



**WEST CENTRAL  
MIDDLE AND HIGH SCHOOL**  
Student Handbook  
2024-2025

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## VISION STATEMENT

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“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 valued, promoting further learning and successful college and career opportunities. We commit to promote an environment that fosters positive self-motivation, servitude 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 VISION**

Investing in students with integrity and respect.

**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.

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.

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.

## **SCHOOL SONG**

Cheer, cheer for West Central High  
Shake down the echoes cheering her name  
Send a volley, cheer on high  
Shake down the thunder from the sky  
Although the odds be great or be small  
West Central High shall win overall  
While her loyal sons go marching  
Onward to victory

**School Mascot**  
Trojan

**School Colors**  
Cardinal Red and Black

## West Central MS/HS Daily Schedule

1st period	8:00 - 8:43
2nd period	8:47 - 9:30
3rd period	9:34 - 10:17
4th period	10:21 - 11:04
HS 5th	11:08 - 11:51
MS Lunch	11:08 - 11:38
HS Lunch	11:55 - 12:25
MS 5th	11:42 - 12:25
Success	12:29 - 12:49
6th period	12:53 - 1:36
7th period	1:40 - 2:23
8th period	2:27 - 3:10

## West Central MS/HS 2 Hour Delay Schedule

1st period	10:00 - 10:30
2nd period	10:34 - 11:04
3rd period	11:08 - 11:38
4th period	11:42 - 12:14
HS 5th	12:18 - 12:48
MS Lunch	12:18 - 12:48
HS Lunch	12:52 - 1:22
MS 5th	12:52 - 1:22
6th period	1:26 - 1:56
7th period	2:00 - 2:30
8th period	2:34 - 3:10

## West Central MS/HS Early Release Dates and Schedules

8-23-24  
 9-27-24  
 10-21-24  
 11-15-24  
 1-24-25  
 2-14-25  
 3-14-25  
 4-25-25

1st Period	8:00-8:33
2nd Period	8:37-9:10
3rd Period	9:14-9:37
4th Period	9:41-10:14
5th Period	10:18-10:51
6th Period	10:54-11:27
Lunch MS	11:31-12:01
HS 7th Period	11:31-12:01
Lunch HS	12:05-12:35
MS 7th Period	12:05-12:35
8th Period	12:39-1:13

### I. STUDENT EXPECTATIONS

The purpose of school is to provide the best possible educational environment for the students in our district. A student's primary responsibility is to learn at high levels in a safe environment that is conducive to students maximizing their potential. Student behavior and discipline policies are in effect at all school-sponsored events on or off campus.



## STUDENT RESPONSIBILITIES

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Disruption, disrespect, insubordination, or noncompliance with other West Central MS/HS rules and/or school personnel will result in appropriate disciplinary action.

1. All students shall accept responsibility for their behavior.
2. All students shall show respect for self, others, and the campus and building by keeping West Central MS/HS free from vandalism, graffiti, and other personal trash.
3. All students shall comply with school board policies, rules, and standards designed to protect the rights of all.
4. All student shall contribute to a positive classroom environment by:
  - a. Being respectful and considerate of teachers and classmates in words and actions.
  - b. Remaining awake and avoiding the impression of sleeping.
  - c. Coming prepared to class with required materials and charged Chromebooks.
  - d. Sitting in assigned seats.
  - e. Working only on assignments from the current class unless otherwise directed by a teacher.
  - f. Remaining seated and working until the bell rings. The teacher dismisses class, not the bell.
  - g. Participating in class.

## ATTENDANCE POLICY

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All students enrolled at West Central School Corporation need to attend school regularly in accordance with Indiana Code 20-8.1-3-17.2. The education program of West Central MS/HS is predicated on the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students in the classroom and their interaction with one another in a well-planned instructional activity under the guidance of a competent teacher are vital to the educational process. Indiana Code 20-8.1-3-32 states that it shall be unlawful for a parent to fail to ensure that his/her child attends school as required. Therefore, students are expected to attend school everyday. If a student must be absent, it is the parent's responsibility to notify the school of the day of the absence and provide documentation. In accordance with Indiana Code 20-33-8-17, a student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled.

Parents are strongly encouraged to regularly monitor their student's attendance record via Harmony Parent Access.

## CHRONIC MEDICAL CONDITIONS

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Parents of guardians of any student who is experiencing a "chronic medical condition," an illness which results in missing a considerable number of school days, will be required to contact the student's guidance counselor and principal to discuss options.

## ABSENTEEISM

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**Exempt Absence** - Students are counted as present

In each of the following circumstances, the student will not to be recorded as absent, and is not to be penalized in any way by the school:

- 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)
- 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)
- Serving with the Civil Air Patrol for up to five days (IC 20-33-2-17.2)
- Approved educationally related non-classroom activity (IC 20-33-2-17.5).
- The student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7)

**Students are allowed 6 absences per semester, whether excused or unexcused.**

### **Excused Absence**

Excused absences are defined as absences that the school corporation regards as legitimate reasons for being out of school. It is important to note that even though an absence is excused it will be counted towards the 6 day limit per semester. **Any absence after the sixth day semester limit, without a doctor/dentist/other approved entity will be unexcused. Doctors' notes must be turned into the office within 24 hours of returning to school.**

- School nurse requests that a parent pick up a student
- Illness verified by doctor's note from physician
- Funeral/bereavement
- Illness verified by note or call from parent/guardian
- Military family deployment or return

### **Unexcused Absence**

- Student calls/texts/emails parent they are sick and a parent picks up without the student seeing the nurse for confirmation of illness
- Any other absence not covered under the definition of excused or exempt absence

### **Attendance Accountability**

1. Upon the fourth full day or single period absence (excused or unexcused) of the semester, student and parent/guardian will be advised via letter home and/or email regarding the attendance concern and policy.
2. Upon the sixth full day or single period absence (excused or unexcused) of the semester, the assigned administrator will contact the student to review the attendance policy and sign an Attendance Contract. Parents/guardians will be advised via a letter home and also invited to attend a meeting to review the attendance policy, expectations, and to outline possible disciplinary procedures. These procedures may include: exclusion from participation in extracurricular activities, driving to school, referral to Project Attend, and/or alternative to expulsion.
3. Upon the seventh full day or single period absence (excused or unexcused) of the semester, the student may be referred to Project Attend, and the assigned administrator may schedule a meeting with the student and parent/guardian; other school personnel may be invited.

### **EXTRACURRICULAR ATTENDANCE**

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Daily attendance at school and practice is expected of all students involved in extracurricular activities. Students must be in attendance in ALL of their classes in order to be considered eligible to participate in an event that day. Attendance at school the day following an evening event is always expected. Habitual school absences following an evening event will be subject to disciplinary action. Exceptions are absences that have been excused by the school administration for such activities as field trips, attendance at funerals, school visitations, doctor's appointments, etc.

### **LATE ARRIVAL**

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All students who arrive late to school must sign in with the front office. Students are considered absent from a class if they are more than 10 minutes late. Parents are advised to call 219-567-9119 if their student will be late to school by 10 minutes or more.

### **LEGAL SETTLEMENT**

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A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of West Central School Corporation and the required paperwork was not filed.

### **PERMIT TO LEAVE SCHOOL**

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Appointments, such as doctor, dentist, orthodontist, or counseling, should be made outside of the school day. If a student must leave during the day, the student should present a written request from the parent or guardian to the attendance secretary before the first period bell. If a note is not presented and the request is arranged by telephone or email with the attendance secretary, the parent/guardian must sign the student out in person. This procedure is strictly enforced to secure the safety and well-being of your child and, if not followed, will result in an unexcused absence or truancy.

## PREARRANGED ABSENCES

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Students are allowed 3 pre-arranged absences per school year. These days will count toward their 6 allowable days per semester. The school discourages students from taking family trips/vacations during the school year. Be advised that negative academic consequences are likely to occur due to absences. Participation in classroom discussions and activities will be missed and the burden will be placed on the student to complete the make up work. **All absences due to vacations will be counted toward the students' total number of absences.** If there is a need for a prearranged absence, parents should fill out the pre-arranged absence form and send at least 5 days in advance of the proposed absence. This request will be forwarded to administration for approval. Prior to leaving, it is the students responsibility to make arrangements with individual teachers for work that will be missed during the pre-arranged absence.

Submission of the request does not guarantee permission that the absence will be granted. Failure to submit the planned absence request as required will result in the days being counted as unexcused absences. Teachers may but are not required to provide assignments in advance of the absence. Planned absence days will count toward the six day semester limit and the designation of excessive absenteeism.

### **Planned Absences WILL NOT be excused in the following circumstances:**

- a. During the last two weeks of the first and second semesters;
- b. During ILEARN testing sessions
- c. During ILEARN Biology End-of-Course Assessment
- d. A student who already has been designated as having excessive absenteeism.

**Planned absences will be denied for students with excessive absenteeism, excessive tardies, any unexcused absences during the current school year, or poor grades.**

Final exams will not be taken early unless pre-approved by the West Central MS/HS principal.

## COLLEGE VISITATION

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High school juniors and seniors may be granted two school days per school year to visit colleges. The student must obtain prior approval from the principal and counselor and provide verification to the principal and counselor of the visit from the college on the following school day. Failure to pre-arrange the visit or return without documentation will result in the absence being unexcused. College visit days will **not** be excused on testing days such as ASVAB, PSAT, SAT, etc. College visit days that are excused will **not** count toward the 6 allowable absences per semester.

## FIELD TRIPS

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Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

- Students who violate school rules may go on a Field Trip Restriction List.
- Students who are failing courses may go on a Field Trip Restriction List
- If a student has missed more allowable school days per semester, then they may go on a Field Trip Restriction List.

Parents/guardians completing the yearly registration update in Harmony will be asked to electronically grant permission for their child to attend local field trips within the district. Students attending field trips out of the district must complete a field trip form provided by the supervising adult in charge of the trip. The privilege to attend a field trip may be affected by poor academic performance or violation of school rules. Students on an attendance plan, having more than one

failing grade, and/or having more than one suspension in the current school year may not be permitted to attend.

#### REPORTING STUDENT ABSENCE

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The parent/guardian of any student has the duty and responsibility to notify the school of each student's absence prior to 9:00 a.m. on the day of the absence. When an illness exceeds the initial time indicated, the parent shall again notify school officials.

Parents may call 24 hours a day to report an absence.

When reporting the absence, the parent should give the following information:

1. Name of the caller and relationship to the student
2. Student's name and grade in school
3. Reason for the absence

Students are expected to submit documentation for exempt and excused absences the day they return to school.

**ANY STUDENT ABSENCE THAT IS NOT VERIFIED BY A PARENT/GUARDIAN WITHIN 48 HOURS MAY BECOME A TRUANCY AND RESULT IN DISCIPLINARY ACTION.**

#### TARDY POLICY

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Regular and prompt school attendance is necessary both in the development of students' responsibility and in the achievement of academic success. Students are expected to be in their assigned classroom when the bell sounds at the start of each class. Tardiness per semester/per class will be handled with a progressive disciplinary approach.

1. Tardies 1-4 will result in a verbal warning from the teacher and the tardy will be documented in the student's attendance record.
2. Tardies 5-7 will result in Monday Night School.
  - a. 5 tardies = 1 hr MNS
  - b. 6 tardies = 2 hr MNS
  - c. 7 tardies = 3 hr MNS

Failure to serve a MNS will result in double time or a suspension.

3. Tardies 8+ will be referred to an administrator for assignment of disciplinary action that may include: exclusion from participation in extracurricular activities, driving to school, dances, removal from the course, suspension, and/or recommendation for expulsion.

#### TRANSPORTATION DELAYS

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1. If a student is late for school due to delays caused by school bus transportation, an announcement will be made for teachers and the student will not be marked tardy or absent.
2. If a student uses private transportation and is late to school, the tardy or absence is not excused. Refer to Attendance Policy for consequences.

#### TRUANCY

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A student who leaves the building without prior permission, who remains in the school building but who misses class time without permission, or who refuses to attend school in defiance of parental/guardian authority will be considered truant. This includes the student and/or parent fraudulently (not) reporting an absence. West Central Middle/High School will cooperate with the Pulaski County Juvenile Court System to address students with truantries.

