

# WAWASEE HIGH SCHOOL

## STUDENT HANDBOOK

**Geoff Walmer**

Principal

**John Snyder**

Assistant-Principal

**Steve Perek**

Assistant-Principal

Attendance/Discipline

#1 Warrior Path, Building One

Syracuse, IN 46567

(574) 457-3147 Fax: (574) 457-4364

Name \_\_\_\_\_

Address \_\_\_\_\_

City \_\_\_\_\_ Zip Code \_\_\_\_\_

Phone \_\_\_\_\_ Student Number \_\_\_\_\_

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## **VISION STATEMENT**

The vision of Wawasee Community School Corporation  
is to ensure that our graduates possess:  
Life and Career Skills, Critical Thinking Skills,  
Information, Media, and Technology Skills  
Core Subject Skills with 21<sup>st</sup> Century Themes

## **MISSION STATEMENT**

The mission of Wawasee Community School is to provide a safe, respectful learning environment where students have opportunities to develop their academic, social, technological, and artistic skills so that they will be productive, responsible citizens

## **BELIEF STATEMENT**

We believe all students can learn when:

Student strengths and career goals are developed.

Students and diversity are respected and valued.

Quality teaching is expected and honored.

Family and community are actively involved.

A safe environment and quality facilities, equipment,  
technology, and programs are provided.

Assessment and accountability are used to promote growth.

Students are actively engaged in the learning process.

Educators collaborate and use research and best practices.

The staff maintains high expectations for learning.

Students use a variety of thinking and reasoning skills  
and can communicate ideas.

## Academic Goals

- All students will apply writing strategies and conventions through the composition of various genres (types of writing).
- All students will improve comprehension of and responses to reading across the curriculum.
- Wawasee's graduation rate will increase.

### WAWASEE HIGH SCHOOL INFORMATION SHEET

ADDRESS: Wawasee High School  
#1 Warrior Path, Building 1  
Syracuse, IN 46567

WEBSITE: [www.wawasee.k12.in.us](http://www.wawasee.k12.in.us)

TELEPHONE: (574) 457-3147

FAX: (574) 457-4364

PRINCIPAL: Mr. Geoff Walmer

ASST. PRINCIPAL: Mr. John Snyder

ASST. PRINCIPAL: Mr. Steve Perek

ATHLETIC DIRECTOR: Mr. Cory Schutz

#### GUIDANCE STAFF:

Mrs. Rebecca Puckett - Grades 9-12 last name begins with A-G

Mr. Kevin Taylor - Grade 9-12 Last name begins with H-Q

Mr. Jason Pickler - Grade 9-12 Last name begins with R-Z

## WAWASEE HIGH SCHOOL FACULTY

Bauer, Daniel	Culinary Arts
Beasley, Vince	Career/Technical/Business Director
Bonner, Kristin	Language Arts
Camargo, Luis	Spanish
Camargo, Stephanie	Spanish
Carpenter, Matthew	Mathematics
Coblentz, Allen	Industrial Technology
Coblentz, Mindy	ESL Director (Corporation)
Coppes, Emma	Special Education
Craig, Bradley	Automotive
Cunningham, Michael	Special Education
Doty, Brent	PE/Assistant AD
Dubach, Joyce	Music - Orchestra
Everingham, Jon	Work Base Learning
Fick, Johnnie	FACS
Fiscus, Paula	Language Arts
Fisher, Derrick	Marine Mechanics
Fowble, Gena	Media Specialist
Fredericks, Jordan	Music
Hackleman, Janay	Physical Education
Harden, Joan	Ag/Science
Harrison, Sara	French
Henn, Traci	Special Education
Holiday, Codey	Art
Holsopple, Sarah	Science
Huffman, Phil	Radio/TV/Computer Tech
Justice, Ashley	Mathematics
Kimmel, Jesse	AG
Klenke, Cassandra	Business
Lancaster, Scott	Social Studies
Landes, Wendel	Science
Long, Elizabeth	Business/Social Studies
Long, Kenneth	Welding
McAdams, James	Industrial Technology
McKinley, Aaron	Building Trades
Mikel, Laura	Mathematics
Miller, Amy	Language Arts
Mishler, Philip	Physical Education
Mitchell, Mark	Mental Health Therapist
Murphy, Kerry	Business
Myers, Kathy	Social Studies
Jamie Norris	Special Education
O'Connell, Nate	Mathematics
O'Dell, James	Science
Pawlicki, Tony	Band
Peshel, Brian	Mathematics
Phillips, Jeff	Social Studies
Pickler, Jason	Guidance
Pizana, Frank	Spanish
Platt, Rachel	Language Arts
Puckett, Rebecca	Guidance
Records, Kristen	Language Arts
Roberts, Mariah	Agriculture
Sausaman, Troy	The Center Director
Sharp, Jordan	Health/PE/Gone Boarding
Shiple, David	Special Education
Skow, Sarah	Music - Piano
Snider, Carlye	Mathematics
Stoffel, Jerid	Language Arts
Stutzman, Brad	Social Studies
Szynal, John	Mathematics
Taylor, Kevin	Guidance
VanLue, David	Technology Coordinator (Corporation)

VanLue, Jeremy  
Walesa, Tracy  
Wandland, Jed  
Whirledge, Brian  
Wilson, Amanda

Radio/TV  
Special Education  
Science  
Art  
Language Arts

### **SUPPORT STAFF**

Blair, Dee  
Christner, Sara  
Coverstone, Steve  
Gibson, Kristine  
Hapner, Cherri  
Judy, Shelly  
Knepp, Lisa  
Kropf, Sara  
Leach, Joe  
McKinney, Jennifer  
Perry, Jennifer  
Madriz, Raetta  
Nyland, Brady  
Richey, Anne  
Ritter, Jessie  
Rose, Shannon  
Salazar, Cierra  
Salerno, Liz  
Thomas, Judy  
Troutman, Christy  
Vargas, Angela  
TBA  
Wirebaugh, Wade

Technology Admin. Assistant  
CTE/Pathways Admin. Assistant  
Special Needs Paraprofessional  
HIT/ISS/APEX  
Bookkeeper  
Principals' Admin. Assistant  
Special Needs Paraprofessional  
Nurse  
Resource Officer  
Credit Recovery Paraprofessional  
JAG Instructor  
Special Needs Paraprofessional  
P.E. Paraprofessional  
Athletic Admin Assistant  
Special Needs Paraprofessional  
LRC Paraprofessional  
Special Needs Paraprofessional  
Attendance Admin. Assistant  
Guidance Admin. Assistant  
Special Needs Paraprofessional  
CTE Admin. Assistant - PT  
Special Needs Paraprofessional  
Technology

### **CUSTODIANS**

Matthew Beer  
Cory Dunivan  
Glover, John  
Tonya McGuigan  
Lopez Severo  
Charles Wallenbeck

Jaron Clark  
Fuller, Scott  
Leah Gross  
Larry Miller  
Tauren Terry  
Gaff, Nicholas – Head Custodian

### **CAFETERIA**

Carty, Bianca  
Green, Julie,  
Mills, Anna  
Sloan, Amy  
Jennifer Umanzor

Francis, Jody  
Hartman, Vicki  
Sindelar, Kathy  
Steg, Ami,  
Dixon, Margo – Cafeteria Manager

### **ENROLLMENT**

Freshman Class of 2024 - 258  
Sophomore Class of 2023 - 232  
Juniors Class of 2022 - 247  
Seniors Class of 2021 - 201  
**TOTAL ENROLLMENT - 938**

### **SCHOOL DAY**

<u>M-T-Th-F</u>		<u>Wednesday</u>	
School opens	7:00 a.m.	School opens	7:00 am
Breakfast Served	7:30 - 7:50 a.m.	Breakfast Served	8:00 - 8:20 a.m.
Classes Begin	8:00 a.m.	Classes Begin	8:30 a.m.
Five period day	64 minute classes 5 min. passing periods	Five period day	67 minute classes 5 min. passing periods
Warrior Time (Homeroom)	46 min.		
Lunch period	30 min. closed campus	Lunch period	30 min. closed campus
Classes end	3:03 p.m.	Classes end	3:03 p.m.

### **SCHOOL CANCELLATIONS AND DELAY SCHEDULES**

It may become necessary to cancel school or delay its starting time because of inclement weather, which may pose a health and safety factor for our students traveling to and from school. The Superintendent or his designee will determine the cancellation or delay schedule and will have it announced in the following ways: <http://wawasee.k12.in.us>, Parentsquare, School email. Radio: WRSW (1480 AM/107.3 FM) and WAWC (Willie 103.5 FM); Television: WANE (15), WPTA (21), WSBT (22), and WNDU (16).

Wawasee Community School Corporation will virtually make up school days that are closed due to weather or other circumstances. On eLearning days, teachers will have lessons and/or activities available by 9:00 a.m. if a cancellation is called or by 10:00 a.m. if a delay becomes a cancellation. Teachers will be available to answer questions via e-mail from the time lessons and activities are available through 3:00 p.m.

The primary objective is to maintain learning momentum, not to make-up missed days of school. Virtual eLearning days allow students to minimize the interruptions caused by snow days and continue to make educational progress.

### **ACADEMIC HALL OF FAME**

All students who have a 10.0 G.P.A. or above at the completion of the eleventh trimester at Wawasee High School are qualified for the Academic Hall of Fame.

The Academic Hall of Fame is located on the north brick wall of the Auditorium surge area and continues down the hallway past the main office. All the students inducted into the Hall of Fame from the 1986-87 school year and into the future will have their classes; group photographs of the academic award winners displayed. Previous graduating students that are qualified have their names engraved on the Academic Hall of Fame Plaque and displayed.

All Academic Hall of Fame inductees receive a special award from Wawasee High School to honor them for their outstanding accomplishments. They also may choose a teacher to honor at the Awards Program.

### **ASSEMBLIES/CONVOCATIONS**

There are times when the entire student body is invited to an all-school assembly. These will be held on the West Side of the Spectator Gym. The seniors should sit on the North end of the downstairs section. The juniors should sit on the South end of the downstairs section. Sophomores should sit on the North end of the balcony and the freshmen should sit on the South end of the balcony. Teachers assigned to a particular class should sit in the same section as the students.

### **ATTENDANCE**

#### **ATTENDANCE POLICY/PROCEDURES**

Adopted June 2010

Student attendance at school is a prerequisite for learning. Significant sacrifice is made by taxpayers of the school district to provide an outstanding educational opportunity for students. The teacher's effectiveness in providing instruction cannot occur for students who are not present. In effect, school does not happen for students unless they are at school and in class. Knowledge is gained by being present in a class. Additionally, prospective employers consider school attendance as a factor in successful employment. Opportunities for rewarding good attendance will be developed through the school year.

In recent years, the accreditation of schools has come to include student attendance rates.

At the fifth absence from any single class period, credit for classes will be reviewed. Excessive absences may result in loss of credit for the class for the trimester. Parents and students should carefully review all the attendance regulations and procedures listed in the handbook. NEOLA Policy states that if a student accumulates five (5) days of absence in a trimester or five (5) days in a six-weeks

course, or if any one day is a truancy and a majority of the absences are unexcused, the student's attendance record will be reviewed. The student may BE WITHDRAWN FROM THE COURSE, MAY LOSE CREDIT IN THE COURSE, AND/OR MAY RECEIVE AN INCOMPLETE FOR THE TRIMESTER. The student and parent may then elect for the student to either:

- a. Remain and participate without credit in order to gain necessary knowledge to advance to the next trimester/level or
- b. Transfer to a study hall the remainder of the semester. School-sponsored field trips do not count as an absence. Flexibility in extreme cases exists at the prerogative of the administration.

#### PROCEDURES FOR REPORTING AN ABSENCE

Parents are responsible for reporting their child absent per the Indiana Compulsory Attendance Law. The school is responsible to see that such reports are valid so that students are treated fairly as the attendance policy is administered.

1. Parents are required to call/email the school attendance office by 10:00 a.m. to report their child's absence for that day. Please provide a good contact number where he/she can be reached later in the day if verification by the Assistant Principal is desired. Parents can email an absence and/or scan doctor notes to: [lsalerno@wawasee.k12.in.us](mailto:lsalerno@wawasee.k12.in.us).
2. If the attendance office does not receive a call/email regarding the absence within 24 hours, the student will be marked Truant.
3. The Attendance office will be making follow-up calls whenever necessary to verify the parent's knowledge of the student's absence.
4. Note that this policy is being reviewed continuously, and revisions may be made during the school year. These changes will be taken through the proper process of review and approval. Students and parents will be properly notified.

#### UNEXCUSED ABSENCES

1. Emergency at home. (ex: car trouble) Court appearances not required. Personal business.
2. Unapproved family vacation trips Truancy/Unverified Absences.
3. All other absences not listed as excused.
4. Absences the last five days of a trimester.
5. Teachers may choose not to allow students to make up work when the absence is unexcused.

#### EXCUSED ABSENCES

1. Extended absences due to injury or chronic illness will be considered individually. A medical statement from a medical doctor must be provided after each absence. Parents are requested to inform school officials in such cases.
2. Personal illness not under doctor's care
3. Death/funeral of members of the immediate family - Any relative who at the time of death is living as a member of the household of the student.
4. School sponsored/authorized activity.
5. Required court appearances.
6. Absences due to serving as a legislative page, an election poll worker, or honoree of the General Assembly.
7. Religious holidays.
8. Military examinations.
9. College visitations.
10. Driver's Test
11. In school or out of school suspensions.
12. Family approved vacations.
13. Any other absence with extenuating circumstances will be reviewed and determined by the administration.

After they return, students are allowed a number of days equal to the number of days they were absent plus one to submit work assigned during the absence. Work due on the first day of absence is due the day returning to school.

## ATTENDANCE PROBLEM AREAS

### I. Excessive Absence

**When a student reaches a total of ten (10) days of absence for any reason during the school year, all subsequent absences must be documented by one of the following:**

- A. Verification by an Indiana licensed medical professional who has examined the student and excused he/she for the period of absence.**
- B. A WHS Chronic Illness Form (available in the school clinic or office).**
- C. Pre-approval or verification by the school principal for extreme emergencies.**

### 2. Truancy - The following will be considered truancy:

#### Definition

1. Absence from school/class without the permission of the school and/or parent.
2. Leaving school without permission of an administrator or designee.
3. Absence from class, or an assigned activity, without a pass from a teacher, nurse, administrator, or designee.
4. Any absence that is not verified.

#### A. Consequences for Truancy:

Teachers may choose not to allow students to make up work for the days of truancy. Students identified by the attendance office as being truant will be assigned consequences in the following manner:

1. First Truancy/Second Truancy - Notification by the Assistant Principal to parents; First truancy - an assignment of one day ISS; Second truancy - an assignment of one day ISS.
2. Third Truancy - Suspension from classes for one (1) day, out of school suspension, which will be assigned by the Assistant Principal, and notice may be sent to the Kosciusko County Juvenile Office/ Prosecutor's Office.
3. Fourth Truancy - Out of school suspension and possible recommendation for expulsion.
4. In addition, the school will file with the State of Indiana a request that the driver's license or learner's permit for the operation of a motor vehicle be suspended if student becomes, by definition, a "habitual truant." Per Indiana statute IC 20-33-2-11 and Board Policy 9.73, "habitual truant" in Wawasee Community School Corporation means the following:  
The term "habitual truant" is hereby defined as a student who willfully refuses to attend school in defiance of parental authority in any one of the following circumstances:
  - a. Absence for 2 days in any period of 10 school days
  - b. Absence for 2 days in a trimester.
  - c. Absence for 3 days in any two-trimester period; or
  - d. Absence for 5 days in a period of three or more trimesters.

A student who is expelled for habitual truancy will not be issued an operator's license or learner's permit until age 18 or until he/she is a student in good standing in the school.

The statute permitting this suspension of driving privileges was enacted to cause students to attend school regularly.

#### 1. Work permit revocation.

Per state statute and school rules covered elsewhere in this document. Work permits may be revoked for the following:

- a) An employment certificate may be denied a minor whose school attendance is not in good standing or whose academic performance does not meet the school corporation's standards.
- b) Once issued, an employment certificate may be revoked by the issuing school, if there occurs a significant decrease in the Minor's grade point average or school attendance.

## LEAVING SCHOOL EARLY

During the school day, students are not to leave the school grounds without prior approval of a principal or designee. Those students who need to leave the school grounds for reasons known in advance of the school day must have a parent/guardian call/email before they will be permitted to leave.

Among these requests would be included:

1. Medical appointments
2. Funerals

This would be listed on the day's attendance sheet, an exit pass issued to the student, and they need to sign out in the attendance office. No student will be permitted to leave school without approval of one of the principals or designee (example: student becoming ill during the school day). If a student becomes ill, they need to report to the clinic and be evaluated by the school nurse. If approval is granted, the student will sign out in the attendance office. Failure to follow this procedure will be considered an act of truancy.

#### PERFECT ATTENDANCE

Perfect attendance is a student who has attended 100% of each class. That is, the student has not missed a single class period.

#### TARDINESS

Students are expected to be in class on time. A student is tardy to class when the bell has rung and the student is not at their assigned learning station. All tardies beginning with the third each trimester and all succeeding tardies are excessive tardies; the student shall be given detention and parent(s) notified for the third and fourth tardies; classroom suspension and parents(s) notified on the fifth tardy; ISS on the sixth tardy; the seventh tardy shall become an OSS assignment with possible expulsion. When a student arrives 30 minutes or longer after the bell rings to begin class, he/she will be counted absent for that period. Students arriving to school 30 minutes late or more, need to have a parent/guardian notify the school of the absence.

#### VACATION POLICY (FAMILY) NEOLA Policy

It is the policy of Wawasee Community School Corporation that students should take vacations during non- school time. However, it is understood that sometimes family vacations for parents and children can be scheduled only during school time. In such cases, students may spend up to five days in a school year on vacation with their parent or legal guardian permission. Such absence will be excused but the work must be completed per procedures established by the school. Excused absences for vacation may not be taken in more than two segments. Further, if a student's attendance is below 95% for the school year prior to the vacation request, such request may be denied by the Assistant Principal. Vacation requests will not be excused for the last five days of a trimester.

**Requests must be made five days prior to the intended dates of vacation.**

#### BAG POLICY

In past years there has been an increasing concern with the amount of space taken during the school day in the classrooms and hallways with bags. This does cause a disruption to instructional time and space. Wawasee High School has a 5-minute passing period between classes. This amount of time allows students to return to lockers to pick up and exchange books and materials needed for class. Due to the amount of passing time, students at Wawasee High School are not to take any bags to classrooms/lunch and are to use their lockers for storage of such items.

#### CAFETERIA REGULATIONS

1. Moving ahead of other students in the lunch line is unacceptable behavior.
2. Students should have their school ID Card ready for scanning in their hand before reaching the cashier.
3. No charging is allowed. Students will be refused.
4. Throwing food, paper, or other items in the lunchroom is forbidden.
5. Shouting, cheering, singing songs, or congratulations are better reserved for the gymnasium or elsewhere outside the school building.
6. Students are to remove all material they have placed on tables before leaving the lunchroom. Trays, dishes, and utensils are to be taken to the window at the end of the lunchroom. All food must be eaten in the cafeteria.
7. No student may enter the academic area of the building.
8. Fast food deliveries to school are not permitted during the school day.
9. Wawasee High School cafeteria lunches are self-serve in both the reimbursable lunch line and in the a la carte line.

