

# WINAMAC COMMUNITY HIGH SCHOOL



## HOME OF THE WARRIORS 2018-2019 PARENT-STUDENT HANDBOOK

### SCHOOL PHONE NUMBER

High School Office.....(574)946-6151  
School Website ..... [www.epulaski.k12.in.us](http://www.epulaski.k12.in.us)  
Fax Number..... (574)946-4219

### OFFICE PERSONNEL

Principal	Rick DeFries, Ext. 213
Assistant Principal	Gene Sweeney, Ext. 214
Administrative Secretary	Angel Hanson, Ext. 210
Athletic Director	William Ball, Ext. 246
Extra Curricular Treasurer	Rhonda A. Malott, Ext. 216

### GUIDANCE PERSONNEL

Director of Guidance	Kathy Daily, 217
Guidance Secretary	Rhonda A. Malott, 216

## **SCHOOL MISSION STATEMENT**

This school community is committed to providing a positive learning environment, with a variety of educational opportunities for each student. Our mission is to produce citizens who will experience success by exhibiting basic skills, developing positive character traits, and pursuing lifelong learning.

## **PHILOSOPHY**

All school activities at Eastern Pulaski Community School Corporation are initiated, designed, and implemented with the students development and growth as the foremost consideration. Whereas one particular class and/or activity may not be so structured to accomplish this end in its entirety, several classes and/or experiences are the basis of a comprehensive public education. It is the philosophy of the Eastern Pulaski Community School Corporation to design all educational activities (curricular and extracurricular/co-curricular) to provide meaningful experiences within the context of sound educational, psychological, physiological, and sociological principles.

Extra-curricular activities, while a very important vehicle charged with providing unique, special, and worthwhile activities and growth potential for students, should always be kept in proper perspective. **Extra-curricular activities are of paramount importance as a supplement to the well-rounded educational experiences that are expected and demanded by this school corporation. Extra-curricular activities should keep in mind the needs of the particular age level purported to be serviced. All student activities must be sanctioned by the principal of the school and be under the direct supervision of an administrator or faculty member.** Extra-curricular activities shall be evaluated annually to ensure they are meeting the needs of the students and community.

## **WORDS OF WARRIOR WISDOM**

Welcome to Winamac Community High School. Together, we will work toward a successful year. As each student is important, so then is respect for one another and for those who assist in your educational progress. We challenge you to get involved in the life of WCHS and thoroughly enjoy this year. A school relies on all its members to conduct its mission; therefore, to ensure the best possible climate in which each student has the opportunity to learn, we expect your responsible commitment to standards necessary for the growth of each student. Thus, we ask you to know and support the minimal school policies addressed herein. Have a great year!

## **SCHOOL SONG**

*We are the Warriors scalping party  
And we'll fight for victory  
We are prepared all well and hearty  
Just you wait and you will see  
Pushing harder we're all together  
Really on the beam  
We'll bring on the best performance  
You've ever seen  
We are the Warriors scalping party  
And we'll fight for victory!*

## **AUTHORITY OF STAFF**

The administrative staff, teachers, secretaries, paraprofessionals, custodians, food service staff and other school personnel of this school are vested with legal public authority. Refusal on the part of a student to respect this authority shall be considered insubordinate conduct and will be dealt with accordingly.

**EASTERN PULASKI COMMUNITY  
SCHOOL CORPORATION  
2018-2019 SCHOOL YEAR CALENDAR**

AUGUST 3	NEW STAFF ORIENTATION
AUGUST 6	ORGANIZATION//MEET THE TEACHER
AUGUST 8	SCHOOL BEGINS
SEPTEMBER 3	LABOR DAY-NO SCHOOL
SEPTEMBER 10 & 11	FULL DAYS FOR STUDENTS....P/T CONFERENCES 3:30-6:00
OCTOBER 15-19	FALL VACATION
NOVEMBER 21-23	THANKSGIVING BREAK
DECEMBER 19 @ 3:20 PM	CHRISTMAS VACATION BEGINS
JANUARY 4	REPORTS & RECORDS/PROF. DEVELOPMENT
JANUARY 7	CLASSES RESUME
FEBRUARY 15	NO SCHOOL/SNOW MAKEUP DAY
FEBRUARY 18	NO SCHOOL/SNOW MAKEUP DAY
MARCH 25-29	SPRING BREAK
APRIL 19	GOOD FRIDAY
MAY 28	LAST STUDENT DAY
MAY 29-31	MAKEUP DAYS
MAY 31	GRADUATION

**DAILY SCHEDULE/DELAY SCHEDULE**

**When school is delayed for any reason, we will be following one of these schedules:**

<b>TWO-HOUR DELAY</b>		<b>DAILY SCHEDULE</b>	
Period 1	10:05-10:35	SRT/ Period 1	8:05-9:15
Period 2	10:40-11:10	Period 2	9:20-10:10
Period 3	11:15-11:45	Period 3	10:15-11:05
Period 4	11:45-1:20	Period 4	11:10-12:35
*A lunch	11:45-12:15	*A lunch	11:05-11:35
*B lunch	12:15-12:45	*B lunch	11:35-12:05
Period 5	1:25-2:00	Period 5	12:40-1:30
Period 6	2:05-2:40	Period 6	1:35-2:25
Period 7	2:45-3:20	Period 7	2:30-3:20

**SCHOOL CLOSING**

If there will be a delay in starting school or no school, we will notify the following radio stations:

WSAL 1230 AM and 102.3 FM and WHZR 103.7 FM, Logansport

WKVI 1520 AM and 99.3 FM, Knox or WROI 92.0 FM, Rochester

**Dates, times, and events are subject to change without notice. The information in this book was the best available at press time. Watch for additional information and changes.**

## ATTENDANCE POLICIES AND PROCEDURES

### Indiana Code 20-33-2 – Compulsory Attendance; Parent's Responsibility

- (a) It is unlawful for a parent to fail to ensure that his child attends school under this chapter.
- (b) Before proceedings are instituted against a parent for a violation of this section, personal notice of the violation shall be served on the parent by the superintendent having jurisdiction over the public school or his designee. Personal notice must consist of and take place at the time of the occurrence of one of the following events:
  - (1) the date of personal delivery of notice;
  - (2) the date of receipt of the notice sent by certified mail; or
  - (3) the date of leaving notice at the last and usual place of the residence of the parents. If the violation is not terminated within one (1) school day after this notice is given, or if another violation is committed during the notice period, no further notice is necessary, and each day of violation constitutes a separate offense.

### Indiana Code 20-8.1-3-34 – Compulsory Attendance For Full Term

It is unlawful for a parent to fail, neglect, or refuse to send his child to a public school for the full term as required under this chapter unless the child is being provided with instruction equivalent to that given in public schools.

### Indiana Code 20-33-2-44 – Penalty

A person who knowingly violates this chapter commits a Class B misdemeanor.

### ATTENDANCE

The administration and faculty of Winamac Community High School agree that good attendance is directly related to learning. Every absence, whether or not it is excused, interrupts the student's understanding of the material being presented and lessens the value of a high school education.

A student who is absent from school for more than 3 periods and does not attend 5th and 6th periods may not attend or participate in any extracurricular activities on the day of absence without administrative approval. Late arriving students must be signed in at the office by 11:05 regardless of what lunch they have. With the exception of students that have a Dr. note, been on a college visit, or have been to a funeral.

### EXCUSED ABSENCES

An excused absence is one that permits a student to make up missed work and receive credit. In order to qualify for an excused absence, a parent or guardian must call the high school office the day of the absence. If the parent has not called on the day of the absence, then the parent must call the next school day. Parents are strongly encouraged to notify the school on the day of an absence **before 9:00 a.m. at 946-6151**. The attendance policy of Winamac Community High School acknowledges as defined by state statute that compulsory attendance exceptions may be:

1. Student illness,
2. Death of an immediate family member,
3. Exclusion because of exposure to contagious disease,
4. Required religious observance,
5. Medical appointments, with returned, signed medical pass,
6. School sanctioned activities,
7. Approved pre arranged absences. **(5 per year maximum, 3 consecutively maximum)**

In accordance with I.C. 20-33-2-14, students supplying the proper notification to the office and participating in the following events are not counted absent:

1. Page or honoree in Indiana General Assembly.
2. Any required court appearance.
3. Help to a political party or to precinct election board on Election Day.
4. National Guard Duty (maximum 10 days).

Eight excused absences per semester will be considered excessive. Every attempt will be made to notify the parents and student when the student has missed 5 days of school. **However it is the student's responsibility to keep track of the amount of days missed in each class during a semester.**

Upon the fourth absence a review of the student's attendance record will take place at which time restrictions may be placed upon the student regarding any further absences. Some of these could include, but are not limited to: detention; assignment to in-school suspension; School on Saturday; withdraw/failing from a class; suspension; expulsion; loss of the privilege to make up missed work; to attend field trips; to be a student assistant; to drive to school and/or loss of driver's license. Restrictions or a loss of privileges could remain effective the following semester. After the eighth absence the student will not be allowed to attend field trips or have any pre-arranged absences. Extra consideration may be given in the case of hospitalization or extended illnesses verified by a physician. **All** absences that exceed eight will be unexcused unless written orders prescribed by a doctor are provided to the office

or you have received administrative approval.

