

**West Noble High School Handbook
2022-2023**



Mrs. Amanda Nine, Principal

Mr. Chad Wilson, Assistant Principal

Mr. Tom Schermerhorn, Athletic Director

Math Teachers

Sarah Venturi
Doug Brown
Charles Grady
Grant Baumgartner
Tyler Schuller
Rebecca Larson
Christina Mast

English Teachers

Kelsy Grimm
Kelli Brown
Brent Savchuk
Amy Dreibelbis
Amanda Shoemaker
Nicholas Weimer

Science Teachers

Randy Younce
Jeff Anders
Amy Newby
Kristen Terry

Social Studies Teachers

Betsy Donaldson
Monte Mawhorter
James Gardner
Erik Mawhorter

Health & Gym Teachers

Alyssa Baumgartner
Joy Wilson
Dale Marano
Wyatt Tuggle

Spanish Teachers

Alicia Bartlett
Crystal Santoyo

Resource officers

Grant Moser
Chris Shearer

Nurse

Chris Jinks

Business Teachers

Teri Kruger
Ethan Marsh
Sarah Bengtson

Instructional Teachers

Alex Villalpando
Andrew Yates
Marc Daniel
Khara Kimmel
Rudy Troxel
Jenna Risedorph
Audrey Ritchie

ESL Teacher and Assistants

Brittany Blotkamp
Claudia Hernandez
Steven Murillo

Special Ed. Teachers and Assistants

Kathy Marano
Carole Matthews
John Marano
Becky Stout
Lorielle Phares
Mindy Myers
Sandy Clouse
Kandice Bottles

Functional Skills Teacher & Assistants

Haley Duncan
Alicia Squire
Maria Walter
Jen Pease
Athena Metzger

Secretaries

Angela Contreras
Jennifer Flecker
Amy Schroeder
Helen Terry

Guidance Counselors

Ashleigh Tippmann
Mike Engler
Janelle Zukowski

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** If the corporation goes to a 3-hour delay, the schedule will be shared through email and social media.

WNHS Bell Schedule 2021-2022

	Start	End
Period 1	8:45	9:35
Period 2	9:40	10:30
Homeroom	10:35	10:55
Period 3		
Lunch A	11:00	11:40
Class B	11:45	12:35
Class A	11:00	11:50
Lunch B	11:55	12:35
Period 4	12:40	1:30
Period 5	1:35	2:25
Period 6	2:30	3:20

WNHS Bell Schedule 2021-2022

2 Hour Delay

Period 1	10:45	11:18
Period 2		
Lunch A	11:23	12:03
Class B	11:23	12:03
Class A	12:08	12:48
Lunch B	12:08	12:48
Period 3	12:53	1:26
Period 4	1:31	2:04
Period 5	2:09	2:42
Period 6	2:47	3:20

Weather Related Information will be announced over

Radio Stations - WOWO 1190 AM, WBCL 90.3 FM

TV – WNDU 16, WPTA 21, WANE TV 15, WFFT 55 & WSJV TV

Internet – westnoble.k12.in.us

Receiving text may be done by setting up an account with The Remind App.

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

Telephone: West Noble Voicemail

STUDENT HANDBOOK

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

Dear Student,

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

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

Sincerely,

Amanda Nine

WNHS Principal

Mission Statement

*Our mission is to **educate and en**
to be active citizens in our ever-cha*

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

FACILITY FACTS

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

An outdoor lab consisting of 25 acres is provided to aid in teaching biology, science, agriculture, etc. to all students in the corporation.

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

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

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

GENERAL RULES

1. No horseplay, roughhousing, or running.
2. Follow the instructions of any staff member.
3. Do your share in keeping the building and grounds clean and neat.
4. Anything that would be considered dangerous to the student body should not be brought to school, such as knives, guns, bows and arrows, sabers, etc.
5. Electronic Device Guidelines:

Cell phones or other electronic devices are only allowed during passing periods and at lunch.

If a cell phone is confiscated during class:

On the first offense your electronic device will be taken away by a staff member and given to an administrator. Your parents will have to come in and pick up your electronic device. The second offense will result in possible suspension and loss of the device for 3 weeks. Cell phone and camera usage is not permitted in the locker room or restroom areas at any time.

6. Students who are on free time are to remain in a specific area. There should be no passing from area to area during a class period without a pass.
7. Respect for staff and other students is expected.

STUDENT CONDUCT

School should be a pleasant place to work and learn. Students are expected to exhibit a good attitude toward the school and at all times be respectful to themselves, their classmates, teachers and other school personnel.

(Policy #5500)

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

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this

Corporation. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

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

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

STUDENT DISCIPLINE

Student conduct violations could include but are not limited to:

1. Acts of violence
2. Gang activity
3. Verbal abuse/intimidation
4. Substance abuse
5. Theft
6. Possession of a weapon
7. Failure to comply with other rules set by school staff

(Policy #5600)

The School Board acknowledges that conduct is closely related to learning and that an effective instructional program requires an orderly school environment, which is, in part, reflected in the behavior of students.

The Board believes that the best discipline is self-imposed and students

should learn to assume responsibility for their own behavior and the consequences of their actions.

The Board requires each student of this School Corporation to adhere to the Code of Conduct promulgated by the administration and to submit to such disciplinary measures as are appropriately assigned for infraction of those rules. Such rules shall require that students:

- A. conform to reasonable standards of socially-acceptable behavior;
- B. respect the person and property of others;
- C. preserve the degree of order necessary to the educational program in which they are engaged;
- D. respect the rights of others;
- E. obey constituted authority and respond to those who hold that authority.

The Superintendent will promulgate administrative guidelines for student conduct which carry out the purposes of this policy and:

- A. are not arbitrary but bear a reasonable relationship to the need to maintain a school environment conducive to learning;
- B. do not discriminate among students;
- C. do not demean students;
- D. do not violate any individual rights constitutionally guaranteed to students.

The Superintendent will designate sanctions for the infractions of rules, excluding corporal punishment, which:

- A. relate in kind and degree to the infraction;
- B. help the student learn to take responsibility for his/her actions;

C. are directed, where possible, to reduce the effects of any harm which may have been caused by the student's misconduct.

The Superintendent shall publish to all students and their parents the rules of this Corporation regarding student conduct, the sanctions which may be imposed for breach of those rules, and the due-process procedures that will be followed in administering the Code of Conduct.

The Superintendent will appoint a committee of staff members by building to review rules of student conduct annually and to advise on alterations and modifications.

The Superintendent will request that the State Department of Education provide information and assistance to the Corporation regarding the implementation of the Code of Conduct to ensure that teachers and administrators receive appropriate professional development and other resources in preparation for carrying out the plan.

The Superintendent will report to the Board annually the methods of discipline used and the incidents of those types of student misconduct designated by the Board.

The building principal shall have the authority to assign discipline to students, subject to Corporation administrative guidelines and the student's due process rights to notice, hearing, and appeal.

Teachers and other employees of this Board having authority over students shall have the authority to take such means as may be necessary to control the disorderly conduct of students in all situations and in all places where such students are within the jurisdiction of this Board when such conduct interferes with the educational program of the schools or threatens the health and safety of others.

No student is to be detained after the close of the regular school day unless the student's parent has been contacted and informed that the student will be

detained or other suitable transportation arrangements have been made.

period no longer than the remainder of the current trimester plus the following trimester, with the exception of a violation of rule I3 listed under the Grounds for Suspension and Expulsion in this policy

STUDENT RIGHTS AND RESPONSIBILITIES

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

- I. **REMOVAL FROM CLASS OR ACTIVITY**
- **TEACHER:** A middle school or high school teacher will have the right to remove a student from his/her class or activity for a period of up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting. Before returning to class a parental meeting may be required.
2. **SUSPENSION FROM SCHOOL** -
PRINCIPAL: A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a

GROUND FORSUSPENSION, EXPULSION, OR AFTER SCHOOL DETENTION

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule.
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of, or attempting to, prevent by physical act the convening or continued

- functioning of any school or education function, or of any meeting or assembly on school property.
- e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
 - f. Engaging in gang activity.
 - g. Engaging in physical and/or verbal abuse or intimidation of students and/or staff members. Verbal abuse will include but not be limited to profane, vulgar, or otherwise inappropriate language.
2. Causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property.
 3. Intentionally causing, or attempting to cause, physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
 4. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student.
 5. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that can be used to harm another person, is considered a weapon but is not a firearm as defined in rule # 13 below. This includes, but is not limited to, personal safety devices, such as mace, pepper spray, tasers, etc.
 6. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, mind altering substance, alcoholic beverage, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this rule. A student shall be considered intoxicated when, because of use of a substance, his/her regular life activities are impaired.
 7. Engaging in the unlawful selling of a controlled substance, or the sale of any other intoxicant or mind altering substance, or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
 8. Possessing Drug paraphernalia, rolling papers and, lighters, e-cigarettes, or e-cigarette chargers.
 9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function. A "substantial number of instances" will be determined by a **demerit system**. 10 demerits per trimester is the limit. Prior to suspension, administration will contact a parent or guardian concerning excessive demerits.
 10. Engaging in any activity forbidden by

the laws of Indiana that constitutes an interference with school purposes or an educational function.