#### CHARGES BY A STUDENT

Where a student or his/her parent believes that the student is being improperly denied participation in any educational function of the school corporation or is being subjected to an illegal rule or standard, as provided by the statutes of the State of Indiana or applicable statute of the United States, or by the Constitution of the state of Indiana or of the United States, he/she shall, if unable to work out his/her problems with members of the administrative staff, be entitled to initiate a hearing by filing a charge with the Superintendent. A hearing officer will be assigned by the Superintendent. If the resulting decision is not partially or wholly acceptable, a student or his/her parent may, through written request, appeal the decision to the governing body, the School Board.

#### CHILD ABUSE

All public employees are required to report suspected child physical and/or sexual abuse to an agency authorized to investigate such. This will be reported by the school district in accordance with the Statutes of the State of Indiana.

## CLASS STANDING BY CREDITS

Grade	Credits
9 <sup>th</sup>	0 - 9
10 <sup>th</sup>	10 - 19
11 <sup>th</sup>	20 - 29
12 <sup>th</sup>	30 - 42

## COLLEGE VISIT DAYS

Sophomores, juniors and seniors may take up to four individual college/military days during these three years. They may take four days total during their sophomore, junior and senior year. Additional days requested require a meeting with administration. Students requesting college visit days must follow this procedure in order to be granted a college visit by the attendance office:

1. At least 2-3 weeks before your visit, contact the college admissions office and set up an appointment.
2. AT LEAST ONE WEEK (5 SCHOOL DAYS) before your college visit appointment, bring in a note from your parents to the **attendance office administrative assistant**.
3. You will be given a College Visit Form to take to every teacher for their signature. Each teacher, if they approve you going, will indicate when your make-up work is due.
4. When you have all your teacher signatures, return the form to the attendance office for verification
5. At the college visit, please have a college official sign your form and then the student is to fill in the bottom of the College Visit Form with your impressions of your visit and return it to the attendance office. This information will become part of your career file.
6. No visitation days will be granted during the last 5 days of any trimester.
7. Failing to follow the above procedure will result in an unexcused absence or truancy.
8. Students must have the attendance department clearance not to be counted absent

## Wawasee Community School Corporation Technology Responsible Use Policy

The Purpose of this policy is to set forth the guidelines and expectations for the responsible use of technology by students, staff and teachers in order to provide a safe, appropriate and effective learning environment for all at Wawasee Community School Corporation.

In order to achieve this purpose, we understand that both the individuals using technology and the School have certain responsibilities.

### **For the Individuals Using Technology**

1. We expect the exercise of personal integrity and responsibility.
2. We expect students to master certain social-emotional skills in order to maintain ethical use of such technology.
3. We expect students to avoid device activities which interfere with the learning process.

### **For the School**

1. The School will provide a social-emotional curriculum based on stages of human development to guide the implementation of our technology program.
2. Our goals are (a) to provide access to educational tools, resources, and communication and (b) to encourage innovation and collaboration.
3. Our policies are intended to promote the most effective, safe, productive and instructionally sound uses of these tools.

### **Expectations & Rules**

Responsible use of WCSC's technology resources is ethical, respectful, academically honest and supportive of the school's mission. Some activities are expressly prohibited by law; other activities are inappropriate as defined by the administration of the school. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible permutation of student behavior with technology. We require students to use technology in accordance with general expectations for appropriate student behavior as outlined in this document and the Warrior Way.

Violating any portion of this agreement may result in disciplinary review, including possible suspension or expulsion from WCSC and/or legal action. WCSC will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network. The school reserves the right to apply disciplinary consequences for device-related activities conducted off-campus if such activity adversely affects the safety or well-being of students or other members of our community or constitutes behavior embarrassing to the school.

## Online Behavior

- I understand that as a member of the WCSC community, my actions could reflect on the school. In all of my online communication, I will be respectful and polite. This includes, but is not limited to: email, chat, instant-messaging, texting, gaming and social networking sites.
- If I am uncertain whether a specific device activity is permitted or appropriate, I will ask a teacher, parent or the technology department before engaging in that activity.

## Privacy

- I will not share any of my passwords with anyone or use anyone else's passwords. If I become aware of another individual's password, I will inform that person or a member of the technology staff.
- I will be ethical and respect the privacy of others throughout the WCSC network and internet and will not share or access others' folders, files or data without authorization.
- I understand that WCSC has the right to look at any data, email, logs or files that exist on the network or on individual or personal devices without the prior consent of system users. In addition, WCSC reserves the right to view or remove any files on the network without prior notice to users.
- I will not share or post online personally identifying information about any members of the WCSC community without permission (addresses, phone numbers, email addresses, photos, videos, etc.)
- I will not make and/or post photo, audio or video recordings of another student, teacher or WCSC event without permission.

## Use of School Technology Resources

- I will not play games, instant-message or access music or videos at school, unless it is part of the curriculum or is authorized by a teacher/division.
- I will use the WCSC network space only for school-related activities.
- I will not use my WCSC email account to send out mass unsolicited messages or to forward chain letters, joke collections or other objectionable materials.
- I will not use WCSC technology resources for commercial activity or to seek monetary gain.
- I will not deliberately perform any act which will negatively impact the operation of anyone's devices, printers or networks.
- I will not use file-sharing or music downloading software such as Bittorrent or Limewire while on the WCSC network.
- I will make an effort to keep my device free from viruses and other destructive materials. If my device is accidentally infected, I will seek help from the technology department.
- I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring or network security circumvention.
- I will not install or boot to non-approved operating systems on WCSC devices.

## Cyber Bullying

Cyber Bullying is when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person.

I will not intentionally hurt or embarrass another person or group with my technology use as described above.  
I will notify an administrator, a counselor, a teacher, or a technology department member immediately if I become aware of any behavior that may hurt or embarrass another person or group through the use of technology.

## Obscene or Inappropriate Materials

- I will not search for (or download) any material that is offensive, lewd, or pornographic. (Offensive material is pro-violence, hateful, discriminatory, or anti-social. An exception to this policy is granted for teacher-assigned research projects.)
- If I mistakenly access inappropriate information, I will notify a teacher or staff person immediately.

## Copyright & Plagiarism

- I will properly cite any sources that I use in my school-work.
- I will not plagiarize from any sources. (Plagiarism is taking someone else's writing, images or idea and presenting it as your own.)
- Except for "educational fair use" as defined by a teacher, I will not copy, save, or redistribute copyrighted material (files, music, software, etc.) Users should assume material is copyrighted unless it is stated clearly to the contrary.

## Personally Owned Computer Equipment & Devices

- Equipment not approved by the technology department shall not be allowed to connect to the WCSC network. This includes, but is not limited to: cell phones, iPods, and non-WCSC laptops/tablets.
- Connecting to other networks while on campus is prohibited. This includes using cellphones to connect WCSC laptops/ tablets to the Internet.

### **Limitation of Liability**

WCSC takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the internet. WCSC reserves the right to block content that negatively impacts the academic performance of students. WCSC cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. WCSC is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.

### **Please note:**

Any concerns regarding student or faculty use of technology may be confidentially reported to the Director of Technology in addition to the resources mentioned above.

## **COMPUTER RULES**

The following policy is now in effect concerning disciplinary procedures for students who are abusing the computers at Wawasee High School:

### **Infractions**

1. Exiting to DOS (students are not to exit from the network menu or software to the DOS prompt on any computer.
2. Loading, deleting, copying, changing software or files, and/or creating viruses.
3. Intentionally wasting computer paper or other printer abuse.
4. Hardware abuse - keyboard, mouse, monitor, and cpu damage - marking on equipment and/or related items - disconnecting cable - changing computer or monitor settings.
5. Logging in under another person's login ID - allowing other people to use your login ID.
6. No computer games or e-mail are to be used during the school day without teacher permission on each specific occasion.

### **Consequences**

The following is a progression of minimum consequences that would follow each offense. Depending on the severity of the offense, steps one and two may be skipped.

1. Removal from computer access for a period of two weeks.
2. Removal from computer access for a period of one trimester.
3. Removal from computer access for a period of one year.
4. The administration reserves the right to exercise penalties to the fullest extent of the law anytime a student accesses the system without permission.

Removal means the student's device will be locked down and will not be allowed near a computer in the library or other areas in the building. It also includes HIT removal and pass restriction for the same time period.

Hardware or network damages can lead to monetary charges for repair.

## **COMPUTER TAMPERING**

It is a criminal act under Indiana law to access a computer system or to damage or alter a computer program or computer data without the consent of the computer owner. Therefore, any school personnel or student who is suspected of tampering with or trespassing on any of the school corporation's computers, computer programs, computer systems, or computer networks without authorization will be immediately suspended from employment or school pending investigation by school administrators. Suspected violators of this rule will be subjected to the staff and student disciplinary procedures. The results of the investigation will be turned over to the proper authorities if it is determined by school authorization that a criminal act may have been committed.

Reference: IC 35-43-1-4;  
IC 35-43-2-3.

IC 35-43-1-4: Computer tampering - (a) As used in this section: Computer network" and "computer system" have the meanings set forth in IC 35-43-2-3. "Computer program" means an ordered set of instructions or statements that, when executed by a computer, causes the computer to process data. "Data"

means a representation of information, facts, knowledge, concepts, or instructions that:

1. May take any form, including computer printouts, magnetic storage media, punched cards, or stored memory;
2. Has been processed, is being processed, or will be processed; in a computer system or computer network.
  - a. A person who knowingly or intentionally alters or damages a computer program or data, which comprises a part of a computer system or computer network without the consent of the owner of the computer system or computer network commits computer tampering, a Class D felony. (P.L.35- 1986,2) IC 35-43-2-3: Computer trespass - (a) As used in this section: "Access" means to
    1. Approach;
    2. Instruct;
    3. Communicate with; Store data in;
    4. Retrieve data from; or
    5. Make use of resources of;

A computer, computer system, or computer network. "Computer network" means the interconnection of communication lines with a computer through remote terminals or a complex consisting of two(2) or more interconnected computers. "Computer system" means a set of related computer equipment, software, or hardware.

A person who knowingly or intentionally accesses:

1. A computer system;
2. A computer network; or
3. Any part of a computer system or computer network; without the consent of the owner of the
4. computer system or computer network, or the consent of the owner's licensee, commits
5. computer trespass, a Class A misdemeanor. (P.L. 35-1986,3)

### **DEFINITIONS**

As used herein, the term "school purposes" is defined as it is in IC 20-33-8-4(Acts 1980, P.L. 148);

The term "school purposes" refers to the purpose for which a school corporation operates, including:

1. to promote knowledge and learning generally;
2. to maintain an orderly and efficient educational system; and
3. to take any action under the authority granted to school corporations and their governing bodies by IC 20-5-2 or by any other statute.

As used herein, the term "educational function" is defined as it is in IC 20.33-8.2.

The term "educational function" means the performance by a school corporation for its officers or employees, of an act or a series of acts in carrying out school purposes.

### **DANCE ADMISSION**

There will be a designated arrival time established for each major dance or other social functions. That time will be announced prior to each event. Students arriving past half way through the event will not be admitted. The Senior Prom is the only exception to this rule. Once a student has come to an evening activity, he/she is not permitted to leave and re-enter the event. Students who leave the event will not be readmitted.

Informal school dances and the semi-formal are open to high school students. If the guest is a student at another high school, he/she must be registered prior to the dance and be ready to provide their school ID upon entrance. Prom is the exception to the age requirement.

Students must be enrolled in Wawasee High School or approved by Administration.

### **DELIVERIES TO SCHOOL**

The school has the right to inspect any deliveries or packages delivered to students or staff. Students will not be called from class to pick up items delivered to school. Announcements will be made before and after school and during lunch. We will not deliver items brought to the office by one student for another.

## **DISCIPLINE RULES**

### **DISCIPLINE**

Disciplinary methods will include due process, in-school suspension, detention, out-of-school suspension and expulsion. Length and type of punishment are to be determined after an investigation by the administration. The Board of School Trustees of the Wawasee Community School Corporation has declared as school board policy that students engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes shall be subject to suspension or expulsion from school. The following is a summary, which the board has defined as major and minor offenses and the recommended procedure and/or punishment limited to the following acts:

1. Any violations covering any school function.
2. Students may make up work as allowed by each teacher when suspended out-of-school. Students will be given one day longer than the number of days they were suspended to hand in make-up work.
3. ISS means In-School Suspension. All other suspensions are out of school.
4. The administration reserves the right to determine the extent of the discipline to be used.
5. No student will be allowed to withdraw to avoid expulsion after a decision to expel has been made by the administration.

### **NEOLA Seclusion and Restraint Policy**

“A Student will not be subject to seclusion or restraint unless the student’s behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible after any use of seclusion or restraint, the student’s parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint.” A copy of the incident report prepared by staff following the use of seclusion or restraint with students will be sent to the student’s parent or guardian.

### **INDIANA CODE**

The text setting forth rules of conduct, grounds for exclusion, and procedure prescribed for handling suspensions and exclusions from school is not intended to be all inclusive, and all of the provisions contained within Public Law 162 as enacted by the General Assembly of the State of Indiana, entitled "An act to amend IC 1971 by adding a new chapter 20-8-9.5 concerning education, student, school officials and personnel, school rules and disciplinary and other procedures in connection therewith" approved February 17, 1972, the same being Acts 1972 P.L. 162, as amended by 20-33-8-1 to 20.33-8-23, Public Law 218, Section I are adopted herein by reference as fully and completely as though here set forth, and all acts amendatory or supplemental thereto. A full and complete copy of said Public Law 162 as amended is available to any parent, guardian or student in the office of each school in the corporation, and at Administration Offices of the School Corporation. All corporation policies referred to in this handbook are available in their entirety in the high school office.

#### **20-33-8-14 GROUNDS FOR EXPULSION OR SUSPENSION**

- a. The following are the grounds for student suspension or expulsion as stated by school corporation rules:
  1. Student misconduct
  2. Substantial disobedience
- b. The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
  1. on school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
  2. off school grounds at a school activity, function, or event;
  3. traveling to or from school or a school activity, function, or event.
- c. Examples of student misconduct and disobedience are found on page 26 under Major Offenses.

#### **20—33-8-15 UNLAWFUL ACTIVITY**

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

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

#### **1. POSSESSION OF FIREARMS, DEADLY WEAPONS, OR DESTRUCTIVE DEVICES**

Section 16. (a) As used in this section, "firearm" has the meaning set forth in IC 35-37-1-5.

- a. As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.
- b. As used in this section, "destructive devices" has the meaning set forth in IC 35-47.5-2-4.
- c. Notwithstanding section 20 of this chapter, a student who is:
  1. identified as bringing a firearm or destructive device to school or on school property; or
  2. in possession of a firearm or destructive device on school property;  
Must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
- d. The superintendent may, on a case by case basis, modify the period of expulsion under subsection (c) for a student who is expelled under this section.
- e. Notwithstanding section 20 of this chapter, a student who is:
  1. identified as bringing a deadly weapon to school or on school property; or
  2. In possession of a deadly weapon on school property; may be expelled for not more than one (1) calendar year.
- f. A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (c).
- g. The superintendent may give similar notice if the student engages in a behavior described in subsections
- h. Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.

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

### Drug Testing

The Board recognizes the importance of providing learning opportunities for students through involvement in athletics and other extra-curricular activities. The Board also recognizes and accepts its responsibility to take a stand against the use of unauthorized and illegal drugs/controlled substances by students at any time.

The board requires that each student participating in one of the corporation's interscholastic athletic programs, extra-curricular programs, or driving to school, sign an enrollment application agreeing that the student will participate in a random drug-testing program, conducted and paid for by the Corporation, during the current school year.

The Corporation's drug-testing program may include urinalysis tests, saliva screening and /or breathalyzer to determine if the student Code of Conduct has been violated. The Corporation will also see that:

- A. testing is administered randomly;
- B. tests will produce consistently reliable results;
- C. in addition to standard screening testing, gas chromatography testing may be used:  
IN EITHER CASE, A BACK-UP TEST OR SCREENING WILL BE ADMINISTERED.
- D. the privacy of students is protected during the collection of the sample;
- E. the privacy of the student is protected by limitations on the disclosure of the test results.

In addition to standard screening testing, if the original test results are challenged, a backup test will be administered at the student's or parent's expense.

The Principal / Assistant-Principal / Athletic Director shall be responsible for administering the drug-testing program and imposing sanctions for all students who violated this policy.

Test results will not become a part of the student's permanent record. Test information will not be disclosed to law enforcement authorities unless subpoenaed in legal proceeding. In the event that the Corporation is required to release the information, the student and his/her parents will be notified twenty-four (24) hours before the response is made.

Any student who tests positive for any drug other than a prescribed medication shall be removed from the athletic activity, the extra-curricular activity, and/or denied the privilege of driving to school

I.C. 20-26-3  
I.C. 20-26-5-4  
I.C. 20-30-15-6

## **OTHER DISCIPLINARY**

The Superintendent, Principal, any administrative personnel or any teacher is authorized to take any action in connection with student behavior reasonably desirable or necessary to help any student, to further school purposes, or to prevent interference therewith.

1. Such action includes, but is not limited to, such matters as:
  - a. Counseling with a student or group of students.
  - b. Conferring with a parent or group of parents.
  - c. Assigning student additional work.
  - d. Re-arranging class schedules.
  - e. Requiring a student to remain in school after regular school hours to do additional school work or for counseling
  - f. Restricting of extra-curricular activity.

## **Bullying**

**Bullying Defined:** Overt, repeated acts or gesture, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student.

This rule applies when the student is on school grounds, immediately before or during school hours, immediately after school hours, traveling to or from school, or at an activity, function or event sponsored by the school, or using property or equipment provided by the school.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to the Principal or the Assistant Principal.

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and / or a request to resign for Board members, Individuals may also be referred to law enforcement officials.

Bullying is not tolerated in the Wawasee Community School Corporation. Violations of this policy will be reviewed by the Principal or his/her designee for appropriate disciplinary action.

## **Student Conduct**

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools, of this Corporation. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

- A. allows teachers to communicate effectively with all students in the class;
- B. allows all students in the class the opportunity to learn;
- C. has consequences that are fair, and developmentally appropriate;
- D. considers the student and the circumstances of the situation; and
- E. enforces the Student Code of Conduct/Student Discipline Code accordingly.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on Corporation premises, and on school vehicles.

The Superintendent is authorized to establish administrative guidelines on the dangers of dangerous weapons which requires students to report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge shall/may subject the student to immediate suspension and potential expulsion from school.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed periodical.

