 Credits**

### **Local Requirements**                              **1 Credit in Preparing for College/Career**

***The student cannot receive any individual grades below a “C” and must have an overall GPA of a “B” or higher. Complete one (1) of the following: two (2) AP courses and exams; six (6) transcribed college credits from an approved list; one (1) AP course and exam and three (3) transcribed college credits from an approved list; score a 1750 or higher combined SAT math/verbal/writing with a minimum score of 530 on each; score a 26 composite ACT. (These scores are subject to change>)***

***Information pertaining to meeting the additional requirements for this diploma is available in the guidance department.***

### **Core 40 with Technical Honors Diploma**

To be eligible for a Core 40 with Academic Honors Diploma, a student must complete a minimum of forty-seven (47) high school credits. The requirements for this diploma are the same as above with the following exceptions:

### **Mathematics**    **6 Credits in Grades 9-12**

Algebra I-2 Credits; Geometry-2 Credits; Algebra II-2 Credits

(Students must take a math or quantitative reasoning course each year in high school)

### **World Languages**                                      **Recommended**

### **Fine Art**    **No Requirement**

***The student cannot receive any individual grades below a “C” and must have an overall GPA of a “B” or higher. Students must earn 6 credits in a state-approved career pathway AND either a industry recognized certification/credential OR pathway dual credits from an approved list resulting in 6 transcribed college credits.***

***Information pertaining to meeting the additional requirements for this diploma is available in the guidance department.***

### **Core 40 Diploma**

To be eligible for a Core 40, a student must complete a minimum of forty (40) high school credits. The following areas and courses are required.

### **English/ Language Arts**                              **8 Credits**

### **Mathematics**    **6 Credits in Grades 9-12**

Algebra I-2 Credits; Geometry-2 Credits; Algebra II-2 Credits

(Students must take a math or quantitative reasoning course each year in high school)

### **Science**    **6 Credits**

Biology I-2 Credits; Chemistry I, Physics, or Integrated Chemistry/Physics-2 Credits; 2 Additional credits from Life/Physical Science, Chemistry, Physics, Earth/Space Science, Anatomy/Physiology,

**Social Studies                      6 Credits**

U.S. History-2 Credits; Government-1 Credit; Geography/History of the World-2 Credits; Economics-1 Credit

**Physical Education                      2 Credits**

**Health                                      1 Credit**

**Electives                                  11 Credits**

**Local Requirement                      1 Credit in Preparing for College/Career**

Foreign Language, Fine Arts, Computer, Career Area Courses are encouraged.

Course Audits: A decision to audit a course must be made no later than the end of the first 9 weeks of each semester. A form must be obtained from the high school office and required signatures must be obtained.

Trojan Opportunity Academy: Seats in the academy are reserved for students who cannot fit a class into their schedules, students who need to recover credit, and students who are placed in the academy by the administrative staff. Dropping a class to instead take a class in the academy will be allowed only under administratively approved circumstances.

**A graduation pathway diploma will be recognized by the school board in lieu of the traditional diploma w/waiver for students who do not pass ISTEP in the graduating classes of 2019, 2020, 2021, and 2022.**

All students are required to take six subjects per semester. These subjects should help enable the students to have the broad background that is so very essential in the highly competitive world. This allows academic and vocational majors to be taken at the same time, which is also often very desirable.

**The decision to “opt-out” of the Core 40 diploma will be made no earlier than the end of the junior year unless a Case Conference Committee makes this decision. Parents must be informed of the student’s desire to opt-out of the Core 40 diploma requirement.**

**WCHS HONOR ROLL REQUIREMENTS**

**High Honor Roll** - students must score an A- or above in **ALL** classes.

**Regular Honor Roll** - students must score a B average with **NO GRADE BELOW** a B- in **ALL CLASSES**.



### **Grading Scale**

100%	=	A+
93-99+%	=	A
90-92+%	=	A-
87-89+%	=	B+
83-86+%	=	B
80-82+%	=	B-
77-79+%	=	C+
73-76+%	=	C
70-72+%	=	C-
67-69+%	=	D+
63-66+%	=	D
60-62+%	=	D-
0-59+%	=	F

### **Class Rank**

Class ranks are calculated for each class at the end of each semester. Class rank is computed using the semester grades for all terms that a student is enrolled in high school. Classes offering one credit per term are not calculated into the class rank. Pass/Fail classes are not calculated into the class rank.

A student may learn his/her class rank by checking with the Guidance Director.

Each student's credit point will be totaled with the sum being divided by the number of credits in which grades were earned. The quotient will be designated the student's "Grade Point Average" (GPA)

The students in each class will have the grade point average arranged in numerical order to determine each students' class rank.

### **Valedictorian and Salutatorian**

The selection of the Valedictorian and Salutatorian will be based on the average of grades at the end of the second semester of the student's senior year. The senior student with the highest GPA will be the class Valedictorian. The senior student with the second highest GPA will be the class Salutatorian. The Valedictorian and Salutatorian must complete high school in good standing.

## **Weighted Grades**

Courses to be weighted are AP courses and Honors courses. The weight for the course would be 1.2.

Examples:

A+	12	x	1.2	=	14.4
A	11	x	1.2	=	13.2
A-	10	x	1.2	=	12.0
B+	9	x	1.2	=	10.8
B	8	x	1.2	=	9.6
B-	7	x	1.2	=	8.4
C+	6	x	1.2	=	7.2
C	5	x	1.2	=	6.0
C-	4	x	1.2	=	4.8
D+	3	x	1.2	=	3.6
D	2	x	1.2	=	2.4
D-	1	x	1.2	=	1.2
F	0	x	1.2	=	0.0

## **Family Educational Rights and Privacy Act (FERPA)**

### **Model Notice for Directory Information**

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that the West Central School Corporation, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, the West Central School Corporation may disclose appropriately designated "directory information" without written consent, unless you have advised the West Central School Corporation to the contrary in accordance with the West Central School Corporation procedures. The primary purpose of directory information is to allow the West Central School Corporation to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.<sup>1</sup>

If you do not want the West Central School Corporation to disclose directory information from your child's education records without your prior written consent, you must notify the West Central School Corporation in writing by the first Friday in August. The West Central School Corporation has designated the following information as directory information: Note: an LEA may, but does not have to, include all the information listed below.

- Student's name
  - Address
  - Telephone listing
  - Electronic mail address
  - Photograph
  - Date and place of birth
  - Dates of attendance that
  - Grade level
  - Participation in officially recognized activities and sports
  - Weight and height of members of athletic teams
  - Degrees, honors, and awards received
  - The most recent educational agency or institution attended
  - Major Field of study
  - Student ID number, user Id, or other unique personal
  - Identifier used to communicate in electronic systems that
- cannot be used to access education records without a PIN, Password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.)

1 These laws are: Section 9528 of the Elementary and Secondary Education Act (20 U.S.C. & 7908), as amended and 10 U.S.C. & 503©, as amended.

### **Textbook Rental**

For the convenience of students and parents, textbooks are provided on a rental basis at a very nominal cost. Textbook rental fees are to be paid at the beginning of each school year. The amount and schedule of obtaining books will be announced prior to the opening of school. Textbooks and supplemental materials are the responsibility of the students to whom they are issued and must be returned, in good condition, at the end of the year (semester if applicable). The student must pay for lost or damaged books.

### **Lockers**

Lockers are provided for student use. Each student will be assigned a locker at the beginning of the school year and will be expected to keep that locker all year. Students are encouraged to never leave valuable items in their lockers, never give locker combinations to other students and always keep lockers locked. Repair of damage caused by misuse or neglect will be the responsibility of the student. **Students are not to share lockers.** Lockers are the property of West Central School Corporation. WCSC will not be responsible for lost/stolen items from school/athletic lockers. Students are responsible for securing valuable items at all times. School locks will be made available for all students.

### **Book Bags, Backpacks, Large Purses, Coats Etc.**

Students are not to have **purse**s, coats, or bags not necessary for the normal educational function of the school day. Individual classroom rules established by the teacher will be expected to be followed by the student. Exceptions may be made for laptops, iPads, etc. with teacher/office approval. Office personnel will take into consideration injury, school temperature, etc. Failure to comply will result in disciplinary action and/or suspension.

### **Inspection of Instructional Materials**

Section 1. IC 20-10.1-4-15 is added to the Indiana Code as a NEW section to read as follows (effective July 1, 1995): Sec. 15.

- (a) A school corporation shall make available for inspection by the parents or guardians of any student any instructional materials, including:
- (1) teacher's manuals
  - (2) Student texts
  - (3) Films or other video materials;
  - (4) Tapes; and
  - (5) Other materials; used in connection with a personal analysis, an evaluation, or a survey described in subsection (b).
- (b) A student shall not be required to participate in a personal analysis, an evaluation, or a survey that is not directly related to academic instruction and that reveals or attempts to affect the student's attitudes, habits, traits, opinions, beliefs or feelings concerning:
- (1) Political affiliations;
  - (2) Religious beliefs or practices;
  - (3) Mental or psychological conditions that may embarrass the student or the student's family;
  - (4) Sexual behavior or attitudes;
  - (5) Illegal, antisocial, self-incriminating, demeaning behavior;
  - (6) Critical appraisals of other individuals with whom the student has a close family relationship;
  - (7) Legally recognized privileged or confidential relationships, including a relationship with a lawyer, minister, or physician;
  - (8) Income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program); without the prior consent of the student (if the student is an adult or emancipated minor) or the prior written consent of the student's parent or guardian (if the student is not an emancipated minor). A parental consent form for such a personal analysis, evaluation, or survey shall accurately reflect the contents and nature of the personal analysis, evaluation, or survey.
- (c) The department and the governing body shall give parents and students notice of their rights under this section.
- (d) The governing body shall enforce this section.

### **Insurance**

Student group accident insurance is available under a voluntary plan. Parents are asked to sign a form stating that insurance has been offered to the family. Folders describing terms are given to each student at the start of school in the fall. Athletic insurance may be purchased on a voluntary basis. Consult the Athletic Director or coach of your sport.

### **School Activity Calendar**

All extra-curricular activities must be approved ***at least one week in advance*** of the activity date, by the assistant principal, before they are posted on the school activity calendar. Once posted, they become official school activities.

### **Student Activities**

Students are encouraged to participate in the following:

**Girls Sports** – Cross Country(HS/MS), Volleyball(HS/MS), Golf(HS), Basketball(HS/MS), Softball(HS), Track(HS/MS) and Cheerleading(HS/MS).

**Boys Sports** – Cross Country (HS/MS), Football (HS/MS), Basketball (HS/MS), Wrestling

(HS/MS), Baseball (HS), Track (HS/MS) and Golf (HS).

**Clubs and Organizations:** Sunshine Society, Business Professionals of America (BPA), National Honor Society (NHS), National Junior Honor Society (NJHS), High School and Middle School Student Council, Yearbook, National FFA Organization, Art Club, SADD/SCOPE, Ecology Club, Fellowship of Christian Athletes (FCA), Family, Career and Community Leaders of America (FCCLA), Friends of Rachel Club, and Drama. .

### **Fire Drills/Civil Defense**

The purpose of a fire drill is for every individual to learn to evacuate the building in a quiet, orderly, rapid manner and at the same time, leave the building in such a condition as not to spread the fire. When possible, close all windows and doors and turn off all electrical items and gas jets. Disaster drills are used to protect students from varied phenomena. School or other officials for prescribed action will direct students.

### **Passes**

Students are to have passes from their responsible teachers when in the hallways. Hall passes are to be displayed by the students when it becomes necessary for them to leave their designated area. Failure to display a pass could result in the loss of pass privileges or the student may be considered truant. Students are also responsible for signing in and out of each classroom after they have received a pass from their teacher. There is a limit of five passes per week from each class per term and there is to be no passing or exchanging of handbook passes. Passes will only be used at appropriate times, when given permission by the teacher. **Ability to use passes may also be revoked if student behavior is unacceptable.**

### **Appearance and Dress Policy**

Students at West Central High School are expected to exhibit cleanliness and good taste in personal appearance. We take pride in the appearance of our students. Your dress reflects the quality of our school. The school considers the appearance of students relating to dress and grooming as an important factor for an effective and desirable atmosphere for learning. Over exposure of the body (tank tops, midriff-exposing shirts, and short shorts) is considered inappropriate dress for school. Pants that expose skin above the knee must have something worn underneath them. Shorts or skirts must be fingertip length or longer. Clothing/items displaying alcohol, drugs, tobacco, inappropriate language, inappropriate pictures, and/or sex logos, pictures and/or words, and/or express double meanings are unacceptable (this would include "Playboy" items). Chains, bandanas, roller skates, sunglasses (inside), dog collars, pajama pants, hats and/or spikes are not to be worn. Any type of clothing and/or accessories that can be considered dangerous to others in the school is prohibited. Students are allowed to wear hoodies, but they are not allowed to wear the hoods over their heads during the school day. Dress-up days will be taken into consideration as an extenuating circumstance. The building principals reserve the right to send students home if their appearance does not reflect good taste and cleanliness or if the interpretation of the students' dress is questionable. If students do not follow the above guidelines further disciplinary action may result.

### **Disciplinary Options:**

**First Offense:** Written warning by teacher or staff, Change clothing and/or ISS. Refusal / Further violations will be considered insubordination.

**Future Offenses:** Written referral by teacher or staff, Change clothing and/or 1-5 days ISS...possible OSS/Expulsion. Refusal/ Further violations will be considered insubordination.

### **Hats/Coats/Bandanas**

Hats, coats, bandannas and other headwear (including sunglasses) are not to be worn in the school building, during the instructional day. It is common courtesy to remove your hat when entering a public building or home. If you wear a hat or coat to school, please leave it in your locker during the school day.

## Use of Phone

The major use of the phone is to be for students to call home after extra-curricular activities. Calls may take place before and after school hours or during lunch. Students are not to use the phones in the classrooms for personal use. All students must receive permission from the high school office to make emergency phone calls. **Students are not to leave class to use the phone.** All calls should be kept very brief.

