

**The following document is made available online only. A PDF copy is available to students on their iPads. Additionally, a copy is also available on the MSDWC website. The NHS/SHS Student Handbook was approved by the MSDWC Board of Trustees on June 9, 2026.**

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## **MSDWC Mission**

Inspiring a community of learners to discover and achieve their passion and potential.

## **MSDWC Vision**

MSDWC: Innovators and thinkers who are successful in life and enrich the lives of others.

### **We are . . .**

Creative problem solvers

Driven to take initiative and ready to roll up our sleeves and get the job done

Resilient and unafraid to fail. . . Try—Fail—Learn—Try again!

Self-reliant

Ethical, honest, and trustworthy

### **Tagline**

Dream Big and Work Hard

## **Civility Towards MSDWC Employees**

We expect all MSDWC Employees to uphold the honor and dignity of their profession. We also ask them to lead by example, displaying the highest ethical and moral conduct. They are to be professional and accept responsibility for their actions. We believe we have a faculty/staff that exemplifies the aforementioned traits. We ask and expect parents to also uphold the honor and dignity of all MSDWC employees. We ask and expect parents to serve as positive role models to their children. We ask and expect that any concerns parents may have go through the proper chain of command. Initial concerns are to be discussed with the faculty/staff member. If you believe you have not received adequate information, you then call the administrator. If you still believe you have additional concerns, please direct your calls to the superintendent. If concerns remain after following this chain of command, you may call board members. Please be advised that board members may only listen to your concerns. Individual board members cannot make decisions. MSDWC has a supportive board of education. We are privileged to work with a group of dedicated board members. These same board members approve the hiring decisions of instructional staff and stand behind them.

## **Board Policy (2040) Public Complaints/Appeal Procedures**

The Board recognizes that situations may arise in the operation of the system that are of concern to parents or the public. Such concerns are best dealt with through communication with appropriate staff members and officers of the system, such as the faculty, the principals, the central office, and the Board. The following guidelines are suggested as the proper procedure to be followed by persons with questions or complaints:

1. Matters concerning individual students should first be addressed to the teacher, sponsor, bus driver, or coach.
2. Unsettled matters from (1) above or problems and questions concerning individual schools should be directed to the appropriate building level administrator.
3. Unsettled matters from (2) above should be directed to the building principal.
4. Unsettled matters from (3) above, problems and questions concerning the school district in general, or the interpretation of school board policies should be directed to the Superintendent.
5. If the matter cannot be settled satisfactorily by the Superintendent, it may be appealed to the Board by submitting a written request to the Board president.
6. Board Members have an obligation to listen to concerns from the public. However, Board Members are obligated to advise patrons to handle concerns in accordance with steps 1-5 above. Neither the Board as a whole nor any individual member shall officially consider communications, complaints, or appeals from parents or patrons until they have first been referred to the Superintendent.
7. After reviewing information submitted by the Superintendent in such an event, the Board may, if appropriate, consider the appeal at a regular meeting or an executive session, depending upon the nature of the matter.

## ***JR./SR. HIGH SCHOOL STUDENT HANDBOOK***

MSD of Wabash County 204 N. 300 W.  
Wabash, IN 46992  
Homepage: [www.msdlwc.org](http://www.msdlwc.org)  
Phone: (260) 563-8050

**Dr. Chris Kuhn, Superintendent**

**Mr. Tim Drake, Chief Academic Officer**

**Mr. Travis Hueston, Chief Financial Officer**

### **Northfield Jr./Sr. High School**

154 W 200 N  
Wabash, IN 46992  
Phone (260) 563-8050  
Fax (260) 569-6839  
Mr. Jay Snyder, Principal

### **Southwood Jr./Sr. High School**

564 E St. Rd. 124  
Wabash, IN 46992  
Phone (260) 563-8050  
Fax (260) 569-6842  
Mrs. Amber Lewis, Principal

### **BOARD OF EDUCATION**

Scott Haupert  
Kevin Bowman  
Matt Driscoll  
Jeff Porter  
Christian Rosen

The Board of School Trustees meet on the second and fourth Tuesday of the month, with some exceptions. A Board Meeting schedule is available on the MSDWC website. Meetings are held at 6:00 pm at the MSDWC Central Office at 204 N 300 W, Wabash, IN 46992. The public is invited to attend the meetings in person, or they can join via Facebook Live through the MSDWC Facebook Page.

## **WELCOME TO MSD OF WABASH COUNTY**

We are happy to welcome you to MSD of Wabash County. All of us hope that you will strive to uphold the many fine traditions established at our School Corporation. It is extremely important that each of us work diligently and cooperatively to achieve our goals.