Disorderly Conduct

It is the purpose of the School Board, acting within the intent and letter of the law of this State, to provide instruction for students at public expense. Any act of any person(s) to interfere with or to thwart that purpose is unlawful, or is in violation of Board policy. Therefore, actions by a student(s) to interfere materially or substantially with the operations of the School Corporation by defacing or destroying school property, by rioting, breaking-in, sitting-in, lying-in, smashing-in, or picketing to force students not to cross picket lines are illegal. Students who engage in such activities may be punished to the full extent of the law and Board policies and Corporation administrative guidelines promulgated thereunder.

For the purposes of this policy, the term "disorderly conduct" shall mean any unlawful student assemblage; or group act of violence, disruption, vandalism, or building seizure, or interference with the functioning of school personnel or any student or group of students.

**DISCIPLINARY PROCEDURES TO BE USED BY BUS DRIVERS**

In an effort to provide safe, efficient and dependable transportation to and from school for eligible students within the Wawasee Community School Corporation drivers have been instructed as follows:

1. Drivers are knowledgeable regarding expectations of student behavior.
2. Drivers receive in-service regarding seating plans and on bus disciplinary techniques
3. Drivers are supplied with school bus discipline report forms.

These forms will be used for the following misconduct:

- a. failure to remain seated while a bus is in motion
- b. refusing to obey the bus driver
- c. fighting with or bothering the bus driver
- d. profanity
- e. lighting matches or smoking
- f. chewing tobacco
- g. throwing of objects within or out of the bus
- h. hanging out of the bus window, vandalism, or spitting
- i. other behavior which may jeopardize the safety of students.

After a bus driver has exhausted the methods of correcting behavior on the bus, he/she then will utilize the written report, which will then be turned in to the building Principal or designee.

**Disciplinary Procedures To Be Used**

1. All minor disciplinary problems should be handled immediately by the school bus driver. The school bus driver should consult with the Principals to keep them informed of a student's behavior on the bus. Principals should also be informed of problems in order to provide data for future disciplinary actions
2. Methods which may be used by a bus driver to correct behavior on the bus may include but are not limited to such things as:
  - a. Verbal warnings
  - b. Assigned seat
  - c. Use of the front seat as a disciplinary measure.
  - d. Notification to parent or problem to enlist the parent's support in correcting the student's behavior.
  - e. Up to five (5) days suspension of riding privileges with notification to the school, central office, and the parents. This is to be used only when it is not possible to follow the process outlined under item 3 below.
3. Drivers will be supplied with school bus discipline report forms. These forms will be used for the following misconduct:
  - a. Failure to remain seated while the bus is in motion.
  - b. Refusing to obey the bus driver.
  - c. Fighting with or bothering other students.
  - d. Profanity/inappropriate gestures.
  - e. Lighting matches or smoking.
  - f. Possession of tobacco of any type.
  - g. Throwing objects within or out of the bus.
  - h. Hanging out of the bus window.
  - i. Vandalism.
  - j. Spitting
  - k. Repeatedly opening bus windows more than half way.
  - l. Any other behavior which may jeopardize the safety of students.

In normal circumstances the disciplinary procedure will be as follows:

- a. Verbal warning(s) to student of specific behavior that is inappropriate. Driver should document date, type of incident, and verbal warning given.
  - b. If the student does not respond to verbal warning, the driver shall move the student to the front. Driver should document all disciplinary action.
  - c. If the student does not respond to the verbal warnings or other disciplinary action, the driver will document the incident in writing and notify the Principal. The Principal or designee will discipline as deemed appropriate. The next occurrence of misconduct could result in removal from the bus. For that reason, the parent should be notified that the student's behavior must be improved. This step is the first offense involving the Principal as set forth in Board Policy 9.55.
  - d. Should an offense occur after step (c), the driver shall notify the Principal or designee. A one to five-day suspension shall occur and the Principal/designee, driver, student, and parent shall conference. The student and parent shall be informed in writing that further incident (s) will result in suspension of riding privileges. This corresponds to the second offense under Board Policy 9.55.
  - e. Should an additional incident occur the Principal/designee should determine the consequence including the length of time riding privileges shall be suspended. Parents, student and driver should be involved in a conference at the time of the incident.  
This corresponds to the third offense under Board Policy 9.55.
4. Any flagrant violation, which jeopardizes the safety of children, will be treated as an incident under 3(e). The Principal and the driver will notify the parent of the incident immediately and shall explain the reason for their decision.
  5. The Director of Transportation shall receive copies of written letters required under 3, (d), and (e).
  6. Subsequent violation(s) during the school year may result in suspension of riding privileges for up to the end of the school year.

### **BUS NOTES**

Short term bus notes changing pickup/drop off locations are no longer accepted.

Any desired changes to transportation need to be made through the corporation website ([Wawasee.k12.in.us](http://Wawasee.k12.in.us)). To get to the transportation area please click Students & Families at the top of the page and then scroll down to find the Transportation button to click on.

### **DETENTION**

Behavioral detention is assigned to those students who are unable to conduct themselves according to the rules and regulations of our school. All behavioral detentions are 45 minutes in duration.

Behavioral detentions are served in the Attendance office, Tuesday - Thursday for 45 minutes, under the supervision of the Assistant Principal. Detentions begin at 3:10 p.m. All detentions must be served **within one (1) week of assignment**. Examples of behavioral detentions are violation of school rules, misconduct, horseplay, excessive tardies (see section on tardiness), rudeness, insubordination, and discourteous behavior, etc. **Arrangements can be made to serve a detention at a different time pending administration approval beforehand.**

If a behavioral detention is not served as specified above, the student shall automatically receive an assignment ISS. Habitual failure to serve will result in OSS, and possibly expulsion.

After the third behavioral detention in a trimester, the fourth through sixth behavioral detention per trimester shall automatically become an ISS assignment. Beginning with the seventh behavioral detention, each detention may become an out-of-school assignment with possible expulsion.

### **DETENTION GUIDELINES**

1. Students must arrive at the specified time to begin detention. No one is admitted late.
2. The student must work on schoolwork the entire detention period. Only school assignment materials may be brought to detention.
3. The student may not talk, sleep, eat, leave his/her seat, or pass a note during detention.
4. If a student fails to follow the above guidelines, he/she will be dismissed from detention and will automatically receive more severe consequence.

### **STUDENT DUE PROCESS PROCEDURE CHECKLIST FOR USE IN REMOVAL, SUSPENSION, EXPULSION, AND EXCLUSION OF STUDENTS**

Removal of Student by Teacher

1. The term "removal" as used in this section means the statutory right of a teacher to remove pupils

under his or her charge from any educational activity within the supervision of that teacher for a period of time not to exceed five (5) days.

2. Such removal must be an action, which is then reasonably necessary to carry out, or to prevent an interference with, the educational function of which the teacher is then in charge.
3. The teacher will:
  - a. Inform the student of the reason(s) for his or her removal. (Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from class without informing them of the reasons.)
  - b. Instruct the student to leave the classroom or activity.
  - c. Tell the student where to report.
  - d. Follow up the removal by checking to see if the student reported as instructed.
  - e. Notify the administration by completing the Referral Form or in such other written manner as may be appropriate.

### **DUE PROCESS/CONDUCT/POLICIES/PROCEDURES**

During school and at all school functions, all students of Wawasee are subject to school policy and I.C. 20-33-8-9. Any faculty member has the legal authority and duty to discipline any Wawasee student at all times.

### **EXPULSION PROCEDURES**

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

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

### **MAJOR OFFENSES**

1. Use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct.  
First Offense-1-10 Days OSS/PR Alt. School  
Second Offense - Exp/PR  
Third Offense - ---
2. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with any teacher's supervision.  
First Offense - ISS/OSS/Exp/Alt. Sch.  
Second Offense - OSS/Exp/Alt. Sch.  
Third Offense - Exp. Alt. Sch.
3. Causing or attempting to cause damage to school property; stealing or attempting to steal school property; or damage or theft involving school property, regardless of its value.  
First Offense - 1-5 days OSS + Reimbursement +P.R.  
Second Offense - 1-5 days OSS+Reimbursement P.R.  
Third Offense - Exp.
4. Intentionally causing or attempting to cause damage to private property or stealing, or attempting

to steal private property on school grounds or during an educational function or event off school grounds or repeatedly damaging or stealing private property.

First Offense - 1-5 days OSS + Reimbursement+P.R.

Second Offense - 1—5 days OSS+Reimbursement +P.R.

Third Offense - Exp

- 5 . Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a person or persons on school property or at any school function.

First Offense - 1-10 days OSS+ P.R./Alt. Sch.

Second Offense - Exp/P.R.

Third Offense - ---

6. Intentionally doing serious bodily harm to any student.

First Offense - 1-10 days OSS+ P.R./Alt. Sch.

Second Offense - Exp/P.R.

Third Offense - ---

7. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or something of value from such a student.

First Offense - 1-5 days OSS + P.R.

Second Offense-1-10 days OSS/P.R./Exp/Alt. Sch.

Third Offense - Exp

8. Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon or using objects as weapons.

First Offense - 1-10 OSS/Exp/Alt. Sch./P.R.

Second Offense I- 10 OSS/Alt. Sch/Exp./P.R.

Third Offense - Exp/P.R.

9. It is a violation of the disciplinary code of Wawasee Community High School, as allowed by Indiana Code, to:

- A. Possess, provide to another person, or be under the influence of any controlled substance which is or contains tobacco/nicotine, alcohol, marijuana, a stimulant, or intoxicant, a narcotic, a depressant, or a hallucinogen, or any substance represented by the provider to be any of the listed controlled substances, on school grounds at any time or at any school-sponsored activity at any location including the school bus. Use of medication by a student prescribed by a medical doctor, a dentist or other health care provider authorized by law to prescribe medication for that student, does not violate this rule. Any student, who is unsure of possession, use of providing another person with any particular medicine or substance would violate this rule should contact an administrator before possessing, using or providing the medication or substance.

First Offense - Alt. Sch./Exp./P.R.

Second Offense - Exp/P.R.

Third Offense - Exp/P.R.

- B. Possess or provide to any person anything used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogens on school premises at any time or at any school sponsored activity at any location including a school bus. Examples of things which are not to be possessed or provided to another person are pipes, rolling papers, clips, and literature or other such paraphernalia.

First Offense - Alt. Sch./P.R.

Second Offense - Exp/P.R.

Third Offense - Exp/P.R.

Vape Pens/E-Cigarettes are not appropriate for school and should not be on school property.

Vape Pens/E-Cigarettes will be handled through the disciplinary procedures that are consistent with tobacco/nicotine possession and paraphernalia.

- C. Tobacco/nicotine is a controlled substance. Indiana State Law forbids the possession or use of tobacco/nicotine products by individuals who are less than 18 years old. Any Wawasee student, regardless of their age, who possesses, uses or distributes tobacco/nicotine products to other students is in non-compliance of the Wawasee High School Code of Conduct.

First Offense - 2 days OSS/P.R.

Second Offense - 3 days OSS/P.R.

Third Offense - 10 days OSS/Exp/P.R.

- D. Statutory omission of Title of 9 D (contraband that looks like or is represented to be certain prohibited items).

First Offense - OSS/Exp/Alt. Sch/P.R.

Second Offense - Exp/Alt. Sch./P.R.

Third Offense - Possible Exp/P.R.

- E. Knowingly possesses, uses, provides or transmits to another person (by sale or otherwise), or be under the influence of any substance which looks like is, which the student represents to be, which the student has reason to believe is, or which has been represented to the student as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage,

any substance which contains alcohol, marijuana, caffeine-based pills, substance containing phenylpropanolamine (PPA), stimulant, depressant, or intoxicant of any kind.

First Offense - Alt. Sch./Exp/P.R.

Second Offense - Exp/P.R.

Third Offense - Exp/P.R.

F. Arranging for the sale or distribution of any item listed in categories 9-A-E while at school or any area listed in items 1, 2, 3 under grounds for expulsion or suspension.

First Offense - Alt.Sch./Exp/P.R.

Second Offense - Exp/P.R.

Third Offense - Exp/P.R.

10. Engaging in the unlawful selling of narcotics or other violation of criminal law which constitutes a danger to other students, or constitutes an interference with school purposes.

First Offense - Exp./Alt. Sch./P.R.

Second Offense - Exp/P.R.

Third Offense - Exp/P.R.11.

11. Failing in a substantial number of instances to comply with directions of teachers, during any period of time when he/she is properly under their supervision, where such failure constitutes an interference with school purposes.

First Offense - 1 day ISS

Second Offense - 1 day ISS or 1-10 days OSS

Third Offense - Exp

12. Engaging in any activity forbidden by the laws of the State of Indiana, which constitutes an interference with school purposes.

First Offense - Exp/Alt. Sch./P.R.

Second Offense - Exp/ Alt Sch./P.R.

Third Offense - Exp/P.R.

13. OVER THE COUNTER DRUG POLICY, RULES:

A. All drugs, over-the-counter and prescription, must be registered with the school nurse and stored in the school health office.

B. Students will not abuse or distribute over-the-counter or prescription drugs.

C. Over-the-counter drugs include but are not limited to aspirin, Tylenol, cold, allergy, asthma, caffeine pills and mini-thins. SELLING OR REPRESENTING OVER-THE-COUNTER DRUGS AS CONTROLLED SUBSTANCES WILL RESULT IN EXPULSION.

Failure to register or store medications in the health office will result in:

First Offense - One day ISS - One day SAP

Second Offense - 1 day ISS and 15 day SAP

Third Offense - Possible Exp

14. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:

A. Engaging in sexual behavior on school property;

B. Disobedience of administrative authority;

C. Willful tardiness of students;

D. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;

E. Possessing, using transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.

F. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.

First Offense - 1-10 OSS/Exp/Alt. Sch.

Second Offense - Alt Sch.

Third Offense - Exp

15. Possessing and abusing medications:

First Offense - 1 day ISS and 15 day SAP

Second Offense - Alt Sch

Third Offense - Exp

\*The administration reserves the right to determine the extent and nature of the discipline to be used.

S. = Suspension

I.S.S. = In School Suspension

P.R. = Police Referral

Exp. = Expulsion Process

ALT.S. = Alternative School

S.A.P. = Substance Abuse Program

## **MINOR OFFENSES**

1. Direct disobedience of a teacher's request or order is absolutely forbidden in any case. If a pupil feels that an order is unreasonable, he/she may appeal to administration at the end of class.
2. Any student who defaces, writes on, or damages school property will pay for damage and be subject to further school discipline.
3. Inappropriate display of affection on school grounds. (Inappropriate is defined as anything more than holding hands.)
4. Students are expected to walk in the building.
5. Take pride in school property. If there is a problem with a student's locker, notify someone in the office, and it will be fixed as soon as possible.
6. A student who is involved in cheating will be assigned a zero on the test or homework. This includes Internet Plagiarism. A second offense may result in failure. Parents will be informed in writing of this action.
7. Sleeping in class is not permitted.
8. A student must go to class with books and study materials. Continued failure to do this will be considered a minor offense.
9. Use of profanity, or possessing pornographic material or pictures of items restricted in categories 9- A-E of major offense are strictly forbidden and will include pictures or lockers.
10. Failure to comply repeatedly with a teacher's request to have proper study materials or to fail to dress in 11.P.E. is a major offense punishable by suspension/expulsion. See category #11 in major offenses.
11. Being in an unauthorized area.

The teacher will discipline minor offenses when possible. Once the student is sent to the office, the administrator in charge of discipline then will determine what action he must take to prevent further distractions in the classroom.

When an office referral is made, the teacher should complete a disciplinary form.

## **SUSPENSION PROCEDURE BY PRINCIPAL OR DESIGNEE**

1. The term "suspension" means any disciplinary action whereby a student is separated from school for a period of ten (10) days or less, and which does not constitute an expulsion or exclusion.
2. Any Principal may deny a student the right to attend school or to take part in any school function for a period of ten (10) days or less.
3. The Principal may suspend a student only after the Principal or his/her designee has made an investigation and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes. The procedural requirements that a principal or designee must follow is suspending a student for 10 days or less appear in I.C. 20-33-8-18, and consist of the following:
  - a. A meeting where the student is entitled to:
    1. a written or oral statement of the charges
    2. a summary of the evidence against the student, if the charges are denied; and
    3. an opportunity to explain the student's conduct; and
  - b. A written statement to the parent following the suspension that describes:
    1. the student's misconduct; and
    2. the action taken. Only if the nature of the misconduct requires immediate removal can this procedure occur following the actual separation from school attendance, and it must be done as soon as reasonably possible after immediate removal. Prior to any suspension, the student must be given oral or written notice of the charges against him or her and, if the student denies them, an explanation of evidence the school has and an opportunity to present his

or her side of the story. There need be no delay between the time "notice" is given and the time of hearing.

Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. However, in such cases, a notice of the charges and suspension proceedings shall be sent to the student and the parents within 24 hours, or such additional time as is reasonably necessary, and a hearing is required to be held, with the student present. At such hearing, which should be held as soon as possible after suspension, statements in support of the charge must be produced, and the student and others be permitted to make statement in defense of mitigation.

3. Within twenty-four (24) hours, or such additional time as is reasonably necessary, following any suspension, the Principal must complete and send the "Notice of Student's Suspension" to the student's parents, and send a copy to the Superintendent of Schools, and keep one for the school file.
4. The Principal shall make a reasonable effort to hold a conference with the parent before or at the time student returns to school.
5. Suspensions (out-of-school only) include all extracurricular and school-sponsored activities including athletics. The suspension begins at the time that the Principal or his designee meets with the student and notifies them of the suspension. The suspension ends midnight of the last day of suspension. On the occasion where the suspension includes the weekends and vacations the student is not to participate during these days.

### **DOG SEARCH POLICY**

School administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, other common areas of school buildings, and vehicles parked on school grounds in middle and high schools. A qualified and authorized trainer and a school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrators can conduct a further search.

### **DRESS AND GROOMING**

The administration and staff at Wawasee High School feel that dress and grooming influences the attitude and behavior of the members of the student body. With the cooperation of the parents, the school will continue to encourage all students to dress in a fashion that the staff and administration judge to reflect good taste and a style appropriate for a school day. IF A STYLE OF DRESS OR GROOMING APPEARS TO BE DISRUPTIVE TO THE EDUCATIONAL PROCESS OR COULD CONSTITUTE A THREAT TO THE SAFETY OR HEALTH OF STUDENTS, IT WILL NOT BE PERMITTED IN SCHOOL; AND TEACHERS SHOULD REPORT THESE STUDENTS TO THE ADMINISTRATION FOR APPROPRIATE ACTION.

