



# **West Noble High School Student Handbook**

*2024-2025*

Mrs. Amanda Nine, Principal  
Mr. Michael Reyes, Assistant Principal  
Mr. Chad Wilson, Assistant Principal  
Mr. Tom Schermerhorn, Athletic Director

**5094 N US Highway 33  
Ligonier, IN 46767**

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## WELCOME & FACILITY FACTS

Dear Student,

Welcome to West Noble High School! We are proud to have you as 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.

Sincerely,  
Amanda Nine  
WNHS Principal

### Mission Statement

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

### 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 State Board of Education in Indiana (First Class Commission.)

**SCHEDULE & WEATHER RELATED INFORMATION**

**WNHS BELL SCHEDULE**

**WEST NOBLE HIGH SCHOOL**

*Daily*  
**SCHEDULE**

1	8:30 - 9:20
2	9:25 - 10:15
3	10:20 - 11:10
4	A Lunch 11:10 - 11:40, Class 11:45 - 12:35 Class 11:15 - 12:05, B Lunch 12:05 - 12:35
5	12:40 - 1:30
6	1:35 - 2:25
7	2:30 - 3:20

**All periods are 50 minutes.**

**WEST NOBLE HIGH SCHOOL**

*Wednesday*  
**SCHEDULE**

1	8:30 - 9:10
2	9:15 - 9:55
3	10:00 - 10:40
4	A Lunch 10:45 - 11:25, Class 11:30 - 12:20 Class 10:45 - 11:35, B Lunch 11:40 - 12:20
Enrichment	12:25 - 1:05
5	1:10 - 1:50
6	1:55 - 2:35
7	2:40-3:20

**All periods are 40 minutes.**

**WEATHER RELATED INFORMATION**

Weather related information, such as delays and cancellations, will be announced through the following means.:

- Parents will receive a Skylert phone message. Text messages will also be sent, but parents must opt-in to receive texts.
- The West Noble School Corporation website will have updated posts. The website address is <https://www.westnoble.k12.in.us/>.

WEST NOBLE HIGH SCHOOL

*2 Hour Delay*

SCHEDULE

1	10:30 - 11:00
2	A LUNCH 11:05-11:40, CLASS 11:45-12:25 CLASS 11:05-11:45, B LUNCH 11:50-12:25
3	12:30 - 1:00
4	1:05 - 1:35
5	1:40 - 2:10
6	2:15 - 2:45
7	2:50-3:20

All periods are 30 minutes with the exception of 2nd period which is 35 minutes.

## ATTENDANCE

**Attendance Office Phone**  
 260-894-3191, Extension 3015  
**Attendance Office Email**  
[hsattendance@westnoble.k12.in.us](mailto:hsattendance@westnoble.k12.in.us)

### PHILOSOPHY

Regular attendance is considered to be one of the primary essentials of a successful formal education. West Noble High School's attendance policy attempts to encourage academic effort by discouraging unacceptable absenteeism and tardiness. It attempts to emphasize regular and punctual attendance which will establish patterns to benefit students now and in the future.

### PROCEDURES

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 prior to 10:00 AM the day of the student's absence or provide a written note, signed by the parent or guardian stating the student's name, date(s) of absence, and the reason for the absences within 24 hours of the student's return to school.

If a student needs to leave school for any reason, parent permission must be communicated to the attendance office prior to the student signing out. This applies to students age 18 and over as well. Any student leaving the school grounds without following the above procedure will be considered truant.

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

A Skyward alert is sent to parents' contact numbers each morning and afternoon for an absence. 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 contacting the attendance office.