## **Cell/Smart Phone, Earbuds/AirPods/Headphones, Smart Watches, IPODS, IPADS and other Electronic Devices Policy and "Sexual Conduct "**

Middle School: Students are prohibited from using Cell/Smartphone during the course of the educational day. Students are to turn off phones upon entering the building and place devices in their locker for the entirety of the school day. Earbuds, AirPods, and headphones should not be worn unless a teacher specifies that they are necessary for class that day. Smart Watches may be worn, but are subject to the same guidelines as cell phones if the teacher feels that the student is using it for purposes other than telling the time.

High School students: Cell/Smartphones can be brought to school but must remain off or silent and completely out of view while in class. Earbuds, AirPods, and headphones should not be worn unless a teacher specifies that they are necessary for class that day. Smart Watches may be worn, but are subject to the same guidelines as cell phones if the teacher feels that the student is using it for purposes other than telling the time.

**Sending, sharing, viewing, or possessing pictures, text messages, 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 is considered grounds for suspension or expulsion.** Students may be suspended and/or expelled for taking and/or possessing inappropriate pictures. Law enforcement will be contacted if students take or possess inappropriate pictures. Students may face criminal charges for taking or possessing inappropriate pictures.

### **Penalties for violating the cell phone policy are:**

**First Violation:** Written warning by teacher or staff. Device turned off and put away.

**Second Violation:** Teacher will confiscate the device and turn into the office. The student may pick it up at the end of day. The student will be assigned a one hour Monday Night School. Notify office w/referral of second violation. Refusal to turn over the device will be an automatic out of school suspension.

**Third Violation:** Confiscate device and turn into office. Refusal to turn over the device will be an automatic out of school suspension. Parent/guardian must pick up device after regular school hours. Further violations will be considered insubordination.

**Additional Violation:** Will be considered insubordination and penalized accordingly. The device will be confiscated and kept in the office; a parent/guardian must pick the phone up in the office.

### **Bus Rules/Regulations**

**Bus transportation is provided as a service. It is not a right.** School bus drivers are to have control of all school children conveyed between the homes of the children and the school, and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his charge. School bus drivers shall follow the recommended rules for pupil safety upon approval by the school authority.

1. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
2. No pupils shall stand or move from place to place during the trip. Pupils should sit back and face forward keeping the aisle clear.
3. Loud, boisterous, or profane language or indecent conduct shall not be tolerated.
4. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any objectionable manner.
5. No windows or doors will be opened or closed except by permission of the bus driver.
6. No pupils shall enter or leave the bus until it has come to a full stop and the door has been opened by the driver.
7. Upon recommendation of the bus driver, school authorities will deny the privilege of riding the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or lady-like manner.
8. The bus stop and bus ride are considered part of the school day, therefore, all school rules apply.
9. The student should be waiting at his loading station when the bus arrives.
10. No pop, gum, candy, or other food items will be allowed on the bus.
11. The parent has the responsibility of transporting their child home if during the day the child developed a physical condition that would create an unsafe environment on the bus. Of greatest concerns are situations where body fluids are an issue and a condition where a child has been isolated from others during the day.
12. West Central takes a strong position on any involvement with drugs. A student who has in their possession, is involved with the use of drugs in any form while on school property, or is involved in the sale of drugs, or any substance alleged to be drugs, will be recommended for expulsion. This policy is in effect during the school day and at all extracurricular events.
13. To ensure the safety of all students the West Central School Corporation agrees and supports the school bus rules and regulations as suggested by the Indiana State Police.

## **Student Driving**

Student driving is a privilege and not a right. Any violation of the following may result in the suspension of a student's privilege to drive to school:

1. Once a student has parked in the student parking area, the car cannot be moved until after the student has completed the school day, unless an emergency arises which has been cleared through the office of the principal.
2. There is no loitering in cars or in the parking area.
3. Traffic violations of any type, whether directly connected with transportation to school or after school functions, may result in the suspension of a students' privilege to drive to school.
4. No parking is permitted in the student walkways.
5. All student drivers will register their vehicles in the office within 5 school days of the first day of school.
6. All student drivers will display their assigned driving tag while on school grounds.
7. Students are not permitted to leave the building and return to their vehicle, unless an emergency arises which has been cleared through the office of the principal.

When exiting the school grounds at the end of the day, student drivers are to use the southeast exit of the parking lot, near the bus garage.

A letter will be sent to the Bureau of Motor Vehicles if a student is deemed a habitual truant, has been suspended two (2) times, expelled, or has been withdrawn from school and is under 18 years of age. The letter will request that the student's driving privileges be invalidated as pursuant to IC 9-24-2-4.

## **Transportation Home**

Before a student who has become ill or injured is sent home, the office will notify the parents or guardian to arrange for transportation of the student. In case of an injury which needs medical treatment an attempt will be made to contact the parents for advice and the necessary transportation. **In any case, if a student leaves school without the permission of a member of the administrative staff or the school nurse, that student may be considered truant.**

## **Bus Changes**

We are concerned about the safety of every student and their location at all times. A student will be permitted to ride a different bus **only if the office has written notification** of this change. If an emergency occurs and different transportation is required, please contact the school before 2:00 P.M. **STUDENTS WITHOUT A WRITTEN NOTE WILL BE SENT HOME ON THEIR REGULAR BUS.**

## **Indiana Law Regarding Driving Privileges for Students**

### **Under School Suspension or Truancy**

West Central High School will follow Indiana Law 9-1-4-33.4 as added by P.L.51-1990 that prohibits the issuance of an operator's license, learner's permit or invalidates a student's license or permit if suspended from school for the second time during the school year, expelled from school, tries to circumvent sanctions of this law by withdrawing from school before graduating, or is considered to be a habitual truant. If a person is under 18 years of age and is under suspension, expulsion, or has withdrawn from school as described in Section 29(g) of IC9-1-4-33.4, the Department of Motor Vehicles shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following events:

- (1) The person becomes 18 years of age;
- (2) 120 days after the person is suspended;
- (3) 180 days after the person is expelled;



- (4) the suspension, expulsion, is reversed after the person has had a hearing under IC20-8.1-5;
- (5) If IC9-1-4-29(g)(9) applies, the student in good standing had re-enrolled in school.

A student at least thirteen (13) years of age but less than fifteen (15) years of age and identified as a habitual truant as stated in the attendance section of this manual will be identified on a list submitted to the bureau of motor vehicles. This action will result in an individual not being issued an operator's license or a learner's permit to drive until the person is at least eighteen (18) years of age. Habitual truancy is defined as 3 or more trancies per school year.

### **"No School" Procedures**

The arrival of winter brings severe weather conditions that may close or delay school. Please do not call the schools or administration office to ask if school will be in session as these ties up telephone lines which need to be held open for emergency calls. Listen to the following radio stations for such information: 96.5 WAZY Lafayette; 99.7 WLQI Rensselaer; 99.3 WKVI Knox; 100.1 WFRN Winamac; 93.5 WKHY Lafayette and television stations WLFI channel 18 Lafayette, WNDU channel 16 South Bend and WSBT channel 22 South Bend. Also, please be prepared for a phone call or text message via Parent Connect.

### **Administration of Medication**

No medication shall be administered without the written consent of the parent. Prescription medication and/or over the counter medication must be in the original container. Written consent is valid only for the period specified on the consent form, and in no case longer than the current school or program year. Medication should be taken to the main office for safekeeping. Medication shall be administered in accordance with the physician's prescription. If the medication is to be terminated prior to the date on the prescription, the written and dated consent or withdrawal of consent of the parent is required. No student may carry any medication or pills; all medication (including aspirin/Tylenol) must be brought to the main office and dispensed from there. Non-FDA approved supplements will not be given by the nurse/school personnel.(such as herbs, oils, homeopathic, etc)\_Any exception to this rule must be approved by the high school administration. These procedures are meant to protect both the student and the school. Medication is to be administered by authorized school personnel.

### **Indiana Immunization Requirements for Students in Grades 6-12**

- If Religious Objection to any Immunizations, a yearly Objection form must be on file.
- If a child has a Medical/Religious Objection to any vaccinations, in the event of an outbreak of a vaccine preventable disease, your child may be excluded from school to protect his/her health and the health of other students/staff. The length of time your child will be kept out of school depends on the disease. See complete form/information on our school's web site.
- 5 doses of diphtheria-tetanus-acellular pertussis (DTaP), diphtheria-tetanus-pertussis (DTP), or pediatric diphtheria-tetanus vaccine (DT) (4 doses are acceptable if the 4th dose was administered on or after the 4th birthday and at least 6 months after the 3rd dose).
- 4 doses of any combination of IPV or OPV by age 4-6 (3 doses of all OPV or all IPV are acceptable if the 3rd dose was administered on or after the 4th birthday).
- 3 doses of Hepatitis B vaccine (3rd dose must be on or after 24 weeks of age). • 2 doses of measles (rubeola) vaccine on or after the first birthday.
- 2 doses of MMR
- **2 doses of varicella (chickenpox) vaccine on or after the first birthday separated by age-appropriate interval or written history of disease. Parental history of chickenpox disease is acceptable proof of immunity. A signed written statement from the parent/guardian indicating month and year of disease is sufficient.**
- **1 dose of tetanus-diphtheria-acellular pertussis vaccine (Tdap) given on or after 10 years of age.**

- **2 doses of meningococcal vaccine (MCV4) for all students entering the 12th grade (unless first dose of MCV4 on or after their 16th birthday will not need a booster dose of vaccine.)**
- Anaphylaxis is a life-threatening allergic reaction. It can occur after insect stings or food intake in susceptible children & adolescents, and adults while at school. The respiratory, skin, gastrointestinal, and cardiac systems are often affected; prompt treatment with injected epinephrine may be life-saving. At West Central (K-12) we will have Epi-Pens for emergency use that would be given by the nurse at school.
- If a staff member or a student with no known allergies exhibit signs of anaphylaxis, such as severe swelling of the lips, face, tongue, or throat or have severe difficulty swallowing or breathing, or unconsciousness, administration of an Epi-Pen will be given. 911 and parents will be called. **\*\*If a parent does not wish for this emergency treatment to be given, a written note must be sent into school and will be kept on file. It must have the student's name and signed/dated by parent.** This policy will go into effect in February 2014

**Trip Guidelines for Students Participating in Activities**

The West Central School Corporation expects that students who are members of the participating group to ride the school bus to and from the out-of-town activity. Students will not be permitted to drive to or from the activity on their own. In case of emergencies or conflicts, students who wish to be transported by their parents must have their parents make a request to the director in charge of the activity. Students requesting to ride with someone else's parents must also have their parents make a request to the director in charge. All requests should be taken care of prior to the trip. The principal must approve any exceptions to the guidelines in advance. The guidelines are for the best interest and safety of the students and programs.

**Fan Bus Regulations**

All students riding to an athletic contest on a fan bus are required to return on the fan bus unless parents or guardians contact the bus supervisor in advance. A student who fails to comply with the rules and regulations for the fan bus will lose the privilege of riding the bus and may be subject to further discipline.

**WCMS/HS DISCIPLINE**

<b>The following matrix is intended to serve as a guide that the administration will generally follow. However, the administration reserves the right to alter/adjust the consequence(s) as they deem necessary.</b>			
<b>BEHAVIOR</b>	<b>1st</b>	<b>2nd</b>	<b>3rd</b>
1. <b>Battery/Physical Attack</b>	10 day OSS and Recommendation for Expulsion	*****	*****
2. <b>Bomb Threat</b>	10 day OSS, PCSD notified, recommendation for expulsion.	*****	*****
3. <b>Cell &amp; Smart phones/ IPods/ pads/Smart Watches/electronic</b>	Written warning by teacher or staff. Device turned off and	Teacher will confiscate the device for the period and turn into office. Student may pick up at end of	Confiscate device, turn in to office, and receive a 2 hour MNS. A refusal to turn over device will be an automatic office referral,

<b>devices</b>	put away.	day.. Notify office w/referral of second violation. 1 hour MNS	which will be considered insubordination. Parent must pick up device after regular school hours. Further violations will be considered insubordination.
<b>4. Cheating/Plagiarism</b>	Zero for assignment	Zero for assignment, possible failure for that class for that grading period.	Zero for assignment, failure for that class for that grading period
<b>5. Disrespect</b>	Teacher contact parent, teacher detention... other consequences deemed appropriate by administration	Teacher/Administrati on contact parent, teacher detention... other consequences deemed appropriate by administration	Teacher/Administration contact parent, teacher detention... other consequences deemed appropriate by administration
<b>6. Dress Code Violations</b>	Written warning, Change clothing and/or ISS. Refusal / Further violations will be considered insubordination.	Written referral, Change clothing and/or other consequences deemed appropriate by administration. Refusal/ Further violations will be considered insubordination.	Written referral, Change to school issued clothing and other consequences deemed appropriate by administration. Further violations will be considered insubordination.
<b>7. Driving/Parking Violations</b>	Verbal Warning	Loss of driving privileges for 1-10 days	Loss of driving privileges for 10-180 days plus other consequences deemed appropriate by administration
<b>8. Drugs/Alcohol/Paraphernalia</b>	Up to 10 day OSS, possible Recommend-for expulsion. PCSD notified.	*****	*****
<b>9. Failure to Comply with WCHS/MS Rules</b>	Teacher contact parent, teacher detention... other consequences deemed appropriate by	Teacher/Administrati on contact parent, teacher detention... other consequences deemed appropriate by administration	Teacher/Administration contact parent, teacher detention... 1-5 days OSS, other consequences deemed appropriate by administration

	administration	Insubordination.	Insubordination.
10. <b>Fighting</b>	3-5 day OSS and/or other consequences deemed appropriate by administration, PCSD possibly notified.	5-10 day OSS and/or other consequences deemed appropriate by administration, PCSD possibly notified.	10 day OSS, recommendation for expulsion. PCSD possibly notified.
12. <b>Intimidation/Bullying/ Harassment/Threats</b>	1-3 days ISS other consequences deemed appropriate by administration	3-5 days OSS other consequences deemed appropriate by administration	5-10 days ISS/OSS other consequences deemed appropriate by administration
13. <b>Hazing</b>	5-10 days OSS, possible recommendation for expulsion. PCSD possibly notified.	*****	*****
14. <b>Insubordination</b>	1-3 days ISS other consequences deemed appropriate by administration	3-5 days OSS other consequences deemed appropriate by administration	5-10 days ISS/OSS other consequences deemed appropriate by administration
15. <b>Profanity</b>	Written documentation/Verbal Warning	Written Referral – Administrative discretion on penalty	Insubordination consequences begin
16. <b>Public Display of Affection</b>	Written Documentation// Verbal Warning/Phone call home	Written Referral by teacher or staff – Administrative discretion on penalty	Insubordination consequences begin
17. <b>Theft</b>	1-5 days ISS. Restitution made. PCSD Notified	5-10 days OSS. Restitution made. PCSD Notified	10 day OSS, PCSD notified, recommendation for expulsion
18. <b>Tobacco/ Smoking</b>	3 days OSS	5-10 days OSS, possible expulsion.	10 days OSS, recommendation for expulsion

19. <b>Ttruancy</b>	Making up 1 day of ISS and/ or after school detention.	Making up 2 days of ISS Contact PC Probation/Prosecutors Dept.	Habitual Ttruancy – 3-5 days OSS possible expulsion, contact PCSD & BMV
20. <b>Unlawful Activity</b>	PCSD notified, possible suspension/expulsion	*****	*****
21. <b>Weapons/ Firearms</b>	10 day OSS, PCSD notified, recommendation for expulsion	*****	*****

**Student Conduct and Discipline Guidelines**

To be an effective school there must be a combination of good order and respect for the rights, privileges and safety of others. To attain these objectives, the governing body has established written rules and standards concerning student conduct which are reasonably necessary to carry out or to prevent interference with carrying out the educational functions of the school. A copy of the discipline policy is distributed to each student and parent or legal guardian of each student. The corporation requests that a student’s parent or legal guardian and the student acknowledge in writing, on the form provided, that each individual has reviewed the disciplinary policy. Any administrator, teacher or other personnel of the school corporation shall be authorized to take action in connection with student behavior, in addition to the actions specifically provided in the student handbook. When attempting to prevent or correct interference with school purpose.