1. Upon the first referral for full day or single period truancy for the school year, the student and parent/guardian will be contacted by a West Central administrator, and the student will be issued an in-school suspension.
2. Upon the second referral for full day or single period truancy for the school year, a required meeting will be convened with school personnel, student, and parent / guardian. The student will be assigned a suspension. Students may be excluded from participation in extracurricular activities, driving to school, dances, and/or alternative to expulsion options.

3. Upon the third referral for full day or single period truancy for the school year, a required meeting will be convened with school personnel, student, and parent/guardian at which time the student will be placed on an attendance contract or recommended for expulsion. Additionally, the student will be classified as a habitual truant and may have his/her name sent to the Indiana Bureau of Motor Vehicles and his/her driver's license will be revoked for 120 days. A student who is under sixteen (16) years of age will not be allowed to obtain a license until the age of eighteen (18) or until he/she is no longer classified as a habitual truant. A student identified as a habitual truant is entitled to a review of his/her attendance record at least once a year to determine if attendance has improved so that he/she may become eligible for a license or permit.

## II. STUDENT CONDUCT AND DISCIPLINE

Students are subject to school rules:

- A. On school grounds before, during or after school hours and at any other time the school is used by a school group.
- B. Off grounds at a school activity, function, or event.
- C. While traveling to or from school or a school activity, function, or event.

In addition, students may be disciplined for engaging in unlawful activity on or off school grounds which may reasonably be considered an interference with school purposes or educational functions or which necessitates their removal to restore order or protect persons or school property. This includes any such unlawful activity that takes place during weekends, holidays, and other school breaks, and the summer period when a student may not be attending classes or other school functions. In the absence of student self-discipline, there are times when it is necessary for school officials to make a decision concerning the acceptability of a student's behavior when it interferes with school purposes or educational functions. Each administrator, teacher, or any other school personnel is responsible for enforcing the rules for student conduct adopted by the individual school. Where a conflict in policy exists, School Board regulations or State/Federal statute supersedes this handbook. These decisions will be based on the welfare of the total school community and the behavior's effect on the learning environment. While some infractions will receive the maximum allowable punishment, other disciplinary consequences may be altered, based on the discretion of the principal.

### ACADEMIC INTEGRITY

Cheating is defined as seeking to obtain (or aiding another to obtain) credit or improved scores through the use of any unauthorized or deceptive means. Unauthorized and deceptive means of any kind with respect to examinations/assessments, course assignments, alteration of records, illegal possession of examinations (electronic or hard copy, photographs), and/or unauthorized use of and/or access to web-based resources shall be considered cheating. It is the responsibility of each student not only to abstain from cheating but to avoid the appearance of cheating and to guard against making it possible for others to cheat. The student should also maintain respect for honesty in the performance of assigned tasks in and out of the classroom and comply with all teacher specified guidelines for academic integrity. Plagiarizing (i.e. submission of term paper, reports, etc. that are not original works by the student) is a form of academic dishonesty and subject to disciplinary action. Students who violate the academic integrity policy as a first offense will have their parent contacted by their teacher and the teacher will allow a student to complete a replacement assignment/assessment for credit with up to 50% reduction; students may be required to complete an academic dishonesty assignment in order to receive credit and may be subject to suspension or other disciplinary consequences to address the behavior. A second offense will result in loss of credit for the assignment/assessment. Should a second offense occur, it may result in failure for the grading period, removal from the course, and/or disciplinary action. **Cheating is a cumulative offense not contained within a single semester.**

### ANTI-HARASSMENT

It is the policy of West Central School Corporation to maintain a learning environment that is free from unlawful harassment. Such conduct includes unwelcome physical, verbal, or nonverbal conduct which has the purpose or effect of interfering with your educational performance; of creating an intimidating, hostile or offensive learning environment; or of interfering with your ability to participate in or benefit from a class or educational activity, and is based on your gender, race, or color (or customs), national origin (for example, negative comments regarding

customs, manner of speaking, language, surnames, or ethnic slurs), religion (for instance, negative comments about religious traditions, clothing, surnames, or ethnic slurs), disability (for instance, negative comments about speech pattern, movement, physical impairments or appearances) or any other unlawful basis. This applies to all programs and activities occurring on school property or at another location if the conduct occurs during a school-sponsored activity. If you believe you have experienced harassing conduct of this nature or you have observed another student experience such conduct, you are encouraged to promptly report incidents of harassing conduct to your principal or to any teacher, guidance counselor, assistant principal, activity sponsor, or coach with whom you are comfortable. Making such a report in good faith will not affect your grades, class assignments, or status and will be investigated in a confidential manner, consistent with the School Corporation's legal obligations. A student committing such conduct is subject to disciplinary action consistent with school policy. A student retaliating against a student who has made a good faith report of such conduct or against a student who participated in the investigation of such conduct is subject to disciplinary action consistent with school policy. A student who knowingly makes a false report of such conduct in an attempt to demean, harass, or embarrass that individual shall be subject to disciplinary action consistent with school policy.

## BULLYING

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1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, any computer network; or cellular telephone or other wireless or cellular communications device is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any matter including electronically or digitally, physical acts committed, aggression, or any similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - has a substantially detrimental effect of the targeted student's physical or mental health;
  - has the effect of substantially interfering with the targeted student's academic performance; or
  - 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.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted students attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent any unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to a school administrator who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the school administrator. This report may be made anonymously.
5. A school administrator shall investigate all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The school administrator will be responsible for working with the school counselors and other community resources to provide follow-up services to support the targeted student and to educate the student engaging in the bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and/or school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

9. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

10. Educational outreach and training will be provided to school support personnel, parents, and students concerning the identification, prevention, and intervention in bullying.

11. All schools in the corporation are encouraged to engage students, staff, and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

12. The superintendent or designee will be responsible for developing detailed administrative procedures consistent with the Indiana Department of Education guidelines for the implementation of the provisions of this rule.

LEGAL REFERENCE: I.C. 20-33-8-0.2 I.C. 20-33-8-13.5

#### BUS CONDUCT

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Bus conduct and safety rules are designed to promote safety on the school bus, at the bus stop, and while entering or leaving the bus. All school conduct rules apply during these times. Because the safety of each student is one of our top priorities, all individuals are expected to cooperate fully by obeying bus rules and regulations.

The authority of the bus driver will be recognized and respected. For everyone's safety, the bus driver must be heard, be able to hear oncoming traffic sounds, and be obeyed by students.

**School bus transportation is a privilege.** School discipline, including the denial of bus transportation, suspension and expulsion, will be imposed on those who violate safety guidelines or directions of drivers. Buses are equipped with video cameras, and videos may be viewed by transportation personnel and administration to ensure the safety of all students. In the event transportation privileges are denied, parents or guardians will assume the responsibility of transporting their children to and from school.

Students will be allowed to carry their West Central issued computer bags only throughout the school day. If a student chooses to bring a book bag to school it must be kept in their locker during the school day.

#### CLOSED CAMPUS

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A. The WCSC campus is closed, which means that, unless excused as noted under Section C below, all students are to remain on school grounds from their scheduled arrival time until the time of scheduled departure. Those students who violate the closed campus policy may be disciplined.

B. During lunch hours students are restricted to the cafeteria, high school gym, and Catch Up Cafe unless they have a valid pass signed by a staff member.

C. Students may leave the campus during the day for medical appointments or other legitimate reasons by presenting written permission from a parent or guardian to the front office.

D. Students who leave school grounds without permission between scheduled arrival and departure times may be disciplined for violation of other school rules while off campus, such as possessing, providing, or being under the influence of illegal substances.

E. Students are not allowed to order or have food delivered from an outside venue. All outside deliveries of food will be denied unless specific approval has been given by administration.

#### COMPUTER USE

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Please see the West Central School Corporation's device policy on page 48.

#### DISPLAY OF PHYSICAL AFFECTION

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Romantic gestures, such as kissing, holding hands, hugging or any other physical display of affection are unacceptable and may result in a disciplinary action. Engaging in sexual behavior on school property or at any function related to West Central Middle/High School will result in suspension and a possible recommendation for expulsion.

#### DISRESPECT TOWARD STAFF MEMBERS

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All students are to show respect to and comply with the directives of teachers, administrators, and staff members (substitute teachers, bus drivers, secretaries, custodians, cafeteria personnel, para-professionals, volunteers, etc.) at all times. Profanity, threatening remarks, posturing, and obscene or offensive language or gestures by students directed toward a staff member are not allowed and will result in disciplinary action.

#### DISRUPTIVE BEHAVIOR

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Acting in any manner so as to interfere with any teacher's ability to conduct the educational function under his/her supervision will not be accepted. Consequences may range from Monday Night School to suspension to recommendation for expulsion.

#### DRESS CODE

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While the school climate at West Central Middle/High School encourages individual creativity and student empowerment, the school also recognizes the need to guide students toward appropriate attire for different settings, e.g. school, work, etc. Students' dress and grooming must not disrupt the educational process, interfere with the maintenance of a positive teaching/learning climate, or compromise reasonable standards of health, safety, and decency.

- The maintenance of common decency and classroom order requires adequate coverage of the person. Any clothing, which reveals undergarments, the lack of undergarments, and/or excessive skin will be considered inappropriate.
- Shorts, skirts, and pants must not expose skin above fingertip length.
- Garments which reveal bare midriffs, backs, or excessive amounts of skin are not allowed.
- Chains, roller skates, sunglasses, harnesses, dog collars, pajamas (excluding pajama pants), spikes, blankets are not allowed.
- Clothing displaying alcohol, drugs, guns, inappropriate language, inappropriate pictures and/or words that express inappropriate double meanings are not allowed.
- Hats, hoods, coats, and bandanas must be removed upon entering the building and may not be worn during the school day unless required by a teacher for safety purposes in a classroom or spirit days.
  - Other head coverings must be approved by the administration.

This basic dress code does not infringe on students' rights of freedom of expression, but rather encourages students to "dress for success" and come to school properly prepared to participate in the educational process. Dress-up days will be taken as an extenuating circumstance. Refer to the West Central MS/HS Discipline chart for consequences for violations of the dress code policy.

*The administration reserves the right to use its discretion in determining the type of clothing appropriate for the school setting. Wearing inappropriate apparel will result in the student's removal from class until the problem is corrected and /or possible further disciplinary action.*



## DRUGS AND ALCOHOL

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The use, consumption, possession, or selling of illegal drugs, look alike drugs, prescription, nonprescription drugs or substances, marijuana, narcotics, controlled substances, any capsule or pill, non-alcoholic beer, alcoholic beverage, inhalant, or intoxicant of any kind, as well as drug apparatus or paraphernalia is prohibited. Using (including, but not limited to use through a vaping device), consuming, possessing, transmitting, or being under the influence of any of the items listed above by any student while on school property or an any function connected with West Central Middle/High School will result in suspension, recommendation for expulsion, and possible notification of law enforcement. Selling any of the items listed above will result in recommendation for expulsion for a minimum of the current semester and the subsequent semester and notification of law enforcement. Any student who arranges to sell or buy drugs at school (even though the actual transaction occurs off school grounds) will be subject to suspension and a recommendation for expulsion.

Students who are suspected to be under the influence of alcohol, drugs, or who are suspected of using nicotine while on campus will be requested to take a drug test. Refusal by a parent or student to take such a test can be considered an admission of guilt. 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 protocol will be enforced to eliminate invalid tests or outside influences.

*Exception: A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease/condition only if the student's parent or guardian has filed a written authorization with the building principal or his designee stating that the student is authorized to possess and self-administer the prescribed medication. The written authorization must be filed annually and must include a statement prepared and signed by a licensed physician stating:*

- *That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication;*
- *That the nature of the disease or medical condition requires emergency administration of the medication;*  
*and*
- *That the student has been instructed on how to self-administer the medication.*

Students under this limited exception are responsible for the safe-keeping and proper administration of the medications. For all other situations involving student medications, refer to the Health Services section and contact the school nurse for proper procedures.

## ELECTRONIC DEVICES

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Any and all electronic devices, including but not limited to cell phones, smart phones and watches, headphones (earbuds/airpods), tablets, laptops or any other type of mobile electronic device, have a reduced expectation of privacy once they enter any school zone and may be subject to confiscation and/or search should a violation be suspected.