The rules and regulations contained in this handbook are intended for the welfare of all students. Your cooperation in abiding by the rules and your mature consideration of others will enable all of us to maintain a safe and positive school environment.

We want to encourage your success. You can build your success on self-discipline and an increasingly mature character. You can make this school year your personal best and in turn you can help make MSD of Wabash County a source of pride for all stakeholders.

### **FOREWORD**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for you and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact a School Official whom you will find listed in the Staff Directory section of the handbook. This handbook is supplementary to Board policy. Should a provision of this handbook contradict Board policy, the Board policy prevails. This handbook supersedes all prior handbooks and other written material on the same subjects.

### **MISSION OF THE SCHOOL**

MSD of Wabash County, a partnership of students, educators, parents and community, is committed to providing a positive educational environment characterized by high expectations for success. Students will be taught to be active life-long learners, functioning cooperatively and independently in a changing world.

### **EQUAL EDUCATION OPPORTUNITY**

MSD of Wabash County has a policy to provide an equal education opportunity for all students. Educational services, programs, instruction and facilities will not be denied to any student at MSD of Wabash County regardless of his or her race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the Corporation, or social or economic background. For further information, clarification, or complaint, please contact the Superintendent of MSD of Wabash County, 204 North 300 West, Wabash, IN 46992, (260) 563-8050.

## SCHOOL DAY

Hall Access 8:00 A.M.  
Warning Bell 8:09 A.M.  
Tardy Bell 8:10 A.M.

The school day will begin at 8:10 A.M. and end at 3:15 P.M. Any student arriving in the building before 8:00 A.M. should report to the cafeteria. The ONLY exception to this procedure should be if the student is reporting to a specific teacher in the building.

| <b>Regular Daily Schedule Period 1</b>    | <b>2 hr-Delay Schedule</b>                                                                                                           | <b>3 hr-Delay Schedule</b>                                                                                                           |
|-------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|--------------------------------------------------------------------------------------------------------------------------------------|
| <b>8:10 - 8:57</b>                        | <b>Period 1 10:10 - 10:41</b>                                                                                                        | <b>Period 1 11:10 - 11:15</b>                                                                                                        |
| <b>Knight Time/Norse Time 9:01 - 9:33</b> | <b>Period 2 10:45 - 11:15</b>                                                                                                        | <b>Period 4 11:19 - 11:44</b>                                                                                                        |
| <b>Period 2 9:37 - 10:24</b>              | <b>Period 4 11:19 - 11:44</b>                                                                                                        | <b>Period 5 11:48 - 12:13</b>                                                                                                        |
| <b>Period 3 10:28 - 11:15</b>             | <b>Period 5 11:48 - 12:13</b>                                                                                                        | <b>Period 6 12:17 - 12:42</b>                                                                                                        |
| <b>Period 4 11:19 - 11:44</b>             | <b>Period 6 12:17 - 12:42</b>                                                                                                        | <b>Period 7 12:46 - 1:17</b>                                                                                                         |
| <b>Period 5 11:48 - 12:13</b>             | <b>Period 3 12:26 - 1:20</b>                                                                                                         | <b>Period 8 1:21 - 1:52</b>                                                                                                          |
| <b>Period 6 12:17 - 12:42</b>             | <b>Period 7 1:24 - 1:58</b>                                                                                                          | <b>Period 9 1:56 - 2:27</b>                                                                                                          |
| <b>Period 7 12:46 - 1:33</b>              | <b>Period 8 2:02 - 2:36</b>                                                                                                          | <b>Period 1 2:32 - 3:03</b>                                                                                                          |
| <b>Period 8 1:37 - 2:24</b>               | <b>Period 9 2:40 - 3:15</b>                                                                                                          | <b>Period 2 3:07 - 3:38</b>                                                                                                          |
| <b>Period 9 2:28 - 3:15</b>               | <b>*(A.M. VOCATIONAL: ATTEND PERIODS 7- 9)</b>                                                                                       | <b>Period 3 3:42 - 4:15</b>                                                                                                          |
|                                           | <b>*(P.M. VOCATIONAL: 10:10-3:15 P.M.)</b>                                                                                           | <b>*(A.M. VOCATIONAL: ATTEND PERIODS 7- 9)</b>                                                                                       |
|                                           | <b>*The periods in this schedule will rotate so that Vocational students do not miss the same class each time a delay is called.</b> | <b>*(P.M. VOCATIONAL: 11:15-4:15 P.M.)</b>                                                                                           |
|                                           |                                                                                                                                      | <b>*The periods in this schedule will rotate so that Vocational students do not miss the same class each time a delay is called.</b> |

## STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the school are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights will be protected and that they will be treated with fairness and respect. Likewise, students will be expected to respect the rights of their fellow students and the staff. Students will be expected to follow staff members' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (notice and a fair hearing) before a student is disciplined because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on

a regular basis and as needed, when concerns arise. Many times, it will be the responsibility of the student to deliver that information. If necessary, the U.S. Mail or hand delivery may be used to ensure contact. Parents are encouraged to establish constructive communication channels with their child's teachers and support staff and to inform the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

The staff expects students to arrive at School prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program. If, for some reason, this is not possible, the student should seek help from a school official. Adult students (age eighteen (18) or older) are expected to follow all School rules.

## **STUDENT WELL-BEING**

Student safety is a responsibility of the students and the staff. All staff members are familiar with first aid and emergency procedures such as fire, tornado, and manmade occurrence drills and accident reporting procedures. Should a student be aware of any dangerous situation or accident, s/he must notify any staff person immediately. All emergency medical information will be completed by a parent or guardian during registration. Health information may be shared with appropriate staff in order to support the student's health and safety and to best access their educational program. This is done in a confidential manner with those with a need to know.

Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the school office. According to IC 15-16-5-64.7 parents can request notification prior to pesticides being sprayed on school grounds. Parents, guardians, and staff are invited to be added to the pesticide notification registry. Please contact the school office.

## **STUDENT ASSISTANCE PROGRAM**

Every MSD of Wabash County student is offered two free counseling sessions with any Bowen Center location. More information can be obtained from the school office.

## **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the school's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission from the teacher to go to the office. The nurse or office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

# **SECTION I - GENERAL INFORMATION**

## **ENROLLING IN THE SCHOOL**

Students are expected to enroll in the attendance corporation in which they have legal settlement, unless other arrangements have been approved.

Students that are new to the school are required to enroll with their parents or legal guardian. When enrolling, the parents will need to bring:

1. a birth certificate or similar document,
2. court papers allocating parental rights and responsibilities, or custody (if appropriate),
3. proof of residency, **(911 addresses are necessary) (utility bill or the like)**
4. proof of immunizations, unless the school receives a completed Immunization Objection Form that can be obtained from the school.
5. transcripts.

In some cases, a temporary enrollment may be permitted. If that is done, the parents will be told what records are needed to make the enrollment complete. Students enrolling from another accredited school must have an official transcript from the sending school in order to receive credit from that school. A school official will assist in obtaining the transcript, if not presented at the time of enrollment.

Adult students (18 years of age or older) may enroll themselves, but if residing with their parents, are encouraged to include them in the process. Adult students do carry the responsibilities of both the student and parent.

### **TEXTBOOK PROCEDURES**

- In the event that a student loses a textbook, the student will pay the replacement cost for the textbook.
- Students returning damaged textbooks will be assessed a charge to cover the repair of the textbook. Textbooks for course additions must be picked up from the person in charge of textbooks.
- All students withdrawing from classes must return textbooks and materials to a school official or the person in charge of textbooks.

### **SCHEDULING AND ASSIGNMENT**

Schedules are provided to each student at the beginning of each semester. The schedule is based upon the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Department. It is important to note that some student requests to take a specific course may be denied. Students are expected to follow their schedules. Any variation should be approved by school officials before the schedule is changed. Time lines and procedures are as follows:

June 1:

Last date to request schedule change for 1st semester.

Prior to Thanksgiving break:

Last date to request schedule change for 2nd semester.

All other requests to add or drop core area classes/non-elective will need to be petitioned to the teacher, guidance counselor, and administrator (with parent signature) based on valid academic reasons. (Forms in the guidance office.) On a rare occasion that a request is made, the petition should occur within the first week of the semester. Electives will be changed at the semester and should not be part of the petition process.

These procedures and time lines are necessary to follow as we order materials, technology, and or textbooks and create master schedules based on the requests for the classes. The master schedule determines the number of teachers and sections that are needed.

### **STUDENT FEES AND CHARGES**

The school may charge specific fees for activities and courses. Such fees or charges are determined by the cost of materials, freight/handling fees, and add-on fees for loss or damage to School property. In some cases, a change in schedule will increase student fees. The school and staff do not make a profit.

Failure to pay fees or charges may result in filing for 3rd party collections.

