

# **West Noble**

## **High School**

2017-2018

Student Handbook

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**5094 N US Highway 33**

**Ligonier, IN 46767**

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## DAILY SCHEDULES

A bell will ring at 7:50 AM. First Period will start at 8:00 AM. School will be dismissed at 3:10 PM. Attendance will be taken each period.

### Daily Schedule

<b>Period 1</b>	8:00-9:10
<b>Period 2</b>	9:15-10:25
<b>Homeroom</b>	10:30-10:55
<b>Period 3</b>	11:00-12:40
<b>A Lunch</b>	11:00-11:30
<b>B Lunch</b>	11:35-12:05
<b>C Lunch</b>	12:10-12:40
<b>Period 4</b>	12:45-1:55
<b>Period 5</b>	2:00-3:10

### 2 Hour Delay Schedule

<b>Period 1</b>	10:00-10:50
<b>Period 2</b>	10:55-12:35
<b>A Lunch</b>	10:55-11:25
<b>B Lunch</b>	11:30-12:00
<b>C Lunch</b>	12:05-12:35
<b>Period 3</b>	12:40-1:30
<b>Period 4</b>	1:35-2:20
<b>Period 5</b>	2:25-3:10

### 3 Hour Delay Schedule

<b>Period 1</b>	11:00-12:40
<b>Lunch A</b>	11:00-11:30
<b>Lunch B</b>	11:35-12:05
<b>Lunch C</b>	12:10-12:40
<b>Period 2</b>	12:45-1:35
<b>Period 3</b>	1:40-2:25
<b>Period 4</b>	2:30-3:15
<b>Period 5</b>	3:20-4:10

### Weather Related Information will be announced over

Radio Stations - WOWO 1190 AM, WBCL 90.3 FM  
TV – WNDU 16, WPTA 21, WANE TV 15, WFFT 55 & WSJV TV  
Internet – westnoble.k12.in.us

Receiving text may be done by setting up an account at West Noble DynaCal website.

The school recognizes that weather conditions may vary considerably within the West Noble School District.

Telephone: West Noble Voicemail

## STUDENT HANDBOOK

Each student is directed to call his or her parent(s) or guardian(s) attention to policies, rules, and regulations. It will be presumed throughout the school year that this has been done. Students are expected to read this West Noble High School Student Handbook, and keep it as a reference throughout the school year. Each student should sign and return the tear out page in the back of this handbook to indicate he or she has been given a copy.

Dear Student,

Welcome to West Noble High School! We are proud to have you as a part of our learning community. Our staff is working hard to provide a great high school experience for you, and we are looking forward to watching you grow and contribute as a learner.

Do not miss this incredible opportunity to get involved, make connections, and give back to the community that has helped you get to this point in your life. If there is anything that you need to be more successful, please let me know.

Sincerely,

Greg Baker

WNHS Principal

# Mission Statement

*Our mission is to **educate and empower** students to be active citizens in our ever-changing world.*

We are committed to helping all students learn at their highest potential.

## **FACILITY FACTS**

West Noble High School was built in 1970 on a site of 135 acres. The vocational building was added in 1974, and additions and renovations were also done in 1997 and 2008. The site provides ample room for outdoor activities including a physical education area, football field, tennis courts, baseball and softball fields, soccer field, and an all-weather track.

An outdoor lab consisting of 25 acres is provided to aid in teaching biology, science, agriculture, etc. to all students in the corporation. The Future Farmers of America chapter farms an 8-acre experimental farm.

There are about 330 permanent-type seats in the auditorium/cafeteria. This area can be used for large group instruction. The stage and lunch facilities are included in this complex.

The gymnasium features seating for some 2365 fans for basketball and other sports. It has roll away bleachers on the upper-deck. Activities can be simultaneously held on the upper deck and gym floor. The decor of red, white, and blue, West Noble School official color, is carried out in the gymnasium. The athletic teams participate in the Northeast Corner Conference (NECC).

The High School is accredited by the North Central Association of Colleges and Secondary Schools and by the State Board of Education in Indiana (First Class Commission.)

## **GENERAL RULES**

1. No horseplay, roughhousing, or running
2. Follow the instructions of any staff member.
3. Do your share in keeping the building and grounds clean and neat.
4. Anything that would be considered dangerous to the student body should not be brought to school, such as knives, guns, bows and arrows, sabers, etc.
5. Electronic Device Guidelines:  
Cell phones and mp3 players are only allowed during passing periods and at lunch.  
If a cell phone is confiscated during class:  
On the first offense your electronic device will be taken away by a staff member and given to an administrator. Your parent will have to come in and pick up your electronic device. The second offense will result in possible suspension and loss of the device for 3 weeks. Cell phone and camera usage is not permitted in the locker room area at any time.
6. Students who are on free time are to remain in a specific area. There should be no passing from area to area during a class period without a pass.
7. Respect for staff and student is expected.

## **DISCIPLINE POLICY**

### **PHILOSOPHY**

West Noble School Corporation's approach to school discipline is based on the ideal of mutual respect among students and staff. We urge students to accept self-discipline, and the responsibility of controlling their own actions. At the same time we recognize that adult intervention is both desirable and necessary.

Discipline in the West Noble Schools is everyone's business. Everyone is affected by disruptive, violent, and misbehaving students. When a student is unable or unwilling to behave in an acceptable manner, the school also, in a sense, fails. Student misbehavior is an opportunity for counselors, students, parents, and administrators to work together for the good of each student and the entire school organization.

### **ADMINISTRATION**

The first responsibility of the administration is to establish written discipline policies, procedures, and consequences for misbehavior. The administrator must recognize:

1. That he/she is responsible for the climate of a well-disciplined school. Leadership in this area is essential for learning to take place in the West Noble School Corporation.

2. That staff morale is vitally important. High staff morale is the result of effective administrative support in the area of student discipline.
3. That he/she should make themselves accessible and visible to the staff and students to the degree possible.
4. That discipline must be handled in a manner that is fair, firm, and consistent.

**TEACHERS**

The key to effective school discipline is the sound management of classroom discipline before the problem is sent to the office.

The classroom management procedure is built upon the concept of applying a minimum amount of force and gradually increasing levels of authority if misbehavior persists. West Noble teachers should make the students aware:

1. That high standards of achievement are demanded in their classrooms.
2. That the teacher is in charge of the classroom. Students must perceive that this is the way it is going to be throughout the school year.
3. That classroom disruption is not expected, nor will it be tolerated.
4. That all students will be treated in a manner that is fair and consistent.

**STUDENTS**

The West Noble student must understand that his/her attitude and behavior has an impact on the ability of classmates to be successful. No student will be allowed to be disruptive in the classroom and interfere with the learning of other students. Students must perceive:

1. That at West Noble the same set of rules applies to all.
2. That self-discipline is a highly desirable personal goal.
3. That fairness exists in the disciplinary procedure.

**CONSEQUENCES OF INAPPROPRIATE BEHAVIOR**

The most appropriate action taken by school officials should be the least extreme measure that can resolve the problem. The following is a listing of some of the actions that may be employed if there is a breach of student discipline.

- Teacher/ student conference
- Counselor/ student conference
- Teacher/ parent conferences
- Isolation by teacher
- Administrator / student conference
- Administrator / student / parent / teacher conference
- Student program adjustment
- Detention after school or Saturday school
- Lunch room detention
- Temporary removal from class
- Financial restitution
- Teacher / student / parent conference
- Counselor / student / parent conference
- Referral to Special Services
- Professional assessment & counseling may be requested at student request
- Loss of privileges including, but not limited to, athletic activities, non-credit school activities, and school provided transportation.
- In-school suspension: Administrative placement of a student away from regular activities.
- Out-of-school suspension: Any disciplinary action whereby a student is separated from school for a period of 10 days or less. Due process procedures must be followed.

Probationary agreement between school and students.

**Expulsion:** Disciplinary action whereby a student:

- A. is separated from school attendance for a period more than 10 days.
- B. is separated from school attendance for the balance of the current year unless a student is permitted to complete required examinations in order to receive credit in the current trimester.
- C. suffers a penalty which automatically prevents his completing within the normal time his overall course of study in any school in the school corporation. Due process must be followed.

**Summary:** It is highly recommended that the parent be contacted in most cases of inappropriate behavior. Specific school rules have been adopted by the West Noble School Corporation and will be published by each individual school in the student handbook.

Date: May 27, 1986

## **STUDENT RIGHTS AND RESPONSIBILITIES**

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to discipline a student. In this event and in accordance with the provisions of IC 20-33-8-8. 1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A middle school or high school teacher will have the right to remove a student from his/her class or activity for a period of up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting. Before returning to class a parental meeting may be required.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current trimester plus the following trimester, with the exception of a violation of rule 13 listed under the Grounds for Suspension and Expulsion in this policy

### **GROUND FORS SUSPENSION, EXPULSION, OR AFTER SCHOOL DETENTION**

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule.
  - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
  - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
  - c. Setting fire to or damaging any school building or property.
  - d. Prevention of, or attempting to, prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
  - f. Engaging in gang activity.
  - g. Engaging in physical and/or verbal abuse or intimidation of students and/or staff members. Verbal abuse will include but not be limited to profane, vulgar, or otherwise inappropriate language.
2. Causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property.
3. Intentionally causing, or attempting to cause, physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
4. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student.
5. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that can be used to harm another person, is considered a weapon but is not a firearm as defined in rule # 13 below. This includes, but is not limited to, personal safety devices, such as mace, pepper spray, tazers, etc.
6. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate,

marijuana, mind altering substance, alcoholic beverage, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this rule. A student shall be considered intoxicated when, because of use of a substance, his/her regular life activities are impaired.

7. Engaging in the unlawful selling of a controlled substance, or the sale of any other intoxicant or mind altering substance, or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
8. Possessing Drug paraphernalia, rolling papers and, or lighters.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function. A "substantial number of instances" will be determined by a **demerit system**. When a student reaches 6 demerits, he/she will receive a letter explaining the demerit system and a copy of his/her discipline file. 10 demerits per trimester is the limit.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of administrative authority;
  - c. willful absence, tardiness, and habitual trancies 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 phenylpropolarnine (PPA), or stimulants of any kind, be they available with or without a prescription;
  - f. being present or having knowledge of substantial rules violations and/or criminal law violations without attempting to inform school or police officials;
  - g. leaving school grounds without permission, failing to attend any class for which a student is scheduled, or refusal to complete detention periods assigned to the student;
  - h. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;

### 13. POSSESSION OF A FIREARM

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



14. Dress or grooming which presents a clear and immediate danger to the student's health and safety or disrupts a classroom, school activity, function, or event, or interferes with school purposes or the operation of the school. Dress covered by this rule includes but is not limited to hats and bandannas in the building, bare midriffs, apparel with objectionable language or pictures, and any item which can be construed as gang related. Shoes are required to be worn. The Administration will make the final decision about whether clothing is acceptable or not.
15. Giving out or selling any materials which are defamatory or insulting to any person or institution or which are intended to subject any student, teacher, employee of the school corporation, ethnic group or religion to scorn, ridicule, or contempt.
16. Use or possession of any tobacco product or anything having to do with the consumption of tobacco. The School Board recognizes that the use of tobacco products presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. For purposes of this policy, "use of tobacco" shall be defined as all uses of tobacco, including a cigar, cigarette, pipe, snuff, E-cigarette, or any other matter or substance that contains tobacco. In order to protect students and staff who chose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco by visitors in school buildings at all times. Such prohibition also applies on school grounds, on school busses and/or at any school-related function.  
The grounds for suspension or expulsion listed above apply when a student is:
  - a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
  - b. Off school grounds at a school activity, function, or event; or
  - c. Traveling to or from school or a school activity, function, or event.
17. Consumption or ingestion of any controlled substance, alcoholic beverage, drug, or intoxicant of any kind before attending school, a school function, or event.
18. Bullying, (defined by the state legislature as overt, repeated acts or gestures, including verbal or written communications transmitted, physical act committed, or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student), will not be tolerated at West Noble High School. Incidents of bullying will be dealt with in a manner similar to fighting, intimidation, threats, harassment, and other acts of violence.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

### **SUSPENSION PROCEDURES**

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

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
  - (a) a written or oral statement of the charges;
  - (b) a summary of the evidence against the student will be presented, if the student denies the charges, and;
  - (c) an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents or guardians of a suspended student will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the principal.
4. Students who receive ISS may be expected to serve the full school day. Students in PCI will forfeit the PCI class credit for days missed due to OSS/ISS. Vocational students may be expected to serve full days. The PCI coordinator and the PCI student should make arrangements with the student's employer when the consequences affect the student's work day. Administration reserves the right to make adjustments in the consequences.

### **EXPULSION PROCEDURES**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
  - a. legal counsel
  - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the

events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student's parent are given notice of the right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of 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 parent. The board will then take any action deemed appropriate.

#### FURTHER PROVISIONS

The foregoing text setting forth rules of conduct, grounds for expulsion, and procedures prescribed for handling suspensions and expulsions from school is not intended to be all inclusive, and all of the provisions contained within the Indiana Statutes as enacted by the General Assembly of the State of Indiana, concerning education, students, school officials and personnel, school rules and disciplinary and other procedures in connection therewith, are adopted herein by reference as fully and completely as through here set forth, and all acts amendatory or supplemental thereto. A full and complete copy of the Indiana Statutes is available in the Superintendent's office.