**When deemed necessary or upon the second unexcused absence, the student and parent (guardian) will be asked to sign an attendance contract and the County Prosecutor and/or the County Probation Office may be notified.**

The contract meeting will provide conditions in order for the student to succeed in his/her classes. Conditions of the contract may include, but are not limited to the following:

1. All appointments should be made outside of school hours. If that is not possible, there must be written documentation by the doctor, dentist, etc. on official letterhead stating that the student could not be seen at any other time, and the appointment could not have been rescheduled.
2. All requirements for completion of the student's classes must be met in a timely manner.
3. There will be **no unexcused absences**.
4. Should an unavoidable absence need to occur, the parent should make arrangements with the Assistant Principal in charge of attendance, and the student will complete an assigned School on Saturday.

Illness lasting longer than one day must be verified by a letter from the doctor.

5. The teacher(s) send all violations to the Assistant Principal in charge of attendance.
6. **Failure to meet the above conditions will result in the student being withdrawn from class/school with a failing grade.**

### **PREARRANGED ABSENCES**

No Prearranged absences will be permitted which takes the student beyond the eight day limit per semester. Any days that exceed the limit of eight per semester will be considered unexcused. Hospitalization or extended illness verified by a physician may be accepted. Proper forms must be completed at least two school days prior to the absence (emergencies will receive administrative discretion). All prearranged absences must be approved by the principal or assistant principal. No more than five prearranged absences, three consecutively maximum, may be used during the school year. **Pre-arranged absences may not extend any breaks without a doctor's note.**

### **UNEXCUSED ABSENCES**

An unexcused absence is an absence not recognized by state law or the school, for example, failure of parents to notify the school on the day of the absence, failure to prearrange at least two days in advance, absence without parent consent, and absences for reasons other than those mentioned above as excused unless approved by the principal. **Parents will have 24 hours to change an unexcused absence to an excused absence.** The responsibility lies with the parent. **All** absences that exceed eight will be unexcused unless written orders prescribed by a doctor are provided to the office or you have received administrative approval.

Unexcused absences will cause students to lose credit for work and tests missed. Students are encouraged to make up such work but it will not be credited. Students, who choose NOT to use school transportation to get to school and then arrive to school late, will be considered unexcused for the periods missed.

The following progression of penalties will be per semester:

1. The first offence will result in a warning.
2. The second offense will result in a detention.
3. The third offense will result in a 2 hour School on Saturday.
4. The fourth offense will result in a 4 hour School on Saturday.
5. The fifth offense will result in a one to three day In-School Suspension.
6. The sixth offense will result in a 1-3 day Out-of School Suspension.

### **EXTENDED ABSENCE HOMEWORK POLICY**

Extended absence (more than 2 days) homework requests may be made by calling the high school office at 946-6151. If the request is made prior to 11:00 am., the homework may be picked up at 3:00 pm that day. If the homework request is made after 11:00 am, the homework is to be picked up after 9:00 am the following morning.

### **RETURNING TO SCHOOL AFTER AN ABSENCE**

Students returning to school after an absence should report directly to their regular scheduled class.

### **CORRECTION REGARDING ATTENDANCE**

If a student believes that a mistake has been made regarding an absence, he/she has 24 hours after his/her return to school to rectify the situation.

### **DOCTOR AND DENTIST VISITS**

Parents may call the school or send a note with the student for an early dismissal for a doctor or dentist appointment. The note must contain the name of the doctor/dentist and date and time of the appointment. All doctor and dentist visits will be considered unexcused unless the student returns a completed medical slip from the doctor. The slip is to be filled out by the doctor or dentist. Upon return of the completed medical appointment slip to the main office, an excused absence **will** be recorded.

1. A student has one school day to bring in completed appointment slip.

### **MAKE-UP WORK**

1. It is the student's responsibility to ask each teacher for make-up work. As a general rule, students will have one day for each day's absence to make up work for absence extending longer than one day. Requests for homework assignments may be made to the office if the absence extends two days or longer. Requests for homework require a twenty-four hour period of time before the homework may be picked up at the high school.
2. In-school suspensions and out-of-school suspensions do not count toward the eight (8) day absence limit. All homework will be considered for full credit, but must be completed upon the student's return to school.

### **TARDIES**

Students are expected to be in their scheduled classroom by the time the bell sounds unless they are specifically given a pass by a teacher or administrator; if this is not the case, they are tardy. Tardies are accumulated through the semester. Those signing in after 8:20 will be counted absent to first period.

#### **Tardies to SRT/first period class**

ALL FIRST HOUR (SRT included) TARDIES MUST SIGN IN AT THE OFFICE

**Tardy to classes 1 through 7,** will be handled in the following manner:

1st-2nd tardy: recorded by teacher only

3rd tardy: recorded by teacher and teacher will assign a detention. Teacher must allow 24 hours' notice before assigning a detention time before or after school

4 or more tardies: the Assistant Principal will get an email from Skyward. See discipline flow chart.

**\*It is the student's responsibility to keep track of and be aware of his/her tardies.**

**Repeated tardiness could result in an out of school suspension or request for expulsion.**

### **TRUANCY**

A student is truant when neither his/her parents/guardian nor school officials know the reason for a student's absence at the time of the absence or the willful refusal to attend school in defiance of parental authority. (Indiana court of Appeals: Simmons v. State of Indiana). Skipping a class or leaving school without permission is an example of truancy. If a student is truant, work will not be credited.

The following action will result:

**1st offense            School on Saturday**

**2nd offense            School on Saturday and a letter sent to the Pulaski County Prosecutor's Office.**

**3rd offense            1-3 days out of school suspension.**

### **HABITUAL TRUANT**

Winamac Community High School defines a habitual truant as a student who is truant from school or any part of the school day, for a second time during the school year. Truancy is when neither the parent/guardian nor school officials know the reason for a student's absence at the time of the absence or the willful refusal to attend school in defiance of parental authority.

(Indiana Court of Appeals:

(Simmons v. State of Indiana) Indiana Senate Enrolled Act #319 requires the school to notify the Indiana Bureau of Motor Vehicles which could then either invalidate that student's license to operate a motor vehicle or prevent the student from acquiring a learner's permit for a time period as prescribed by law.

**Indiana Senate Enrolled Act #319, effective July 1, 1995 and Indiana Code 20-33-2-25,** prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 who:

1. is a habitual truant (two or more trancies in a school year)
2. has at least a second suspension from school for the school year;
3. has an expulsion from school: or
4. has withdrawn from school, for a reason other than financial hardship and the withdrawal was reported before graduating

If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion or has withdrawn from school as described in section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following events:

A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit or have a license or permit re-validated upon the earliest of one of the following events:

1. the student turns 18,
2. 120 days after the person is suspended, or the end of a semester during which the person returns to school, whichever is

longer.

3. the suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-8.1-5.1.

Furthermore, the Bureau of Motor Vehicles may not issue a driver's license or permit to a student who is:

1. at least 13 years of age but less than 15;
2. a habitual truant; and
3. identified in a list submitted to the Bureau of Motor Vehicles may not be issued an operator's license or a learner's permit to drive a motor vehicle or motorcycle under IC 9-24 until the person is at least eighteen (18) years of age.

## **GRADING SYSTEM**

### **We are now on a 4.0 scale**

The uniform grading system for all classes is:

Grades are rounded up at .5 for each grade break.

100	<b>A+</b>	89-87	<b>B+</b>	79-77	<b>C+</b>	69-67	<b>D+</b>	59-0	<b>F</b>
99-94	<b>A</b>	86-84	<b>B</b>	76-74	<b>C</b>	66-64	<b>D</b>		
93-90	<b>A-</b>	83-80	<b>B-</b>	73-70	<b>C-</b>	63-60	<b>D-</b>		

To receive credit for a course, the semester average must be 59.5 or above. Each nine weeks grade counts for 40% of the average and the semester exam counts for 20%. Semester exams and projects are to be reflective of 20% or more of the information covered during the semester. The average of both nine weeks and the final will determine the final grade.

## **GRADE REPORTS AND HONOR ROLL**

Report cards are issued at the end of each 9-week grading period. Cards are issued on the following dates:

**Oct. 17                      Jan. 4                      Mar. 18                      May 18**

Grades are an indication of how well a student is performing in class. Semester grades are recorded on each student's permanent record and are also used to calculate his/her cumulative grade point average. This average determines rank in class, an important consideration for college admission and for the awarding of scholarships. Point values are as follows:

**A+=4.33, A=4.0, A-=3.67, B+=3.33, B=3.0, B-=2.67, C+=2.33, C=2.0, C-=1.67, D+=1.33, D=1.0, D-=0.67**

A grade point average (GPA) of 3.30 is necessary to be listed on the honor roll and no grades below C for a nine-week period. A GPA of 3.80 and no grades below >B earns the student Distinguished Honor Roll status. All students, regardless of classes taken, are eligible for honor roll recognition; however, cadet teaching is not used when calculating honor roll and GPA.

Many teachers also provide a letter grade to indicate the student's current level of performance. Unlike report cards, progress reports have no bearing on the student's grade point average and should not be considered as the official grade. It is an interim status report only.