The following examples are offered as guidelines to the parents and students:

1. Students must wear clothes that appropriately cover the body. The following items are specifically not allowed: net and see-through shirts, short shorts, bicycle pants and inappropriate tears in clothing. Tops must cover the shoulders with no open backs or spaghetti straps. The shoulder is defined as the part of the body extending from the base of the neck to the joint connecting the arm to the body. The bottom of the shirt must reach below the belt line to prevent bare midriffs and no cleavage should be visible. Students wearing tights or leggings must wear a garment that is fingertip length.
2. Students may not wear clothes that may be offensive to the standards of W.H.S. and clothing which displays profanity, sexual connotations, ethnic or racial slurs/superiority, alcohol, tobacco, violence or drugs.
3. Students are expected to be clean, neat and well-mannered in their dress and behavior.
4. Shorts and skirts are permitted if they extend down the leg past the end of the fingertips extended when arms are dropped to the side. Clothing must rest naturally at the hip to insure that undergarments are not visible in the standing or sitting position.
5. Jackets, coats, hats, gloves and other forms of outerwear are not to be worn in the buildings. Hoods on sweatshirts are to remain off the head. Special dress-up days for homecoming and senior week may include the wearing of hats.
6. Beachwear and sleepwear such as flannel pajama pants are inappropriate.
7. Shoes that cover the soles of the feet must be worn at all times. Some classes may require that the entire foot be covered.
8. As a rule, younger elementary students may be permitted to wear clothing, which would be considered offensive at a later age and physical maturity.
9. Bandannas and headpieces, other than barrettes, are not to be worn during the school day.
10. The final decisions of dress are up to the administration.

Within these provisions the basic responsibility for dress and grooming shall be left up to the parents of the students. The administration will decide consequences for violating the above guidelines.

### **DRIVER'S LICENSE REVOCATION**

Per Indiana Law, Wawasee High School will invalidate the driver license of a person less than eighteen (18) years of age who:

1. is under an expulsion, exclusion or second suspension from school;
2. has withdrawn from school (unless due to financial hardship); or
3. has been determined to be a habitual truant.

The license shall remain invalid for expulsions, exclusions and suspensions for at least 120 days, or, in the event of a habitual truancy or withdrawal from school, until the individual turns eighteen (18) or the student has re-enrolled in school and is in good standing.

### **ELEVATOR USE**

Students with temporary or permanent handicapping conditions may request the use of the elevator between first and second floor. A key may be obtained by asking in the main office area. Students are not to have more than one additional person assist them and ride on the elevator.

### **ENROLLMENT GUIDELINES**

- 1 All students who were in school the previous year must be in attendance on the first day unless prior arrangements have been made through the administration.
- 2 All students new to the school corporation who are in residence prior to the start of school must be in attendance on the first day unless prior arrangements have been made with the administration.
- 3 All students new to the school corporation who enroll after the beginning of any trimester will be:
  - o Placed in regular classes that match their previous school schedule,
  - o Or, may be enrolled in classes to be audited
  - o Or, enrolled in the Academy for the duration of the trimester.Any unusual situations regarding enrollment will be reviewed and determined by the administration. Placement at Wawasee High School will always be considered as the first option when placing students.
- 4 Any student who was previously expelled from school and still resides in the corporation must be registered for attendance on the first day.

### **FIRE DRILLS**

Evacuation drills prescribed by law will be held at least once a month.

- A. Students are to leave quickly and quietly.
- B. Teachers are to appoint a student to close the windows and door.
- C. If the normal exit is blocked, teachers should direct the students to the nearest exit. Students are to walk to the side of the hallways and in proper order. If the normal exit is blocked, teachers should direct the students to the nearest exit.
- D. Students are to walk to the side of the hallways and in proper order.
- E. An all-clear bell will sound for return to the building.

### **FOREIGN EXCHANGE STUDENT POLICY**

Any prospective host families who live in the Wawasee Corporation need to call a school administrator in order to seek prior approval for a foreign exchange student to attend. Host families must agree to accept all responsibilities for the actions/behavior/needs of the exchange student. If the student is not part of a DPI-approved program, host families must seek full DPI approval before requesting school attendance. Wawasee High School will keep the number of foreign exchange students to 5-8.

Eligible foreign exchange students shall be expected to take courses such as Government/Economics, U.S. History, American Literature, and other elective classes. Students are encouraged to participate in extracurricular activities, athletics, and clubs as they prefer. Athletes must meet IHSAA standards and regulations.

All foreign exchange students will be enrolled at the appropriate grade level and are eligible to participate in senior activities, including commencement. After the first trimester they are eligible for HIT, if their grades, behavior, and attendance meet the standard. Foreign exchange students attending for one full year will be granted a Certificate of Attendance. The cumulative GPA for exchange students will only be for the attending year; a copy of the year's transcript will be supplied to their home school or any college upon request.

Foreign exchange students are not eligible for Wawasee Academic Hall of Fame; an Indiana honors Diploma, National Honor Society,

Valedictorian, Salutatorian, Graduating with Distinction, or other GPA-related honors. They will be eligible for HIT and Honor Roll if they qualify.

No provisions are made to pay for non-curricular items, such as class ring, senior pictures, announcements, or yearbook.

### **FUND RAISING**

All fund raising conducted on school grounds and/or at school related events must be approved in advance by the building administration. To secure permission, the "Wawasee High School Fundraising Application" form must be completed 30 days in advance of the proposed event/activity. Proposed dates cannot conflict with school/program fundraisers already approved for the current school year. A list of these fundraisers will be available in the Main Office on the last day of August. Fund Raising Application forms are available in the Main Office. The following information must be detailed on the form:

1. Name of organization seeking to raise funds
2. Purpose of the fund raising event
3. (Proposed) fund raising beginning and ending dates
4. Describe the fundraising event/activity
5. Indicate the number of Wawasee High School students who will benefit from the funds raised
6. Wawasee High School staff sponsor signature:  
\*This person must agree to be responsible for coordinating the necessary advanced planning with students, making all of the necessary arrangements involved with the proposed event/activity and serve as a liaison with the administration.

Fundraising applications are considered on a case by case basis. Generally speaking, the purpose of fund raising activities should focus on specific school needs and/or philanthropic efforts that are clearly representative of the desires of the student body. Requests should not be submitted to fulfill the obligations of other organizations. Difficult economic times notwithstanding, the school has an obligation to shield the student body from excessive requests for funds.

### **GANGS**

No person may engage in any activity for the purpose of defending any street gang on or about school premises or school grounds or at any school-sponsored activity. The prohibited activities include, but are not limited to, a fight related to any gang activity.

- Penalty: 1. Suspension ten (10) days; referral to Police: possible expulsion  
2. Expulsion and referral to police

#### **Gang Memberships**

No person may solicit any student, staff member, or visitor for membership in an organized group of youth or adults, commonly known as "street gangs", on or about school premises or at any school-sponsored activity.

- Penalty: 1. Suspension ten (10) days and referral to police  
2. Expulsion and referral to police.

#### **Gang Related Symbols**

No hats, jackets, or any item of clothing or jewelry containing the insignia of a street gang or otherwise commonly associated with a street gang may be worn on or about the school premises, or on school grounds, or to any school-sponsored activity.

- Penalty: 1. Suspension 1-5 school days.  
2. Suspension 1-10 school days and referral to police.  
3. Expulsion

Gangs/promoting, Drawing Gang Symbols, or "Representing"

No person may engage in any activity for the purpose of promoting any street gang on or about school premises or school grounds or at any school sponsored activity. The prohibited activities include, but are not limited to, drawing or displaying gang symbols on any surface or teaching others to "represent" or act like a gang member.

- Penalty: 1. Suspension 1-5 school days.  
2. Suspension 1-10 school days and referral to police.  
3. Expulsion

Violence, Intimidation, or Coercion Related to Gangs

No person may intimidate by violence or other means, or otherwise coerces any other person in any interaction related to a "street gang"

- Penalty:
1. Suspension 1-5 days
  2. Suspension 1-10 days and referral to police.
  3. Expulsions

### GRADE CHANGES AND INCOMPLETES

Teachers should consult with student's counselor about any incomplete for a trimester grade. If a 6-weeks or trimester incomplete is not changed to a grade within two weeks, then it will become an F. If exceptions need to be made, teachers should consult with a counselor.

### GRADING POLICY

Wawasee High School uses an A-B-C-D-F grading system. This is figured on a 12-point scale. A plus or minus may be used with any grade. An "I" can be given if work is incomplete. Incomplete work must be completed by the end of the second week of the following grading period or the final grade will be recorded with the incomplete work being figured as a 0. An "incomplete" may not be given at the end of the school year.

Wawasee High School believes that a consistent policy in figuring grades is important from class to class. We also understand that using a variety of ways to assess student learning is right and important. Always assessing student work with a percentage grading scale is not possible. But, when percentages are possible we will be using the following grading scale:

A+	99.5-100	C+	77.5-79.4
A	91.5-99.4	C	71.5-77.4
A-	89.5-91.4	C-	69.5-71.4
B+	87.5-89.4	D+	67.5-69.4
B	81.5-87.4	D	61.5-67.4
B-	79.5-81.4	F	0-59.4

All grades that are recorded on the student's permanent record are the trimester ending grades. These are often figured differently, depending upon the nature of the subject and the activities taking place during the semester. Some classes lend themselves to comprehensive exams and others do not. Teachers may figure trimester grades by using a continuous grading method or by averaging the two six week grades together. When the latter is done, percentages will be used. Trimester exams will be given whatever weight the instructor deems reasonable. All teachers are required to make it clear to students how they will be assessed and have it in their course syllabus. All like courses in any department will use the same process in evaluating student work. So that students and parents can keep up with student progress, grades will be posted on the WHS Skyward Portal at least weekly. Those grades are subject to change and do not necessarily reflect final class standing.

### Grading Conversion System

	<u>12.0 point scale (W.H.S)</u>	<u>4 point scale</u>
A+	12.0	4.33
A	11.0	4.0
A	10.0	3.67
B+	9.0	3.33
B	8.0	3.00
B-	7.0	2.67
C+	6.0	2.33
C	5.0	2.00
C-	4.0	1.67
D+	3.0	1.33
D	2.0	1.00
D-	1.0	.67
F	0.0	00

Grades which are not used to figure G.P.A. include:

- P(Pass) = Credit, but no honor points.
- Audit = No credit or honor points, grade shows on transcript.
- WD = No credit or honor points.
- NC = No credit
- PC = Pending Credit based on attendance.

### HOMEWORK

Work assigned to be done by students outside of class for credit is to be completed by those students.

## HONOR ROLL

A student receiving all A's qualifies for the A honor roll. A student receiving all A's and B's qualifies for the regular honor roll.

### HONORS INDEPENDENT TIME PROGRAM

The term "Honors" denotes:

1. above-average academic achievement
2. above-average rating in citizenship and responsibility
3. above-average rating in attendance

Student must earn a 10.0 average and pass all classes for the previous grading period. The student must be enrolled for a minimum of 4 credits and can only be enrolled for one period of HIT per trimester. He/she must have had no more than 3 days of absence in any one of his/her classes (all absences count toward the five class periods) and he/she must have demonstrated good citizenship and responsibility during the time he/she is on HIT. Students meeting the above criteria will be placed on HIT automatically. Only students in grades 10-12 are eligible.

Students new to Wawasee High School must complete one trimester of classes to be eligible for HIT.

### HONORS INDEPENDENT TIME (HIT) RULES

1. **Attendance:** All HIT students must be in the HIT room when the bell rings at the beginning of the period. Attendance will be taken by the HIT paraprofessional. If a student is not in the classroom at the time of the bell, it will be counted as a tardy. The third tardy will result in removal from HIT.
2. **Tardies:** Tardies will be assigned for late arrival. The third tardy will result in removal from H.I.T.
3. **Behavior:** No games or horseplay of any type will be permitted in the H.I.T. area. This includes card playing. Students will not be warned and removal from HIT will be immediate.
4. **H.I.T. Areas Available:** Students may go to the commons and surge area, LRC, Courtyard (enter door near nurse's office) and the brickyard area, except during lunch times.
5. **Passes:** Any area not mentioned above needs a pass to move to the area.
6. **Restrooms:** Students will use the restrooms located in the commons area.
7. **Detentions:** Accumulations of two detentions per trimester will result in placement in a suspension of HIT privileges.
8. **Removal:** Students may be removed from the HIT program by any faculty or staff member as a result of failing to demonstrate good citizenship and responsibility.

### H.I.T. APPEAL PROCESS

A student who is removed from H.I.T. at the end of any trimester may appeal in writing to the administrative team. The H.I.T appeal must include the student attendance record. The high school principal will review the reasons, which caused the removal from H.I.T. The team may reinstate the student, deny the appeal, or place the student on a program whereby he/she can earn back H.I.T. All students must appeal within the first 10 days of the next trimester. All students granted appeals will return to HIT on the 11<sup>th</sup> day of the next trimester.

### INDIVIDUAL EDUCATIONAL RELATED ACTIVITY (IERA)

If a student has an opportunity to participate in an educational experience resulting in school absence with parental permission, parents may request that their son or daughter be absent. No request for an IERA will be granted for the last five days of any trimester.

This request is to be submitted by application to the building principal with his/her recommendation forwarded to the Corporation Review Committee.

1. Application procedure
  - A. Applications are available from the attendance office
  - B. Complete I.E.R.A. form.
  - C. Submit written statement defining the educational benefit the student will receive.
  - D. Submit supporting documentation, which must include program summary, itinerary, etc.
  - E. All IERA forms/documents must be turned into the attendance office
2. Application must be submitted at least 4 weeks prior to the date for the absence.
3. Examples of educational opportunities are:
  - A. Presidential classroom
  - B. Marine Biology classroom

- C. Space Cadet Program
  - D. Overseas educational opportunities that is unique and non-recurring.
4. Examples of requests that will not be approved:
- A. Family trips or vacations that can and should be scheduled during non- school time.
  - B. Activities that can be scheduled during non-school time.
  - C. Individual, family or group recreational requests.

Students approved for an educational related activity must submit a written report to the building principal within one week after the last date of activity. They may also be requested to make a presentation.

Once a decision is made, this decision is forwarded to the parents, student, attendance office and the Superintendent.

An appeal of this decision is possible if it is initiated by parents in writing and directed to the Committee. A decision based upon an appeal is final.

### **IMMUNIZATION**

Whenever a student is enrolled, the parents/guardians shall provide a written statement of the student's immunization in one of three ways:

- A. Physician's Certificates
- B. Records forwarded from another school corporation
- C. Records maintained by the parent, which show month and year during which each dose of vaccine was administered. Such a statement and its accompanying document shall indicate
  - 1. That the student is immunized to at least the minimum standards of immunization established by the Indiana State Board of Health against diphtheria, whooping cough, tetanus, measles, rubella, hepatitis B, poliomyelitis, and mumps, if indicated.
  - 2. The age of the student at the time each immunization or test was received by such student.

If parents/guardians object to any such immunizations in written statement delivered to the student's principal, or if any physician certifies that a particular immunization is or may be detrimental to the student's health, then the requirement for the immunization shall be waived. However, the reporting requirements above stated shall still remain applicable.

### **INDEPENDENT STUDY**

Students may request an independent study of a course, under special circumstances, with the student working independently with or without the classroom environment. Students may request an independent study pending permission from the counselor and instructor.

### **JOB SHADOWING DAY**

Wawasee High School students may request one job shadowing day each year. Students requesting a jobshadowing day must follow the procedure below:

1. Complete a "Job Shadowing Request" from the Guidance Office or from Mrs. T. Miller in A156.
2. Return the "Job Shadowing Request" to Mrs. Miller in A156.
3. Meet with the Job Shadowing Coordinator to receive the required forms (IERA/Parent Consent Form, Student Evaluation Form, Thank you letter) and to make arrangements for your job shadowing experience.
4. Request and complete all make-up work. This is your responsibility.
5. All forms and procedures must be completed for the job shadowing day to be excused by Wawasee High School. This must be done within two school days of the job shadowing experience.
6. No job shadowing day will be granted the last 5 days of any trimester.

### **LASER LIGHTS**

Laser lights have proven to be disruptive to school purposes and potentially dangerous to the retina of the eye. Laser lights are not to be brought to school by students for any reason. Laser lights will be confiscated by the staff and returned to the student or parent after school hours. Repeat offenders will be dealt with as a discipline problem.

## LEARNING RESOURCE CENTER

**LRC Hours: Monday---Friday 7:30 a.m. - 4:00 p.m.**

The Learning Resource Center (LRC) is designed for the use and enjoyment of students and staff and is available for the purpose of study, research and/ or reading. Print and electronic books, magazines, newspapers, and computers are all available. Students should remember that the LRC is for the common use of all students and staff members and cooperation is necessary for the benefit of all.

### LRC Policies and Procedures:

- A pass (hallway or agenda) is always required during school hours. Passes must be shown to library personnel upon entering and leaving the area and the arrival/departure times will be noted.
- Students must sign in and out at the circulation desk. This is not required when students are with a classroom teacher.
- Students in the LRC on passes are not to leave the area without permission.
- A WHS student I.D. is required to check out materials.
- Overdue notices are sent out every week. No fines are charged for overdue items; however, over- dues may result in detentions
- Materials should be returned in good condition. If an item is lost or damaged, it is the student's responsibility to pay the cost.
- Students are expected to respect their peers and library personnel. It is each person's right to have a quiet place to concentrate and study. Therefore, the LRC is not the place for leisure time discussion. When discussion with others is necessary, it should be done in a manner that does not disturb others. Students who are not using their time in the LRC effectively and/or are disturbing others, will be sent back to class/study hall.
- Misuse of any technology is not allowed (refer to WCSC Acceptable Use Policy).
- Food, beverages and/or candy may not be brought into nor consumed in the LRC.
- Students should remain seated until dismissed by the bell or library personnel.
- Misuse of the Learning Resource Center may result in suspension of LRC privileges.

### Locker Policy

All lockers made available for students' use on the school premises—including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms, and the art classrooms are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, to eliminate fire or other hazards, to maintain sanitary conditions, to attempt to locate lost or stolen materials, and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

### LOCKER RULES

In order to implement the school corporation's policy concerning student lockers, the School Board adopts the following rules and regulations:

1. Locks: The school corporation will retain access to student lockers by keeping a master list of combinations and/or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.
2. Use of Lockers: Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "Contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function or which are forbidden by state law or school rules, such as drugs (including prescription and over-the-counter medications), drug paraphernalia, beverages containing alcohol, weapon, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, non-returned gym or athletic equipment, any wet or mildewing articles, or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner. No students shall share lockers.
3. Authority to Inspect: The school corporation retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of Rule No. 2. The Principal or his designees shall conduct all inspections of students' lockers.
4. Inspection of Individual Student's Locker: The inspection of student lockers may be conducted when the Principal or his/her designees have a reasonable suspicion to believe that the locker to be inspected contains contraband.
5. Inspection of all lockers: An inspection of all lockers in the school, or all lockers in a particular area of the school with or without students being present may be conducted if the Principal, Superintendent, or Assistant Superintendent reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of
  - a. an interference with school purposes or an educational function,
  - b. a physical injury or illness to any person,
  - c. damage to personal or school property,
  - d. violation of state law or school rules.

- 1 Examples of circumstances justifying a general inspection of a number of lockers are
  - a. When the school receives a bomb threat
  - b. When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use
  - c. At end of a grading period, and before or during school holidays, to check for missing library books, lab chemicals, or school equipment
  - d. Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.
6. Involvement of Law Enforcement Officials:
  - A. The Principal, Superintendent, or Assistant Superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
    - 1 to identify questionable substances which may be found in the lockers
    - 2 to protect the health and safety of persons or property, such as to aid the discovery and disarming of bombs which may be located in the lockers.
  - B. If a law enforcement official requests to inspect a student's locker or its contents, the Principal shall require the production of a search warrant before allowing the inspection.
  - C. If a law enforcement official requests the Principal to make an inspection of a locker for its contents on behalf or in place of such official, the request shall be denied., however, upon request of law enforcement officials, school official may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.
  - D. The School Resource Officer acts as a designee of the School Principal.
7. Locker Maintenance: Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of
  - A. lockers from time to time in accordance with a posted general housekeeping schedule,
  - B. the locker of a student no longer enrolled in the school, or
  - C. a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, or odor-causing substances. No scotch tape or stickers are to be used on lockers.
8. No scotch tape or stickers are to be used on lockers.