### **STUDENT CONDUCT**

Any student who willfully harms, or threatens to harm, a staff member should expect at least a 10 day out-of-school suspension and, pending due process procedures, a recommendation of expulsion. Any student suspended or expelled for the above mentioned reasons will be placed on "school probation" when returning to school. Such probation will call for expulsion with the future violation of any major rule (i.e., fighting; alcohol, tobacco, or any other drug violations; verbal or physical threats or intimidation; harassment; vulgar, profane, or otherwise inappropriate language; etc.) Professional assessment and counseling may be requested, at the student's expense, for consideration for re-admittance to school. In addition, recommendations from a law enforcement officer may be required.

#### **BEHAVIOR BEYOND THE SCHOOL DAY**

The administration has the right to discipline any student misconduct at school sponsored events, as outlined in the section of Student Rights and Responsibilities.

#### **HONESTY**

1. Honesty / integrity at West Noble is considered important because this is the basic moral structure of any society. Students, teachers, and staff should uphold high morals in and out of school.
2. Students should understand the importance of honesty and promote it in and out of school. All students should be willing to accept any punishment resulting from dishonest behavior.

## **HIGH SCHOOL ATTENDANCE PROCEDURE**

#### **PHILOSOPHY**

Regular attendance is considered to be one of the primary essentials of a successful formal education. A day lost in the classroom can never be completely retrieved. The dialogue between the teacher and the students in a classroom group environment can never be effectively duplicated. West Noble High School's attendance policy attempts to encourage academic effort by discouraging unacceptable absenteeism and tardiness which is a lack of effort. It attempts to emphasize regular and punctual attendance which will establish patterns to benefit students now and in the future.

#### **WEST NOBLE HIGH SCHOOL OFFERS TWO AWARDS CONCERNING ATTENDANCE**

Perfect Attendance: The student has no class absences other than school related absences.

Excellent Attendance: The student can miss up to 3 class periods. The student cannot have any class cuts or trancies. Administration reserves the right to grant an exception.

## **POLICY**

- A. Each student shall bear the responsibility for making up all work missed because of any absence. Students will be allowed one day for each day of excused absence to complete make-up work unless special permission is granted by the teacher or administration for additional time. Students who have an unexcused absence will be expected to complete make-up work by the end of the first day back to school. Any student who has cut class or has been truant will forfeit credit for the makeup work for the absent period(s).
- B. In order to improve classroom attendance, absences will be recorded and reported to the attendance office by the teacher for each class period. Any student who misses more than 15 minutes of a class period will be counted absent from that class. If possible, parents will receive a phone call from the attendance office if the absence is unexcused. Upon the 4th unexcused absence the parent will be notified by mail, and upon the 6th unexcused absence the parent will receive a phone call. If a student reaches 8 unexcused absences a parent conference will be scheduled. Absences may accrue quickly. It is the parent's responsibility to monitor their child's attendance. This can be monitored through the INOW Parent Portal or by contact with the attendance office.
- C. West Noble High School Classifies absences as follows:  
'Attend' means to be physically present: (1) in a school; or (2) at another location where the school's educational program is being conducted; during regular school hours on a day.

Currently state law charges each school district to locally define "excused" and "unexcused" absences. As such, West Noble School Corporation defines:

**Absent** – A student is absent when he/she is not in their scheduled location to receive and participate in the instruction, the support or the activities planned for them.

**Excused absences** are defined as absences that the school corporation regards as legitimate reasons for being out of school. These include:

- Illness verified by note from parent/guardian
- Illness or medical condition verified by note from Physician
- Family funeral
- Military Connected Families (e.g. absences related to deployment and return)
- Mandated court attendance (if documented)

**Exempt absences** – Absences which are a result of serving as a page or honoree of the General Assembly; serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election; when subpoenaed to testify in court; serving with the National Guard for no more than 10 days; or serving with the Civil Air Patrol for up to 5 days are all exempt absences. In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. School trips when approved by the school principal are exempt. Student participation in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers may also qualify as exempt with the Principals' approval. Absences related to activities of clubs, groups or organizations that are not school sponsored and not listed above cannot be exempt.

**Unexcused absences** are defined as any absence not covered under the definition of excused or exempt.

**Habitual Absence** – When a student has more than 10 unexcused absences or a combination of 18 excused or unexcused absences that which do not have a physician's note he/she is declared habitually absent. Any absence beyond that will result in notification to the Noble County Prosecutor.

Excessive absences interfere with the instructional process and the overall educational program for students. Disciplinary action, including but not limited to dropping students from classes or even expulsion, may be taken when absenteeism becomes excessive. Upon the 9th unexcused absence a student will be assigned Saturday School or community service. The student's work permit and/or driver's license may be pulled.

**Suspended Days-** Suspensions may be either In-School or Out-of-School. It is the responsibility of the student to obtain assignments for missed classes and to complete all make-up work by the end of the first full day back in school.

- a. ISS days are counted as excused absences and all credit will be given for work completed by the first day back into the regular class.
  - b. OSS is an unexcused absence. A student may not participate in any extra-curricular activities during his/her suspension. A student can request make-up work. The student will receive no credit for daily make-up work, but will receive credit for make-up tests and projects.
- E. In order to improve punctual attendance, unexcused tardies will be recorded by the teacher and the student will be assigned detention, After School Detention, given an In-School Suspension, or may forfeit credit in the class where the unexcused tardy occurs. Parents will be notified beginning with the third unexcused tardy. (See the attendance guidelines).

**PROCEDURE**

- F. Each student and his/her parent shall bear the responsibility of providing the attendance office with a reason for the student's absence. The parent or guardian should call the school (260-894-3191 ext. 3015) prior to 10:00 A.M. the day of the student's absence. If it is impossible to contact the school, a written note, signed by the parent or guardian stating the student's name, date(s) of absence, and the reason for the absence must be provided within 24 hours of the students return to school. Absences not verified within 24 hours will be considered unexcused absences and may be deemed to be truanancies.
- G. If a student needs to leave school for any reason he/ she must first obtain permission from the principal/assistant principal or his/her designee and then sign out in the attendance office. Any student leaving the school grounds without following the above procedure will be considered truant.
- H. All students who are enrolled in an off-campus course, attend another school for part of a day, or are on a shortened day schedule should sign-in in the attendance office upon arriving at school and should remain in the commons until the end of the period. When leaving West Noble before the end of the school day, these students should sign out in the attendance office. If West Noble delays, students are not required to report to their morning classes. If on a delay schedule, students are required to attend scheduled academic classes.
- I. Any student arriving at school after the beginning of first hour must sign in at the attendance office. A tardy pass to class or LRC will be issued by the attendance clerk.

For uniformity and consistence the following guideline will apply in cases of violation of the attendance policy.

**ATTENDANCE GUIDELINES**

The following list of infractions and the resulting actions to be taken are meant to serve as guidelines. The administration reserves the right to deviate from the list if the situation warrants.

**INFRACTION - ACTION**

**UNEXCUSED TARDIES**

- 1<sup>st</sup> Warning
- 2<sup>nd</sup> 1/2 hour detention or lunch restriction - Parent notified
- 3<sup>rd</sup> 1 hour detention – UT / LRC Restriction\* for a 3-week period
- 4<sup>th</sup> 1 day of In-School Suspension or After School Detention or lunch restriction
- 5<sup>th</sup> Parent conference and Saturday School

**CLASS / LRC CUTS (ALL ARE UNEXCUSED ABSENCES -NO CREDIT WILL BE GIVEN FOR MAKE-UP WORK.)**

- 1<sup>st</sup> 1 hour detention with UT / LRC Restriction\* for a 3-week period
- 2<sup>nd</sup> 3 days of In-School Suspension - Parent contacted

3<sup>rd</sup> Loss of credit for the trimester in the class where the cut occurred. If a student skips more than three periods it will be treated as a full day truancy.

Class/LRC cuts will prohibit students from receiving perfect attendance awards.

**TRUANCY (ALL TRUANT DAYS ARE UNEXCUSED ABSENCES. LOSS OF UT/LRC RESTRICTION IS AUTOMATIC FOR 6 WEEKS. NO CREDIT WILL BE GIVEN FOR MAKE UP WORK FOR THE TRUANT PERIODS.)**

1<sup>st</sup> Parent notified - 1 day of In-School Suspension 24 hour truancy notification to parent

2<sup>nd</sup> Truancy charges may be filed with the Noble County Prosecutor or Teen Court, and/or 5 days ISS or 5 After School detentions.

3<sup>rd</sup> Possible Recommendation for expulsion, and/or revoke driving/work permits

**TOTAL ABSENCES (EXCUSED AND UNEXCUSED)**

4th Unexcused	Notification to student and/or parent
6th Unexcused	Parent Phone Call
8th Unexcused	Parent Conference
9th Unexcused	Saturday School or Community Service, Possible Loss of Work Permit and Driver's License
10th Unexcused	Notify Noble County Prosecutor
18 Absences Any	Notify Noble County Prosector

As stated above on page 11, absences accrue very quickly. Please check the Inow Parent Portal frequently. Once you receive the 4th unexcused absence notification in the mail, please check your student's attendance daily.

## GUIDANCE AND COUNSELING

The Guidance Department exists mainly for one purpose-to help the student. The many problems faced by the student today demand that they have someone with which they may discuss their problems and seek help. Please feel free to drop in the guidance office for a conference.

Students should read their curriculum and registration guides to familiarize themselves with graduation requirements. The curriculum guide is located on the WNSC website under the HS Guidance tab.

Students must carry at least 4 solid subjects. *Their 5<sup>th</sup> class can either be an LRC (with certain students having UT) or students may enroll in another academic class.*

## CREDITS

A credit is given for satisfactory completion of a school subject that meets five days per week for 70 minutes per day or its equivalent for one trimester. *Students can earn up to 15 credits in one year (5 classes per trimesters x 3 trimesters =15)* This does not include LRC.

## DUAL CREDIT

Students are given the opportunity to take Dual Credit courses during their sophomore, junior or senior years. Dual Credit courses are college credit and high school credit courses offered at the home school. The courses offered at WNHS are listed in the course guide (Appendix A). Each student will meet with his/her counselor to discuss each course admission requirements. The grade a student receives in their Dual Credit course can affect transferability and financial aid. A student must receive a "C" in order for most colleges/universities to accept the credit. If a student receives a D+, D, or D- they will be put on academic probation and not be able to receive financial aid.

## CAREER & TECHNICAL TRAINING

West Noble High School is affiliated with the Wawasee Area Career and Technical Cooperative and IMPACT Institute. Courses included in the area vocational school are: Profession Career Internship, Construction Technology, Automotive Service Technology I &

II, Auto Body Collision Repair, Marine Mechanics, Cosmetology, Business Technology, Health Occupants Education Primary Healthcare (CNA / Medical Assisting), Introduction to Emergency Medical Services, Human and Social Services, Aviation Flight and Operations, Project Lead the Way Engineering Courses, Welding, Precision Machine Technology, Early Childhood Education, Computer Information System, Criminal Justice, Computer Aided Drafting (CAD), Interactive Media, Radio, Culinary Arts and Hospitality Management, and Interdisciplinary Cooperative Education.

## **GRADING SYSTEM**

The grading system will be:

A	Superior	D	Below Average
B	Above Average	F	Failing
C	Average	I	Incomplete

If a student has a question about a grade, arrange a conference with the teacher to discuss the problem.

## **HOW TO FIGURE GRADE POINT AVERAGE FOR HONOR STUDENTS OR CLASS RANK**

The plus and minus marks accompanying a letter grade is assigned a numerical value. The scale is as follows:

	A	4.00	A-	3.67	
B+	3.33	B	3.00	B-	2.67
C+	2.33	C	2.00	C-	1.67
D+	1.33	D	1.00	D-	0.67
	F	0.00			

All students divide the number of letter grades into the total point value. If you have questions or problems figuring grade index, see the guidance office secretary or one of the counselors. Honors classes will receive an additional weight of .33. AP and dual credit classes offered at WNHS will receive an additional .5 weight. All class ranks are based on a weighted scale.

Weights for AP classes will not be awarded until the full class is complete (generally 2 trimesters). If a student drops an AP class after the 1<sup>st</sup> trimester of the class, they will not receive a weight for the trimester they competed.

## **EARLY GRADUATES POLICY**

Early graduates may be eligible to participate in any extra-curricular activity that concludes prior to the end of their last trimester. This assumes they will meet the regular requirements for that activity or club. Early graduates may hold memberships in clubs during their last trimester. However, they cannot hold an office or participate in an activity which continues beyond their final trimester. All students in athletics must meet I.H.S.A.A. requirements at all times. F.F.A., National Honor Society, or other state and national constitutions supersede this policy. Only those students who have passed the Algebra I ECA and English 10 ECA and have at least a 2.5 cumulative GPA may apply to be an early graduate. Early graduate applications must be received in the guidance office before the first day of school and all requirements must be met at this time.

## **SPECIAL STUDENT POLICY**

Parenting students may apply for with the assistant principal a shortened academic day. Expectant mothers are urged to use good judgment and consider their physical well being and welfare in participation in extracurricular activities, i.e., girl's athletics, etc.

## **STUDENT REGISTRATION AND WITHDRAWAL FROM SCHOOL**

Any student wishing to enroll in West Noble High School should report to the Principal's office. A student who wishes to withdraw or transfer to another school should obtain a withdrawal form from the Principal's office. Following a conference with an Assistant Principal, the student is responsible for having the form signed by all responsible staff, returning all schoolbooks and property, and making sure all fees are paid. The completed form will be returned to the principal's office for final clearance. FERPA requires that schools forward educational records including discipline records to schools that have requested them and in which the student seeks or intends to enroll.