Smart phones and watches, tablets, cell/camera phones, laser pointers, headphones (earbuds/airpods), and/or any other form of communication or electronic devices are prohibited unless permission is given from a teacher for educational purposes during instructional time, to manage a student's health care (with approval from principal) or is part of the student's individual IEP or 504 plan (with approval from principal). They are to remain in lockers throughout the day.

**In middle and high school, students are prohibited from using cell phones during the course of the day except lunch and passing periods. Upon entering the building, cell phones are to be turned off and placed in your locker.**

**Smart watches can 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 time.**

Except as authorized by a teacher or administrator, students are prohibited from using Personal Communication Devices (PCD's) during the school day, including while off-campus on a field trip, to capture, record and/or transmit the words or sounds (i.e., audio) and/or images (i.e., pictures/video) of any student, staff member or other person.

Using a PCD to capture, record and/or transmit audio and/or pictures or video of an individual without proper consent is considered an invasion of privacy and is not permitted. Students in violation may be subject to suspension and/or recommended for expulsion. Electronic device violations that occur after the third violation will be treated as insubordination and will result in additional disciplinary consequences. Students who violate this provision and/or use a PCD to violate the privacy rights of another person may have their PCD confiscated and held until the end of the school day, a parent/guardian picks it up, and may be directed to delete the audio and/or picture or video file while the parent/guardian is present. If the violation involves potentially illegal activity, the confiscated PCD may be turned over to law enforcement. Students are prohibited from using a Personal Communication Device to capture, record and/or transmit test information or any other information in a matter constituting fraud, theft, cheating, or academic dishonesty. Likewise, students are prohibited from using PCD's to receive such information. Possession of a personal communication device by a student during school hours and/or extracurricular activities may be forfeited by any student who fails to abide by the terms of this policy. Students are personally and solely responsible for the care and security of their PCD's. The school assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of PCD's brought onto its property.

#### FALSE FIRE ALARMS/911 CALLS/THREATS OF SCHOOL VIOLENCE

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Misuses of fire alarms, non-emergency calls to 911, and threats of school violence are prohibited. Students in violation will be subject to suspension and may be subject to a recommendation for expulsion. Law enforcement will be notified.

#### FIGHTING/PHYSICAL ALTERCATION

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A student who takes physical action toward another individual is considered a participant in a fight/physical altercation. This includes but is not limited to inciting, pushing, shoving, horseplay, and purposefully slamming or running into other individuals. Any student who participates in a fight/physical altercation is subject to suspension and/or recommendation for expulsion and notification of law enforcement. Physically assaulting a staff member will result in suspension, recommendation for expulsion, and request for prosecution by law enforcement.

#### GANG ACTIVITY/PREVENTION

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West Central School Corporation prohibits gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior. Gang activity includes, but is not limited to the wearing of colors and jackets, use of hand signs, graffiti on folders, books, etc., gang tattoos, jewelry and hairstyles. The penalty for gang activity includes suspension and/or a recommendation for expulsion.

#### ILLEGAL AND PROHIBITED OBJECTS

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The possession and/or use of any item(s) that are considered illegal or any item(s) that could interfere with the educational process is prohibited. Possession and/or use of any item that could be considered an explosive (items include but are not limited to; gun/flash powder, caps, ammunition, smoke bomb, firecracker, stink bomb, bottle rocket, or any type of fireworks, legal or illegal); weapons (such as knives or blades of any sort, guns, noxious sprays or vials, brass knuckles, or lookalike items that may be used to threaten or intimidate others), may result in suspension and/or a recommendation for expulsion and notification of law enforcement, if applicable. Use or possession of electronic cigarettes is not allowed on school property and will result in suspension and issuance of a ticket. Possession of lighters or lighter-type devices are also prohibited.

#### INSUBORDINATION

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Students are to follow all instructions and directions, written and verbal, given to them by teachers, administrators, and other school staff members (bus drivers, secretaries, custodians, cafeteria personnel, para-professionals, etc.). Refusal to follow instructions or directions of any staff member constitutes insubordination. Examples of insubordination include but are not limited to the following; refusing to identify oneself, giving a false name, refusing to

report to the office, etc. Repeated violation of any rule also constitutes insubordination. Consequences of insubordination may result in disciplinary action ranging from class suspension to a recommendation for expulsion.

#### LASER POINTERS

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In keeping with safety concerns, laser pointers or similar device use will be restricted to teachers and staff. Students using these devices must do so under the approved and direct supervision of staff. The American Optometry Association has issued a statement regarding eye damage associated with laser use. Violation of this rule will result in disciplinary action.

#### LOITERING

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Students may not remain in the building or on school property after school unless under proper adult supervision or involved in an extracurricular or academic activity.

#### LEWD, INDECENT, OFFENSIVE BEHAVIOR, PORNOGRAPHIC MATERIALS, or SEXTING

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Any behavior offensive to common propriety or decency, including, but not limited to “mooning,” indecent exposure, offensive touching, possession, distribution, creation, or display of obscene or “hate” material or similar behavior will result in a suspension and possible recommendation for expulsion. Possession of nude photos of underage individuals or any student, including but not limited to within electronic devices, will result in the incident being reported to Child Protective Services and/or local law enforcement.

#### PROFANITY/OBSCENE BEHAVIOR

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Profanity and/or obscene language or gestures by any student will not be tolerated and may result in disciplinary action. Profanity or obscenities of any kind directed at a staff member will result in a minimum of a Monday Night School and/or suspension and may result in a recommendation for expulsion.

#### SEARCH AND SEIZURE (REASONABLE SUSPICION)

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School authorities may seize any contraband, substance, or article that is illegal, or any material or object which violates a school rule or poses a hazard to the safety and good order of the school. Students are not to bring these items to school or to any school-sponsored function.

**Authority to Conduct a Search** – The law allows school authorities to search a student, his/her locker, their motor vehicle parked on school property and personal property where there is reasonable suspicion that the student is in possession of something prohibited by school rules or by law. The administration reserves the right to rely on anonymous tips that are given on a good faith basis to conduct school searches.

**Locker/Storage Area Inspections (I.C. 20-33-8-32)** – All lockers and other storage areas provided for student use on school premises remain the property of the school district. Both the locker/storage area and their contents are subject to inspection, access for maintenance, and search. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by school authorities. Unapproved locks shall be removed and destroyed.

**Personal searches** – A student’s person and/or personal effects (e.g. purse, book bag, etc.) may be searched when a school authority has reasonable suspicion to believe that the student is in possession of illegal, unauthorized or contraband items.

**Motor Vehicle Searches** – Motor vehicles which are driven by students and parked on school property or school controlled property during regular school hours or during school activities are subject to being searched when school officials have reasonable suspicion that the vehicle contains illegal, unauthorized or contraband items.

LAW ENFORCEMENT MAY BE REQUESTED BY THE ADMINISTRATION IN INSPECTING LOCKERS OR VEHICLES OR OTHER CONTENT.

## SEXUAL HARASSMENT

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It is the policy of West Central School Corporation to maintain a learning environment that is free from sexual harassment. This applies to all programs and activities occurring on school property or at another location if the conduct occurs during a school-sponsored activity. For the purpose of this policy, unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature constitute sexual harassment if

- Submission to the conduct is made either an explicit or implicit condition of the student's status in class or an educational program or activity;
- Submission to or rejection of the conduct by the student is used as a basis for educational decisions affecting the student; or
- The conduct has the purpose or effect of substantially interfering with the student's educational performance; creating an intimidating, hostile, or offensive learning environment, or of interfering with the student's ability to participate or benefit from a class or an educational program or activity.
- Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a student's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls, texts, or other electronic forms of communication.
- Sexually suggestive objects, pictures, videotapes, audio recordings, or literature placed in the educational environment which may embarrass or offend students.
- Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.
- A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to the student.
- Remarks speculating about the student's sexual activities or sexual history or remarks about one's own sexual activities or sexual history.
- Inappropriate boundary invasions by a school employee or volunteer into a student's personal space and personal life.

If you believe you have been subjected to or have experienced this sort of conduct or if you have observed another student experience this sort of conduct, you are encouraged to report it immediately to your principal or to any teacher, guidance counselor, assistant principal, activity sponsor, or coach with whom you are comfortable. Making such a report in good faith will not affect your grades, class assignment, or status and will be investigated in a confidential manner, consistent with the School Corporation's legal obligations. A student committing such conduct is subject to discipline consistent with school policy. A student retaliating against a student who has made a good faith report of such conduct or against a student who participated in the investigation of such conduct is subject to disciplinary action consistent with school policy. A student who knowingly makes a false report of such conduct in an attempt to demean, harass, or embarrass that individual shall be subject to disciplinary action.

## TOBACCO/ELECTRONIC CIGARETTES/VAPE DEVICES

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Students are not to use, possess, distribute, purchase or sell any tobacco or nicotine-containing products of any kind in any form. Students found in violation of this policy will receive the following consequences:

**First violation in a school year** – The student will receive a three day suspension from school.

**Second violation in a school year** – The student will receive a six day suspension from school.

**Third violation in a school year** – The student will receive a ten day suspension and/or be recommended for expulsion.

## UNAUTHORIZED AREA

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Students are not to be in areas of the building, classrooms, and hallways without a staff member or their expressed permission. Students are expected to have a valid pass whenever they are out of a classroom during class time. Students are not permitted in their cars in the parking lot at any time except to park on arrival or dismissal.

Unauthorized areas include all areas of the school or grounds that are unsupervised, such as hallways and lobbies during lunch and parking lots.

#### UNLAWFUL ACTIVITY – (I.C. 20-22-8-15)

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In addition to misconduct on school property or at school functions, I.C. 20-33-8-15 authorizes the School Board to suspend or expel a student for engaging in unlawful activity on or off school grounds if:

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

#### WEAPONS/FIREARMS

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The possession, handling, transmittal or use of any firearm, destructive device or deadly weapon is prohibited.

1. For purposes of this rule, the following devices are considered to be a firearm:
  - a. any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive;
  - b. the frame or receiver of any weapon described above; -
  - c. any firearm muffler or silencer
  - d. 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;
  - e. any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch diameter; or
  - f. any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediate examples, and from which a destructive device may readily be assembled.
2. For purposes of this rule, a destructive device is:
  - a. an explosive, incendiary, or overpressure device that is configured as a bomb, grenade, rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one-quarter ounce, mine, Molotov cocktail, or a device that is substantially similar to an item described above;
  - b. a type of weapon that may readily be converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch; or
  - c. a combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety or similar device. However, students are also prohibited from possessing such devices.
3. For purposes of this rule, a deadly weapon is:
  - a. a weapon, device, taser, or electronic stun weapon, equipment, chemical substances or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury; or
  - b. an animal that is capable of causing serious bodily injury; or
  - c. a biological disease, virus, or organism that is capable of causing serious bodily injury.

A student determined to be in possession of a firearm or destructive device on school property or of bringing a firearm or destructive device to school or on school property in violation of this rule is subject to suspension and recommendation for expulsion for one calendar year, with a return at the beginning of the first school semester after the end of the one year period, and referral to law enforcement. A student determined to be in possession of a deadly weapon on school property or of bringing a deadly weapon to school or on school property in violation of this rule is subject to suspension and recommendation for expulsion for up to one calendar year, and referral to law enforcement.

## GROUNDS FOR SUSPENSION OR EXPULSION

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In accordance with Indiana Code 20-33-8-14, grounds for suspension or expulsion are student misconduct or substantial disobedience. Examples of student misconduct or substantial disobedience include but are not limited to the following:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of school building or corridor or room therein with the intent to deprive others of its use.
  - 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 any meeting or assembly on school property. C
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or school personnel to conduct the education function under his/her supervision.
  - f. Causing or attempting to cause damage to school property, stealing, or attempting to steal school property.
2. Intentionally causing or attempting to cause physical injury, behaving in such a way as to cause physical injury, or intentionally behaving in such a way as could cause physical injury to any person. Self-defense or reasonable action undertaken with the belief that it was necessary to protect some other person does not; however, constitute a violation of this provision. Self-defense can be defined as: closing the distance between yourself and another person in an attempt to control them, pushing someone off you in an attempt to leave the area, covering yourself with your arms as a protective measure
3. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
4. Harassing by using extreme or inappropriate communications (electronic, verbal or written) or expressive acts that are intended to harass, intimidate, or humiliate a person on the basis of race, sex, national origin, religion, alternative lifestyle, or physical characteristics are forbidden.
5. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
6. Failing in a substantial number of instances to comply with directions of teachers or other school personnels' supervision.
7. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters, including potential violations of the student conduct rules and/or State or Federal law.
8. Falsely accusing any person of sexual harassment, of violating a school rule, or of violating a State or Federal law.
9. Aiding, assisting, agreeing, or conspiring with another person to violate student conduct rules and/or State or Federal law.
10. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test/quiz copies or scores.
11. Taking, recording, displaying and/or distributing pictures (digital or using any media), video or audio recordings without the consent of the student or staff member in a situation not related to school purpose or education functions.
12. Possessing sexually-related materials which include images displaying uncovered breasts, genitals or buttocks.
13. "Sexting" or using a cellphone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. [In addition to student disciplinary actions, phone/devices will be confiscated and images suspected to violate criminal laws will be referred to law enforcement authorities.]