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

- a. engaging in sexual behavior on school property;
- b. disobedience of administrative authority;
- c. willful absence, tardiness, and habitual truancies of students;
- d. possessing, using, or transmitting any substance which is represented to be, or looks like, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
- e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;
- f. being present or having knowledge of substantial rules violations and/or criminal law violations without attempting to inform school or police officials;
- g. leaving school grounds without permission, failing to attend any class for which a student is scheduled, or refusal to complete detention periods assigned to the student;

h. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;

13. POSSESSION OF A FIREARM

- a. No student shall possess, handle or transmit any firearm on school property.
- b. The following devices are considered to be a firearm under this rule:
 - any weapon which will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive
 - the frame or receiver of any weapon described above
 - any firearm muffler or firearm silencer
 - any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device
 - any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
 - any combination of parts either designed or intended for use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be

readily assembled

- an antique firearm
 - a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes
- c. The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year, with the return of the student to be at the beginning of the first trimester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
14. Dress or grooming which presents a clear and immediate danger to the student's health and safety or disrupts a classroom, school activity, function, or event, or interferes with school purposes or the operation of the school. Dress covered by this rule includes but is not limited to hats and bandannas in the building, bare midriffs, apparel with objectionable language or pictures, and any item which can be construed as gang related. Shoes are required to be worn. The Administration will make the final decision about whether clothing is acceptable or not.
15. Giving out or selling any materials which are defamatory or insulting to any person or institution or which are intended to subject any student, teacher, employee of the school corporation, ethnic group or religion to scorn, ridicule, or contempt.

16. Use or possession of any tobacco product or anything having to do with the consumption of tobacco. The School Board recognizes that the use of tobacco products presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. For purposes of this policy, "use of tobacco" shall be defined as all uses of tobacco, including a cigar, cigarette, pipe, snuff, E-cigarette, or any other matter or substance that contains tobacco or nicotine. In order to protect students and staff who chose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco or e-cigarettes by visitors in school buildings at all times. Such prohibition also applies on school grounds, on school busses and/or at any school-related function.

The grounds for suspension or expulsion listed above apply when a student is:

- a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
 - b. Off school grounds at a school activity, function, or event; or
 - c. Traveling to or from school or a school activity, function, or event.
17. Consumption or ingestion of any controlled substance, alcoholic beverage, drug, or intoxicant of any kind before attending school, a school function, or event.

18. (Policy #5517.010)

The School Board is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Bullying behavior toward a student, whether by other students, staff, or third parties, is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse as provided herein. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Engaging in bullying behavior through the use of data or computer software that is accessed through a computer, computer system or computer network also is prohibited. This policy applies when a student is on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group; off school grounds at a school activity, function, or event; traveling to or from

school or a school activity, function, or event; or, using property or equipment provided by the school. Additionally, this policy applies regardless of the physical location when:

- A. the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within the Corporation; and
- B. the bullying behavior results in a substantial interference with school discipline or an unreasonable threat to the rights of others to a safe and peaceful learning environment.

Bullying as defined in State law means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors committed by a student or group of students against another student with the intent to harass,

ridicule, humiliate, intimidate, or harm the other student and create for the targeted student an objectively hostile school environment that:

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

This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color,

national origin, marital status, or disability. It includes, but is not limited to, such behaviors as stalking, intimidation, menacing behavior, coercion, name-calling, taunting, making threats, and hazing. It also includes the use of digital or electronic communications to engage in such behaviors.

However, Indiana law exempts the following from the definition of "bullying":

- A. Participating in a religious event.
- B. Acting in an emergency involving the protection of a person or property from an imminent threat of serious bodily injury or substantial danger.
- C. Participating in an activity consisting of the exercise of a student's rights protected under the First Amendment to the United States Constitution or Article I, Section 31 of the Constitution of the State of

Indiana, or both.

- D. Participating in an activity conducted by a nonprofit or governmental entity that provides recreation, education, training, or other care under the supervision of one or more adults.
- E. Participating in an activity undertaken at the prior written direction of the student's parent.
- F. Engaging in interstate or international travel from a location outside Indiana to another location outside Indiana.

Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal or the Superintendent. The student also may report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. This report may be made anonymously. Complaints against the building principal should

be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President. A parent may file a complaint on behalf of a student in the same manner.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to those identified above. Staff members who fail to report bullying or who fail to conduct an investigation when assigned that duty are subject to disciplinary action, up to and including discharge.

All complaints about bullying behavior that may violate this policy shall be promptly investigated according to the timeline established by the Superintendent's administrative guidelines.

If, during an investigation of reported acts of bullying and/or harassment, the investigator believes that the reported misconduct may have created a hostile

learning environment and may have constituted unlawful discriminatory harassment based on sex, race, color, national origin, religion, or disability, the investigator will report the act of bullying and/or harassment to one (1) of the Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 - Anti-Harassment.

If the investigator finds an instance of bullying behavior has occurred, prompt and appropriate action or responses shall be taken to address the bullying behavior wherever it occurs including, as appropriate, disciplinary action, up to and including expulsion for students, discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Bullying acts shall be reported to law enforcement officials immediately upon determining that a report to law enforcement is necessary.

The parents of the targeted student and the reported bully shall be notified of

the alleged bullying incident at the beginning of the investigation, the findings of the investigation at the conclusion of the investigation, and, as appropriate, any remedial action that has been or will be taken to the extent disclosure is permitted by law. In addition to discipline, remedial action may include support services for the targeted student and bullying education for the bully, among other actions.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of bullying is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as bullying. Making intentionally false reports about bullying for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and making intentionally

false reports may result in disciplinary action as indicated above.

For a definition of and instances that could possibly be construed as hazing, consult Policy 5516.

Confidentiality

To the extent appropriate and/or legally permitted, confidentiality will be maintained during the investigation process. However, a proper investigation will, in some circumstances, require the disclosure of names and allegations.

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

SUSPENSION PROCEDURES

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

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

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel
 - b. a member of the administrative staff who did not expel the student during the current school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent(s) are given notice of the right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request and to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person

conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

FURTHER PROVISIONS

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

STUDENT CONDUCT

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

BEHAVIOR BEYOND THE SCHOOL DAY

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

HONESTY

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

willing to accept any punishment resulting from dishonest behavior.

HIGH SCHOOL ATTENDANCE PROCEDURE

PHILOSOPHY

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

WEST NOBLE HIGH SCHOOL OFFERS TWO AWARDS CONCERNING ATTENDANCE

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

Excellent Attendance: The student can miss up to 3 class periods. The student cannot have any class cuts or trancies.

Administration reserves the right to grant an exception.

POLICY

‘Attend’ means to be physically present: (1) in a school; or (2) at another location where the school’s educational program is being conducted; during regular school hours on a day.

Currently state law charges each school district to locally define “excused” and “unexcused” absences. As such the Board considers the following for excused absences:

- A. illness verified by a note from the parent
- B. illness verified by a note from a physician
- C. recovery from accident
- D. required court attendance
- E. professional appointments – Parents are encouraged to schedule medical, dental, legal, and other necessary appointments other than during school hours. When appointments are necessary

during the school day, the student shall report back to school immediately after the appointment with a signed statement from the doctor, dentist, lawyer, counselor, etc.

- F. death in the immediate family or of a relative
- G. observation or celebration of a bona fide religious holiday in accordance with Policy 5223
- H. maternity
- I. military connected families’ absences related to deployment and return
- J. such other good cause as may be acceptable to the Superintendent or permitted by law

An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance. An out-of-school suspension shall not be considered an unexcused absence.

Repeated instances of unexcused absences may result in disciplinary action up to suspension or expulsion of a student.

Truancy is defined as absence from school without permission of the parent.

The Superintendent or an attendance officer having jurisdiction shall report a child who is habitually absent from school to an intake officer of the juvenile court or the Department of Child Services.

(Policy # 5200)

A. Each student shall bear the responsibility for making up all work missed because of any absence. Students will be allowed one day for each day of excused absence to complete make-up work unless special permission is granted by the teacher or administration for additional time. Students who have an unexcused absence will be expected to complete make-up work by the end of the first day back to school. Any student who has cut class or has been truant will forfeit credit for the makeup work for the absent period(s).

B. In order to improve classroom attendance, absences will be recorded and reported to the attendance office by the teacher for each class period. Any student who misses more than 15 minutes of a class period will be counted absent from that class. If possible, parents will receive a phone call from the attendance office if the absence is unexcused. Upon the 4th unexcused absence the parent will be notified by mail, and upon the 6th unexcused absence the parent will receive a phone call. If a student has more than 8 unexcused absences a parent conference will be scheduled. Absences may accrue quickly. It is the parent's responsibility to monitor their child's attendance. This can be monitored through the Skyward Parent Portal or by contact with the attendance office.

Exempt absences – Absences which are a result of serving as a page or honoree of the General Assembly; serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election; when subpoenaed to testify in court; serving with the National Guard for no more than 10 days; or serving with the Civil Air Patrol for up to 5 days are all exempt absences, or either the student or family member showing at the state fair. In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. School trips when approved by the school principal are exempt. Student

participation in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers may also qualify as exempt with the Principals' approval. Absences related to activities of clubs, groups or organizations that are not school sponsored and not listed above cannot be exempt.

