



# WHITELAND COMMUNITY HIGH SCHOOL



## 2019 - 2020 STUDENT HANDBOOK

**Benji Betts**  
Principal

**Duke Lines**  
Associate Principal

**Brent Holman**  
Assistant Principal

**Dave Bechinski**  
Dean of Students

**Kara Larkin**  
Dean of Students

**Shannon Fritz**  
Director of Guidance

**Ken Sears**  
Athletic Director

**Todd Croy**  
Assistant Athletic Director

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Whiteland, Indiana 46184  
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Guidance: 535-3189  
Attendance: 535-3130  
Athletics: 535-5151  
Twitter: @YOUR\_WCHS

## WELCOME

Dear Warrior,

Welcome to Whiteland Community High School for the 2019-2020 school year. In this handbook we have tried to give complete information, but as situations develop, rules and expectations sometimes change. Always ask an administrator or faculty member if you have questions. As representatives of the community and our school, we trust that this year will be a positive, rewarding venture filled with high expectations and achievable goals.

“The mission of Whiteland Community High School is to prepare responsible citizens who collaborate, think critically, and utilize effective communication to solve problems in a dynamic society.”

We believe every student deserves a safe, positive, pleasant, student-oriented learning environment that promotes responsibility, accountability and respect. Every student deserves a relevant, personalized, and rigorous academic, career, and technical curriculum taught by qualified, dedicated, and enthusiastic teachers. In building a culture of mutual respect and fairness, every student deserves to be treated with dignity and concern by staff and peers.

In living by these core convictions, adults serve as role models, offer positive encouragement and support, and are respectful of others. Listening is the basis for providing personalized learning options, the development of high goals, and a career plan. The curriculum is rigorous, challenging, and supplemented by outside resources. Instruction is delivered by enthusiastic, motivated staff and is varied to reach all learning styles. Expectations are clearly stated. The staff teaches and re-teaches when necessary, offering extra help when needed. There is an environment of pride and cooperation both in our school and the community. The atmosphere is positive, and discipline is administered fairly, consistently, and with dignity.

Students are assisted in setting, working toward, and attaining high personal goals. Students are eager to learn and take personal responsibility for their actions and learning. They are respectful to each other, staff, school, family and community. Students are confident and motivated. They encourage and support each other.



Name	Area	Name	Area	Name	Area
Tom Zobel	Principal	Heath Harrison	English	Kyle Roberts	Science
Benji Betts	Assoc. Principal	Erin Holder	English	Kate Smola	Science
Brent Holman	Asst Principal	Jessica Lyons	English	Jesslyn Spicer	Science
Dave Bechinski	Dean of Students	Nick Magdalinos	English	Heather Trandal	Science
Kara Larkin	Dean of Students	Sarah McDaniel	English	Justin VanHorn	Science
Shannon Fritz	Dir of Guidance	Michelle Ryan	English	Justin Brownfield	Social Studies
Ken Sears	Athletic Director	Rachel Tonte	English	Rebekah Cunningham	Social Studies
Todd Croy	Asst. Ath. Director	Casey Cunningham	FACS	Bradley Hicks	Social Studies
Haley Armstrong	Couns A-DAR	Ebben Sample	FACS	Natalie Lewis	Social Studies
Laura Ehringer	Couns HOP-MOO	Cathy Wendorff	FACS	Casey Moeller	Social Studies
Kelly Rose	Couns DAS-HOO	Darrin Fisher	Flex Program	Jennifer Pantell	Social Studies
Dave McMillan	Couns SIN-Z	Elizabeth Moffett	JAG	John Preston	Social Studies
Danielle Zink	Couns MOP-SIM	Rachel Cravens	Math	Gunnar Ranard	Social Studies
Hannah Goeb	Ag	Tim Fish	Math	Jennifer Sims	Social Studies
Michaela Alexander	Ag	Mike Gillespie	Math	Deberoh Yost	Social Studies
Emily Litsey	Art	Michael Hand	Math	Emily Behnke	Special Ed
Karina Maxwell	Art	Brian Kuchaes	Math	Amy Bennett	Special Ed
Shayna Nelson	Art	Derek Linn	Math	Gina Constantine	Special Ed
Vicki Pope	Art	Brian Lukich	Math	Marie Gebhart	Special Ed
Brian VanderVeen	Art	Megan Mayfield	Math	Marianne Hedrick	Special Ed
Peter Sampson	Band Director	Jordan McClain	Math	Michaela Leonard	Special Ed
Thomas Vieira	Band	Caleb Sinzinger	Math	Anthony Meister	Special Ed
Todd Kunz	Business	Stephanie Wicke	Math	Jen Rossman	Special Ed
Kristi Mann	Business	Steve Williams	Math	Rich Tanner	Special Ed
Katelyn Robertson	Business	Raenell Smith	Media Specialist	Justina Towler	Special Ed
Thomas Rochner	Business	Brandon Bangel	P.E./Health	Ashlee Walters	Special Ed
	Business	Kristin Estridge	P.E./Health	Danni Brayer	Technology
Maddy Waters	Business	Niki Morrison	P.E./Health	Kyle Loudermilk	Technology
Stephen Brandt	Choir	Jason Nunn	P.E.	Adam Webb	Technology
Elizabeth James	Choir Director	Zach Rudolph	P.E./Health	Elizabeth Breidinger	World Language
Christa Rinehold	E-Learning Coach	Kyle Shipp	P.E./Health	Alex Calvillo-Herrera	World Language
Taylor Bibler	English	Ian Albers	Science	Christina Gonzalez	World Language
Sheri Burk	English	Carol Curts	Science	Amanda Graves	World Language
Tom Cornelius	English	Dana Griffin	Science	Mizram Lorenzo-Aguilar	World Language
Katie DeClercq	English	Brittany Hogue	Science	Nathan Stewart	World Language
Allison Dugan	English	William Kovacs	Science	Brandi Vozos	World Language
Brooke Fuentes	English	Jacob Phillips	Science		

## **SCHOOL SONG**

Cheer, Cheer for old Whiteland High  
Carry the color to the sky  
We will surely win this game  
So fight, fight with all your might  
And come on forward, center and guard  
Shoot the goals and hit'em hard  
We will fight until we die  
For the honor of Whiteland High  
Rah! Rah! Rah!  
(Repeat) (Notre Dame Fight Song)

## **HISTORY**

Clark School and Whiteland School Corporation consolidated to form the Clark-Pleasant School Corporation in 1965. Whiteland Community High School was formed as a result of this consolidation. The roots of WCHS began in 1894 and 1898 respectively, with the construction of Pleasant Township Junior Senior High School and the graduation of the first class for Clark school.

## **SCHOOL COLORS**

Royal Blue and White

## **SCHOOL MASCOT**

WARRIOR

## **ASSISTANCE**

Persons who require assistance regarding access to the facility, special assistance devices, or special seating arrangements are requested to telephone 535-7562 in advance of the event.

## **CLASS OFFICERS**

Class officers shall govern the social and business affairs of the classes with the advice of the class sponsors. The candidate for an office must have a "C" average for the preceding year and the first semester of the current year, have no discipline issues, have good attendance, and serve as a role model.

## **STUDENT COUNCIL**

The duties of the student council are to recommend positive suggestions for improvement to the high school administration and to help carry out plans approved by the high school administration and delegated to the student council. The purpose of the student council is to develop positive attitudes in the practice of good citizenship, promote harmonious relations throughout the school, improve student-teacher relationships, improve school morale, provide orderly direction of school activities, including establishing guidelines such as homecoming activities, and promote the general welfare of the school.

Student Council is responsible for:

1. Gathering and addressing ideas, opinions, and suggestions made by the student body as they pertain to school improvement.
2. Approving and organizing student activities which build school spirit and morale.
3. Holding all disciplinary hearings regarding members of the student council which are not directly addressed by school officials. This includes impeachment hearings for student council officers who are negligent in their duties.
4. Fall Homecoming, the Snowball Dance, Winter Homecoming, and Blood Drives.

## **GENERAL INFORMATION**

### **ADVERTISING AND DISPLAYS**

WCHS reserves the right to control all advertising and displays on school grounds. All advertising and displays must be approved by the assistant principal in charge of student activities.

### **ANNOUNCEMENTS**

Video announcements are viewed on Tuesday and Thursday and Friday. All announcements must be approved by the sponsoring teacher and follow school publications policy. Announcements are also posted on the school website as well the television screens located throughout the building.

## **CORPORATION LEVEL GRIEVANCE AND COMPLIANCE OFFICER FOR HARASSMENT AND TITLE IX.**

Dr. John Schilawski – 317-535-7579

### **DIRECTORY INFORMATION**

Directory information is “personally identifiable information” schools are permitted to disclose without the consent of the parent or eligible student. Directory information is defined as information in an education record “which would not generally be considered harmful or an invasion of privacy if disclosed. It includes, but is not limited to, the student’s name, address, telephone listing, photograph and videotape (**including bus video**) not used in a disciplinary matter; student work displayed at the discretion of the teacher with no grade displayed; date and place of birth, major field of study, participation in officially recognized activities and sports, weight and height of members of athletic teams, dates of attendance, degrees and awards received, and the most recent previous educational agency institution attended.” Students and parents have the right to refuse the release of any or all of the information described above. Notice of student or parent refusal must be given to the School Corporation in writing within two (2) weeks of the student’s enrollment, or the beginning of the school year, whichever is later. The notice of refusal must specify which types of information are not to be released by the School Corporation. WCHS will not release copies of game films, bus or hall tapes without a court order.

### **EMANCIPATED STUDENTS**

Legal emancipation is the result of a court action. For the purpose of school contact, records procedures, disciplinary issues, and attendance procedures, only students who are legally emancipated will be permitted to assume that status.

### **EMERGENCY CARD**

Students are required to have an emergency card signed by a parent, on file in the office, which allows the school to forward health information on a need to know basis.

### **FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT (FERPA)**

Parents and eligible students have the right to refuse the disclosure of personally identifiable information except where such disclosure without the consent of the parent or eligible student is permitted by law.