### POLICY

1. West Noble High School Classifies absences as follows:  
 'Attend' means to be physically present: (1) in a school; or (2) at another location where the school's educational program is being conducted; during regular school hours on a day.
2. Any student who misses more than 15 minutes of a class period will be counted absent from that class.
3. 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 absence.
4. Planned absence forms must be signed and submitted two weeks prior to planned absences. [Planned Absence Form](#)
5. Currently state law charges each school district to locally define "excused" and "unexcused" absences. As such, West Noble School Corporation defines [\(WNSC Board Policy 5200\)](#):

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

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

- Illness verified by note from parent/guardian
- Illness or medical condition verified by note from Physician
- Recovery from accident
- Required court attendance

- 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.
- Death in the immediate family or of a relative
- Observation or celebration of a bona fide religious holiday in accordance with WNSC Board Policy 5223
- Maternity
- Military connected families absences related to deployment and return
- Such other good cause as may be acceptable to the Superintendent or permitted by law

**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.

**COLLEGE VISITATION, JOB INTERVIEWS/SHADOWING** – Senior students will be given two days at their choosing during the school year for college visitation, job interviews, or job shadowing. Juniors will be given one day. The planned absence form must be signed and submitted two weeks prior. [Planned Absence Form](#)

**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.

- ISS and OSS days are not absences. A student may not participate in any extra-curricular activities during his/her suspension.

**UNEXCUSED ABSENCES** – An unexcused absence is any absence not covered under the definition of excused absence or an exception to compulsory attendance.

**HABITUAL ABSENCE** – 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. A habitual truant is a student who is chronically absent by having unexcused absences from school for more than ten (10) school days in one (1) school year. Any absence beyond 10 unexcused will result in notification to the Noble County Prosecutor. Students with 10 or more unexcused absences may also lose their driver’s license.

## HOMework/LATE WORK POLICIES

Homework and late work policies are defined by department (subject). These are posted in each Google Classroom. It is the student’s responsibility to submit all homework by the due date. As described in the attendance policy, students are given one day per absence to make up absence work.

## GUIDANCE AND COUNSELING

The Guidance Department exists mainly for one purpose-to help the student. The many problems faced by 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 guide, located on the WNSC website under the HS Guidance tab, and their registration guide to familiarize themselves with graduation requirements. Students have the opportunity to take 7 classes per semester. They may choose 6 classes and an LRC.



**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 semester. Students can earn up to 14 credits in one year (7 classes per semester x 2 semesters =14). This does not include LRC.

**DROPPING A COURSE FOR LRC**

A student who is enrolled in 7 courses for credit and finds that adding an LRC would be helpful may request that an elective course be dropped and the LRC added, as long as this takes place before the published deadline. A required course may not be dropped for an LRC. A class dropped for an LRC after the published deadline will be reported as a WF on the student's transcript.

**OPTIONAL WAIVER CREDIT FOR PE**

Freshmen (and other students who enter without both PE 1 and PE 2 credits) can choose to use their participation in a sport, cheerleading, or marching band to fulfill this requirement. The Intent to Waive Credit form will be made available to students during the semester prior to their intended participation and must be submitted to the Guidance Department by the schedule change date for the semester of participation. The grade and credit will be added to the transcript only at the end of the full semester, regardless of when the season concludes. A student must participate in 90% of the designated sport or activity (66% if participation is interrupted due to a documented injury) and fulfill the requirements of appropriate participation as required by the checklist on the Intent to Waive Credit form.

**OPTING OUT OF GRADES AND CREDITS EARNED DURING 8th GRADE**

Eighth graders preparing to enter their freshman year have the option to choose not to have the grades they have earned in high school courses during their eighth grade year appear on their high school transcript. In this case, the student and guardian will need to complete the Opt Out form and return it to the WNMS or WNHS Guidance Office by the date designated on the Opt Out form. Opportunities for recovering these credits include summer school and freshman year placements. After the established date for opting out of high school grades, all grades earned during the eighth grade in high school courses will be recorded on the student's transcript.

**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 could be put on academic probation and may not be able to receive financial aid.

**CAREER & TECHNICAL TRAINING**

West Noble High School is affiliated with the Wawasee Area Career and Technical Cooperative and IMPACT Institute. For vocational training, students will complete an application process. A list of courses is available in the course guide on pages 45-66.