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

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

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

- a. ISS days are counted as excused

absences and all credit will be given for work completed by the first day back into the regular class.

- b. OSS is an unexcused absence. A student may not participate in any extra-curricular activities during his/her suspension. A student can request make-up work. The student may receive credit for daily make-up work, tests and projects.

- E. In order to improve punctual attendance, unexcused tardies will be recorded by the teacher and the student will be assigned detention, After School Detention, or given an In-School Suspension. Parents will be notified beginning with the third unexcused tardy.

PROCEDURE

- F. Each student and his/her parent shall bear the responsibility of providing the attendance office with a reason for the student's absence. The parent or guardian should call the school (260-894-3191 ext. 3015) prior to 10:00 A.M. the day of the student's absence. If it is impossible to contact the school, a written note, signed by the parent or guardian stating the student's name, date(s) of absence, and the reason for the absence must be provided within 24 hours of the student's return to school. Absences not verified within 24 hours will be considered unexcused absences and may be deemed to be truancies.
- G. If a student needs to leave school for any reason he/ she must first obtain permission from the principal/assistant principal or

his/her designee and then sign out in the attendance office. Any student leaving the school grounds without following the above procedure will be considered truant.

H. All students who are enrolled in an off-campus course, attend another school for part of a day, or are on a shortened day schedule should sign-in in the attendance office upon arriving at school and should remain in the commons until the end of the period. When leaving West Noble before the end of the school day, these students should sign out in the attendance office. If West Noble delays, students are not required to report to their morning classes. If on a delay schedule, students are required to attend scheduled academic classes.

I. Any student arriving at school after the beginning of the first hour must sign in at the attendance office. A tardy pass to class or LRC will be issued by the attendance clerk.

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

ATTENDANCE GUIDELINES

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

INFRACTION - ACTION UNEXCUSED TARDIES

1st Warning

- 2nd Warning
- 3rd 2 hour detention – UT / LRC Restriction* for a 3-week period - parent contact
- 4th 4 hours of detention - parent contact
- 5th Parent conference and ISS

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

- 1st 1 hour detention with UT / LRC Restriction* for a 3-week period
 - 2nd ISS
 - 3rd 5 days of Out-of-School Suspension and becomes insubordination - parent conference
- Class/LRC cuts will prohibit students from receiving perfect attendance awards.

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

- 1st Parent notified - 1 day of In-School Suspension 24 hour truancy notification to parent
- 2nd Truancy charges may be filed with the Noble County Prosecutor or Teen Court, and/or 5 days ISS or 5 After School detentions.

3rd Possible Recommendation for expulsion, and/or revoke driving permit

TOTAL ABSENCES (EXCUSED AND UNEXCUSED)

4th Unexcused to student and/or parent	Notification
6th Unexcused Call	Parent Phone
8th Unexcused Administrator/Parent Conference - Possible Loss of Driver's License	
9th Unexcused Hour Notice	Serve 24
18th Absences Any County Prosecutor	Notify Noble

As stated above on page 12, absences accrue very quickly. Please check the Inow Parent Portal frequently. Once you receive the 4th unexcused absence notification in the mail, please check your student's attendance daily.

GUIDANCE AND COUNSELING

The Guidance Department exists mainly for one purpose-to help the student. The many problems faced by the students today demand that they have someone with which they may discuss their problems and seek help. Please feel free to set up an appointment with your guidance counselor for a conference.

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

Students must carry at least 5 solid subjects. *Their 6th must be an LRC or UT.*

CREDITS

A credit is given for satisfactory completion of a school subject that meets five days per week for 50 minutes per day or its equivalent for one trimester. *Students can earn up to 15 credits in one year (5 classes per trimester x 3 trimesters =15)* This does not include LRC.

DUAL CREDIT

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

CAREER & TECHNICAL TRAINING

West Noble High School is affiliated with the

Wawasee Pathways Cooperative and IMPACT Institute. The courses offered at WNHS are listed in the course guide (Page 43-56).

GRADING SYSTEM

The grading system will be:

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

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

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

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

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

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

EARLY GRADUATES POLICY

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

SPECIAL STUDENT POLICY

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

STUDENT REGISTRATION AND WITHDRAWAL FROM SCHOOL

Any student wishing to enroll in West Noble High School should report to the guidance office. A student who wishes to withdraw (only age 18 or older) or transfer to another school should obtain a withdrawal form from the

guidance office. Following a conference with an Assistant Principal, the student is responsible for having the form signed by all responsible staff, returning all schoolbooks and property, and making sure all fees are paid. The completed form will be returned to the principal's office for final clearance. FERPA requires that schools forward educational records including discipline records to schools that have requested them and in which the student seeks or intends to enroll.

POLICY FOR STUDENTS RE-ENTERING SCHOOL

1. A student that has been expelled from West Noble High School for chronic behavioral or attendance problems in his previous tenure as a West Noble High School student, may apply to reenter the second time on a probationary basis. Probationary status defined: It is felt that a sincere desire to continue one's education would not justify tolerating repetition of previous behavioral patterns. Any subsequent discipline problems/conduct could result in expulsion. That student may be placed in an alternative school prior to re-entry to the high school.
2. Any student not meeting the criteria of #1 may apply to (re)enroll at West Noble High School. Acceptance is an administrative decision which will be made upon review of enrollment documents.

Waivers to the above policy may be granted to individuals who have previously withdrawn

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

STUDENT SCHEDULE CHANGES

Students will be able to view their next year's schedule on their Skyward account starting August 1st. Counselors are generally in the office a week after school gets out and a week before school starts. If students wish to change their schedule they need to download the schedule change request form from the high school guidance website, fill it out and return it one week prior to the first day of school. Once the school year begins, schedules will not be changed for the current trimester unless initiated by a teacher, guidance counselor, or administrator. If a student wishes to add or drop a class, he/she must work with the teacher(s) involved in the decision and complete the schedule change form from the guidance office receiving all necessary signatures (administration, teacher(s), and counselor).

ATHLETIC ELIGIBILITY

Athletic Eligibility is determined from the day the report cards are issued. All athletes must pass at least 4 solid subjects and be enrolled in a minimum of 5 solid subjects to be eligible for athletics.

REPORT CARDS

Report Cards will be issued every 6 weeks to

the students. They need not be returned to the office but should be shown to parents and kept at home.

INCOMPLETE GRADES

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

PROGRESS REPORTS

Grades can be checked at any time online by accessing the parent portal at Skyward Parent Portal. Login information will be sent home at the beginning of the school year. If you have trouble, contact the school at 260-894-3191 ext. 3000.

HONOR ROLL

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

COLLEGE VISITATION, JOB INTERVIEWS AND JOB SHADOWING

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

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

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

PROGRAMS FOR HIGH ABILITY STUDENTS

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

Math:

Algebra 1 Honors - 9th

Geometry Honors – Part A 9th (tri 3) / Part B 10th (tri 3)

Algebra II H Part A (tri 2) Part B (tri 3)
Precalculus IVY Math 136 (3CC) and
Trigonometry IVY Math 137 (3CC)
Calculus PFW MA 16500 (4CC) - 12th
Practical Quantitative Reasoning PFW MA 140
(3CC)- 11th/12th

Science:

Biology Honors – 9th
Chemistry Honors – 10th
Advanced Placements Chemistry / Ivy Tech
Chemistry 101 Intro to Chemistry (3CC) – 11th
or 12th
Ivy Tech Biology 101 Intro to Biology (3CC) -
11th or 12th

English:

English 9 Honors
English 10 Honors
Trine Eng 143 College Composition - 11th or
12 graders.
Trine ENG 153 Intro to Literature - 11th or 12
graders.
Trine ENG 203 Effective Speaking - 12th
graders.

Other Dual Credit Opportunities

Landscape Design I- Ivy Tech AGRI 164 (3CC)
Survey of Horticulture- Ivy Tech AGRI 116
(3CC)
Food Science- Ivy Tech AGRI 104 (3CC)
Animal Science- Ivy Tech AGRI 103 (3CC)

Agribusiness Management- Ivy Tech AGRI102
(3CC)

Foreign Language:

Through Spanish III as a senior.

Social Studies:

Trine History 203 World Civilization I (3CC)
and History 213 World Civilization II (3CC) –
10th, 11th, or 12th
Trine HIS 103 American History I (3 college
credits) and HIS 113 American History II (3
college credits) – 11th
Trine GOV 113 Intro to Government (3CC) –
12th

Band:

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

Music:

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

Chamber Orchestra:

1. Small string ensembles

Career and Technical:

1. Business Offerings IT Essentials for

identified students.

Art:

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

HONOR STUDENTS

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

ATHLETICS

PHILOSOPHY

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

All personnel involved in the Athletic Program should display good sportsmanship. The most visible part of an athletic program is how an individual or teams display themselves both in a contest and/or practice. Coaches should discuss this aspect of athletics with the team and individual whenever necessary.

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

personnel in each sport during each sport season.