(Additional information regarding the Act is available upon request.)

### **FIRE/LOCKDOWN & LOCKOUT DRILLS**

#### **Fire Drills**

School officials will hold fire drills each semester to insure that all students can properly evacuate the building in case of a fire. In fire drills or in case of actual fire, students are to follow the instructions of the teacher in charge.

1. Students are to move quickly and quietly to the nearest emergency exit.
2. Students gather in groups according to the class they are in and retreat from the school building according to the posted fire drill evaluation procedure.
3. All must wait until advised to re-enter the building. All students must wait and remain in their groups until they are given instructions to re-enter the building.

#### **Lockdown (Threat is on campus)**

**All staff and students will be notified via the intercom or phone system, if possible, that the building is moving into a *Lockdown*.**

During a LOCKDOWN...

1. Teacher needs to lock their classroom door.
2. All students need to move to the area of the room that is not visible from the hallway.
3. The classroom door needs to be barricaded with student desks if possible.
4. All lights and electronic devices need to be turned off during the lockout.
5. Stay in the lockout position until released by school administration or law enforcement personnel.

#### **Lockout Procedure (Threat is close to but not on campus)**

**All staff and students will be notified via the intercom or phone system that the building is moving into a *Lockout*.**

During a LOCKOUT...

1. Administration/SRO will check all exterior doors to make sure they are secured.
2. Teacher needs to lock their classroom door and continue teaching as normal.
3. Students are not permitted to leave the classroom during a lockout.
4. No one is permitted to enter the building during a lockout.
5. There will be no passing periods during a lockout.

6. Should a student need to leave a classroom during a lockdown for an emergency, the teacher will contact the main office. The office will send an administrator or SRO to retrieve the student.
7. Stay in lockdown mode until verbally released by school administration or law enforcement personnel.

### **FLOWERS AND BALLOONS**

Students will be notified of gifts, but the gifts will be held in the office until the end of the school day.

### **HALL PASS**

Students who are in the hallways during class time must have a pass with the date, time and destination signed by the staff member. Misuse will result in disciplinary action.

### **LOST AND FOUND**

The lost and found is located in the main office. All unclaimed items will be donated at the first of each month.

### **MEDIA RELEASE**

During the course of the school year a student may be requested to be interviewed or submit a quote to outside media sources. It is the responsibility of the parent or guardian to request in writing to the principal that this opportunity be suspended for their student.

### **NOTICE OF RESTRICTION TO RELEASE STUDENT DIRECTORY INFORMATION TO MILITARY REPRESENTATIVES**

Release of Student Directory Information by the high school to recruiting representatives of the various military services and academies is required by state law. (20-33-10-4) A parent or a student has the right to restrict the release of such information to the military recruiting representatives if the parent or student signs a written request by the end of the student's sophomore year in high school. See page 29 for Denial of Permission form.

### **PUBLIC DISPLAY OF AFFECTION**

Students are allowed to hold hands in the hallways, but public displays of affection are considered to be in bad taste and therefore are subject to discipline consequences.

### **REQUEST AMENDMENT TO EDUCATIONAL RECORDS**

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal and clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and advise him/her of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

**SCHOOL OFFICIAL** is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contracted to perform a special task; or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his /her tasks.

### **SECURITY/VIDEO SURVEILLANCE**

For your protection our building and school grounds are being monitored by surveillance cameras. School grounds include buses and facilities used before and after school. Video may be reviewed and used as evidence for disciplinary action and/or criminal prosecution.

### **SURVEYS/PROTECTED PERSONAL INFORMATION**

Parents have the right to inspect, upon request, any instrument used in the collection of personal information before the instrument is administered or distributed to the student. School will notify parents of students who are scheduled to participate in surveys or other activities that would request protected information of students. Parents have the right to opt his/her child out of participation of the specific activity or survey upon written notification within a reasonable time to the school principal. Parents may also review any survey instrument or instructional material used in connection with any protected information or marketing survey. Upon notification of the request to review, the school official will notify the parent of the time and place where he/she may review the materials.

### **STUDENT INSURANCE**

A special insurance package program is offered to all students each year. It is not mandatory but parents should weigh the merits of this program along with the benefits of their current coverage at home.

### **VISITORS**

Parents are always welcome to visit the school. Please check in at the office for a visitor's pass. For reasonable security, observations of a teacher's classroom by persons other than school administration personnel shall be allowed only after an appointment for such

observation has been made at least one day in advance of the observation and the teacher has been notified at least one day in advance of an observation. Student visitors are not allowed. Anyone other than parent(s)/guardian(s) or persons listed on the emergency list in ParentVUE are not permitted to pick up students during the school day.

## **WORK PERMITS**

A student under the age of 18 is required to have a work permit in order to hold a job. Intent to employ forms should be dropped off first thing in the morning along with a copy of his/her birth certificate. If time permits the work permit will be available by the end of the school day for pick up. Summer hours are 7:30-3:30, Mon. through Thurs. Work permits may be dropped off and if possible, picked up the same day. If a student has two or more Fs for the grading period, withdraws from school or has truancy issues, the work permit will be withdrawn and not considered for reissue until the end of the following nine weeks.

## **ATTENDANCE PROCEDURES**

The Whiteland Community High School attendance procedures support the premise that regular attendance and punctuality improve academic performance and develop responsibility in students. Indiana state law requires that students attend school until age eighteen or until high school graduation. Responsibility for attendance lies with the student and parents. Failure to comply will result in legal action.

### **PROCEDURE FOR REPORTING STUDENT ABSENCE**

An automated calling system is used by the corporation to report student absences and tardies. Therefore, no phone calls will be made by the school to verify student absences. In order for an absence to be excused, a parent or guardian must notify the high school either by phone at 317-535-7562 or by utilizing the ParentVUE app to report a full day absence on the day of the absence or by noon on the day of the student's return.

### **Attendance - Excessive Absences**

When students reach their 4th absence, a letter explaining the attendance policy will be sent home. Further absences will result in the student meeting with a counselor and/or administrator to discuss their absences. After the 10th absence, the student will meet with an administrator and be placed on an attendance contract. Once on an attendance contract, any absence after will be coded as absent unexcused (AU) due to exceeding the limit of absences for the semester. If the absences continue beyond the attendance contract, then the following interventions will be utilized to assist with the attendance concerns:

1. Home visit by School Resource Officer (SRO)
2. Meeting with a Probation Officer
3. Referral to Juvenile Detention for truancy
4. After-school detention
5. Saturday School
6. Loss of driving privilege for school
7. In-school suspension
8. Possible expulsion

**\*NOTE\* Should a student accumulate 10 or more absences during semester one or semester two in one or more of their classes, the student will meet with an administrator, be placed on an attendance contract and forfeit their privilege to attend any of the high school dances (theirs or a guest's) from that point forward for the remainder of the school year (Homecoming, Winter Formal, Prom, etc).**

### **ATTENDANCE-EXCEPTIONS**

The following is a list of exceptions to the WCHS 10 absences per class period attendance procedures.

1. All absences medically excused do not count against the 10 day limit. The absence must be documented by a physician's statement indicating that the student was unable to attend school due to said illness and the statement must provide the dates of the illness.
2. Death in immediate family. The immediate family is defined as father, mother, sister, brother and grandparents and is limited to a 3-day absence.
3. Page to the legislature - 1 day (student is not counted absent)
4. Participant in a judicial proceeding.
5. On the precinct election board or poll worker on Election Day - 1 day/semester with prior approval (student is not counted absent)
6. Ordered to active duty with the Indiana National Guard for not more than ten (10) days in a school year.

7. A member of the Indiana wing of the civil air patrol and who is participating in a civil Air Patrol.
8. Attendance of a school for religious instruction that is conducted by a church, an association of churches, or an association that is organized for religious instruction and incorporated under Indiana law.
9. Field trips (student is not counted absent)
10. Senior/Junior college days (student is not counted absent). Seniors/Juniors who plan to attend college are allowed two days to visit a college with parents each year. Parents must notify the school prior to the visit. Students must present verification to WCHS on the return school day from the college that both student and parents attended. All other absences will be included toward the 10-day absence limit.

#### **ATTENDANCE-FINAL EXAM DAYS**

On the days for final exams each semester, calls from parents will not excuse the student from finals. In order for an excused absence to be considered, the student must present a doctor's excuse to the office verifying the student was too ill to attend school and was seen by a doctor on the day of the absence or days in an extended illness. Final exam grades will be an "0%" if this procedure is not followed. Do not schedule doctor's, dentist's or other appointments on final exam days. Vacation days are not excused and tests cannot be given earlier than scheduled.

#### **ATTENDANCE-MAKEUP CLASSWORK**

It is the student's responsibility to make arrangements with his teachers on the day of his/her return to school to make up missed assignments. Teachers are required to give students a minimum of the number of days that they were absent to make up the work that was missed. However, assignments, including tests, which were assigned prior to the absence and were due on or before the day the student returns, will be due on the date the student returns to school.

#### **ATTENDANCE-TRUANCY**

A student's absence without parent permission is classified as truancy. The student will be assigned disciplinary action according to the administration and receive zero credit for the day of truancy.

#### **ATTENDANCE-TYPES OF ABSENCES**

1. An excused absence is an absence for which a student has parent and/or school permission.
2. An unexcused absence is an absence for which a student does not have permission from the parent or school to be absent from school; the student has not presented a valid excuse; the excuse was not presented to the office within the required time period, or the school does not excuse the absence. Work for an unexcused absence receives zero credit and cannot be made up.
3. Out of School suspensions are excused and all work may be made up.

#### **LEAVING and ARRIVING SCHOOL GROUNDS**

Students are to report into the building upon arrival at school. Students must have permission from the office to leave the school building during the school day. A parent must call-in PRIOR to a student leaving the school building. A parent/guardian must come into the school and show proper ID when picking up a student. Prior arrangements must be made with the office in order to leave early during finals, last day of school, spring break, etc. All entries and exits must be through door 1 (Main office).