### **EARLY DISMISSAL/LATE ARRIVAL**

All students who leave or come to school at a time other than the normal dismissal or starting time will be expected to sign in or out, whichever the case may be, in the office. It is important that each student does this so that accurate records may be kept. This includes doctor appointments, dentist appointments, illness, etc. Absences not properly reported will be unexcused.

The school will require a Dr./Dentist/etc. note, and/or appointment card, and parent contact, if a student is to be excused at a time other than the regular dismissal. Parent contact is to be made prior to the request. At no time is a student to sign out without following proper dismissal procedures. The parent or guardian must authorize transportation other than by parent or guardian. Students leaving school grounds during regular school hours without proper authorization may be subject to discipline for truancy. No student will be released to a person other than a custodial parent(s) without permission by the custodial parent(s) or other legal authorization.

### **TRANSFER OUT OF THE CORPORATION**

If a student plans to transfer from MSD of Wabash County, the parent must notify a school official. School records shall be transferred when the student has enrolled in the new school. Parents are encouraged to contact the Guidance Department for specific details.

### **WITHDRAWAL FROM SCHOOL**

No student under the age of eighteen (18) will be allowed to withdraw from School without an Exit Interview with the Principal or designee who must agree to the withdrawal. The school principal shall advise the student and the student's parent that the student's withdrawal from school may prevent the student from receiving or result in the revocation of the student's employment certificate and driver's license or learner's permit. A student who wishes to withdraw from school and who is of the appropriate age must follow this procedure:

1. The parent must accompany the student and sign the appropriate forms.
2. All books and materials must be returned.
3. All obligations must be cleared.
4. Meet with a school official for an exit interview.
5. Once withdrawn from school, the student is no longer permitted to be on school grounds on a school day between 7:00 A.M. and 4:00 P.M. without a previously scheduled appointment with a school official.

### **IMMUNIZATIONS**

Each student should have the immunizations required by law (IC 20-34-4-2) or complete the Immunization Objection Form.

## USE OF MEDICATIONS

The school nurse serves multiple schools and is not available to administer medications every day at each building site. Therefore, each site principal will designate a person to dispense medication if needed, most likely the school secretary. Designated staff will always do assessments first (wear glasses, need a snack, rest, ice pack, etc.).

In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed.

- A. Parents should, with their physician's counsel, determine whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The Medication Request and Authorization Forms must be filed with the Health Services Department (school nurse) before the student will be allowed to begin taking any medication during School hours.
- C. All medications must be registered in the health room.
- D. Medication that is brought to the office will be properly secured.
  - Medication may be conveyed to School directly by the parent or guardian.
  - Medication MAY NOT be sent to School in a student's lunch box, pocket, or other means on or about his/her person.
  - All over-the-counter medications must be in the prescription bottle with the appropriate label.
  - Inhalers must have the pharmacy label on canisters also plus the box.
  - Medications which have reached their expiration date will not be administered.
  - If the medication is in liquid form, a calibrated measuring spoon must be sent with the medication.
  - Herbal medicine will not be administered by school personnel.
- E. Students who may require administration of an emergency medication may have such medication stored in the Health Room. However, if authorization for self-medication has been provided by the parent and physician the student may retain possession of the self-administered medications (ex: asthma inhalers and epi-pens.)
- F. Medication that is possessed by a school for administration during school hours or at school functions, for students in grades 7-12, may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.
- G. Any unused medication unclaimed by the parent will be destroyed by School at the end of the school year.
- H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and the parent's written release.

### Self-Administered Medication

A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written statement with the school nurse containing the following:

- A. A statement that the student has an acute or chronic disease or medical condition for which the physician has prescribed medication,
- B. A description of the nature of the disease or medical condition that requires administration of the prescribed medication(s) while at school,
- C. A statement that the student has been instructed in how to self-administer the

- prescribed medication, and
- D. That the student is authorized to possess and self-administer the prescribed medication.

The written authorization must be filed annually. The School or School Board is not liable for civil damages as a result of a student's self-administration of medication for an acute or chronic disease or medical condition except for an act or omission amounting to gross negligence or willful and wanton misconduct.

### **Non-prescribed (Over-the Counter) Medications**

No staff member will be permitted to dispense non-prescribed, over-the-counter (OTC) medication to any student. Parents may authorize the school to administer a non-prescribed medication using a form which is available at the school office. A physician does not have to authorize such medication, but dosage must be age appropriate and within label direction guidelines. The parent may also authorize on the form that their child may self-administer the medication.