Specific forms of disciplinary action are:

- 1) refer to counselor for problem solving;
- 2) conference with a parent by phone or in person;
- 3) assigning additional work;
- 4) rearranging class schedule;
- 5) before or after school detention;
- 6) restriction of participating in or attendance at extracurricular activities;
- 7) school related work activities or community service as an alternative to other means of discipline;
- 9) corporal punishment may be administered at the discretion of an administrator but shall not be administered with anger or malice toward the student. An adult witness employed by the school corporation shall be required to be present and serve as a witness to this form of discipline;
- 10) contact outside authorities for assistance - welfare department, probation department, law enforcement, juvenile court, etc.;
- 11) suspension from school attendance;
- 12) expulsion from school attendance; and
- 13) any other action deemed necessary and appropriate to maintain discipline.

**GENERAL RULES**

**Smoking and Tobacco Products**

**TOBACCO FREE ENVIRONMENT**

Effective June 1, 2009, West Central School Corporation was declared a “Tobacco Free” campus. This includes all buildings, grounds, in vehicles while on school grounds and school owned vehicles at any time. This policy applies to all staff, students and visitors to the West Central campus and is in effect twenty-four hours per day. This policy is in keeping with the Pro-Children Act of 1994, revised in 2001.

Students are not permitted to **possess**, smoke, or chew tobacco, anywhere in the school building, on school grounds **including vehicles**, on school buses, **at bus stops**, and/or at school sponsored activities at any location. Tobacco policy includes vaping, vaping supplies, and all

electronic devices and nicotine delivery devices of any kind.

**First Offense** - Out-of-School Suspension (O.S.S.) - 3 days

**Second Offense** - 5-10 day suspension from school and possible expulsion

It is also a violation of the disciplinary code to possess, provide to another person, or to assist in (such as being a "look-out") the use of tobacco or any other smoking material, or any substance which is, looks like, or which is or was represented to be a tobacco product. Disciplinary action and/or suspension will result.

### **Drugs/Alcohol**

It is a violation of the school disciplinary code to knowingly possess, use, provide, or transmit to another person; or purchase or receive from another person; or be under the influence of: any substance which is, looks like, or which is or was represented to be a narcotic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, substance containing alcohol, heavily-based caffeine product, substance containing phenylpropanolamine (PPA), steroid, stimulant, depressant, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision. It is also a violation of the student disciplinary code to be in possession of or supply or receive from others, drug paraphernalia such as pipes, rolling papers, clips, etc.

1. On school grounds immediately before, during and immediately after school hours and at any time the school is being used by a school group.
2. Off school grounds at a school activity, function, or event.
3. Traveling to or from school or a school activity, function, or event.
4. Any student who is discovered to be under the influence of alcohol or drugs while at school or a school-sponsored event will be suspended, pending expulsion.

As an option to being expelled, the student may enroll in a program for alcohol and/or drug offenders through the Four County Counseling Services or similar professional service, for first time offenders, and with administrative approval. Students who are suspected to be under the influence of alcohol will be requested to take a test for alcohol consumption. Refusing to take such a test can be considered an admission of guilt.

## WEST CENTRAL MIDDLE/HIGH SCHOOL MANDATORY DRUG TESTING PROGRAM

The West Central School Corporation is committed to providing a school environment that is safe, free from substance use or abuse, and conducive to learning. Parents and school personnel must work together in order to attain a safe, orderly, and drug free school environment.

### 1. **PURPOSE**

The purpose of the drug-testing program is four fold: (1) To provide for the health and safety of students while directing them away from alcohol and drug abuse; (2) To undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use substances detrimental to their health; (3) To identify students who might have a drug/alcohol/substance abuse problem and encourage them to participate in a drug treatment program. (4) To prevent students from participating in extracurricular activities while he/she has drug residues in his/her body.

### 2. **INTRODUCTION**

The program does not affect the current policies, practices or rights of the West Central School Corporation regarding student drug and/ or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy. The drug testing policy is non-punitive. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. The drug testing and education policy is designed to create a safe,

drug free environment for students and assist them in getting help when needed. Although students risk the loss of continued participation in extracurricular activities, no student shall be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.

No student shall be expelled or suspended from school as a result of any verified positive test conducted by the school under this program other than those stated therein. However, a student will be suspended from extra-curricular activities and/or driving privileges if found in violation of this policy. No student will be penalized academically for testing positive for banned substances. The results of drug tests will not be documented in any student's academic records.

### 3. **WHO WILL BE RANDOMLY TESTED**

Any student in grades 6 through 12 and his or her parent(s) or legal guardian(s) must first sign a drug testing registration/consent form in order to be eligible to participate in any one or combination of the following:

- Drive a motorized vehicle to school
- Driver Education
- Athletics
- Extracurricular activities other than athletics
- Curriculum related activities

### 4. **DEFINITIONS**

**Extracurricular Activity:** Any school, club or activity listed as such in the West Central Schools Student Handbooks and those not listed.

**Curriculum Related Activity:** Any activity meeting the following criteria: (1) It is done or performed outside the regular school hours; (2) the student is graded on his/her performance, and (3) it is done in conjunction with a regular class or course that is a part of the school curriculum. (Curriculum related activities include, but are not limited to, band activities, choral activities, theater activities, etc.

**Athlete:** Any student who is actively participating in any West Central Schools sponsored sport as listed in the West Central Student Handbooks.

### 5. **LEGAL OBLIGATION**

Indiana Code 20-8.1-7 sets for health measures to be governed by school officials. Most specifically, 1C 20-8.7-2 establishes the responsibilities of schools to assist children found to be ill or in need of treatment.

### 6. **DRUG EDUCATION**

Each prospective participant shall receive a copy of this policy. The policy will be explained to them at this time. If a student has tested positive, they will need to provide proof of participation in a drug or alcohol education program. Students will receive information as to where they can seek professional help, if needed, for a use or abuse problem.

### 7. **CONSENT FORM**

Students who drive to school, participate in extracurricular activities, participate in athletics, participate in curriculum related activities or participate in driver education will receive a "registration/consent" form, a copy of which is attached hereto, which shall be signed and dated by the participant and by the parent(s)/guardian(s). In doing so, the student is agreeing to participate

in the random drug testing and education program at the West Central Schools in grades 6-12.

It is **Mandatory** that each student who intends to drive to school, participate in extracurricular activities, participate in curriculum related activities, participate in athletics or participate in driver education sign and return the "consent form" prior to participation in any of the above listed activities. **Failure to comply will result in non-participation in the above listed activities.**

## 8. **TESTING PROCEDURES**

Each student participating in the program will be assigned a number, and the principal or designee will maintain one cross-reference list of names and numbers. The selection of students to be tested will be done **RANDOMLY** and may occur on different days Monday through Saturday throughout the school year. The drug testing company (Witham Toxicology) will do the selection of students. They will call the number selected and the principal or designee will cross-reference the numbers selected to the master list of participating students.

**If a student shows signs of reasonable suspicion, the principal/designee may call the student's parent/guardian and request that the student be tested.** Also, a parent may request testing of his/her student (at the parent's expense). No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

Upon being selected for a urinalysis under this policy, either by random draw, reasonable suspicion, request of parent/guardian, or a "follow up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

All students will remain under school and/or testing lab supervision until they have produced an adequate, acceptable urine specimen. If a student is unable to produce a specimen, the student will be given a glass of water, or soft drink. If the student is unable to produce a specimen by the end of the school day, he/she will be required to report to the principal's or designee office where they will be given an informal hearing. The hearing will be to discuss any medical and/or other reasons he/she was unable to provide a specimen. The principal will consider any reasons given by the student before determining whether the student may continue in any school activities referred to earlier. In addition, parents will be telephoned and informed of the situation prior to the informal hearing. The parent will be given the choice of attending the hearing or discussing the matter over the telephone prior to the hearing. If the principal is unable to reach the parent prior to the hearing and has made a reasonable effort to do so, the informal hearing may proceed. If it is found that the student is being uncooperative in the testing procedure he/she may be tested at a later date to be reinstated for eligibility in school activities or may suffer the maximum consequence at the principal's discretion.

All specimens registering below 90.5 degrees or above 98.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, the student must give another specimen.

If it is proven that tampering or cheating has occurred during the collection process, the student will become ineligible for all the extracurricular, athletic or curriculum related activities for 12 consecutive months (1 year). This will be reported to the parent(s)/guardian(s). Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time he/she left the collection site. The principal/designee must time and sign the pass.



The testing laboratory will then take the specimens, and each specimen will be sent off for a 10-panel drug test (which may include all drugs listed as controlled substances under the laws of Indiana). Also ~~“performance enhancing” drugs such as steroids may be tested.~~

The testing laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission on Accreditation of Healthcare Organizations (JCAHO).

## 9. **TEST RESULTS**

This program seeks to provide needed help for students who have a verified “positive” test. The student’s health, welfare and safety will be the reasons for preventing students from participating in extracurricular activities.

If the results of the test are “positive”, that is, if they show drug/alcohol/nicotine residue, the principal will advise the student and the student’s parent(s) or guardian(s). Information on a verified “positive” test result will be shared on a “need to know basis” with the student’s coach or sponsor. The results of the “negative” tests will be kept confidential to protect the identity of all students being tested. At notification either by phone call, letter or personal contact, the student and the student’s custodial parent(s) or guardian(s) may submit any prescription or other explanation or information which will be considered in determining whether a “positive” test can be satisfactorily explained.

Once a student, who was found to have a positive urine test through the provisions of this policy, or has been arrested by law enforcement, a “follow-up” test of that student will be conducted after such an interval of time that the substance previously found would normally have been eliminated from the body if no intervening drug use had occurred. If a second “positive” result is obtained from the “follow-up” test or any later test of that student, the said student will be subject to the terms of this policy “second consequence” level. In addition, the student may be required to continue testing at the discretion of school authorities to determine the student’s ability to maintain an alcohol/drug free lifestyle.

In addition, the student or parent(s)/guardian(s) may appeal by requesting that the urine specimen be tested again by a certified laboratory at a cost to the student or his/her parent(s)/guardian(s). If the test is verified “positive”, the principal/administrative designee will meet with the student and his/her parent(s)/guardian(s) at a school corporation facility. The parent(s)/guardian(s) will be given the names of counseling and assistance agencies that the family may want to contact for help. The principal/designee will also notify the student of any consequences, based on the policies/procedures as outlined in this program.

## 10. **CHAIN OF CUSTODY**

The designee of the building administration will oversee and conduct the testing program. The administrative designee will be responsible for setting up the collection environment, guarantee specimens and supervise the chain of custody. To maintain anonymity, the student’s number, not name, will be used.

The principal/designee will be responsible for escorting students to be tested to the collection site. The student should bring all materials with him/her to the collection site and will not be allowed to go to his/her locker.

A sanitized kit containing a specimen bottle will be given to each student being tested. The bottle will remain in the student’s possession until a seal is placed on the bottle. The student will sign that

the specimen has been sealed. Only the lab testing the specimen may break the seal.

After the specimen has been sealed, the administrative designee will transport the specimen to the testing laboratory. The testing laboratory will report the results back to the principal/designee as soon as possible.

~~In order to maintain confidentiality, the specimen container to be tested will not have the name of the student on the container. Instead, the student's random identification number will appear on the container. Also, The result sheet for the urinalysis will be mailed or emailed back to the principal/designee with no name attached; only the student random identification number will appear on the result sheet~~

## 11. **FINANCIAL RESPONSIBILITY**

Under this policy, West Central Schools will pay for all initial random drug tests ~~or tests done at its request~~, all initial reasonable suspicion drug tests, and all initial "follow-up" drug tests. A request on APPEAL for another test of a "positive" urine specimen is the financial responsibility of the student or his/ her parent(s)/guardian(s). Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student and his or her parent(s)/guardian(s).

## 12. **CONSEQUENCES**

Involvement in athletics, extracurricular or curriculum related activities and/or being a student driver are privileges. With that in mind, the West Central Schools feels that students who cannot follow the rules set forth in this Drug Testing Policy relinquish the privilege to participate in school activities as listed above.

The occurrences listed below are cumulative over the entire years of a student's middle and high school tenure with the West Central Schools.