#### **PERFECT ATTENDANCE**

Students who are in attendance **every** period daily and have no absences and without being ten minutes late or leaving ten minutes early will be awarded a certificate of perfect attendance.

#### **SCHOOL CLOSING/EMERGENCY EARLY DISMISSAL**

Should it become necessary to close school, delay the start of school or dismiss school early for any reason, parents will be notified by an automated phone call. In addition, all closings will be broadcast through local television channels as well as posted on the school website.

#### **SIGN IN/OUT**

Students who arrive or leave school other than at their regular time must sign in/out through the attendance office. All late arrivals or early releases must be verified by a parent/guardian. Permission must be obtained from the office staff in order to sign out. A parent/guardian must come into the school and show proper ID when picking up a student.

#### **TARDY TO CLASS**

Students who are tardy to class will face disciplinary consequences. Tardies are directly tied to skipping, unexcused absences, and out of assigned area. Excessive tardies may ultimately lead to expulsion. Students who miss more than ten minutes in a class period will be considered absent for that class.



## **VACATION / FIELD TRIPS / JOB SHADOWING/ LEAVING THE COUNTRY**

WCHS requires that the school and staff be notified two weeks prior to the beginning of a vacation/field trip or non-curricular job shadowing. Requests must be approved by the principal or designee. Class work must be completed before the absence. Requests will be denied for those students who are in danger of not earning credit for a class due to grades or attendance. Field trips are a privilege. An administrator or teacher has the right to deny a student the opportunity to participate if they are not in good academic or behavioral standing. Students leaving the country for more than 2 weeks should contact their assigned dean to make arrangements for work and attendance contracts.

## **ACADEMICS PROCEDURES**

### **ACADEMIC AWARDS**

#### Honor Roll Pin & Bar

- 2 x on Semester Honor Roll
- Complete 1 semester at WCHS (transfer in or sophomores and above)

#### Add. Honor Roll Bar

- Every 2 x on semester Honor Roll

#### Chevron\*

- 3.5 GPA or Above
- Enrolled in or successfully completed Alg. 1 and Bio. 1
- Complete 1 semester at WCHS – Freshman

#### Numerals and/or Double Chevron\*

- 3.5 GPA or Above
- Enrolled in or successfully completed Alg. 1 and Bio. 1
- Complete 3 semesters (at least 1 at WCHS) – sophomore

#### Academic Letter Jacket\*

- 3.66 GPA or Above
- Enrolled in or successfully completed Alg. 1 and Bio. 1
- ENROLLED IN OR Successfully complete an AP course OR DUAL CREDIT COURSE OFFERED AT WCHS.
- Complete 5 semesters (at least 1 semester at WCHS) - **Junior**
- Complete 7 semesters (at least 1 semester at WCHS) - **Senior** (*If student has not received a jacket*)

#### Triple Chevron\* or Academic Letter\*

- 3.5 GPA or Above
- Enrolled in or successfully completed Alg. 1 and Bio. 1
- ENROLLED IN OR Successfully complete an AP course OR DUAL CREDIT COURSE OFFERED AT WCHS.
- Complete 7 semesters (at least 1 semester at WCHS) - Senior

**\*Attendance at the awards program is required in order to be eligible to receive any of these awards (unless excused by an administrator)**

### **CENTRAL 9 CAREER CENTER**

Students may choose to attend the career center for three hours a day during their sophomore, junior and/or senior years. To attend C-9 as a 10<sup>th</sup> grader, students must be in good academic standing with 10 credits. Transportation to and from C-9 is provided for all students. However, parents can transport all students to and from C-9 if desired. In addition, juniors and seniors attending C-9 between regular school hours may drive to C-9 as long as they have completed the proper forms for both C-9 and WCHS. WCHS highly discourages students who are unable to drive from riding with students who can. If a student misses the bus to C-9, the student is to report to the discipline office where they will remain until their daily academic schedule begins.

### **CLARK PLEASANT ACADEMY (CPA)**

The Clark Pleasant Academy is an alternative educational placement that focuses on individual pacing, utilization of online curricula, on-the-job training, and service learning. Academy students are still considered WCHS students and are eligible to attend at Central 9 Career Center if desired. Students initiate the process by meeting with their guidance counselor for recommendation. Students are reviewed on a case by case basis, but it is strongly recommended that they have at least 25 credits prior to enrolling at Clark Pleasant Academy. Other factors involved in academy placement include grade level, attendance rates, career or college plans, motivation levels and prior success with online courses. An administrator finalizes all decisions concerning approval for placement. Academy students are not allowed in the WCHS building during school hours unless they have prior administrative approval.

### **CORE 40 OPT OUT**

(1)The Core 40 curriculum that leads to a Core 40 diploma is required by the Indiana Department of Education. In order to graduate with anything less than this Core 40 preparation, a student must formally opt-out with parental consent. Detailed information can be obtained in the guidance office or on the guidance website at <http://cpesc.k12.in.us/wchs> under “Academic information.”

## OPTIONS FOR PARTICIPATION IN COMMENCEMENT EXERCISES:

1. Full High School Diploma:
  - a. Student passes all required courses, 46 or more total credits.
  - b. Student passes Algebra 1 and English 10 ISTEP+ ECA's
2. Full High School Diploma Through an Appeal for a Waiver:
  - a. Any student who does not achieve a passing score on the ISTEP+ ECA'S may be eligible to receive a high school diploma by fulfilling the requirements for the Evidence-based waiver: Those requirements are:
    - i. must take the ISTEP+ assessment not passed at least one time each year
    - ii. complete any extra help sessions offered each year by the school to prepare for the retests
    - iii. maintain a school attendance rate of 95% or better (with excused absences not counting against this total) over the course of the high school experience
    - iv. have a C average in the courses required for graduation, over the course of his/her high school career
    - v. satisfy all other graduation requirements
    - vi. obtain a written recommendation from the teacher(s) in the subject area(s) not passed, as well as one from the school principal to show proof that the academic standards have been met, whether through other tests or classroom work. Students may also complete the course and credit requirements for a general diploma, including the career academic sequence, a workforce readiness assessment, and at least one career exploration internship, cooperative education, or workforce credential recommended by the school.
3. Certificate of Academic Completion:
  - a. Student passes all required courses, with 46 or more total credits.
  - b. Student does not pass the ISTEP+ ECA's.
  - c. Student does not meet appeal requirements
4. Certificate of Completion:
  - a. Available only to students with an Individualized Education Plan or Individual Learning Plan for English Language Learners who are unable to take and pass all classes required for a diploma
    - i. Student meets IEP or ILP requirements.
    - ii. Student does not complete courses required for graduation

## FINAL EXAMS

All students are required to take semester final exams. Graduating seniors in the second semester of their senior year may be exempt from semester finals if they meet the following requirements:

- a. Grades
  - i. Must have a C- or higher in both grading periods.
- b. Attendance
  - i. Miss 5 or less days for any reason in the semester (unexcused, excused or exempt).
  - ii. Absences will be specific to each period.
- c. Discipline
  - i. No Suspensions from school in the semester

## COURSES WITH WEIGHTED GRADES

The following criteria will be used for weighting courses beginning with the 2019-2020 school year:

1. All AP courses will receive a 1.0 weight
2. All dual credit courses will receive a 0.5 weight .
3. All dual credit courses that are taught in conjunction with an AP course will receive a 1.0 weight.
4. All other course weights will be removed for pre-AP, honors and upper level electives beginning with the class of 2019 with the exception of Algebra 1 (H), Biology 1 (H) and Geometry (H). Students who are currently in the 2019 and 2020 cohorts will continue to receive the 0.5 weight for those courses until their cohort has graduated.

## GRADING POLICY AND REPORTING

Midterm reports will be available online the week following these dates: Aug. 26<sup>th</sup>, Nov. 15<sup>th</sup>, Feb. 2<sup>th</sup>, April 25<sup>th</sup>. Report cards will be available online the week following these dates: Sept. 25<sup>th</sup>, Dec. 16<sup>th</sup>, March 11<sup>th</sup> and May 31<sup>st</sup>. Paper copies of midterms and report cards are available by contacting the guidance office. Semester grades are averaged by calculating 40% from each nine week grading period and 20% of the final exam.

## GRADING SCALE

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

## **GRADUATION REQUIREMENTS**

Please see the academic section of the WCHS Guidance webpage for detailed outlines of all requirements based on graduation year.

## **HOMEWORK**

Homework is an out-of-school assignment that should enrich the total educational program of the student or reflect material already discussed.

## **HONOR ROLL**

The honor roll is published at the end of each nine week grading period. To be eligible for the "A" honor roll, students must make all "A's,"; the "A-B" honor roll, "A's," and/or all "B's."

## **INCOMPLETE GRADES**

If a student has an incomplete on his report card, the work must be made up in accordance with makeup procedures or the incomplete becomes an "F." Students have 10 school days after the end of the semester to make up all incomplete work before the grade permanently becomes an F. Seven semester graduates cannot have any incomplete grades.

## **PROFESSIONAL LEARNING COMMUNITIES (PLC Days)**

On scheduled Wednesdays throughout the school year we have time dedicated to teacher planning, collaboration, and preparation for instruction called PLC Days. These days are directly linked to student success and achievement. School will dismiss at 2:20 on PLC days.

## **CLASS RANK**

Upon graduation and for recognition at spring semester award banquets, seniors will be classified in the following ways:

High Distinction- cumulative GPA of 4.0 or higher

Distinction- cumulative GPA of 3.83-3.99

High Honors- cumulative GPA of 3.67-3.82

Students graduating with High Distinction will be invited to the spring Scholars Banquet. The Valedictorian and Salutatorian will be recognized during the commencement ceremony.

During the fall of the senior year, the Guidance Department will generate a letter with an unofficial ranking for the college admissions/scholarship process. The letter will provide an unofficial rank at that point in time along with an explanation that the information is not official, not a part of the student record, and not supported by the school profile document which accompanies the student's transcript. Letters may be obtained after consultation with the student's guidance counselor.