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

BOOSTER CLUB & FUND RAISING

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

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

ELIGIBILITY IHSAA RULES

GENERAL RULES

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

1. must be a regular bona-fide student in good standing in the school you represent; must have enrolled no later than the fifteenth day of the current trimester,
2. must have completed 10 separate days of organized practice in said sport under the

- direct supervision of the high school coaching staff preceding date of participation in inter school contests, (Excluding Girls Golf - See Rule 101)
3. must have received passing grades in at least four full credit subjects or the equivalent during your last grading period and must be currently enrolled in at least four full credit subjects or the equivalent,
 4. must not have reached your twentieth birthday before the IHSAA State Finals date for the sport,
 5. must have been enrolled in your present high school last trimester or at a junior high school from which your high school receives its students:
 - ... unless you are entering the ninth grade for the first time.
 - ... unless you are transferring from a school district or territory with a corresponding bona fide move on the part of your parents.
 - ... unless you are a ward of a court; you are an orphan, you reside with a parent with legal custody, your former school closed, your former school is not accredited, your transfer was pursuant to school board mandate, you attended, in error, a wrong school, you transferred from a correctional school, you are emancipated, or you are a foreign exchange student under an approved NASSP program. You must have been eligible from the school from which you transferred.
 6. must not have been enrolled more than twelve consecutive trimesters after enrollment in the 9th grade,
 7. must be an amateur (have not participated under an assumed name, have not accepted money or merchandise directly or indirectly for athletic participation, have not accepted awards, gifts, or honors from colleges or their alumni, have not signed a professional contract),
 8. must have had a physical examination between April 1 and your first practice and filed with your principal your completed Consent and Release Certificate,
 9. must not have transferred from one school to another primarily for athletic purposes as a result of undue influence or persuasion by any person or group,
 10. must not have received in recognition of your athletic ability, any award not approved by your principal or the IHSAA,
 11. must not accept awards in the form of merchandise, meals, cash, etc.,
 12. must not participate in an athletic contest during the IHSAA authorized contest season for that sport as an individual or on any team other than their school team. (See Rule 15-1a) (Exception for outstanding student-athlete - See Rule 15-1b),
 13. must not reflect discredit upon your school nor create a disruptive influence on the discipline, good order, moral or educational environment in your school,
 14. Students with remaining eligibility must not participate in tryouts or demonstrations of athletic ability in that sport as a prospective student-athlete. Graduates should refer to

college rules and regulations before participating.

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

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

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

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

WEST NOBLE ATHLETIC RULES

ATTENDANCE, SCHOOL SUSPENSION

A student athlete must be in school by 12PM the day of a contest or practice to participate

unless excused by the Principal or Assistant Principal.

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

FAMILY VACATIONS, PLANNED ABSENCES

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

ONE SPORT PER SEASON

An athlete can participate in only one sport in each athletic season. As an Athletic Department, we encourage athletes to participate in each of the three sports seasons. Any athlete wanting to participate in an additional sport in the same season must initiate contact with the Athletic Director.

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

PRACTICE POLICY

No Sunday practices (IHSAA)

No practice without permission of Athletic Director or Principal when school has been called off or released early due to weather, etc.

All practices on Wednesday night must be completed by 6:30.

CONFLICT OF SCHOOL ACTIVITIES

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

TRANSPORTATION

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

DRESS CODE

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

PHYSICAL AND ATHLETIC CODE

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

PARTICIPATION RULE IHSAA PHILOSOPHY

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

ADMINISTRATIVE

ADMINISTRATIVE COUNCIL

The Administrative Council is made up of the

Principal, Assistant Principal, Athletic Director, and Assistant Athletic Director.

ADMINISTRATIVE ORGANIZATION

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

Athletic Director
Assistant Athletic Director

CHAIN OF COMMAND

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

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

ATHLETIC COUNCIL

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

The purpose of the Council is to:

1. Resolve problems that arise in athletics.
2. Make recommendations and serve in an advisory capacity to the Principal.
3. Select each August four (4) coaches to

serve on the Review Board.

4. Determine special awards given to athletes and/or members of the school community.
5. Meet at regular time and/or at the call of the Athletic Director who shall act as Chairman.

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

ADMISSION FEE TO ATHLETIC CONTESTS

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

AWARDS

ATHLETIC AWARDS RECOGNITION

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

Major award 2 points

Minor award 1 point

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

and a sophomore grade level at full cost of \$100.00.

MAJOR AND MINOR AWARDS

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

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

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

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

MOST VALUABLE PLAYER AWARD

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

SPORTSMANSHIP AWARD

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

SPECIAL AWARDS

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

CAPTAIN AWARDS

A star is awarded to the captains of teams.

CHEVRON AWARDS

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

SENIOR ATHLETIC SCHOLARSHIP AWARDS

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

SENIOR 3-SEASON AWARDS

A patch is awarded to an athlete who participates in and competes in 3 sport seasons during the year.

STUDENT-ATHLETE AWARDS

After every season, the athletic department will recognize those athletes currently participating in a sport that have maintained a 3.5 or better

GPA during the current grading period with a certificate. This will be based only on the current trimester grading period.

TEAM SECTIONAL CHAMPIONSHIP PATCH

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

TEAM CONFERENCE CHAMPIONSHIP PATCH

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

STATE PARTICIPATION PATCH

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

SECTIONAL INDIVIDUAL CHAMPIONSHIP PATCH

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

ALL CONFERENCE PATCH

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

ALL AREA PATCH

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

CONFERENCE CHAMPIONSHIP BANNERS

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

HALL OF CHAMPIONS

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

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

TROPHY CASE PICTURES

Any athlete who is chosen all-conference will

have his/her picture placed in the trophy case.

**WEST NOBLE SCHOOL
CORPORATION
ATHLETIC CODE**

POLICY STATEMENT

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

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

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

VIOLATIONS

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

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

SANCTIONS

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

sanctions imposed.

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

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

B. First Offense:

1. The athlete shall be suspended up to a combined total of 1/2 of the sports activity in which he/she is currently participating or from the next sport in which he/she participated the previous year. If the athlete's suspension is more than the remainder of the sport they are currently participating in, the suspension continues to the next sport. All athletic awards are forfeited in the sport he/she did not complete.
2. A written warning shall be given by the Athletic Director to the athlete and parent, or
3. Both a suspension and a warning shall be given to the athlete.
4. A student/athlete may not participate in a sport they did not participate in the year before to serve a suspension received in another sport.

B. Subsequent Offenses:

1. In any crime that can be considered a second felony offense, the student/athlete will be suspended from athletics for the remainder of his/her high school career.
2. Penalty up to, and including, suspension from all sports activity for a period of one

calendar year from the date of violation except that in II-5 in which the date of suspension shall commence from the date of finding of a commission of a crime by the athlete.

3. Seriousness of the offense, the level of involvement by the individual athlete, and the recommendations of the athlete's respective coach(es) shall be considered in the determination of the penalties.
4. If after the first offense, the student/athlete becomes a participant in a substance abuse, chemical dependency, or treatment program, the athlete's suspension may be modified by the Review Board. In determining whether to modify the suspension, input will be solicited from the agency or staff which is serving as the provider of the service for the student/athlete.

EVIDENCE

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

REVIEW & APPEAL OF CODE VIOLATIONS AND SANCTIONS

Section V.

1. Any coach or member of the administration may file written charges

with the Principal, setting forth facts known to him/her that he/she reasonably believes to be true and which constitute a violation of this code. The Principal will convene the Review Board for a hearing on the same.

2. A finding of a violation and the imposing of a penalty by the Review Board may be appealed to the Principal.
3. The Principal's decision upon appeal shall be reviewed by the Superintendent of Schools.
4. The athlete may request a hearing with the Superintendent of Schools and Board of School Trustees where he/she may again present his/her defense.
5. The finding of a violation and the imposing of a penalty by the Review Board may be affirmed, changed, or reversed by the Principal, Superintendent of Schools, and/or Board of School Trustees.

DUE PROCESS BOARD POLICY

Compliance Officer(s)

The following person(s) is/are designated as the Corporation's Compliance Officer(s) and, as such, shall handle inquiries regarding the nondiscrimination policies of the Corporation and address any complaint of discrimination:

Mr. Galen Mast, Superintendent
West Noble School Corporation
5050 N. U.S. Highway 33
Ligonier, IN 46767

260-894-3191

mastga@westnoble.k12.in.us

Sarah Wilson
West Noble School Corporation
5050 N. U.S. Highway 33
Ligonier, IN 46767

260-894-3191

wilsons@westnoble.k12.in.us

Reports and Complaints of Unlawful Discrimination and Retaliation

Students are encouraged to promptly report incidents of unlawful discrimination and/or retaliation occurring in the Corporation's educational opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs and activities, affecting the Corporation environment to an administrator, supervisor, or other Corporation-level official so that the Board may address the conduct. Any administrator, supervisor, or other Corporation-level official who receives such a complaint shall file it with a Compliance Officer within two (2) business days.