### **MEDICATIONS TO STUDENTS**

Medication in Schools: All medications, prescription and non-prescription, are to be given to the school nurse. Students are not allowed medications of any kind to be kept in their locker or carried on their person unless there is a physician order on file with the school nurse.

If under exceptional circumstances a student is required to take oral medication during school hours, and the parent cannot be at school to administer the medication, the school nurse or designee may administer the medication only in compliance with the following regulations:

1. A written consent, including the reasons for the medication, signed by the student's parent or guardian must be received by the school before any medication may be administered.
2. Prescription medication must have on the container the original prescription label stating the:
  - a. name of student
  - b. name of medication
  - c. time to be administered
  - d. dose to be administered
  - e. date medication ordered
  - f. prescribing physician

Prescription medication shall not be administered without the written consent set forth above in paragraph one (1), and a written order from a practitioner as defined in Indiana Code.

3. Non-prescription medication may be administered to students only under the following conditions:
  - a. Doses to be given at school are sent in a properly labeled container with student's name, name and ingredients of medication, dosage and time to be given, and a signed consent from parent/guardian.
  - b. Any requested dosage not in conformity with labeling of the medication will be refused unless accompanied by a written order from a practitioner as defined in I.C. 16-42-19-5.
4. The school district may provide, when requested by a student and/or parent/guardian and as deemed necessary by the school nurse, acetaminophen, antacid tablets, and cough and throat preparations. These will only be provided to students who do not have their own supply stored in the nurse's office and if a parental consent form is on file at the student's school. The consent form will be provided to each student at school registration.
5. If under exceptional circumstances, a student would benefit by the administration of acetaminophen, antacid tablets, and/or cough/throat preparations and no parental/guardian consent form is on file with the school, the school nurse or principal's' designee; after consultation with the school nurse may obtain verbal consent from the student's parent/guardian. Written consent shall be sent to the school on the next school day.
6. The parent/guardian of the student shall be responsible for informing the school and school nurse of any change in the student's health or change in medication.

7. The school nurse will:
  - a. Inform appropriate school personnel of the medication to be taken by the student.
  - b. Keep a record of the administration of medication.
  - c. Keep medication in a restricted area.
  - d. Discard unclaimed medication when the prescription expires or at the end of the school year.
8. The school district retains the discretion to approve other procedures acceptable to the parent or to reject requests for administration of medication in the schools.
9. The regulations shall not apply in the case of a life-threatening emergency.

### **Meningococcal Disease Information**

A new Indiana requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that cause meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman.

Please talk with your child's healthcare provider about meningococcal disease and vaccination.

### **INHALER USE PROTOCOL**

**For a student to carry an inhaler with them the following must be met:**

1. Prescription medication form must be signed and dated by parent.
2. Physician's order must be signed, dated for current school year and submitted to the nurse.
3. Inhaler must be labeled with the student's name
4. Inhaler must be current - we will dispose of any outdated inhalers.
5. If the student participates in athletics and an inhaler is used, the student needs to supply the athletic trainer with all information pertaining to their inhaler use.
6. Under any circumstances students are not allowed to let another student use their inhaler.

### **Head Lice**

Head lice rarely (if ever) cause direct harm, and they are not known to transmit disease from person-to-person. Thus, they should not be considered a medical or a public health problem. They are mainly acquired by direct head-to-head contact with an infested person's hair but may infrequently be transferred with shared combs, hats and other hair accessories. They do not jump or fly.

Our goal is to educate parents, staff and students regarding the scientific facts of head lice and to support and work closely with parents and their students who are found to have head lice. Parents are requested to focus on the education and proper treatment of their child should an incident of head lice occur. Parents are requested to notify the school nurse when head lice are found on their child.

It is our position that head lice should not disrupt a student's education or their school attendance. When the school nurse is made aware of live lice, she will address the situation with a parent contact and the use of an electronic lice comb. Our school nurses are a valuable resource to families, offering up-to-date head lice information.

### **MUSIC INFORMATION**

**BAND** - Band is offered to all high school students who are interested. All band students form the Wawasee Marching Warrior Band, which performs at parades, athletic events, and contests during the football season. All band students are required to attend scheduled athletic events, the marching contest, and the concerts performed at Wawasee. Band students may wish to try out for the extra-curricular jazz ensemble, or the flag corps.

**CHOIR** - Choir is offered to all students. Students are divided into appropriate choirs by ability and grade level. The beginning level choir is called Mixed Choir and is open to all students without audition. The Advanced Choir is the next level higher choir and is open to sophomore, junior and senior students by audition. Sophomores, juniors and seniors are selected by audition to participate in Vocal Motion, the show choir and the highest-level choir. Show choirs use dance, pop music and costumes to present programs. There is a fee to be in Vocal Motion, and there are fund raising opportunities offered to help offset this cost. Choir students must attend all required concerts given at Wawasee High School

**ORCHESTRA** - Orchestra is offered to all students who have been in a string group at the junior high level. The orchestra is joined by the top wind, brass, and percussion players from the band to form a symphony orchestra. Orchestra students are required to attend all concerts and contest.

**CONCERTS** - Band, choir and orchestra students at Wawasee High School give several concerts during school year. All students are required to attend these concerts.

### **NON-DISCRIMINATION POLICY**

Wawasee Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, creed, sex, handicapping conditions, or national origin including limited English proficiency, in participating in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

Wawasee School Board Policy 12.06 states that

It will be the policy of the Wawasee Community School Corporation through the office of the Superintendent, to provide for constant review of rules, regulations, policies, and procedures pertaining to discrimination as it applies to Equal Employment Opportunity, Civil Rights, Title IX Regulations, Title VI, Federal Law 504, and any future regulations of the Federal Government all of which deal in some respect to equality of the individual in relation to race, creed, color, sex, religion, national origin, and handicapped conditions.

### **NON-DISCRIMINATION GRIEVANCE PROCEDURE**

Any aggrieved individual will have a right to due process in the following manner:

1. Contact the school principal for a verbal discussion of the problem.
2. If satisfaction is not attained, the principal will assist the grievant in preparing a written report form to be submitted to the Superintendent of Schools, 12659 N Syracuse Webster Road, Syracuse, Indiana 46567, (Phone 457-3188). The report must be filed within five (5) working days following the verbal discussion. The report shall include the following:
  - a. name of grievant
  - b. date the alleged grievance occurred
  - c. a statement of the facts giving rise to the grievance
  - d. indicate the specific relief requested
3. Within five (5) working days following the receipt of the grievance, the superintendent will meet with the grievant and the principal to review the facts as presented.
4. Within five (5) days of the meeting to review the facts as presented, the superintendent will give a written response to the grievant. If the response is unacceptable, the grievant may, within five (5) days following receipt of the response, request a hearing before the Board of School Trustees.
5. If a hearing is requested, the superintendent will, within ten (10) working days of the request, notify the grievant of the date and time for a hearing before the Board of School Trustees.
6. If the grievant fails to receive satisfaction from the hearing before the Board of School Trustees, he/she may resort to the courts.

For further information or clarification, please contact the Superintendent's office (574-457-3188) or the following coordinators:

Director of Special Education	Wawasee Community School Corporation
A.D.A. Coordinator (Americans with Disabilities)	12659 N Syracuse Webster Road
Section 504 Coordinator (handicapping conditions)	Syracuse, IN 46567
Title IX Coordinator (gender discrimination)	574-457-3188
Superintendent of Schools	
Title VI Coordinator (race, color, creed, national origin, and limited English proficiency)	
Wawasee Community School Corporation	
12659 N Syracuse Webster Road, Syracuse, IN 46567	

### **NOON HOUR RESTRICTED AREAS**

1. Students must be in the lunchroom.
2. Students are not to be in any halls where classes are held, including alcoves in the A-section and the courtyard. They are to stay inside the building during the entire lunch period.
3. No one is to be outside the building.

### **PARKING AND DRIVING REGULATIONS**

1. Students driving and parking at WHS must register in the attendance office.
2. Emergency driving is always possible. Students are to report to the attendance office and register their car for that particular day.
3. All approved drivers will park on the NORTH or NORTHWEST lots, which are blacktop.
4. Cars are not to be re-entered during the school day unless approval is received from the Assistant Principal. A student on work-study may leave at his or her designated time.
5. Student drivers are to park cars according to the lane markings.
6. The following violations will result in suspension of driving privileges. Further violations may result in suspension of driving privileges for the year or possibly having your vehicle towed at owner's expense.
  - a. Reckless driving on school property.

- b. Failure to park and position vehicle properly in appropriate areas.
- c. Failure to enter appropriate entrance and exit at appropriate exit.
- d. Entering or using vehicle without Administration's permission during the school day.
- e. Leaving school property after arrival in the mornings. Failure to display parking registration tags.

7. Students' vehicles may be subject to search by school authorities if there are reasons as delineated in the student locker guidelines.

### PASS/FAIL POLICY

Pass-fail is an opportunity for students to enroll in unfamiliar but interesting areas of study where success might be questionable. If a student earns an "F", it will figure into their G.P.A as a zero (0) For example, a Math major taking an Art course that sounds interesting or music major taking an Industrial Technology or Home Economics course. It is also a means of continuing in an area of study where a student is experiencing difficulty. An example of this might be in Advanced Math after receiving rather low grades in Algebra II or a third year of a Foreign Language after not doing well in second year. Juniors and seniors may elect a maximum of two courses each year to be taken on a pass-fail basis. The classroom teacher should be notified of the intention during the first week of the course. After the first week of the course, application must be made to the classroom teacher after a conference with their counselor. The classroom teacher may initiate pass-fail anytime. Pass-fail does not apply to courses listed by the State of Indiana as graduation requirements such as U.S. History and Government.

### PERSONAL ELECTRONIC AND LISTENING DEVICES

#### **WIRELESS COMMUNICATION DEVICES**

(including cell phones, iPods, iPads, or any other electronic devices) The following guidelines for wireless devices are in line with the standards of Wawasee Board Policy:

Personal electronic devices, including but not limited to radios, cell phones, jam boxes, CD players, Game boys, DVD players, MP3's, I-Pods, etc., are not to be used during instructional times unless approval has been given.

Use of electronic devices in the classroom is at the sole discretion of each individual teacher. Teachers may confiscate devices if students violate the individual policy of the teacher.

Students may use electronic devices in the hallways and cafeteria before and after school, during lunch, and between classes.

Use of these devices outside of the classroom in common areas is permitted provided it does not interfere with the school purpose or disrupts the learning environment.

Using electronic devices to take pictures and record audio or video without permission could result in disciplinary action.

Students may not use electronic devices to bully or harass others.

Sexting is strictly prohibited and subject to criminal charges.

Students may use electronic devices on the bus at the discretion of the bus driver. Distracting behavior will not be tolerated.

Because of privacy concerns, electronic devices may not be used in restrooms or locker rooms.

No expectation of confidentiality will exist in the use of electronic devices on school property. The school has the right to view any image or text on a student's electronic device if there is reasonable suspicion that the student has violated the law or school rules.

The school does not take responsibility for damaged, missing or lost personally-owned devices.

At any time, a teacher or staff member may request electronic devices to be turned off and put away.

Possession and use of electronic devices is a privilege not a right. Students who violate any of these provisions may have their devices confiscated and delivered to the Assistant Principal's office.

Confiscated items will not be released to the student. Parents will be allowed to pick up any confiscated item in the attendance office.

It is recommended that students avoid bringing expensive devices to school to prevent loss, damage or theft. It is likely the school will not be able to recover lost property.

### PUBLICATIONS

#### NEWSPAPER

This class is open to freshmen through seniors and can be taken for four years. The newspaper staff's main responsibility is the publication of Smoke Signals. Interested students must submit applications to the sponsor and should have some background in journalism or some skill and interest in writing.

Although class time is available for staff organization, classroom work and lab work, much of the interviewing, researching and writing are

done individually outside of class. Some of the layout, headlining, art, photography and darkroom work is done under the supervision of the advisor and the editor after school.

### **YEARBOOK**

The Wawasee High School yearbook, the Legend, is produced each year by students who meet daily during the scheduled school day and in return receive English credits for their work. These credits do not, however, fulfill the English requirements for graduation. The students strive to produce a yearbook that is an accurate and lasting record of the activities of the school year. The yearbook staff does all the work involved in the production of the book from soliciting advertisements, to sales, copy writing, layout design and photography. The course is open only to juniors and seniors who display an excellent sense of responsibility and show strong skills in grammar and composition.

Yearbooks are pre-sold to students in the summer during registration and again throughout the school year.

### **Harassment**

Prohibited harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color, religious creed, national origin, disability, and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

### **RACIAL/SEXUAL HARASSMENT**

Employees and students are prohibited from racial/sexually harassing other employees or students. In the case of racial/sexual harassment of a student or employee by a student, racial/sexual harassment means:

1. Any conduct of a racial/sexual nature by a student directed toward another student when (a.) such conduct has the obvious result of creating an intimidating, hostile, or offensive school environment for the other student or (b.) such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile, or offensive to the other student. The determination of whether the conduct of a student is intimidating, hostile, or offensive is to be made by the school administration.
2. Any racial/sexual advance by a student toward an employee, or an employee toward a student.
3. Any request by a student to an employee for sexual favors from the employee or an employee to a student.
4. Any conduct of a racial/sexual nature by a student directed toward an employee or an employee toward a student when such conduct has the purpose or effect on an employee/student of reasonable sensibilities, (a.) of creating an intimidating, hostile or offensive school environment for the employee/ student or (b.) of influencing either the student's grade or participating in any school-sponsored activity.

Racial/sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile or offensive as used above include conduct, which has the effect of humiliation, embarrassment or discomfort.

Complaints alleging a violation of this policy are solicited and must be brought to the attention of the appropriate school officials informally or through the appropriate grievance procedure. Caution must be exercised, however, to accurately state the facts giving rise to the complaint and to avoid groundless complaints. Violations of this policy will be reviewed by the Principal or his/her designee for appropriate disciplinary action.

### **RELEASE OF DIRECTORY INFORMATION**

The school corporation may release certain "directory information," which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to the student's name, address, parents' names and their home and work telephone numbers, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information (including digital images), without consent to media organizations (including radio, television, and newspapers), colleges, civic or school-related organizations and state or local governmental agencies.

Parents of a student less than 18 years of age or of a student who is at least 18 years of age desiring to object to disclosure of any or certain of the categories of directory information should request FERPA Policy Form A (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the Superintendent's office.

Senate Enrollment Act 224 requires all schools to release information to the Armed Services Agency. Anyone objecting to this release must file a FERPA Policy Form A by the end of their sophomore year.

An objecting parent or student may use Form A to deny consent for release of all directory information, or categories of directory information he/she does not wish released.

This statement serves notice to parents of their right to object to the release of directory information and that they have 14 calendar days from the beginning of the school year in which to file an objection.

## **RETAKING CLASSES ALREADY PASSED**

Any student may choose to retake a class for a higher grade with Administrative approval. The transcript will always show the original class and first grade to show that this class was retaken. However, only the higher grade will be counted in figuring the overall grade point average. The lower grade will not. It is the responsibility of the student to work with his/her counselor when wanting to retake any class. Due to the law, credit for most classes can only be earned one time, so the higher grade earned will be awarded the credit. A student may not repeat a lower level class after moving on to the next level in the same sequence of courses, unless approved by Administration.

## **RETURNING TO SCHOOL**

The Wawasee Community School Corporation Board of Trustees has adopted this policy which allows the administration to determine whether persons 18 or older will be allowed to register for classes at Wawasee High School. It further allows the withdrawal of such persons if they fail to make satisfactory progress in their studies as indicated below. Completion at The Center for Academic Progress will be the first consideration.

Students who have withdrawn from school are encouraged to return to school to complete their education; However, it is the responsibility of the school administration and attendance officers to determine whether a person 18 or older may return to continue his/her education.

A person 18 or older who has been expelled or withdrawn from school two times will not be considered for further attendance. Any person who re-enters school must be making satisfactory progress toward completion of his/her high school education. A person, who is a poor attendee, has behavior and discipline problem, or who is failing three or more classes will not be considered as making satisfactory progress.

## **RIGHTS TO PARENTS AND STUDENTS CONCERNING EDUCATION RECORDS**

To Parents and Students:

Education records are governed by federal law and regulation. The requirements of these laws and regulations are contained in school board policy 9.60, entitled Student Records. Generally, this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary student education records.
3. Parents have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.
4. Students have a right to examine their records at reasonable times.
5. Before education records are disclosed to third-parties, the school requires a signed and dated written consent of (a) a parent of a student who is less than 18 years of age and not attending a post-secondary educational institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
6. Certain persons may examine education records without a parent or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or intends to enroll. This school corporation forwards education records to another school corporation, school system, or institution of post-secondary education where the student seeks or intends to enroll without prior notification to parent or student.
7. Directory information will be released to media organizations (including radio, television, and newspapers), colleges civic or school related organizations, and state or local government agencies without the consent of parents or students as provided in name, address, parent home and work telephone number, major field of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by filing FERPA Policy Form A (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal" office no later than 14 calendar days from the beginning of the school year.

## **SAFETY AND HEALTH**

As required by U.S. Environmental Protection Agency regulations Title 40 Code of Federal Regulations Part 763 Subpart E Section 763.93 g, Wawasee Community School Corporation (WCSC) must notify parents, teachers and employee organizations of the availability of AHERA (Asbestos hazard Emergency Response Act) management plans. SCSC management plans were submitted to the Indiana Department of Environmental management before May 9, 1989. A complete updated copy of a management plan for each school in the corporation is maintained in the central administrative office, and is available, during normal business hours, without cost or restriction to the public, including teachers, other school personnel and representatives, and parents. In addition, each school maintains in its administrative office a complete and updated copy of the management plan for that school. The plan is available for inspection to the public, including parents, teachers, and other school personnel and their representatives within five working days after receiving a request for inspection. The school may charge a reasonable cost to make copies of the management plan.

## SCHEDULE CHANGES & REGISTRATION PROCEDURES

Students will enroll in January/February for classes they wish to take for the following school year. Every effort possible will be made to work out conflicts and before students leave for the summer vacation.

1. Student requests for the following year may be altered through the last school day. No student initiated schedule changes will be made after the last school day.  
Appeals to this policy may be made to the administration for review.
2. Students may not choose the teachers for their classes.