## **EARLY GRADUATION**

A student who wishes to graduate prior to the completion of 8 semesters must create a formalized plan with a parent and counselor. The Core 40 diploma requirements must be completed at a minimum. Seniors that request to be an early graduate may choose to complete a year-long C9 program. Seniors must declare at the beginning of semester one their intention for completing the C9 course. If the early graduate chooses to complete the year-long program, they will not be allowed to alter their decision during semester two and will remain enrolled in the course.

## **STUDENT ENROLLMENT PROCEDURES /WITHDRAWAL**

Students attending WCHS must maintain legal residence within corporation boundaries and reside with a parent or guardian. Please refer to the high school's website <http://cpcsc.k12.in.us> under MENU you will go to registration and follow the steps. When complete please call the office for an appointment. dropping/adding courses, seven semester graduates, and other important related information. A copy is available in the Guidance Office and the WCHS website at <http://cpcsc.k12.in.us/wchs>. Students or parents may request a paper copy by contacting the guidance office.

## **STUDENT TRANSFER/WITHDRAWAL**

All students who plan to withdrawal from WCHS need to have parents contact the registrar and inform them you will remain active in the system until we hear otherwise. When withdrawing you need to return any material to the office including the chromebook/charger. Please refer to the high school's website <http://cpcsc.k12.in.us> for any further information.

## **STUDENT SCHEDULES**

All student requests for schedule changes must be made by June 1<sup>st</sup>. Students in the 9th, 10th, 11th and 12th grades must attend school eight class periods each day and be enrolled in 7 classes and one period of Guided Instruction. Students may only change their schedules if they are failing the first half of a year long class or were possibly misplaced.

Students are misplaced if multiple academic indicators such as previous grades and/or test scores demonstrate the student is not prepared for the rigor of the course. Students may not drop a class because of personal preference. Scheduling and class changes will **not** be considered on the basis of teacher choice or period selection.

## TEST RE-TAKES

Students can request a retake on any assessment. However, the score entered for the original assessment will be the average of the first and second assessment score. In addition, the following conditions must be met:

- Students must attend a FIT session with their teacher before a retake is allowed
- Students must be current with all HW assignments

## VALEDICTORIAN/SALUTATORIAN

Valedictorian is the graduating senior with the highest GPA after the first semester of their senior year. Salutatorian is the graduating senior with the second highest GPA after the first semester of their senior year. Students invited to the Scholar's Banquet will be notified after the 1<sup>st</sup> semester of their senior year.

## VIRTUAL LAB

The Virtual Lab is an available scheduling option for students who need credit recovery and/or schedule flexibility. Priority is given to juniors and seniors. On-line instruction allows students to attempt and receive credits to insure the completion of graduation requirements. To request the Virtual Lab option students must begin by making an appointment to discuss this with their guidance counselor.

# STUDENT ACTIVITIES

## ATHLETICS

The purpose of the athletic department shall be to encourage, regulate and give direction to wholesome amateur interschool athletic competition. All inter-school athletic competitions shall be subservient to and complementary to the academic or curricular programs of the school. A physical exam must be in the athletic director's office before participation can occur. A new physical exam must be obtained each year. Schedules for the high school sports teams can be found at [high.cpsc.k12.in.us/wchs](http://high.cpsc.k12.in.us/wchs).

### Team Sports

#### Boys

##### **Fall**

Cross Country, Football,  
Tennis, Soccer

##### **Winter**

Basketball, Wrestling,  
Swimming

##### **Spring**

Baseball, Golf, Track

#### **Intramurals**

#### **Club Sports: Bowling, Lacrosse**

#### Girls

##### **Fall**

Cross Country, Volleyball,  
Golf, Soccer, Cheerleading

##### **Winter**

Basketball, Swimming,  
Cheerleading

##### **Spring**

Softball, Tennis, Track

## BAND

The instrumental music department offers band and percussion courses as well as dance performance (outdoor and winter guard). Auditions are required for all groups but experience is not required. Teacher permission is required to drop.

## BUILDING DECORATING RULES

No tape or sticky tack may be used on any painted surfaces or floors, decorations may not be a safety hazard, students must have a faculty member with them to supervise, a clean-up committee as well as a decorating committee is needed, all decoration must be removed by the following Monday, and no inappropriate words, language or pictures may be used. Prior approval is required from the assistant principal in charge of student activities.

## CAMPAIGN RULES/NOMINATIONS

A candidate may begin campaigning one week before the election. Campaign posters may be posted on bulletin boards and the glass in the Wigwam entrance. Posters will not be allowed in the classroom. If political parties are formed, names of the national political parties may not be used. The candidate for an office must have a "C" average for the preceding year and the first semester of the current year and have no disciplinary or attendance related issues.

## CHOIRS

The choir department consists of six choirs ranging from Beginning to Advanced. The three Advanced choirs (Rhythm Masters, Expressions, and Shades of Blue) required an audition, however, experience is not necessary for any of the choirs. Teacher permission is required to drop.

## **CLUBS AND ORGANIZATIONS**

A variety of clubs and organizations related to academics and student activities are available.

## **DANCE RULES**

All dances must be publicized two (2) weeks prior to the event. No decorations or other items may be attached or taped to the ceiling or walls, some lights must be on at all times, no pass outs, chaperones are required, all school rules apply, and only WCHS students are allowed to attend after game dances. The student code of conduct will apply.

## **EXTRA CURRICULAR PROCEDURES**

All extra curricular activities sponsored by the school should be held on school property and scheduled on the master calendar. All rules, regulations, policies and other general information will be applied during school, at extra curricular activities, on the buses, or at any activity that can be classified as school sponsored. A student must attend at least three full course classes in a school day, in order to practice in, participate in or attend a school event after 2:50. Exceptions to this policy may only be made by the principal in extreme cases and with at least two days prior approval.

## **FUNDRAISING**

School sponsored fundraising must be arranged by Mrs. Larkin or designee and take place in designated areas.

## **NATIONAL HONOR SOCIETY**

### **Selection criteria**

1. In the second semester, all sophomore, junior, and senior WCHS students who have a GPA of 3.5 or higher will be given the opportunity to fill out an interest inventory for membership.
2. If a student wishes to apply for membership, the application must be completely filled out and submitted to the faculty advisers by the deadline found on the application – no late entries will be accepted.
3. The application allows the student to document: Acquisition of activity points: 2 points per completed semester: 6 for sophomores, 10 points for juniors, and 14 points for seniors with signatures of those in charge of activities. Completion of 10 hours of community service per school year (10 hours for sophomores, 20 hours for juniors and 30 hours for seniors.) Documented service hours require a letter on letterhead from those in charge of projects. All service and volunteer hours must be completed through a nonprofit organization, club, or other reputable organization whose purpose is to serve the community. Any tutoring hours must be completed under the purview of a legitimate nonprofit or reputable organization. Three (3) recommendations from teachers (two must be from teachers whom the student has had in class.)
4. Upon the receipt of the interest survey and teacher recommendations, the completed forms will be forwarded to the Faculty Council who will make the final decision concerning membership.

### **Continuing Membership**

Members who wish to continue as members of NHS must:

1. Maintain at least a 3.5 overall GPA.
2. Complete a Continuing Membership survey in the fall. This will allow members to document activity points – 8 points for juniors and 10 points for seniors.
3. Active participation in NHS assigned project committees each semester.
4. Continue to demonstrate outstanding scholarship, service, leadership, and character.
5. Attend all scheduled and called meetings unless the member has an excused absence from school that day. If a member must miss, this must be requested in writing before the meeting or event takes place.
6. Participate in the required fundraiser and at least two (2) NHS sponsored projects per year.
7. Complete documentation of new Community Service hours in the spring. This will allow members to document service hours – the required 10 hours per year.
8. All members are subject to the National Constitution and WCHS membership contract.
9. Each member will pay an annual \$20.00 membership fee due at the first NHS meeting of the year.
10. Members who resign or are dismissed cannot regain membership.
11. Graduating seniors must meet all requirements to receive cords for graduation and can be recommended for a Faculty Council hearing for noncompliance of community service hours or other breaches of membership obligations.

### **Discipline/Dismissal**

1. Chapter sponsors will monitor NHS members for compliance with continuing membership obligations.
2. Warnings will be issued to all members for non compliance concerning membership obligations. The first written warning will inform the member that the next offense will result in a hearing before the Faculty Council. This hearing may result in the student receiving probationary status or dismissal from the group.
3. All decisions by the Faculty Council are final.
4. Any member who resigns or is dismissed from the chapter shall return the emblem given to him/her at induction.

## **RELATED SCHOOL SERVICES**

### **CAFETERIA/LUNCH**

Lunches are served in the cafeteria. Food cannot be brought into the cafeteria from outside vendors. Students are to report to the cafeteria and remain there until dismissed to return to their classes. Students are to wait their turn in line to be served and place trash in the trash containers. No food or drink is to be taken out of the cafeteria. A student caught using another student's code or giving out his/her own code will receive a discipline consequence. Theft of food is unacceptable and is dealt with according to the Student code of conduct. Students may have water in class in regular size clear water bottles. Other beverages are not allowed anywhere other than the cafeteria.

### **COUNSELING AND GUIDANCE SERVICES**

The guidance department provides assistance to students in solving personal, educational, social and career decisions. The guidance personnel maintain contacts with colleges, vocational schools and industry to help students, answer their questions about career choices, and provide scholarship information. The guidance department provides assistance to students in solving personal, educational, social and career decisions. The guidance personnel maintain contacts with colleges, vocational schools and industry to help students, answer their questions about career choices, and provide scholarship information. Counselors also work with students on personal and social issues through individual counseling, group counseling, and classroom lessons. Counselors maintain contact with local resources to help refer students and families in need.

A - Dar      Mrs. Radomski  
Das - Hoo   Mrs. Rose  
Hop - Moo   Mrs. Ehringer  
Mop - Sim   Ms. Zink  
Sin - Z      Mr. McMillan  
Flex & CPA   Mrs. Fritz

### **LOCKERS**

All lockers made available for student use on the school premises are the property of the Clark-Pleasant Community School Corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school. The student's use of the locker does not diminish the school corporation's ownership or control of the locker. The Clark-Pleasant Community School Corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its intended purpose.