14. Engaging in any activity forbidden by State or Federal law that constitutes an interference with school purposes.
15. Violating or repeatedly violating any rules that are reasonably necessary to carry out school purposes or educational functions and are validly adopted in accordance with Indiana law.
16. Being absent or truant from school without the knowledge or consent of the parent or guardian or school or absent from school when there is an attempt to evade the School Attendance Law.
17. Possessing, using, transmitting, or being under the influence of caffeine-based substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
18. Violation of the school's technology policy and rules.
19. Violation of the school's discrimination and/or harassment policies.
20. Violation of any student conduct rule established by the building principal of which students have been provided notice.
21. Being in a bathroom stall with another individual.

#### FORMS OF DISCIPLINE

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In dealing with students who have not exhibited sufficient self-discipline to live and work in harmony with others, school personnel may be but are not limited to employ all of the following techniques:

1. Reprimanding
2. Counseling
3. Restricting extracurricular activities
4. Conferring with parent(s)
5. Assigning additional work
6. Rearranging class seats
7. Referring student to guidance or administrative personnel in the schools (counselor, social worker, assistant principal, or principal)
8. Detaining after school (detention): Students may be detained after school for a reasonable length of time.
10. Removing from class; subject to procedural due process
11. I.C. 20-33-8-25(b)(7) allows a teacher to remove a high school or middle school student for up to 5 class periods
12. Single Period Class Suspension
13. In-school suspension
14. Out-of-school suspension
15. Refer to (Pulaski County Court) Authorities
16. Expulsion

#### MONDAY NIGHT SCHOOL

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One, two, or three hour detentions begin at 3:15 p.m. and end at 4:15 p.m., 5:15 p.m., or 6:15 p.m. on Monday. Failure to serve detention(s) will result in additional detentions or suspension(s). Students are to use detention time for school related work and must comply with supervisor's guidelines to avoid additional disciplinary action.

#### IN-SCHOOL SUSPENSION

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In-school suspension will only be assigned at the discretion of an administrator for offenses found in this handbook.

#### INVALIDATION OF DRIVER'S LICENSE OR LEARNER'S PERMIT

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In accordance with Indiana Code 20-8.1-3-17.2, any student under the age of eighteen (18) receiving a second out-of-school suspension during a year, a third referral for truancy or an expulsion for disciplinary reasons, may have his/her name sent to the Indiana Bureau of Motor Vehicles which will invalidate the student's license or permit.

#### STUDENT SUSPENSION, REMOVAL, AND EXPULSION

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Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions, school officials may find it necessary to remove a student from the school. In this event and in accordance with provisions of Indiana Code 20-8.1-5.1, administrators and staff will use the following guidelines:

1. Removal from Class or Activity – In accordance with Indiana Code 20-33-8-9, the teacher will have the right to remove a student from his/her class activity for a period of up to one (1) school day if the student is assigned regular or ALTERNATIVE school work to be completed in another school setting.
2. In accordance with Indiana Code 20-33-8-7, a student may be suspended for ten (10) school days, or as extended if expulsion has been recommended.
3. In accordance with Indiana Code 20-33-8-3 and due process procedures defined by school board policy, a student may be expelled from school for a period in excess of ten (10) school days up to one calendar year and to the beginning of the next semester, depending upon the conduct, as determined by the expulsion examiner.

#### SUSPENSION PROCEDURE

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When a principal or his/her designee determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held with the student prior to suspension, except where the nature of the misconduct requires immediate removal. In such situations, however, the meeting will be held as soon as reasonably possible after the issuance of the suspension.
2. At the meeting, the student will be provided with a written or oral statement of the charges. If the student denies the charges, a summary of the evidence against the student will be presented. The student will be provided an opportunity to explain his or her conduct.
3. Following issuance of a suspension, the parent/guardian will be notified. The notification will include the dates of the suspension and will describe the student's misconduct and the action taken by the principal (principal's designee).

#### EXPULSION PROCEDURE

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When a principal or his/her 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 an expulsion examiner to conduct an expulsion meeting.
2. An expulsion will not take place until the student and the student's parent/guardian are given written notice of their right to appear at an expulsion meeting. Failure to request and/or to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
3. If an expulsion meeting is timely requested, the principal (or designee) will present evidence to support the charges against the student. The student/parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position. An attorney may not represent the student at the expulsion meeting, but the attorney may be available for consultation outside the meeting room during the course of the expulsion meeting.
4. If an expulsion meeting is held, the expulsion examiner 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/parent.
5. The student/parent has a right to appeal an expulsion decision to the school board as the school board has voted to hear student expulsion appeals.

#### WEST CENTRAL MS/HS DISCIPLINE POLICY

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VIOLATION	FIRST INFRACTION	SECOND INFRACTION	THIRD INFRACTION
Bullying	MNS/Suspension/Expulsion	Suspension/Expulsion	Expulsion
Bus Insubordination	MNS/Suspension/Expulsion	MNS/Suspension/Expulsion	MNS/Suspension/Expulsion
Cheating/Plagiarism	See Academic Integrity	See Academic Integrity	See Academic Integrity



	Policy	Policy	Policy
Disrespect/Threats to Staff and students.	MNS/Suspension/Expulsion	MNS/Suspension/Expulsion	MNS/Suspension/Expulsion
Disruptive Behavior	MNS/Suspension/Expulsion	MNS/Suspension/Expulsion	MNS/Suspension/Expulsion
Electronic Devices	Warning; pick up after class	MNS; pick up after school	MNS/Suspension; parent pick up
Fighting	Suspension/Expulsion Law enforcement contacted	Suspension/Expulsion Law enforcement contacted	Suspension/Expulsion Law enforcement contacted
Improper Affection	MNS/Suspension/Expulsion	MNS/Suspension/Expulsion	MNS/Suspension/Expulsion
Inappropriate Dress	Warning and change clothes	Change clothes and MNS	Change clothes and suspension
Insubordination	MNS/Suspension/Expulsion	MNS/Suspension/Expulsion	MNS/Suspension/Expulsion
Lying	MNS/Suspension	MNS/Suspension	MNS/Suspension
Possession/Use of Alcohol	Expulsion		
Possession/Use of Explosives	Expulsion		
Possession/Use of Tobacco	3 day suspension/law enforcement citation	6 day suspension/law enforcement citation	expulsion/law enforcement citation
Possession/Use of Drug/Facsimile or Paraphenalia with Drug Residue	Expulsion/Law enforcement contacted		
Possession of Drug Paraphenalia	Expulsion/Law enforcement contacted		
Possession of a Weapon or Facsimile	Expulsion/Law enforcement contacted		
Profanity/Obscenity	MNS/Suspension	MNS/Suspension/Expulsion	Suspension/Expulsion
Reckless Driving	Warning/Loss of Parking Privilege	Loss of Parking Privilege	Expulsion
Stealing/Vandalism	Restitution and MNS/Suspension/Law enforcement contacted	Restitution and Suspension/Law enforcement contacted	Restitution and Suspension/Expulsion/ Law enforcement contacted
Threat of School Violence/False 911 Calls/False Fire Alarms	Expulsion/Law enforcement contacted		

*\*The above grid provides a general guideline of possible disciplinary consequences with the understanding that the principal (principal's designee) reserves the right to assign appropriate discipline that may differ from what is outlined.*

### III. STUDENT SERVICES

#### CATCH-UP CAFE

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Students who have failing grades in two or more classes may be assigned to Catch-Up Cafe during their lunch period. This is a time for students to have a working lunch, catch up on missed assignments, or receive extra help in classes he or she may be struggling in. A student assigned to Catch-Up cafe will remain there until he/she can show in Harmony that he/she has all passing grades or with administrative approval. Refusing to attend Catch-Up cafe is considered insubordination.

#### AFTER SCHOOL TUTORING

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Students who have failing grades in two or more classes may be assigned to After School Tutoring on Tuesday and Thursday evenings. This is a time for students to catch up on missed assignments or receive extra help in classes he or she may be struggling in. A student assigned to After School Tutoring will remain there until he/she can show in Harmony that he/she has all passing grades or with administrative approval. Refusing to attend After School Tutoring is considered insubordination.

#### CORE SEQUENCING

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Students are assigned classes in the four academic core areas (English, Math, Science, and Social Studies) based on their ability level until completion of their Diploma track. It is the belief of West Central Middle/High School that all students should be challenged academically while in attendance at West Central to help promote lifelong learning as well as provide the needed curriculum and instruction to best prepare all students for future successes. Students can receive further information from their counselor.

#### EARLY GRADUATION

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Students wishing to graduate in January of their senior year must have COMPLETED all classes for the Core 40 diploma and must have met a Graduation Pathway. The request and application must be submitted by the end of the sixth completed semester to the Counseling Department. All early graduation applications must be approved by the school counselor and principal, in addition to providing a letter written to the superintendent and/or principal requesting early graduation and explaining post-graduation plans.

#### ABSENT WORK

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When missing school, students should check for assignments on Google Classroom or request assignments from teachers. All class work should be completed within the number of school days equal to the class period absences. Extended illnesses will be handled on an individual basis. Some classroom assignments and activities such as group discussions and labs may not be replicated and a natural loss of learning will occur due to absence(s).

Students/parents may contact teachers via email. When requesting homework, please give teachers a 24 hour notice to gather assignments. Assignments that cannot be emailed will be dropped off in the front office and can be picked up there. It is the responsibility of the person picking up homework to also pick up any books of materials needed from the locker.

#### PARENT/STUDENT RIGHTS IN IDENTIFICATION, EVALUATION AND SPECIAL EDUCATION PLACEMENT

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In compliance with the procedural requirements of Section 504 of the Rehabilitation Act of 1973 and Public Law 94-142, the school is compelled to keep parents/guardians fully informed of the law and the rights afforded under this provision. Complete information regarding these provisions as well as procedures outlining identification, evaluation, and placement can be obtained from West Central administration and/or guidance counselors.

## SCHEDULING PROCESS – DROPPING & ADDING A COURSE

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Designing your schedule is a serious decision. The high school budget is prepared, staff is hired and the master schedule is developed based on the student's course requests. West Central Middle/High School students are encouraged to invest quality time in planning their schedules. Such planning should consist of consultations with parents, school personnel, college personnel, and anyone who might provide insight to help students make wise decisions. The West Central Middle/High School philosophy is to prepare students for their futures by teaching them to make good decisions and accept the consequences for not doing so.

- After the second day of a new semester, changes in a student's schedule will be made for the following reasons only:
  1. Errors made by the school in developing the schedule.
  2. The school's need to balance class sizes.
  3. Medical reasons with documentation.
  4. To correct inappropriate placement – a student has failed a class and needs to repeat the course or when a student is placed at an inappropriate level.
  5. To increase the academic content of the schedule – changes may be considered to change to a more academically challenging course – subject to availability.
  6. Scheduling conflicts – lack of enrollment to offer a course or too large of a course enrollment.
- West Central Middle/High School DOES NOT accept requests for teacher changes.

OCCASIONALLY, INDIVIDUAL SITUATIONS ARISE THAT WILL BE REVIEWED BY THE SCHOOL COUNSELOR TO DETERMINE WHETHER OR NOT A SCHEDULE CHANGE IS NEEDED. THESE SITUATIONS WILL BE CONSIDERED BY THE STUDENT'S TEACHER, PARENTS OR GUARDIANS AND COUNSELORS AND A RECOMMENDATION WILL BE MADE TO THE PRINCIPAL WHO WILL MAKE THE FINAL DECISION.