**Any senior who has attained a cumulative grade point average of 3.70 by the end of the first semester of their senior year will be eligible for the Academic Excellence Banquet.**

## **GRADUATION REQUIREMENTS**

Depending on their year of graduation, students must obtain the following credits:

Regular- **40 credits**

Core 40- **44 credits**

AHD/THD- **47 credits**

### **Grade 9**

English 2 cr.

Math 2 cr.

Science 2 cr.

P.E 2 cr.

### **Grade 10**

English 2 cr.

Math 2 cr.

Science 2 cr.

Health 1 cr.

### **Grade 11**

English 2 cr.

U.S.His 2 cr.

Econ 1 cr.

### **Grade 12**

English 2 cr.

Govt 1 cr.

The remaining credits for all grades are for classes elected by the student. Three credits of Consumer & Family Science Classes will count in lieu of the required health and safety credit. Students will be permitted to participate in commencement exercises when all credit requirements have been satisfactorily completed. Students must pass the ISTEP+ Graduation Examination in order to earn a high school diploma. Should a student fail the ISTEP+, he/she will have an opportunity to retake the exam.

## **VALEDICTORIAN & SALUTATORIAN**

The student who completes high school with the highest grade point average will be class valedictorian. The student who ranks second will be class salutatorian. Students must complete a minimum of four semesters of their work credit at Winamac High School in order to be eligible for these honors. The selection will be based on the average of semester grades for eleven semesters. GPA will be carried out to two decimal positions (no rounding).

## **EMERGENCY PREPAREDNESS**

**Laminated emergency drill sheets are found in each classroom, gymnasium, and the auditorium!**

**Fire Drills:** When the alarm sounds, you are to walk quietly, but quickly, and in an orderly manner to the exit designated for your particular classroom.

**Tornado Drills:** When you hear the intercom message stating that this is a tornado drill, you are to walk quietly to the safe area designated for your classroom. Kneel toward the wall and cover your head with a text or a jacket, remain quietly in position until the all-clear message is given. It is imperative in all disaster preparedness situations for you to remain quiet and follow directions. Your safety depends upon your preparedness.

**Man-Made Drill:** An announcement will be made into each classroom and all areas of the buildings letting everyone know that "This is a lockdown exercise" or "This is a lock down emergency", which will be followed with specific instructions as to what students should do. Such exercises will be used at least one time per semester, as is mandated by the state.

## **GUIDANCE SERVICES**

The guidance department is an organized service, designed to give you systematic aid in making adjustments to educational, vocational, social, personal and emotional situations. The counselor works to help you in developing self-awareness and positive self-concepts. The counselor also encourages you to make the most of your opportunities, recognizing your strengths and limitations. The guidance department provides services in the following areas:

Personal Counseling

Occupational and Career Guidance

### **DROP AND ADD**

The Guidance Office meets individually with each student in the Spring to develop his/her selection of courses for the next year. After the first week of each semester, the student may not elect to change his/her schedule.

Dropping/adding a course may only be done when deemed necessary by guidance and the assistant principal, due to extenuating circumstances.

### **EMANCIPATED STUDENTS**

All students will be assumed under the direction or control of their parent/guardian unless Affidavits of Emancipation are on file in the Guidance Office.

### **STUDENT RECORDS**

Winamac Community High School conforms to the guidelines and policies of the State of Indiana and Winamac Community High School regarding student records. Upon request, a copy of the policy is available in the principal's office.

### **WORK PERMITS**

The Guidance Department issuing officer will issue employment certificates to students. However, an issuing officer may deny a certificate to an individual: (1) whose attendance is not in good standing; or (2) who is not passing all solid subjects. An employment certificate issued may be revoked by the issuing officer if the issuing officer determines that there has been a significant decrease in any of the following since the issuance of the permit: (1) the student's grade point average. (2) The student's attendance at school. A student whose employment certificate is revoked is entitled to periodic review, one warning letter per year will be issued should a student's performance fall below the aforementioned standards at the end of the grading periods. A due process procedure is also available.

## **STUDENT ACTIVITIES**

### **CLUBS**

Research substantiates students who participate in co-curricular programs enjoy school more and generally have greater academic success. You are encouraged to actively participate in one or more of the interscholastic academic or sports teams, and co-curricular organizations. As a participant in any school-sponsored activity, you do represent the entire school. Certain eligibility expectations, therefore, govern your participation privilege:

1. We would expect high scholastic achievement. You should be satisfactorily passing all subjects, but you must, as a minimum, be receiving passing grades in at least four subjects.
2. Your behavior must demonstrate a positive, supportive attitude for WCHS, fellow students,

and yourself.

3. Actions which would discredit the school or bring dishonor to fellow students are grounds for suspension from the co-curricular activity.

### **DRAMA CLUB**

Drama Club is open to all students who are interested in any aspect of play production, as well as acting. Two plays are produced each year. In the fall, a drama is performed, and in the spring a musical is performed. If time and money permit, a field trip to a play or musical is also planned.

### **FELLOWSHIP OF CHRISTIAN ATHLETES (FCA)**

A group of students, coaches and teachers who gather to share their faith and encourage one another in their Christian walk. We hold monthly student-led meetings that are fun and uplifting. All are welcome to attend, regardless of being an athlete.

### **FFA**

An organization for students interested in Vocational Agriculture. Activities include livestock, crops, entomology, forestry, horticulture, dairy foods and meats judging. We also have a pizza party and a pork chop cookout during the year. The main purpose of the organization is to promote leadership.

### **NATIONAL HONOR SOCIETY**

Membership in the National Honor Society is an honor and a responsibility. Members are expected to continue to demonstrate qualities of scholarship, character, leadership, and service.

#### **Candidate Selection**

The Faculty Council selects the members based on the following guidelines and criteria.

1. Students must attend school full-time and be in the 11th or 12th grade.
2. Students must have attained a GPA of 3.20 or higher.
3. All materials are returned to the faculty adviser for tabulation.
4. The faculty council meets, and evaluates each candidate, using the information provided by the faculty and the tabulations by the faculty adviser. All candidates must be academically eligible, and the faculty council will exercise its powers of discretion in any selection, especially candidates of marginal merit.

#### **Classes of Membership**

There are four classes of membership: active, transfer, graduate, and honorary.

Active members meet all requirements for membership, and who have been selected by the faculty council and are students of this high school.

Transfer members are students who have transferred to this high school and have presented a letter from their former principal stating active membership at the former high school.

Graduate members are past active members that have graduated. Graduate members have no voice in the local chapter.

Honorary members are a school official, principal, teacher, or other to whom the faculty council has conferred this honor for outstanding service to the school.

### **WARRIOR ACADEMY**

Warrior Academy is an online program that is found on-site in the high school. Its purpose was to be used as a credit recovery device for students that had fallen behind in their academics. It is serving that purpose very well and has now become an instrument that gives students the opportunity to take courses that the high school does not currently offer. Examples of this would be Advanced Placement courses, Foreign Languages (including sign language), Dual Credit courses in areas such as Medical Terminology and Pre-Law, and even Art courses such as Photography. It has also expanded to Summer School options greatly, giving students the opportunity to earn credits in a very short/limited amount of time. The goal is to create a program where students work both at the school and at home, making it possible to earn credits even quicker.

### **STUDENT COUNCIL**

The Winamac Community High School Student Council is responsible for supporting the needs of the student body at Winamac Community High School. The Student Council is made up of representatives from each grade who are elected by the student body and chosen by application. The Student Council is responsible for several annual projects including Homecoming, Riley Hospital, and providing leadership and support to the student body in both academic as well as social areas.

**STUDENT GOVERNMENT  
STUDENT COUNCIL BODY PRESIDENT**

Henry Antrim &

**SENIOR CLASS OFFICERS**

PRESIDENT  
VICE PRESIDENT  
SECRETARY  
TREASURER

**JUNIOR CLASS OFFICERS**

PRESIDENT  
VICE PRESIDENT  
SECRETARY  
TREASURER

**SOPHOMORE CLASS OFFICERS**

PRESIDENT  
VICE PRESIDENT  
SECRETARY  
TREASURER

**FRESHMAN CLASS OFFICERS**

PRESIDENT  
VICE PRESIDENT  
SECRETARY  
TREASURER

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**STUDENT COUNCIL REPRESENTATIVES 2018-2019**

**Class of 2019:**

**Class of 2020:**

**Class of 2021:**

**SUNSHINE SOCIETY**

Sunshine Society is a service organization open to all high school girls. The organization is part of the Indiana Sunshine Society, which was organized in 1901. The Winamac Chapter was established in 1938. A portion of the local membership fee goes to the state organization to support Riley Children's Hospital, Camp Riley for physically disabled children, and to provide scholarships in the fields of nursing, health careers, and secondary education. The club motto is "Others". The club activities focus on doing nice things for school employees, encouraging family relationships, and making others feel special. The Ideal Lady program allows each member to select a secret pal from the community to do thoughtful things for during the school year. Popular social activities of the club include a Mother-Daughter Chicago trip (by train) and the Sunshine Sweetheart Dance.

**TECHNOLOGY STUDENT ASSOCIATION**

The Technology Student Association is for students who have an interest in learning how technology can be put to best use in discovering technological solutions to today's and tomorrow's challenges. Planned activities include the Robotics competition and student competitions at regional and state levels, including problem solving, graphics, and bridge building.