### **LOCKER RULES**

1. Students are not allowed to place personal locks on lockers.
2. Student lockers are to be locked at all times.
3. Students are not allowed to store items that cause or can reasonably be foreseen to cause an interference with school purposes or which are forbidden by state law or school rules.
4. No opened drinks may be brought to school or kept in lockers with exception of water.
5. Student lockers may be inspected by School Personnel in order to insure that lockers are properly maintained or to check for inappropriate/illegal items. The student is responsible for anything in his/her locker. School personnel may request the assistance of law enforcement officials to assist in inspecting lockers or their contents for purposes of enforcing school policy.

### **MEDIA CENTER/LIBRARY**

Students may use the library before and after school between 7:25 a.m. and 3:00 p.m. During the instructional day, students are required to have a pass from the teacher and to check-in/out at the circulation desk. Every item must be checked out before it leaves the library. The checked out material becomes the responsibility of the student which includes paying for lost or damaged items. The charge of the damaged item is the cost of repair. A lost book may be replaced with same author/same title of book or paying for the cost of a replacement. A copier is available for student use at \$.10 a page. Personal items printed on laser printers or articles over five pages are \$.10 a page. Students are to obey corporation internet usage policies while in the library and labs. Improper internet usage is at the discretion of the supervisor. Library rules are posted and failure to follow the rules will result in a discipline referral.

### **SIRS Researcher (at school & home)**

Username: in0062h  
Password: 46184

### **Elibrary (at home)**

Username: WHTLANDREMOTE  
Password: REMOTE001

## RESPONSIBILITY FOR YOUR OWN ITEMS

Students that call home to have something brought to school or know that items will be dropped off for them in the main office need to be responsible and check throughout the day to pick up the item(s) that have been delivered.

## SCHOOL SPONSORED PUBLICATIONS

All school sponsored publications, which include newspapers, yearbooks, audio, and video materials, pamphlets, paperless publications such as information included on an Internet site, and any other materials produced or distributed by a Clark-Pleasant student using school facilities, must comply with the school board policy. A copy of the policy will be made available upon request. The decision as to whether or not material is published in a school sponsored publication shall be made by the faculty adviser and administrator. Violations of this Policy may result in disciplinary action up to and including expulsion. The Smoke Signals newspaper and Warrior yearbook are published by a staff which is selected from student applicants who have completed a formal application and obtained teacher recommendations. Students will not be accepted for the staff for one semester only.

## TEXTBOOK/CHROMEBOOK DAMAGE/LOST

Students are responsible for their textbooks/chromebooks. Any damaged or lost book/chromebook must be paid in full before the final exams. Students must replace a lost textbook by paying the current cost of the book. Damage to textbooks/chromebooks will be assessed based on the severity of the damage.

## TEXTBOOK/CHROMEBOOK RENTAL

All textbook/chromebook costs are to be paid at scheduled times. Books and materials will be given to the student in the classroom. Failure to make textbook/chromebook rental payment in full or establish payment arrangements will result in the account being turned over to a collection agency and subject to collection fees being added to the account balance.

## TEXTBOOK/CHROMEBOOK REFUNDS

1st nine weeks-75% of textbook/chromebook rental  
2nd nine weeks-50% of textbook/chromebook rental  
3rd nine weeks-25% of textbook/chromebook rental  
4th nine weeks-NO REFUND

1. Book rental refunds in excess of \$5.00 will be issued after the start of the fourth 9-week grading period. At this time, all scheduling changes should be complete. This does not apply to transfer students.
2. Lab fees and workbooks are not refundable.
3. No refunds for dropout or expulsion.

## TEXTBOOK/CHROMEBOOK LATE ENROLLMENT CHARGES

1st nine week- 100% of school year textbook rental & 25.00 chromebook insurance  
2nd nine week- 75% of school year textbook rental & 25.00 chromebook insurance  
3rd nine week- 100% of second semester textbook rental & 25.00 chromebook insurance  
4th nine week- 50% of second semester textbook rental & 25.00 chromebook insurance

## STUDENT CODE OF CONDUCT

Students are expected to accept individual responsibility for their actions. Teachers and staff are expected to involve parents in the disciplinary process. Rules violations are documented on referral forms and are handled as quickly as possible. The administration may request the assistance of law enforcement officials for the purpose of enforcing school policy.

### WCHS Discipline Chart

This chart is used as a reference for discipline situations. Discipline consequences could vary based on the situation and administrator discretion.

INFRACTION	1st Offense (5 Logs)	2nd Offense (10 Logs)	3rd Offense (15 Logs)	4th Offense (20 Logs)	5th Offense (25 Logs)
Level 1: (Accumulation of Logs)					
Cell Phone	1 ASD	2 ASDs/2 Week Ele. Susp.	Saturday School/ROS Ele. Susp.	Electronic Susp. Rest of Year	OSS/Placed on Behavior Contract
Excessive Tardy (5+)	1 ASD	2 ASDs	Saturday School	2 Day ISS	OSS/Placed on

					Behavior Contract
<b>Disruptive Behavior</b>	1 ASD	2 ASDs	Saturday School	2 Day ISS	OSS/Placed on Behavior Contract
<b>Non Participation</b>	1 ASD	2 ASDs	Saturday School	2 Day ISS	OSS/Placed on Behavior Contract
<b>Unprepared for Class</b>	1 ASD	2 ASDs	Saturday School	2 Day ISS	OSS/Placed on Behavior Contract
<b>Minor Inappropriate Language</b>	1 ASD	2 ASDs	Saturday School	2 Day ISS	OSS/Placed on Behavior Contract
<b>PDA</b>	1 ASD	2 ASDs	Saturday School	2 Day ISS	OSS/Placed on Behavior Contract
<b>Non Compliance</b>	1 ASD	2 ASDs	Saturday School	2 Day ISS	OSS/Placed on Behavior Contract
<b>Dress Code</b>	1 ASD	2 ASDs	Saturday School	2 Day ISS	OSS/Placed on Behavior Contract
<b>LEVEL 2: Immediate Consequence</b>	<b>1st Offense</b>	<b>2nd Offense</b>	<b>3rd Offense</b>	<b>4th Offense</b>	
<b>Out of Assigned Area (On Property)</b>	1 ASD	2 ASDs	Saturday School	1-3 Days ISS	OSS/Placed on Behavior Contract
<b>Driving (Regular, C9)</b>	Saturday School	Loss Of Driving (4 Weeks)	Loss of Driving ROS	Loss of Driving ROY	
<b>Parking Violation</b>	1 ASD	Saturday School	Loss of Driving (4 weeks)	Loss of Driving ROY	
<b>No Show to ASD</b>	1 ASD	2 ASDs	Saturday School	1-3 ISS Future incidents = Behavior Contract	
<b>Insubordination</b>	Saturday School	1-3 Days ISS	1-3 Days OSS	OSS/Placed on Behavior Contract	
<b>Truancy/Leaving School Property</b>	1-3 ASD	Saturday School/Loss of Driving (4 weeks)	3 Days	OSS/Placed on Behavior Contract	
<b>Forging a Pass</b>	1 ASD	2 ASDs	Saturday School	OSS/Placed on Behavior Contract	
<b>Cafeteria Misconduct</b>	Cafeteria Cleanup/Lunch Detention	2 ASDs	Saturday School	1-3 Days ISS	
<b>False Reporting</b>	1 Day ISS	1-3 Days OSS	5 Days OSS	OSS/Placed on Behavior Contract/Possible Expulsion	
<b>Horseplay</b>	1-3 Days ISS	1-3 Days OSS	5 Days OSS	OSS/Placed on Behavior Contract/Possible Expulsion	
<b>Battery (No Punches)</b>	1-3 Day OSS	OSS/Placed on Behavior Contract	Expelled		
<b>Battery (With Punches)</b>	5 Days OSS, Police	Expulsion, Police			
<b>Weapons</b>	Expulsion, Police				
<b>Gang Activity</b>	1-3 Days ISS/SRO Contact	1-3 Days OSS/SRO Contact	SRO Contact/Possible Expulsion		
<b>Harrassment</b>	Administrative Meeting	No Contact/Saturday School	2 Days ISS	1-3 Days OSS/Behavior Contract	
<b>Intimidation/Threat</b>	1-3 Days ISS, No Contact Order	1-3 Days OSS/SRO Contact	5 Days OSS/Behavior Contract	Expelled	



<b>School Technology Violation</b>	ASD	Saturday School	1-3 Days ISS	1-3 Days OSS	
<b>School Technology Violation (SE)</b>	1-3 Days ISS	1-3 Days OSS	OSS/Placed on Behavior Contract	Expulsion	
<b>Failure to Cooperate During an Investigation</b>	1 Day OSS	3 Days OSS	5 Days OSS	OSS/Placed on Behavior Contract	
<b>Verbal Confrontation</b>	Administrative Meeting	2 Days ASD	1-3 Days ISS	1-3 Days OSS	OSS/Placed on Behavior Contract
<b>Profanity</b>	1-3 ASD (depending on severity)	Saturday School	1-3 Days ISS	1-3 Days OSS	OSS/Placed on Behavior Contract
<b>Profanity (directed at staff member)</b>	3 Days OSS	5 days OSS	Expulsion		
<b>Vandalism</b>	Restitution/1 Day ISS or OSS, SRO Contact	3 Days OSS, SRO Contact	OSS/Placed on Behavior Contract		
<b>Defamatory Remarks (Sexual, Racial, Religious)</b>	1-3 Days OSS	5 Days OSS or Expulsion	Expulsion		
<b>Theft</b>	3-5 Days OSS, SRO Contact	Expulsion Possible			
<b>Tobacco/Vape</b>	3 Days ISS, Police	3-5 Days OSS, Police	Expulsion, Police		
<b>Drugs/Alcohol/Paraphernalia</b>	Expulsion, Police				
<b>Problem in ISS</b>	OSS = Same Days as ISS	OSS = Same Days as ISS	OSS = Same Days as ISS	OSS/Placed on Behavior Contract	
<b>Problem in ASD</b>	2 ASDs	Saturday School	1-3 Days ISS	1-3 Days OSS	
<b>Cheating</b>	0 on Test	0 on Test/Assignment, Parent Meeting	1 Day OSS, 0 on Assignment, Possible Failure of Class		
<b>Sexual Misconduct</b>	Possible Expulsion, Police				
<b>Substantiated Bullying</b>	No Contact, 1-3 Days ISS	1-3 Days OSS	OSS/Placed on Behavior Contract		
<b>Destruction of Property</b>	Restitution/1-3 Days ISS	Restitution/1-3 Days OSS	Expulsion		

## AUTHORITY OF ADULT SCHOOL EMPLOYEES

All of the adult employees of WCHS have certain responsibilities to the school; and in order to carry out these responsibilities, they have certain authority to correct students when the need arises. If any adult employee, whether the employee is faculty, office staff, cafeteria staff, custodial or bus driver corrects any student, the student is expected to accept such correction.