**GRADING SYSTEM**

The grading system will be:

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

A student with a question about a grade should 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 are 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. AP and dual credit classes offered at WNHS will receive an additional .5 weight. All class ranks are based on a weighted scale. Weights for AP classes will not be awarded until the full class is complete (generally 2 semesters). If a student drops an AP class after the 1<sup>st</sup> semester of the class, they will not receive a weight for the semester they completed.

**REPEATING COURSES**

Beginning with the class of 2028, students who repeat a course in person in order to recover a credit or to raise a grade will have the GPA points from the previous grade removed from their cumulative grade point average. This will not apply to a course that has been retaken in any online format. The historic course and letter grade will remain on the transcript as an accurate record of the student's progress through high school.

**EARLY GRADUATES POLICY**

Early graduates may be eligible to participate in any extra-curricular activity that concludes prior to the end of their last semester. This assumes they will meet the regular requirements for that activity or club. Early graduates may hold memberships in clubs during their last semester. However, they cannot hold an office or participate in an activity which continues beyond their final semester. 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 completed their Box 2 and Box 3 graduation requirements may apply to graduate early. Students must have a 3.0 GPA to graduate in December of their senior year and a GPA of 3.5 to graduate at the end of their junior year. 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.

**STUDENT REGISTRATION AND WITHDRAWAL FROM SCHOOL**

Any student wishing to enroll in West Noble High School should make an appointment with 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 school 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 schedules on their Skyward account starting in the late summer. Counselors are generally in the office 2 weeks after school gets out and a week before school starts. If a student wishes to request a schedule change, the schedule change request form found on the high school website should be downloaded, filled out, and returned to the guidance office (by email or in person) by the Friday prior to the first day of school. Once the school year begins, schedules **will not** be changed for the current semester unless the change is initiated by a teacher, guidance counselor, or administrator. The following circumstances will not warrant a schedule change: requesting a different teacher, desiring to change the order of classes in the schedule, or substituting an Apex course for an in person course.

## **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.

### **BACKPACKS/BAGS**

As a safety and security consideration, backpacks and bags must be stored in student lockers. They will not be permitted to be on the floor in classrooms or left in hallways outside classrooms. They are not allowed at lunch. Well-fitting chromebook carrying cases are allowed. Books and materials taken to class must fit under the classroom desk.

### **BREAKFAST AND LUNCH**

#### **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 8:15, and should be able to eat breakfast and get to class by 8:30. First period will begin at 8:30 am and all students will be in class at that time.

#### **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.

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 not to go to the academic or vocational wing during lunch period. Students should remain in the cafeteria, gymnasium, or authorized outside areas.

### **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 semesters; 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.

**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 is not allowed. Dress covered by this rule includes but is not limited to:

- 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.

**ENRICHMENT**

Students will be assigned an enrichment teacher. Students must report to this teacher during enrichment time each Wednesday. During this period, teachers will help students with homework, arrange for tutors, and make parent contact when needed. Valuable and required lessons from guidance and administration will also be delivered during enrichment.

**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. WNHS uses the E-Hallpass program. Electronic 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.

**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.

**LOCKERS**

Students are assigned to lockers at the beginning of the school year. If a need for change does arise, see a school administrator. Lockers should be kept clean. Marking or writing on lockers is not acceptable. To avoid locker theft, students should keep their locker combinations to themselves and not share their lockers with others. No student should get into another student's locker. The school has a master key to all lockers and has the right to search and seizure. Students may be denied the use of lockers.

**LOST AND FOUND**

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

**NURSE/MEDICAL****ILLNESS, INJURIES, and MEDICATION**

**EMERGENCY INFORMATION**– It is imperative that the Health History and Emergency Contacts portion of the Skyward registration process be completed every year. As many daytime numbers as possible should be listed. Those numbers can be a lifeline for students in the event of an emergency. The school nurse reviews the health history for past or current health problem information. Parents, please alert the school when contact information changes.

**LIFE THREATENING CONDITIONS**– such as severe food/bee sting allergies, seizure, asthma or diabetes require a written emergency plan that needs to be reviewed and updated annually by parents and the physician. Please speak directly with the school nurse about these plans.