**ACADEMIC LETTER**

Academically talented students may earn the academic letter by accumulating a minimum of eight points each year. The year commences with the last nine week grading period in the spring and is completed at the end of the third nine weeks grading period the following calendar year. Points are not cumulative from one year to another. Two points are awarded for Distinguished Honor Roll. One point is awarded for Regular Honor Roll. Nine weeks' grades take precedence over semester grades for designation of

honor roll placement to determine academic letter points. Additionally, one point may be earned for successful participation in any of the following programs:

Academic Spell Bowl	HNAC Math Contest
Academic Super Bowl	HNAC Writing Contest
AP Classes	Quiz Bowl
Robotics Contest	Spanish Quiz Bowl
FFA Judging Contest	Science Fair
Future Problem Solvers	Science Olympiad

### **DANCE POLICIES**

Dances at Winamac Community High School are considered to be closed dances unless otherwise specified. A closed dance is one in which only WCHS students may attend. An open dance is one in which the following people are permitted to attend as long as the guest has been signed up in advance and a Dance Guest Pass form has been signed, returned and approved in the office (1 guest per WCHS student). Students must arrive within 30 minutes of the dance start time. After 30 minutes, the doors will be locked and no other students may enter without prior approval of school administration.

1. WCHS students
2. WCHS graduates who are less than 21 years of age and in good standing according to the administration.
3. Full-time students attending another accredited public or private high school who are less than 21 years of age.

#### **The only open dances at WCHS are:**

1. Homecoming
2. Sweetheart Dance
3. Prom

Dance Guidelines: All skirts and dresses need to be of appropriate length according to the school's dress code policies; Only appropriate dancing will be allowed. They should be facing each other. If they are not facing one another, there should be 12 inches between the students that are dancing. Failure to follow these guidelines will result in removal from the dance.

### **FAMILY NIGHT**

Family night will be Wednesday evenings and are reserved for family and church activities.

School-sponsored activities normally will not last beyond 5:30 P.M. The only exceptions to this are IHSAA-sponsored tournaments and Midwest Conference Contests whose dates are established independently.

### **HOMEWORK POLICY**

Educators and parents share many common goals. Among them is that of helping each student become successful. The Eastern Pulaski Community School Corporation Board of Trustees believes that homework is an important part of the educational process and that it is valid if it has the following objectives:

- to promote growth in self-responsibility and self-direction in learning;
- to direct students toward good work habits;
- to enrich and extend school study experiences;
- to bring students in contact with out-of-school learning resources;
- to help students learn to budget time; and to provide essential practice in developing skills.

The following represents guidelines to assist students, teachers, and parents in meeting these objectives.

### **PARENT'S ROLE**

Cooperation by parents is a very necessary factor in making homework a meaningful experience for students. Parents should encourage their children to succeed in school by sharing interests and exhibiting helpful, cooperative and understanding attitudes and assistance toward homework. This can be accomplished by a commitment to the following:

1. Provide a quiet, well-lighted location free from excessive noise and other distractions where the student can work.
2. Establish a regular homework time.
3. Communicate with the teacher whenever their child has consistent difficulty with homework assignments.
4. Encourage and support their child's efforts to complete the assignment.
5. Encourage their child to seek help and ask questions of the teacher when in doubt about the assignment.
6. Provide adequate materials and resources such as a dictionary, pen, pencil, paper, and opportunities for transportation to locations such as the public library.

## **STUDENT'S ROLE**

To complete homework assignments satisfactorily, the students must possess appropriate work-study habits. Following these guidelines will enable the students to successfully complete homework assignments:

1. Accept the responsibility for knowing the assignment, directions, and due date.
2. Clarify questions about the assignment before leaving class.
3. Take home the necessary materials needed to complete the assignment.
4. Find a suitable location in which to study or work and budget the necessary time to complete the assignment.
5. Check each completed assignment for accuracy.
6. Make up assignments missed due to absences will be made up at the rate of one day for each day a student has missed unless special circumstances exist.

## **STUDENT SALES**

A student or group of students shall not sell items, make collections, conduct membership drives or sell subscriptions on school property without authorization by the principal. If permission is given, this type of activity should be limited to the time before school in the morning, during lunch, or after school.

## **DELIVERIES**

The school does not accept outside deliveries for individuals. Deliveries for athletic teams/clubs need to go through the coach or sponsor. Deliveries to individuals should be made to their residence.

## **STUDY HALLS**

Study halls are to be used to study and prepare for classes. During study hall periods, students should remain in their seats and work quietly. Each student is responsible for bringing ample material with which to work during the class period.

# **STUDENT SERVICES**

## **CAFETERIA**

Winamac High School has a closed lunch period. Students may bring their lunches and with permission leave them in the high school office until lunchtime. The lunch period is to be spent in the cafeteria. Students are not to return to lockers or classrooms during their lunch period. Each student is expected to take his/her own tray, food and wrappers to the proper place for disposal. Any student who does not return their tray properly or who leaves a mess at their eating area may be disciplined with appropriate procedures. iPads are not to be brought to the cafeteria.

Skyward Cafe balances can be viewed through the Skyward parent portal. When prepaying, please include all student(s) names on the memo line. Money should be in the library prior to 10:00 a.m.

## **STUDENT WELLNESS**

Winamac Community High School is in compliance with State Law and has a School Board approved Student Wellness policy. This policy is available within School Board Policies.

## **COMPUTER LABS**

The following are the rules for student use of the computer labs:

1. The three computer labs are open daily.
2. Students who enter a computer lab must sign in (and out) unless accompanied by their classroom teacher.
3. Computer violation penalties: See Flow Chart

## **HEALTH SERVICES**

If you become ill in school, you must report to the high school office. Office personnel will then refer you to the nurse. The nurse, after consulting the principal, will communicate with your parents about chronic and emergency situations. Students with health problems are to report to the school nurse at the beginning of the school term or when such a problem arises (special problems include vision, hearing, diabetes, epilepsy, rheumatic fever, recent surgery, medication, or anything that might limit students at school). Parents are responsible for any additional care needed. Every accident in the school building, on the school grounds, at practice sessions, or at any athletic event sponsored by the school must be reported immediately to the person in charge and to the school office.

## **LEARNING CENTER**

The Learning Center is an extra assistance study hall. At least one teacher is present every hour to assist students with the following: homework, conduct help sessions, reviews before tests, vocabulary words and study notes for tests. Students who have been absent may copy missed class notes and a limited number of computers are also available. Students who would like to take advantage of the Learning Center are encouraged to do so.

- Students in the general study hall may come to the learning center by asking the study hall teacher for a pass.

- Students must bring class books and materials with them from study hall. Students who do not arrive with materials will be sent directly back to study hall. No passes to lockers will be written.

### **MEDIA CENTER SERVICES**

The media center is a great source of information for each student. The librarian will help you find and check out materials. You are responsible for media materials entrusted to your care, and you are requested to return them on time.

1. Students are welcome in the Library Media Center for:
  - A. research
  - B. current events (periodical) reading
  - C. recreational reading selection
  - D. computer use
2. Students may visit:
  - A. between the hours of 7:30 A.M. and 3:45 P.M.
  - B. during lunch hour
  - C. from study hall with a pass for periodical reading for a portion of the period
  - D. from study hall with a pass to research
  - E. only for research on a pass from the assigning teacher and for book checkout IF students have failing grades
  - F. from class with a pass
3. Library and A-V materials:
  - A. are checked out for 2 weeks
  - B. may be renewed for 2 additional weeks
  - C. are stamped with a return due date. It is the student's responsibility to return the materials when due. Overdue notices will be distributed. If books are lost, then the students will pay the purchase price of the books.
  - D. are to be placed in the library book drop or in the A-V return basket
  - E. available for checkout are books, research magazines, vertical file materials, older encyclopedias, and stencils
4. Students who:
  - A. do not obey the rules
  - B. are talkative and disruptive
  - C. disrespectful
  - D. abuse pass privilegeswill be asked to leave the Library Media Center. Continued abuse of privileges will cause a student to be banned from the Library.

### **MEDICATION POLICY**

No medication, whether it is over the counter or prescription, can be in the possession of students (in their lockers) or dispensed by students or taken (ingested) by students at school or at school-sponsored activities without direct school supervision. All medication must be dropped off in the school office along with a parental and/or physician's note detailing dispensing procedure. The medication(s) will then be dispensed as per these notes by the school nurse or designated school personnel.

1. Medications prescribed for an individual student shall be kept in the original container bearing the original pharmacy label that shows prescription number, date filled, physician's name, directions for use, and student's name. When no longer needed, the medication will be returned to the parents or destroyed.
2. At each school, two delegated individuals should have the sole responsibility of giving or dispensing all medication. One should normally do the dispensing, with the other available if needed. The school nurse will normally dispense all medication, but in her absence it shall be the responsibility of a designated secretary and/or principal in each building.
3. All medicine should be kept in each building in a designated place under lock and key or in other similar tamper-proof containers.
4. The dispensing school person should not leave unattended any medication at any time, and all medication should always be inaccessible to students.
5. The dosage cannot exceed the recommended amount on the label.
6. It is the student's responsibility to report to the office on time for their medication.

Tylenol will no longer be supplied for the students by the school.