1. Each teacher and any of the other school personnel shall, when pupils are under his/her charge, have the right to take any action, which is then reasonably necessary to carry out, or to prevent interference with, the educational function of which he/she is then in charge.
2. Each principal may take any action concerning his school or any school activity within his jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function or school purposes. Such action may include establishing written rules and standards to govern student conduct. Similarly, the superintendent or his administrative staff with his approval may take any action with respect to all schools within the superintendent's jurisdiction, which is reasonably necessary to carry out or prevent interference with an educational function or school purpose.

## ACADEMIC DISHONESTY

The conduct of a student that demonstrates any form of cheating and/or academic dishonesty will be disciplined according to the seriousness of the incident. Any form of academic dishonesty outside or inside the classroom/class work could result in discipline ranging from suspension to expulsion, depending on the seriousness of the offense. Cheating in class or on class work may result in (but not limited to):

First Offense: 2 days of ISS and a maximum score of 60% on retake

Second Offense: 2 days of OSS and maximum score of 60% on retake

Third Offense: Possible expulsion and a maximum score of 60% on retake

## **APPEARANCE/SCHOOL DRESS**

The type of clothes and the way they are worn reflect the attitude and the respect a student has for self, school, home, and community. Students are expected to be clean, neat, and dressed in a manner that is accepted as in good taste.

- Clothes cannot promote profanity, drugs, alcohol or be sexually explicit
- Midriff, back and cleavage should not be exposed
- Shirts must cover from neck to shoulder tip
- Skirts and shorts must be as long as extended fingertips
- Holes in clothing must be lower than extended fingertips
- Sunglasses are prohibited
- Pillows and blankets should not be carried during any time during the school day

The style of the clothing and the manner in which clothing is worn may be considered disruptive and may be prohibited by the administration. Inappropriate attire and costuming will result in disciplinary action and student must change into appropriate attire.

## **SCHOOL LANYARD /ID**

Students are required to wear their school lanyard/ID every day between the hours of 7:40 am and 3:00 pm. All staff will do a lanyard/ID check first period and will issue an ID sticker and assign a Level 1 discipline log for a student who does not have their school lanyard/ID. When a student shows up to any period after period 1 without their lanyard/ID or an ID sticker, the classroom teacher will issue the student an ID sticker and log them with a level 2 discipline log (Insubordination).

## **SOCIAL MEDIA**

Students are legally responsible for material on blogs and social networking sites as they pertain to Whiteland Community High School. Violations of the policy for legal liability, confidential information and disruption of the educational mission will be handled as disciplinary situations and may result in expulsion.

## **BUILDING / CLASSROOM RULES AND REGULATIONS**

The classroom teachers and instructional assistants are expected to handle most of the classroom discipline. Teachers are strongly encouraged to contact parents to solicit their help and support when classroom behaviors become a problem. A meeting with the student, parents, and teachers may be scheduled to communicate problems and determine possible solutions. Minor disruptive behaviors will be dealt with by appropriate discipline interventions by the individual teachers or instructional assistants. A classroom teacher may assign detention or other appropriate discipline in an attempt to change unwanted behaviors.

## **BULLYING**

Indiana code 20-33-8-0.2 defines bullying as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:

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

If a student is bullied, or witnesses a bullying incident, he or she should report the incident(s) to a teacher, school counselor, or administrator so that the situation can be appropriately addressed.

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

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

### Definitions

A. "Criminal gang," as used in this policy, means a group with at least three (3) members that specifically:

1. either:
  - a. promotes, sponsors, or assists in, or
  - b. participates in, or
2. requires as a condition of membership or continued membership

a. the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery (I.C. 35-42-2-1).

**B. "Criminal gang activity," as used in this policy, means to:**

1. actively participate in a criminal gang;
2. knowingly or intentionally commit an act:
  - a. with the intent to benefit, promote, or further the interests of a criminal gang; or
  - b. for the purpose of increasing the person's own standing or position within a criminal gang;
3. knowingly or intentionally solicit, recruit, entice, or intimidate another person to join a criminal gang or remain in a criminal gang;
4. threaten another person because the other person:
  - a. refuses to join a criminal gang;
  - b. has withdrawn from a criminal gang; or
  - c. wishes to withdraw from a criminal gang;when engaged in by a student who attends a Corporation school.

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

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

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

**DRIVERS LICENSE LAW**

Public Law 121, 1989 prohibits the Bureau of Motor Vehicles issuing a driver's license permit to any student less than eighteen (18) years of age if they are identified by the school under the following guidelines:

1. Had at least two (2) suspensions during the school year.
2. Has been expelled from school.
3. Has been identified as a habitual truant
4. Has withdrawn from school for reasons other than financial hardship. If a person is less than 18 years of age and is under a suspension, expulsion, or has withdrawn from school in an effort to circumvent the previous sanctions, the Bureau of Motor Vehicles shall upon notice by the person's principal, invalidate the person's license or permit.

**DRIVING PRIVILEGES/LOSS OF**

In order to maintain driving privileges on campus, a student must be in good academic standing: passing 4 classes, acceptable attendance, a good discipline record, and no driving violation. Students who are not in good standing with the school may have driving privileges suspended on school premises.

**DRUG TESTING**

Random pool drug testing participation will be required of all students who are involved in extracurricular activities, athletics and all students who drive to and from school/activities. A consent form must be signed by student and parent/guardian before participating in extracurricular activities, athletics, and before being allowed driving privileges. Individualized reasonable suspicion may warrant the administration of a drug test. Failure or refusal to provide a sample will be considered an automatic positive. In the case of reasonable suspicion, testing refusal or tampering may result in expulsion.

**DUE PROCESS**

Students are afforded due process rights in discipline proceedings as follows: an oral statement of charges, a summary of evidence and an opportunity to explain his behavior.

**FALSE FIRE ALARMS OR 911 CALLS**

A false fire alarm or 911 call will be treated as a major disciplinary offense and may result in expulsion.

**GROUND FOR SUSPENSION OR EXPULSION:**

The grounds for suspension or expulsion listed in Section A below apply when a student is:

1. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group (including summer school);
2. Off school grounds at a school activity, function, or event; or
3. Traveling to or from school or a school activity, function, or event.

A violation by a student of a rule listed in Sections A and B is subject to a range of disciplinary consequences imposed by teachers or administrators intended to be progressive in nature and move to a more serious consequence with each violation of the same or similar rule. The appropriate consequence should be the least severe that will adequately address any danger to the student and other persons, prevent further disruption of activities, and promote student achievement.

#### A. Student Misconduct and/or Substantial Disobedience

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. The following rules define student misconduct and/or substantial disobedience for which a student may be suspended or expelled:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other 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 school 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. Intentionally making noise or acting in any manner so as to interfere with the ability of any teacher or any other person to conduct or participate in an education function.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging of other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member, and/or other persons. Prohibited violent or threatening conduct includes threatening, planning, or conspiring with others to engage in a violent activity.
4. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
5. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
6. Causing or attempting to cause physical injury or 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 oneself and/or another person is not a violation of this rule.
7. Threatening or intimidating any person for any purpose, including obtaining money or anything of value.
8. Threatening (whether specific or general in nature) injury to persons or damage to property, regardless of whether there is a present ability to commit the act.
9. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
10. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, is represented to be a weapon, or looks like a weapon.
11. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.

**Exception to Rule 11:** a student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal.

The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:

- a. That the student has an acute or chronic disease or medical condition for which the physician has prescribed medication.
  - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - c. The student has been instructed in how to self-administer the prescribed medication.
  - d. The student is authorized to possess and self-administer the prescribed medication.
12. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverages, stimulant, depressant, or intoxicant of any kind.
  13. Possessing, using, transmitting, or being affected by caffeine based substances other than beverages, substances containing phenylpropanolamine (PPA), stimulants of any kind, or any other similar over-the-counter products.