If a student is found using or possessing a non-prescribed medication without parent authorization, s/he will be brought to the school office and the parents will be contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes a medication of any kind to another student or is found to possess a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provisions of the Code.

## **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS**

Because a School has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. It is also recommended that the student be fever-free for a period of 24 hours before returning to school.

Specific diseases include; diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the school's administrative guidelines.

## **CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES**

In the case of noncasual-contact, communicable diseases, the school still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The school will seek to keep students and staff persons in School unless there is definitive evidence to warrant exclusion.

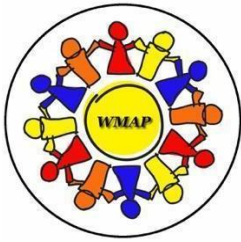
Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome), ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at School and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

## **SPECIAL EDUCATION**

The school provides a variety of special education programs for students identified as having a disability as defined by the Individuals with Disabilities Education Act (IDEA).

A student can access special education services only through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the school encourages the parent to be an active participant. To inquire about the procedure, a parent should contact the WMAP office 563-8871.



# Wabash – Miami Area Program For Exceptional Children

Manchester Community Schools • MSD of Wabash County • North Miami Community Schools • Peru Community Schools • Wabash City Schools

246 North 300 West  
Wabash IN. 46992-8689  
Phone (260) 563-8871  
Fax (260) 563-2749

## Annual Written Notification

### Accessing Public Benefits & Releasing Personally Identifiable Information to the Medicaid Program

The federal special education law, the Individuals with Disabilities Education Improvement Act 2004 (IDEA), specifies each State's obligation to develop agreements with non-educational public agencies to ensure that all services necessary to provide a free appropriate public education (FAPE) are provided to children with disabilities at no cost to the parent. This includes the State Medicaid agency. School districts are permitted to seek payment from public insurance programs (Medicaid) for some services provided at school.

Under the Family Education Rights and Privacy Act (FERPA), your consent is required for the school system to release information about your child to the Indiana Medicaid program in order to access your or your child's public benefits. You are entitled to have a copy of any information the school system releases to the state Medicaid program.

If you have previously given consent for MSD of Wabash County to access you or your child's public benefits and to release information needed to access Medicaid funding for services provided through your child's individualized education program (IEP), the school district may release:

- Your child's name and Social Security Number;
- Your child's date of birth;
- Your child's IEP documentation including evaluations;
- The dates and times services are provided to your child at school;
- Reports of your child's progress, including therapist notes, progress notes and report cards.

Your child will continue to receive all required IEP services at no cost to you. Reimbursed services provided by MSD of Wabash County and Wabash Miami Area Exceptional Children Program does not limit coverage, change eligibility, affect benefits, or count against visit or funding limits in Medicaid programs in which your child is enrolled.

You may revoke your consent at any time. Revoking your parental consent does not change the school district's responsibility to provide all required IEP services at no cost.

You may ask questions about this program or revoke your consent at any time by contacting the Wabash Miami Area Program Director of Special Education at 260-563-8871.

## **AMERICANS WITH DISABILITIES ACT - SECTION 504**

The Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act requires the school to ensure that no individual be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the Corporation's programs and facilities.

Students with disabilities who do not qualify for IDEA may be served within the regular education program with an accommodation plan developed through an interactive dialogue between the school, the student and the student's parent(s). Parents who believe their child may have a disability that interferes substantially with the child's ability to function properly in School, should contact the school's 504 coordinator.

### **STUDENT RECORDS**

Many student records are kept by the teachers, counselors, and administrative staff. There are two (2) basic kinds of records -- directory information and confidential records.

Student's records are confidential. Only authorized personnel who work on record keeping shall have access to the records. Parents of any student less than the age of 18 may request through the principal, within reasonable time, to view student records. Students beyond the age of 18 shall have the rights of the parent. Student directory information will be made available unless a specific problem has been identified. Directory information can be given to any person or organization for nonprofit making purposes when requested, unless the parents of the student restrict the information, in writing, to the principal.

### **STUDENT VALUABLES**

Students are encouraged not to bring items of value to School. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The school cannot be responsible for their safe- keeping and will not be liable for loss or damage to personal valuables.

### **MEAL SERVICE**

The school participates in the National School Lunch Program and makes lunches available to students for a fee. A la carte or individual items are also available. Students may also bring their own lunch to school to be eaten in the school's cafeteria. No student shall be allowed to leave School premises during the lunch period without specific written permission granted by the principal.

Applications for the School's Free and Reduced-Priced Meal program are available to all students at registration. If a student believes that s/he is eligible, contact the Food Service Director.