## **POLICY FOR STUDENTS RE-ENTERING SCHOOL**

1. A student that has been expelled from West Noble High School for chronic behavioral or attendance problems in his previous tenure as a West Noble High School student, may apply to reenter the second time on a probationary basis. Probationary status defined: It is felt that a sincere desire to continue one's education would not justify tolerating repetition of previous behavioral patterns. Any

subsequent discipline problems/conduct could result in expulsion. That student may have the option to enter Alternative School.

2. Any student not meeting the criteria of #1 may apply to (re)enroll at West Noble High School. Acceptance is an administrative decision which will be made upon review of enrollment documents.

Waivers to the above policy may be granted to individuals who have previously withdrawn because of medical problems, financial hardship, or who have not been in attendance in regular high school for a period of at least five (5) years. The administration reserves the right to make other exceptions as deemed necessary.

### **STUDENT SCHEDULE CHANGES**

Students will receive a copy of their next year's class schedule when they receive their final report card in the summer. Counselors are generally in the office a week after school gets out and a week before school starts. If students wish to change their schedule they need to make an appointment with their counselor during these times. Once the school year begins, schedules **will not** be changed for the current trimester unless initiated by a teacher, guidance counselor, or administrator. If a student wishes to add or drop a class, he/she must work with the teacher(s) involved in the decision and complete the schedule change form from the guidance office receiving all necessary signatures (administration, teacher(s), and counselor).

Students taking 5 solid subjects may drop their 5th solid before they receive their first 6 weeks report card of the current trimester without a penalty to pick up LRC. Students who drop a class after the appropriate deadline will receive a W/F in that class.

### **ATHLETIC ELIGIBILITY**

Athletic Eligibility is determined from the day the report cards are issued. All athletes must pass at least 4 solid subjects and be enrolled in a minimum of 4 solid subjects to be eligible for athletics.

### **REPORT CARDS**

Report Cards will be issued every 6 weeks to the students. They need not be returned to the office but should be shown to parents and kept at home.

### **INCOMPLETE GRADES**

Incomplete Grades may be given for a period of up to two weeks at the teacher's discretion. This time period is for students who have been ill or have had other extenuating circumstances. This is not to be used for the student who just didn't get his/her work done. Any incomplete over two weeks should be cleared through the principal.

### **PROGRESS REPORTS**

Grades can be checked at anytime on line by accessing the parent portal at <http://inow.westnoble.k12.in.us>. Log in information will be sent home at the beginning of school year. If you have trouble, contact the school at 260-894-3191 ext. 3000.

### **HONOR ROLL**

A list of all students making the Honor Roll will be announced each 6 week grading period and trimester. Student Honor Rolls will be designated as follows: 3.5 and above - high honor roll; those with all A's will be designated. 3.2 to 3.49 will be regular honor roll. At West Noble High School, a 4.0 is an 'A'. Students who receive an F are not eligible for the Honor Roll.

### **COLLEGE VISITATION, JOB INTERVIEWS AND JOB SHADOWING**

Senior students will be given two days at their choosing during the school year to visit a college, technical school, or any other prospective training institution or have a job interview. There is a form to be filled out by the student prior to the planned day. It can be obtained in the Guidance Office. All high school students may arrange through the guidance office one job shadowing day each year. This will not be granted if the student has missed school excessively.

Junior students will be given one day from January to June to visit a college, technical school, or any other prospective training institution. Students may not take a college day the day prior to a vacation.

Freshman and sophomore students can be given one day during the school year to visit an institution such as the Indiana Academy. Approval must be granted by an assistant principal before the student attends.

## **PROGRAMS FOR HIGH ABILITY STUDENTS**

Students identified as having high ability in a subject area will have the following opportunities:

### **Math:**

Students who took Algebra I in 8<sup>th</sup> grade have the opportunity to take classes using the SpringBoard Math Curriculum which is an accelerated curriculum.

1. Geometry Honors – 9<sup>th</sup>
2. Algebra II Honors – 10<sup>th</sup> / Ivy Math 136 College Algebra (3CC)
3. Pre-calculus Honors – 11<sup>th</sup>
4. Advanced Placement Calculus – 12<sup>th</sup>

Students who took Algebra I in 9th grade have the opportunity to take classes using the SpringBoard Math Curriculum which is an accelerated curriculum.

1. Algebra I Honors – 9<sup>th</sup>
2. Geometry Honors – Part A 9<sup>th</sup> (tri 3) / Part B 10<sup>th</sup> (tri 3)
3. Algebra II Ivy Math 136 – 10<sup>th</sup> (tri 2/3) College Algebra (3CC)
4. Pre-calculus / Trig – 11<sup>th</sup>
5. Awarded Placement Calculus – 12<sup>th</sup>

#### **Science:**

1. Biology Honors – 9<sup>th</sup>
2. Chemistry Honors – 10<sup>th</sup>
3. Advanced Placements Chemistry / Ivy Tech Chemistry 101 Intro to Chemistry (3CC) – 11<sup>th</sup> or 12<sup>th</sup>
4. Advanced Placement Environmental Science – 11<sup>th</sup> or 12<sup>th</sup>
5. IPFW PHY2200 General Physics (4CC)
6. Ivy Biology 101 Intro to Biology (3CC)

#### **English:**

- 1 English 9 Honors
- 2 English 10 Honors
- 3 Advanced Placement English Literature and Composition – 11<sup>th</sup>
- 4 Advanced Placement English Literature and Composition/IU L202 Literary Interpretation (3 college credits) – 12<sup>th</sup>
- 5 IPFW W131 Elementary Composition (3 college credits) – 12<sup>th</sup>
- 6 IPFW COM 114 Fundamentals of Speech (3 college credits) – 11<sup>th</sup> or 12<sup>th</sup>

#### **Foreign Language:**

1. Beginning French I and Spanish I as an 8th Grader through French III and Spanish III as a senior.
- Spanish III Students will get the opportunity to take Ivy Spanish 101/102 (4/4CC)

#### **Social Studies:**

1. Trine History 203 World Civilization I (3CC) and History 213 World Civilization II (3CC) – 10<sup>th</sup>, 11<sup>th</sup>, or 12<sup>th</sup>
2. Trine PSY 113 Principles of Psychology (3CC) – 11<sup>th</sup> or 12<sup>th</sup>
3. Advanced Placement Macroeconomics – 11<sup>th</sup> or 12<sup>th</sup>
4. Trine HIS 103 American History I (3 college credits) and HIS 113 American History II (3 college credits) – 11<sup>th</sup>
5. Trine GOV 113 Intro to Government (3CC) – 12<sup>th</sup>

#### **Band:**

1. Individual lessons for identified band students.
2. Solo opportunities during band performances
3. Conducting opportunities during performances & class
4. Composition opportunities using the band

#### **Music:**

1. One Audition choir
2. Applied music classes available for private study, study of composition and/or jazz improvisation studies.



**Chamber Orchestra:**

1. Small string ensembles

**Theatre Arts:**

1. IPFW THTR 134 Fundamental of performance (3CC)
2. IPFW THTR 201 Theatre Appreciation (3CC)

**Career and Technical:**

1. Business Offerings IT Essentials for identified students.

**Art:**

1. Individualized program. Student may contact Instructor for possible programming changes.
2. Portfolio development multiple art classes each year (10-12).

**General:**

1. Future Problem Solvers - Extra-curricular
2. Academic Super Bowl
3. Speech Team
4. Spell Bowl Team

**HONOR STUDENTS**

As part of Senior Graduation activities, Honor Students are recognized for outstanding academic achievements. To qualify as an Honor Student, a senior must average 3.5 or better for the twelve trimesters. Scholarship awards are presented at the Awards Program in May.

## **SCHOLARSHIPS AND AWARDS**

Each year scholarships and awards are given on Awards Night. A list of these awards and scholarship applications can be obtained in the Guidance Office. Seniors are urged to apply for scholarships for which they are eligible. Seniors will be notified by announcement, on West Noble website and via email when scholarships are available. There is the possibility the number of scholarships and criteria may change due to the economic conditions.

### **SCHOLARSHIPS AVAILABLE**

**Olive B. Cole Foundation Scholarships**

Applicants must be a resident of Noble County. They must plan to attend an accredited vocational school, technical school, college or university on a full-time basis. They must have satisfactory high school grades indicating ability to attain the applicants stated educational goal. They must meet the criteria for financial aid as established by the Board of Directors of the Olive B. Cole Foundation. A separate application is required. Scholarships may be renewed as long as the proper grades are maintained.

**Elks Scholarship**

Applicants are eligible for local, state, and national scholarships. Awards are based on scholarship, leadership, and financial need. Students should be in the upper 5 percent of their class for state and national awards.

**Delta Kappa Gamma Grant**

This is awarded to a girl planning to enter the field of Education.

**Noble County Law Enforcement Association Scholarship**

Awarded to a senior who plans to study law enforcement or criminal justice. Student must have strong personal character.

**Cromwell Masonic Lodge Scholarship**

Based on seniors planning to enroll in college on a full time basis.

**Farmers Mutual Insurance Company of Noble County Scholarship**

Based on families who are policyholders.

**LaGrange County REMC Scholarship**

Based on seniors whose parents are serviced by LaGrange County REMC.

**Burger King Scholarship**

Open to seniors who work 15 hours a week or more, demonstrate need, and participate in community service.

**Parkview Noble Hospital Auxiliary Scholarship**

Based on seniors planning to enter a health-related field.

**Tri Kappa Scholarship**

Based on seniors who demonstrate high academics, leadership, community service, and involvement in extracurricular activities.

**WEST NOBLE AREA SCHOLARSHIP**

Selected from a single application, which is due to the guidance office in December. These scholarships are all one-year awards. They include the following scholarships:

**Auxiliary Lash Memorial Scholarship**

Based on family membership in American Legion Post, GPA, and financial need.

**Sons of the American Legion Scholarship**

**Joyce T. Hontz Memorial Scholarships**

Criteria include scholarship, need, citizenship, and community service. Students must be in the top 113 of their senior class.

**Cromwell-Kimmell Lions Club Scholarship**

Awarded to seniors who live in either Sparta or Washington township. Based on need and personal characteristics.

**Ligonier Rotary Scholarships**

Awarded to seniors who plan to attend a vocational or trade school. Based on need, ability, and character.

**Joe Huth Memorial Scholarship**

Awarded to a student who plans to attend a vocational or technical school.

**West Noble American Legion Scholarship**

Applicant must be a son, daughter, grandson, or granddaughter of a member of Post #243 West Noble American Legion Auxiliary, or Sons of the Legion. The award is based on financial need, academic ability, and character. Also, the written letter attached to the school record has been known to count heavily.

**Ligonier Lions Club Scholarship**

Based on need, academics and personal characteristics.

**Marcia Bowen Hicks Memorial Scholarship**

Awarded to students based on involvement in arts and/or FCCLA who plan to attend a 2 or 4 year school

**Wawaka High School Alumni Association Scholarship**

Awarded to a senior from Elkhart Township. Based on academics, need and personal characteristics.

**Xi Epsilon Kappa chapter of Beta Sigma Phi sorority scholarship**

Based on community service.

**NOBLE COUNTY COMMUNITY SCHOLARSHIPS**

Complete list and applications available at [www.noblecountych.org](http://www.noblecountych.org). Scholarship list may change from year to year based on the economy and funds available. Applications are usually due towards the end of January.

**Kris Campbell "Any Dream Will Do" Scholarship**

A \$500 one-time payment for a northeast Indiana high school senior who meets one or both of the following criteria: 1) has been active in his or her high school drama club for at least 2 years and is preparing to pursue any sort of post-secondary education, 2) has excelled in high school English and will pursue an English or teaching major in college. Preference will be given to applicants from Prairie Heights High School then applicants from Noble County Schools.

**Alan Hutsell Memorial Scholarship**

Awarded to a senior who is planning to pursue a career in Emergency Medical Service, Police Service, or Fire Services.

**Edgell Vocational Scholarship**

Awarded to seniors entering a vocational program as a full-time student. Must have a 2.0 GPA.

**P. U. L. S. E. Endowment in Memory of Dave Knopp Scholarship**

A \$500 one-time payment awarded to a high school senior currently enrolled in Central Noble, East Noble, and West Noble, who has

shown strong community involvement, has been active in various volunteer communities, and has participated in any school-sponsor sports all four years of high school.

**Brandon A. Replogle “Celebrate the Arts” Memorial Scholarship**

For a West Noble High School senior attending a two or four year post-secondary institution majoring in visual arts with concentration in graphic design or art therapy or who has been an active member and participant of West Noble High School’s Theater 33 for a minimum of two years. All applicants must have a cumulative GPA 3.0-3.65 at the time they submit their application. One-time payment of \$2,000.

**Oliver & Eleanor Ellenbecker Education Scholarship**

Awarded to a Noble County senior who is planning to become a teacher.

**Doris Gene Alber Ferrari Scholarship**

For a West Noble High School senior who resides in Elkhart Township of Noble county, Indiana, attending a four year college program as full time student with the intention of going into the education field. Applicant must have a high school GPA of 2.5 or better.

**Fred & Rose Cunningham Memorial Scholarship**

Senior who will pursue post-high-school education in the field of art or agriculture.

**William Wesley & Amelia Frehse Memorial Scholarship**

Resident of Noble County attending Indiana University to study music or history.

**Paul Glass Memorial Scholarship**

A one-time payment of \$750 for a high school senior or undergraduate college student from Noble County who is pursuing a career in agriculture related field.

**Art & Jeanne Howard 4-H Scholarship**

High School senior residing in Noble County who has excelled in 4-H and academically and who will pursue any sort of post-secondary education.

**Lilly Scholarship**

Awarded to two seniors who reside in Noble County. Must have a 3.0 GPA and be involved in Community Services.