## SELECTION OF VALEDICTORIAN AND SALUTATORIAN AND HONORS SECTION

The valedictorian and salutatorian must be a regular student for eleven (11) consecutive trimesters. They are selected from grades earned at the end of 11 trimesters. Students with G.P.A.'s of 10.9 to 11.1 after 11 trimesters will be placed in the honors section of "Graduating with Distinction". Students with G.P.A.'s of 11.2 and up after 11 trimesters will be placed in the honors section of "Graduating with Highest Distinction." Final rank in class and final grade point averages are computed on the 12<sup>th</sup> trimester grades, and Permanent Records are posted from these final grades.

## TRIMESTER ASSIGNMENTS

Teachers may assign work that has to be completed for a student to satisfactorily complete a course. Credit will be withdrawn when students refuse to complete this work. Examples of such assignments are research papers, special art work, major speeches, homework and other such items that may be included in the teacher's classroom management policy.

## EARLY GRADUATES

Indiana Code 511 IAC 6-7-4.

Students who wish to be considered for early graduation must apply in writing to the high school Principal on or before October 1 of that school year. Meeting one guideline does not automatically qualify a person for an 11 trimester graduation. A counselor's approval is required. Special individual circumstances will be considered.

The following students will be considered for eleven-trimester graduation:

1. Employed students who have a financial hardship.
2. A Parent student.
3. A student who is 20 or older.
- 4. A student who has applied for and has been accepted into a college or the military.**

## SHORTENED SCHEDULE

Shortened schedules will be considered for the following:

1. A student who is expecting a child or recently had a child, or who has other family obligations.
2. A student with a temporary medical condition who does not qualify for homebound instruction.
3. A student who is emancipated and has to work, but is still of school age.
4. A student who dropped out of school several years ago and wishes to complete his/her graduation requirements.
5. A student at least sixteen (16) years of age who was previously expelled.

## SIGNS AND POSTERS

All signs and posters should be placed on the bulletin boards provided by the school. All of these should have the approval of the Principal, Assistant Principal, Assistant Principal - Dean of students or Athletic Director.

## STUDENT RECORDS

Definitions

- A. Education Records: Education records consist of all official records, files, and data directly related to a student and maintained by the school. Such records encompass all the material kept in the student's cumulative folder and include general identifying data, records of attendance and of academic work completed, records of achievement, results of evaluative tests, health data, and disciplinary records. Education records are the property of the school corporation. Access to and correction of records is governed by this policy.
- B. Exclusions: Education records shall not include the following:

1. Data which relate to a student or groups of students but by which he or they cannot be identified, as, for example, by Social Security number, name, address, or names of relatives, such records generally being referred to as unidentifiable student records.
  2. Records kept in the sole possession of the maker and which are not accessible or revealed to other persons. Such records may include grade books, notes on student work, transcripts of interviews, counselors' notes and memory aids.
  3. Examples of student work products such as art and vocational objects and written work.
  4. Communication privileged under Indiana Code and information required to be furnished to law enforcement or social service agencies relating suspected child abuse or neglect under Indiana Code.
- C. Parents: parents of a student shall include parents, guardians, and custodians.

### **STUDENT DRIVING**

Students driving vehicles to Wawasee High School must register and purchase a parking permit in the attendance office. This also includes students who ride bicycles, mopeds, etc.

Students must drive in a safe manner and park in designated areas according to the parking lane markers. Violations will result in loss of driving privileges, towing the student's vehicle from school-owned property at the student's expense and possible police referral.

During inclement weather, students are considered tardy if they arrive after the last school bus arrives. Improper parking will result in a detention. Continued parking infractions may result in suspension of driving privileges.

Wawasee High school will not be responsible for motor vehicles which are lost, stolen or damaged.

### **STUDENT USE OF BICYCLES**

Wawasee regards the use of bicycles for travel to and from school by students as an assumption of responsibility of the part of those students; a responsibility in the care of property, in the observation of safety rules; and in the display of courtesy and consideration toward others.

Wawasee High School will not be responsible for bicycles which are lost, stolen, or damaged.

Wawasee High School shall develop administrative guidelines for the operation and/or parking of bicycles and shall disseminate those guidelines to all students so affected.

### **STUDENT PASSES**

All students must have a pass to be out of any classroom and in the halls for any reason. If the pass is teacher initiated the student should have a regular school pass with them.

### **STUDENTS REMAINING AFTER SCHOOL**

Students must be supervised by a coach or WHS employee after 3:15 pm each day.

### **TORNADO DRILLS**

Tornado Drills will be held once each spring and once each fall.

A tornado drill will be designated by an intermittent signal of either the fire alarm system or the bell system.

- A. Students are to move as directed, quickly and quietly.
- B. Teachers are to accompany students to designated areas.
- C. Students are to stay in line along the wall if directed to a hallway.
- D. Everyone must remain quiet. Directions will be given over the P.A. system.

### **VENDING MACHINE POLICY**

Vending machines are available in the Athletic hall way to all students. Vending machines are not to be used during lunch time.

### **VISITORS/GUESTS**

There will be a check-in kiosk that each visitor will need to use when they enter they enter Wawasee High School. A state recognized form of ID may be required at this time. This process is for the safety of all students and staff.

## **VOCATIONAL COOPERATIVE PROGRAMS**

Students who wish to enter this program should meet the following standards:

1. Good attendance. Not over 4.5 days/trimester absence, (95% school average).
2. No major discipline problem.
3. Administrative/guidance faculty recommendation.
4. Part of career plan.
5. Foundation courses taken.

### **WORK PERMIT ISSUANCE**

Employment Certificates (Work Permits)

A. Any student under the age of 18 is required by law to obtain a work permit in order to be employed.

1. An employment certificate may be denied a minor whose school attendance is not in good standing or whose academic performance does not meet the school corporation's standard.
2. Once issued, an employment certificate may be revoked by the issuing school if there occurs a significant decrease in the minors' grade point average or school attendance.

B. Obtaining Employment Certificates: each public school corporation has an issuing officer appointed to handle all aspects of employment certificates. The minor must follow this procedure:

1. Obtain an Intention to Employ from his/her school.
2. Have the employer complete the Intention to Employ form.
3. Present the form to his/her parents or guardian for signature.
4. The minor presents the completed, signed, Intention to Employ card to the main office secretary to be completed.
5. Present the employment certificate to the employer.

C. Office Hours and Time Allowances

1. The Wawasee High School office hours are:  
During School Year - 7:30 a.m. to 4:00 p.m.  
During Summer – 7:00 a.m. to 3:00 pm Monday – Thursday  
7:00 a.m. to 12:00 p.m. Friday
2. Please bring The Intent to Employ card in before the school day begins, which will allow time for it to be ready for pick up by the end of the school day.

### **WORK PERMIT REVOCATION**

Indiana Code 20-33-3-20

- A. An employment certificate issued under this chapter may be revoked by the issuing officer if the issuing officer determines that there has been a significant decrease in the student's grade point average or attendance since the issuance of the permit.
- B. A student whose employment certificate is revoked under subsection (a) is entitled to a periodic review of the student's grade record to determine whether the revocation should continue. A periodic review may not be conducted less than one (1) time each school year.
- C. If upon review, the issuing officer determines that the student' grade point has improved substantially, the issuing officer may reissue an employment certificate to the student.
- D. A student may appeal the revocation of an employment certificate under subsection (a) or the refusal to reissue an employment certificate under subsection (c) to the school principal.

### **DENIAL OF WORK PERMIT**

Indiana Code 20-33-3-13

- A. An issuing officer may deny a certificate to a child:
  1. Whose attendance is not in good standing; or
  2. Whose academic performance does not meet the school corporation's standard.
- B. Within five (5) days, the issuing officer shall send a copy of the employment certificate to the Department of Labor. The issuing officer shall keep a record in his office of each employment certificate issued.
- C. A student may appeal the denial of a certificate under subsection (a) to the school principal.

# **ATHLETICS/EXTRACURRICULARS/CO-CURRICULAR**

## **CONFLICT POLICY**

Wawasee High School believes that it is important that students participate in a wide range of school sponsored activities. Expanding extracurricular and co-curricular programs has allowed the opportunity for scheduling conflicts to occur. By providing clearly defined guidelines, staff members, students, and parents will be able to communicate with each other in an atmosphere of fairness and consistency. The purpose of the following guidelines is to bring about this atmosphere. The following basic guidelines will be used in determining appropriate resolutions to conflicting performance schedules:

- A. Scheduled State Athletic Association Tournaments and State Association Division of Student Activities Contests, including travel time, shall have preference. If a conflict exists between two of these types of activities, the student shall make the choice without penalty.
- B. Regularly scheduled games and major performances beyond item A shall be second priority. If a conflict exists between two of these activities, sponsors and coaches should attempt to work out a compromise. If they cannot do this, and the conflict still exists between the two activities, the student shall make the choice without penalty.
- C. Regularly scheduled games, performances and activities will take precedence over practices.
- D. If the above does not cover the conflict, sponsors and coaches should attempt to work out a compromise so that students should not suffer repercussions in the event they do not attend, other than the lost opportunity to participate.

## **ATHLETIC TICKET INFORMATION**

1. Wawasee will make available an all-school athletic ticket called the Green and Gold. This ticket will be good for all boys' and girls' athletic contests (excluding tournaments and invitational). We encourage everyone to take advantage of this all-event school athletic ticket and save money.

### **Wawasee HS**

STUDENTS - \$50.00  
ADULTS - \$75.00  
Senior Citizens \$45.00

### **Wawasee HS & MS**

STUDENTS - \$70.00  
ADULTS - \$115.00  
Senior Citizens - \$65.00

\*Family Maximum of \$250.00 per year.

If a green and gold ticket is lost or damaged, it may be replaced by applying at the athletic office for \$10.00.

2. Football Season Tickets  
STUDENTS - \$20.00  
ADULTS - \$25.00
3. Girl & Boys Basketball Season Tickets  
STUDENTS - \$30.00  
ADULTS - \$45.00
4. Softball/Baseball Season Tickets  
STUDENTS - \$30.00  
ADULTS - \$45.00
5. Single game ticks for varsity football \$6.00
6. Admission price for all remaining sports - \$5.00
7. Green and Gold tickets and football season tickets will go on sale at the high school registration table during registration week.

## **IHSAA TOURNAMENT TICKET DISTRIBUTION POLICY** **BOYS AND GIRLS BASKETBALL**

1. Tickets will go on sale and be returned on the day that is directed by the tournament host school.
2. On sale day, the following order shall be adhered to:
  - a) 7:30 a.m. - students
  - a. 8:00 a.m. - players' parents and family; Wawasee employee and guest (1)
  - b. 10:00 a.m. - Green and Gold ticket holders - one per ticket holder
  - c. Noon - Season ticket holders - one per ticket holder
  - d. 1:00 - 6:00 p.m. - Corporation residents (driver's license identification may be required)
  - e. No phone orders please
  - f. 8:00 a.m., second day - Corporation residents
  - g. 3:00p.m. - all tickets unsold are returned to the tourney host school for resale and/or reissue

\*Procedure may change with ticket availability.

3. Sale days will be announced in the Mail Journal, Goshen News, Times Union, Willie 103.5 and/or WRSW-AM/FM as soon as they become known. Additional information can always be obtained by phoning the school athletic department (457-3147).

NOTE: Because IHSAA tournaments are under the auspices of the IHSAA and the host school, no arrangements can be made which financially jeopardize the WHS athletic department. It shall be the responsibility of all interested ticket buyers to contact and make arrangements with WHS athletic department for payment according to the above schedule.

### **ATHLETIC CODE OF CONDUCT (ACC) ENFORCEMENT**

The Wawasee High School Athletic Department shall enforce all rules and regulations described in the student handbook and the Athletic Code of Conduct (ACC) as adopted by the WSC BOE. Individual teams may have special rules for their particular sport if approved by the A.D. to be in compliance with and proposed in the spirit of the ACC. The WHS ACC will be enforced 12 months per year, not just during an athlete's playing season. An athlete comes under the jurisdiction of this code upon their first day of attendance as a new WHS student. Any violation becomes part of a student-athlete's disciplinary file and subsequent infractions will be treated with harsher penalties.

It is a great privilege to be a Wawasee athlete. Expectations of positive behavior and academic accountability come with this privilege. Failure to meet such expectations may result in the loss of privileges by the athlete during a specified time period. It is expected that this time will serve as a learning experience and the athlete will come back a better person and student having gone through the disciplinary experience. If not, a permanent loss of privileges may eventually result.

*Note: The ACC is constantly reviewed by all administration and changes and additions are made yearly. However, an athlete that is rendered a punishment or suspension will serve the entire length of such as originally prescribed in the ACC at the time of their incident. Even if there is a later change made to that rule affecting length of time served, such changes only affect incidents that follow, not precede, such changes. Punishments and suspensions will not be grandfathered in or altered once an athlete has begun serving them without special permission from the WHS A.D.*

### **CHEERLEADING**

Cheerleading for either girls or boys is not currently an IHSAA sponsored sport. However, WHS cheer teams are all funded by and under the guidance of the Athletic Dept. Therefore, all cheer participants will be considered athletes subject to the same rules and awards as our other athletes under the guidelines of the ACC.

### **GENERAL EXPECTATIONS**

Athletes shall be governed by local/state/federal laws, IHSAA regulations, the WHS student handbook, team rules set by each head coach, and the rules of this Athletic Code of Conduct. Athletes must complete all required paperwork before they will be allowed to practice.

An athlete is eligible to compete unless they turn the age of 20 prior to the scheduled date of the IHSAA state finals in their competing sport. Boys may not participate on girls' teams. Athletes must have participated in 10 full practices before they are allowed to play in a sport.

If an athlete immediately starts a new sport after having completed another, they need to only participate in 5 practices before being allowed to compete.

### **EXPECTATIONS OF CONDUCT**

WHS athletes represent their team, school, family, and community both on and off the playing field. We have high expectations of the type of behavior we expect our athletes to display as role models of the traits of the Warrior Way. Any type of behavior which might threaten the image of WHS athletics such as displays of poor sportsmanship, illegal acts, disrespectful or disruptive behavior in the classroom, or behavior that threatens individuals in any manner or the chemistry of the team will be dealt with immediately by coaches and athletic administration. Discipline measures for such actions, whether or not specifically referred to in this ACC, can range from warnings to temporary or permanent suspension.

### **SUBSTANCE ABUSE**

Athletes shall not knowingly possess, use, transmit, or be under the influence of alcohol in any form or mixture. The same is true of any

drugs considered illegal without prescription in the state of Indiana. Such drugs include, but are not limited to, narcotics, mind altering substances, stimulants, depressants, steroids, and marijuana. The possession of any paraphernalia which could possibly be used to partake in illegal drugs shall also constitute a violation.

An athlete is responsible to know that at parties or other such social events certain banned substances, especially alcohol, are often mixed within other legal substances or liquids. Often the banned substance is not visible to the eye or noticeable to other senses when taken. Ignorance that banned substances have been premixed into legal substances is not an excuse to partake. Athletes are accountable to know that the mixing of legal and banned substances is common in such social settings and so they should be certain of the purity of any food and/or liquid before partaking in it.

The use of tobacco or nicotine products in any form or through any device, including vape pens or similar products prohibited by WHS, or the possession of such products or devices, is also prohibited by the ACC.

Over-the-counter drugs, PEDs, animal substances, food additives, hunger suppressants, muscle enhancers, and prescription drugs are examples of substances which can be possibly used in some manner for the clear purpose of enhancing physical performance. Use of such may give an unfair advantage to the user during competition which goes against the spirit of fair play as recognized by both WHS and the IHSAA. Therefore, any type of substances purposely misused in any manner to gain an unnatural and meaningful physical or mental advantage as a sport participant or to qualify for competition is considered an ACC violation. It is also illegal for an athlete to use oxygen for recovery or endurance during competition.

### **DRUG TESTING**

Any athlete may be subjected to random drug testing throughout the school year as part of methods used to detect illegal consumption of many illegal or banned substances. If selected, the athlete will be given ample time to produce a sample for testing. Refusal to participate in testing without permission from administration will be considered an assumption of guilt resulting in automatic penalties. Positive results will lead to automatic penalties unless the athlete can show medical or other proof to satisfactorily explain why the result is in error.

### **SOCIAL FUNCTIONS**

If an athlete is attending a social function where illegal activity or the use of banned substances is allowed, and they should have reasonably been aware of such, it is expected that the athlete make every reasonable effort to leave the premises immediately. If they have no transportation to leave, they need to immediately communicate to a parent, coach, or other adult the need to come get them asap. Knowingly waiting to make such arrangements or remaining at the premises without effort to leave will result in the same consequences as consumption.

### **ACCUSATIONS OF WRONGDOING**

If an athlete is seen consuming any amount of banned substances by a reliable and forthcoming eyewitness, that athlete shall be considered a violator of the ACC unless they can provide an alibi or clear proof refuting such reports. Athletic administration will make every effort to interview those involved to corroborate proof and make sure the athlete has a fair chance to defend themselves against all accusations. Athletic administration shall make the final judgment as to the validity of these accusations and any deserving punishments established by the ACC.

### **PENALTIES FOR SUBSTANCE ABUSE**

First offense: **1/3** of the regular season and the athlete may not serve in official leadership capacities such as team captain or be eligible for the Warrior Way Award the year punishment is initialized. Athletes must still practice and attend all contests, but may not dress in uniform.

Second offense: **1/2** of the regular season and the athlete is not eligible for team awards or leadership positions. Student must also attend and satisfactorily complete a minimum of **4 treatment sessions** at the Bowen Center at the school's expense. The athlete may also meet 4 times with another licensed mental health service if approved by the A.D. and paid for by the athlete or an outside party. The athlete may not return to play until all treatment sessions are satisfactorily completed unless given special permission by the A.D.

*Note: All unfinished penalties from one sport season roll over to the next season of participation that year or the following. Only regular and postseason contests shall count as games served for a suspension, while pre-season games, scrimmages, or jamborees shall not count. Any games canceled due to inclement weather or other reasons shall count towards time served and will not have to be made up by the athlete.*

Third offense: Athlete is suspended from all sports participation, including practice/managerial duties/bench attendance, for **one calendar year**.

Fourth offense: **Permanent loss** of privilege to participate on or be connected in any capacity with a WHS athletic team or cheer squad the remainder of their high school career.

### **COMPASSION CLAUSE**

Any athlete who feels they have developed a chemical dependency may be afforded compassion and a reduction in normal penalties if they seek help from school or athletic administration clearly prior to an active investigation. This clause may be invoked only once in an athlete's four-year career and may not be used to avoid forthcoming investigations or penalties. Administration shall decide what course of action shall be taken to help the athlete overcome their dependency and what, if any, penalties must be served before returning to competition.

### **ACTS AGAINST THE LAW**

Any athlete who is found guilty of committing an act against the law such as vandalism, theft, misdemeanors, or felonies can possibly serve athletic sanctions if deemed appropriate and worthy. However, because illegal acts can vary so much in severity and damage, it is very difficult to categorize all such possible acts and resulting penalties in this code. Therefore, judgment will be considered on an individual basis and appropriate and consistent punishment shall be rendered by school and athletic administration. Penalties can range from a warning up to temporary or permanent suspension from athletic participation.