### **PROCEDURE FOR STUDENT LUNCH/MEAL ACCOUNTS**

- The National School Lunch Program (NSLP) requires school food authorities to establish written administrative guidelines and procedures for meal charges. Metropolitan District of Wabash County will adhere to the following meal charge procedure.
- All cafeteria purchases are to be prepaid before meal service begins. Cash/check deposits should be made by 9 am at each building office. Deposits may also be made electronically through Skyward Family Access before 10:15 am for that day.
- A student may not charge meals to their account if there are not sufficient funds in the student's account.

- A staff member may not charge meals to their account if there are not sufficient funds in the staff member's account. Students who want a second meal must have sufficient funds in their account. Second meal costs are more than the original purchase because they are not reimbursable. Students who use other student's accounts will be charged the full price for the second purchase.
- If a student repeatedly comes to school with no lunch and no money, food service employees must report this to the building principal as this may be a sign of abuse or neglect and the proper authorities should be contacted.
- Schools may deny a meal to a student who pays reduced or full price and who does not provide the required payment for that meal. However, if the student who pays reduced or full price has enough money in hand for a meal that day, they will not be denied a meal.
- Schools will provide an alternative meal of a peanut butter sandwich, a half a cup of fruit, and a cup of water to a student who pays reduced or full price and who does not provide the required payment for that meal.
- The food service manager, principal, and other school personnel will coordinate communications with the parent(s)/guardian(s) to resolve the matter of unpaid charges.
- The automated Skyward system will email parents as soon as their account is below \$5. If we don't have an email address on file, then notices will be given to the student. An automated call system will also notify parents every day of any accounts that are below \$5 including any outstanding negative balance in the student's lunch/meal account.
- All accounts must be settled as soon as possible with any final settlements by the end of the school year. Letters will be sent home at the end of the year to students who have any negative balances left. Any negative balances not paid will force the Corporation to take action to collect unpaid funds by means of collection agencies, small claims court, or any other legal method deemed necessary by the Corporation. Any funds remaining in an active student's account will automatically be applied to the students' balance for the next school year if money is not collected.
- Students who graduate or withdraw from the corporation and have money left in their lunch/meal food service account will be notified by mail or phone call by the school office and given the option to transfer the funds to another student or to receive a refund. If no response/request is received within 30 days, the student's lunch/meal account will close and the funds will no longer be available. Unclaimed remaining balances will be transferred to any other unpaid account for that student. If there is none then it will be transferred to the Food Service Fund.

## **NOON HOUR REGULATIONS**

### **Cafeteria Procedure**

Students are to remain in single file while waiting in the lunch line. Students are not permitted to go ahead or save places for other students. It is your responsibility to take back utensils and plates to the wash window. Keep the area clean and neat for everyone. There shall be no parties and no carry-in food except individual sack lunches. Students must remain in the cafeteria while eating or drinking. Any exception to this procedure must be cleared through school officials. Lunchroom violations may result in loss of dining room privileges.

## **Student ID Cards**

Student ID cards must be used to obtain food in the cafeteria. The card should be presented intact, with photograph and ID number visible. The card can only be used by its owner. Damaged or lost cards may be replaced for a fee. Cards are not to be mutilated with staples, lighters, stickers, etc. Cards are not to be used by other students. Unauthorized use by other students is considered theft, and will be treated as such. It is the responsibility of the student and/or parent to maintain a balance on the card in order to be able to purchase food. You may ask the cashier in the line or call the office to obtain your balance.

## **Student and Restricted Areas**

The areas open during the lunch periods are the cafeteria and designated areas approved by school officials. All other areas are restricted to student traffic during the lunch hour. Students should not be in the auditorium, choir/auditorium halls, front entrance foyer, gymnasiums, locker areas, or parking areas without staff permission.

## **FIRE AND TORNADO DRILLS**

The school complies with all fire safety laws and will conduct fire drills in accordance with State law. The alarm system for fires consists of a pulsating siren. Teachers will accompany pupils from the building. Specific instructions on how to proceed will be provided to students by their teachers who will be responsible for safe, prompt, and orderly evacuation of the building.

1. Students are to follow the directions on the fire drill signs posted in each classroom.
2. Students are asked to observe the following rules:
  - a. Keep close to the wall on your side of the corridor.
  - b. Walk rapidly, but do not run.
  - c. Pass quietly and orderly.
  - d. Go to the designated location from the building.