Students who violate the West Central Drug Testing Policy using (valid police report or arrest) or having a positive test for drugs/alcohol will be suspended from participation in extracurricular activities, curricular activities, driver education, and parking on school property according to the following guidelines:

### A. **HONESTY CLAUSE**

If a student admits to a violation of the West Central Drug Testing Policy prior to the date of being randomly tested, the "first offense" consequences will be reduced to half. A "follow-up" test will be administered to this student after such an interval of time that the substance previously admitted to would have normally been eliminated from the body if no intervening drug use had occurred. If a "positive" result is obtained from the "follow-up" test or any later test of that student, the said student will be subject to the terms of this policy "second consequence" level. In addition, the student may be required to continue testing at the discretion of school authorities to determine the student's ability to maintain an alcohol/drug free lifestyle. The honesty clause may only be used one time, on a first offense, per student involved during his/her MS/HS career.

### B. **FIRST OCCURENCE**

Athletes will face consequences for first occurrence as provided in the West Central Athletic Code. A student participating in curriculum related or extracurricular activities shall be immediately suspended from participation in the next consecutive 30% of the events, functions, contests or other activities in which that student was to have participated in each of the extracurricular and curriculum related activities in which he or she is involved. ~~Forfeiture of awards will also occur.~~ The 30% shall be computed from the total functions, events or contests or other activities for each such

extracurricular or curriculum related activity for the school year involved and not for those remaining for that school year. \*

Student drivers shall have their privilege of driving to school suspended for 6 weeks (30 school days)

The penalties set forth in the section above, "First Offense", shall be cumulative so that the student participating in more than one sport or activity and/or driving shall incur the consequences set forth above as to each such activity in which he or she is involved.

To be able to resume the privilege of participating in activities and/or driving to school, the student will be tested again at the expense of the student or his/her custodial parent/guardian. This testing may occur at any time prior to full participation being allowed. If the student was to again test "positive", the student would have their second occurrence. The student will also be required to receive a substance abuse assessment from an outside agency at the expense of the student or custodial parent/guardian. The results of this assessment should be forwarded to the principal (or designee).

### C. **SECOND OCCURENCE**

The student shall not be allowed to participate in any sport, extracurricular activity, curriculum-related activity and/or drive to school for 1 calendar year (12 consecutive months). ~~along with forfeiture of awards:~~

To be able to resume the privilege of participating in activities and/or driving to school, the student will be tested again at the expense of the student or his/her custodial parent/guardian. This testing may occur at any time prior to full participation being allowed. If the student was to again test "positive", the student would have their second occurrence. The student will also be required to receive a substance abuse assessment from an outside agency at the expense of the student or custodial parent/guardian. The results of this assessment should be forwarded to the principal (or designee).

#### i. **COUNSELING ALTERNATIVE RELATED to "SECOND OCCURENCE"**

At the discretion of the West Central Schools, if a student successfully participates in the counseling program described below (the Counseling Alternative) the consequences set forth under "Second Offense" above **may** be reduced so that the student is suspended for less than 100% of the scheduled functions, events, contests, or other activities in which that student was to have participated, or in the case of drivers, for 6 consecutive months. The percentage reduced shall be computed from the total functions, events, contests or other activities for each such extracurricular or curriculum related activity for the school year involved and not from those remaining for that school year. The consequences shall be cumulative. \*

#### ii. **PROCEDURE for COUNSELING**

In the event that a student who has committed a second offense wishes to undergo counseling for drug and alcohol abuse, the student or his parent(s) or guardian(s) shall so inform the athletic director (if the student is an athlete) and/or the principal or designee (if the student is a driver or participating in an extracurricular or curriculum related activity).

For the student to gain the benefit of the Counseling Alternative, his or her parent(s) or guardian(s), the principal, and either (1) the athletic director and coach of the sport in which the student participates, or (2) the sponsor of the extracurricular or curriculum related activity in which the

student participates, or (3) the athletic director, coach and sponsor if the student is involved in both athletics and extracurricular or curriculum related activities, (the group considering the request of the particular student to participate in the Counseling Alternative shall be referred to below as the "Advisory or Athletic Council" must agree that the student be allowed to do so. In making the determination, the attitude of the student and his or her parents(s) or guardian(s), the nature of the offense, and whether or not the behavior in question is of the kind customarily corrected shall be taken into account.

If the "Counseling Alternative" is so agreed upon, the parent(s) or guardian(s) of the student shall be so notified in writing. Then the parent(s) or guardian(s) must, within 15 days of the date set forth upon such written notice, file written proof from a reputable, professional counseling service setting out the counseling objectives and methods to be used. The counseling must be done in regular, reasonably frequent sessions for a minimum of six months. However, if a reputable counseling service, based on their professional judgment, concludes that a counseling period of less than six months is all that is required in a particular case, then the counseling may continue for a period of less than 6 months as recommended by the counseling service. Further, each month the student being counseled shall furnish to the school a copy of his or her counselor's report evidencing a bona fide effort on the part of the student to correct the problem for which he or she is being counseled and to participate in the counseling program. In the event that the "Advisory or Athletic Council" determines by a majority vote that the student does not in good faith participate in the counseling program, then the student's eligibility to participate in the Counseling Alternative and his or her eligibility for the resulting reduced consequence shall be terminated and the full one year suspension set for under "Second Offense" above shall be enforced.

\*Students suspended from "participating in . . . events, functions, contests or other activities..." under provisions for "First Offense" or for the Counseling Alternative provisions for "Second Offense" herein above shall nonetheless be allowed to participate in practices for their sport(s), extracurricular and curriculum related activities and, in the case of curriculum related activities, in school classes relating to their curriculum related activities.

iii. **SUBSTANCE ABUSE EVALUATION / TREATMENT RECOMMENDATIONS**

If you choose counseling alternative provision, you may have the evaluation at any legitimate substance abuse treatment facility or counseling center. Below are several possible places for you to have your evaluation and or treatment:

- |   |                               |
|---|-------------------------------|
| Brighter Tomorrows – Plymouth: 574-935-9449                 | New Directions –              |
| Lafayette: 765-589-3318                                     |                               |
| Center for Care and Counseling – Logansport: 574-753-7296   | Otis Bowen Center – Plymouth: |
| 574-936-9646  |                               |
| Ryan and Ryan – Rensselaer: 219-866-3331                    | Porter/Starke                 |
| Services – Knox: 574-772-4040                               |                               |
| South Lake Center – Hobart: 219-943-4040                    | Swanson Center – Laporte:     |
| 219-362-2145  |                               |
| Cass County Drug/Alcohol Program – Logansport: 574-739-1330 | Four County Counseling Center |
| –   |                               |
| Wabash Valley Outpatient Services -                         | Winamac:                      |
| 574-946-4233  |                               |
| Rensselaer: 219-866-4194                                    | Logansport:                   |
| 574-722-5151  |                               |
| Delphi: 765-564-2247  | Rochester: 574-223-8565       |
| Monticello: 574-583-9350                                    | Peru: 765-472-1931            |

Reminder: Sign an authorization to release information form and ask the evaluator to send their report and recommendation to: West Central High School Athletic Department, 1852 S. US 421, Francesville, IN 47946

#### **D. THIRD OFFENSE**

A third offense shall result in the suspension of all driving privileges to school and privileges of participating in any extracurricular activities, athletic, and/or curriculum related activities for the remainder of the student's enrollment in the West Central Schools along with forfeiture of awards.

#### **13. MISCELLANEOUS PROVISIONS**

Students who test positive for nicotine and are 18 years of age or older shall not be subject to any penalties regarding extracurricular or driving activities. Athletes, however, shall remain subject to all penalties relating to athletic participation despite their age.

Students who test positive on the drug test and would receive a grade based upon their participation in a curriculum related activity shall not be subject to any grade reductions. However, an alternative assignment or assignments will be provided to such students to compensate for any missed performances.

Once a student becomes eligible for drug testing and delivers to West Central Schools an appropriately executed consent form; he or she shall remain eligible for drug testing for the remainder of that year and until graduation. Any refusal to be tested will result in forfeiture of that student's driving privileges to school and participating in any curriculum-related activities and/or extracurricular activities, including athletics.

Apart from the Drug Testing and education program, the West Central Schools coaching staff sponsors of extracurricular or curriculum related activities have their own training rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

#### **14. CONFIDENTIALITY**

Under this drug testing program, any staff, coach or sponsor of West Central Schools who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or disposition of the students involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the West Central Schools commitment to confidentiality with regards to the program. All results of the testing program will be kept in the school administrative office and/or athletic director's office until the student graduates. All results of the testing program will be destroyed when a student graduates from the West Central Schools.

## CONSENT FORM FOR THE DRUG TESTING AND EDUCATION PROGRAM

Please read and complete the form. Turn this sheet into the main office. I have read and understand a copy of the "West Central Schools Drug Testing and Education Program". I desire that:

\_\_\_\_\_ (Print Student Name Clearly)

Participate in this program, and hereby, voluntarily agree to be subject to the terms and conditions of this program for the entire school career (grades 6-12). I accept the method of obtaining urine specimens, testing, and analyses of such specimens and all other aspects of this program.

I further agree and consent to the disclosure of the sampling, testing and results provided by this program. This consent is given pursuant to all State and Federal Privacy Statutes, and is a waiver of rights to nondisclosure of such test records and results only to the extent of the disclosure in this program.

Date: \_\_\_\_\_, 20 \_\_\_\_\_

\_\_\_\_\_  
Student Signature

\_\_\_\_\_  
Parent/Guardian Signature

Year of Graduation \_\_\_\_\_

### **Food Supplements:**

Students are exposed to many individuals and/or marketing programs promoting the use of food supplements to increase performance. These food supplements are not necessary for a student's success. Students are not to possess, use, provide, or transmit to another person; or purchase or receive from another person; or be under the influence of food supplements.

School personnel and coaches should not dispense or encourage any drug, medication, or food supplement. Use of any drug, medication or food supplement in a way not prescribed by the manufacturer should not be authorized or encouraged by school personnel. Even natural substances in unnatural amounts may have short-term or long-term negative health effects. In order to minimize health and safety risks to students, maintain ethical standards and reduce liability risks, school personnel should never supply, recommend or permit the use of any drug, medication or food supplement solely for performance-enhancing purposes.

### **Firearms/Ammunition/Knife**

The penalty for 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); ten days suspension and expulsion from school for one calendar year. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction. The offending student will be reported to law enforcement. A student may be suspended and expelled for possession of ammunition (shells, bullets, etc.) and/or a knife on school property including in a vehicle or on a school bus.

### **Fighting**

Fighting will not be tolerated. Students should take their differences to the teacher in charge or to the office and not give in to physical fighting. Students involved in fighting will be suspended either in or out of school. Students who are involved in instigating others to fight may also be subject to disciplinary action.

### **Verbal Aggression**

Verbal aggression towards anyone will not be tolerated. Disciplinary action and/or suspension **shall** result. Examples of verbal aggression are profane **and/or** obscene language, sexual harassment, forms of coercion, threats, intimidation, and **any racial comment(s) or racial slur**.

### **Bullying**

Bullying is a very serious offense and will not be tolerated. Each incident will be handled based on the degree of the act as determined by the school administration. Acts of bullying may result in suspension or expulsion. In compliance with Senate Enrolled Act 285, bullying is defined as "overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student." The consequences of bullying will apply when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when a school group is using the school. It also applies when our students are off school grounds at another school activity, function or event; traveling to or from school; attending a school-related activity, function, or event; or using property or equipment that has been provided by the school.

Instances of bullying can be reported to Administration, Guidance Counselors, teachers, or staff verbally or in written form. Also, bullying can be anonymously reported at the school website, [wcsc.k12.in.us](http://wcsc.k12.in.us).

### **Bullying Defined**

Categories of Bullying for IDOE Reporting Requirements:

Physical

Verbal  
Social/Relational  
Electronic or Written Communication

### **What is Bullying?**

"Bullying" (per IC 20-33-8-.2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other 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.

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include **physical bullying**, **verbal bullying**, **social/relational bullying**, and **electronic/written communication**.

**Physical bullying** involves harming a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

**Verbal bullying** involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.

**Social/relational bullying** involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

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

Considerations in determining if the behavior meets the definition of bullying:

- The history between the individuals.
- Have there been past conflicts?
- Have these individuals had a dating relationship? (This may not be considered bullying)
- Power differential. Is there an imbalance of power? (Power imbalance is not



- limited to physical strength.)
- Repetition. Has this or a similar incident happened before? Is the individual worried that it may happen again?
- Are any of the individuals involved with a gang? (This may result in interventions different from bullying.)

## **WEST CENTRAL MS/HS Levels of Disciplinary Consequences and Supports**

### **Level 1: Conference/Parent Contact**

- School personnel and parent
- Conference with student

### **Level 2: Intervention Options**

- Psycho-educational training: Students are provided materials/counseling intended to increase empathy, communication skills, social skills, and understand the impact of bullying.
- Referral: Administration, school counselor, social worker, or support staff.
- Time-out: The removal of a student from classes for one-half day or less.
- Detention: Detainment of a student for disciplinary reasons that takes place before, during or after school hours.
- School Behavior Agreement with student/parent: A written statement listing steps to be taken to improve behavior or attendance. The statement also describes the support to be provided by school staff and/or parent as well as the date when the contract will be reviewed.
- Intervention Assistance Team: A meeting of school personnel, parents, and other individuals to consider the behavior and/or progress of the student and make recommendations.
- Restricted activity: The denial of participation in school activities.
- School/community service: Assignment of student to perform school/community service.
- A combination of any Level 2 option and Level 1 conference/parent contact. Other options as discussed among parent, teachers, and administrators.

### **Level 3: In-School Alternatives**

- Placement of student in an in-school suspension program for one-half day or more with a parent contacted.
- Placement of a student in-school suspension program for one or more days with a parent contacted.
- Placement of a student in a specially designed in-school class or program.
- In-school community service.
- Placement as outlined above and in combination with levels 1 and 2 consequences. Additional empathy and social skill training
- Suspension from class by the teacher – A teacher may exclude a student from

participation in any educational function under that teacher's charge and supervision for a period not to exceed one school day when a student interferes with the educational function of which the teacher is then in charge

- Contact BMV for the learner's permit or driver's license to be denied. IC 20-33-2-11

#### **Level 4: Out-of-School Suspension (1-5 days)**

- Suspension with parent conference or the parent may attend school with the student for one school day.
- For each day of suspension four hours of community service may be served.
- Suspension with parent conference and contractual agreement.
- May be in combination with Levels 1, 2, and 3 consequences.