**Lolitha J. Hornett Memorial Nursing Scholarship**

For a Noble County resident entering in a program leading to a nursing degree. Must maintain a GPA of 3.0 on a 4.0 scale.

**News-Sun Scholarship**

Awarded to a Noble County senior who is pursuing a journalism career in newspapers, magazines, radio, or television.

**Noble County PRIDE Scholarship**

Awarded to a senior who is currently a member of PRIDE.

**John and Mary Schermerhorn Memorial Scholarship**

A Noble County senior pursuing a career in an agriculture-related field.

**Russell Smith Music Scholarship**

Awarded to a senior who is pursuing advanced Music Education.

**Susan Marie Stone Scholarship**

Students must rank in the top ten students in the graduating class who are pursuing a four year bachelors degree. The scholarship is based on academic excellence, together with participation in extracurricular activities, and the choice shall be without regard to financial need. The student and his/her parents or guardian must reside in the West Noble School District for no less than the last year of attendance at West Noble High School. Scholarships are renewable each year if a student maintains a ‘B’ average or above in college, remains in standing with their college or university and exhibits good character.

**ATHLETICS**

**PHILOSOPHY**

The West Noble Athletic Department’s purpose is to give those students with athletic abilities and interest an opportunity to fulfill those capabilities. The program is dedicated to the promotion of sportsmanship, successful interscholastic competition and physical fitness.

All personnel involved in the Athletic Program should display good sportsmanship. The most visible part of an athletic program is how

an individual or teams display themselves both in a contest and/or practice. Coaches should discuss this aspect of athletics with the team and individual whenever necessary.

Any successful athletic program demands loyalty from all those involved in the program. It extends to loyal support of the program and personnel in each sport during each sport season.

When conflicts do occur, and they are inevitable, go to the person or persons involved. Through direct communication, most, if not all, problems can be resolved.

### **BOOSTER CLUB & FUND RAISING**

West Noble Athletics is supported financially by an Adult Booster Club. The booster club purchases uniforms and equipment for the 18 sports at West Noble High School.

The Adult Athletic Booster Club is the sole fund raiser for the athletic department. Any other fund-raising activity project proposed by teams or individuals must be presented to the Board of Education for their consideration and approval. Prior to submitting this request to the Board of Education, the proposed project must be described in detailed written form and have the written approval of the sponsor of the project as well as the school administration (Principal) before it will be considered by the Board of Education.

## **ELIGIBILITY IHSAA RULES**

### **GENERAL RULES**

Attention Athlete - West Noble is a member of the IHSAA and follows the established rules. To be eligible to represent West Noble in inter-school athletics you:

1. must be a regular bona-fide student in good standing in the school you represent; must have enrolled no later than the fifteenth day of the current trimester,
2. must have completed 10 separate days of organized practice in said sport under the direct supervision of the high school coaching staff preceding date of participation in interschool contests, (Excluding Girls Golf - See Rule 101)
3. must have received passing grades in at least four full credit subjects or the equivalent during your last grading period and must be currently enrolled in at least four full credit subjects or the equivalent,
4. must not have reached your twentieth birthday before the IHSAA State Finals date for the sport,
5. must have been enrolled in your present high school last trimester or at a junior high school from which your high school receives its students:
  - ... unless you are entering the ninth grade for the first time.
  - ... unless you are transferring from a school district or territory with a corresponding bona fide move on the part of your parents.
  - ... unless you are a ward of a court; you are an orphan, you reside with a parent with legal custody, your former school closed, your former school is not accredited, your transfer was pursuant to school board mandate, you attended, in error, a wrong school, you transferred from a correctional school, you are emancipated, or you are a foreign exchange student under an approved NASSP program. You must have been eligible from the school from which you transferred.
5. must not have been enrolled more than twelve consecutive trimesters after enrollment in the 9th grade,
7. must be an amateur (have not participated under an assumed name, have not accepted money or merchandise directly or indirectly for athletic participation, have not accepted awards, gifts, or honors from colleges or their alumni, have not signed a professional contract),
8. must have had a physical examination between April 1 and your first practice and filed with your principal your completed Consent and Release Certificate,
9. must not have transferred from one school to another primarily for athletic purposes as a result of undue influence or persuasion by any person or group,
10. must not have received in recognition of your athletic ability, any award not approved by your principal or the IHSAA,
11. must not accept awards in the form of merchandise, meals, cash, etc.,
12. must not participate in an athletic contest during the IHSAA authorized contest season for that sport as an individual or on any team other than their school team. (See Rule 15-1a) (Exception for outstanding student-athlete - See Rule 15-1b),
13. must not reflect discredit upon your school nor create a disruptive influence on the discipline, good order, moral or educational environment in your school,
14. Students with remaining eligibility must not participate in tryouts or demonstrations of athletic ability in that sport as a prospective student-athlete. Graduates should refer to college rules and regulations before participating.

15. must not participate with or against a student enrolled below grade 9
16. must not, while on a grade 9 junior high team, participate with or against a student enrolled in grade 11 or 12,
17. must, if absent 5 or more days due to illness or injury, present to your principal a written verification from a physician licensed to practice medicine, stating that you may participate again (See Rule 9-14),
18. must not participate in camps, clinics or schools during the IHSAA authorized contest season. Consult your high school principal for regulations regarding out-of-season and summer,

Girls shall not be permitted to participate in an IHSAA tournament program for boys when there is an IHSAA tournament program for girls in that sport in which they can qualify as a girls tournament entrant.

This is only a summary of the rules. Contact your school officials for further information and before participating outside of your school.

**If an athlete has a question about eligibility or/any other IHSAA rule they should contact the athletic director.**

## **WEST NOBLE ATHLETIC RULES**

### **ATTENDANCE, SCHOOL SUSPENSION**

A student athlete must be in school by 11AM the day of a contest or practice to participate unless excused by the Principal or Assistant Principal.

Students that are serving Out of School Suspension may not participate or practice in a sport until their Out of School Suspension is served. Those students serving ISS may practice, but may not compete in a contest until the ISS is completed.

### **FAMILY VACATIONS, PLANNED ABSENCES**

Athletes are excused for a family vacation by permission of the Principal or Assistant Principal. He/she can participate in a game or a practice if he/she has secured a planned absence as indicated by the Assistant Principal or Attendance officer or clerk.

### **ONE SPORT PER SEASON**

An athlete can participate in only one sport in each athletic season. As an Athletic Department, we encourage athletes to participate in each of the three sports seasons.

Exception: A soccer player can kick for the football team provided he/she participates in the special teams' portion of practice.

### **PRACTICE POLICY**

No Sunday practices (IHSAA)

No practice without permission of Athletic Director or Principal when school has been called off or released early due to weather, etc. All practices on Wednesday night must be completed by 6:30.

### **CONFLICT OF SCHOOL ACTIVITIES**

When there is a conflict of school activities (same time, same date) student makes choice with no penalty. This should be indicated early in the year so coaches, athletes and sponsors can plan for the season. All dates of events shall be known. Coaches and sponsors will meet early on dates. Contest takes precedence over a practice.

### **TRANSPORTATION**

Transportation is provided for all athletic contests and practices when away from the school site. Athletes must go and return with the assigned transportation. The Coach may grant approval to go home with a parent or guardian, with written consent.

### **DRESS CODE**

A priority at West Noble is to dress our athletic teams in a first class manner. Out of uniform each coach is responsible for setting the dress code for his/her squad, on away trips, or when going as a group to a function.

### **WEST NOBLE PARTICIPATION RULES**

1. Any athlete who quits a sport once the season begins shall not participate in the next season sport until the season in which the athlete quit is completed. This includes open gym and conditioning programs.
2. An athlete who is suspended or removed by the Athletic Review Board, Head Coach, or Administration shall not participate in the next season sport until the season in which they are suspended or removed is completed. This includes open gym and conditioning programs.
3. An athlete who is cut for reasons other than described in 1 and 2 can participate in all activities sponsored by the Athletic Department.

### **PHYSICAL AND ATHLETIC CODE**

Each athlete must have a physical form, concussion form, and athletic code on file in the A.D.'s office before practicing in a sport.

## **PARTICIPATION RULE IHSAA PHILOSOPHY**

Students should have the opportunity to voluntarily engage in non-school sponsored sports activities provided such activities do not interfere with the student's educational development and the activities do not conflict with the principles of wholesome amateur athletics. The IHSAA wishes to enhance that opportunity while at the same time discouraging the exploitation of student athletes by overzealous individuals and organizations who attempt to impose an obligation on the student, to participate in their programs at any cost. There has been growing evidence of commercialism of high school athletes. In far too many instances non-school sponsored sports events have been the "market place" where the students have been lured to display their "athletic wares." Experience has revealed that such events tend to divide the allegiance of the students, undermine their respect for their high school coaches, and encourages the type of adulation which gives the students an exaggerated notion of the importance of their own athletic prowess rather than reinforcing the idea that athletic ability is an endowed talent which students should use for the pleasure and satisfaction that they may derive from athletic competition. By the promulgation and enforcement of these rules the IHSAA strives to eliminate these abuses.

## **ADMINISTRATIVE**

### **ADMINISTRATIVE COUNCIL**

The Administrative Council is made up of the Principal, Assistant Principal, Athletic Director, and Assistant Athletic Director.

### **ADMINISTRATIVE ORGANIZATION**

The IHSAA and Principal have ultimate control of athletic programs, but have delegated responsibilities for specific programs as follows:

- Athletic Director
- Assistant Athletic Director

### **CHAIN OF COMMAND**

The chain of command as far as IHSAA by-laws are concerned stops with the Principal of the member school. He has ultimate responsibility for every aspect of the program where West Noble policies are concerned.

The chain of command at West Noble is from Assistant Coach to Head Coach, to Assistant Athletic Director, to Athletic Director, to the Principal, to the Superintendent, to the Board of School Trustees.

### **ATHLETIC COUNCIL**

The Athletic Council at West Noble High School is made up of the Superintendent, a representative of the Board of Education, Principal, Assistant Principal, Athletic Director, Assistant Athletic Director and the Head Coaches of West Noble High School.

The purpose of the Council is to:

1. Resolve problems that arise in athletics.
2. Make recommendations and serve in an advisory capacity to the Principal.
3. Select each August four (4) coaches to serve on the Review Board.
4. Determine special awards given to athletes and/or members of the school community.
5. Meet at regular time and/or at the call of the Athletic Director who shall act as Chairman.

The Principal has the final authority on all athletic decisions except those occurring through the appeals procedure in the athletic code.

### **ADMISSION FEE TO ATHLETIC CONTESTS**

1. Fees are set by the School Board on recommendation by the Athletic Director and Assistant Athletic Director.
2. Athletes on teams within that sport are admitted free.

## **AWARDS**

### **ATHLETIC AWARDS RECOGNITION**

Awards at West Noble are presented 3 times each year for Fall Sports, Winter Sports, and Spring Sports. Each Head Coach is responsible for the selection of awards to be given and the method of selection. In all sports, a Most Valuable Player Award and a Sportsmanship Award are given. The Head Coach is responsible for their selection as well as all special awards.

- Major award      2 points
- Minor award      1 point

Jacket Award: Minimum of 1 major award and a total of 8 points at a cost of \$45.00 or Minimum of 1 major award, a total of 4 points,

and a sophomore grade level at full cost of \$90.00.

### **MAJOR AND MINOR AWARDS**

These awards are given in each sport to all athletes who complete the season. An athlete may be given a major or minor if due to illness or injury he/she is unable to complete the season but, in the judgment of the Head Coach, they would have earned an award.

Requirements for earning an award are up to the Head Coach and at the beginning of the year he should advise the squad members.

Minor awards are certificates given to all athletes who complete a sport and do not major.

Numerals are presented the first time an athlete completes a sport. If a freshman wins a major award they also get their numeral.

### **MOST VALUABLE PLAYER AWARD**

The most valuable athlete in each sport is awarded the Most Valuable Player trophy for that sport. These are presented at each of the three recognition nights.

### **SPORTSMANSHIP AWARD**

The athlete showing the best sportsmanship in each sport will receive the sportsmanship award for that sport. Their names will be placed on a large plaque to be displayed in the trophy case. This was presented to West Noble by the fans in the community. In addition, the individual receives a plaque. These are presented at each of the three recognition nights.

### **SPECIAL AWARDS**

Coaches give special awards in each sport for outstanding achievement in specific areas. These awards are usually trophies at the discretion of each head coach. These are presented at each of the three recognition nights.

### **CAPTAIN AWARDS**

A star is awarded to the captains of teams.

### **CHEVRON AWARDS**

A chevron is awarded to an athlete the first time they receive a major in each sport. Stripes are awarded for each subsequent major in each sport.

### **SENIOR ATHLETIC SCHOLARSHIP AWARDS**

A plaque will be presented to senior athletes who maintain a "B" average (3.5), for 4 years of high school. They must also have participated their senior year. Seniors receive this award at the Spring Recognition Night.

### **SENIOR 3-SPORT AWARDS**

A plaque is awarded to an athlete who participates in and completes 3 sports in his/her senior year.

### **STUDENT-ATHLETE AWARDS**

After every season, the athletic department will recognize those athletes currently participating in a sport that have maintained a 3.5 or better GPA during the previous grading period with a certificate. This will be based only on the previous 9-weeks grading period.

### **TEAM SECTIONAL CHAMPIONSHIP PATCH**

All varsity players who are on a Sectional team will receive a Sectional patch that is to be worn on the honor jacket. Patches will also be given for Regional, Semi-State, and State champion teams. These may be combined on one patch.