Students who believe they have been unlawfully discriminated against in the Corporation's educational opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs and activities, affecting

the Corporation environment are entitled to utilize the complaint process set forth below. Initiating a complaint, whether formally or informally, in the Corporation and/or a concurrent criminal complaint will not adversely affect the complaining individual's educational status or opportunity. While there are no time limits for initiating complaints under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

The Compliance Officer(s) will be available during regular school/work hours to discuss concerns related to unlawful discrimination/retaliation. The Compliance Officer(s) shall accept complaints of unlawful discrimination/retaliation directly from any member of the Corporation community or a visitor to the Corporation, and receive complaints that are initially filed with a school building administrator, supervisor or other Corporation-level official. Upon receipt of a complaint, either directly or through a school building administrator or other Corporation-level official, a Compliance Officer will begin either an informal or formal process (depending on the request of the person alleging the discrimination/retaliation or the nature of the alleged discrimination/retaliation), or designate a specific individual to conduct such a process.

The Compliance Officer will provide a copy of this policy to any person who files a complaint. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or oversee the preparation of such recommendations by a designee. All members of

the Corporation community must report incidents of discrimination/retaliation that are reported to them to the Compliance Officer within two (2) business days of learning of the incident/conduct.

Any Corporation employee who directly observes unlawful discrimination/retaliation is obligated, in accordance with this policy, to report such observations to one of the Compliance Officers within two (2) business days. Additionally, any Corporation employee who observes an act of unlawful discrimination/retaliation is expected to intervene to stop the misconduct, unless circumstances make such an intervention dangerous, in which case the staff member should immediately notify other Corporation employees and/or local law enforcement officials, as necessary, to stop the misconduct. Thereafter, the Compliance Officer or designee must contact the employee within two (2) business days to advise him/her of the Corporation's intent to investigate the wrongdoing.

Complaint Procedures

Any student who believes that s/he has been subjected to unlawful discrimination or retaliation may seek resolution of his/her complaint through the procedures described below. The formal complaint procedures involve an investigation of the individual's claims and a process for rendering a decision regarding whether the charges are substantiated at the lowest possible administrative level and in a prompt and equitable manner.

Due to the sensitivity surrounding complaints of unlawful discrimination or retaliation, timelines

are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

In accordance with Federal and State law, students will be notified of their right to file an internal complaint regarding an alleged violation, misinterpretation or misapplication of Federal and/or State law pertaining to discrimination in education.

In addition, students will be notified of their right to file a complaint with the U.S. Department of Education's Office for Civil Rights or the Indiana Civil Rights Commission, as well as a concurrent criminal complaint with the law enforcement agency having jurisdiction in the Corporation.

Informal Complaint Procedure

The goal of the informal complaint procedure is to quickly stop inappropriate behavior and facilitate resolution through informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully discriminated or retaliated against in the Corporation's educational opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs and activities, affecting the Corporation environment. This informal procedure is not required as a precursor to the

filing of a formal complaint or a concurrent criminal complaint.

The informal process is available only in those circumstances where the parties (the alleged target of the discrimination/retaliation and individual(s) alleged to have engaged in the discrimination) agree to participate in it.

Students who believe that they have been unlawfully discriminated/retaliated against in the Corporation's educational opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs and activities, affecting the Corporation environment may proceed immediately to the formal complaint process and individuals who seek resolution through the informal procedure may request that the informal process be terminated at any time to move to the formal complaint process.

All complaints involving a Corporation employee or any other adult member of the Corporation community against a student will be formally investigated, and a concurrent criminal complaint shall be filed.

As an initial course of action, if an individual feels that s/he is being unlawfully discriminated/retaliated against in the Corporation's educational opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs and activities, affecting the Corporation environment and s/he is able and feels safe doing so, the individual should tell or otherwise inform the

person who engaged in the allegedly discriminatory/retaliatory conduct that it is inappropriate and must stop. The complaining individual should address the alleged misconduct as soon after it occurs as possible. A/The Compliance Officer is available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so.

An individual who is uncomfortable or unwilling to inform the person who allegedly engaged in the unlawful conduct of his/her concerns is not prohibited from otherwise filing an informal or a formal complaint and filing a concurrent criminal complaint if s/he desires to do so.

In addition, with regard to certain types of unlawful discrimination, such as sexual discrimination, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully discriminated/retaliated against in the Corporation's educational opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs and activities, affecting the Corporation environment may make an informal complaint, either orally or in writing: (1) to a building administrator; (2) directly to the Compliance Officer(s); and/or (3) to the Superintendent or other Corporation-level employee.

All informal complaints must be reported to the Compliance Officer(s) who will either facilitate

an informal resolution as described below or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide students who believe they are being unlawfully discriminated against with a range of options aimed at bringing about a prompt resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful discrimination/retaliation, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate his/her concerns to the person who allegedly engaged in the discriminatory/retaliatory behavior.
- B. Distributing a copy of Policy 2260 Nondiscrimination and Access to Equal Educational Opportunity as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends school.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming discrimination/retaliation and the individual accused of engaging in the misconduct to work out a mutual resolution.

While there are no set time limits within which an informal complaint must be resolved, the

Compliance Officer or designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint.

Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

The Compliance Officer will retain all materials that are generated as part of the informal complaint process in accordance with the Board's records retention policy. (See Policy 8310 or Policy 8330)

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one of the parties requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, this formal complaint process shall be implemented.

An individual who believes that s/he has been subjected to unlawful discrimination/retaliation in the Corporation's educational opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs and activities, affecting the Corporation environment (hereinafter referred to as the "Complainant"), may file a formal complaint, either orally or in writing, with an administrator,

the Compliance Officer(s), Superintendent, or other Corporation-level official, as well as file a concurrent criminal complaint with the law enforcement agency having jurisdiction.

Due to the sensitivity surrounding complaints of unlawful discrimination and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs.

If a Complainant informs an administrator, Superintendent, or other Corporation-level official, either orally or in writing, about any complaint of discrimination/retaliation, the employee to whom the student complains must report such information to the Compliance Officer within two (2) business days.

Throughout the course of the process, the Compliance Officer should keep the parties informed of the status of the investigation and the decision-making process.

All formal complaints must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, the discriminatory/retaliatory conduct; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral

interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview, and the Complainant will be asked to verify the accuracy of the reported complaint by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further discrimination or retaliation, including, but not limited to, a change of schedule for the Complainant and/or the person who allegedly engaged in the misconduct. In making such a determination, the Compliance Officer should consult with the Complainant to assess his/her agreement to the proposed action. If the Complainant is unwilling to consent to the proposed change, the Compliance Officer may still take whatever actions s/he deems appropriate in consultation with the Superintendent.

Within two (2) business days of receiving the complaint, the Compliance Officer, or a designee, will initiate a formal investigation to determine whether the Complainant has been subjected to unlawful discrimination/retaliation.

Simultaneously, the Compliance Officer, or a designee, will inform the individual alleged to have engaged in the discriminatory or retaliatory conduct (hereinafter referred to as the "Respondent"), that a complaint has been received. The Respondent will be informed about the nature of the allegations and provided with a copy of any relevant policies and/or administrative guidelines, including this policy. The Respondent also must be informed of the

opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, the Compliance Officer, or a designee, will attempt to complete an investigation into the allegations of discrimination/retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

- A. interview(s) with the Complainant;
- B. interview(s) with the Respondent;
- C. interviews with any other witnesses who reasonably may be expected to have any information relevant to the allegations; and,
- D. consideration of any documentation or other information presented by the Complainant, Respondent, or any other witness that is reasonably believed to be relevant to the allegations.

At the conclusion of the investigation, the Compliance Officer, or the designee, shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation. The recommendations must be based upon the totality

of the circumstances. In determining if discrimination or retaliation occurred, a preponderance of evidence standard will be used (i.e., it is more likely than not that unlawful discrimination/retaliation occurred).

The Compliance Officer, or the designee, should consult with the Board's legal counsel before finalizing the report to the Superintendent.

Absent extenuating circumstances, within five (5) business days of receiving the report of the Compliance Officer or the designee, the Superintendent must either issue a decision regarding whether the charges have been substantiated or request further investigation. A copy of the Superintendent's decision will be delivered to both the Complainant and the Respondent.

If the Superintendent requests additional investigation, the Superintendent must delineate the additional information that is to be gathered, and such additional investigation must be completed within five (5) business days. At the conclusion of the additional investigation, the Superintendent must issue a written decision as described above.

If the Superintendent determines the Complainant was subjected to unlawful discrimination/retaliation, s/he must identify what corrective action will be taken to stop, remedy, and prevent the recurrence of the discrimination/retaliation. The corrective action should be reasonable, timely, age-appropriate, effective, and tailored to the specific situation.

A Complainant or Respondent who is dissatisfied with the decision of the Superintendent may appeal through a signed written request to the Board within five (5) business days of his/her receipt of the Superintendent's decision.

If the Superintendent is the Respondent, the appeal process will skip the review by the Superintendent and move directly to the Board. In such circumstances, the Compliance Officer, or the designee, shall prepare and deliver a written report to the Board that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful discrimination/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful discrimination/retaliation.

The Board shall meet with the concerned parties and their representatives within twenty (20) business days of the receipt of a written request to appeal. At this meeting, the parties have the right to present evidence, including testimony and/or exhibits, to the Board in support of their position. A copy of the Board's disposition of the appeal shall be sent to each concerned party within ten (10) business days of this meeting. The decision of the Board will be final.