#### **Level 5: Alternative Consequences/Programs**

- Modified schedule.
- Alternative to Expulsion (ATE) with referral to social worker. ATE is a probationary period of time (to be determined on an individual basis by the administrator) in which the student must exhibit behavior free from trouble.
- Failure to do so will result in more severe consequences.
- School probation with referral to a community agency such as juvenile court
- School probation may be in combination with Levels 2, 3, and 4 consequences.
- Placement in alternative programs within the local school setting.
- Placement in alternative programs outside local school setting.
- Conditional school (able to attend school based upon set conditions).

#### **Level 6: Expulsion Meeting/Expulsion**

- Procedure with request for expulsion meeting.

#### **Sex-Related Behavior**

It is against the student disciplinary code to engage in sexual harassment of another person, which includes sexually-related verbal statements, gestures or physical contact. It is also against the student disciplinary code to engage in voluntary or consensual sexually-related contact with another person.

#### **Offensive Behavior**

It is against the student disciplinary code to engage in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar or offensive to school purposes.

#### **Vandalism**

Vandalism is destroying or defacing any school property. Students involved will receive disciplinary action and/or suspension. A parent conference will be called and the student will be required to replace damaged property.

#### **Insubordination**

Students are expected to follow the directions of teachers and other adults responsible for the operation of the school. A student may be suspended from school for insubordination.

## **Cheating**

The first offense of cheating/plagiarism may result in automatic failure for the activity. A second detected offense in the same activity or subject area may result in failure for that grading term.

## **Food and Drink**

Food and drink are not permitted within the classroom unless they are directly related to the curriculum or with teacher permission. Water in a clear container is the only drink that will be allowed in the classrooms and the hallways. All other drinks must be sealed and in your locker except during lunch. When necessary, food and drink items should be left in the student's locker. All vending machines within the school will be used at your own risk. **Such items should NOT be taken from one room to another.**

## **Hall Behavior**

The halls are crowded when classes are not in session. Hall rules are:

1. Absolutely no running, pushing or scuffling in the building at any time.
2. Keep your hands to yourself at all times. The halls are no place to kiss or lock arms or for general petting practices.
3. Unnecessary slamming of locker doors or hanging on locker doors is disrespectful to school property.
4. Yelling and/or whistling are inappropriate.

## **HS Dance Rules**

1. No drinking, use of tobacco, or illegal use of drugs will be tolerated at any school dance. If any chaperone or any faculty member discovers a violation, the parents will be called and school disciplinary action will be taken.
2. Rowdy conduct will not be tolerated. West Central students are considered mature enough to control themselves in public.
3. Anyone wearing outlandish dress, showing bad taste or uncleanness will not be permitted to enter school dances. School approved attire.
4. Mosh/slam or inappropriate dancing will not be allowed. All violators of this rule will be asked to leave the dance.
5. The approximate time of the dances will be 15 minutes after the games and will end at 10:30 p.m. **Exceptions:** Homecoming and Prom
6. All dances are restricted to West Central High School students and their registered guests. Guests must be younger than 21 years old.
7. Students Guest System: All dances are restricted to West Central High School students and their registered guest. Guest must be high school students or older.

## **MS Dance Rules**

1. All HS rules 1-4.
2. All dances restricted to WCMS students in good standing (No Academic/Discipline issues).
3. Attendance at dances are restricted to WCMS students.
4. You must be at school on day of dance in order to attend.
5. Guests must be in middle school and/or be approved by the administration.

## **Procedure for Obtaining Evidence of Student Misconduct and/or Violation of School Policy**

- A. As used in this section, "reasonable suspicion for a search" means circumstances that would lead a reasonable person to suspect that the search of a particular person, place or thing will lead to the discovery of:
  1. Evidence of a violation of the student conduct standards contained in the student

handbook.

2. Anything that because of its presence presents an immediate danger or physical harm or illness to any person.
- B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks will be removed and destroyed.
1. The principal, members of the administrative staff may search a locker and its contents where the person conducting the search or the principal designating the person to search has reasonable suspicion for a search of that particular locker being searched. Where the locker to be searched is assigned to a particular student and that student is on the school premises at the time of the search, the student may be notified prior to the search and given the option to be present at the time of the search.
  2. The principal, a member of the administrative staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable suspicion for a search.
- C. The principal, or another member of the administrative staff and acting at the direction of the principal, may search the person of a student during a school activity. Searches of the person of the student shall be limited to:
1. Searches of the pockets of the student
  2. Any object in the possession of the student such as a purse or briefcase, and/or a "pat down" of the exterior of the student's clothing. Searches of the person of a student, which require removal of clothing other than a coat, shoes or jacket, shall be referred to a law enforcement officer in accordance with subsection G of this section. A person of the same sex as the student being searched shall conduct searches of the person of a student in a private room. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.
- D. The privilege of bringing a student-operated motor vehicle onto school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable suspicion for a search of the motor vehicle. Refusal by a student, parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, may be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal or a member of the administrative staff designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.
- E. Anything found in the course of a search conducted in accordance with this section, which is evidence of a violation of the student conduct standards contained in the student handbook, may be:
1. Seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing.

2. Returned to the parent or guardian of the student from whom it was seized.
  3. Destroyed if it has no significant value, or
  4. Turned over to any law enforcement officer in accordance with subsection G
- F. Anything found in the course of a search conducted in accordance with this section which by its presence presents an immediate danger or physical harm or illness to any person may be seized and:
1. Returned to the parent or guardian of the student from whom it was seized,
  2. Destroyed, or
  3. Turned over to any law enforcement office in accordance with subsection G.
- G. The principal, or a member of the administrative staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
1. Search any area of the school premises, any student, or any motor vehicle on the school premises,
  2. Identify or dispose of anything found in the course of a search conducted in accordance with this section.
- H. Principals designated administrative staff: Assistant Principal, Athletic Director, Administrative Assistants and Counselors

### **Discipline**

- B. Grounds for Short Term Suspension: Any principal may deny a student the right to attend school or to take part in any school function for a period of up to ten (10) school days on the following grounds:
1. Student misconduct and substantial disobedience.
  2. Conduct, which constitutes grounds for expulsion.
  3. Short term suspension shall be made solely after the principal has made an investigation thereof and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference therewith.
- C. Corporal Punishment: Corporal punishment or other corrective measures may be used in lieu of suspension or expulsion when deemed advisable by the administration.
- D. Grounds for Expulsion: Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:
1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule:
    - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
    - b. Blocking the entrance of 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 damaging any school building or property.
    - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function, or of any meeting or assembly on school property.
    - e. 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 education function under their supervision.

2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. 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 rule.
5. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student.
6. Possessing, handling, or transmitting, including in a vehicle, a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule #13 below.
7. Possessing, handling, or transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of a drug authorized by a medical prescription from a physician is not a violation of this rule.
8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
  - a. Engaging in sexual behavior on school property
  - b. Disobedience of administrative authority
  - c. Willful absence or tardiness of students
  - d. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
  - e. Possessing, using, transmitting, or being under the influence of caffeine-based substance, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
  - f. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
12. Knowingly possessing or using on school grounds during school hours an electronic paging device, electronic game, CD player, headphones or cell phone in a situation not related to a school purpose or educational function without teacher and/or administrative approval..
13. POSSESSING A FIREARM

- a. No student shall possess, handle or transmit any firearm and/or ammunition on school property.
- b. The following devices are considered to be a firearm under this rule.
  - Any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive.
  - The frame or receiver of any weapon described above
  - Any firearm muffler or firearm silencer
  - Any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device.
  - Any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosion or other propellant, and which has any barrel with a bore of more than one-half inch in diameter.
  - Any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
  - An antique firearm
  - A rifle or shotgun, which the owner intends to use solely for sporting, recreational, or cultural purposes.
- c. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first term after the one year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

14. Planning or conspiring to break school rules heretofore iterated in this handbook or in school board

policy or planning or conspiring to violate Indiana or Federal law.

The grounds for suspension or expulsion listed above (#1-14) apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
  - b. Off school grounds at a school activity, function, or event, or
  - c. Traveling to or from school or a school activity function or event.
14. Sending, sharing, viewing, or possessing pictures, text messages, 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 is considered grounds for suspension and/or expulsion.
15. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria, which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending

classes or other school functions.

### **SUSPENSION PROCEDURES**

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (a) A written or oral statement of the charges;
  - (b) If the student denies the charges, a summary of the evidence against the student will be presented; and,
  - (c) The student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parent or guardian of a suspended student will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the principal.

### **EXPULSION PROCEDURES**

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. Legal counsel
  - b. A member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent is given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent. The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of the notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

### **MEDIA CENTER REGULATIONS**

Students are encouraged to make use of the media center facilities for research information,



pleasure reading, and browsing. Each patron should observe the following rules for media center usage:

1. THERE IS NO FOOD OR DRINK PERMITTED IN THE MEDIA CENTER.
2. All students will be required to have passes signed by their teachers when coming into the media center.
3. All students will be required to use their student picture ID cards to check out or to renew materials from the media center.
4. One ID card will be issued to each student at the beginning of the school year at no cost. Additional cards will cost \$1.00 each.
5. Books may be checked out for two weeks; back issues of magazines may be checked out for one week. Materials may be renewed once unless a teacher makes a special request on the student's behalf.
6. Any material to be taken from the media center must be registered at the circulation desk and returned promptly when due. Borrowers are responsible for the books that they check out. Borrowers should not check out materials for other patrons.
7. Lost or damaged books should be reported to the media center staff as soon as possible.
8. Questions pertaining to media center use and/or special requests should be directed to the media staff.
9. Students on first priority passes are to work on that assignment when in the media center.
10. Students are to use their time in the media center for checking in or out materials, leisure reading, or studying. The media center is not a student lounge. Non-productive student behavior will not be allowed and the student will be sent back to class.
11. Students can be suspended from the media center for the following reasons: poor behavior, abusing passes, overdue materials, etc. Students who are suspended may enter the media center on a first priority pass issued by the classroom teacher.

### **MEDIA CENTER/STUDY HALL PASS**

1. Sign-out procedures: Teachers will write one pass with no more than four students' names to come to the media center. The media staff will sign the students' pass with a return time when the students leave to go back to their classroom.
2. Media Center passes are to be used to go to the media center. This pass does not give the students the privilege to visit the restroom or to go to their lockers. Violation of the pass procedures will result in loss of media center time.
3. If students wish to leave the media center at any time, they need to use their agendas and fill out a hall pass.

### **CAFETERIA POLICY**

The school lunch program provides a regular "offer-vs-serve" lunch in accordance with the Federal School Lunch Program. Monthly menus with nutritional information are posted monthly via email and on the school website. The website is also the place to go for any nutritional information you may have about the lunch and breakfast programs at the school.

The school also has a Wellness Policy in place that states that there are to be no coffee, soft drinks, or energy drinks during the school day for the students. So please do not bring soft drinks or energy drinks to school with you on any given day for any reason.

Students will access the computerized system by using their student ID number. Money can be deposited into the student's account by online payments; cash or check turned into the office or brought to the cafeteria during breakfast. Please make sure the student's name and ID number are on the check or the envelope the cash is put into. The money then can be used to purchase

breakfast, lunch, or choice of extra ala carte items.

Our cafeteria computer does not allow students or staff to charge meals. The student is responsible for asking what their balance is. The cashiers try and inform the students when they are low on funds, so you need to pay attention when you go through the line. We have a "No Charge Policy" that can be found on the website. We want to ensure that every student has a meal, therefore we do ask that you know your balance, find a friend to buy you lunch for the day, or you can carry your lunch.

All students eating lunch are to do so at school. No students are to leave school during lunch. Students are to stay in the cafeteria or other areas deemed appropriate by the principal.

## **ATTENDANCE POLICY GRADES 6-12**

### **Excused Absences:**

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school, as included in the school policy.

These could include:

- Illness verified by note from parent/guardian
- Illness verified by note from Physician
- Family funeral
- Maternity
- Military Connected Families (e.g. absences related to deployment and return)

### **Unexcused Absences:**

An unexcused absence is any absence not covered under the definition of excused or exempt.

### **Exempt Absences:**

Under certain circumstances, the law requires the school to authorize the absence and excuse of a student:

- serving as a page or honoree of the General Assembly (IC 20-33-2-14 );
- serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15);
- when subpoenaed to testify in court (IC 20-33-2-16);
- serving with the National Guard for no more than 10 days (IC 20-33-2-17);
- or serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2).
- In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school.
- The principal or principal designee of a school corporation may authorize the absence and excuse of a student who attends any educationally related non-classroom activity if the activity is consistent with and promotes the educational philosophy and goals of the school corporation; facilitates the attainment of specific educational objectives; is part of the goals and objectives of an approved course or curriculum; represents a unique educational opportunity; cannot reasonably occur without interrupting the school day; and is approved in writing by the school principal. (IC 20-33-2-17.5) Certain school trips fall under this exception, as well as individual student absences.
- Students have been excused from attendance to participate in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers or performers.

## **Excused and Unexcused Absences**

### **Excused Absences**

A student may not be counted absent from school more than 6 times per class period in a semester. All absences – excused and unexcused will count toward the 6 day limit. In case of extended illnesses, students should have a doctor complete a medical form.

A student who accumulates more than 6 excused or unexcused days of absence in any class or classes may lose credit in that class or classes. All school work under the first 6 excused days must be made up within twice the number of days missed in order to count for credit, but, maximum time allowed to make-up work will be five school days. Missed assignments and/or tests should not be completed during class time.

Justifiable “exempt” reasons at the discretion of the principal or principal designee.