### **TEAM CONFERENCE CHAMPIONSHIP PATCH**

All varsity members of a conference championship team shall receive a conference championship patch, which is worn on the honor jacket.

### **STATE PARTICIPATION PATCH**

Any individual who participates in a state championship contest shall receive a state participant patch to be worn on the honor jacket.

### **SECTIONAL INDIVIDUAL CHAMPIONSHIP PATCH**

Any individual who wins a sectional will receive a patch to be worn on the honor jacket. Also, any individual who wins a Regional, Semi-State, or State Championship will receive a patch. These may be combined on one patch.

### **ALL CONFERENCE PATCH**

All varsity players who are all-conference selections shall receive an all-conference patch, which is to be worn on the honor jacket.

### **ALL AREA PATCH**

Any individual that makes the Kendallville Publishing Company All Area First team will receive a patch for their jacket.

## **CONFERENCE CHAMPIONSHIP BANNERS**

A banner for each team at West Noble is located in the gym. Each time the team is a Conference Champ, numerals of the year are put on this banner.

## **HALL OF CHAMPIONS**

Pictures are located in the hallway by the auxiliary gym. Pictures of teams who are conference champs, conference tournament champs, and individuals who are area prep of the year, 1<sup>st</sup> team all-state, sectional champs, or regional champs are on display.

Color team pictures of sectional, regional, semi-state, and state winners are on display in the main hallway outside of the gym. Individual winners at the state level are also on display in the Main Hall. Semi-state champions and state participant individuals will have an 8 x 10 picture in the main hall.

## **TROPHY CASE PICTURES**

Any athlete who is chosen all-conference will have his/her picture placed in the trophy case.

## **WEST NOBLE SCHOOL CORPORATION**

### **ATHLETIC CODE**

#### **POLICY STATEMENT**

Section I. It should be recognized by both athlete and West Noble School Corporation that the enjoyment and participation in sporting events is a privilege. Furthermore, since the athlete and athletics are often the most visible aspect of any school, it is imperative that the athletic representatives assume exemplary moral and physical standards.

This code is designed to apply an even-handed brand of justice with some degree of flexibility. Clearly, the major implementation of moral and physical standards must be relegated to the parents of the respective athlete, however, in an athletic and school atmosphere, West Noble School Corporation feels justified in stating certain minimum requirements to govern the behavior of the West Noble Athlete.

A student/athlete is subject to this code from his/her first sport participation at West Noble High School to completion of his/her last sport season at West Noble. If he/she does not participate during a school year(s), or is under athletic suspension, he/she is considered to be an athlete and any violations during non-participation or athletic suspension may be brought before the Review Board.

#### **VIOLATIONS**

Section II. A violation shall consist of one of the following acts:

1. The unauthorized possession, use, or transportation of drugs (controlled substances as defined in the Indiana Controlled Substances Act) and/or paraphernalia.
2. The transportation, possession or consumption of any alcoholic beverage.
3. Being in attendance at a place where illegal consumption or possession of alcohol and/or transmission or use of controlled substances is occurring. You are expected to leave such place immediately.
4. The possession or use of tobacco (including smoking, chewing, or snuff).
5. The committing of any act constituting a crime.(As defined by the Indiana Penal Code, or the admission of the student/athlete, or the weight of evidence, or the finding by the Judicial Court of competent jurisdiction that the athlete committed the act constituting a crime.)
6. Conduct unbecoming of a student/athlete.

#### **SANCTIONS**

Section III. The Review Board shall consist of the Athletic Director, Assistant Athletic Director, Director of Substance Abuse or Assistant Principal, and four representatives from the Athletic Council. The four representatives shall be elected by the Athletic Council at their first meeting in August and their term shall be for the school year. If the coach of the athlete to be reviewed is a member of the Review Board, and if the offense occurs during the season in which the athlete is involved, that coach shall not vote on the sanctions imposed.

The finding of a violation as defined in Section II by a majority vote of the Review Board shall result in the following penalty being applied:

A. In any crime that can be considered a felony the student/athlete will be suspended from all sports for one calendar year.

B. First Offense:

1. The athlete shall be suspended up to a combined total of 1/2 of the sports activity in which he/she is currently participating or



from the next sport in which he/she participated the previous year. If the athlete's suspension is more than the remainder of the sport they are currently participating in, the suspension continues to the next sport. All athletic awards are forfeited in the sport he/she did not complete.

2. A written warning shall be given by the Athletic Director to the athlete and parent, or
3. Both a suspension and a warning shall be given to the athlete.
4. A student/athlete may not participate in a sport they did not participate in the year before to serve a suspension received in another sport.

**B. Subsequent Offenses:**

1. In any crime that can be considered a second felony offense, the student/athlete will be suspended from athletics for the remainder of his/her high school career.
2. Penalty up to, and including, suspension from all sports activity for a period of one calendar year from date of violation except that in II-5 in which the date of suspension shall commence from the date of finding of a commission of a crime by the athlete.
3. Seriousness of the offense, the level of involvement by the individual athlete, and the recommendations of the athlete's respective coach(es) shall be considered in the determination of the penalties.
4. If after the first offense, the student/athlete becomes a participant in a substance abuse, chemical dependency, or treatment program, the athlete's suspension may be modified by the Review Board. In determining whether to modify the suspension, input will be solicited from the agency or staff which is serving as the provider of the service for the student/athlete.

**EVIDENCE**

Section IV. The Review Board and reviewing bodies shall consider only competent and trustworthy evidence in the fair determination of the athlete's rights. The Review Board and reviewing bodies will not be bound by any formal rules of evidence in their findings of fact. The Review Board will find that a violation has occurred only when the weight of the evidence indicates that a violation has occurred by a particular athlete(s).

**REVIEW & APPEAL OF CODE VIOLATIONS AND SANCTIONS**

Section V.

1. Any coach or member of the administration may file written charges with the Principal, setting forth facts known to him/her that he/she reasonably believes to be true and which constitute a violation of this code. The Principal will convene the Review Board for a hearing on the same.
2. A finding of a violation and the imposing of a penalty by the Review Board may be appealed to the Principal.
3. The Principal's decision upon appeal shall be reviewed by the Superintendent of Schools.
4. The athlete may request a hearing with the Superintendent of Schools and Board of School Trustees where he/she may again present his/her defense.
5. The finding of a violation and the imposing of a penalty by the Review Board may be affirmed, changed, or reversed by the Principal, Superintendent of Schools, and/or Board of School Trustees.

**DUE PROCESS BOARD POLICY**

The Board of Education of the West Noble School Corporation hereby approves an alternative due process procedure from the formal due process procedure for those students that are involved in athletic activities, non-credit school activities, and school provided transportation.

Teachers, teacher aides, sponsors, chaperons, coaches, and school bus drivers are instructed to follow informal due process procedure prior to removal of a participant from the above named activities. This resolution is interpreted to be consistent with the amendatory action taken by the 1980 General Assembly but shall not be construed to be exclusive of the disciplinary measures that may be taken under the Pupil Discipline and Due Process Law of the State of Indiana where warranted.

A minimal due process procedure would be:

1. an investigation of the incident by an administrator.
2. an opportunity for the student and the school personnel involved to present their version of the incident.
3. notice of the decision to student, parent, and school personnel involved.

**COACH'S IN-SPORT RULES AND DISCIPLINE**

1. All rules pertaining to sports must be:

Clearly defined and specific negative behavior identified in the rules.

Approved by the Athletic Director

Discussed before the season with students/parents.

Signed by student/parent, and must be on file with the coach prior to the first contest in that sport.

2. Disciplinary measures resulting from coaches rules shall be applied consistent with the athletic code as adopted by the Board of Education as follows:

A "cooling off" period of 12-24 hours before any discipline is concluded.

A conference will be held with the athlete. If discipline results in suspension from game or games, parents will be notified by the coach.

3. First offense, a penalty no greater than 1/3 of season in that sport.

4. Second offense, a penalty no greater than suspension from that sport for one year.

5. Any athlete suspended in school or out of school are not permitted to participate in any contests during the suspended days.

## **ATHLETE AND STUDENT**

The two are inseparable; however, for disciplinary purposes the athlete should be treated like any other student whenever they violate the rules during school time unless it is a violation of the athletic code.

## **HAZING**

Hazing takes its shape in many forms. It can be physical, verbal, sexual, or emotional, and can involve a combination of these elements. It is the policy of the West Noble High School Athletic Department that there are no "rituals" that any athlete must participate in to play sports or be on an athletic team. Hazing will not be tolerated. Head Coaches are in charge of their programs, and must make it clear to all of their athletes and assistant coaches that hazing will not occur. Any form of hazing should be reported to the Head Coach or Athletic Director.

## **LOCKERS**

Athletic lockers are an exception to the due process rules because Athletic Department equipment is often kept in these lockers. Coaches must have the right to, without consent or presence of the athlete, remove or place equipment in these lockers. If a locker is cleaned out by a coach, the athlete should be present, if possible. It is best to have the athlete clean out their own locker.

## **ICE**

Ice is located in the ice machine in the laundry room off the varsity locker room and the teacher lounge. We have coolers to transport ice to events.

## **CHEERLEADERS**

Cheerleaders are a separate extra-curricular activity outside of the Athletic Department. They have separate rules, which are designed by the sponsor of the cheerleaders. Coaches, particularly in Basketball and Football, should work closely with the sponsors in designing a program that is in the best interest of their program.

## **CLEANLINESS**

Some of the most critical areas that need constant observation are:

1. Dressing rooms and shower areas
2. Mats used for wrestling
3. Dryer and accumulation of lint

When you find that something needs attention, bring it to the attention of the Athletic Director, Assistant Athletic Director, or Coach.

## **CLUBS RELATED TO ATHLETICS**

### **LETTERMAN CLUB**

- An athlete becomes a member when they earn their first major letter. The club strives for school and community services and recreational activities.

### **FELLOWSHIP FOR CHRISTIAN ATHLETES**

- This club is for any boy or girl who professes to be a Christian and participates in athletics. The club is designed for athletes to fellowship together at school during regular weekly meetings and at special evening events.

## **FITNESS CENTER**

This is a most valuable resource for all athletes and non-athletes, but also a high-risk area. West Noble will make every effort to have a coach properly supervise each student/athlete or student who is on a rehabilitation program. The weight coach will have complete authority regarding its use when he/she is present. All coaches, staff members and students must recognize the times to use the fitness Center. Any abuse of equipment will result in removal from the Fitness Center.

## **INSURANCE**

Insurance is optional for student athletes. West Noble does not provide coverage for those who choose. On the parent's consent form a place is designated to check the kind of insurance they have. This must be checked before the athlete can participate. Coaches should know if students are covered before recommending additional treatment at a specialist level.

## **STUDENT WELLNESS**

The Board of School Trustees of West Noble School Corporation supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of the school corporation students. Therefore, it is the policy of the Board to:

- Provide students access to nutritious food and beverages;
- Provide opportunities for physical activity and developmentally appropriate exercise;
- Require that all meals served by the school corporation meet the federal nutritional guidelines issued by the U.S. Department of Agriculture; and
- Require that all local wellness policies, guidelines and activities follow state and federal mandates.

Vending machines dispensing healthy snacks and drinks such as bottled water, fruit juice, milk, dried fruit, and nuts, may be made available throughout the school day, after school and at all extra-curricular activities. Water will be made available throughout the school day.

Vending machines that dispense minimally nutritious items such as carbonated sodas, gum, candy, chips, cookies, shall not be available throughout the school day.

Minimally nutritious snacks and drinks may not be sold on lunch lines as á la carte items.

All school-sponsored events and celebrations of special occasions shall include healthy beverages and/or food among the choices available to participate.

Outside drinks or commercial prepared/vendor-prepared foods are discouraged from being brought onto school property during the school day by students without prior approval by the building principal.

Each school day shall incorporate several minutes of physical activity or exercise as determined at each building level in addition to the physical education curriculum.

Nutrition, health, and fitness topics shall be integrated within the health education curriculum taught at every grade level, K-12, and coordinated with the school corporation's food service program. These topics may be integrated with other curriculum areas as deemed appropriate.

The superintendent or designee and each building principal or designee shall jointly share the operational responsibility for ensuring that the provisions of the policy and its regulations are met. The superintendent designee will be responsible for reporting to the Board on an annual basis the progress of the school corporation in implementing this policy.

The school Board shall establish a Coordinated School Health Wellness advisory council that acts in accordance with state and federal law. The advisory council is charged with gathering public input, reviewing guidelines and annually submitting to the superintendent recommendations for changes in the wellness policy.

## **MISCELLANEOUS POLICIES/RULES**

### **ACCIDENTS**

In case of an accident involving student(s) during the school day, such accidents must be reported to the office of the Assistant Principal.

## **ANNOUNCEMENTS**

Regular announcements will be displayed in classrooms and displayed in various areas of the building. All announcements must have the signature of the teacher and must be in the office by 9:00 A.M.

## **CLASS DUES**

All students freshman through junior must pay class dues each year. Dues are paid to the school treasurer in the main office.

## **CLASS OFFICERS**

Elected class officers shall consist of a president, vice-president, secretary, and treasurer.

### ***ELIGIBILITY REQUIREMENTS FOR CLASS OFFICERS***

1. Students are responsible for completing and turning in their own petition to be placed on the ballot for class officer elections.
2. Petitioner must: a) have a grade point average of a 1.67 or higher; b) be enrolled for all trimesters; c) not be suspended during time in office (grounds for loss of office).

## **CLASS RINGS**

Class rings are ordered in the fall of the freshmen year.

## **CLASS PICTURES**

All students must have their pictures taken for student ID cards and the yearbook in the fall.