Any person violating these regulations is subject to disciplinary actions including, but not limited to, suspension, expulsion, and

prosecution by civil authorities.

The 2001 General Assembly added Indiana Code 20-8.1-5-1-7.5 to the student discipline law, which allows students to possess and self-administer medications while at school, a school event, or traveling to and from such. The conditions are: 1) the parent must file an authorization (annually) with the principal for the student to possess and self-administer the medication; and 2) the parent authorization must include a physician's statement that (a) the student has an acute or chronic disease or medical condition for which the physician has prescribed the medication, (b) the student has been instructed in how to self-administer the medication, and (c) the nature of the disease or medical condition requires emergency administration of the medication.

### **GUIDELINES FOR HEARING CONSERVATION PROGRAM**

Indiana Law (Code 20.81-7-17) states that every school corporation shall annually conduct hearing tests as follows:

1. All students in grades 1, 4, 7, and 10 are screened.
2. Students new to the corporation are screened.
3. Students with known hearing losses and/or with history of ear problems are monitored and tested during the year.
4. Any student will be tested upon request by parents and/or school staff.

NOTE: Two types of tests are given:

AUDIOMETER - (Audiogram) - a pure tone test-tells how well a person hears various sounds.

TYMPANOMETRY - (Tympanogram) - Gives information relative to possible medical problems involving the middle ear. Individual comprehensive hearing tests will be given to students as deemed necessary throughout the school year. Parents will be notified of results and recommendations.

### **TELEPHONE**

A phone is provided in the high school office for student use. It is to be used before school, during lunch or after school only. Please adhere to a courtesy three-minute limit on calls when other students are waiting to use the phone.

### **TELEPHONE MESSAGES AND DELIVERIES**

Classes will not be interrupted for messages or deliveries (except verified emergencies) during the school day. Because of the small staff in the main office, the school cannot guarantee receipt of non-emergency messages, but will make every reasonable attempt to deliver them.

### **STUDENT BEHAVIOR AND DISCIPLINE GUIDELINES**

Students old enough to be in high school are expected to have reached a level of maturity at which they are able to discipline themselves. Pupils are here to receive an education, both academically and socially. This education is not possible without cooperation among students, teachers, administrators, parents, and the community. Essentially, students must follow the guidelines set down in this handbook and the procedures of their individual teachers. Students must also respect the rights of those around them. Unfortunately, a few students are sometimes unable to conform to proper standards of behavior, and it is because of this minority that it is necessary for us to set down specific grounds for suspension or expulsion from school.

In school suspension program will be served at the High School Study Hall under the supervision of the In School Supervision monitor. Students serving ISS or OSS are not eligible for extracurricular participation or attendance on the day they serve their suspension. If a student is in OSS on Friday, they will not participate or attend weekend events. Students are required to bring school work (pencil, paper, books, etc.), suitable reading material, remain quiet, and stay busy. Failure to do so may result in the student being dismissed from ISS and an additional day may be added to the ISS or the student may be assigned OSS.

Indiana Code, 20-33-8, is very specific about the legal grounds for suspension and/or expulsion. A copy of this state law may be checked out of our media center. In addition, the following offenses may be sufficient cause for disciplinary action or even suspension or expulsion. Expulsions after the 6th week of a semester will be enforced the following semester.

1. The use or possession of tobacco on school grounds, on buses, or at school-sponsored activities off school grounds. The penalties for use or possession of tobacco products are as follows:  
**Possession/use of tobacco products or paraphernalia (I.E. lighter, matches, or e-cigarettes/vapor pens)**  
First Offense - Student suspended for 3 days  
Second Offense - Student suspended for 5 days  
Third Offense - Expulsion for remainder of semester
2. Use of vulgar or inappropriate language or obscene gestures.
3. Repeated truancy
4. During the school day, clothing and accessories should be such that they promote learning, tolerance, self-respect, respect for others, and pride in our school. Clothing should not be a distraction to others or draw undue attention to oneself.

**Students should dress in a way that demonstrates respect for themselves and their surroundings. While self-expression is encouraged, dress should be modest as teachers must feel comfortable assisting in this educational setting; wearing revealing clothing hinders this environment. Dress should not degrade another person nor promote ideas/items inappropriate or illegal for a teenage, educational setting. Any staff member has the right to request a student change if the student's appearance has been deemed a distraction by other staff members or students and/or demonstrates a safety concern in an emergency situation.**

**Students should be prepared to make the necessary changes to their appearance when it is requested by a staff member. The fact that other staff members have not made similar requests, does not mean that the changes asked for are debatable. Some changes in appearance (hairstyles, piercings, torn or ripped clothing, etc.) will be very simple, while others may not be. Regardless, the requested changes are expected to be made on the first request.**

**The administration has the authority to determine the appropriateness of a student's attire. Discipline can range from correcting inappropriate dress to suspension from school because of repeated dress code violations.**

5. Public displays of affection. Hand holding is acceptable, but we do not allow kissing or embracing of any kind.  
Consequences: See Flow Chart
6. Fighting
  - a. A student who initiates a fight (throws the first punch) will be suspended out of school for one (1) to three (3) days.
  - b. A student who retaliates by fighting back will be suspended out of school for one (1) day.
  - c. A student who defends him/herself without retaliating will receive no penalty.
7. Possession of a weapon including a knife or any item that could be used as a weapon on school grounds or at school activities or within 1000 feet of school grounds
8. Possession of fireworks of any kind on school grounds or at school activities or within 1000 feet of school grounds
9. Continual disruption of class, failure to heed instructions of staff/teachers, conduct constituting an interference with school purposes, and any form of disrespect directed toward a teacher or staff member
10. Engaging in bullying, defined as overt, repeated acts or gestures, including verbal or written communications transmitted; physical act committed; or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student. 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, computer system, computer network, or cellular telephone or other wireless or cellular communication device**, is also prohibited.
11. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, urging other students to engage in such conduct, or possessing any firearm, explosive, or other weapon.
12. Stealing, or anything else in violation of State or Federal law
13. It is a violation of the disciplinary code of Winamac Community High School to:
  1. possess, provide to another person, or be under the influence of any substance which is or contains tobacco or nicotine, including E-Cigarettes or other such simulated items, alcohol, marijuana, a stimulant (including caffeine tablets), an intoxicant, a narcotic, a depressant, a hallucinogen, or an inhalant whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the listed substances:
    - a. on school grounds at any time or
    - b. at any school-sponsored activity at any location, including the school bus.  
Use of medication by a student prescribed by a medical doctor, a dentist, or other health care provider authorized by law to prescribe medication does not violate this rule. Any student who is unsure if possession, use or providing another person with any particular medicine or substance would violate this rule should contact the principal before possessing, using, or providing the medication or substance.
  2. Possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of tobacco, alcohol, marijuana, stimulants (including caffeine tablets), intoxicants, narcotics, depressants, hallucinogens, or inhalants:
    - a. On school grounds at any time or
    - b. At any school-sponsored activity at any location including the school bus. Examples of things, which are not to be possessed or provided to another person, are pipes, rolling papers, or clips.
  3. Any student using, possessing or selling an illegal substance or drug on school property or at any school sponsored function will immediately be suspended from school. Documentation of the offense will be forwarded to the superintendent for student due process expulsion proceedings. Reinstatement into school for the following semester may occur provided the five stipulations

below are completed:

- a. A professional alcohol and other drug assessment must be completed with appropriate documentation of this assessment provided for the principal. The assessment is to be at the parent's/guardian's expense. All information obtained by the school will remain confidential.
- b. Follow-up care recommended by the professional agency must be initiated with appropriate documentation of the follow-up care provided for the school principal. The follow-up care is to be at the parent's/guardian's expense. All information obtained by the school will remain confidential.
- c. A parent/guardian conference will be held with the school principal and the Student Support Team. All information obtained by the school will remain confidential.
- d. A contractual agreement stating the specific actions that will be taken on the defined problem for the new semester will be signed between the student, parent/guardian, school principal, and the Student Support Team Coordinator. All information obtained by the school will remain confidential.
- e. Parent/guardian will agree to sign a release of information between the professional agency and the school. This will ensure proper communication between all interested parties. All information obtained by the school will remain confidential.

14. Skateboarding, rollerblading, and roller-skating are prohibited on school property, unless it is part of an academic program.

The Winamac Community High School administration and staff feel that any student who is experiencing increasing dependency on drugs should be receiving support from the school environment. If any student is experiencing personal, medical, or behavioral problems because of drug use and is unable or unwilling to see assistance, than THOSE WHO HAVE A GENUINE CONCERN should make the referral. Confidentiality will be maintained to protect the student and the person initiating the referral.

### **POSSESSING A FIREARM**

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

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

### **BUS SAFETY**

You may routinely ride a bus; or you may have a limited need to ride, perhaps while going to an athletic contest or a field trip. Nevertheless, the privilege calls for responsible adult behavior by you and the other students. The following regulations must be respected at all times for each person's safety:

1. Immediately upon boarding the bus, be seated where you have been assigned.
2. Remain in your seat until the driver and supervising teacher allow you to exit.
3. Windows and doors may be opened only by permission of the driver.
4. Please be ready to board the bus when it arrives.
5. Enter or exit the bus only under the supervision of the driver and only when the bus is stopped.
6. At all times, you are expected to act as a young lady or gentleman in the best tradition of WCHS!