## STUDENT RECORDS

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

The Family Educational Rights and Privacy Act (FERPA) is a Federal law that protects the privacy of student education records. The law applies to all schools that receive funds under an applicable program of the U.S. Department of Education.

FERPA gives parents certain rights with respect to their children's education records. These rights transfer to the student when he or she reaches the age of 18 or attends a school beyond the high school level. Students to whom the rights have transferred are "eligible students." FERPA grants parents and eligible students the following rights:

1. Parents or eligible students have the right to inspect and review the student's education records within 45 days of the day the school receives a request for access. Parents or eligible students should submit to the School Principal a written request that identifies the record(s) they wish to inspect. The principal will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected. (Schools are not required to provide copies of records unless, for reasons such as great distance, it is impossible for parents or eligible students to review the records. Schools may charge a fee for copies.)
2. Parents or eligible students have the right to request the school to amend a record that they believe is inaccurate or misleading. They should write to the School Principal, clearly identify the part of the record they want changed, and specify why it is inaccurate or misleading. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise them of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.
3. Generally, the school must have written permission from the parent or eligible student in order to release any information from a student's education record. However, FERPA allows schools to disclose those records, without consent, to the following parties or under the following conditions:
  - School officials with legitimate educational interest;
  - Other schools to which a student is transferring;
  - Specified officials for audit or evaluation purposes;
  - Appropriate parties in connection with financial aid to a student;
  - Organizations conducting certain studies for or on behalf of the school;

- Accrediting organizations;
  - To comply with a judicial order or lawfully issued subpoena;
  - Appropriate officials in cases of health and safety emergencies; and
  - State and local authorities, within a juvenile justice system, pursuant to specific State law.
4. West Central MS/HS may disclose appropriately designated "directory information" without written consent unless you have advised the school to the contrary. The primary purpose of directory information is to allow West Central MS/HS 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 can also be disclosed to outside organizations such as the newspaper without a parent's prior written consent. Two federal laws require schools receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with names, addresses, and telephone listings of 11<sup>th</sup> and 12<sup>th</sup> grade students unless parents have advised the school that they do not want their student's information disclosed without their prior written consent. If you do not want West Central Schools to disclose directory information from your child's education records without your prior written consent, you must notify the school in writing. West Central MS/HS has designated the following information as directory information:

- Student's name
  - Participation in officially recognized activities and sports
  - Address
  - Telephone listing
  - Weight and height of members of athletic teams
  - Photograph
  - Degrees, honors, and awards received
  - Date of birth
  - Dates of attendance
  - Grade level
  - The most recent educational agency or institution attended
5. Parents or eligible students also have the right to file a complaint with the U.S. Department of Education concerning alleged failures by the school to comply with the requirements of FERPA. The Office that administers FERPA is:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW  
Washington, DC 20202-4605

## IV. ACADEMICS

### 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. Also, pass/fail classes are not calculated into class rank. Each student's credit points will be totaled with the sum being divided by the number of credits in which grades were earned. The quotient will be designated as that student's grade point average (GPA). The students in each class will have the grade point average arranged in numerical order to determine each student's class rank.

A student may learn his/her class rank by checking with the guidance counselor or by viewing their transcript in Harmony .

## COMMENCEMENT PARTICIPATION

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Participation in commencement exercises is a privilege that seniors earn by completing necessary academic requirements. Students who are in good standing and have met the academic requirements may participate in commencement ceremonies. Students with unusual circumstances and/or less than the required number of credits must seek permission from the Principal. Students may only participate in one commencement ceremony during their high school career.

## DUAL CREDIT

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Classes in Business, English, Health Sciences, Math, Welding, and Manufacturing are offered as an option for WCHS students to take courses that satisfy requirements for earning both a high school diploma and college credits. Students who earn dual credits in these courses will have a separate Ivy Tech Community College transcript showing the course name, grade earned and credit hours established. If enrolling in another college or university, students may present their college transcript for evaluation and possible transfer credit. It is the responsibility of the student and his/her family to check with the college or university to be sure dual credits will be accepted. It is important to remember that a student enrolled in dual credit opportunities is building both a high school and a collegiate transcript. Earning exceptional grades is very important as future college enrollment and financial aid dollars are impacted by GPA.

## ENROLLMENT IN TROJAN ACADEMY

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Students who are attending West Central High School and cannot fit a class into their schedule may be able to do so through Trojan Academy with administrative approval.

## GRADUATION REQUIREMENTS

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Students must complete seven full semesters with a Core 40 Diploma to qualify as a graduate. Forty credits are required to earn a Core 40 Diploma and 47 credits must be earned to obtain an Academic Honors or Technical Honors Diploma. In addition to completing all coursework necessary to earn a Core 40 Diploma, students must complete ALL 3 graduation pathways requirements.



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

Course and Credit Requirements	
<b>English/ Language Arts</b>	<b>8 credits</b> Including a balance of literature, composition and speech.
<b>Mathematics</b>	<b>6 credits (in grades 9-12)</b> 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school.</small>
<b>Science</b>	<b>6 credits</b> 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
<b>Social Studies</b>	<b>6 credits</b> 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
<b>Directed Electives</b>	<b>5 credits</b> World Languages Fine Arts Career and Technical Education
<b>Physical Education</b>	<b>2 credits</b>
<b>Health and Wellness</b>	<b>1 credit</b>
<b>Electives*</b>	<b>6 credits</b> <small>(College and Career Pathway courses recommended)</small>
<b>40 Total State Credits Required</b>	

Schools may have additional local graduation requirements that apply to all students

\* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

12-07-2012

### CORE40 with Academic Honors (minimum 47 credits)

For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:
  - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
  - B. Earn 6 verifiable transcripted college credits in dual credit courses from the approved dual credit list.
  - C. Earn two of the following:
    1. A minimum of 3 verifiable transcripted college credits from the approved dual credit list,
    2. 2 credits in AP courses and corresponding AP exams,
    3. 2 credits in IB standard level courses and corresponding IB exams.
  - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
  - E. Earn an ACT composite score of 26 or higher and complete written section
  - F. Earn 4 credits in IB courses and take corresponding IB exams.

### CORE40 with Technical Honors (minimum 47 credits)

For the Core 40 with Technical Honors diploma, students must:

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

Graduation Requirements	Graduation Pathway Options
1) High School Diploma (students must complete the requirements of one of the following:)	<ul style="list-style-type: none"> <li>• Core 40 designation</li> <li>• Academic Honors designation</li> <li>• Technical Honors designation</li> </ul>
2) Learn and Demonstrate Employability Skills (students must complete <u>at least one</u> of the following:)	Learn employability skills standards through locally developed programs. Employability skills are demonstrated by <u>one</u> of the following: <ul style="list-style-type: none"> <li>• Projected-Based Learning</li> <li>• Service-Based Learning</li> <li>• Work-Based Learning</li> </ul>
3) Postsecondary-Ready Competencies (students must complete <u>at least one</u> of the following:)	<ul style="list-style-type: none"> <li>• Academic or Technical Honors Designation</li> <li>• ACT (Eng. 18, Read. 22, Math 22, Sci, 23) *2 out of 4 needed with at least 1 in Eng/Read and 1 in Math/Sci</li> <li>• SAT (reading/writing 480, math 530)</li> <li>• ASVAB (31 minimum)</li> </ul>

	<ul style="list-style-type: none"> <li>• State or Industry Recognized Credential or Certification</li> <li>• Federally-recognized Apprenticeship</li> <li>• Career-Technical Education Concentrator: Must earn a <u>C average</u> in at least <u>3</u> non-duplicative advanced courses within a particular CTE program</li> <li>• AP/IP/Dual Credit Exams: Must earn a <u>C average</u> or higher in at least <u>3</u> courses</li> </ul>
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#### ADDITIONAL GRADUATION INFORMATION

Credit may be earned beyond the minimum of credits required for graduation. The State of Indiana defines a credit as time spent with a certified teacher. Students wishing to graduate early must have a Core 40 Diploma and graduation pathways met and report their intentions to their counselor for approval by the 5th day of the school year of their senior year. When a student fails a required course, the failed class should be repeated as soon as possible. College entrance requirements and the requirements for NCAA/NAIA academic eligibility often exceed the minimum requirements established for graduation. Therefore, each student is responsible for learning as early as possible the requirements for admission and/or athletic academic eligibility necessary to achieve post-secondary goals. Pre-planning is critical as admission to these programs varies at each institution and is often based on academic performance, college entrance examination scores, and the rigor of coursework pursued in high school.

#### GRADE REPLACEMENT

The intent of grade replacement is to allow the student to take a class over in order to demonstrate a higher proficiency. The grade for the course retaken will show on the transcript detail screen as a new course with the year and semester it was taken and the original course will have the grade replaced with an N and will be an audit. This means the original grade will not count toward the grade point average, there is no negative impact. The original course title will remain because it denotes the student taking the original course during the school year. By taking a course over a student has developed a better understanding of subject matter and is ready to progress to the next level.

#### HONOR ROLL REQUIREMENTS

The Honor Roll has two classifications:

- 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

#### INCOMPLETE GRADES

Students who have had an extended illness may receive an incomplete for a grading period or semester. Incomplete grades are given for other reasons such as projects not finished or reports not turned in. All work must be completed within ten (10) school days following the end of the grading period or semester. Incomplete grades not converted to passing grades within the allotted time will automatically be changed to a zero.

#### REPORT CARDS

Report cards are available online through Harmony Parent Access.

#### 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.

## GRADES

Credit is awarded at the end of each semester for demonstration of essential skills proficiency in a course. Grades convey an evaluation by the teacher of the student's progress in school. High School AP, pre-calculus, and calculus courses are weighted by multiplying the GPA by 1.2.

Grade	Percentage	GPA
A+	100%	12.0
A	93-99%	11.0
A-	90-92%	10.0
B+	87-89%	9.0
B	83-86%	8.0
B-	80-82%	7.0
C+	77-79%	6.0
C	73-76%	5.0
C-	70-72%	4.0
D+	67-69%	3.0
D	63-66%	2.0
D-	60-62%	1.0
F	0-59%	0.0

## TRANSFER CREDITS

West Central High School reserves the right to accept, reject, or limit transfer credits. Decisions regarding the consideration of transfer credits are based on the following criteria:

1. Accreditation of the school or program.
2. Comparable curriculum.
3. Minimum state requirements regarding minutes spent with properly certified instructors.



## V. GENERAL INFORMATION

### ANNOUNCEMENTS

Announcements are only made about issues pertaining to school. All announcements must have the signature of a sponsoring teacher or coach before being communicated over the public address system. In an attempt to preserve academic classroom minutes and prevent unnecessary interruptions, most announcements will be communicated via email.

### BOOK RENTAL and CLASS FEES

At the beginning of each school year, students are assessed book rental fees, which are a percentage of the cost of the books used. Book rental, e-books, and class fees are to be paid on the school year basis, semester basis, or by arrangements with the principal, and are paid in the front office. Payments made directly to the office should be by check or cash. You can pay fees online with a credit card. If you have not made arrangements for payment, or paid your account in full by the date designated upon registration, your account will be turned over to a collection agency and fees will be charged. Assistance with textbook rental is available, pending qualification. Forms are available in the front office or at registration.

At the end of the course, the issuing teacher collects books. If a book has had excessive wear or damage, the student is charged an additional fee. If a student has lost or ruined a book, no other books will be issued until the lost or damaged book is paid for or arrangements are made for payment with the principal. It is the responsibility of the student to return the rental books to his/her class at the end of the semester and/or school year.

### 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.**

### CAFETERIA

Students may eat lunch prepared by the cafeteria or bring their lunches from home. Extra items, including milk, may be purchased in addition to the regular menu. Those eligible will receive a reduced lunch price. Forms for a reduced-price lunch may be picked up in the front office or at registration. Prices are subject to change. Breakfast and other items are served in the cafeteria from 7:45 a.m. to 7:55 a.m. The cost of these items vary. Forms for a reduced-price breakfast may also be picked up in the front office. Students are expected to keep their tables and the cafeteria clean by using waste cans provided and by returning their trays to be washed. Trays, dishes, and utensils are not to be removed from the cafeteria and students must remain in the cafeteria, while they eat.