## **CONFLICT OF SCHOOL ACTIVITIES**

When there is a conflict of school activities (same time, same date), the student makes a choice with no penalty. This should be indicated early in the year so coaches, athletes, and sponsors can plan for the season. All dates of events shall be known. Coaches and sponsors will meet early on dates. Contests take precedent over a practice.

## **COMMONS**

The commons is an area for students who have UT privileges. Students should be seated at a table. No card playing is permitted. Use of electronic devices is allowed in this area by UT students only.

*Non-UT students are not to be in the commons*

The atmosphere should be conducive to study. This will be a semi-quiet area. Students may talk in a normal tone or lower. You may study in groups.

## **ACCEPTABLE USE POLICY (AUP) - 50050**

### **For West Noble School Corporation Technology Resources**

West Noble School Corporation (WNSC) provides staff and students with a wide array of technology resources. All technology must be used in a responsible, ethical, and legal manner. It must also be used in accordance with the policies and educational objectives of WNSC. These expectations apply regardless of whether access is on campus or remote. When used on campus or during school sponsored events, personally owned technology resources must also meet these guidelines.

#### Appropriate Use

Technology should be used to support and enhance learning. This includes:

- Creating, communicating, presenting, publishing, and organizing school work.
- Deepening knowledge and understanding of topics being studied in school.
- Gathering information related to career, life circumstances, community service, employment, and/or further education.
- Communicating with teachers, experts, agencies, or others connected with school work.
- Participating in online assessment.

#### Inappropriate Use

The use of technology should be viewed as a privilege, not a right. Inappropriate use may result in the loss of privileges. West Noble prohibits viewing, searching, downloading, retrieving, transmitting, storing, or publishing any material in violation of state or federal laws or material that is beyond the scope of stated education-related objectives. This includes, but is not limited to:

- Materials that are threatening, violent, or destructive in presentation or advocacy.
- Materials that are pornographic, obscene, or sexually oriented in presentation or advocacy.
- Materials that advocate or promote violence, hatred, or prejudice towards any individual or group.
- Materials that advocate or promote the superiority of one race, ethnic, or religious group.
- Materials that could be construed as political activity.
- Language that is obscene, insulting, ostracizing, harassing, or intimidating.
- Plagiarism – presenting intellectual property of others as if one's own work.
- Use of software, media, music, or digital content that is in violation of fair-use copyright restrictions and/or licensing policies.

- Intentional damage or modification of technology resources and/or school networks.
- Intentional or neglectful transmission of viruses.
- All forms of hacking.
- Use of school resources to conduct a business or other commercial activity.
- Use of school resources for financial gain or fraud.
- Using technology in a way that incurs an expense to school accounts (unless spending authority has been granted.)
- Improper disclosure of any student or staff information, including names, photographs, grades, home address, phone numbers, and other personal information as defined by federal guidelines and confidentiality laws.
- Use of school resources to participate in non education-related activities, such as gaming, role-playing, gambling, spamming, social networking, and streaming.
- Any activity that violates school rules and policies and/or state, local, or federal laws.

Note: In accordance with federal mandates and in an attempt to safeguard technology users from offensive and/or inappropriate material, WNSC filters and monitors online activity. Users should be aware that no filtering system is failsafe.

#### General Guidelines and Expectations

WNSC staff will promote, model, and teach digital citizenship and responsibility. Responsible use will protect our technology users as well as our technology resources. To the extent possible, students using technology will be supervised by school personnel. Ultimately, responsibility falls to the individual users.

- Keep passwords and log-ins private. Do not allow others access to your accounts, the Internet, or your home directory.
- Do not vandalize, abuse, modify, or disrupt technology or data. Vandalism is defined as an intentional act that requires another person's time to repair, replace, or perform corrective work.
- Use quality and current virus protection and anti-spyware software on any personal computer used to access the district network.
- Do not use email for discussions that are best conducted in person.
- Report technology-related security issues immediately.
- Report harassment, threats, hate-speech and inappropriate content immediately to a teacher, administrator, or technology director.
- If uncertain of the appropriateness of an activity or website, contact a teacher, administrator, or technology director.
- Protect yourself by keeping personal communication and personal use out of the school environment.
- Always conserve resources – e.g. bandwidth, memory, paper, supplies, ink, electricity, storage space.

#### Consequences for Misuse

Failure to follow stated terms and conditions may result in disciplinary action or legal action. Misuse of technology resources will result in disciplinary action as outlined here and in school handbooks.

- Students may lose access privileges.
- Student-owned technologies may be temporarily confiscated and turned over to guardians.
- Personal technology will not be allowed if it causes disruptions to the learning environment.
- Personal technology will not be allowed if it interferes with the operation of school resources.
- Individual schools may choose to have additional rules and regulations pertaining to the use of personal and/or school provided technology resources.
- Intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other school resources are punishable under local, state, and/or federal law.

#### Privacy

Digital storage on school provided resources is West Noble property. Files and communications may be viewed or reviewed at any time without consent. Staff and students should not expect files stored on or with school resources to be private. All school resources are subject to the Public Records Law which means that any email or files sent, received, created, or stored on school provided technology could become public information (i.e. published by news media or subpoenaed by court). Speech transmitted by the use of school technology is subject to regulation by the administration.

#### Reliability and Limitations of Liability

West Noble School Corporation (WNSC) makes no warranties of any kind, expressed or implied, for the technology resources it provides. Additionally, WNSC cannot service or support personal equipment used at school. WNSC is not responsible for any damages including those arising from service interruptions, unauthorized use, loss of data, or exposure to harmful or inappropriate material or people. Use of any information obtained via the Internet is at the user's risk. Students, staff, and/or parent/guardians will indemnify and hold WNSC harmless from any losses sustained as the result of misuse.

## **E-MAIL ISSUES**

E-mailing ONLY for educational purposes will be acceptable for students.

## **Digital Learning**

Students and parents are required to read the Digital Learning Handbook posted on the Charger Up Website. Students and Parents will be required to sign the digital learning agreement prior to the student receiving his/her school issued Chrome book.

## **HOMEROOM**

Students will be assigned a homeroom for the duration of their high school career. Students must report to this teacher during homeroom time which begins at 10:30. During this period, teachers will help students with homework, arrange for tutors, and make parent contact when needed. Students should be prepared with homework to do or books to read.

## **INTERNET IN THE CLASSROOM**

Parents who do not wish their student to have individual Internet access must inform the school office in writing.

## **MEDIA CENTER & HOT LAB**

Housing over 12,000 items, that include 75 networked computers/netbooks and multi-media stations, this learning center is a hub of activity. Divided into four seating areas, classes utilize this area for research, instruction and projects. Students and the community are encouraged to use this bright corner of the school.

*Accessibility of technology, printed materials and advanced technologies gives our students access to current world knowledge that enhance their learning. Helpful information regarding colleges and careers are available. Many project supplies may be purchased. Students who wish to use this area when they are not with their class must have a pass or UT.*

Adjacent to the media center is the H.O.T.(Hands On Technology) Lab which has 33 networked computers. A centered computer presentation area provides instructional viewing. This area is designed for digital literacy instruction.

This area is open extended hours for student and staff usage. The hours are Mon-Thurs. 7:15-4:15. The area closes on Fri. at 3:30.

## **CONVOICATIONS**

All students should be courteous toward speakers. Applause is the correct show of approval of a program. Stamping, yelling, and whistling are not in good taste! The impression of a school a speaker takes away with him is one of the important reasons for good audience etiquette. A school's reputation may be greatly improved by good behavior in convocations.

## **COURTYARD**

The courtyard is no longer called the courtyard nor will be available for unsupervised student use.

## **AFTER SCHOOL DETENTION**

After School detention may be scheduled at the discretion of the administration.

## **DRESS CODE**

The clothing that a student wears to school as well as grooming is an area of decision-making involving the student's parents and the student, therefore the school will not become involved in the matter of dress unless an individual student exercises poor judgment in his/her mode of dress or the dress interferes with the learning process or constitutes a hazard to the student or others. In such cases, the student's dress will be corrected if possible. If not, the parents will be notified and the student sent home to correct the problem. Hats, bandannas, and hair-nets are not to be worn in the building. Shoes must be worn. No drugs (alcohol, tobacco, etc.) may be displayed in name, word, or picture, on clothing or on other personal effects. Bare midriiffs and shirts with objectionable language or pictures are not permitted.

No holes in clothing above the knee or shorts above mid-thigh length will be permitted. Skirts above the knee regardless of tights or other garments worn underneath will not be acceptable nor will sagging apparel be permitted. One-shoulder tops, halter tops, tube tops, spaghetti straps and backless tops are not allowed. Cleavage that can be seen will not be permitted. Undergarments should not be visible. Heely's (shoes with wheels in the heels, like roller skates) are unacceptable. The administration reserves the right to make all judgments as to student's dress and what is acceptable and what is not.

## **SATURDAY SCHOOL**

Saturday school may be scheduled at the discretion of the administration for more serious rule violations, missing after school detention, and unexcused absences.

## **FIRE AND TORNADO DRILL PROCEDURES**

In all cases, the Emergency Drill Procedures will be enacted by all teachers as per instructions. Each drill shall be treated as if it were an actual emergency situation which potentially is a life and death matter. Although speed is important in any procedure, of greater importance is orderliness and the ability of all students to be given directions and to proceed in an organized manner. This requirement applies to the evacuation outside the building or at their stations within the building or at their stations within the building (in case of civil defense alert), and on their return to their rooms.

### **FIRE DRILL PROCEDURE:**

1. A fire drill will be indicated by activating the horn in a continuous blast.
2. Exit instructions must be posted in all rooms.
3. All students and teachers should go at least 100 feet from the building during the time of the drill.
4. Be sure all doors and windows are closed.
5. Fire drills need to be executed quickly. Place emphasis on speed, safety, and quietness.
6. Students and staff may return to the building when the period bell rings or an announcement is made.

### **TORNADO DRILL PROCEDURE:**

1. A tornado drill will be announced over the P.A. system.
2. All doors including those in hallways and windows should be closed.
3. Students should report to their assigned areas and sit down facing the wall.
4. Students should remain quiet so that a P.A. announcement can be heard.
5. The all clear signal for return to classrooms will be an intercom announcement and/or the period tone bell rings.
6. Avoid the auditorium and the gymnasium.

**Tornado Watch** means tornadoes are expected to develop.

**Tornado Warning** means a tornado has actually been spotted. Persons close to the storm should take cover immediately. Those farther away should take cover if threatening conditions approach.

Students are to report to the area indicated on the Tornado Assignment Sheet posted in each room.

Refunds will be paid to the students withdrawing from the school if advance notice is given to the principal's office. Refunds and rentals for students entering or leaving will be adjusted based on periods affected.

### **GUM CHEWING**

Gum chewing will be left to the discretion of the teacher. If this becomes a problem, it will be discontinued. This is a student privilege and your actions will determine final policy.

### **GYMNASIUM**

The gym will be open for students at noon.

### **HALLS & PASSES**

Students should not be in the halls other than passing periods. When in the halls during class time students should be by themselves and not in groups, and be as quiet as possible. Hall passes will be needed by all students except during pass times between classes.

### **HEALTH SERVICES - SICKNESS PROCEDURES**

A child must be fever free (less than 100 degrees) for 24 hours without fever reducing medication (such as acetaminophen or ibuprofen) before returning to school in order to keep illnesses from spreading.

All students sick report to the attendance office. The attendance officer will check number of absences and make a decision concerning 1) the sick room, 2) medical aid, 3) sending home, and/or 4) notifying parents.

If the attendance officer is not in, report to the Principal, Assistant Principal, or the Secretary. You will be sent home if deemed necessary. A parent or guardian will be notified by the office.

### **HOMEcoming**

Homecoming is held annually during the football season. All West Noble High School alumni are invited to attend. Homecoming events will include the selection of a King, Queen and Court. The student council is in charge of all Homecoming festivities.

## **HOMEWORK POLICY**

### **DEFINITION**

Homework is an assignment given to a student to be completed outside of the regular school day. It should be an extension of class work and should be related to the curriculum being studied.

Homework is one vehicle that can assist schools in emphasizing the partnership needed between home and school in the educational process of the child. In order to be effective, homework should consist of the following objectives:

1. To review, reinforce, or extend classroom learning by providing practice and application of knowledge gained.
2. To teach students responsibility and organized skills.
3. To promote wise and orderly use of time.
4. To encourage a carry-over of "worthwhile" school activities into permanent career and leisure interests.
5. To provide opportunities for broad enrichment activities.

The amount of homework assigned should vary as to age, ability, interest, and physical needs of the student. All homework should be for the benefit of the student.

### **ROLE OF PARENTS**

Cooperation by parents is very necessary in achieving meaningful homework experiences. Parents can encourage their children by showing interest and exhibiting helpful attitudes toward homework.

1. Parents should provide an appropriate place for their child to study.
2. Should establish a regular "homework time."
3. Should communicate with teacher if their child has consistent difficulty with homework assignments. Encourage children to seek help and ask questions of the teacher when in doubt about an assignment.
4. Should check carefully the completed assignment (remember the student must be held responsible to do his or her own work.)

### **ROLE OF STUDENTS**

Each student has the responsibility to develop good work and study habits.

1. Before leaving class, each student should know the assignment, how the teacher wants it done, and when it is due.
2. Take home any materials needed to complete assignment.
3. Each student needs to learn to budget his/her time.
4. Each student needs to learn to analyze his/her study habits and take advantage of available study helps.
5. The student will be responsible to make up work missed during illness or an absence.
6. The student should return all homework on the date requested unless permission has been granted to extend the time.