Failure to behave in a responsible manner may result in the following progression of penalties:

1st referral	Warning - 2 day suspension from ride
2nd referral	2 day - 1-week suspension from ride
3rd referral	2-week suspension from ride
4th referral	ride suspended for six weeks

School on Saturday or In-School Suspensions may be issued in lieu of bus suspensions.

### **CHEATING/PLAGIARISM**

**Merriam-Webster's online dictionary defines "plagiarism" as:**

- \* to steal and pass off (the ideas or words of another) as one's own
- \* use (another's production) without crediting the source
- \* to commit literary theft
- \* present as new and original an idea or product derived from an existing source

**Plagiarism.org explains this further:**

ALL OF THE FOLLOWING ARE CONSIDERED PLAGIARISM:

- \* turning in someone else's work as your own
- \* copying words or ideas from someone else without giving credit
- \* failing to put a quotation in quotation marks
- \* giving incorrect information about the source of a quotation
- \* changing words but copying the sentence of a source without giving credit
- \* copying so many words or ideas from a source that it makes up the majority of your work, whether you give credit or not (see our section on "fair use" rules).

Students are expected to turn in original work. Acts of plagiarism will result in the following consequences:

- \* First offense: Zero for the Assignment
- \* Second offense: F for the Nine-Weeks
- \* Third offense: F for the Semester

Plagiarism acts are cumulative throughout the school. For example, if a student has already received a zero for an English assignment after being caught plagiarizing in that class and THEN the student plagiarizes for History class, the student will receive an F for the nine-week in History.

More information and assistance is available at [Plagiarism.org](http://Plagiarism.org).

With the addition of iPads in recent years, we have determined that students may not use those iPads to search for answers to compete quizzes, tests, study guides, etc. without specific permission of the teacher. Those teachers who decide it is acceptable to search the iPads to complete such assignments will let students know in advance.

### **DETENTION**

Any staff member may assign detention to students for an infraction of rules, for tardiness, or for other disciplinary reasons. Detention must be served either on the day assigned or the next day. Students who are absent on the day a detention is to be served are expected to serve the detention on the next day of attendance. Failure to serve detention as assigned will result in assignment to School on Saturday. Detention is held in the study hall room either from 7:30 to 7:55 A.M. or from 3:25 to 3:50 P.M. Students serving detention are expected to bring study materials and will remain quiet throughout the half hour. More than two detentions per nine weeks will result in an assignment to School on Saturday.

### **FOOD AND DRINK**

In compliance with Eastern Pulaski Community School Corporation Board policy, no outside drinks or commercially prepared/vendor-prepared foods should be brought onto school property during the school day by students without prior approval by the building principal.

Beverage or food containers are not permitted outside of the cafeteria during the school day. This includes soft drink cups, open cans or bottles.

Food and drinks whether brought to school or purchased in the cafeteria must be consumed only during the regular lunch in the cafeteria. Food and drinks may be temporarily stored in the high school office before lunch. Food and drink are not to be stored in lockers.

Contained violation of this rule will result in the following progressive disciplinary action:

"See Flow Chart"

## **FORGERY OF A SCHOOL DOCUMENT**

"See Flow Chart"

## **HABITUAL OFFENDER STATUS**

This is determined by a student accumulating any one of the following:

- A. Have two out of school suspensions (OSS).
- B. Have three in school suspensions (ISS).
- C. Have any combination of three OSS or ISS penalties.

Upon determination that a student is a Habitual Offender, the student will be notified. Further violations of school policy may result in the following progression of penalties:

- 1st offense - 5 days OSS
- 2nd offense - 10 days OSS and recommendation for expulsion.

## **HAZING**

Hazing will not be permitted. Hazing is defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm.

## **LOCKERS**

Lockers will be assigned to students. If a student loses her/his lock, she/he will be charged the replacement value. A locker is assigned to you solely for storage of outer garments and school materials. It is not private property and may be inspected by school officials. By accepting the convenience of the locker, you also accept financial responsibility for its contents and its condition. Security of personal property is the individual responsibility of each student. Hall lockers and physical education lockers should be kept locked at all times. Locks issued to you are for you alone. Revelation of the combination to others decreases the security of your personal articles. Individual motivational posters, banners, logos, etc., may be attached only to the bulletin wall above the student, locker. No tape is to be used on lockers. The school retains ownership of all lockers at all times and reserves the right to inspect lockers at any time. Lockers are not to be shared by other students. A first occurrence of sharing lockers will result in a detention. A second will be a School on Thursday, and a third occurrence will be a 1 day In School Suspension

## **OUT OF ASSIGNED AREA**

Students are to be in their assigned area at all times. Any student not in an originally assigned area must have a pass signed and verifiable by a staff member. Repeated violations of this rule will result in the following disciplinary actions:

- 1st offense- School on Saturday (2 hours)
- 2nd offense- School on Saturday (4 hours)
- 3rd offense- 1-3 days OSS

## **ELECTRONICS POLICY: POSSESSION OF CELL PHONES, IPADS, RADIOS, CARDS, CASSETTE/CD PLAYERS/RECORDERS, LASER PEN LIGHTS, MP3 PLAYERS, IPODS, HEADPHONES, CAMERAS AND OTHER ELECTRONIC DEVICES.**

The use of cell phones or similar electronic devices during school hours is strictly prohibited except for passing periods and during lunch. Additional restrictions may be placed on cell phone usage if deemed appropriate by the principal.

Students who violate the rules will have their cell phones or other similar electronic devices confiscated by staff members and turned in to the school administration. Electronic devices will only be returned **AFTER** the student has completed the penalty or a parent picks it up at the school.

- 1st offense-Detention
- 2nd offense-School on Saturday (2 hours)
- 3rd offense-School on Saturday (4 hours)

It is recommended that students avoid bringing expensive electronic type devices to school to prevent loss, damage or theft. Emergency calls to students from parent/others should be made through the main office. Personal student calls can be made in the high school office.

## **IPAD REGULATIONS**

- A) Students will use iPads only when permission is given by the teacher.
- B) Students with an "F" on their most recent progress report or report card will have their App Store removed from their iPads.
- C) Students will not leave their iPads unattended in any area that is not locked.
- D) Students will not download anything inappropriate or illegal on their iPads, as determined by administration and/or the technology staff.
- E) Students will not be allowed to use their smartphone as a "hotspot" in order to access unfiltered internet while at

school. Appropriate discipline and/or the removal of cell phones and iPads are possible.

### **REPEATED FAILURE TO PUT FORTH ACADEMIC EFFORT**

1st offense - refer to counselor

2nd offense - parent/teacher conference (develop contract of expectations)

3rd offense - out of class suspension

4th offense - removal from class with AW/F

A student who cannot successfully participate in a minimum of five-credit classes can be recommended for expulsion.

### **SCHOOL ON SATURDAY (SOS)**

SOS will meet from 8-10 am or 8-12 pm. Students who are absent on the day a SOS is to be served are expected to serve the SOS on the following Saturday. Consequences may range from one to three Wednesdays depending on the severity of the infraction.

Students who choose not to attend SOS may receive up to a five-day suspension from school and perhaps expulsion with loss of credit for subsequent infractions. Transportation is the responsibility of the student and/or his or her parents. Students are required to bring school work (pencil, paper, books, etc.), suitable reading material, remain quiet, and stay busy. Failure to do so may result in the student being dismissed from SOS the administration will assign two SOSs.

### **SEARCH AND SEIZURE**

School personnel, as directed by the school administration, are charged with the responsibility of safeguarding the safety and well-being of the students in their care. In the discharge of this responsibility, school authorities may search the person or property (including vehicles on school property and lockers) of a student, with or without the student's consent, whenever they have reasonable cause to suspect that the search is required to discover evidence of a violation of law or of school rules. Failure to comply with this policy will result in a 5 day suspension and may be grounds for expulsion.

### **SEXUAL HARASSMENT**

It is the policy of Eastern Pulaski Schools to maintain a workplace and school environment free of sexual harassment. The full-length policy may be found in the Central Office as well as the building offices.

### **STUDENT DRIVING AND PARKING**

Driving to and from school is a privilege. Students who are licensed drivers are encouraged to protect this privilege by observing the following guidelines:

- Register student vehicles in the office.
- Students will be charged seven dollars (\$7.00) for a parking permit. The permits must be displayed on the front mirror of any vehicle they drive to school. Students may register more than one vehicle per permit.

Come directly into the Cafeteria from the lot.

- Enter via the southeast gate in the morning and leave via the southeast gate in the evening.
- Park only in the northeast parking area at all times including evenings and weekends (not in front of the high school or between the high school and elementary).
- Do not drive around before, during, or after school.
- Do not go to cars or into the parking lot during school without permission from the office.
- Observe a 10 m.p.h. speed limit.
- Drive in a safe, responsible manner.
- Be prompt in arriving at school.

Remember: Students are responsible for their vehicle and whatever is in it, regardless of who is driving it.

Students are not to use the elementary lot when leaving the school.

These guidelines are in effect anytime a student drives on school property. The penalty for irresponsible driving on school grounds is as follows:

First Offense - Driving suspension, days TBD

Second Offense - Driving suspension, up to one calendar year.