**CALLING HOME FROM SCHOOL** – If your child contacts you because they are ill please direct them to the Main Office. Here we can help contact parents, give directions for pickup and provide care until someone arrives. Confusion abounds when students make calls or texts from cell phones or classroom phones and truancy referrals are avoided when parents speak directly to school personnel before the student leaves the building.

**MEDICATIONS** – For the sake of safety and compliance, medications should be kept and taken at home. Medication prescribed three times/day can be taken before school, after school and before bedtime. Students requiring pain medication stronger than Ibuprofen or Tylenol should be kept at home until their pain is under control with Tylenol or Ibuprofen. We do not dispense medication that potentially causes drowsiness. Medications are kept and dispensed in the clinic. Daily medication is generally given during the lunch periods. Those that need a supply of “as needed medications” have access to it all day. Those who have an inhaler are to carry them at all times if a signed permit and health care plan is on file. All medications must be in the original bottle. Medications not in their original bottle will not be accepted. The school nurse does dispense Tylenol, ibuprofen, Tylenol Cold, or TUMS with consent that was given on Skyward during the registration process.

**WARNING** – WNHS students who are found carrying medication (prescription or over the counter) and/or giving medications to other students will face disciplinary action.

**IMMUNIZATION RECORD**

The State of Indiana and WNSC policy ([WNSC Board Policy #5320](#)) is that to attend school, students must show proof of the following immunizations:

1. Five (5) Diphtheria, Pertussis, Tetanus (DPT or Tdap)
2. Four (4) IPV Polio
3. Two (Measles, Mumps, or Rubella (MMR)
4. Three (3) Hepatitis B
5. Two (2) Hepatitis A
6. One (1) MCV4 for Meningitis grades 09-11 and two (2) for grade 12.

Indiana Law 20-8.1-7 states that no child shall be permitted to attend school beyond the first day without written proof of complete immunization. Required vaccinations can be obtained at the Noble County Health Department 260-636-2191,

CVS, Walgreens or the student's health care provider. If there is a religious or medical objection to vaccines, please contact the school nurse for appropriate forms to complete the file. Filing these exemptions are required for each new school year.

## **PARKING LOT**

Students are not to go to the parking lot without 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.

### **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. Violations could result in detention. Repeated violation will be considered insubordination with further disciplinary action imposed.

### **PROM**

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

### **RELEASE OF DIRECTORY INFORMATION**

The West Noble School Corporation may release certain “directory information, which means information contained in an educational record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to, the student’s name, address, parent home and work telephone number, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic team, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, age, height, weight, grade level, date of birth, and other similar information, without parental consent to media organizations (including radio, television, and newspapers), colleges, Civic, or school-related organizations, student-based commercial services, and state or local government agencies.

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

Approved: April 13, 2009

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

### **SCHOOL 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.

## 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. ([WNCS Board Policy #8330](#)) Disciplinary information, excepting in cases of expulsion, will not become part of the permanent record. Such information will be destroyed following graduation.

## TECHNOLOGY

West Noble School Corporation (WNSC) provides staff and students with a wide array of technology resources. All technology must be used in a responsible, ethical, and legal manner. It must also be used in accordance with the policies and educational objectives of WNSC. These expectations apply regardless of whether access is on campus or remote. When used on campus or during school sponsored events, personally owned technology resources must also meet these guidelines. Acceptable and unacceptable use is covered in WNSC board policy. ([WNCS Board Policy 7540.03](#))

## UT (UNSTRUCTURED TIME)

Freshmen are in study hall 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 of a 3.00 or above at the end of each 9-weeks will become eligible for UT, providing they have a good disciplinary and attendance record. Students who receive an "F" are not eligible for UT. Students are allowed a maximum of one UT period per day.