Adopted May 27, 1986

### **INSURANCE**

The high school maintains a group accidental policy. This insurance is available to all members of the student body at nominal cost and is sold each fall.

### **IMMUNIZATIONS**

Additional requirements for every child in Indiana who enters grade 9 thru grade 12 include immunization against hepatitis B and meningitis. Students also need to have a Tdap immunization after their 10<sup>th</sup> birthday, and proof of chicken pox disease or 2 varicella immunizations. All of these vaccines are available from the Noble County Health Department or your child's physician. Please contact the school nurses if you have any questions.

### **LOST AND FOUND**

All articles found should be taken to the Guidance Office and may be claimed by their owner.

### **MEDICATION**

All prescription medications must be registered and dispensed through the office of the principal. Non-prescription medications will be registered in and dispensed from the secretary's office.



## **NOON POLICY**

There will be a closed lunch. Students are not allowed in cars or in the parking lot. Students are not to leave school grounds during lunch. Students are to stay in the immediate area of the school. The perimeters are the sidewalks on the west and north side and the back drive on the east side. Students are not to go to the academic or vocational wing during lunch period. Students should remain in the cafeteria, gymnasium, or authorized outside areas.

## **NURSE**

**Illness:** during school: If a student feels ill during the school day, he/she must be seen by the nurse, or attendance office, or a principal and they will assist in contacting parent/guardian if necessary.

**Fever:** Students must be fever-free (less than 100 degrees) for 24 hours without fever-reducing medication (such as Tylenol or Ibuprofen) before returning to school.

**Emergency Contacts:** Please make sure the contact information (phone numbers) that is on file is CURRENT, so parent/guardian may be reached promptly in the case of illness or emergency. If phone numbers are changed during the school year, the school needs to know as soon as possible so contact information can be updated.

## **PARKING LOT**

Students are not to go to the parking lot unless leaving school or with permission from the office. All cars must be registered in the attendance office. Students are to park in the West Parking Lot. Lock your car during the school day! Any student leaving the building or the school grounds during the day must obtain permission in the office and sign out. Bicycles, mopeds, go-carts, ATV's, snowmobiles, and off road motorcycles may not be driven or parked on school property during the school year and during the regular school day. Administration reserves the right to make allowances in special situations.

## **DRIVING RULES**

1. Follow all traffic laws.
2. All vehicles must be properly parked upon arrival at the school on the parking lot.
3. A parking pass sticker must be displayed on the windshield of any vehicle that is in the parking lot. Parking passes can be purchased from the attendance secretary for a \$3.00 fee. At the time of purchase a valid driver's license must be presented. Passes will be valid for current school year only and must be renewed annually at the \$3.00 fee. If multiple vehicles are to be driven by one registered driver, additional passes can be purchased at cost.
4. Students are not to be in or near vehicles from arrival in the morning to departure in the afternoon.
5. Do not overload cars.
6. Reckless driving in the driveways or parking lot will not be allowed.
7. Students should exhibit legal driving techniques to and from school, and especially when driving near school buses.
8. If a student violates these regulations, the parents will be notified, his or her privilege can be revoked for disobeying school rules.
9. Any student passing a bus arm that is out not matter where the location, on or off school property, will lose driving privileges.
10. A student who drives to school implies his/her consent, the consent of his or her parent guardian or the owner of the vehicle, to allow a search of the vehicle if there is reasonable cause. Refusing to allow a search creates a presumption that the vehicle contained the item or items for which the search was requested. That refusal and resulting presumption may be used in a suspension or expulsion proceeding.

## **PLAGIARISM**

Plagiarism is a form of cheating that is the willful or accidental wrongful act of taking someone else's ideas or words and presenting them as one's own.

### **Examples:**

- Buying, borrowing, or stealing a paper, essay, or report.
- Hiring someone to write a paper.
- Copying ideas or words directly from a source without citing the source.
- Paraphrasing ideas without giving credit.

- Copying and pasting text from any web site.

### **Results of Plagiarism**

The classroom teacher may elect to, but is not limited to, do the following:

- Present the evidence of plagiarism to the students and parents.
- Give no credit for that assignment with no make up opportunity.
- The student will receive a referral for additional discipline.
- A violation will result in loss of credit for the course.

### **POSTERS IN THE HALLS**

Under no conditions are notices, posters, bulletins, etc. to be attached to painted walls, taped on any glass surface, or to the ceiling tiles in any manner unless approval is given by the Principal.

All school spirit signs should be posted with masking tape. Do not use tape on the outside of the lockers.

### **SCHOOL APPEARANCE - PRIDE AND ATTITUDE**

The appearance and general condition of a school usually indicates the amount of pride that students and employees have in their school.

The excellent condition of this building is a tribute to students and staff who have been here in previous years. We ask that you keep the grounds and building clean by not littering and causing acts of vandalism.

Students who do damage to West Noble High School property are required to pay for said damages-

Also, depending upon the severity, parents, police, and probation departments are notified and the student faces suspension / expulsion.

### **PUBLIC DISPLAY OF AFFECTION**

There is to be no public display of affection, including hand-holding during the academic school day. Academic day ends with the departure of second dismissal buses. After the academic school day and while on school grounds or at school activities and events PDA should be limited to hand holding. Violation could result in detention. Repeated violation will be considered insubordination with further disciplinary action imposed.

### **PROM**

The prom, which is usually held in May, is sponsored by the Junior class. The Prom is open to all juniors and seniors and their dates. Guests must be registered in advance. A registration form will be made available. All guests not currently enrolled in a high school or homeschool must have a high school diploma or the equivalency of a diploma. Guests must be under the age of 21. All guests are subject to administrative approval.

### **RELEASE OF DIRECTORY INFORMATION**

The West Noble School Corporation may release certain "directory information, which means information contained in an educational 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, parent home and work telephone number, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic team, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, age, height, weight, grade level, date of birth, and other similar information, without parental consent to media organizations (including radio, television, and newspapers), colleges, Civic, or school-related organizations, student-based commercial services, and state or local government agencies.

Parents desiring to object to the disclosure of any or certain categories of directory information should do so at the time of their student enrolling in the West Noble School Corporation. The *Release of Directory Information* form should be returned promptly with all other enrollment forms.

Approved: April 13, 2009

Current law requires schools to provide the military with the names, addresses, and phone number of current sophomores & juniors. Parents or students can opt out by notifying the guidance office, in writing, by May 30<sup>th</sup>.

### **SCHOOL BREAKFAST**

Students will be getting off the bus as they arrive to the school. If they eat breakfast, they must enter the cafeteria immediately. All students will be in the building by 7:50, and should be able to eat breakfast and get to class by 8:00. First period will begin at 8:00 am and all students will be in class at that time.

### **SCHOOL LUNCH**

Class A lunch and a la carte items are available in the school cafeteria.

Students may pay for their lunches when they go through the line or use their account to purchase food items. Milk may be purchased from the cashier. Food deliveries are not permitted. Requests to this policy may be made to the administration.

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The lunchroom management and your fellow students will appreciate your cooperation in: 1) depositing all lunch litter in wastebaskets, 2) returning all trays and utensils to the dish-washing area, 3) leaving uneaten food items on the tray, and 4) leaving the table and floor around your place in a clean condition for others. Please keep all trays and silverware in the cafeteria.

### **SCHOOL RECORDS**

School records are subject to your inspection at any time in conjunction with appropriate office or administrative personnel. It is the school's policy not to release information concerning students unless permission to do so has been granted by the student or their parent or guardian. Disciplinary information, excepting in cases of expulsion, will not become part of the permanent record. Such information will be destroyed following graduation.

### **SEARCH AND SEIZURE POLICY**

The West Noble Board of Education hereby authorizes the Superintendent or his designee to request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property, the search shall be conducted by the law enforcement officers in accordance with the legal standard applicable to law enforcement officers.

The West Noble Board of Education authorizes the use of specially trained dogs to detect the presence of drugs, firearms, bombs, or any controlled substance on school property. The Superintendent or his designee shall determine the conditions under which a K-9 drug and weapons interdiction unit will be utilized. The Superintendent or his designee may ask a K-9 drug and weapons interdiction unit to search any area of the school premises at any time.

A certified dog and the handler may be used to establish reasonable suspicion. Authorized school personnel may conduct a search of a student, locker, book-bag, student possessions/belongings, or automobile if they have reasonable suspicion for a search. Reasonable suspicion for a search means circumstances which would cause a reasonable person to believe the search of a particular person, place, or thing will lead to the discovery of:

1. Evidence of a violation of West Noble Behavioral Code or Indiana law; or
2. Anything which represents a danger of physical harm or illness to students, teachers, assistants, or others, whether on school property, at a school-sponsored or school-supervised event, or otherwise.

Anything not turned over to the law enforcement officer which was found in the course of a search may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding as it relates to an alleged violation of the West Noble School Corporation Behavior Code.
2. Destroyed if it has no significant value (as determined after notification to parent or guardian); or
3. Turned over to the parent of the student from whom it was seized. The above policy applies to students, staff, and employees of the West Noble School Corporation.

### **LOCKER SEARCHES (PROPERTY OF WEST NOBLE SCHOOL CORPORATION)**

1. A student using a locker or desk that is the property of West Noble School Corporation is presumed to have no expectation of privacy in that locker or desks or the content therein. Blanket searches of lockers or desks may be conducted as deemed necessary by the administration. A certified dog and the handler may be used to initiate a search.
2. A Principal of West Noble School Corporation or other member of the administrative staff of the School Corporation designated, in writing, by the principal, may, in accordance with these rules, search a desk or locker at anytime.
3. The West Noble School Corporation, by publishing this rule in the West Noble Student Handbook, has provided each student and each student's parents a written copy of the rules of West Noble School Corporation regarding searches of lockers and desks and their contents.
4. Other than a general search of locker or desks of all students, any search conducted under this section shall comply with the following:
  - A. That where possible, the locker or desk search shall be conducted in the presence of the student whose assigned locker or desk is the subject of the search.
  - B. The purpose of the search shall be limited to the search for such contraband as drugs, alcohol, weapons, stolen goods, un-returned library books, or such item or items as may affect the health, safety or order of the school, unless otherwise removed.

- C. That prior to the search there should be a reasonable indication that a particular desk or locker contains contraband as set forth in the paragraph above.
  - D. Any law enforcement agency having jurisdiction over the geographic area in which West Noble School Corporation exists, may, at the request of the school, assist the school administrators in searching a locker, desk or its contents, provided that the Principal has determined that the probable contents of the locker warrant the expertise of the law enforcement agency. Once a locker or desk has been opened and searched and contraband found to exist that may necessitate a law enforcement agency's analysis or assistance, the principal may request the law enforcement agency's assistance.
5. This regulation shall not apply to the general search of lockers of all students or a class of students for a general administrative inspection of locker, or opening lockers for cleaning purposes.
  6. This section shall not limit the **Search and Seizure** section above.
  7. Students should not share or trade lockers.

## **SPORTS PROGRAMS**

During the fall, winter, and spring annual programs are held to give proper recognition to the participants in our athletic programs.

## **STUDENT COUNCIL**

The student council consists of 7 students to be elected from each class. The student council is elected prior to class officers.

### ***ELIGIBILITY REQUIREMENTS FOR STUDENT COUNCIL***

1. Students are responsible for completing and turning in their own petition to be placed on the ballot for student council elections.
2. Students must be enrolled in school the entire year.
3. Students must not hold any class office (during year in student council.)
4. Students must be able to attend called and stated meetings before, during, and after school hours.
5. Students must uphold and exemplify the "Student Rights and Responsibilities" as stated in the Student Handbook.

## **STUDENT GUESTS**

We strongly discourage students from bringing guests to school during school hours. If a student wants to show the school to a guest, he should make arrangements with the Assistant Principal to bring the guest in before or after school. Prior arrangements must be made for visitors during school hours with the Assistant Principal, and only under important circumstances will permission be granted. All visitors should register in the main office. Parents are invited to attend school at any time.

## **STUDENT LOCKERS**

Inspection - A student's assigned locker should be kept in as good a condition as when it was assigned to them. Students are expected to keep their locker in a clean and orderly manner. Do not give your combination to other students as the practice leads to problems.

Periodically throughout the school year, lockers will be inspected by the administration or their designee to insure that lockers are kept in proper condition.

Students are expected to report to the office when problems arise with their lockers as soon as they occur. Things like locker number plates missing, marks or scratches on your locker or lockers not working properly (needs maintenance) are examples. Students should not place additional locks on their lockers, or share their locker with others. Students whose locker does not pass inspection will be required to correct the problem: If the student refuses or cannot correct the problem, financial restitution and/or disciplinary measures may be used.

## **TEXTBOOK RENTAL**

Charges may be paid at registration or a statement will be sent early in the school year containing your charges. Remember that your books are your responsibility. If books are lost or destroyed beyond use, the student will be charged accordingly. Remember that your books are your responsibility. Refunds will be paid to the students withdrawing from the school if advance notice is given to the Principal's office. Refunds and rentals for students entering or leaving will be adjusted based on periods affected.

## **TELEPHONE**

Students may use the phone in the office with permission from the secretary.

## **TRIPS AND PARTIES**

Trips, parties, etc. are for class members only. Outsiders are not permitted at these functions. School activities are for our students. The only exceptions to the above rule must be cleared through the Assistant Principal's office or the Principal's office.

All meetings and activities must be cleared through the Principal or Assistant Principal.

Students are not permitted in the building after school hours unless a teacher or sponsor supervises them.