Students who are under a driving suspension will have their cars towed away at the owner's expense if they are on school grounds. Students who lose driving privileges are not allowed to drive on campus or to school sponsored events. These students are not to have any of their vehicles on campus during the suspension.

Century Career Center students must ride school-provided transportation to Logansport and back. Permission to drive will only be given in cases of emergency and with parent and school permission.

### **STUDENT TRAFFIC**

During passing periods or before or after school, students are to use only the stairways located in the gym lobby and across from the library.

Students are not to be seated on the hallway floors as this impedes the flow of student traffic.

## **REASONABLE SUSPICION**

### **Board Policy 514.2 Reasonable Suspicion**

Eastern Pulaski Community School Corporation Schools are authorized to require any student to submit to a chemical test of the student's breath or saliva if the administration has "reasonable suspicion" (as defined below) that the student is using or is under the influence of alcohol, marijuana, or any other illegal substance or look alike drug (as defined by Indiana law) while:

- On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
- Off school grounds at a school activity, function or event; or
- Traveling to or from school or a school activity, function or event.

### **REASONABLE SUSPICION MAY BE ESTABLISHED BY THE FOLLOWING:**

- A student's behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana or any controlled substance.
- Information communicated to an administrator by a teacher, parent, law enforcement personnel, other adult, or a student indicating a student is using, possessing, or under the influence of alcohol, marijuana, or any other illegal substance. Any such report will be investigated by the administration and will be substantiated by other indicators, if deemed necessary.

*A student's refusal to submit to the chemical test will result in the administration proceeding as if the test were positive. If a parent or guardian refuses to allow the test to be administered to his/her child, a disciplinary action will be enforced as if the test were positive.*

### **TEST ADMINISTRATION:**

An administrator and/or health services personnel trained to obtain a valid specimen for drug or alcohol tests may obtain a specimen of a student's breath or saliva for the purpose of determining if the student has used an illegal drug or alcohol. The cost of one (1) school-initiated breath or saliva test will be paid for by the Board and may be used for disciplinary action.

Positive test results from a reputable health facility may be used by the school's administration to invoke the reasonable suspicion policy. All testing results shall be treated as confidential by the Eastern Pulaski Community School Corporation Schools' administrative staff, but may be discussed with a student's guidance counselor or other school employee as necessary to implement this policy.

A student who attempts to alter a breath test may be disciplined by the administration. The student who possesses the breath test and/or the person(s) who attempt to alter the breath test may be subject to suspension and/or a recommendation for expulsion.

### **Board Policy 514.2 Reasonable Suspicion (Student Consequences)**

If a student is tested for reasonable suspicion and tests positive for any substance for which the test is designed to screen, that student will be considered to be in violation of the EPCSC (EPES, WCMS, WCHS) rules against illegal drug use. The student will be suspended out of school for up to ten days and possibly recommended for expulsion for up to one school year.

If this is the student's first drug-related offense, under reasonable suspicion guidelines, he/she may be disciplined under the rehabilitative clause. This expulsion waiver requires that the student be suspended from attendance at school for a period of up to 10 days. The student may regain eligibility to participate in extracurricular activities per the Random Drug Testing Consequences after returning if the student provides a negative result during a random drug test, and agrees to:

1. Present documentation of participation in a recognized multi-session treatment/assistance program;
2. Participate in random testing, administered by the school, throughout the school year; and
3. Meet adequate academic, attendance and behavioral expectations.

Failure to participate in either of these activities will result in recommendation for expulsion. If the drug/alcohol offense is related to safety issues, extreme disruption, and/or trafficking, the student is not eligible for disciplinary action under the rehabilitative clause and will be recommended for expulsion following a 10-day suspension.

### **DRUGS, NARCOTICS, AND ALCOHOLIC BEVERAGES:**

(Violation of any part of this policy will result in a ten-day out of school suspension and a recommendation for expulsion).

A. No student may provide to any other student, by sale or any other means, any substance which is represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, inhalant, legend drug, depressant, or intoxicant of any kind.

B. No student may possess, use, or be under the influence of any substance which is, or the student has reason to believe is, or which has been represented to be a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, legend drug, depressant, inhalant, or intoxicant of any kind, or any item that closely resembles or is represented to be any of the foregoing items.

C. Students are prohibited from possessing, using, transmitting, selling, or being under the influence of caffeine-based pills or substances containing phenylpropanolamine (PPA) or stimulants of any kind with or without a prescription. Any substance for which a student has a prescription or written permission from a parent must be brought to the school health office and administered or taken there.

Winamac Community High School Discipline Flow Chart							
Offense	First Offense	Second Offense	Third Offense	Fourth Offense	Fifth Offense	Sixth Offense	Seventh Offense
<b>Absences - Unexcused</b>	Warning	Detention	Detention	One Day ISS	Three days of OSS	Three to five days of OSS	Five days of OSS and possible recommendation for expulsion
<b>Accessing Another's Computer Files or Directories</b>	Disable account for eight weeks	Disable account for semester	Disable account for one calendar year				
<b>Arson</b>	Ten Days of OSS with a recommendation for expulsion - inform proper authorities						
<b>Bomb Threats</b>	Ten Days of OSS with a recommendation for expulsion - inform proper authorities						
<b>Bullying</b>	One to three days of ISS	One to five days of OSS with possible recommendation for expulsion	Ten days of OSS with a recommendation for expulsion				
<b>Bus Safety Violations</b>	Warning - Two day suspension from ride	Two day to one week suspension from ride	Two week suspension from ride	Ride suspended for up to eight weeks			
<b>Cheating</b>	Zero for test or assignment	"F" for eight weeks grade	"F" for the semester				
<b>Class Disruptive Behavior</b>	Detention	One Day ISS	Two to Three Days ISS				
<b>Creating or Uploading Viruses</b>	Disable account for One calendar year	Ten days of OSS with a recommendation for expulsion					

<b>Possession of a Deadly Weapon/Firearm</b>	Expulsion - Calendar Year - inform proper authorities						
<b>Disrespect to a Staff Member</b>	One to three days of OSS	Five days of OSS	Recommendation for expulsion				
<b>Disrupting Network Service</b>	Disable Account for 8 weeks	Disable account for one calendar year	Disable account permanently - possible prosecution				
<b>Dress Code Violations/ Inappropriate Attire</b>	Change/Correct	Change/Correct and detention	Change/Correct and one day ISS	Change/Correct and two days of ISS			
<b>Drugs/ Paraphernalia/ Alcohol - Knowingly possessing, using, consuming, transmitting, or being under the influence of</b>	Ten Days of OSS with a recommendation for Expulsion/ Assessment - inform proper authorities						
<b>Drugs/ Paraphernalia/ Alcohol - Selling, delivering, or in possession with the intent to deliver</b>	Ten Days of OSS with a recommendation for expulsion/Police called and student will be taken into their custody						
<b>Cell Phone/ Electronic Paging Device - possession or use of</b>	Confiscation and Detention	Confiscation and Detention - Parent picks up phone	Confiscation and one to three days of ISS - Parent picks up phone				
<b>Entering DOS Shell/Changing Desktop/ Downloading Software</b>	Disable account for eight weeks	Disable account for one calendar year	Disable account permanently with possible prosecution				
<b>Excessive Tardies</b>	Fourth and Fifth - School on Saturday	Sixth - One day of ISS	Seventh - One to three days of ISS				
<b>Extra-Curricular Attendance on Days of Suspension</b>	One day of ISS	One to three days of ISS					
<b>Failure to Attend Detention</b>	School on Saturday	One to three days of ISS	One to three days of OSS				
<b>Failure to Attend School on Saturday</b>	Two School on Saturdays	One day of ISS					

<b>Failure to Follow Directions/ Insubordination</b>	One day ISS	One to three days of ISS	One to five days of OSS				
<b>Failure to Put Forth Academic Effort</b>	Refer to Counselor	Parent/Teacher Conference	One day of ISS	Removal from the class with a "W/F"			
<b>False Alarms</b>	Five to ten days of OSS - inform proper authorities	Ten days of OSS with a recommendation for expulsion - inform proper authorities					
<b>Fighting</b>	One to three days of OSS	Five days of OSS	Ten days of OSS with a recommendation for expulsion				
<b>Fireworks - Possessing, using, transmitting, or selling</b>	Five days of OSS - Possible expulsion	Ten days of OSS with a recommendation for expulsion					
<b>Food or Drink Outside the Cafeteria</b>	Verbal warning	One day School on Saturday	One to three days of ISS				
<b>Forgery of a School Document</b>	One day of OSS	Three days of OSS	Ten days of OSS and a recommendation for expulsion				
<b>Habitual Offender</b>	Five days OSS	Ten days of OSS and a recommendation for expulsion					
<b>Intimidation/ Harrassment/ Threat to School Personnel</b>	Five days of OSS and possible expulsion	Ten days of OSS and a recommendation for expulsion					
<b>Intimidation/ Harrassment/ Threat to Students</b>	One to Three days of ISS	Five days of OSS with a possible recommendation for expulsion	Ten days of OSS and a recommendation for expulsion				
<b>Language/ Gestures/ Graphics Inappropriate</b>	One day of ISS	Two to three days of ISS	Three to five days of OSS				
<b>Out of Assigned Area</b>	Detention	One to three days of ISS	One to three days of OSS				
<b>Parking/Driving Violation</b>	Driving Suspension - Days to be determined	Driving Suspension - Up to one calendar year					