- a. Religious holidays outside regular school vacation. (Parent note required)
- b. Emergency illness in the family. (Parent note required)
- c. Administratively approved educational vacation with the following provisions:
  - Maximum 5 school days per year. If more than five school days are used an option to receive credit for the additional days by attending two (2) Schools on Saturdays per day missed may be extended to the student. (Limited to two days)
  - All days will count to the total number of days allowed
  - Teachers have the option to expect the work to be completed before or during vacation or within the maximum time allowed for make-up work after returning to school.
- d. Driver’s test (completed appointment form from license examiner)
- e. College orientation and/or visitation (completed form from college advisor). These can be limited to Juniors and Seniors and may not be taken prior to a vacation.
- f. Job interview (completed form from the interviewer is required)
- g. Working at home at the request of a parent or guardian (request by phone)
- h. Exhibiting at the Indiana State Fair, one day. (Parent note upon return)
- i. Serve as a Page for a governmental agency, one day. (Parent note upon return)
- j. Serve on the precinct election board on the date of each general city or town, special and primary election at which they work, one day. (Parent note upon return)
- k. Court appointments - custody cases, divorces, probation, disciplinary reasons or other cases requiring a student’s appearance that is beyond the student’s control. (Note from court officials upon return)

**PARENT NOTE OR PHONE CALL IS REQUIRED ON THE DAY THE CHILD IS ABSENT OR RETURNS TO SCHOOL AND NOT LATER THAN 2 DAYS AFTER THE INITIAL ABSENCE OR THE STUDENT MAY BE CONSIDERED UNEXCUSED/TRUANT.**

### **Permission to Leave School**

Students are not to leave the school building/grounds during the day without permission of school administration. A student who leaves the building/grounds without obtaining permission will be considered truant regardless of age.

### **Homework**

When a student is absent from school and wants to request homework from their teacher, please call the office to make the request **prior to 9:30 in the morning**. This will allow each teacher time to prepare the work for the time the student is absent. It is the student’s responsibility to ask for homework assignments prior to field trips and other prearranged absences.

## **Denial of Credit**

Students who exceed the maximum number of days MAY not receive credit for the course that term. However, the student will be encouraged to remain in the class for the remainder of the term and receive a withdrawal grade of "L", if the student is failing at the time, then the grade will be an "F". If the student dropped from the class after continued absence of three days or becomes a discipline problem, then precipitating an assignment to another station, the student will receive a grade of "F". The grade of "L" does not affect the grade point average, but the "F" will lower it. The loss of credit is serious and may ultimately have an effect on graduation.

## **Tardies**

All tardies to school will be handled through the office. All students who arrive late must report to the office and sign in to school prior to attending any classes. If a student is 5 minutes late to class he/she will be counted tardy until 8:15. Tardies will accumulate per nine weeks to school and/or class period. Tardies will be reset to zero each nine weeks. Below is the consequence chart for total accumulated tardies per term:

<u>Tardies</u>	<u>Consequence</u>
0-4	No Penalty
5	One-hour Monday Night School
6	Two-hour Monday Night School
7	Three-hour Monday Night School
8	One day ISS
9	Two days ISS
10	Three days OSS
11	Ten days Pending Expulsion/Administration Discretion

## **Truancy**

Attendance in school is compulsory as provided by Indiana Code 20-8.1-3-17. Failure of the child to attend school even one day without excuse is truancy. Cutting classes, one period or more - leaving the building without permission or failure to be excused by a teacher from class or the nurse, or being absent under false pretenses such as returning with a forged written note. Parents or guardians must write notes. An excused absence or an absence due to suspension, expulsion, exclusion, illness, incarceration or lawful removal of the student from school by the parent or guardian is not truancy. A child is not truant, or absent if the child is engaged in activities which are exceptions to compulsory school attendance as provided by Indiana Code 20-8.1-3-18.

**ACCORDING TO INDIANA CODE 20-8.1-3-33:** Compulsory Attendance; Parents Responsibility

(a) It is unlawful for a parent to fail to ensure that his child attends school as required under this chapter.

Habitual truancy is defined as 3 or more truanies per school year. The following may evidence habitual truancy:

1. Defiance of parent authority in the failure to attend school.
2. A repeated, continuous pattern of absences.

### **The penalty for truancy will be as follows:**

First Offense - One (1) full day of In-School Suspension and/or after school detention/Contact Parent

Second Offense - Two (2) full days of In-School Suspension and/or after school detention/Contact the probation office/prosecuting attorneys/parents.

Third Offense - Habitual Truancy - 3-5 days OSS pending expulsion, contact PCPD & BMW

### **Attendance at Extracurricular Events**

A student must be in attendance for at least one-half of the school day in order to attend or participate in any extra-curricular school activity unless for good reason the administration excuses the absence.

### **Students with an Emergency or Extraordinary Circumstances**

The State Board of Education has passed a resolution allowing a shortened schedule for students on a term-by-term basis for extraordinary and/or emergency circumstances. The resolution gives local school officials the authority to adjust the school schedule to provide a school day that is shorter than the minimum length required by state statute and rules of the State Board of Education.

Examples of students who qualify are:

1. Students who are expecting a child or have recently had a child;
2. Students who have a temporary medical condition;
3. Students who are emancipated and have to work;
4. Students who are past their normal graduation date but return to complete their graduation requirements.

The local school is required to submit an information form to the State Department of Education once each term if a shortened schedule due to extraordinary and/or emergency circumstances must make the request in writing, stating the reasons. The student and parent or legal guardian must sign the written request.

### **Musical Instrument Rental Program**

The West Central School Corporation shall provide an opportunity for a student enrolled in band to rent a school-owned musical instrument.

- The rental fee will cover the estimated cost of cleaning and general maintenance of the instrument at the end of each school year.
- The party renting the instrument will pay for any needed repairs due to damage to the instrument that is caused by misuse and/or carelessness on the part of the renter.
- If the instrument is lost or stolen, the renter will pay the replacement cost.
- The student renting the instrument and the student's parents will sign a "School-owned Instrument Rental Contract".

### **West Central Acceptable Use Policy for Computing/Networking**

The West Central Computer Network System (henceforth referred to as: TrojanNet) is established for the educational and professional use of West Central educational community. TrojanNet is a local and universal communications network which links West Central to various other networks, organizations, services and the Internet. The TrojanNet includes the West Central computer system and access to the Internet.

#### **Mission**

Electronic information skills are now fundamental to preparation of citizens and future employees. The mission of TrojanNet is to provide and maintain an infrastructure of computers, telecommunications equipment, and other new technologies to promote personal growth in information gathering techniques, critical thinking skills, and communication skills.

#### **Responsibility**

The networking environment requires that West Central define guidelines for the use of electronic information resources. The use of the TrojanNet is a privilege not a right. Access entails responsibility. West Central regulates access to the network by principals, rules, and expectations consistent with the educational mission of the schools. Disciplinary action will be determined at the

building level regarding any violation of this agreement. Depending upon the severity of the abuse, the penalty might go beyond denial of service to reporting the abuse to appropriate authorities for prosecution. The educational value of the TrojanNet is the joint responsibility of students, parents/guardians, and employees of the School Corporation.

### **Agreement**

All students and staff will be asked to sign the Contract for Acceptable Use of the West Central School Corporation TrojanNet (along with their parents or guardians if under age 18), to indicate their cooperation with this policy. This will assure that the school family understands the rules and regulations under which access to the TrojanNet may be obtained. These agreements will be held on file in each school building. Only students and staff with signed agreements on file will be given privilege to the TrojanNet. The signature(s) at the end of this document is (are) legally binding and indicates the party (parties) who signed has (have) read the terms and conditions carefully and understand(s) their signature.

### **Disclaimer**

West Central School Corporation makes no warranties of any kind, whether expressed or implied, for the service it is providing. The West Central School Corporation will not be responsible for:

- Any damages you suffer. This includes loss of data resulting from delays, non deliveries missed-deliveries, or service interruptions caused by it's own negligence or your errors or omissions,
- Information retrieved or stored on school diskettes, hard drives, or servers.
- Personal property used to access corporation's computers, networks, or on-line resources.
- Financial obligations resulting from use of school corporation resources/accounts to access the Internet.
- Any unsolicited on-line contacts.
- Use of any information obtained via the Internet is at your own risk. West Central School Corporation specifically denies responsibility for the accuracy or quality of information obtained through its services.

### **Security**

Students and staff who have their own computer account on the TrojanNet must guard their password. Someone who logs in using another person's name and password can access private files and can "blame" any actions on that person. The TrojanNet administrators do have the capacity and the right to investigate any files placed on the TrojanNet. The TrojanNet does have the capacity to monitor Internet access sites visited by keeping a log of every page accessed by any and all individuals. Passwords, therefore, must be kept private. No one should try to discover another person's password or try to log in as someone else. Doing so will result in disciplinary action.

Users who are accustomed to a personal computer at home need to be more considerate of others when using the school's computers and the Internet. Security on the school's computers is a major issue. Downloading programs or changing the computer's setup should not be done at school. Users should inform their immediate supervisor regarding any unsolicited on-line contacts. Any user who identifies or knows about a security problem on the TrojanNet is responsible to convey the details of that problem to the TrojanNet administrators without discussing it with others.

### **Acceptable Use**

Acceptable use of the TrojanNet is when the access is in direct support of the educational program of the school. Keep in mind that the purpose of the acceptable use is as important as the use itself. Some exploration on the Internet is natural, inevitable and beneficial. This kind of Internet use will be acceptable only under the direct supervision of a faculty or staff member. However, the administrators of the TrojanNet reserve the right to restrict the non-essential use of the system.

The following uses of TrojanNet access are not permitted:

- To reveal the personal address or phone number of yourself or others.
- To communicate any credit card number, bank account number, or any other financial information.
- To use the TrojanNet for commercial purposes, illegal purposes in support of illegal activities, political purposes, or product advertisements.
- To violate any local, state, or federal statute.
- To access another person's material, information or files.
- To violate copyright, or otherwise use another person's intellectual property without their prior approval or proper citation.
- To access or transmit obscene materials. Sending or receiving offensive messages or pictures from any source is unacceptable.
- To write or send unacceptable messages. Use appropriate language. Do not use vulgarities or any other inappropriate language.
- To harm or destroy data of another user or any hardware or software, or other things of value.

REMEMBER: Any TrojanNet user's traffic that traverses another network may be subject to that Network's acceptable use policy.

NOTICE: This policy and all of its provisions are subordinate to local, state, and federal statutes.

**Violation of the West Central Acceptable Use Policy will result in the following:**

**First Offense:** The student is not allowed to use any computers on campus for twenty (20) school days. The student may do any and all computer work outside of school and turn it in for full credit the next school day.

**Second Offense:** The student is not allowed to use any computers on campus for forty-five (45) school days. The student may do any and all computer work outside of school and turn it in for full credit the next school day.

**Third Offense:** The student is not allowed to use any computers on campus for ninety (90) school days. The student may do any and all computer work outside of school and turn it in for full credit the next school day.

**Fourth Offense:** The student is not allowed to use any computers on campus for one hundred and eighty (180) school days. The student may do any and all computer work outside of school and turn it in for full credit the next school day.

The penalties may carry over into the next school year.

### **Request for Pre-Arranged Absence**

**\*\*PLEASE READ CAREFULLY\*\***

In requesting a pre-arranged absence, students and parents must assume full responsibility for work missed and accountability for total days missed. Vacations / Educationally related absences should be arranged in advance. The absences should also follow these provisions.

- a. Maximum 5 school days per year. If more than five school days are used an option to receive credit for the additional days by attending two (2) Schools on Saturdays per day missed may be extended to the student. (Limited to two days)
- b. All days will count to the total number of excused days allowed or with Administrative approval, count as an educationally related absence.
- c. Teachers have the option to expect the work to be completed before or during vacation or within the maximum time allotted for make-up work after returning to school.
- d. See building secretary for the Pre-Arranged Absence Form.

TEACHER'S SECTION

Students have the responsibility of contacting each individual teacher to arrange for missed work. Students should make these arrangements two weeks in advance of the vacation. **Teachers, please initial.**

Period 1	Teacher
Period 2	Teacher
Period 3	Teacher
Period 4	Teacher



## **ADMINISTRATIVE SECTION**

### **To be approved prior to teacher section**

Administrative Signature:

Date:

### **(THESE FORMS ARE AVAILABLE IN THE MAIN OFFICE)**

#### **School Bus Rules and Regulations**

School bus drivers are to have control of all school children conveyed between the homes of the children and the school, and return. The driver shall keep order, maintain discipline among the children while in the bus or along the route, shall treat all the children in a civil manner, see that no child is imposed upon or mistreated while in his charge, and shall use every care for the safety of the children under his charge. School bus drivers shall follow the recommended rules for pupil safety upon approval by the school authority.

- A. Each pupil shall be located immediately upon entering the bus in the place assigned by the driver.
- B. No pupils shall stand or move from place to place during the trip. Pupils should sit back and face forward keeping the aisle clear.
- C. Loud, boisterous, or profane language, or indecent conduct shall not be tolerated.
- D. Pupils shall not be allowed to tease, scuffle, trip, hold, hit or use their hands or feet or body in any objectionable manner.
- E. No windows or doors will be opened or closed except by permission of the bus driver.
- F. No pupils shall enter or leave the bus until it has come to a full stop and the driver has opened the door.
- G. Upon recommendation of the bus driver, school authorities will deny the privilege of riding the school bus to any pupil who refuses to conduct himself or herself in a gentlemanly or lady-like manner.
- H. The student should be waiting at his loading station when the bus arrives.
- I. West Central takes a strong position on any involvement with drugs. A student who has in their possession, is involved with the use of drugs in any form while on school property, or is involved in the sale of drugs, or any substance alleged to be drugs, will be recommended for expulsion. This policy is in effect during the school day and at all extracurricular events.
- J. No pop will be allowed on the bus.

To ensure the safety of all students the West Central School Corporation agrees and supports the school bus rules and regulations as suggested by the Indiana State Police.

Your continued support for the betterment of the West Central School Corporation is appreciated.

Dan Zylstra, Superintendent

## **WEST CENTRAL SCHOOL CORPORATION STUDENT CONDUCT & DISCIPLINE GUIDELINES**

Each year a few laws are enacted by the state legislature that affects the schools throughout the state. This year was no exception as each school corporation is to have developed written discipline and student conduct guidelines. These guidelines are to be made available to the students and to the parents/guardians. Signatures are required on the form indicating that it has been read, not necessarily all parties agree to, that it. Therefore, the cooperation of all parents is appreciated by signing the appropriate form and returning it prior to the first day of school.

The West Central School Corporation takes a strong position on any involvement with drugs. A student who has in their possession or is involved with the use of drugs in any form while on school property, or is involved with the sale of drugs or any substance alleged to be drugs, will be recommended for expulsion. This policy is in effect during the school day and at all extracurricular events.