### **UT (UNSTRUCTURED TIME)**

Freshmen are in LRC during all unscheduled hours. Sophomores, Juniors, and Seniors who have a grade point average at the end of each 6 weeks of a 3.00 or above will become eligible for UT, providing they have a good disciplinary and attendance record. Students who receive an F are not eligible for the UT. Students are allowed a maximum of 1 UT period per day. All UT students are expected to sign in at the beginning of the period in the commons and remain in that area unless they are given a pass to leave. Students in the commons must get a pass from the attendance officer to be in the academic wing.

### **THE PURPOSE OF UT IS:**

- A. To afford the opportunity for a student to spend his/her time in areas housing materials and teachers necessary for study in his particular field.
- B. To develop a student's ability to budget and use his time wisely.
- C. To allow a student to pursue, in depth, projects of his choice.

### **AREAS AVAILABLE TO UT STUDENTS**

The following areas are open to U.T. students: the Library and the Commons. The labs, shops, gym, and business machines room will be open by arrangements with the instructor. Students are not allowed in any area that is unsupervised.

### **LOSS OF UT PRIVILEGES**

Such things as loitering and/or horseplay in restrooms, halls, and study areas; walking in the halls during a period; skipping classes; unsatisfactory work and/or use of time will constitute abuse of UT privileges and may result in the loss of the UT privilege and assignment to a LRC.

UT privileges may be revoked at any time by the Administration for disciplinary reasons.

### **NOTIFICATION OF UT STATUS**

- A. Lists will be posted with the names of students who will receive UT
- B. All other students whose name does not appear on the list will report to LRC.
- C. Any student who had a 3.00 or higher and did not receive UT may confer with the Assistant Principal to find out reasons you did not receive UT
- D. If you receive an F at midterm you may lose UT privileges.

### **OTHER UT POLICIES**

Teachers can request a student who has lost UT privileges to spend time in their class.

Students doing poorly in a specific subject may be required to spend time in the LRC working on that subject.

Teachers may excuse individual students from attending their class for a period of time to be determined by the teacher and the student, for the purpose of working on individualized programs or projects.

Any student in LRC may use the Library, a classroom, lab, or shop by obtaining a pass from the teacher prior to their LRC period and if the student's behavior in LRC/Library warrants it.

This policy puts emphasis on academic achievement and good citizenship, as well as more responsibility for upperclassmen.

## **DRIVER'S LICENSE/PERMIT RESTRICTION POLICY**

Indiana law regarding attendance and discipline as it pertains to a student's drivers license is summarized below:

- 1. A driver's license or a learner's permit may not be issued to an individual less than 18 years of age who meets any of the following conditions:
  - 1. Is a habitual truant.
  - 2. Is under at least a second suspension (out of school) for the school year.
  - 3. Is under expulsion from school.
  - 4. Has withdrawn from school for a reason other than financial hardship. Evidence of financial hardship must be presented at the time of withdrawal or at the exit interview. If the principal determines from the exit interview that the student's withdrawal is not for financial hardship, then the principal will send notice to the student and the student's parents and the student's name will be submitted to the Indiana Bureau of Motor Vehicles (BMV) for the bureau's use in denying or invalidating a driver's license or

learner's permit.

2. If a person is less than 18 years of age and is a habitual truant, is under suspension or an expulsion or has withdrawn from school as described above, the BMV shall, upon notification by the person's principal, invalidate the person's license or learners permit according to state statute.
3. The term **habitual truant** is hereby defined as a student who willfully accumulates unexcused absences in defiance of parental authority and/or school authority in any one of the following circumstances:
  1. Unexcused absence for 3 days in any six-week grading period.
  2. Unexcused absences for 5 days in a trimester.
  3. Unexcused absences for 6 days in any two-trimester period.

Students absent for three or fewer periods will be subject to internal school procedures. Absence of four or more periods with one or more periods present will constitute one-half day's absence. Absence all day will constitute a full day's absence.

## **STUDENT WORK PERMIT POLICY**

The West Noble School board affirms the importance of school attendance and successful completion of course works as a means of school age children acquiring an appropriate education to become successful contributing members of our society. The School Board also acknowledges that student employment outside of the school environment may provide useful and necessary learning experiences and income. In order to maintain the proper balance between school and work for our school age children, the School Board hereby charges the school administration to comply with the Indiana Law governing employment of children (IC 20-33-3-20).

School age children, 14 – 17 years of age, with acceptable academic and attendance records as determined by the Issuing Officer, and with the properly completed Intention to Employ form and proof of date of birth, will be issued an Employment Certificate (work permit). The Intention to Employ form may be obtained in High School Office during normal office hours.

The Issuing Officer for Employment Certifications is to be appointed by the Principal and is to be properly licensed as a teacher, guidance counselor, or administrator. The Issuing Officer has the right to deny an Employment Certification to a student whose attendance or academic performance does not meet West Noble School Corporation's standards. Any student who has a current valid Employment Certificate may have it revoked, if the Issuing Office determines that there has been a significant decrease in either the student's grades or attendance. Prior to revoking the Employment Certificate, the Issuing Officer will place the student on probation. Academic probation will be for a period of approximately three weeks or until the next grade check. Attendance probation will last till the end of the trimester and will be monitored on a weekly basis. During the probationary time the student must demonstrate improvement in the areas which led to the probation. The Issuing Officer will communicate with the student, parent/guardian, and employer that the student is being placed on probation and is in danger of losing the Employment Certificate unless improvement is noted. If an Employment Certificate is revoked, the student may request for an appeal to the Principal. This request must be written and be within two weeks of the revocation. The Principal will review the revocation and either uphold or deny the action within two weeks. If the revocation is upheld the student may reapply for a Employment Certificate after six weeks. At the time the student must show to the Issuing Officer that improvement in attendance and/or grades has occurred prior to re-issuing the Employment Certificate.

Updated: July 1, 2005

## **WEST NOBLE SCHOOL CORPORATION SCHOOL BUS RULES FOR STUDENTS**

In accordance with Indiana Law, the West Noble School Corporation has removed bus transportation from formal due process requirements. Riding a school bus is a privilege, not a right. Any student who misbehaves on a school bus may be denied the privilege of riding a school bus! If a discipline concerns should arise, the parents should first contact the bus driver. If the situation is not resolved, then the parent should contact the Building Principal. If the Principal is unable to resolve the conflict, the next step would be to the Director of Transportation.

School bus drivers are to have control of all students conveyed between the homes of the students and the school, and in return. The following regulations are to be observed by all student passengers:

- A. Each student shall be located immediately upon entering the bus in the seat assigned by the driver.
- B. Students shall not stand or move from place to place during the trip.
- C. Loud, boisterous, profane language, or indecent conduct shall not be tolerated.
- D. Students shall not be allowed to tease, scuffle, trip, hold, or use their hands, feet, or body in any other objectionable manner.
- E. Windows or doors will be opened or closed only by permission of the driver.

- F. Students will enter or leave the bus only when it has come to a full stop and the door has been opened by the driver.
- G. Students should be waiting at their boarding station when the school bus arrives.
- H. The driver will assign students to a specific seat. Any person who refuses to accept his/her assigned seat will be denied the privilege of riding the bus.
- I. Any vandalism such as cutting seats, breaking windows, etc., must be paid for by the student or his/her parents. Vandalism will result in a suspension of riding privileges.
- J. By Indiana Law the school bus driver has the same authority on the bus as a teacher has in the classroom.
- K. Students must ride assigned bus.
- L. Discipline Procedures:
  1. Minor disciplinary problems will be handled immediately by the bus driver. Bus drivers are to inform the Principal and/or Assistant Principal of the problems.
  2. Students will not be put off the bus except at a school or home.
  3. If minor problems are not corrected, or if a major problem occurs, the driver may suspend a student for one day. Either the driver or Principal will notify the parent or guardian of the suspension.
  4. If a discipline problem is severe, the Principal may suspend the student up to 5 days. A conference with the student, driver, and parent should be held prior to reinstatement on the bus.
  5. If a student continues to misbehave after the first 5 day suspension, or if the behavior is severe enough, the Principal may recommend to the Director of Transportation that the student be suspended for 1 trimester. Permanent suspension may be given by the Superintendent. Permanent suspension may be appealed to the School Board if done in writing within 5 days of the suspension.

**CIVIL RIGHTS ASSURANCE OF  
EQUAL OPPORTUNITY  
AND NONDISCRIMINATION STATEMENTS:**

West Noble School Corporation has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, sex, handicapping conditions, disability, or national origin, including limited English proficiency.

Educational services, programs, instruction, and facilities will not be denied to anyone in the West Noble School Corporation as the result of his or her race, color, sex, handicapping conditions, disability, or national origin, including limited English proficiency. For further information, clarification, or complaint please contact the following persons:

**Title IX (sex discriminations) Coordinator**

Superintendent of Schools  
West Noble School Corporation  
5050 N - US 33  
Ligonier, IN 46767  
Phone: (260) 894-3191

**Section 504 (handicapped) Coordinator**

Curriculum Director  
West Noble School Corporation  
5050 N - US 33  
Ligonier, IN 46767  
Phone: (260) 894-3191

**NONDISCRIMINATION GRIEVANCE PROCEDURE**

1. Applied to Regulatory TITLES VI (race, color, national origin). TITLE IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicapping condition), Americans with Disabilities Act of 1990, and the Indiana State Board of Education Advisory Committee V-Rules Requirements and the guidelines developed by the Indiana Department of Education, Vocational Education Section.
2. Interested parties include school corporation officers, employees, students, and patrons.
3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping conditions, disabilities, and national origin, including limited English proficiency.
4. Civil Rights Compliance Coordinator
  1. The building Principal or designee for allegations of building level violations to students or building patrons.
  2. The Superintendent of Schools or designee.

5. The Process:

A. **Level One**

1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint, in writing to the appropriate compliance coordinator described in #4 above. The complaint shall stipulate the specific act or omission, the date of same, and parties involved.
2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within ten (10) calendar days of the receipt of the written complaint.
3. The compliance coordinator shall render a decision within twenty-one (21) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
4. The complainant shall have ten (10) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a level two procedure shall be enacted.

B. **Level Two**

1. The compliance coordinator shall submit the written disagreement statement and all related information to the Superintendent within five (5) calendar days of receipt.
2. The Superintendent shall review all material and schedule a meeting within ten (10) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the Superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The Superintendent shall make a decision within ten (10) calendar days of the final meeting of parties. This decision shall be final.

By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowances of a request is made in writing by either party and so agreed to by the parties.

If the alleged violation, interpretation, or application is of a corporate nature such as a written rule, regulation, or policy then Level Two is initiated immediately.

### SEXUAL HARASSMENT

It is the policy of West Noble School Corporation to maintain a learning and working environment that is free from sexual harassment.

It shall be a violation of this policy for any member of the West Noble School Corporation Staff to harass another staff member or student(s) through conduct or communication of a sexual nature as defined in this policy. It shall also be a violation of this policy for student(s) to harass other student(s) and/or student(s) to harass staff through conduct or communication of a sexual nature, as defined in this policy.

#### **DEFINITIONS OF HARASSMENT**

- A. Sexual harassment shall consist of unwelcome sexual advances, request for sexual favors and other inappropriate verbal or physical conduct of sexual nature when made by a member of the school staff to the student, made by a member of the staff to another staff member, made by a student to another student, or student(s) to staff.
- B. Sexual harassment as defined may include but is not limited to the following:
  1. Verbal harassment or abuse.
  2. Repeated remarks to a person with sexual or demeaning nature.
  3. Unwelcome touching.
  4. Pressure for sexual activity.
  5. Suggestive or demeaning words or actions of a sexual nature accompanied by implied or explicit threats concerning grades, job, etc.

#### **COMPLAINT PROCEDURE**

- A. Any person who alleges sexual harassment by any staff member or student(s) in the school district may complain directly to his/her immediate supervisor, Assistant Principal, Building Principal, Assistant Superintendent, or Superintendent. Complaint must be made in writing and must name the employee or student charged with sexual harassment and state the facts. The school officer who receives a written complaint shall investigate the alleged sexual harassment. A report of the results of the investigation shall be presented to the Superintendent of Schools and/or the Board of School Trustees will take whatever disciplinary action is deemed appropriate.
  1. A substantiated charge against a staff member in the school corporation shall subject such staff member to disciplinary action



which may include discharge.

2. A Substantiated charge against a student in the school corporation shall subject the student to disciplinary action which may include suspension and/or expulsion.

Any person who knowingly files false charges against a staff member or student in an attempt to demean, harass, abuse, or embarrass that individual shall be subject to disciplinary action.

The identity of the alleged victim and the accused will be respected to the degree possible throughout the investigative phase of the alleged misconduct.

Effective; March 1, 1992

**PLEASE SIGN AND DATE THIS PAGE, TEAR IT OUT AND TURN IT IN TO THE OFFICE.**

**1. I HAVE RECEIVED AND WILL TAKE THE OPPORTUNITY TO READ THE WEST NOBLE HIGH SCHOOL HANDBOOK.**

**2. I GIVE MY WORD THAT I WILL NOT CHEAT ON TESTS, QUIZZES, HOMEWORK, AND/OR PROJECTS.**

**3. I PLEDGE TO DO MY PART IN KEEPING WEST NOBLE HIGH SCHOOL A SAFE AND SECURE PLACE FOR ALL STUDENTS AND STAFF. I WILL NOT TEASE, HARASS OR CAUSE UNNECESSARY STRIFE FOR ANY INDIVIDUAL IN WEST NOBLE SCHOOLS.**

**STUDENT'S PRINTED NAME:**

**GRADE**

**STUDENT SIGNATURE:**

**DATE**