Tornado drills will be conducted twice each semester and during the tornado season using the procedures prescribed by the State. Teachers will accompany pupils to the designated areas in the building. Specific instructions on how to proceed will be provided to students by their teacher who will be responsible for safe, prompt, and orderly shelter in the building.

1. Students are to follow the directions on the posted tornado signs in each classroom.
2. Students are asked to observe the following rules:
  - a. Move quickly and quietly to the designated area for the group.
  - b. Listen carefully to all instructions being given over the public address system or by the teacher in charge.
  - c. Once in the designated area, sit on the floor. Stay away from doorways, glass, and outside openings.

## **VISITORS**

Visitors, particularly parents, are welcome at the school. In order to properly monitor the safety of students and staff, each visitor must report to the office upon entering the school to sign in and obtain a pass. Visitors will not be admitted without a valid reason and prior arrangements. If a person wishes to confer with a member of the staff, s/he should make an appointment prior to coming to the school. Students may not bring visitors to school without first obtaining permission from school administration. Unauthorized persons will be required to report to the office or leave the building and grounds when requested to do so by any MSD of Wabash County staff member.

## **USE OF THE LIBRARY / MEDIA CENTER**

The library is available to students throughout the school day. The library is a quiet place where students may read, work independently, or do research. Students who do not use the library for its intended purpose will lose their library privilege.

All materials that are taken from the library must be checked out at the library desk by authorized library personnel. This is not to curtail use, but to assure better library service to everyone. Certain restrictions apply to the use of some materials and must be observed. We ask that you take good care of the materials you borrow from the library and return material on time. Fines will be charged for lost or damaged materials and/or for materials that are not returned on their due date. In order to avoid late fees, all materials checked out of the library must be returned within the allotted checkout time.

## **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive the permission of the teacher before using any equipment or materials in the classroom and the permission of the principal to use any other School equipment or facility. Students will be held responsible for the proper use and safe-keeping of any equipment or facility they are allowed to use.

## **LOST AND FOUND**

The lost and found area is in the main office. All articles found should be turned in to the main office. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

## **STUDENT SALES**

No student is permitted to sell any item or service in School without the approval of the principal. Violation of this policy may lead to disciplinary action. School personnel will not be involved in the recovery of items lost through such transactions.

## **USE OF OFFICE TELEPHONES**

Office telephones are not to be used for personal calls. No student is to use the office phone without permission. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

## **USE OF WIRELESS DEVICES**

A student may bring a wireless communication device to school but is prohibited from possessing or using the device during the school day.

A wireless communication device is any portable device capable of voice, messaging, or data communication between two or more parties, including but not limited to:

- Cellular phones
- Smartwatches connected to a cellular network or the Internet
- Tablet computers (non-school issued)
- Laptop computers (non-school issued)
- Gaming devices
- Any similar device

During the school day, all student wireless communication devices must be:

- Powered off
- Stored in the student's assigned school-issued locker (or other school-designated secure storage area)
- Inaccessible to the student during the school day

Wireless communication devices shall remain in the stored area throughout the school day unless otherwise authorized under this policy.

This policy shall not apply in the following circumstances:

- The student has received permission from a teacher to use a school-issued device for instructional purposes
- The student uses the device to manage a documented medical condition pursuant to an order from a licensed health care provider
- The use of the device is included in the student's Individualized Education Program (IEP) or Section 504 Plan
- The device is necessary for language translation, when a school-managed option is not available
- The student is authorized to use a device during an emergency, at an appropriate time as determined by school personnel

A student who violates this policy may be subject to disciplinary action, including but not limited to:

- Confiscation of the device
- Parent/guardian notification
- Progressive discipline in accordance with the Student Code of Conduct, up to and including suspension or expulsion

The school corporation assumes **no responsibility or liability** for the loss, theft, or damage of any student-owned wireless communication device.

### **HALL PASSES**

Students are expected to be in class during class time and not in the halls. Students are not to be in unassigned areas such as locker rooms, parking areas, the auditorium, gymnasiums, etc. without a pass from a teacher. Students are not to remain in the building when school is not in session unless under the direct supervision of a teacher, coach, or administrator. Failure to comply may lead to disciplinary action.

## SECTION II - ACADEMICS

### FIELD TRIPS

Field trips are academic activities that are held off School grounds. There are also other trips that are part of the school's co-curricular and extra-curricular program. No student may participate in any school-sponsored trip without parental consent. A student may be denied the opportunity to participate on a field trip if s/he is not passing all classes, has had excessive absences, or has had an excessive number of discipline referrals.