### **INFRACTIONS NOT ADDRESSED IN THE CODE**

The ACC is a flexible document which can be altered as a last resort if deemed absolutely necessary by school officials because of unpredictable circumstances. Other acts not listed in the code but deemed as obvious infractions or undesired behavior will be reviewed by either coaches or school and athletic administration depending on their severity. Discipline measures can still be extended for such infractions not already covered by the ACC. Penalties for actions not addressed in the ACC can range from a warning up to temporary or permanent suspension.

### **ACADEMIC ELIGIBILITY**

To be academically eligible an athlete must meet 2 important criteria set by the IHSAA:

- A. A student other than incoming 9<sup>th</sup> graders, must have been enrolled in and passed at least 4 full credits (some classes count as 2 credits) the last grading term **prior** to their season.
- B. All students must be enrolled in at least 4 full credits **during** the entire grading term(s) of their sport season.

If a student receives a final grade before the end of a grading period or drops a class, the student may not count that credit towards eligibility- they must be enrolled the entire grading term. Study hall does not count as a class. Credit recovery classes do count if the student is enrolled the entire term. Classes taken in the summer can be used as makeup for missed credit from the 3<sup>rd</sup> trimester only and can make an academically ineligible athlete then eligible for next fall.

Grade checks will be done twice each grading period at:

For purposes of determining athletic eligibility, the Athletic Department will recognize two 6-week grading periods per trimester. The first 6-week grading period will extend from the start of a trimester until midterm, and the second 6-week period will extend from midterm until the end of that same trimester. Athletes must be passing at least 4 credits or their equivalent at the end of one grading period to be eligible to play the next. Grade checks shall be done and an athlete may either lose or regain eligibility at the end of either 6-week grading period each trimester. Their eligibility status shall remain such the entire next 6-week grading period. Full eligibility status will be determined by the last 6-week grading period of the spring trimester for all athletes except incoming 9<sup>th</sup> graders. Academically ineligible athletes may not participate the entire next grading period. The coach may allow that athlete to continue to practice with the team and attend games, but not in uniform, if they are still passing 3 credits. If they are passing fewer than 3 credits, that athlete may

no longer be with the team until they regain full eligibility. If a student is academically ineligible at the conclusion of a season, they will forfeit all letters, points, and awards.

### **INCOMPLETES**

Incomplete grades may be given by teachers if they feel circumstances warrant such for excused absences, medical reasons, personal issues, etc. Incompletes are intended to give students time to make up work missed for legitimate reasons, not to improve low grades due to a lack of effort. If an athlete is given an incomplete grade at mid or end of term, they have 5 school days to make up that work for athletic eligibility.

### **HOME SCHOOLED STUDENTS**

Students who live within the boundaries of the WCS district but who are homeschooled may still be eligible to compete in sports/cheer for WHS if they meet the following requirements:

- A. They are enrolled in and attend at least 1 credit course at WHS each trimester.
- B. They are enrolled in at least 3 other credits at home each trimester and can show proof of such courses if requested by the IHSAA.
- C. They meet all other requirements to participate as mandated by WHS and the IHSAA.
- D. They try out for a team and are selected for the roster in the same manner as any other WHS student. If they make the team, they are considered a full member of the team under the same expectations as any other player and eligible for the same awards.

### **FOREIGN EXCHANGE STUDENTS**

Foreign exchange students who attend WHS are also eligible to participate in sports/cheer during their stay. However, they must already be living with their sponsors at the time of tryouts if they wish to participate in a fall sport. A coach is not mandated to give them a special tryout should they not report to practice on the start date. They must meet all other WHS and IHSAA requirements for participation as do career students of WHS, including being selected to the team.

### **TRANSFER STUDENTS**

Any athlete who moves here from another high school must follow strict IHSAA transfer guidelines in order to compete in WHS sports. The athlete must be clearly moving here for non-athletic reasons and reside with a parent within WCS boundaries unless they are emancipated. They may not compete in any contests until they receive IHSAA eligibility. The eligibility process begins in the WHS Athletic Office.

The school they left must agree that the athlete is not transferring here for athletic reasons and sign-off on the transfer form stating such. If not, they will likely receive "partial eligibility" status by the IHSAA which means they must compete at WHS for one year only on teams below the varsity level. They cannot play varsity or the team will forfeit games. It is illegal for a transfer to have ever played on a non-school sponsored team that was coached by or have any other "past link" with any member of the WHS athletic staff before moving to our district. Ineligibility at a previous school follows a student who transfers to WHS. Any suspensions or punishments not yet completed from their preceding school must be continued and finished here before participation is allowed.

They must be academically eligible and fill out all required paperwork before participating here. If they arrive at WHS after a sport season has started, they may request a tryout for the team, but the coach is not obligated to give them one and risk upsetting team chemistry with the season already under way.

### **ATTENDANCE EXPECTATIONS**

An athlete is expected to be in school the entire day to participate in practice or a game unless they are absent for reasons deemed excused by the student handbook. Students are held accountable to give notice that they are going to have an excused absence ahead of time whenever possible, and to use proper procedures to leave school for any reason. Athletes who miss or leave school without offering an excused reason are not allowed to practice or compete that day, or on a Saturday if they were unexcused or truant Friday.

A student who is ill and misses the morning may still participate that day if they arrive to school by 10:00 a.m. with an excuse from a doctor or parent. If they arrive or leave after 10:00 a.m. without an excuse, they are not allowed to participate in practice or a game that day.

On the other hand, if students missed school and/or practice one day because of an illness or another excused absence, they are still allowed to participate in contests the next day. Athletes are only forced to miss games or practices because of unexcused absences

and truancy.

### **INJURY TREATMENT**

WHS does offer a trainer whose job it is to help diagnose, treat, and rehabilitate common injuries for no charge to the athlete. Athletes are encouraged to report injuries to the trainer and allow that person to diagnose the severity of the injury and whether it should be treated by them or by a physician. Athletes should never try to hide injuries, especially head injuries, in hopes that they can continue to play through it and the injury will heal itself. This can lead to a worsening of the injury, long term health consequences, and even more lost playing time.

Both trainers and physicians will have the final word on when an athlete is ready to return to play and at what capacity following an injury. Any recommended treatment or a release to play from a physician should be provided to the Athletic Dept. in written form and include the date and the physician's signature. Know that even though a release is given by a doctor to return to play, the trainer may require the athlete to satisfactorily complete certain qualifying steps before allowing a full return to action.

If an athlete is at a practice or game where emergency treatment is required, the school will seek to notify the parents immediately if they are not in attendance. The school reserves the right to determine that immediate medical treatment is necessary and possibly transport the injured athlete to emergency facilities if the parent is not present and time is of the essence. It is very important that the Athletic Department has accurate and updated contact and insurance information in any such case.

### **RETURNING AFTER INJURY OR ILLNESS**

If an athlete misses an extended amount of time due to illness, injury, or personal reasons they may need to complete a certain number of practices before being allowed to compete again.

Any athlete absent 5 or more consecutive school days for any reason must present a written release to return to play note from a physician to the Athletic Dept. If the athlete missed 5-10 school days they must get in 4 regular practices before returning to play. If they miss more than 10 consecutive days, then 6 practices are required before competing again.

### **INSURANCE COVERAGE**

Sport related physical injuries can be very costly to treat and rehabilitate. More serious injuries must be treated by a doctor or hospital and the athlete's family must be able to provide payment for such treatment, including emergency transportation. Neither WHS or the IHSAA covers the cost of treatment or the transportation to treatment from injuries that occur during athletic competition.

While not mandatory, if an athlete is not already covered by a parent or guardian's health insurance plan, they are strongly encouraged to purchase a plan just for athletic participation. For those who qualify, fairly inexpensive health insurance can also be purchased just for sport participants through state sponsored health insurance. The Athletic Dept. can direct families on how to apply for either policy.

### **TRANSPORTATION ISSUES**

WCS provides transportation to all scheduled away contests for participating WHS teams either on school buses or on 15 passenger mini buses. Coaches often drive the mini buses to save the corporation on costs. All coaches go through mandatory special training before being allowed to drive athletes on buses. Athletes are expected to behave on school provided transportation in a manner that ensures safety and allows for mental focus as part of game preparation. Any athlete who is not cooperative in this manner could serve disciplinary consequences.

It is expected that all athletes and managers will be riding school provided transportation both to and from away contests. Such trips provide part of the game day experience and are viewed as more than just a mode of transportation. Because of safety and liability concerns it is strongly encouraged that athletes ride in both directions to such contests on school provided rather than on private transportation. However, using private transportation to carry athletes may be granted with special permission from both the coach and AD. Such requests should be made clearly for a good reason, be made periodically and not regularly without special cause, and made in writing at least 1 day before the event if possible. It must be clearly stated on the request who will be transporting the athlete as only a parent is normally permitted to do so.

If such permission is granted, the athlete must travel with only a parent(s) for liability reasons. The athlete will not be allowed to

transport themselves even if of legal age. If the athlete does ride with someone else other than who they were given permission to go with by the AD, the athlete could face disciplinary measures and lose similar privileges for the future.

There are times when practices must be held at facilities off the WHS campus. In such cases, athletes may have to transport themselves in some manner right after school from WHS to the off-campus site. It is expected that athletes are obviously legal to drive and drive in a safe manner when they do so as traffic is often extremely heavy that part of the day and weather may affect road conditions. Should one athlete transport other athletes, it is expected that the parents of such passengers are aware of and have clearly expressed permission to their children to be passengers of that driver. Any drivers who are judged to not be driving in a safe manner in such instances may be disciplined and even lose this privilege of self-transportation.

### **DEFINITION OF "ATHLETIC SEASON"**

An athletic season is defined as commencing with the first practice and ending with the final scheduled contest, including possible post-season tournaments.

### **DEFINITION OF A "PRACTICE"**

Rules often require that a certain number of practices must take place prior to allowing game participation. Practice is a pre-planned activity where drill work or other types of simulated game-playing activities take place with the use of sport related equipment. Practices must be supervised by a member of that sport's coaching staff and instruction should occur. While the highest levels of exertion need not take place, especially by injured athletes, some obvious effort and movement must occur in order to perform the activities.

The practice session must be announced at least a day in advance to those taking part and should take place on a regular field of play. An injured athlete should be healthy enough to take part in at least half of the scheduled activities at minimized speed. The practice must be of reasonable and appropriate length. All activities performed during the course of 24 hours count only as one total practice.

Activities that in and by themselves would NOT be considered a practice include: team walk-throughs, pregame warm-ups, trainer supervised rehab activities, weight training or use of exercise machines, assisting as an aid to others in drills, film review, scouting meetings, individual meetings with coaching staff, traveling with the team, and practice/game observation. Any questions as to the validity of practice activities will be decided by the A.D. after consultation with the coach and trainer.

### **PRACTICE REGULATIONS**

Communication is an important aspect of practice regulations. Athletes are expected to attend all practices unless they have a valid excuse. If they cannot attend, athletes need to notify their coach asap, preferably ahead of time, so coaches can prepare accordingly. Each coach will set and make clear the practice policy for their sport and the consequences for not meeting such policy. Coaches are expected to make athletes well aware of practice schedules and changes as far ahead of time as possible and coaches should also make every attempt to adhere to such schedules whenever possible. Scheduling and attendance expectations should be a major point of discussion at all parent meetings.

All athletic practices are considered "closed" without permission to anyone except coaches, athletes, and corporation administration. Coaches may open practices to others at their own discretion. It is advised that coaches hold at least one open practice per season for parents. Practices on days school is canceled due to weather may be scheduled with permission from WCS administration. Attendance at practice on days school is canceled or released early is completely voluntary and the safety of the athlete during travel should be of paramount importance when deciding if athletes should attend.

### **VACATION POLICY**

The Athletic Dept. attempts to walk a fine line between recognizing the need for family time and the need to maintain team dedication and continuity during corporation scheduled breaks. Therefore, no contests are scheduled over spring break and a clear effort is made to minimize the scheduling of contests over Christmas break. Practices may be held during all corporation scheduled breaks, but only voluntary practices may be held during spring break to give our many multi-sport athletes a break if desired late in the school year.

If athletes give clear and reasonable notice before the intended date(s) that they will be gone during a school break because of a family vacation or attending a holiday gathering, no discrimination or penalty should be given for missing. Yet, it is recognized that there is also a need to be fair to those who do attend those same practices to ensure their efforts count for something. So, if an athlete does

miss any mandatory practices for any reason, especially for an extended amount of time, it should be understood that this may result in required makeup of missed conditioning as well as possible changes of roles and playing time. This is the difficult balancing act our coaches are asked to make and which hopefully is recognized by everyone.

### **SUMMER PARTICIPATION**

Like they do with practice scheduling during the school year, coaches walk a fine line in the summer with trying to give players time off while also getting ready for the upcoming season. Because of this, the IHSAA mandates a "moratorium" during the whole week of July 4<sup>th</sup> where coaches may have no contact with athletes and facilities are closed to all returning athletes.

Team workouts may be held during the other weeks of the summer, but all such workouts are considered voluntary. Athletes are encouraged to attend workouts whenever possible as the summer is important for both individual improvement and forming the foundation of team structure. It is hoped that coaches will work out summer practice schedules so that multi-sport athletes can attend a majority of workouts in every sport they are involved in if desired.

### **CUTTING POLICY**

One of the main and most difficult duties of every coaching staff is to decide who will be members of their team. Because of numbers limitations, it may be necessary to make cuts at the beginning of the season when forming team rosters. Coaches also have the right to cut players during the course of the season because of behavior, attitude, or team chemistry issues they feel may be a detriment to the whole team.

Any student of WHS has the right to expect a fair opportunity to make a sports team. The coaches are hired because of their knowledge of the game and their ability to discern which athletes best fit that team's desired playing style and makeup. Tryouts should last more than one day and players should be informed individually if they do not make the team and what areas they can improve on for the future. Coaches will decide how many players will make up their squads each year to ensure the best opportunity to succeed that season as well as future ones.

### **DROPPING A SPORT**

An important lesson that we hope WHS athletes learn is that once a commitment has been given to something, only extraordinary circumstances should lead to not fulfilling that commitment. So, it is expected that athletes should remain with their team the entire season in most cases and not quit the team without good cause. If problems or unhappiness occurs during the course of the season, players should first approach their coach themselves to discuss the situation face-to-face. Quitting should clearly be a last and unavoidable step.

Any student who does quit their team will forfeit their athletic award in that sport for that season. In addition, they will not be allowed to participate or train with another team until the season of the sport they dropped has completed. The only exception would be if there is mutual consent between the coaches of both sports to allow the athlete to move on to another team. Should an athlete quit a team and is removed from the roster, it is up to that coach as to whether they allow that athlete to try out for the team again in the future.

### **DUAL SPORT PARTICIPATION**

Athletes may play two sports simultaneously in the same season if the conditions to do so are clearly spelled out and agreed upon by both coaches, the athlete, both parents, and the A.D. However, either coach can refuse to allow such participation which ends the process immediately.

It is recommended that a meeting is set up between all parties to closely review the schedule and commitments required by each coach so that there is clarity between all parties. It is encouraged that a written agreement is formed spelling out the agreement. The athlete would be eligible for individual awards and varsity letters in both sports, but may only earn points in one varsity sport per season towards a blanket award.

### **ATHLETIC EQUIPMENT**

All athletic equipment and team clothing is the property of WHS Athletics and is issued to participants to be used and well taken care of for the duration of the season. It is understood that any clothing or equipment not kept at or cared for by WHS must be properly

cleaned, cared for, and stored by the participant during the season. The participant is responsible for such property while it is in their possession.

Such equipment must be turned in at the close of the season by a date specified by the coach. If the equipment is lost or damaged in any manner, the athlete is responsible for replacement costs. If the athlete does not turn in their equipment when required or in damaged condition, the athlete will be ineligible to participate in another sport or their diploma may be withheld until the matter is resolved with the Athletic Office.

### **SOCIAL MEDIA GUIDELINES**

The use of social media can be a double edged sword. It can be a great tool for communication and socializing, and it can also tear apart team unity quicker than any other force if not used responsibly. So, it is imperative that athletes recognize the power of social media and the potentially negative images which can be portrayed about those associated with WHS athletics.

Anyone who represents WHS athletics is urged to use caution if they choose to participate in social networking. Improper behavior that violates either our Student Code of Conduct or the ACC could result in disciplinary action if deemed necessary by the coach or A.D., including dismissal from the team. Also, understand that freedom of speech is not unlimited. A person's or team's confidence, desire and trust can be irretrievably broken by social media postings- intended or not. To prevent this, it is suggested that athletes avoid the use of any comments, photos or videos that may:

- ✓ Show or condone alcohol, tobacco, or drug use by holding cups, cans, paraphernalia, etc.
- ✓ Use sexually suggestive comments, show links to sex websites, feature people in various stages of undress or suggestive poses, etc.
- ✓ Threatens the unity and chemistry of a team through critical comments of teammates or coaches regarding playing time, game decisions, individual stats, selfish play, etc.
- ✓ Discusses information that is sensitive or private in nature to an individual.
- ✓ Depicts or encourages unacceptable, violent or illegal activities of any type.
- ✓ Direct demeaning comments to a different gender, race, religion, or social group.
- ✓ Are unsportsmanlike, disparaging, or threaten another school's team or game officials.
- ✓ Divulges information that may put your team at a disadvantage if discovered by an opponent such as providing game plans, injuries, eligibility status, travel itineraries, etc.

### **PARTICIPATING ON AAU OR CLUB TEAMS**

Participation on WHS sports teams should be the overriding goal of all our athletes and take precedence over participating on any non-school sponsored teams. However, we do allow participation on such outside sponsored teams as long as it is done in accordance with all IHSAA rules, occurs entirely during the off-season, and the head coach knows of and approves of such participation.

Therefore, players should not participate on both a school team and another same sport team during the season and post-season tournament. While it is legal to participate on both a WHS team and a non-school team in a different sport, it is recommended that athletes do not do so and instead just focus on their in-season sport so as to avoid possible burnout or injury.

It is critical for athletes to know that if they do participate on a non-school sponsored team sport out-of-season that they strictly follow IHSAA rules or risk in-season suspensions. Players may not play on a team coached by any current members of their sport's coaching staff. They also may not participate on that team if more than the following number of total returning athletes from their WHS sport play on this same team: Baseball- 5, Football- 6, Softball- 5, Soccer- 6, Basketball-3, and Volleyball- 3.

### **ACCEPTING AWARDS, PRIZES, AND GIFTS**

Because athletes may often compete on non-school teams in the off-season, they may be eligible to earn awards and prizes. It is important that the athlete maintains their amateur status and not risk IHSAA sanctions for accepting illegal benefits. While it is very difficult to list all the possible ways or conditions an athlete may violate their amateur status, the following inducements may be classified as unacceptable benefits by the IHSAA: Athletes accepting cash, food, merchandise, gift certificates, or other tangible goods directly or indirectly for athletic participation in their particular sport or playing under assumed names. Athletes may not receive any share of gate receipts for games in which they participate.