To be an effective school there must be a combination of good order and respect for the rights, privileges and safety of others. To attend these objectives, the governing body has established written rules and standards concerning student conduct which are reasonably necessary to carry out or to prevent interference with carrying out the educational functions of the school. A copy of the discipline policy is distributed to each student and parent or legal guardian of each student. The corporation requests that a student's parent or legal guardian and the student acknowledge in writing, on the form provided, that each individual has received the disciplinary policy.

Any administrator, teacher or other personnel of the school corporation shall be authorized to take action in connection with student behavior, in addition to the actions specifically provided in the student handbook, when attempting to prevent or correct interference with school purpose. Specific forms of disciplinary action are:

- 1) Refer to counselor for problem solving;
- 2) Conference with a parent by phone or in person;
- 3) Assigning additional work;
- 4) Rearranging class schedule;
- 5) Before or after school detention;
- 6) Restriction of participating in or attendance at extra curricular activities;
- 7) School related work activities as an alternative to other means of discipline;
- 8) Remove from classroom for a period of time;
- 9) Attendance at Saturday School;
- 10) Corporal punishment may be administered at the discretion of an administrator but shall not be administered with anger or malice toward the student. An adult witness employed by the school corporation shall be required to be present and serve as a witness to this form of discipline;
- 11) Contact outside authorities for assistance-welfare department, probation department, law enforcement, etc.;
- 12) Suspension from school attendance;
- 13) Expulsion from school attendance; and
- 14) Any other action deemed necessary and appropriate to maintain discipline.

# **WEST CENTRAL ATHLETIC HANDBOOK**

**ALL STUDENT-ATHLETES AND THEIR PARENTS/GUARDIANS ARE REQUIRED TO BE KNOWLEDGEABLE OF THE ATHLETIC HANDBOOK RULES AND REGULATIONS. THE ATHLETIC CODE IS IN EFFECT 365 DAYS A YEAR.**

## **FOREWORD**

This handbook is designed to acquaint the school staff with the policies and procedures that has been established for interscholastic athletics at West Central Middle/High School. In addition, it is designed to inform interested school personnel of the intentions and goals of the competitive sports program. The athlete not only develops mentally and physically through participation in the athletic program, but also he/she broadens the concepts of teamwork and sportsmanship. Therefore, we believe that interscholastic athletics should play an important part in the total educational program at West Central Middle/High School.

## **PHILOSOPHY**

West Central Middle/High School expects its student athletes to have such attributes as dedication, self-sacrifice, and the sincere desire to be the best athlete possible 365 days a year. This person should have great pride in his school, in his athletic program, and above all, pride in himself. It is felt that all of those involved with any part of the athletic program should conduct themselves in the same manner as our athletes. We expect our athletes, managers, and all other people associated with the athletic department to set an example for the younger people in our community who have ambition of becoming a part of our athletic program. You need a thorough understanding of our athletic rules, regulations, requirements and standards. Athletics are a privilege and the rights and responsibilities of the student-athlete are not the same as all other students.

## **RESPONSIBILITIES OF AN ATHLETE**

The athlete automatically assumes a leadership role when he/she becomes a member of an athletic squad. The privilege of participating in our athletic program is extended to all students, providing they are willing to assume certain responsibilities:

- A. Display exemplary SPORTSMANSHIP.
- B. Bring nothing but credit to him/her, the athletic program and the school.
- C. Display proper respect for those in authority, including teachers, coaches, and officials.
- D. Improve physically and develop strength of character.
- E. Achieve and maintain a scholastic standing in the classroom.
- F. Develop an extreme sense of loyalty to fellow students, the school and the community.
- G. Use language that is socially acceptable. Profanity, vulgar talk, and obscene gestures will not be tolerated on or off the playing surface.
- H. Because of the athlete's high standing in the school and community the athlete must never place himself/herself in a position where he/she has to defend his actions on or off the field.

## **IHSAA ELIGIBILITY RULES FOR ALL STUDENTS GRADES 9-12**

In order to represent West Central High School in any interscholastic competition, a student must meet all eligibility requirements of the IHSAA, as well as those of West Central High School.

**You are eligible if:**

### **1. Age**

You do not turn 20 years old prior to or on the scheduled date of the IHSAA State Finals tournament in a sport.

## **2. Amateurism**

You have not played under an assumed name.

You have not accepted money or merchandise directly or indirectly from athletic participation.

You have not signed a professional contract in that sport.

## **3. Awards and Gifts**

You have not received in recognition for your athletic ability any award that is not approved by your high school principal or the IHSAA.

You have not used or accepted merchandise as an award, prize, gift or loan or purchase such for a token sum.

You have not accepted awards, medals, recognitions, gifts and honors from colleges/universities or their alumni.

## **4. Conduct and Character**

You have not conducted yourself in or out of school in a way which reflects discredit on your school or the IHSAA.

You have not created a disruptive influence on the discipline, good order, moral and educational environment in your school.

## **5. Consent and Release Certificate**

You have the completed certificate (physical form) on file with your principal each school year, between April 1 and your first practice.

## **6. Enrollment**

You enrolled in a school during the first 15 days of a semester.

You have not been enrolled more than four consecutive years, or the equivalent (e.g. 8 semesters or 12 trimesters, etc.), beginning with grade 9.

You have not represented a high school in a sport for more than four years.

## **7. Illness and Injury**

You are absent 5 to 10 or more consecutive school days due to illness or injury, and have participated in at least 4 separate days of practice prior to competing.

You are absent 10 or more consecutive school days due to illness or injury, and have participated in at least 6 separate days of practice prior to competing.

## **8. Participation**

### **a. During Contest Season**

You do not participate in try-outs or demonstrations of athletic ability in that sport as a prospective post-secondary school student-athlete.

You do not participate in a practice with or against players not belonging to your school.

You do not participate in a non-school-sponsored contest without an approved waiver.

You do not attend a non-school camp.

You do not attend and participate in a student-clinic.

**b. During School Year Out-of-Season**

You do not participate in a team sport contest as a member of a non-school team where there are more than the following number of students listed below in each sport, including incoming freshmen, who have participated the previous year in a contest as a member of their school team in that sport.

Basketball - 3 Baseball - 5 Football - 6 Volleyball - 3 Softball - 5 Soccer - 6

You do not receive instruction in a team sport from individuals who are members of your high school coaching staff (Exception open facility).

You do not participate in a non-school contest that requires participation during school time, without gaining approval by the school principal or his/her designee.

**c. During Summer**

You do not attend any school-sponsored fall sports camp and/or clinic after Monday of Week 4 (See your athletic director for specific dates).

You do not attend any non-school camp and/or clinic after Monday of Week 7 (See your athletic director for specific dates).

**9. Practice**

You have completed the required number of separate days of organized practice in your sport under the direct supervision of the high school coaching staff in your sport preceding participation in a contest.

**10. Scholarship**

You passed 70% of the full credit subjects or the equivalent that a student can take in your previous grading period. Semester grades take precedence.

You are currently enrolled in 70% of the full credit subjects or the equivalent that a student can take.

**11. Transfer**

You do not transfer from one school to another primarily for athletic reasons.

a. You are entering the 9th grade for the first time.

- b. You are transferring from a school district or territory with a bona fide move by your parents.
- c. You are a ward of the court.
- d. You are an orphan.
- e. Your former school closed.
- f. Your former school is not an IHSAA member school and is not accredited by the state accrediting agency in the state where the school is located.
- g. Your transfer was pursuant to school board mandate for redistricting.
- h. You enrolled and/or attended, in error, a wrong school.
- i. You transferred from a correctional school.
- j. You are emancipated, as defined by the IHSAA.
- k. You did not participate in any contests as a representative of another school during the preceding 365 days.
- l. You return to an IHSAA member school from a non-member school and reside with the same parent/s or guardian/s.
- m. You transfer to a member boarding school with a corresponding move from the residence of your parent/s or you transfer from a member boarding school with a corresponding move to the residence of your parent/s.
- n. You are a qualified foreign exchange student attending under an approved CSIET program, who has attended a member school for less than one year.
- o. Your parent or legal guardian accepted a licensed or certified position at the school you are transferring to.

**12. Undue Influence**

You, your parents or guardians have not been influenced by any person to secure you as a student at a member school.

WEST CENTRAL MIDDLE/HIGH SCHOOL ELIGIBILITY RULES

(In addition to I.H.S.A.A. Rules)

1. If an athlete is declared ineligible for a nine-week term because of failing grades, he/she will be able to practice for one nine week term. At that time it will be decided whether or not he/she may return to the team in good standing.
2. If it is known that an athlete becomes ineligible on a date that coincides with IHSAA eligibility

- he/she is ineligible immediately and may not participate that night. If the athlete has been ineligible for that nine weeks, he may participate again when it is certain he/she is eligible on the date that coincides with IHSAA eligibility following the end of the grading period.
3. Any athlete who is under penalty of suspension from school automatically becomes ineligible to participate in the athletic program for the duration of the suspension.
  4. Any athlete whose character or conduct reflects discredit upon the school or the athletic program may be declared ineligible to participate in the athletic program by action of the Athletic Director and/or coach.
  5. The Athletic Council is charged with the responsibility of determining the eligibility status of students who are under the guidance of juvenile authorities.
  6. **Middle school eligibility** will be determined with every 4 1/2 week progress report and final grade report at the end of each nine-week term. Students must have passing grades in 6 of 7 classes in order to continue in the activities. If an athlete is declared ineligible for a 4 1/2 week period because of multiple failing grades, he/she will be able to practice, but not participate in games for that time period until the term has been completed and grades are posted.
  7. **High school eligibility** will be determined by the final grade report at the end of each nine-week term. Students must have passing grades in 6 of 7 or 75% of your classes in order to continue in the activities. If an athlete is declared ineligible for a 9 week period because of multiple failing grades, he/she will be able to practice, but not participate in games for that time period until the term has been completed and grades are posted.

#### TWO SPORT ATHLETES / SAME SEASON

All sports will start according to the IHSAA schedule. Athletes may participate in more than one sport during the same season as long as the following criteria are met:

1. Both coaches agree to the athlete's wishes to compete in more than one sport.
2. Coaches and athletes must work out practice and game schedules to the agreement of all parties involved.
3. A signed form must be on file in the Athletic Office with the signatures of all parties involved.
4. If both coaches cannot come to an agreement, then the student athlete must choose one sport.

#### **QUITTING A TEAM**

1. Once a student begins practice in a sport and his/her squad membership is terminated by the athlete or the coach for a reason other than being "cut" due to lack of ability, he/she are ineligible to practice or participate in any other sport during that season unless given approval by the Athletic Director and mutual consent of the involved coaches.
2. Any athlete who "quits" a team may not try out for the sport of the next season until the team he/she quit finishes their respective season. Mutual consent of the two coaches involved and the Athletic Director may waive this. (This includes pre-season conditioning.)

#### **SCHOOL ATTENDANCE**

1. **To be eligible to participate in practice or a contest, the athlete must be at school at or before 8:30 a.m. (school time) and remain in school throughout the remainder of the day.**
2. If a student leaves school due to illness or is sent home – the student would not be allowed to practice or participate in athletics that day.
3. Exceptions to the above rules are such things as medical appointments or pre-arranged absences with a school administrator. Appropriate documentation is required upon return.

## STUDENT-ATHLETE CODE OF CONDUCT OVERVIEW POLICY

Any infraction or conduct by a student-athlete is determined by the school administration to be detrimental to the athletic program, school, or school district, may result in suspension of all athletic contests for the remainder of the season, the school year, or possibly even their entire career (**this includes the use of slander/libel in the various forms of social media**).

## DISCIPLINE POLICY FOR THE VIOLATION OF TRAINING RULES

1. The following training rules violations and penalties will be in force 365 days a year, on or off school grounds, grades 6 through 12.
2. A student participating in athletics at West Central Middle/High School is a representative of the school and is known to the community as an athlete.
3. If the athlete violates training rules at any time, he/she brings discredit to West Central and their community, no matter when the offense occurs during the year. (These rules apply to all auxiliary personnel-managers, stat people and etc.-as well as to athletes.)
4. All athletes serving game suspensions must complete their suspension time before they can be reinstated to participate. There is no timetable to exclude an athlete from avoiding his/her penalty.

## HONESTY CLAUSE

If an athlete admits to a violation of the athletic code in his/her first interview with the coach, athletic director or principal, the penalty will be reduced by 50%. The honesty clause will only be available one time, on a first offense, per student involved in extracurricular activities during his/her high school/middle school career.

## ALCOHOL, TOBACCO, VAPING OR NICOTINE USE, POSSESSION and/or ASSOCIATION

1. The use, possession, and/or association with any form of alcoholic or tobacco products by an athlete are prohibited. It has clearly been demonstrated that alcohol and tobacco are harmful to an athlete. The use, possession and/or association with these items not only do harm to the athlete, but also to the team, sport, school and community.
2. The consumption of alcoholic or tobacco products is considered use.
3. Any alcoholic or tobacco products found in athletes vehicle, residence, or on himself/herself constitutes possession.
4. An athlete who put himself/herself in a situation where these products are being used and does not remove himself or herself from the situation in a reasonable time period is considered to be in association with the products.
5. It is also a violation of the disciplinary code to possess, provide to another person, or to assist in (such as being a "look-out") the use of tobacco or any other smoking material, or any substance which is, looks like, or which is or was represented to be a tobacco product. Disciplinary action will result

**#1 - FIRST INFRACTION:** The first infraction of the preceding training rules will result in the following disciplinary action:

- a. Use, possession and/or association will result in a minimum suspension of 30% of games played with the penalty spread out an equal percentage of each sport season over the 365-day probationary period. (fall, winter and spring - 10% penalty each season if three sport/season participant, 15% penalty each season if two sport/season participant, 30% penalty each season if one sport/season participant.) The Athletic Director and/or coach also reserve the right to give additional penalties.
- b. If the infraction occurs at the time when less than the number of contests suspended remain, the number of contests not served will carry over into the athlete's next season (the athlete



may not be able to use a sport which he/she has not had prior participation in to terminate the carry-over contests.)