The complete cafeteria policy can be found at [www.wcsc.k12.in.us](http://www.wcsc.k12.in.us) under food services.

### DRIVING AND PARKING PROCEDURES

The private use of motor vehicles by corporation students shall be regulated. Parents/Students can sign up for a parking permit by obtaining paperwork from the front office. Only students with an APPROPRIATE PARKING PERMIT AND A PROPERLY DISPLAYED TAG will be allowed to park on school grounds during school hours. Failure to follow the driving and parking guidelines at West Central High School will result in loss of parking privileges, towing at the owner's expense, and/or report to authorities. Students who do not abide by school rules may have their permit revoked.

### EMERGENCY SCHOOL CLOSINGS – DELAYS

If it becomes necessary to cancel or delay school, information will be sent via Blackboard to registered users' cell phones and email. Cancellations and delays will also be sent to WFLI channel 18 Lafayette, WNDU channel 16 South Bend and WSBT channel 22 South Bend.

## FOOD/BEVERAGES

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Sack lunches may be kept in students' lockers from arrival time to lunchtime, but no food should be kept in lockers overnight. Food and/or beverages are not permitted in the classroom or hallway unless approved by the teacher for a special educational purpose. Water in a clear container is the only drink allowed in classrooms or hallways. Beverage containers placed in lockers must be closable; open containers outside of the cafeteria may be confiscated. The selling of items (food, etc.) that are not part of a school approved fundraiser is prohibited.

## GRIEVANCE PROCEDURES

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Any parent or guardian of a student enrolled in West Central Middle/High School, or any high school student eighteen (18) years of age or older may file a complaint with the school principal if he/she believes grounds for such a violation exists. The complaint must be made to the school principal within thirty (30) days of the alleged violation.

## HEALTH SERVICES

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The nurses' office is open from 8:00 a.m. to 3:08 p.m. The nurse handles first-aid situations. The school nurse or office will notify parents to arrange for transportation before a student is sent home due to illness or injury. If an injury requires medical attention, an attempt will be made to contact parents. If a parent cannot be reached, the student will be taken to a doctor or hospital. Written/verbal permission from the nurse or administrator is required to leave school for medical reasons. Those students who fail to comply and leave school without permission will be considered truant. Students who are ill should not report to school expecting the nurse to care for them. Health and immunizations records are maintained by the school nurse. Students taking medication during the school day are to store the medication with the nurse and take it under the nurse's supervision. A doctor's note and parental note are required, indicating the need and dosage schedule. A student may possess and self-administer medication for chronic diseases or medical conditions provided the student's parent files a written authorization with the principal. The written authorization must be filed annually. A physician's written statement must be included with the parent's authorization. The physician's statement must be filed annually and include the following information:

1. An acute or chronic disease or medical condition exists for which the medication is prescribed.
2. The student has been given instruction as to how to self-administer the medication.
3. The nature of the disease or medical condition requires emergency administration of the medication.

The School or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

Topical non-aerosol sunscreen products are exempt from this requirement. While on school property or at a school sponsored event or activity, a student may possess and use a topical non-aerosol product.

## THE SCHOOL DOES NOT ASSUME RESPONSIBILITY FOR PAYMENT OF MEDICAL/TRANSPORTATION EXPENSES.

## ADMINISTRATION OF MEDICINE

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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/nurses 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/nurses office and dispensed from there. Non-FDA approved supplements will not be given by the nurse/school personnel. (such as herbs, oils, diet pills, 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.

## IMMUNIZATIONS

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According to Indiana Code 20-8.1-7-10(c) (1) When a student enrolls for the first time in a school corporation, a statement of the student's immunizations which show that the students has received at least the minimum number of

immunizations for the student's age will be supplied to the school by a parent or guardian. A student may not be permitted to attend school beyond the first day of school unless the school has authorized a twenty day waiver. Upon completion of the twenty days the **student will be excluded from school if the immunizations remain incomplete.**

#### LOCKERS

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All lockers and storage areas for student use on school premises remain the property of the school. These areas have no expectation of privacy and are subject to inspection and search (I.C. 20-33-8-32). Students are not to share lockers or locker combinations with others. Lockers are to be locked when not in use. Students should not keep money or other valuables in their lockers. If a student locker needs repair, the student should go to the front office and let the secretary know. If a student has withdrawn or is expelled from school, the student has two weeks to clean out the locker of personal items under supervision and return all books and school property to the registrar.

#### PASS PROCEDURE

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Students in the hall during class time must be able to produce an authorized pass that is dated, timed and filled out and signed in ink by a faculty/staff member. Students who are found outside of the classroom during class time without a pass will be subject to disciplinary consequences.

#### REFUND FOR MEAL FEES

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Refunds for withdrawn students will be made within thirty (30) days of the withdrawal date, provided a forwarding address is given. Funds remaining in returning student accounts at the end of the school year will roll forward to the next school year.

#### MUSICAL RENTAL PROGRAM

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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".

#### STUDY HALLS

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Students will report to Study Hall prepared with schoolwork and materials. Study hall is recognized as a class with regard to attendance and behavior. Failing to follow the Study Hall supervisors' rules will be considered insubordination. Study Hall students are not to be released to other areas without written authority of the principal.

#### VISITORS

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Parents needing to confer with an administrator, counselor, or teacher should call the school to set up an appointment. Upon arrival at the school, parents are to sign-in with the front office and obtain a visitor's pass. Other visits by friends or relatives of WCMS/HS students are not allowed. **SPECIAL EXCEPTIONS MUST RECEIVE APPROVAL BY THE PRINCIPAL OR DESIGNEE.** WCMS/HS visitor sign-in is located in the front office. Any person(s) found to be in violation of the policy may be subject to trespassing charges.

#### EXTRACURRICULAR ACTIVITIES

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##### STUDENT GROUPS

Academic Super Bowl  
Art Club  
Athletics

Choir  
FBLA  
FCCLA

National Honor Society  
National Junior Honor Society  
Student Council

Band  
Students Issued Parking Permits

FFA  
Theatre

Sunshine Society

\*WCMS/HS reserves the right to add or remove groups on a year-to-year basis as new student groups form.

#### GUIDELINES FOR PARTICIPATION IN CLUBS AND ORGANIZATIONS

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All student activities are carried out under the basic rules and regulations of the middle and high school; and those participating are expected to follow the established guidelines, even if the activity takes place after school or on a non-school day. Students must be in attendance all day in order to be considered eligible to participate in an extracurricular activity unless permission is granted for unusual circumstances by an administrator. It is important that participants and their legal guardians be aware of the philosophy, rules, and regulations under which they will be given the opportunity to participate. It is the responsibility of the sponsor to see that those in the activity stay within the guidelines. Violators will be dealt with by school administration. The basic requirement for membership into any organization is desire; however, some activities have requirements such as standards for membership in the National Honor Society, the ability to play an instrument to be in the marching band, and so on.

West Central Middle/High School offers a variety of co-curricular and extracurricular clubs and activities. All students are invited and encouraged to participate in extracurricular activities. Your involvement will increase your interest in school and will help you to become a well-rounded person.

#### DANCES

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All dances must be scheduled and approved by an administrator. Dances may occur following an athletic event on Friday or Saturday which will end no later than 10:30 p.m. An administrator must approve any deviations from these times. Dances will follow these general rules:

1. All rules and regulations for West Central Middle/High School will be in effect.
2. Only students of West Central High School will be admitted to high school dances unless prior arrangements have been made with an administrator. If arrangements are made with an administrator, guests must be younger than 21 years old with a valid driver's license and/or a verification that they are enrolled in high school.
3. Only students of West Central Middle School will be admitted to middle school dances.
4. Appropriate school clothing/attire is acceptable unless the event has a specific theme or is designated as formal or semiformal.
5. Rowdy conduct, inappropriate dancing, or other disruptive behavior is not permitted.
6. Students may not leave the building after being admitted to a school sponsored dance unless they are leaving the dance and all school property for the remainder of the evening.

#### FUNDRAISING PROJECTS

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All student fundraising activities must have a staff sponsor and be approved by an administrator.

#### FAN BUS REGULATIONS

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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 and provide a note. 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.

#### OUT OF TOWN ACTIVITIES

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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.

## PRACTICE/REHEARSAL TIME

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When a practice is held on an evening prior to a school day, the practice must end no later than 9:45 p.m. and the building must be cleared no later than 10:00 p.m. All students must leave before teachers and/or coaches. When a practice is held on an evening when there is no school the next day, the practice must end no later than 10:30 p.m. and the building must be cleared no later than 10:45 p.m. Athletic practices for various teams will be scheduled through the Athletic Directors' office.

## SCHEDULING EXTRA-CURRICULAR EVENTS

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An administrator must approve all extra-curricular activities at least one week in advance of the activity. Once the activity is posted on the school calendar, it becomes an official school function. All activities which take an organization or club off school grounds must be properly chaperoned.

## STUDENT PARTICIPATION IN ACTIVITIES WITH CONFLICTING DATES

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When a student is involved in two activities falling on the same date, the student should bring the conflict to the attention of both advisors and/or coaches involved. The advisors or coaches will inform the principal/assistant principal for extra-curricular activities and attempt to work out a solution satisfactory to the student and in the best interest of the activities. If the parties cannot arrive at a satisfactory solution, the principal/assistant principal will confer with the student and the advisor or coaches involved and then decide in which activity the student will be allowed to participate.

## INTERSCHOLASTIC ATHLETICS

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Interscholastic athletics are maintained in ten (10) sports for both boys and girls. All students must have a physical examination before they can practice for any sport. All students interested in athletics are invited to try out. Announcements may be made through school announcements as to when the call-out meetings or try-outs will be held.

**FALL** (Boys) Cross Country, Football, – (Girls) Cross Country, Golf, Volleyball

**WINTER** (Boys) Basketball, Wrestling – (Girls) Basketball, Wrestling

**SPRING** (Boys) Baseball, Golf, Track – (Girls) Softball, Track

**YEAR** Cheerleading

While all members of freshman teams are freshmen, JV and Varsity teams may include students from all four grades.

Students are encouraged to request assignments in advance from their teachers if they are going to miss a class for a performance, scheduled contest, or trip. Such absences are considered exempt.

## ELIGIBILITY

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Regular attendance at school is required of all participants. Athletes must be in attendance by 8:10 a.m. in order to be considered eligible to participate in a contest or practice that day unless permission is granted for unusual circumstances by an administrator. Students must be in school Friday in order to participate in weekend events unless excused by an administrator. A student must meet the guidelines established by the IHSAA to be eligible.

## 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 have 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 student-athlete possible 365 days a year. The student-athlete should have great pride in school, their 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 student-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 student-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:

1. Display exemplary SPORTSMANSHIP.
2. Bring nothing but credit to him/her, the athletic program and the school.
3. Display proper respect for those in authority, including teachers, coaches, and officials.
4. Improve physically and develop strength of character.
5. Achieve and maintain a scholastic standing in the classroom.
6. Develop an extreme sense of loyalty to fellow students, the school and the community.
7. Use language that is socially acceptable. Profanity, vulgar talk, and obscene gestures will not be tolerated on or off the playing surface.
8. 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.
- You are entering the 9th grade for the first time.
- You are transferring from a school district or territory with a bona fide move by your parents.
- You are a ward of the court.
- You are an orphan.
- Your former school closed.
- 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.
- Your transfer was pursuant to school board mandate for redistricting.
- You enrolled and/or attended, in error, a wrong school.
- You transferred from a correctional school.
- You are emancipated, as defined by the IHSAA.
- You did not participate in any contests as a representative of another school during the preceding 365 days.
- You return to an IHSAA member school from a non-member school and reside with the same parent/s or guardian/s.
- 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.
- You are a qualified foreign exchange student attending under an approved CSIET program, who has attended a member school for less than one year.
- 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)

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1. If a student-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/she 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 student-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 student-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 100% of classes in order to continue in the activities. If an athlete is declared ineligible for a 4 1/2 week period because of 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. If the student athlete's grades are up when the progress reports come out he/she may once again participate in athletic events.
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 100 % of your classes in order to continue in the activities. If an athlete is declared ineligible for a 9 week period because of 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

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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

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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. The Athletic Director will have the final say in these matters.
2. Any athlete who "quits" a team may not join a sport for the next season, this includes pre-season conditioning, until the team he/she quits finishes their respective season. Mutual consent of the two coaches involved and the Athletic Director may waive this.