The Board reserves the right to investigate and resolve a complaint or report of unlawful discrimination/retaliation regardless of whether the student alleging the unlawful discrimination/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or

in such other manner as deemed appropriate by the Board or its designee.

The Complainant and the Respondent may be represented, at his/her own cost, at any of the above-described meetings/hearings.

The right of a person to a prompt and equitable resolution of the complaint shall not be impaired by the person's pursuit of other remedies, such as the filing of a complaint with the Office for Civil Rights or the Indiana Civil Rights Commission, or the filing of a concurrent criminal complaint. Use of the complaint procedures is not a prerequisite to the pursuit of other remedies. Furthermore, the complaint must be investigated even if a separate investigation is being conducted by another agency, including but not limited to the local police department.

Privacy/Confidentiality

The Corporation will employ all reasonable efforts to protect the rights of the Complainant, the Respondent(s), and the witnesses to the extent possible, consistent with the Corporation's legal obligations to investigate, take appropriate action, and comply with any discovery or disclosure obligations.

All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Confidentiality, however, cannot be guaranteed.

All Complainants proceeding through the formal investigation process will be advised that their identities may be disclosed to the Respondent(s).

During the course of a formal investigation, the Compliance Officer or designee will instruct each person who is interviewed about the importance of maintaining confidentiality.

Any individual who is interviewed as part of an investigation is expected not to disclose to third parties any information that s/he learns and/or provides during the course of the investigation.

COACH'S IN-SPORT RULES AND DISCIPLINE

1. All rules pertaining to sports must be:
 - Clearly defined and specific negative behavior identified in the rules.
 - Approved by the Athletic Director
 - Discussed before the season with students/parents.
 - Signed by student/parent, and must be on file with the coach prior to the first contest in that sport.
2. Disciplinary measures resulting from coaches rules shall be applied consistent with the athletic code as adopted by the Board of Education as follows:
 - A "cooling off" period of 12-24 hours before any discipline is concluded.
 - A conference will be held with the athlete. If discipline results in suspension from game or games, parents will be notified by the coach.
3. First offense, a penalty no greater than 1/3 of the season in that sport.
4. Second offense, a penalty no greater than suspension from that sport for one year.
5. Any athlete suspended in school or out of

school is not permitted to participate in any contests during the suspended days.

ATHLETE AND STUDENT

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

HAZING

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

LOCKERS

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

ICE

Ice is located in the ice machine in the training room off the varsity locker room. We have coolers to transport ice to events.

CHEERLEADERS

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

CLEANLINESS

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

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

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

CLUBS RELATED TO ATHLETICS

LETTERMAN CLUB

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

FELLOWSHIP FOR CHRISTIAN ATHLETES

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

FITNESS CENTER

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

INSURANCE

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

STUDENT WELLNESS

8510 - WELLNESS

As required by law, the School Board establishes the following wellness policy for the School Corporation as a part of a comprehensive wellness initiative.

The Board recognizes that good nutrition and regular physical activity affect the health and well-being of the Corporation's students. Furthermore, research suggests that there is a positive correlation between a student's health and well-being and his/her ability to learn. Moreover, schools can play an important role in the developmental process by which students establish their health and nutrition habits by providing nutritious meals and snacks through the schools' meal programs, by supporting the development of good eating habits, and by promoting increased physical activity both in and out of school.

Schools alone, however, cannot develop in students healthy behaviors and habits with regard to eating and exercise. It will be necessary for not only the staff but also parents and the public at large to be involved in a community-wide effort to promote, support, and model such healthy behaviors and habits.

The Board sets the following goals in an effort to enable students to establish good health and nutrition habits:

A.

1. The school shall provide attractive, clean environments in which the students eat.
2. Students, parents, and other community members shall have access to, and be encouraged to use, the school's outdoor physical activity facilities outside the normal school day.
3. An organized wellness program shall be available to all staff.
4. The schools may demonstrate support for the health of all students by hosting health clinics and screenings and encouraging parents to enroll their eligible children in Medicaid or in other children's health insurance programs for which they may qualify.
5. Schools in our system utilize electronic identification and payment systems, therefore, eliminating any stigma or identification of students eligible to receive free and/or reduced meals.

B. With regard to nutrition promotion, any foods and beverages marketed or promoted to students on the school campus, during the school day, will meet or exceed the USDA Smart Snacks in School nutrition standards.

Furthermore, with the objectives of enhancing student health and well being, and reducing childhood obesity, the following guidelines are established:

- A. In accordance with Policy 8500, entitled Food Service, the food service program shall comply with Federal and State regulations pertaining to the selection, preparation, consumption, and disposal of food and beverages as well as to the fiscal management of the program.
- B. The sale of foods of minimal nutritional value in the food service area during the lunch period is prohibited.
- C. As set forth in Policy 8531, entitled Free and Reduced Price Meals, the guidelines for reimbursable school meals are not less restrictive than the guidelines issued by the U.S. Department of Agriculture (USDA).
- D. The sale to students of foods and beverages that do not meet the USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards to be consumed on the school campus during the school day is prohibited. Competitive foods available for purchase by students à la carte in the dining area, foods or beverages sold from vending machines, and foods and beverages provided by the school or school staff for classroom parties or holiday celebrations are subject to this

prohibition.

- E. All foods that are provided, not sold, on the school campus during the school day, including foods and beverages provided for classroom parties or holiday celebrations shall comply with the current USDA Dietary Guidelines for Americans and the USDA Smart Snacks in School nutrition standards.
- F. The food service program will provide all students affordable access to the varied and nutritious foods they need to be healthy and to learn well.
- G. All food items and beverages available for sale to students for consumption on campus between midnight and thirty (30) after the close of the regular school day shall comply with the current USDA Dietary Guidelines for Americans, including, but not limited to, competitive foods that are available to students à la carte in the dining area, as well as food items and beverages from vending machines, school stores, or fund- raisers by student clubs and organizations, parent groups, or boosters clubs.

MISCELLANEOUS POLICIES/RULES

ACCIDENTS

In case of an accident involving student(s) during the school day, such accidents must be

reported to the office of the Assistant Principal.

ANNOUNCEMENTS

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

CLASS DUES

All students freshman through seniors must pay class dues each year. Dues are paid to the class officers.

CLASS OFFICERS

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

ELIGIBILITY REQUIREMENTS FOR CLASS OFFICERS

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

CLASS RINGS

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

CLASS PICTURES

All students must have their pictures taken for

student ID cards and the yearbook in the fall.

CONFLICT OF SCHOOL ACTIVITIES

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

COMMONS

The commons is an area for students who have UT privileges. Students should be seated at a table. Card playing is permitted, but gambling is not allowed. Use of electronic devices is allowed in this area by UT students only.

Non-UT students are not to be in the commons

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

Student Technology Acceptable Use and Safety (Policy #7540.03)

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The School Board provides Technology

Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, Corporation Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The Corporation's computer network and Internet system do not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of Corporation Technology Resources by principles consistent with applicable local, State, and Federal laws, the Corporation's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy, its related administrative guidelines and the Student Code of Conduct govern students' use of Corporation Technology Resources and students' personal communication devices when they are connected to the Corporation computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Corporation-owned property or at a Corporation-sponsored activity (see Policy 5136).

Users are prohibited from engaging in actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like) when using Corporation Technology

Resources. Because its Technology Resources are not unlimited, the Board also has instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using Corporation Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the Corporation's computer network and/or Internet connection).

First, the Corporation may not be able to limit access technologically, through its Technology Resources to only those services and resources that have been authorized for the purpose of instruction, study, and research related to the curriculum. Unlike in the past, when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

The Board prohibits the sending, receiving, viewing, or downloading of materials that are harmful to minors on computers and other technology-related devices owned or leased by

the Corporation or connected to the Corporation computer network.

Pursuant to State and Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor the online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate, and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using the Corporation Technology Resources if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or the Director of Technology may temporarily or permanently unblock access to websites or online education services/apps containing appropriate material if access to such sites has been blocked inappropriately by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents/Guardians are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying, and other unlawful or inappropriate activities by students online
- D. unauthorized disclosure, use, and dissemination of personally identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will

monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions or the use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Ed-Tech users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of Corporation Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media and in chat rooms and cyberbullying awareness and response. Users of Corporation Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the Corporation with whom they are communicating for school-related projects and assignments.

Students are responsible for good behavior when using Corporation Technology Resources - i.e., behavior comparable to that expected of students when they are in classrooms, in school hallways, on other school premises, and at school-sponsored

events. Communications on Education Technology are often public in nature. General school rules for behavior and communication apply. The Corporation does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable both civilly and criminally, for uses of Technology Resources that are not authorized by this Policy and its accompanying guidelines.

The Board designates the Superintendent and Director of Technology as the administrator(s) responsible for initiating, implementing, and enforcing this Policy and its accompanying guidelines as they apply to students' use of Corporation Technology Resources.

Digital Learning

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

HOMEROOM

Students will be assigned a homeroom. Students must report to this teacher during homeroom time which begins after 2nd period. During this period, teachers will help students with homework, arrange for tutors, and make parent contact when needed. Students should be prepared with homework to do or books to read.