14. Possessing, using, distributing, purchasing, or selling tobacco or nicotine-containing products of any kind or in any form. These products include e-cigarettes, any type of look-alike products or other related products associated with tobacco or nicotine use.
15. Offering to sell or agreeing to purchase a controlled substance or alcoholic beverages.
16. Failing 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.
17. Failing to completely and truthfully respond to questions from a staff member regarding school-related matters including potential violations of the student conduct rules or state or federal law.
18. Falsely accusing any person of sexual harassment, or of violating a school rule, and/or a state or federal law.
19. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
20. Aiding, assisting, agreeing or conspiring with another person to violate these student conduct rules or state or federal law.
21. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores.
22. Taking, recording, displaying and/or distributing pictures (digital or otherwise), video or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function.
23. Possessing sexually-related materials which include images displaying uncovered breasts, genitals, or buttocks.
24. "Sexting" or using a cell phone or other personal communication device to possess or send text or email messages containing images reasonably interpreted as indecent or sexual in nature. In addition to taking any disciplinary action, phones will be confiscated and students should be aware that any images suspected to violate criminal laws will be referred to law enforcement authorities.
25. Engaging in pranks or other similar activity that could result in harm to another person.
26. Using or possessing gunpowder, ammunition, or inflammable substance.
27. Violating any rules that are reasonably necessary in carrying out school purposes or an educational function, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. engaging in sexual harassment of a student or staff member;
  - c. disobedience of administrative authority;
  - d. willful absence or tardiness of students;
  - e. engaging in speech or conduct, including clothing, jewelry or hairstyle, that is profane, indecent, lewd, vulgar, or refers to drugs, tobacco, alcohol, sex, or illegal activity;
  - f. violation of the school corporation's acceptable use of technology policy or rules;
  - g. violation of the school corporation's administration of medication policy or rules;
  - h. possessing or using a laser pointer or similar device.
28. Possessing or using on school grounds during school hours an electronic device, a cellular telephone, or any other telecommunication device, including a look-a-like device, in a situation not related to a school purpose or educational function or using such a device to engage in an activity that violates school rules. This rule is not violated when the student has been given clear permission from a school administrator or a designated staff member to possess or use one of the devices listed in this rule.
29. Any student conduct rule the school building principal establishes and gives notice of to students and parents.

## B. Bullying

1. Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.
2. For purposes of this rule, bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner including electronically or digitally, physical acts committed, aggression, or any other similar behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student and create for the targeted student an objectively hostile school environment that:
  - a. places the targeted student in reasonable fear of harm to the targeted student's person or property;
  - b. has a substantially detrimental effect on the targeted student's physical or mental health;
  - c. has the effect of substantially interfering with the targeted student's academic performance; or
  - d. has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.
3. This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.
4. Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the counselor or administrator who has responsibility for all

investigations of student misconduct including bullying. A student or parent may also report the conduct to a faculty who will be responsible for notifying the appropriate counselor or administrator. This report may be made anonymously.

5. The administrator shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. The parents of the bully and the targeted student(s) shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.
6. The administrator will be responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the bullying behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.
7. False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.
8. A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

#### C. Possessing A Firearm or A Destructive Device

1. No student shall possess, handle or transmit any firearm or a destructive device on school property.
2. The following devices are considered to be a firearm under this rule:
  - a. any weapon that is capable of expelling, designed to expel, or may readily be converted to expel a projectile by means of an explosion.
3. For purposes of this rule, a destructive device is:
  - a. an explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
  - b. a type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch, or a combination of parts designed or intended for use in the conversion of a device into a destructive device.
  - c. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling, pyrotechnic, line throwing, safety, or similar device.
4. The penalty for possession of a firearm or a destructive device: 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 semester after the one year period. the superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
5. The superintendent shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### D. Possessing A Deadly Weapon

1. No student shall possess, handle or transmit any deadly weapon on school property.
2. The following devices are considered to be deadly weapons for purposes of this rule as defined in I.C. 35-31.5-2-86:
  - a. a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury
  - b. an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime; or
  - c. a biological disease, virus, or organism that is capable of causing serious bodily injury.
3. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of up to one calendar year.
4. The superintendent or designee shall immediately notify the appropriate law enforcement agency when a student engages in behavior described in this rule.

#### E. Unlawful Activity

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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

#### F. Legal Settlement

A student may be expelled if it is determined that the student's legal settlement is not in the attendance area of the school where the student is enrolled.

LEGAL REFERENCES:	I.C. 20-33-8-1 et seq.	I.C. 35-31.5-2-86
	I.C. 35-47.5-2-4	I.C. 35-47-1-5

### OUT-OF-SCHOOL SUSPENSION

A student may be suspended from school for violating one of the rules listed under the Grounds for Expulsion or Suspension heading. Any student who is suspended from school is not allowed on school grounds or to attend school activities. Students who are suspended on a Friday are not allowed to attend school activities over the weekend. Suspended students will also be expected to keep up with classwork while they are suspended from school. They may use email, Google Classroom, or telephone their teacher for assistance with their work. Students will receive credit for all work completed while they are suspended.

### STUDENTS UNDER EXPULSION

Expelled students are not allowed on school grounds or at school activities for the duration of their expulsion.

### **HARASSMENT**

Any unwelcome behavior that interferes with the educational environment will result in disciplinary actions including, but not limited to warnings, conferences, suspensions, and may lead to expulsion.

Sexual harassment is defined as unwelcome sexual advances, requests for sexual favors, and other inappropriate verbal or physical conduct of a sexual nature. An employee or A student found to have engaged in sexual harassment shall be subject to sanctions, including, but not limited to warning, arrest, suspension, or expulsion or termination from employment subject to applicable legal due process rights.

### **HARASSMENT/DISCRIMINATION GRIEVANCE PROCEDURE**

The grievance procedure applies to a violation of a protected right, based upon age, race, color, religion, gender, body size, handicapping condition, and national origin, including limited English proficiency. The building principal is the grievance procedure contact person for allegations of building level violations. Dr. John Schilawski, Title IX Compliance Officer, is the contact person for allegations of corporation level violations. Dr. John Schilawski, Clark-Pleasant Community School Corporation, 50 Center Street, Whiteland, IN 46184. (317-535-7579)

### **ELECTRONIC DEVICES**

WCHS will not be held responsible for any lost or stolen electronic devices. You may bring them at your own risk. Students are allowed to use cell phones during approved and designated times including before and after school, between classes, and lunch. The use of camera or video phone options is strictly prohibited while on school property due to privacy and confidentiality legal protections. Laser pointers are not permitted in the building or on school grounds.

### **RADIO, AUDIO LISTENING DEVICES, PHONES, BEEPERS, ETC**

Video cameras, cameras and laser pointers are not permitted in the building or on school grounds. Audio listening devices are allowed during appropriate and designated times. WCHS will not be held responsible for any lost or stolen electronic devices. You may bring them at your own risk. Students are allowed to use cell phones during approved and designated times including before and after school, between classes, and lunch. The use of camera or video phone options is strictly prohibited while on school property due to privacy and confidentiality legal protections.

### **RULES VIOLATION-SANCTIONS**

**Rules violations will result in, but are not limited to, 1 hour after school detention or morning detention, Saturday School detention (8:30-10:30 am), out of school suspension, in-school suspension and expulsion.** Along with traditional disciplinary consequences, at the discretion of administrators, alternate actions may be employed. These include but are not limited to electronic device suspension (i.e. Cell Phones), and or loss of school privileges (i.e. extra- curricular events/graduation/driving/dances/passing period).

### **SEARCHES**

All issues regarding search and seizure shall be governed by guidelines on file in the school's administrative office. These guidelines are available for inspection upon request.

1. A **personal search** of a student may be conducted by a school administrator or designee upon individualized reasonable suspicion that the student has violated a disciplinary rule.
2. The **personal property** of a student (such as purses, vehicles, book bags, athletic bags, jackets, etc.) while at school may be subject to a search by the principal/assistant principal upon individualized reasonable suspicion that the student has violated a disciplinary rule.
3. Book bags and/or oversized bags may be searched prior to entry to extra curricular events including athletic contests. This rule applies to students and adults.

### **TECHNOLOGY MISUSE/RULE**

A technology agreement signed by the student and parent/guardian must be on file at W.C.H.S. Abuse or misuse of computers, telephones or other technology will be considered severe and will result in severe penalties. Students who misuse this equipment may be subject to suspension and students who intentionally abuse or misuse this equipment may be subject to expulsion. In addition, financial responsibility for damages will be incurred by all individuals who abuse or misuse technology.

#### **WARRIOR DETENTION REGULATIONS ARE AS FOLLOWS:**

1. Each student will bring materials with him/her to study for the entire detention. \*\*Acceptable materials for work in detention include textbooks, library books, appropriate paperback books, educational magazines, and homework assignments.
2. Students who fail to bring materials or who fail to keep busy on appropriate school work will be reported to the appropriate Administrator for disciplinary action. It is therefore very important that each student bring several items on which to work.
3. ATTENDANCE IS MANDATORY- Acceptable absences from Warrior Detention include illness, death in the family, or severe illness in the family. In this event, the parent or guardian must contact the assigned Administrator prior to the detention. Work schedule conflicts, babysitting, etc. are not acceptable absences.
4. Sleeping or giving the appearance of sleeping will not be allowed in Warrior Detention and will result in removal from Warrior Detention. Removal from detention will result in additional consequences.
5. Students must arrive prior to the start time on the day they are assigned.
6. All regular school rules are in effect. The Warrior Detention Supervisor is in charge and any refusal to comply with his/her instructions will result in disciplinary action.
7. Any violation of the above rules will result in additional consequences or loss of privilege.

#### **Student Seclusion and Restraint**

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

### **SAFETY**

#### **Our Districts Tip Reporting Service**

Safety is one of our district's top priorities, that's why we're now using SafeSchools Alert, a tip reporting system that allows students, staff, and parents to submit safety concerns to our administration four different ways:

1. Phone: 1-855-4ALERT1, ext. 1019
2. Text: Text #1019 @tip + your tip to ALERT1 (253781)
3. Email: [1019@alert1.us](mailto:1019@alert1.us)
4. Web: <http://1019.alert1.us>

Easily report tips on bullying, harassment, drugs, vandalism or any safety issue you're concerned about. Tips may be submitted anonymously too. Thanks in advance for helping to make our school community a safer place to work and learn! We appreciate your support.

### **CPCSC POLICE DEPARTMENT INFORMATION**

Our Clark-Pleasant Community School Corporation Police Department is led by Chief Timothy O'Sullivan. The school resource officers serving our schools are a combination of Clark-Pleasant police department and local police department personnel. The police presence is to not only promote safety and security but to help build relationships with students and staff. Our police department is located at the WCHS North Building and can be reached at 317-535-3226.