## SCHOOL ATTENDANCE

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1. To be eligible to participate in practice or a contest, the athlete must be at school at or before 8:10 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

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Any infraction or conduct by a student-athlete that 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 policy includes the use of various forms of social media. As a student-athlete, you must accept responsibility for your social media use. It is your job to protect the values and responsibilities of the West Central MS/HS as a highly visible member of the institution and community. Any malicious use of social media will not be tolerated. Malicious use may include but is not limited to:

- Social media that violates the athletic code of conduct
- Demeaning statements or threats that endanger the safety of another person
- Posts that include profane, vulgar, obscene, racial/ethnic, or offensive language
- Incriminating photos or statements regarding illegal criminal behavior, underage drinking, use of illegal drugs, vaping, violence, or sexual harassment
- Posts indicating the knowledge of any of the above actions

## DISCIPLINE POLICY FOR THE VIOLATION OF TRAINING RULES

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1. The following training rules violations and penalties will be in force 365 days a year, on or off school grounds, grades 5 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 student-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 student-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.

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## SELF REPORTING

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Student-athletes are encouraged to seek help and self report. An athlete may eliminate the penalty for the first offense under first infraction for training rules for alcohol, tobacco, nicotine, and drugs if he/she reports the conduct to the Athletic Director, Head Coach, Counselor, or SEL Specialist prior to the school's investigation of the conduct. The student-athlete will be referred to the guidance counselor and/or SEL specialist for counseling options. The guidance counselor will make recommendations on services available in the community and the student must report to and provide proof that the recommended sessions were attended. By self reporting this will still count as a 2nd infraction penalty, if there is a repeat offense, The 3rd offense which is suspension from all athletics for the remainder of his/her high school career. Any counseling services will be at the expense of the parent or guardian. Failure to adhere by these guidelines will result in placing the student-athlete at the first infraction offense.

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

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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 an athlete's vehicle, residence, or on himself/herself constitutes possession. This would also include any social media posts demonstrating illegal use of alcohol, tobacco products or illegal drugs.
4. A student- athlete who puts 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. This includes pictures/social media posts of the athlete in a situation where these products are being used.
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.

**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 suspension for the interscholastic athletic competition for 25% of the scheduled contests for that sports season. The length of the suspension shall be based upon the number of regularly scheduled interscholastic contests. The suspension shall include all completed contests through the State Tournament. The number of suspended contests shall be rounded up to the nearest whole number of contests. 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 canceled due to weather will not be considered suspension time.
- d. The student-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 student-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 students- athletes will not be allowed to miss school for athletic contests.
- g. Athletic probation for one school year. Athletic probation is a period of time when the student-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. Probation can include: Assessments (following all recommendations), counseling, and drug tests. The student-athlete and/or parent will assume all costs. A student-athlete will be placed in good standing after all are completed. If a student-athlete receives a positive drug test, there will be no additional penalty at this time. The student-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 student-athlete will return to good standings if all other recommendations are followed.

**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. A student- 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 student- 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 first infraction part g.

**THIRD INFRACTION:** The third infraction involving alcohol or tobacco products or illegal drugs 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 Student-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 the second infraction under the 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 AND/OR ASSOCIATION WITH

**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.

- Any student-athlete 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.
- Any student-athlete 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.
- Any student-athlete involved /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

When a student-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 to by the coach. If the equipment is not returned on time or in a good condition, the student may be suspended or expelled from an amount of athletic contests/season (determined by the coach and/or athletic director). Also, the parent of the student could be charged the replacement value of the equipment to be 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 student-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 student-athlete will be expected to adhere to those rules as well.

2. COACHES RULES CAN BE TOUGHER THAN THE CODE OF CONDUCT, BUT NOT LESS THAN THE CODE OF CONDUCT.

#### SCHOOL SUSPENSIONS

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

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

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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 a student-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 student-athletes and their parents or legal guardians have the right to attend a hearing before the Athletic Council, if they wish to appeal the Athletic Director's decision.
  - b. The student-athlete and at least one of his/her parents or legal guardians may be asked to meet with the Athletic Council.
  - c. The student-athlete and parent(s) or legal guardians will be informed of the charges and the source of the charges.
  - d. The student-athlete 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 principal and athletic director will have the final say so on all athletic department matters. The final decision rests with the Athletic Director/Principal who will personally notify the parents/legal guardians and the athlete of the decision. The proceedings and the results of all Athletic Committee hearings are confidential among the participants.

#### ATHLETIC COMMITTEE

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The West Central Middle/High School Athletic Council is the legislative body for the athletic program. The athletic committee shall have the responsibilities in the areas of discussing athletic policy, deciding special awards, discussing appeals made by athletes concerning the code of conduct, and any unusual circumstances that might arise. The Athletic Council consists of the following; the athletic director, the principal, and all head coaches.

#### WEST CENTRAL HIGH SCHOOL ATHLETIC AWARDS SYSTEM

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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 a student- 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 a student- 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 a student- 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 a student- 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 a student- 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 a student-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 a student-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 a student- 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 student-athlete 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-athlete 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 to 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

A student-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 canceled, 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 Trojan Way Award
2. Coaches Choice
3. Coaches Choice
4. Coaches Choice

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

1. West Central Trojan Way Award

#### **Middle School Plaque Awards:**

1. West Central Trojan Way (1 per grade or 1 per team)

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### 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. The starting year for the Wall of Fame was determined to be when West Central entered the Northwest Hoosier Conference in 1975. The following criteria will be used to allow a team or individual to be placed in nomination for the Wall of Fame:

#### **INDIVIDUAL**

1. Conference Champion
2. Sectional Champion

#### **TEAM**

1. Conference Champions
2. Sectional Champions

- |   |                         |
|---|-------------------------|
| 3. Regional Champion                            | 3. Regional Champions   |
| 4. Semi-State or State Qualifier                | 4. Semi-State Champions |
| 5. All State recognition (Academic or Athletic) | 5. State Champions      |

**WEST CENTRAL SCHOOL CORPORATION DRUG TESTING PROGRAM**

West Central School Corporation is committed to providing a safe and orderly learning environment. A concerted effort has been taken to secure the facilities and manage the behavior of the student population. In an effort to address this growing concern, a program of deterrence will be instituted as a proactive approach to the maintenance of a drug-free school. Because substance abuse poses such an immediate threat to the safety of student drivers, students involved in extracurricular activities, and students involved in athletics, a program of deterrence will be instituted as a proactive approach to maintaining a drug-free school environment.

**STUDENT GROUPS TO BE PLACED IN THE RANDOM DRUG TESTING POOL**

Academic Super Bowl	Choir	National Honor Society
Art Club	FBLA	National Junior Honor Society
Athletics	FCCLA	MS/HS Student Council
Band	FFA	Sunshine Society
Students Issued Parking Permits	Theatre	

\*WCMS/HS reserves the right to add or remove groups on a year-to-year basis as new student groups form.

***Athletes will follow the guidelines and consequences in the athletic handbook.***

**SCOPE**

This drug testing policy applies to all West Central School Corporation students in grades 7-12 who are issued student parking permits and/or who participate in school sponsored extracurricular activities and/or athletics. These programs are privileges afforded our students.

**CONSENT**

It is mandatory that the parent/guardian of each student in grades 7-12 sign the registration/consent form included in this handbook prior to the student being issued a parking permit or allowed to participate in extracurricular activities or athletics. Failure to comply will result in nonparticipation. If a parent/guardian has not submitted a consent form at the beginning of a school year they may submit the online form prior to the student electing to complete or perform athletics or an extracurricular activity. Students who apply for a parking permit after the school year has begun must have their parent/guardian complete the online form prior to being issued a parking permit.

**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.

Students who are suspected to be under the influence of alcohol, drugs, or who are suspected of using nicotine while on campus will be requested to take a drug test. Refusal by a parent or student to take such a test can be considered an admission of guilt. 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 protocol 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.

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.

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 a pass with the time he/she left the collection site. The principal/designee must time and sign the pass. After the specimen has been sealed, the administrative designee will transport the specimen to the testing laboratory. The result sheet for the urinalysis will be mailed or emailed back to the principal/designee with no name attached as soon as possible; only the student random identification number will appear on the result sheet

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).

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).

## 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. Athletes are subject to the second consequence in the athletic handbook.

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

#### FINANCIAL RESPONSIBILITY

Under this policy, West Central Schools will pay for all initial random drug tests, 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 or a parent request for a drug test 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).

#### RANDOM DRUG TESTING PROGRESSIVE DISCIPLINE

	Extracurricular	Student Drivers
Self-Report	Enrollment in intervention/counseling program and half of the first violation consequences	
	Follow-Up Testing	
1st Violation	Enrollment in intervention/counseling program	
	Any student who refuses to submit a sample will be subject to progressive discipline as if they had submitted a positive test.	
	Suspension for 25% of scheduled competitions/performances and until a negative follow-up test is produced	Suspension from parking privileges for 30 school days and until a negative follow-up test is produced
2nd Violation	Enrollment in intervention/counseling program	
	Suspension for 365 days from the date of the infraction for competitions/performances and until a negative follow-up test is produced	Suspension for 365 days from the date of the infraction for parking privileges and until a negative follow-up is produced.
3rd Violation	Enrollment in intervention/counseling program	
	Suspension from competitions and performances for the remainder of high school career.	Suspension from parking privileges for the remainder of high school career.

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 above are cumulative over the entire years of a student's middle and high school tenure with the West Central Schools for students who violate the West Central Drug Testing Policy using a valid police report, arrest, or a positive test for drugs/alcohol.

#### COUNSELING ALTERNATIVE RELATED TO SELF REPORTING

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 self reporting **may** be reduced so that the student is suspended for one half of the first violation consequences.

#### PROCEDURE for COUNSELING

In the event that a student self reports and 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 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 "1st violation" consequences shall be enforced.

Students suspended from "participating in. . .events, functions, contests or other activities..." under provisions for "First Offense" or "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.

#### 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 and sponsors of extracurricular or curriculum related activities have their own training team/club 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 team/club rules and requirements.

**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.

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**CONSENT FORM FOR THE DRUG TESTING AND EDUCATION PROGRAM AT WCSC**

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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 7-12). 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 \_\_\_\_\_

## WEST CENTRAL SCHOOL CORPORATION DEVICE POLICY

### Student Network and Internet Acceptable Use and Safety Policy

Users are encouraged to use the West Central School Corporation's devices, network, and Internet connection for educational purposes. Users must conduct themselves in a responsible, efficient, ethical, and legal manner. It is the joint responsibility of the student, parent, and staff of West Central Schools to monitor the use of the Internet, WCSC network, and equipment. Unauthorized or inappropriate use, including any violation of this acceptable use policy, may result in disciplinary action, and/or civil or criminal liability.

Operation of the Corporation's Network relies upon users adhering to the following guidelines. The guidelines outlined below are posted on the WCSC website and provided so that users are aware of their responsibilities. Network is defined as the WCSC internal data network that includes the Internet and all resources derived from either internal or external connection.

- A. Users are responsible for their behavior and communication on the Network.
- B. Users may only access the Network by using their assigned network user account. Use of another person's account/address/password is prohibited. Users may not allow others to use their accounts.
- C. Users may not intentionally seek information on, obtain copies of, or modify files, data, or passwords belonging to other users, or misrepresent other users on the network.
- D. Users may not use the Network to engage in "hacking" or other unlawful activities. Harassment or "bullying" is strictly prohibited.
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes, advertising, or political lobbying is prohibited.
- G. Users may have the opportunity to publish documents on the Network. Published works will not contain user information or location and will conform to Board policies and guidelines.
- H. Users are expected to abide by the following generally-accepted rules of network etiquette:
  - 1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Corporation's computers/network. Do not use obscene, profane, vulgar, sexually explicit, defamatory, or abusive language in your messages.

2. Never reveal names, addresses, phone numbers, or passwords of yourself or other users, family members, teachers, administrators, or other staff members while communicating on the Network.
3. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.
4. Never agree to get together with someone you "meet" on-line without prior parent approval.
5. Never respond to unsolicited on-line contacts or advertisements.