The commons, UT room, and media center are areas for students who have UT privileges. UT students must always be in their assigned, supervised location. UT students leaving their assigned location must have a hall pass. 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.*

UT privileges will be lost for 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 during UT. UT privileges may be revoked at any time by the administration for disciplinary reasons. UT students doing poorly in a specific subject may be required to spend time in the LRC working on that subject.



## **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. All teachers and students must not evacuate until an announcement is made over the intercom.
3. Exit instructions must be posted in all rooms.
4. All students and teachers should go at least 100 feet from the building during the time of the drill.
5. Be sure all doors and windows are closed.
6. Fire drills need to be executed quickly. Place emphasis on speed, safety, and quietness.
7. 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 intercom 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 an 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.

## 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.

### ELIGIBILITY IHSAA 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 semester,
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 five full credit subjects or the equivalent during your last grading period and must be currently enrolled in at least five 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 semester 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 eight consecutive semesters 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.**

## 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 In School Suspension may practice, but may not compete in a contest until the In School Suspension 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.

**ATHLETIC 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.

**ATHLETIC 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, 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 in their senior year. Seniors receive this award at the Spring Recognition Night.

### **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 semester grading period.

### **TEAM SECTIONAL CHAMPIONSHIP PATCH**

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

### **TEAM CONFERENCE CHAMPIONSHIP PATCH**

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

### **STATE PARTICIPATION PATCH**

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

### **SECTIONAL INDIVIDUAL CHAMPIONSHIP PATCH**

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

**ALL CONFERENCE PATCH**

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

**ALL AREA PATCH**

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

**CONFERENCE CHAMPIONSHIP BANNERS**

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

**HALL OF CHAMPIONS**

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

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

**TROPHY CASE PICTURES**

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

**ATHLETIC CODE****POLICY STATEMENT**

Section I. It should be recognized by both athletes 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**

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

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

A minimal due process procedure would be:

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



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

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

**ATHLETIC MISCELLANEOUS****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.

**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.

## DISCIPLINE

### PHILOSOPHY

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

Discipline in the West Noble Schools is everyone's business. Everyone is affected by disruptive, violent, and misbehaving students. When a student is unable or unwilling to behave in an acceptable manner, the school also, in a sense, fails. Student misbehavior is an opportunity for counselors, students, parents, and administrators to work together for the good of each student and the entire school organization. ([WNSC Board Policy #5600](#))

### 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, lunch, and UT. Cell phones must be housed in student lockers. Cell phones are not permitted to be brought into the classroom unless the student has been given approval by an administrator. For example, an administrator may approve the use of a cell phone during class if it is being used as a medical device. If a parent needs to contact their child during class, the parent must call the main office phone at extension 3000.
  - If a cell phone is confiscated during class, whether it was being used or not:
    - i. 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 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. ([WNSC Board Policy #5500](#))

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

### 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 ([WNSC Board Policy #5610](#)):

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A middle school or high school teacher will have the right to remove a student from his/her class or activity for a period of up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting. Before returning to class a parental meeting may be required.

2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for the remainder of the semester or school year. If the expulsion occurs during the second semester, a student may be expelled through summer school or the following year's first semester.

### GROUNDS FOR SUSPENSION, EXPULSION, OR 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 semester 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;

## 12. 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 semester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.
- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

13. 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.
14. 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.
15. 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 buses and/or at any school-related function.

16. The grounds for suspension or expulsion listed above apply when a student is:
  - a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
  - b. Off school grounds at a school activity, function, or event; or
  - c. Traveling to or from school or a school activity, function, or event.
17. Consumption or ingestion of any controlled substance, alcoholic beverage, drug, or intoxicant of any kind before attending school, a school function, or event.
18. Bullying, (defined by the state legislature as overt, repeated acts or gestures, including verbal or written communications transmitted, physical act committed, or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student), will not be tolerated at West Noble High School. Incidents of bullying will be dealt with in a manner similar to fighting, intimidation, threats, harassment, and other acts of violence. ([WNHS Board Policy 5517](#))
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 parents 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 parents' appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parents. The board will then take any action deemed appropriate.

### **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.

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.

**WNHS 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.**