### **TRANSPORTATION**

#### **BUS**

The laws of the State of Indiana place bus transportation as a privilege, which can be withdrawn by any school corporation whenever this privilege is abused. Students in the school district may ride the bus as long as they conform to the rules and regulations. Bus drivers are authorized to maintain proper order on buses. Students will receive disciplinary action for misbehavior, which ultimately could result in suspension from riding the bus. Students are reminded to ride their assigned bus only, to use safety precautions while waiting for the bus and be courteous and cooperative. A detailed copy of bus rules and regulations are available upon request.

#### **BUS PASS PROCEDURE**

In order to ensure the safety of the students of Clark-Pleasant Community School Corporation, students and parents are encouraged



to use bus passes for **emergency** reasons only. Upon written request to the school office, a parent may ask for a one day change in transportation. The school office will make a determination, and then issue a one day pass allowing the child to ride a different bus home.

School offices may contact you regarding the purpose of the pass and offer suggestions for alternatives. Bus passes will be issued at the discretion of the building principal or designee.

It is possible for a student to permanently ride one bus in the morning and another in the afternoon due to childcare arrangements. Parents need to call the transportation department at 535-7255 in advance to complete the necessary documents.

“Parent, if you have busing concerns or questions for the driver, please call the transportation center. Approaching the bus while at the bus stop is very dangerous and this is not the appropriate place nor time to address these concerns.”

As always, we appreciate the support of our parents as we work to ensure the safety of our Clark-Pleasant students.

## **BUS RULES**

1. The bus driver may assign seats.
2. Be Courteous.
3. No Profanity.
4. Do not eat or drink on bus.
5. Keep bus clean.
6. Remain seated.
7. No smoking.
8. Keep hands and head inside the bus.
9. Do not destroy property.
10. Do not distract driver by misbehaving.
11. No gum is allowed on bus.

## **DRIVING/PARKING REGULATIONS**

Students who drive to school must hold a valid Driver’s license, have parental and school permission to park on school property, have a valid WCHS parking permit, and must have signed the substance abuse testing consent form. Students are required to park in their assigned parking spot, to follow the speed limit, and to drive carefully. Abuse of the driving privilege will result in suspension of that privilege. Parking permits must be visibly displayed in the vehicle window. The school reserves the right to request inspection of student vehicles and may involve police assistance. Refusal to comply will result in loss of driving privileges. Parking permits cannot be transferred to another student. A student possessing or giving an improper permit will receive disciplinary sanctions. Students must be in good academic and good discipline standing in order to maintain driving privileges on campus.

## **CPCSC Student Health Services**

Clark-Pleasant Community School Corporation is proud to partner with Community Health Network to provide nursing services to our district. All Clark-Pleasant schools are staffed with a Registered Nurse.

It is the parent’s responsibility to contact the school nurse anytime there may be a health-related concern/issue. Students must have a “Consent to Treat/HIPAA” form on file in order to be seen in the clinic. Students without permission will be seen for emergencies only.

**CLINICS:** The clinics are open daily during school hours. Students must have a pass to enter the clinic. Those without a pass will be sent back to class to obtain a pass. It is essential that phone numbers be updated if contact information changes during the school year. If the nurse is unable to reach a contact, the student will be sent back to class, unless there are signs of a contagious illness. (If the student has an emergent or urgent health need and/or the parent or other contact cannot be reached, EMS may be contacted.)

### **ILLNESS:**

Nursing staff will follow the guidelines, laws and recommendations of the Indiana State Department of Health to prevent the spread of communicable diseases.

Please do NOT send your child to school if one or more of the following symptoms are present:

- **Temperature above 100.0 degrees.**  
Indiana Department of Health Guidelines recommend that a student may return after 24 hours of being fever-free without the use of medication.
- **Conjunctivitis (pink eye), if considered contagious.**  
Student must be examined by a health care provider and approved for readmission to school. With bacterial conjunctivitis, exclusion is recommended until 24 hours after starting topical antibiotic therapy.

- **Impetigo, until treatment has begun.**  
Parents should be advised to keep contagious children home until 24 hours after starting topical or oral antibiotic therapy.
- **Scabies, until treated.**  
Student may return the day after treatment.
- **Head lice (Pediculosis)**  
Student will be sent home from school if they are found to have live lice or nits closer than ½ inch from the scalp. Upon return to school, a student must report to the school nurse and be cleared before returning to the classroom.
- **Uncontrollable vomiting or diarrhea with or without fever.**  
Student must be symptom-free for 24 hours without use of medication.
- **Ringworm, until treatment has begun.**
- **Undiagnosed rash if fever is present.**
- **Viral eye infection.**  
May return to school after health care provider states student is allowed to go to school.
- **Chicken Pox (Varicella).**  
Student must be excluded for six days from appearance of vesicles or until all vesicles have scabbed.
- **Strep Throat (A positive culture for Streptococcal throat infection)**  
The student must be excluded from school until he/she has had at least 24 hours of appropriate treatment and is without fever.
- **Pertussis (Whooping Cough).**  
Student must be excluded for 5 days while receiving appropriate antibiotic therapy.

The school nurse may request a doctor's note to return to school if there are symptoms of communicable disease. This will help prevent the spread of infection to others. Students who have had surgery may be asked to provide a physician's release to return to school. Please be aware bus transportation should not be utilized if the child exhibits symptoms of a contagious illness.

#### **MEDICATIONS:**

CPCSC does not stock any over-the-counter (OTC) medications. In order for students to receive medication during the school day, a parent must complete a **"Request to Administer Medication"** form. Physician-prescribed medication must be in the original, correctly-labeled, prescription bottle. OTC medication must be in the original container with the student's name and date of birth clearly written on the bottle. We ask that all OTC medication brought to school is unopened prior to the nurse receiving it. Medication for students in grades K-8 must be transported to and from school by a parent/guardian. Medication for students in grades 9-12 may be transported home by the student if the nurse has signed parent permission. For student safety purposes, all controlled medication should be transported to and from school by a parent/guardian. A physician's order is necessary for a student to carry emergency medication (i.e. EpiPen or inhaler) with them during the school day. Medication that can be given before and after school will not be administered during school hours by the nurse.

**SUPPLIES:** It is the parent's responsibility to provide any student-specific supplies that are needed on a regular basis at school. This includes clothing, hygiene items, equipment/supplies/food for any type of special needs, etc.

The clinics possess wheelchairs for emergency response by school staff only. CPCSC cannot provide a wheelchair or any other medical supplies or devices, which are necessary for student injuries or recuperation from surgeries, including crutches, dressing supplies, wraps, splints, etc. Parents should contact their healthcare provider or insurance carrier if these devices are needed beyond the school's initial response.

#### **IMMUNIZATIONS:**

Immunization records are reviewed at the time of enrollment, or whenever a change in the law requires additional immunizations for current students. Parents will be informed about changes in state laws pertaining to immunizations when it becomes available. New students may enroll but may not attend if the immunization record is not up-to-date with the current state requirements. Parents may contact the school nurse for further information.

**DENIAL OF PERMISSION TO RELEASE CERTAIN DIRECTORY INFORMATION  
WITHOUT PRIOR WRITTEN CONSENT**

I, \_\_\_\_\_ (Parent's name), hereby request that the following information NOT BE RELEASED for  
my child, \_\_\_\_\_, grade \_\_\_\_\_.

- ☐ Student's Name
- ☐ Address
- ☐ Telephone Number
- ☐ Date and place of birth
- ☐ Eye and hair color
- ☐ Gender
- ☐ Photograph
- ☐ Major field of study
- ☐ Participation in officially recognized activities
- ☐ Membership of any athletic team
- ☐ Dates of attendance
- ☐ Date of graduation
- ☐ Awards received
- ☐ Listing on honor roll
- ☐ Scholarships
- ☐ General corporation news information

Date: \_\_\_\_\_

Completed form should be turned in to the Building Principal's Office.

Dear Parent/Guardian,

From time to time it is necessary to apply lawn and pest control spray to our school lawns, athletic fields and our school buildings. While we do not use any restricted use chemicals, we are required to make advance notification to any parent who wishes to be notified prior to the application. We also make an effort to spray when children are not near the application area, and time the application so that it has time to dry before children are present. Once again, it should be pointed out that we use nothing different on school lawns and in our buildings than what companies use when caring for residential homes and lawns.

If you desire to be notified prior to these applications, please sign the form below, and include printed name, address, phone number, email address (if possible) and the building that your child attends. We plan to notify you at least 48 hours prior to the applications.

Please return the completed form to your child's school.

Thank you.

Sincerely,

Justin Ray  
Director of Grounds

Name (please print):

Signature:

\_\_\_\_\_

\_\_\_\_\_

Home address:

\_\_\_\_\_

Home phone:

Cell phone:

Email address:

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Building your child attends: \_\_\_\_\_

## LOCATOR

Accident Report	Nurse's Office	Mrs. Caldwell Mrs. Douglass
Athletic Eligibility	A.D. Office	Mr. Sears
Attendance	Attendance Office	Mrs. Woolner
A-V Equipment	Library	Ms. Smith
Change of Address	Guidance	Mrs. Short
Clubs	Main Office	Mr. Bechinski
Emergency Cards	Guidance	Mrs. Short
Grades	Guidance	Mrs. Short
Honor Roll	Main Office	Mrs. Brock
Insurance	Main Office	Mrs. Brock
Lockers	Attendance Office	Mrs. Woolner
Lost Textbooks	Main Office	Mrs. Trivett
Misconducts	Discipline Office	Mr. Betts Mr. Bechinski Mr. Holman Mrs. Larkin Mrs. Brock Mrs. Armstrong Mrs. Ehringer Mr. McMillan Mrs. Rose Ms. Zink Mrs. Fritz Mrs. Woolner Mrs. Martin Help Desk Mrs. Brock Mrs. Trivett Mrs. Short/Mrs. Martin Ms. Brock Mrs. Waggoner
Parking Permits	Main Office	
Scheduling	Guidance	
Sign In/Out	Main Office	
Student Assistants	Guidance	
Technology Services		
Telephone	Main Office	
Tickets	Main Office	
Transcripts	Guidance	
Visitors Permit	Main Office	
Work Permits	Main Office	

## WCHS-North Building SCHOOL MAP