Reasonable meals, lodging and transportation may be accepted, if accepted in service and not as a prize or payment. Reimbursement of expenses for non-school competition is allowable if it can be documented with receipts and does not exceed actual out-of-pocket expenses. Athletes may receive money for services rendered in a manner related to their sport such as having a job as a lifeguard, caddie, or camp counselor. Winning contests that involve athletic talent is permissible such as making a half-court shot at a game or kicking a ball into a target. Students may also perform athletic feats for fundraisers if the fundraiser occurs outside an IHSAA contest and no money raised is given to the athlete. Winning a drawing or raffle at an athletic event is also acceptable if their standing or performance as an athlete did not in any way influence or improve their chances of winning. Any questions about accepting awards should be directed to the WHS A.D. or the IHSAA.

**ATHLETIC PATCHES POLICY**

Only varsity level achievements will be recognized with patches. Both individual and team accomplishments will be recognized each season with regular patches. Special "state" logo patches are also given for both individual and team state qualifiers and champions for each participation event. An athlete may receive no more than 3 patches in a single season without special permission from the A.D..

- Athletes must pay \$10 towards the cost of each patch. An order form must be submitted at the end of the season and patches must be prepaid before ordering.
- Only NLC athletic and academic, and IHSAA tournament accomplishments and state qualifiers/champions will be noted on patches.
- "Runner-up" designations, non-IHSAA tournaments and/or individual recognition (i.e. "all-area", "all-tourney", or "all-star") will not be noted on patches.
- Sectional, regional, and semi-state accomplishments will appear on regular patches.
- Normally recognized and verifiable school and state athletic records can be placed on patches. Such records must first be approved by the A.D.
- All-state and all-American selections, and state and national record holders may appear on state patches if these awards are approved as worthy of jacket recognition by the AD.
- Any other special patch recognitions must be approved by the A.D. before ordering.

**ATHLETIC PARTICIPATION AWARDS**

All sports are considered major sports at Wawasee High School. The boys' sports program includes: basketball, baseball, cross-country, football, golf, soccer, swimming, tennis, track, and wrestling. The girls program includes: basketball, cheerleading, cross-country, golf, gymnastics, soccer, softball, swimming, tennis, track, volleyball, unified track & field, and unified flag football.

The "W" of Wawasee High School is an honor award and will be worn in the proper manner and shown respect by the athlete, manager, trainer, or statistician who earned it. The major award letter is a six-inch, block "W" in green with white and gold trim. The numeral award is a two-inch block of the graduation year in gold with green trim.

**ATHLETIC POINT SYSTEM**

Major Varsity Award	2 points
Minor Junior Varsity Award	1 point
Freshman Numerals Award	1 point
Managers, statisticians, trainers	
Varsity, JV or freshman	1 point
Jacket (Minimum of 1 Major Award)	4 points
Watch (Minimum of 4 Major Awards)	10 points
Blanket (Minimum of 7 Major Awards)	18 points
Major Varsity Award: Unified Athlete	2 points
Major Varsity Award: Unified Partner	1 point

All athletes, managers, trainers, and statisticians, will be informed prior to each Award Program as to whether or not they have fulfilled requirements for a major award.

**EACH ATHLETE MAY EARN**

1. One set of class numerals.
2. One major letter award.
3. One chevron per varsity award.

4. One certificate per sport.
5. Gold Star - Honorary Captain. A maximum of 2 captains/sport (3 in football)
6. A 3-sport chevron will be presented each year to an athlete that completes three sport seasons during a school year. The level (Frosh., J.V. or Varsity) of participation is not a factor in this award.
7. Champion Patches – patches can be earned by varsity team members of any squad that are winners of conference championships or IHSAA Sectional tournaments for higher. Patches can be earned by varsity individuals who are conference champions or Sectional champions or higher to recognize individual honors.
  - A. Athletes will pay \$10.00 toward the expense for each patch.
  - B. An athlete may earn one team and one individual patch per sport per year. A 2<sup>nd</sup> individual patch may be earned for All-State All American recognition.

The athletic award jacket is an honor award and will be worn in the proper manner and shown respect by the athlete who earned it. Jackets can be ordered at the end of each sport season after the awards program. Athletes who qualify for this award during their senior year may receive it during the season upon recommendation of his/her coach. No awards will be issued until all equipment is turned in to the coach. The cost of the jacket will be the athlete's responsibility.

The Warrior Watch will be awarded to any athlete who has earned a minimum of 4 major awards and a total of 10 athletic points. All watches will be an expense of the athletic department.

The "W" blanket is Wawasee's highest athletic award. To qualify for consideration of this award, an athlete must have earned a minimum of 7 major awards and a total of 18 points. All blankets presented will be an expense of the athletic department.

### **INDIVIDUAL AND TEAM AWARDS**

Appropriate awards will be given to athletes as follows:

Team awards will be given as the coaching staff and Athletic Department determine (maximum 6 plaques per program - 6 x 8 Varsity, 5 x 7 Reserve or Frosh). Each Team shall name a Warrior Way Award winner that best represents the Athletic Department CHAMPion Philosophy.

The Northern Lakes Conference honors ten (10) senior athletes with the highest grade-point accumulation following the eleventh trimester. The athlete must have competed in a sport during their senior year. A certificate indicating "All-Northern Lakes Conference Academic Student Athlete" will be awarded each recipient in the Spring Athletic Award Program.

The Wawasee High School Multiple Sport Athlete of the Year is determined by a vote of the head coaches. To be eligible, a student must compete in two sports their senior year. Each athlete in season is eligible to be named an Academic Scholar Athlete (earning an 8.5 or better) in the last full grading period prior to each award program. All Scholastic Athletes are eligible to wear a Scholar Athlete Patch (1) on their jacket. Within each season, the team with the highest GPA will be represented on the Team Academic Excellence Plaque displayed in the Athletic Office.

### **WALK OF FAME**

The following pictures will be placed on our Athletic Walk of Fame:

1. All individual and team IHSAA Sectional champions or higher.
2. All NLC individual champions, (NLC team champions are pictured on the NLC trophy.)
3. Individuals who meet the following criteria:
  - a) 1<sup>st</sup> or 2<sup>nd</sup> team all-conference in the same sport for two or more years. One year must be on the 1<sup>st</sup> team all-conference.
  - b) Named to an All-State team or Academic All-State team (Post Season)
  - c) Any athlete who has earned 12 or more Major Awards.
  - d) Special recognition and recommendation of the coaching staff.

NOTE: An athlete may appear one time (exception-relay teams) after the completion of their sports career. All honors will be listed.

NOTE: In order for an athlete to receive any of the above named awards or special recognitions, he/she must be in good standing with the Wawasee Athletic Department.

### **TROPHY CASES**

1. A trophy case has been designated for recognition of state champions. (Individual or Team)
2. Teams that attain the State Runner-up position will also be recognized in this case.
3. A trophy case will display the current school year trophies earned by Wawasee athletes.
4. All other trophy cases will display NLC, IHSAA Sectional, Regional, Semi-state, and State championships. Other trophy awards will be kept up to four years in display case.

5. Awards of special recognition will be displayed as determined by the Athletic Department and administration.

### TEAM REQUIREMENTS FOR MAJOR, MINOR, & FROSH AWARDS ATHLETIC TRAINING

Major - Student athletic trainer must finish the season in good standing and meet the hourly requirement.

Fall: 250 hours in the training room.

Winter: 250 hours Spring: 125 hours

Minor - Any student athletic trainer who did not receive a major award but did actively participate in the training room on a daily basis and who finished the season in good standing.

#### BASKETBALL (Boys' & Girls')

Major - Athletes must participate in 25% of the total varsity quarters. All athletes must finish the season in good standing.

Minor - An athlete that did not receive a major award and participated in 25% of the junior varsity or freshman quarters. Must finish the season in good standing.

#### BASEBALL

Major - All athletes, except pitchers, must participate in 25% of the total varsity innings. Pitchers must average pitching 1 inning per total number of varsity contests. All athletes must finish the season in good standing.

Minor - Any athlete who did not receive a major award but was carried on the varsity squad and finished the season in good standing. Also all athletes, except pitchers, who participation 25% of the total junior varsity or freshman innings. Pitchers must average pitching 1 inning per total number of junior varsity games played.

#### CHEERLEADING (Fall, Winter, Competition)

Major - Any athlete completing the season (fall, winter) on the Varsity squad and finished the season in good standing.

Minor - Any athlete completing the season (fall, winter) on the Junior Varsity squad and finished the season in good standing.

Freshman - Any athlete completing the season (fall, winter) on the freshman squad and finished the season in good standing.

#### CROSS COUNTRY

Major – **Boys** - Meeting the following time: 1<sup>st</sup> year runner – 18:59, 2<sup>nd</sup> year runner – 18:49, 3<sup>rd</sup> year runner – 18:39, 4<sup>th</sup> year runner – 18:29; Or Team Placement: finish in team's top 7 at least two (2) times, or top 10 at least four (4) times, during the season.

**Girls** – Complete a race in 23:30; Or Team Placement: finish in team's top 7 at least two (2), or top 10 four (4) times, during the season.

Minor - All athletes who were not major award winners and those that finished in the top 7 in 50% of the junior varsity meetings.

#### FOOTBALL

Major - All athletes who play in 25% of the varsity quarters and finish the season in good standing.

Minor - Any athlete not earning a major award or who played in 25% of the junior varsity quarters and finished the season in good standing.

Freshman - Any athlete who plays in 25% of total freshman quarters played. Must finish the season in good standing.

#### GOLF (Boys' and Girls')

Major - Must participate at the varsity level in at least 25% of the matches or invitational and finish the season in good standing.

Minor - Any athlete who did not receive a major award and who participated in 25% of the junior varsity matches.

#### GYMNASTICS

Major - All athletes must participate in 25% of the total Varsity matches. All athletes must finish the season in good standing.

Minor - An athlete who did not receive a major award but did participate in 25% of the total junior varsity matches. Must finish the season in good standing.

#### SOCCER (Boys' and Girls')

Major - All athletes must participate in 25% of the total Varsity matches. All athletes must finish the season in good standing.

Minor - An athlete who did not receive a major award but did participate in 25% of the total junior varsity matches. Must finish the season in good standing.

#### SOFTBALL

Major - All athletes, except pitchers, must participate in 25% of the total varsity innings. Pitchers must average pitching 1 inning per total number of varsity games played or have 2 varsity victories. Athletes must finish the season in good standing.

Minor - All athletes who did not receive a major award and have participated in 25% of the junior varsity innings played. Pitchers must average pitching 1 inning per total number of junior varsity games played or have 2 junior varsity victories. All athletes must finish the season in good standing.

#### SWIMMING (Boys' and Girls')

Major - Swimmers earn the major award by scoring 4 times as many points as the total number of dual

swimming meets in which the team participates. Divers earn the major award by scoring 1.5 times as many points as the total number of dual diving meets in which the team participates. Swimmers and divers earning a major award must compete in both the conference and sectional championship meets in at least one event. An athlete may earn a major award by placing in the sectional finals in an individual event. Athletes must finish the season in good standing.

Minor - Swimmers and divers not earning a major award earn a minor award if they participate in 2 varsity contests. They must also finish the season in good standing.

**TENNIS** (Boys' and Girls')

Major - All athletes must participate in 25% of the scheduled contest at the varsity level.

Minor - Any athlete who did not receive a major award but was carried on the team and participated in 25% of the junior varsity contests.

**TRACK** (Boys' and Girls')

Major - Athlete must score the same number of points as there are regular season meets. Major awards may also be earned by scoring a team point in the conference or sectional championship meet. Athletes must complete the season in good standing.

Minor - An athlete who did not receive a major award, but did participate in 25% of JV meets, and finished the season in good standing.

**UNIFIED SPORTS** (Track & Field and Flag Football)

Major – Participation in at least 25% of the season's competitions. All participants must finish the season in good standing.

Minor – An athlete who did not receive a major award and finished the season in good standing.

**VOLLEYBALL**

Major - An athlete must participate in 25% of the total varsity matches. All athletes must finish the season in good standing.

Minor - An athlete who did not receive a major award but did participate in 25% of the JV or freshmen matches and finished the season in good standing.

**WRESTLING**

Major - An athlete must participate in 25% of the total varsity matches, with each dual and/or tournament counting as one participation. Athletes must finish the season in good standing.

Minor - An athlete who did not receive a major award but participating in 25% of the total junior varsity matches, with each dual and/or tournament counting as one participation. Athletes must finish the season in good standing.

**SPECIAL SITUATIONS FOR AWARDING LETTERS**

1. An athlete may be given a major award after 4 years of participation in the same sport.
2. The top athlete on a team in an event for the season may be awarded a major award, regardless of other requirements.
3. Athletes may earn a major award by being a major contributor to the success of the team.
4. If an athlete is injured during the season, the coaching staff will evaluate and determine if an award should be given.
5. A participation certificate will be awarded any athlete who completed the season and did not earn a major, minor, or freshman award.

**ATHLETIC WEB SITE**

Visit [www.wawasee.k12.in.us](http://www.wawasee.k12.in.us) for general athletic information.  
Visit [www.wawasee.k12.in.us/athletics](http://www.wawasee.k12.in.us/athletics) for Wawasee athletic schedules and results

## **CLUBS AND ORGANIZATIONS**

Wawasee High School offers a variety of clubs and activities that are of interest to all students. We encourage all students to take part. Below are just a few of those that are offered during our school year.

### **ACADEMIC SUPER BOWL**

Academic Super Bowl allows students the opportunity to extend their knowledge beyond classroom activities. Students may participate in the following subjects: English, Fine Arts, Math, Science, and Social Studies. Most teams meet in the morning, with a few teams meeting after school. There are three competitions that happen in February through April. For those teams qualifying for state competition, it is held in May at Purdue University. ART CLUB

The Art club is an organization intended for college-bound art students. It will only be open to 11<sup>th</sup> or 12<sup>th</sup> grade students serious about pursuing post-secondary studies in the field of art. The emphasis will be on the creation of professional portfolios for college reviews, acceptance into college programs and/or receiving college scholarships. Club time will also be utilized researching careers and institutions specializing in the field of art. The club will have scheduled monthly meetings. Art club students will also have organized trips to colleges and museums to further explore the world of art.

### **D.E.C.A.**

D.E.C.A. club is a local, state and national organization that stands for Distributive Education Clubs of America. This is a professional business club for Marketing and Distributive Education students. The members must be enrolled in Marketing I or Marketing II. The club participates in district and state contests, conferences, and many local events. The club has many activities that are curriculum centered, but also has many social events such as parties, breakfasts, and has an award banquet at the end of May for members and training station sponsors.

### **DRAMA CLUB - THESPIANS**

Participation in the Drama Club is open to all Wawasee High School students. The Thespians Club is open to those students who have accumulated enough point to be inducted into the Thespian Society. The Thespian Club meets once a month during club days to discuss upcoming auditions, productions, and workshops in the area, along with learning more about the field of theater.

The Club's major projects that of the drama production, done every spring. Although the play is open to all students, drama club members are particularly encouraged to audition and be in or work on the production. People are needed to work on lights, sound, set design and construction, costumes, props, makeup, publicity, programs, tickets, stage manager, student director, and of course as actors and actresses. This is a good club for those interested in theater.

### **FFA**

The FFA is a national organization for students enrolled in Agriculture Education. Its primary purposes are to develop leadership, citizenship, and cooperation among its members. This is accomplished through a wide variety of agriculturally related activities. These activities are designed not only to achieve the purposes of the organization but to also provide incentive for individual students to develop skills through competition, awards, and recognition programs.

### **ENVIROMENTAL CLUB**

### **FISHING CLUB**

### **KEY CLUB**

Key Club is the largest high school service organization in the world. It was organized at Wawasee High School five years ago and is jointly sponsored by local Kiwanis Clubs and the High School administration. Its goals are to perform service projects to benefit the school and community, provide vocational guidance and leadership skills for its members. Key Club's motto is "Caring Our Way of Life." Key Club meets three times a month at school in addition to any projects which may be in the works. Students who like something useful to do with your time, Key Club is the answer.

### **NATIONAL HONOR SOCIETY**

The National Honor Society for Secondary Schools was founded in 1921 by the National Association of Secondary School Principals. Its purpose is "to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of America's schools."

Juniors and seniors with an unweighted grade point average of 10.0 or above become scholastically eligible for membership consideration. Administration and faculty then evaluate the candidate's qualities of leadership, service, and character. Members of the National Honor Society from other schools who transfer to Wawasee are accepted into the chapter; otherwise one must have been a student at Wawasee High School for one semester to be eligible.

At Wawasee the National Honor Society is primarily a service organization, although monthly meetings of a social nature are held. The main activity of this organization is coordinating the Christmas Wawasee Penny Pitch.

### **ROBOTICS CLUB**

The Wawasee Robotics Club aka the "Iron Pride" is open to all students of WHS. Students are divided into teams to design, build, program and test robots for the VEX Robotics Challenge (VRC). Students take these robots to various competitions throughout the state with the potential to qualify for State and World Championships where they compete against other students locally and around the world. The club regularly meets on Thursday after school until 7pm and during Warrior Time, but other build sessions can be added to the calendar as needed. Club dues are \$75 per student.

### **STUDENT COUNCIL**

The Wawasee Student Representative Council consists of elected members from each grade level that have been narrowed and selected through an application process.

The functions of the council are: to promote leadership within the student body, to provide a channel for communication between the students, teachers and administration, and to provide for student body activities, spirit, and the needs of Wawasee High School.

#### **S.C. Requirements for Class Council**

Wawasee High School SRC welcomes any student to file for election who meets these criteria:

- 1. Is willing to work before, during, and after school to make the Student council activities a success.**
- 2. Must be willing to address issues brought before the SRC by administrators, faculty, and other students.**
- 3. Must have maintained a 6.5 cumulative GPA in the semesters prior to election.**
- 4. Should be ready to be an active member of the SRC. Inactive members will be replaced with teacher appointed replacement.**

# WAWASEE COMMUNITY SCHOOL CORPORATION

## Bylaws & Policies

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### 7440.02 – UNMANNED AIRCRAFT VEHICLE (Drones and Model Aircraft)

The operation of unmanned aircraft systems including drones and model aircrafts is regulated by the Federal Aviation Administration (FAA) and relevant Indiana state law. The Wawasee Community School Corporation has established the following procedures required to ensure compliance with those legal obligations and to reduce risks to safety, security and privacy.

Any Wawasee Community School Corporation employee or student wishing to operate an unmanned aircraft vehicle (UAV) as part of their school employment or as part of a certified program must first receive written permission by the superintendent, and then obtain a 333 exemption or Certificate of Waiver or Authorization (COA) issued by the FAA.

The UAV shall not be used to monitor or record areas where there is a reasonable expectation of privacy in accordance with accepted community norms. These areas include, but are not limited to restrooms, locker rooms, changing or dressing rooms, and health treatment rooms.

No third party or hobbyist is permitted to use a UAV or model aircraft over any property owned or leased by the Wawasee Community School Corporation without prior written approval by the superintendent.

Any use of a UAV at any program, event, or activity at any property owned or leased by the Wawasee Community School Corporation is strictly prohibited. Building administrators shall refuse admission or entry to anyone possessing, using or attempting to use a UAV, and may also confiscate the UAV until the event has been completed.