INTERNET IN THE CLASSROOM

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

MEDIA CENTER & HOT LAB

Housing over 12,000 items, that include 60 loaner Chromebooks. and this learning center is a hub of activity. Divided into four seating areas, classes utilize this area for research, instruction and projects. Students and the community are encouraged to use this bright corner of the school.

Students have access to 60 Chrombooks when their machines are being repaired by the technology department.

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

Adjacent to the media center is the H.O.T.(*Hands On Technology*) Lab which has 10 networked computers. A centered computer presentation area provides instructional viewing. This area is designed for digital literacy instruction.

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

CONVOICATIONS

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

COURTYARD

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

AFTER SCHOOL DETENTION

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

DRESS CODE

Dress or grooming which presents a clear and immediate danger to the student's health and safety or disrupts a classroom, school activity,

function, or event, or interferes with school purposes or the operation of the school.

Dress covered by this rule includes but is not limited:

- No hats or hoods should be worn in the building
- No bare midriffs or cleavage
- Apparel/personal items must be free of objectionable language, symbols, pictures, and sexual references
- Apparel/personal items must be free of references to alcohol, drugs, and/or tobacco
- Apparel/personal items may not promote or depict violence or gang activity
- No winter coats or blankets should be worn during the school day
- No costumes outside of approved dress-up days

The Administration will make the final decision about whether clothing is acceptable or not.

Students found to be in violation of the dress code will be given loaner clothing. Students may contact parents but will return to class.

SATURDAY SCHOOL

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

FIRE AND TORNADO DRILL PROCEDURES

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

FIRE DRILL PROCEDURE:

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

TORNADO DRILL PROCEDURE:

1. A tornado drill will be announced over the P.A. system.
2. All doors including those in hallways and windows should be closed.

3. Students should report to their assigned areas and sit down facing the wall.
4. Students should remain quiet so that a P.A. announcement can be heard.
5. The all clear signal for return to classrooms will be an intercom announcement and/or the period tone bell rings.
6. Avoid the auditorium and the gymnasium.

Tornado Watch means tornadoes are expected to develop.

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

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

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

GUM CHEWING

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

GYMNASIUM

The gym will be open for students at noon.

HALLS & PASSES

Students should not be in the halls other than passing periods. When in the halls during class

time students should be by themselves and not in groups, and be as quiet as possible. Hall passes will be needed by all students except during pass times between classes. A student's Cell phone may be requested by the teacher to be left in the room before a student may leave during class time.

HEALTH SERVICES - SICKNESS PROCEDURES

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

Students who are ill will report to the Nurses office to be evaluated. The Nurse will make a decision concerning 1) the sick room, 2) medical aid, 3) sending home, and/or 4) notifying parents.

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

MEDICATION

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

HOMECOMING

Homecoming is held annually during the football season. All West Noble High School alumni are invited to attend. Homecoming

events will include the selection of a King, Queen and Court. The student council is in charge of all Homecoming festivities.

HOMEWORK POLICY

DEFINITION

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

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

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

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

ROLE OF PARENTS

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

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

ROLE OF STUDENTS

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

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

the date requested unless permission has been granted to extend the time.

Adopted May 27, 1986

INSURANCE

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

IMMUNIZATIONS

(Policy #5320)

The School Board requires that all students be properly immunized against diphtheria, pertussis (whooping cough), tetanus, measles, rubella (German measles), poliomyelitis, mumps, varicella (chicken pox), Hepatitis A, Hepatitis B, and meningitis. From time to time other communicable diseases may be designated by the State Board of Health.

The current list of required student immunizations at each grade level is listed in AG 5320 - Immunization of Students in School.

The Superintendent shall require parents to furnish to their child's school, no later than the student's first day of school attendance after enrollment, proof of the student's immunization status, either as a written document from the health care provider who administered the immunization or documentation provided from the State immunization data registry. Students whose parents do not provide the required documentation by the opening day of school may be admitted to school provided the documentation

is received within twenty (20) school days and is in accord with the Superintendent's administrative guidelines on immunization. If the student remains unimmunized at the close of the twenty (20) school day period, the Superintendent shall commence expulsion proceedings, unless the parents have filed a religious objection or submitted a health care provider's statement that the needed immunizations are contraindicated.

Information concerning meningococcal disease (meningitis) and its vaccine shall be provided to students and parents at the beginning of the school year by the Superintendent. The information must include information concerning the causes, symptoms and spread of meningococcal diseases and places where parents may obtain additional information and vaccinations for their children. The Superintendent shall consult with the State Department of Education and the State Board of Health to develop necessary information and needed materials.

Materials concerning immunizations and immunization preventable diseases shall be provided to parents and guardians of students by each Building Principal, who shall obtain these materials from the State Department of Education. Posting the materials on the school building's website shall satisfy the distribution requirement.

Exemptions to the immunization requirements shall be granted, in accordance with State law, only for medical, religious, or other reasons allowed by the State.

The parent of each student who is entering grade six (6) shall be provided with information prescribed by the State Department of Health concerning cancer and the human papillomavirus (HPV) infection and that an immunization against the HPV infection is available.

The Superintendent shall ensure that all applicable immunization information is complete in the State immunization data registry not later than the first Friday in February each year.

LOST AND FOUND

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

NOON POLICY

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

NURSE

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

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

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

PARKING LOT

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

DRIVING RULES

1. Follow all traffic laws.
2. All vehicles must be properly parked upon arrival at the school in the parking lot.
3. A parking pass sticker must be displayed on the windshield of any vehicle that is

in the parking lot. Parking passes can be purchased from the attendance secretary for a \$3.00 fee. At the time of purchase a valid driver's license must be presented. Passes will be valid for the current school year only and must be renewed annually at the \$3.00 fee. If multiple vehicles are to be driven by one registered driver, additional passes can be purchased at cost.

4. Students are not to be in or near vehicles from arrival in the morning to departure in the afternoon.
5. Do not overload cars.
6. Reckless driving in the driveways or parking lot will not be allowed.
7. Students should exhibit legal driving techniques to and from school, and especially when driving near school buses.
8. If a student violates these regulations, the parents will be notified, his or her privilege can be revoked for disobeying school rules.
9. Any student passing a bus arm that is out no matter where the location, on or off school property, will lose driving privileges.
10. A student who drives to school implies his/her consent, the consent of his or her parent guardian or the owner of the vehicle, to allow a search of the vehicle if there is reasonable cause. Refusing to allow a search creates a presumption that the vehicle contained the item or items for which the search was requested. That refusal and resulting presumption may be used in a

suspension or expulsion proceeding.

PLAGIARISM

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

Examples:

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

Results of Plagiarism

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

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

POSTERS IN THE HALLS

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

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

SCHOOL APPEARANCE - PRIDE AND ATTITUDE

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

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

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

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

PUBLIC DISPLAY OF AFFECTION

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

PROM

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

RELEASE OF DIRECTORY INFORMATION

8330 - STUDENT RECORDS

In order to provide appropriate educational services and programming, the School Board must collect, retain, and use information about individual students. Simultaneously, the Board recognizes the need to safeguard student's privacy and restrict access to student's personally identifiable information.

Student "personally identifiable information" ("PII") includes, but is not limited to: the student's name; the name of the student's parent or other family members; the address of the student or student's family; a personal identifier, such as the student's social security number, student number, or biometric record; other indirect identifiers, such as the student's date of birth, place of birth, and mother's maiden name; other information that, alone or in combination, is linked or linkable to a specific student that would allow a reasonable person in the school community, who does not have personal knowledge of the relevant circumstances, to identify the student with reasonable certainty; or information requested by a person whom the School Corporation reasonably believes knows the identity of the student to whom the education record relates.

A social security number of a student contained in the records of the Corporation may be disclosed if the record is specifically required by a State or a Federal Statute or is ordered by a court under the rules of discovery.

PII concerning students shall be protected against theft, unauthorized access, alteration, disclosure, misuse, or invasion of privacy. Unless specifically authorized by the Superintendent or produced pursuant to a request under the Indiana Access to Public Records Act, PII concerning students shall not be left unprotected, shared or transferred from Corporation records to any place not within the control of the Corporation. This includes any laptop computer or portable storage medium.

The Board is responsible for maintaining records of all students attending schools in this Corporation. In addition to records mandated by the Federal Government, the State of Indiana requires that the Corporation record or include in the official high school transcript for each high school student the following information:

- A. attendance records
- B. the students' latest ISTEP/GQE test results
- C. any secondary level and postsecondary level certificates of achievement earned by the student
- D. immunization information from the student's immunization record
- E. any dual credit courses taken that are included in the core transfer library under I.C. 21-42-5-4

- F. a functional workplace Spanish designation on the student's transcript if the student successfully completed a Spanish language course that meets the requirements of I.C. 20-32-4-12(b)

The Board also authorizes the collection of other student information including, but not limited to:

- A. observations and ratings of individual students by professional staff members acting within their sphere of competency;
- B. samples of student work;
- C. information obtained from professionally acceptable standard instruments of measurement such as:
 - 1. interest inventories and aptitude tests,
 - 2. vocational preference inventories,
 - 3. achievement tests,
 - 4. standardized intelligence tests,
- D. verified reports of serious or recurrent behavior patterns;
- E. rank in class and academic honors earned;
- F. psychological tests;
- G. custodial arrangements.