- c. Contests cancelled due to weather will not be considered suspension time.
- d. The athlete will attend all practices and appear in street clothes on the bench with the team at contests. He/she will also aid the coach in practices and at games (keeping stats, books, etc.).
- e. Any athlete who still has suspension time to serve when his/her season ends will be ineligible to receive any plaque award for that sport. The athlete may still letter.
- f. Suspended athletes will not be allowed to miss school for athletic contests.
- g. Athletic probation for one school year.
- h. Probation can include: Assessments (following all recommendations), counseling and drug tests. Student and/or parent will assume all costs. A student will be placed in good standings after all are completed. If a student receives a positive drug test, there will be no additional penalty at this time. The athlete will be required to retest within 30 days. If the second drug test is positive, the athlete will be in violation of the athletic code. If the second test is negative, the athlete will return to good standings if all other recommendations are followed.

**#2 - SECOND INFRACTION:** The second infraction of the preceding training rules will result in the following disciplinary action.

- a. Use will result in a suspension from athletics for one calendar year.
- b. Possession and/or association will result in a suspension from athletics for one calendar year.
- c. Will be governed by rules 1C, 1D, 1E, 1F, 1G and 1H from the preceding section.
- d. An athlete who has been suspended a second time is ineligible to receive an award in the sport he/she was involved in at the time of the infraction.
- e. The athlete will be advised at the time the second suspension is instated that he/she must be reinstated by the Athletic Director to be a candidate for any athletic squad at West Central Jr.-Sr. High School.
- f. Athletic probation for one school year – as defined in 1I.

**3 - THIRD INFRACTION:** The third infraction involving alcohol or tobacco products will result in suspension from athletics for remainder of high school career

### **USE, POSSESSION AND/OR ASSOCIATION WITH ILLEGAL DRUGS OTHER THAN ALCOHOL & TOBACCO**

The use of such drugs leads to the deterioration of the mind, body, spirit and overall health of the individuals using them. The possession of illegal drugs by a West Central Athlete cannot be justified under any circumstances; possession will be considered as serious as offense as their use.

**FIRST INFRACTION:** Suspension from athletics for one calendar year. Refer to #2 under Alcohol and Tobacco penalty.

**SECOND INFRACTION:** Suspension from all athletics for remainder of high school career. Refer to #3 under Alcohol and Tobacco penalty.

### **CRIMINAL OFFENSES, THEFTS, MISDEMEANORS, VANDALISM and GAMBLING**

**FIRST INFRACTION:** The disciplinary action for the first violation of this training rule resides with the discretion of the Athletic Director. The Athletic Director will take the seriousness and the circumstances surrounding this violation into consideration when making a decision. Refer to #1 under Alcohol and Tobacco penalty.

**SECOND INFRACTION:** The disciplinary action for the second violation of this training rule is the same as for the first offense; the disciplinary action to be taken resides with the discretion of the Athletic Director and/or Athletic Council. Refer to #2 under Alcohol and Tobacco penalty.

1. Any student convicted of a felony or a delinquent act, which would be a felony if an adult, will

- be suspended permanently from West Central athletics at the time of conviction.
2. Any student convicted of a misdemeanor or a delinquent act, which would be a misdemeanor if an adult, could be subject to a one-year suspension from the time of conviction.
  3. Any student involved / accused / charged with a felony, misdemeanor or delinquent act and/or agrees to a pre-trial deferral agreement is still subject to suspension.

#### POSSESSION OF WEST CENTRAL EQUIPMENT/UNIFORMS

1. When an athlete is issued school equipment for use during a sports season, he/she becomes responsible for the equipment issued and must return the equipment to his/her coach when asked for by the specific coach.
2. **Penalty:** Suspension / Expulsion from an amount of athletic contests/season (determined by the coach and/or Athletic Director). Penalty will be in effect until equipment is returned or the replacement value of the equipment is paid in full. No recognition or awards will be allowed until all equipment/uniforms are returned

#### COACHES' RULES

1. Each head coach may furnish their athletes with specific rules and/or regulations, which apply to that sport as that coach deems appropriate (the coach will put these in writing and give each team member a copy). To remain a member of that team, the athlete will be expected to adhere to those rules as well.
2. COACHES RULES CAN BE TOUGHER THAN THE CODE OF CONDUCT.

#### SPECIFIC PROBLEMS

1. Problems with an individual coach (example: insubordination, disrespect, individual coach's rule violation, etc.).
2. **Penalty:** Suspension / Expulsion from an amount of athletic contests/season (determined by the coach and/or Athletic Director).

#### SCHOOL SUSPENSION

1. Athletes suspended OUT of school are not eligible to participate in practice or contests until they return to school from their suspension.
2. Athletes suspended IN school are subject to additional penalties as determined by the coach and/or athletic director.

#### THE PROCEDURE FOR THE VIOLATION OF TRAINING RULES

1. The importance of training rules should be apparent to everyone.
2. Coaches have an obligation to report any violation observed or brought to their attention.
3. If an athlete is reported by a valid source (principal, coach, teacher or law enforcement authority) for the violation of the training rules, his/her case will be investigated immediately by the Athletic Director. The violations need to be reported within a reasonable time period of the violation as determined by the athletic director and/or athletic council.
4. If the investigation by the Athletic Director does not substantiate the charges, the source of the charge will be notified and the case will be dropped.
5. If, however, the findings of the Athletic Director substantiate the charges, the Athletic Director will take the appropriate action as outlined in the athletic code.
  - a. All athletes and their parents have the right to attend a hearing before the Athletic Council, if they wish to appeal the Athletic Director's decision.
  - b. The student and at least one of his/her parents may be asked to meet with the Athletic Council.
  - c. The student and parent(s) will be informed of the charges and the source of the charges.
  - d. The student and parent(s) will be provided with the opportunity to present evidence to

exonerate him/her from the charges. Both the student and parent(s) will be allowed to question members of the Athletic Council.

- e. The student and parent(s) will be informed of the decision of the Athletic Council.

### ATHLETIC COUNCIL

The West Central Middle/High School Athletic Council is the legislative body for the athletic program. The athletic council shall have the responsibilities in the areas of approving athletic policy, deciding special awards, acting upon appeals made by athletes concerning the code of conduct, and taking care of any unusual circumstances that might arise. The Athletic Council consists of the following; the Athletic Director and all head coaches. A majority vote will rule the decision with the majority being more than half the members present.

### PROBATION DEFINED:

This is a period of time when the athlete's conduct is carefully supervised by the coach, athletic director and athletic council. If an athlete is found to be in violation of an athletic rule while on probation, further disciplinary action will be taken.

### WEST CENTRAL HIGH SCHOOL ATHLETIC AWARDS SYSTEM

The West Central Athletic Department believes there should be a sound basis for the awarding to those who participate in the sports program. The following standards in each sport have been established which must be met before an award can be given.

1. To be eligible for any award, the athlete must comply with the following:
  - a. Obey all training rules set down prior to the season.
  - a. Maintain a proper attitude toward the school, coaches and teammates.
  - b. Keep scholarship at the level required by the school.
  - c. Fulfill the requirements of participation established for the sport.
  - d. Must be in good standing according to the athletic code to be eligible for award/letter.
  - e. Must be in good standing according to the athletic code, **on the day of the awards program - which will end that particular sport season**, to be eligible for award/letter.
2. An athlete will receive only a certificate when not receiving any other type of awards

### FOOTBALL

To earn a varsity letter in football an athlete must:

1. Participate in 50% of the varsity football quarters during the season.
2. Exception: For a player who is ill or injured during the season, he must have participated in one half of those quarters in which he could have played when he was physically able.

### CROSS-COUNTRY

To earn a varsity letter in cross-country an athlete must:

1. Be one of the seven lowest scorers on the team in at least 50% of the meets.
2. Exception: for a runner who is ill or injured during the season, he/she must have been one of the seven lowest scores in at least 50% of the meets in which he was physically able to participate

### BASKETBALL

To earn a varsity letter in basketball an athlete must:

1. Participate in 44 quarters during the season.
2. Exception: For a player who is ill or injured during the season, he/she must participate in half of the quarters in which he/she could have played when physically able.

### WRESTLING

To earn a varsity letter in wrestling an athlete must:

1. Must wrestle in 50% of all meets in a season and score in 25% of the matches.
2. Exception: For a player who is ill or injured during the season, he/she must participate in half of the meets in which he/she could have and scored in one fourth of the matches.

### TRACK

To earn a varsity letter in track an athlete must:

1. Earn at least 15 points for the season (relay points will be divided by four for individual points) and participate in at least half of the regular scheduled meets.
2. Exception: For an athlete who is ill or injured during the season he must have participated in 50% of the meets in which he was physically able and have scored the average amount of the 15 points needed to score in each of those meets.

### BASEBALL/SOFTBALL

To earn a varsity letter in baseball/Softball an athlete must:

1. Must participate in an average of three (3) innings per game.
2. Exception: for a player who is ill or injured during the season, he/she must participate in an average of three (3) innings per game he/she was physically able to play.

### GOLF

To earn a varsity letter in golf an athlete must:

1. Be a member of the golf team and participate in one third of the matches.
2. Exception: For a player who is ill or injured during the season, he/she must have participated in one third of the matches in which he could have played when he was physically able.

### VOLLEYBALL

To earn a varsity letter in volleyball an athlete must:

1. Participate in one half of the varsity volleyball games during the season.
2. Exception: for a player who is ill or injured during the season, she must have played in one half of the games in which she could have played when she was physically able.

### VARSITY CHEERLEADERS

To earn a varsity letter a cheerleader must:

1. Participate in 100% of games/practices.
2. Exception: for a player who is ill or injured during the season, she must have participated in 100% of the games in which she could have when she was physically able. Also, she must attend all games/practices and contribute to the squad as asked and as capable.

### STUDENT MANAGER AWARDS IN ALL SPORTS

To earn a varsity letter a student manager must:

1. Be a manager for a varsity team and be present at all practices and all games in which that particular team participates, unless he/she is excused by the coach.

### TRANSFER STUDENTS

1. A student entering West Central from another school may receive credit for all letters achieved from the other schools.

### SPECIAL NOTATION

The varsity coach may make a recommendation to the athletic director to letter an athlete/manager that does not fulfill the minimum requirements of a varsity letter.

### ADDITIONAL AWARDS

1. Award patches shall be presented to each member of a team for winning an IHSAA tournament or MWC team title. A patch will also be presented to an individual winner of an IHSAA tournament.

2. A chevron award will be presented for every varsity letter earned in that sport.
3. A WC and set of numerals will be awarded when an athlete earns their first varsity letter.
4. All other patches can be purchased by athletes.

#### SENIORS FOUR-YEAR PARTICIPATION AWARD

An athlete will receive a plaque with their name on the award. They must have actively participated in the same 2 sports for 4 years and have earned 5 varsity letters.

#### CANCELLATION OF ATHLETIC SEASON

In the event or circumstance an athletic season is cancelled, the following lettering requirement policy will be followed. The Athletic Department, in conjunction with our Head Coaches, will elect to letter all seniors and returning letter winners for the particular athletic season. Additionally, all current freshman and/or previous non-letter winners will be retroactively lettered after the next season if student-athletes continue to play the same sport. The athletic department will letter underclassmen twice the following season once an athlete earns an initial letter for the same sport.

#### HIGH SCHOOL / MIDDLE SCHOOL AWARDS SYSTEM

All High School and Middle School athletes in good standing will receive a certificate award of participation or a varsity letter.

#### **Varsity Plaque Awards:**

1. West Central Way Award
2. Coaches Choice
3. Coaches Choice
4. Coaches Choice

#### **Jr. Varsity Plaque Awards:**

1. West Central Way Award

#### **Middle School:**

1. West Central Way (per grade)

#### Wall of Fame

The West Central High School Athletic Council has established a Wall of Fame for West Central High School. The Wall of Fame was implemented in the spring of 1978 to honor outstanding West Central teams and outstanding individuals. A digital color picture shall be placed on an electronic video wall display in chronological order, of each individual achieving All-Conference, Conference, and/or Sectional Champion. A color picture shall be placed in the athletic wing in chronological order, of each team achieving Sectional Champion and greater and Regional Champion or greater for Individuals . The starting year for the Wall of Fame will be when West Central entered the Northwest Hoosier Conference. The following criteria will be used to allow a team or individual to be placed in nomination for the Wall of Fame:

#### INDIVIDUAL

1. All Conference
2. Conference Champion
3. Sectional Champion

#### TEAM

1. Conference Champions
2. Sectional Champions
3. Regional Champions

- |                                 |                         |
|---------------------------------|-------------------------|
| 4. Regional Champion            | 4. Semi-State Champions |
| 5. Semi-State or State Champion | 5. State Champions      |
| 6. All Area recognition         |                         |
| 7. Newspaper Awards             |                         |
| 8. All State recognition        |                         |

TROJAN COACH EMERITUS AWARD

1. Coach must be nominated for the award. Athletic Council will vote on nomination.
2. Coach must have provided outstanding and dedicated service to Trojan athletics.
3. Coach must have 10+ years of service in the same sport.
4. Coach must have ended his coaching career in good standing.
5. Coach must be retired from coaching at West Central.

## Student Handbook Acknowledgement Form

After reading the Parent/Student Handbook, please discuss all of the information that is appropriate with your student(s). Please sign the acknowledgement below (both parents/legal guardian and student(s)) and return this page to the school office. To access an online copy visit the following link:

<https://www.wcsc.k12.in.us/wcsc/info/document-library/wcmshs-documents/595-ms-hs-student-parent-handbook/file> Printed copies will be available upon request.

### Parent Acknowledgement

As a parent or guardian of a West Central Middle/High School student, I acknowledge the Student Handbook and the policies contained within, are available to me through the West Central Middle/ High School website.

I have reviewed the Student/Parent Handbook with my student in an effort to promote a better understanding of West Central Middle/High School rules and expectations.

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior. I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement will not relieve myself or my student from being responsible for knowing and complying with the School and District rules, policies, and procedures.

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Signature of Parent Guardian

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Date

### Student Acknowledgement

As a West Central Middle/High School student, I acknowledge the Student Handbook and the policies contained within, are available to me through the West Central Middle/High School website.

I acknowledge receiving and/or being provided electronic access to the Student/Parent Handbook and School Board policy on student behavior.

I have read these materials and understand all rules, responsibilities and expectations.

I understand that the Student/Parent Handbook and School District policies may be amended during the year and that such changes are available on the School District website or in the school office.

I understand that my failure to return this acknowledgement and pledge will not relieve me from being responsible for knowing or complying with School and District rules, policies, and procedures.

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Student Name (Printed)

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Grade

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Signature of Student

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Date