I. Use of the Network to access, process, distribute, display, or print child pornography and other material that is obscene, objectionable, inappropriate, or harmful to minors is prohibited. As such, the following material is prohibited: material that appeals to a prurient interest in nudity, sex, and excretion; material that depicts, describes, or represents in a patently offensive way with respect to what is suitable for minors an actual or simulated normal or perverted sexual acts, or a lewd exhibition of the genitals, and material that lacks serious literary, artistic, political, or scientific value as to minors. Offensive messages and pictures, inappropriate text files, or files dangerous to the integrity of the Corporation's devices and network are also prohibited.

J. Network filtering and monitoring systems have been implemented and shall be maintained in place on all corporation workstations connected to the Network.

K. Intentional use of the Corporation's devices and network to develop programs that harass or bully other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system are prohibited. Users may not use the Corporation's device and network in such a way that would disrupt their use by others.

L. All communications and information accessible via the Network should be assumed to be private property (i.e., copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions of authorship must be respected.

M. Users are prohibited from accessing or participating in external online "chat rooms" or other forms of direct electronic communication without prior approval from a teacher, administrator, or IT personnel. All such authorized communications must comply with this AUP and users should adhere to all school and corporation policies and guidelines when participating in direct electronic communication with other students and school staff.

N. Privacy in communication over the Internet and the network is not guaranteed. To ensure compliance with this AUP, the Corporation reserves the right to monitor, review, and inspect any directories, files, and/or messages residing on or sent/received using the Corporation's devices and network. Messages relating to or in support of illegal activities will be reported to the proper authorities.

O. Use of the Internet and any information procured from the Internet is at the user's own risk. The Corporation is not responsible for any damage a user suffers, including loss of data resulting from delays, non-deliveries, mis-deliveries, or service interruptions. The Corporation is not responsible for the accuracy or quality of information obtained through its services. Information (including text, graphics, audio, video, etc.) from Internet sources, must be cited the same as references in printed material.

P. The Corporation is not responsible for unauthorized financial obligations resulting from WCSC provided Network access.

Q. Proprietary rights in the design of web sites and any applications hosted on the Corporation's servers or developed on Corporation's time or with Corporation's resources, remain at all times with the corporation.

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

<b>WEST CENTRAL SCHOOL-ISSUED DEVICE VIOLATION CHART</b>			
<b>Violation</b>	<b>1st offense</b>	<b>2nd offense</b>	<b>3rd offense</b>
Email, chat, or other electronic communication unrelated to education during the school day with the chromebook (online purchasing, chatting, Ebay, etc.)	warning	MNS, stricter filters	ISS  ES: Loss of device at discretion of principal
Keeping files with inappropriate pictures, music, movies on the Chromebook	warning and removal	1 HR MNS and removal	ISS and removal
Leaving the chromebook or charger unattended on a floor, in a hallway, locker room, bus, etc.	warning	1 HR MNS	2 HR MNS
Marking on, defacing, or altering the Chromebook or the engraving used to identify the Chromebook	1 HR MNS	2 HR MNS	3 HR MNS/loss of Chromebook
Allowing someone else to use your user name and login/using someone else's username	1 HR MNS  ES: Lunch Detention	2 HR MNS  ES: Loss of device at discretion of principal	3 HR MNS/loss of Chromebook  ES: Loss of device at discretion of principal/ ISS
Any attempt to access or distribute any obscene or	Loss of computer privileges for 20 school days;	Loss of computer privileges for 45	Loss of computer privileges for

pornographic material with the Chromebook	possible contact; PCSD notified	school days; possible contact with PCSD notified	the school year; possible contact with PPCSD notified
Harassing, making threats, using obscenities, or defamation using the Chromebook	MNS/Suspension/Expulsion	MNS/Suspension/Expulsion	MNS/Suspension/Expulsion
Any illegal activities on the Chromebook	PCSD notified, possible suspension/expulsion		
Using the device to take photos of yourself or others at school.	ES: warning	ES: 1 HR MNS	ES: Loss of device at discretion of principal
These are EXAMPLES of typical consequences. Actual consequences may vary depending on the severity of the infraction and the circumstances under which it occurs. Students losing privileges, MAY NOT be allowed to check out a loaner.			

2024-2025 SCHOOL-ISSUED DEVICE FEE SCHEDULE

**Repairing/Replacing your device:** All devices in need of repair must be brought to the technology department as soon as possible. The technology department will analyze and fix the problems s/he can and take the necessary steps on issues s/he cannot fix. The school will repair or replace damaged equipment resulting from normal use. The student should expect to be charged for damage outside the normal use of the device. The cost of all other breakages will be the responsibility of the student for damage outside of normal use. The school will make its best attempt to purchase replacement parts at the best possible price. Loss or theft of the device is also the student's responsibility and will result in the student being charged the full replacement cost to purchase a new device. Pursuant to Indiana Code 34-31-4-1, a parent of a child (who lives with the parent and over whom the parent has custody) is liable for up to \$5,000 in actual damages arising from each instance of harm to any person or damage to any property that is knowingly, intentionally, or recklessly caused by the child.

**Chromebook**

1. Chromebook + Charger \$300.00
2. Lost or Damage Chromebook \$260.00
3. Lost Chromebook, Charger and Case \$335.00
4. Charger \$33.00
5. Screen \$32.00
6. Keyboard + Palmrest \$90.00
7. Screen Bezel \$35.00
8. Screen Back Cover \$40.00
9. Bottom Cover \$35.00
10. Chromebook Case \$35.00
11. 3100 Keyboard \$27.00
12. 3110 Keyboard \$19.00

- 13. 3110 TouchPad \$10.00
- 14. 3100 TouchPad \$14.00

**IPad**

- 1. Screen Protector \$8.00
- 2. Protective Case \$32.00
- 3. Charging Cable \$5.00
- 4. Wall Adapter \$5.00
- 5. Digitizer \$89.00
- 6. LCD \$140.00
- 7. Lost or Damage Gen 9 iPad \$299.00
- 8. Gen 9 iPad Case \$40.00

\* Prices are subject to change without notice

**STUDENT AND PARENT/GUARDIAN WSCS DEVICE POLICY AGREEMENT**

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Student Name \_\_\_\_\_ Grade \_\_\_\_\_

School \_\_\_\_\_

I have read the West Central School Corporation's Acceptable Use and Safety Policy, the school-issued device violation chart, and the school-issued device fee schedule. I agree to follow the rules contained in these documents and to use my computer account, school devices, and the internet in a responsible manner. I understand that the use of the computer network and Internet is limited to academic activities and is a privilege. Should I violate the policy, I understand that my Internet access, computer account, and/or device may be suspended or terminated and other disciplinary action or legal action may be taken against me. I understand that my family is financially responsible for the cost of any damage to my device that occurs through gross negligence.

Student Signature: \_\_\_\_\_ Date \_\_\_\_\_

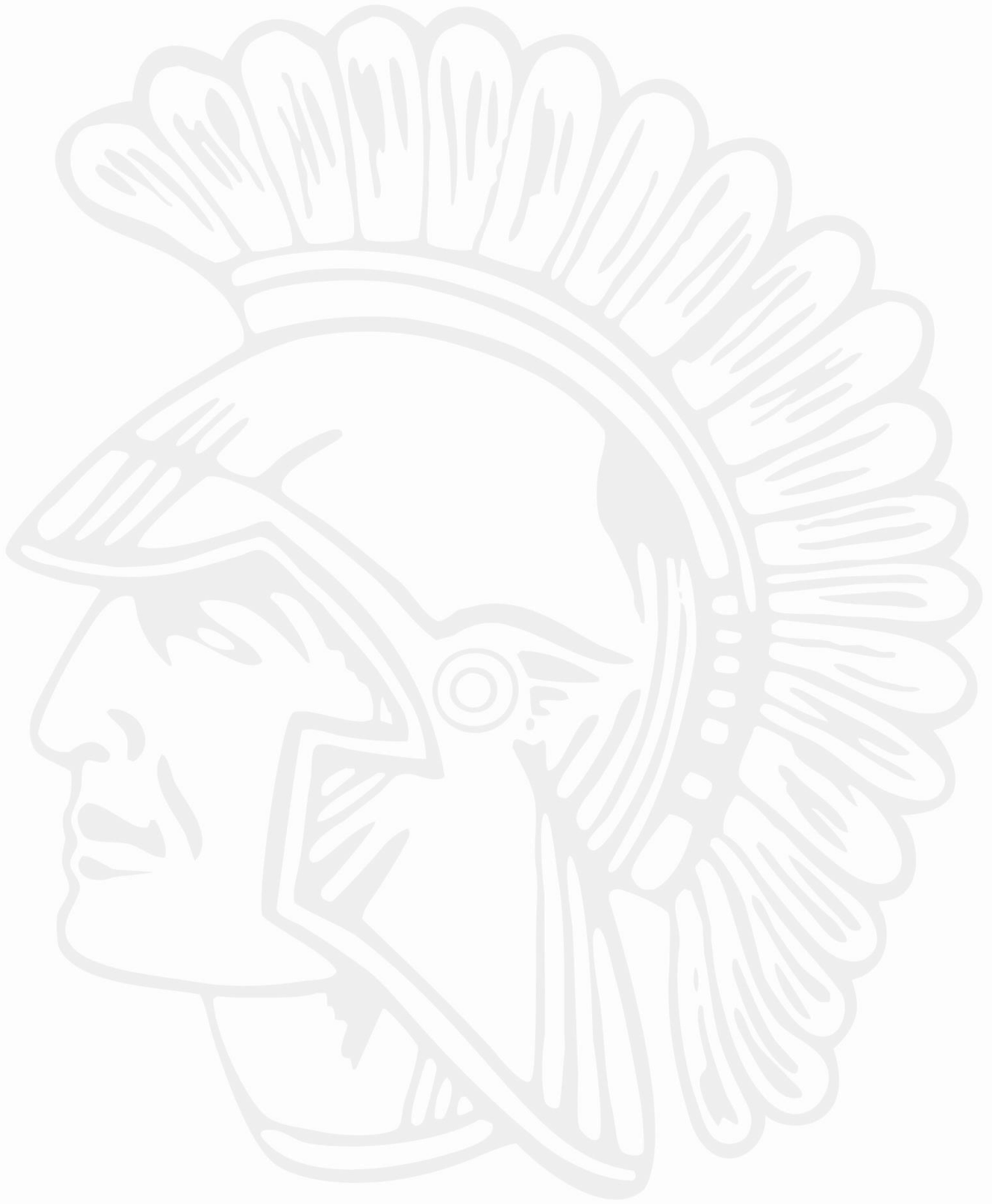
PARENT or GUARDIAN IT IS EXTREMELY IMPORTANT THAT YOUR CHILD IS INSTRUCTED TO ADHERE TO THE WEST CENTRAL DEVICE POLICY. WE URGE YOU TO DISCUSS THESE RULES AND THE POLICIES WITH YOUR CHILD BEFORE RETURNING IT TO THE SCHOOL.

I have read the West Central School Corporation's Acceptable Use and Safety Policy, the school-issued device violation chart, and the school-issued device fee schedule. I understand that the computer network, any school issued device, and Internet access are being provided for educational purposes. I understand that my child will be subject to disciplinary action for violation of any of these rules. I also understand that violation of this policy will result in loss of Internet access, termination of network and/or device privileges for repeated violations, and may include other disciplinary and legal action, if warranted. I recognize that it is impossible for WCSC to restrict access to all controversial materials available on the Internet and I will not hold the school district responsible for controversial materials acquired by my child while online. I agree to release WCSC and its teachers from and against any and all claims arising from my child's misuse of the WCSC computer network and the Internet. I agree to be responsible if my child misuses the WCSC computer network, device, or the Internet. I hereby give permission for my child to use a District computer account and Internet. I understand that I am financially responsible for any costs due to damage, loss, or theft of the device issued. I certify that the information contained in this form is correct and true.

Print Name: \_\_\_\_\_ Date: \_\_\_\_\_

Signature: \_\_\_\_\_





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.

\_\_\_\_\_  
Signature of Parent Guardian

\_\_\_\_\_  
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.

\_\_\_\_\_  
Student Name (Printed)

\_\_\_\_\_  
Grade

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

\_\_\_\_\_  
Date