In all cases, permitted, narrative information in student records shall be objectively-based on the personal observation or knowledge of the originator.

Student records shall be available only to students and their parents, eligible students, designated school officials, and designated school personnel, who have a legitimate educational interest in the information, or to other individuals or organizations as permitted by law.

The term "parents" includes legal guardians or other persons standing in loco parentis (such as a grandparent or stepparent with whom the child lives, or a person who is legally responsible for the welfare of the child). The term "eligible student" includes any student who is eighteen (18) years of age or older, or who is enrolled in a postsecondary institution regardless of his/her age.

SCHOOL BREAKFAST

Students will be getting off the bus as they arrive at the school. If they eat breakfast, they must enter the cafeteria immediately. All students will be in the building by 8:00, and should be able to eat breakfast and get to class by 8:15. First period will begin at 8:15 am and all students will be in class at that time.

SCHOOL LUNCH

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

Students may pay for their lunches when they go through the line or use their account to purchase food items. Milk may be purchased

from the cashier. Food deliveries are not permitted. Requests to this policy may be made to the administration.

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

SCHOOL RECORDS

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

SEARCH AND SEIZURE POLICY

(Policy #5771)

The School Board recognizes its obligation to balance the privacy rights of its students with its responsibility to provide student, faculty, and

authorized visitors with a safe, hygienic, and alcohol/drug-free learning environment.

In balancing these competing interests, the Board directs the Superintendent to utilize the following principles:

A. School Property

School facilities such as lockers and desks are school property provided for student use subject to the right of the Superintendent and his/her designee to enter the facility as needed and inspect all items in the facility searched. Students shall not have an expectation of privacy in any facility provided by the school and shall not be permitted to deny entry to a Corporation administrator by the use of a lock or other device.

B. Student Person and Possession

Prior to a search of a student's person and personal items in the student's immediate possession, consent of the student shall be sought by an administrator. If the student does not consent, such a search shall be permitted based only upon the administrator's individualized reasonable suspicion to believe that the search will produce evidence of a violation of a law, school rule, or a condition that endangers the safety or health of the student or others. Searches of the person of a student shall be conducted and witnessed by a person of the same gender as the student and shall be conducted in a private place. The student shall be given the option of selecting the witness from the faculty members on the school premises at the

time of the search. A searched student's parent or guardian shall be notified of the search within twenty-four (24) hours if possible.

Searches, pursuant to this policy, shall also be permitted in all situations in which the student is under the jurisdiction of the Board as defined by I.C. 20-33-8-14.

Permission for a student to bring a vehicle on school property shall be conditioned upon consent of the search of the vehicle and all containers inside the vehicle by a school administrator with reasonable suspicion to believe the search will produce evidence of a violation of law, a school rule, or a condition that endangers the safety or health of the student driver or others. The student shall have no expectation of privacy in any vehicle or in the contents of any vehicle operated or parked on school property.

The Superintendent may request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property or at a school activity pursuant to a request from the Superintendent, the search shall be conducted by the law enforcement officers in accordance with the legal standards applicable to law enforcement officers.

C. Breath Test Instruments

Administrators are authorized to arrange for the use of breath-test instruments for

the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board has established a zero tolerance for alcohol use.

D. Use of Dogs

The Board authorizes the use of specially-trained dogs to detect the presence of drugs or devices such as bombs on school property under the conditions established in the Superintendent's administrative guidelines.

Anything found in the course of a search pursuant to this policy which constitutes evidence of a violation of a law or a school rule or which endangers the safety or health of any person shall be seized and utilized as evidence if appropriate. Seized items of value shall be returned to the owner if the items may be lawfully possessed by the owner. Seized items of no value and seized items that may not lawfully be possessed by the owner shall be destroyed.

SPORTS PROGRAMS

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

STUDENT COUNCIL

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

ELIGIBILITY REQUIREMENTS FOR STUDENT COUNCIL

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

STUDENT GUESTS

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

STUDENT LOCKERS

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

as the practice leads to problems.

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

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

TEXTBOOK RENTAL

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

TELEPHONE

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

TRIPS AND PARTIES

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

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

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

UT (UNSTRUCTURED TIME)

Freshmen are in LRC during all unscheduled hours unless they have a grade point average of 3.5 or above. Sophomores, Juniors, and Seniors who have a grade point average at the end of each 6 weeks of a 3.00 or above will become eligible for UT, providing they have a good disciplinary and attendance record. Students who receive an F are not eligible for the UT. Students are allowed a maximum of 1 UT period per day. All UT students are expected to sign in at the beginning of the period in the commons and remain in that area unless they are given a pass to leave. Students in the commons must get a pass from the attendance officer to be in the academic wing.

THE PURPOSE OF UT IS:

A. To afford the opportunity for a student to spend his/her time in areas housing materials and teachers necessary for study in his particular field.

B. To develop a student's ability to budget and use his time wisely.

C. To allow a student to pursue, in depth, projects of his choice.

AREAS AVAILABLE TO UT STUDENTS

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

LOSS OF UT PRIVILEGES

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

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

NOTIFICATION OF UT STATUS

A. Lists will be posted with the names of students who will receive UT

B. All other students whose name does not appear on the list will report to LRC.

C. Any student who had a 3.00 or higher (Freshman 3.5) and did not receive UT may confer with the Assistant Principal to find out reasons you did not receive UT

D. If you receive an F at midterm you may lose

UT privileges.

OTHER UT POLICIES

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

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

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

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

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

DRIVER'S LICENSE/PERMIT RESTRICTION POLICY

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

1. A driver's license or a learner's permit may not be issued to an individual less than 18 years of age who meets any of the following conditions:

1. Is a habitual truant.
2. Is under at least a second suspension (out of school) for the school year.

3. Is under expulsion from school.
4. Has withdrawn from school for a reason other than financial hardship. Evidence of financial hardship must be presented at the time of withdrawal or at the exit interview. If the principal determines from the exit interview that the student's withdrawal is not for financial hardship, then the principal will send notice to the student and the student's parents and the student's name will be submitted to the Indiana Bureau of Motor Vehicles (BMV) for the bureau's use in denying or invalidating a driver's license or learner's permit.
2. If a person is less than 18 years of age and is a habitual truant, is under suspension or an expulsion or has withdrawn from school as described above, the BMV shall, upon notification by the person's principal, invalidate the person's license or learner's permit according to state statute.
3. The term **habitual truant** is hereby defined as a student who willfully accumulates unexcused absences in defiance of parental authority and/or school authority in any one of the following circumstances:
 1. Unexcused absence for 3 days in any six-week grading period.
 2. Unexcused absences for 5 days in a trimester.
 3. Unexcused absences for 6 days in any two-trimester period.

Students absent for three or fewer periods will be subject to internal school procedures. Absence of four or more periods with one or more periods present will constitute one-half

day's absence. Absence all day will constitute a full day's absence.

WEST NOBLE SCHOOL CORPORATION SCHOOL BUS RULES FOR STUDENTS

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

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

- A. Each student shall be located immediately upon entering the bus in the seat assigned by the driver.
- B. Students shall not stand or move from place to place during the trip.
- C. Loud, boisterous, profane language, or indecent conduct shall not be tolerated.
- D. Students shall not be allowed to tease, scuffle, trip, hold, or use their hands, feet, or body in any other objectionable manner.
- E. Windows or doors will be opened or closed only by permission of the driver.
- F. Students will enter or leave the bus only when it has come to a full stop and the door has been opened by the driver.
- G. Students should be waiting at their boarding station when the school bus arrives.
- H. The driver will assign students to a specific seat. Any person who refuses to accept his/her assigned seat will be denied the privilege of riding the bus.
- I. Any vandalism such as cutting seats, breaking windows, etc., must be paid for by the student or his/her parents. Vandalism will result in a suspension of riding privileges.
- J. By Indiana Law the school bus driver has the same authority on the bus as a teacher has in the classroom.
- K. Students must ride their assigned bus.
- L. Discipline Procedures:
 1. Minor disciplinary problems will be handled immediately by the bus driver. Bus drivers are to inform the Principal and/or Assistant Principal of the problems.
 2. Students will not be put off the bus except at a school or home.
 3. If minor problems are not corrected, or if a major problem occurs, the driver may suspend a student for one day. Either the driver or Principal will notify the parent or guardian of the suspension.
 4. If a discipline problem is severe, the Principal may suspend the student up to 5 days. A conference with the student, driver, and parent should be held prior to

reinstatement on the bus.

5. If a student continues to misbehave after the first 5 day suspension, or if the behavior is severe enough, the Principal may recommend to the Director of Transportation that the student be suspended for 1 trimester. Permanent suspension may be given by the Superintendent. Permanent suspension may be appealed to the School Board if done in writing within 5 days of the suspension.

WNSC BOARD OF EDUCATION POLICY

All students and personnel must follow Corporation Policy adopted by the Board of Education. All Corporation Policy can be found on the Board of Education's webpage.

(<https://go.boarddocs.com/in/wnsc/Board.nsf/Puhttps://www.westnoble.k12.in.us/districtBoardEd.aspxblic?open&id=policies>)