<b>Physical Assault of a Staff Member</b>	Ten days of OSS and a recommendation for expulsion - referral to proper authorities						
<b>Public Displays of Affection</b>	Conference/Contact Parent	One day of ISS	Two to three days of ISS				
<b>Theft or Knowing Possession of Stolen Goods</b>	Three to five days of OSS and Restitution	Ten days of OSS and a recommendation for expulsion - Restitution					
<b>Throwing Objects</b>	Detention	One day ISS					
<b>Tobacco Products/Vape Devices/ Paraphernalia - Possessing or Using</b>	Three days OSS	Five days OSS	Ten days of OSS and a recommendation for expulsion				
<b>Truancy</b>	School on Saturday	One day of ISS - Notify BMV and have license or permit denied or invalidated	One to three days of OSS				
<b>Vandalism</b>	One to three days of OSS and restitution	Five days of OSS and restitution	Ten days of OSS and a recommendation for expulsion - Restitution				
<b>Weapon - Possession or use of</b>	One to five days of OSS and possible recommendation for expulsion	Ten days of OSS and a recommendation for expulsion					

**WCHS Respect Policy: It is our expectation that every student will be respectful of all adults and students at all times.**

**PESTICIDE APPLICATION NOTICE:**

Periodically throughout the year, it may be necessary that pesticides be external and internal areas of the school building and grounds. If you wish to be given notice of such pesticide applications, please notify the principal of the building. You will be notified of any pesticide application with at least a 48-hour notice via the Corporation website. Pesticide application will not be done when children, staff members or any other people are present in the area that is to be sprayed.

**ACCEPTABLE LAN/INTERNET USE POLICY AGREEMENT**

I, \_\_\_\_\_, a **student** of Eastern Pulaski Community School Corporation, agree to follow the below regulations and policies for the Eastern Pulaski Community School Corporation LAN (Local Area Network) and Internet.

I, \_\_\_\_\_, **parent or guardian** of \_\_\_\_\_, have read and understand the acceptable use policy for the Eastern Pulaski Community School Corporation LAN (Local Area Network) and Internet and I do want my student to use the Internet.

## ACCEPTABLE USE POLICY FOR LOCAL AREA NETWORK AND INTERNET TELECOMMUNICATIONS

### STUDENT AGREEMENT:

#### GUIDELINES

Eastern Pulaski Community School Corporation (EPCSC) provides educational technology such as computers, networks, and Internet access to support the educational mission of the corporation and to enhance the curriculum and learning opportunities for students and school staff.

In making decisions regarding student access to the Internet, EPCSC considers its own stated educational mission, goals, and objectives. Electronic information research skills are now fundamental to preparation of citizens and future employees. Access to the Internet enables students to explore thousands of libraries, databases, bulletin boards, and other resources while exchanging messages with people around the world. EPCSC expects that faculty will blend thoughtful use of the Internet throughout the curriculum and will provide guidance and instruction to students in its use. As much as possible, Internet resources will be evaluated prior to use. While students will be able to move beyond those resources to others that have not been previewed by staff, they shall be provided with guidelines and lists of resources particularly suited to learning objectives.

Outside of school, families bear responsibility for the same guidance of technology use as they exercise with information sources such as television, telephones, radio, movies, and other possible offensive media.

Parents, guardians and EPCSC staff members are charged to educate minors about appropriate online behavior, including interacting with other individuals on social networking websites and in chat rooms and cyberbullying awareness and response.

Students utilizing EPCSC-provided Internet access must first have the permission of EPCSC staff. Students utilizing school-provided Internet access are responsible for good behavior online just as they are in a classroom or other area of the school. The same general rules for behavior and communication apply.

The purpose of EPCSC-provided Internet access is to facilitate communications in support of research and education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of Eastern Pulaski Community School Corporation. Access is a privilege, not a right. Access entails responsibility.

Users should not expect that any information stored or accessed on school-owned devices will always be private. Administrators and staff may review any information at anytime to maintain system integrity and insure that users are acting responsibly.

All EPCSC technology devices and associated equipment remain under the control, custody, and supervision of EPCSC. EPCSC reserves the right to monitor and log all device use and Internet activity. Students have no expectation of privacy in their use of school devices.

#### TERMS AND CONDITIONS

1. Acceptable Use – the following uses of EPCSC-provided Internet access are not permitted:
  - a.) To access, upload, download, or distribute pornographic, obscene, or sexually explicit material;
  - b.) To transmit obscene, abusive, sexually explicit, or threatening language;
  - c.) To violate any local, state, or federal statute;
  - d.) To vandalize, damage, or disable the property of another individual or organization;
  - e.) To access another individual's materials, information, or files without permission; and,
  - f.) To violate copyright or otherwise use the intellectual property of another individual or organization without permission.
2. Privileges – The use of the school network and Internet is a privilege, not a right. Inappropriate use will result in disciplinary procedures up to and including, but not limited to, cancellation of those privileges, suspension, or expulsion. The system administrators will deem what is inappropriate use, and their decision is final. Also, the system administrators may close an account at any time as required. The administration, faculty, and staff of EPCSC may request the system administrator to deny, revoke, or suspend specific user accounts.
3. Warranties – EPCSC makes no warranties of any kind, whether expressed or implied, for the Internet service it is providing. EPCSC will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or service interruptions. EPCSC will not be responsible for the accuracy, nature, or quality of information stored on its hard drives or servers; nor for the accuracy, nature, or quality of information gathered through its computers or networks via District-provided access to the Internet. EPCSC will not be responsible for unauthorized financial obligations resulting from EPCSC-provided access to the Internet.
4. Security – Security on any computer system is a high priority, especially when the system involves many users. If you feel you can identify a security problem on the school network, you must notify a system administrator. Do not demonstrate the problem to

other users. Attempts to log on to the school network as another user are prohibited. Any user identified as a security risk may be denied access to the Internet. DO NOT SHARE PASSWORDS WITH ANYONE.

5. Vandalism – Vandalism may result in cancellation of privileges. Vandalism is defined as any malicious attempt to harm or destroy data or school-owned devices.

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

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

Signature of Parent/Guardian: \_\_\_\_\_

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

## **Athletic/Extracurricular Discipline Policy**

Participation in inter-school athletics and extracurricular activities is a privilege and not a right. Therefore, we hold our students who participate in these activities to a higher level of expectations when it comes to behavior, academics and how they represent themselves, their team/organization and our school. The following policy was established by the Athletic Council:

Discipline will be broken down into 3 levels: Major offenses, Intermediate offenses and Minor offenses. Each level is listed below with their related consequences.

### **Major Offenses**

These offenses include, but are not limited to, such acts as:

- 1.) Illegal possession and/or consumption of alcohol
- 2.) Illegal possession and/or consumption of tobacco
- 3.) Illegal possession and/or consumption of illegal or unauthorized narcotics or controlled substances.
- 4.) Theft/vandalism
- 5.) Bullying/harassment of another student or staff member
- 6.) Instigating a fight that leads to physical violence

The consequences for violating any of the above major offenses will be:

- **1<sup>st</sup> Offense**
  - \* 30% suspension from current sport/organization (or next one if not currently in a sport/organization)
  - \* 15% suspension from all other sports/organizations for a calendar year.
- **2<sup>nd</sup> Offense**
  - \* Suspended from all athletics/extra-curricular organizations for next 365 days.
- **3<sup>rd</sup> Offense**
  - \* Suspended from all athletics/extra-curricular organizations for rest of high school career.

Listed below are a few other policies that deal with Athletic/Extra-Curricular Discipline:

- 1.) Coaches/Sponsors may add additional consequences (with AD approval) at their discretion.
- 2.) When applying the 30% and/or 15% suspension, the following guidelines will be adhered to:
  - We will round up games if the percentage is .5 or above.
  - The suspension will be based on the number of games scheduled for that sport.
  - Rain-outs or any cancellations will not count as part of the suspension.
  - Any dual-sport (2 sports in 1 season) athlete that receives a suspension will serve the suspension in both sports.
  - An athlete must be present at the event for it to count towards their suspension.
  - If there are not enough games left in the season to fulfill the suspension, the suspension will be carried over to the student-athlete's next sport.
- 3.) All decisions may be appealed through the Athletic Council.

### **Intermediate Offenses**

These offenses include, but are not limited to, such acts as:

- 1.) Unauthorized possession of school property
- 2.) Fighting in self-defense
- 3.) Any offense not included as a major offense

The consequences for these offenses will be a **1 game suspension** from the sport the student-athlete is currently in or if they are not currently in a sport it will be enforced in the next sport they participate in.

Multiple or repeat offenses in the minor and/or intermediate categories could result in a meeting between the student, their head coach/sponsor and athletic director to determine if additional consequences are necessary.

**Minor Offenses**

These offenses will be determined at the discretion of the athletic director and the student's coach/sponsor. This would include any act/behavior that does not represent the student's team/organization, athletic department or school in a positive manner.

These offenses are those not included in Major and/or Minor Offenses.

Consequences for minor offenses will be at the discretion of the head coach/sponsor involved and the athletic director.