### GRADES

The purpose of a grade is to indicate the extent to which the student has acquired the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas in determining a grade and will so inform the students at the beginning of the course work. If a student is not sure how his/her grade will be determined, s/he should ask the teacher. Student progress may also be monitored on the school's website using Skyward.

#### Grade Point Average

Grade points are assigned for each grade earned in the senior high school according to the scale below. The average is determined by dividing the total number of points earned by the credits attempted. A+=12; A=11; A-=10; B+=9; B=8; B-=7; C+=6; C=5; C-=4; D+=3; D=2; D-=1; F=0. At the end of each semester each student is ranked on the basis of scholarship.

#### Grading Periods

Students shall receive a report card at the end of each nine-week period indicating their grades for each course of study for that portion of the academic term.

#### Grading Scale

|            |            |            |            |              |
|------------|------------|------------|------------|--------------|
| A+ - 100   | B+ 89 – 87 | C+ 79 – 77 | D+ 69 – 67 | F 59 – below |
| A 99 – 93  | B 86 – 83  | C 76 – 73  | D 66 – 63  |              |
| A- 92 – 90 | B- 82 – 80 | C- 72 – 70 | D- 62 – 60 |              |

#### Credit Recovery

Credit recovery opportunities will be available for students who have failed a class. Credit recovery opportunities will be available during summer school and during the school year. Credit Acceleration opportunities will be available through the Indiana Online Academy for students who wish to take a course that is not offered at their school OR have major scheduling conflicts.

#### Advanced Placement (AP) and Dual Credit

Students interested in enrolling in AP and Dual Credit courses will be evaluated based upon the following criteria:

1. GPA of 7.5 or above
2. Grades in the related subject at B or above
3. Teacher Recommendation
4. ECA Scores in the related subject
5. Dual Credit Institution Requirement

Advanced Placement courses and courses taken on a four-year college campus are given additional weight when a semester average grade of C- or higher is obtained. The actual grade appears on the report card, but the GPA and rank reflects the change.

## **PROMOTION, PLACEMENT, AND RETENTION**

The Board believes that the decision to promote or retain a student is a very important one, and should be made only after a thorough review of the progress of each individual student. The progress review should be done periodically throughout the school year and properly reported to the student's parent(s)/guardian(s).

### **Junior High School**

The promotion or retention of students is essentially a matter of suitable placement of pupils in a group where a student can learn most effectively. Students will be placed at the appropriate level of instruction at which they can function with consideration being given to their educational, social, and emotional needs.

### **High School**

A student's progress toward graduation and receiving a diploma is determined by completing required coursework, earning the necessary credits and completing a graduation Pathway. A student is only promoted when the necessary requirements are met or the student has completed the goals and objectives of an Individualized Education Plan (I.E.P.). It is the student's responsibility to keep in contact with his/her counselor and teachers to ensure that all requirements are being met. Information about credit and course requirements is available in the Guidance office and a counselor will be pleased to answer any questions.

For further information, see MSDWC School Board Policy.

### **Non-Accredited Transfers**

Students with credits from NON-ACCREDITED sources will be required to take placement tests in core subjects: math, English, science, and social studies.

## **HOMESCHOOL/HEARTLAND CAREER CENTER POLICY**

High School Students enrolled in and attending a non-public, non-accredited school (Home School) may have eligibility to participate in the Heartland Career Center (HCC) program at the Metropolitan School District of Wabash County (MSDWC) as dual enrolled students, provided that:

1. The student has been enrolled in the non-public, non-accredited school (Home School) in good standing for the previous three (3) years in succession; and
2. Students and/or their families are required to provide transportation; and Students will be required to pay school fees and appropriate course fees; and
3. Priority for open HCC seats will be given to students enrolled in MSDWC the previous year; and
4. The student must enroll in one (1) program which will earn three (3) HCC credits per semester.

## **ENROLLMENT IN COLLEGE AND UNIVERSITY PROGRAMS**

Any student in 11th or 12th grade may enroll in a postsecondary program providing s/he meets the requirements established by law and by the Corporation. Any interested student should contact The Guidance Department to obtain the necessary information.

## **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who have displayed significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the school administration.

## **Honor Roll(s)**

The honor roll is published in the Indiana Plain Dealer and Wabash County's News Journal for the nine weeks and the semester. A list of all recipients will be posted at school prior to being in the papers. Students should check these posted lists for accuracy so that errors may be corrected before the information is released to the newspapers. A distinction will be made between the honor rolls. See the Guidance Department for more clarification.

## **Academic Awards**

In order to emphasize the importance of academic accomplishment, the Metropolitan District of Wabash County has adopted this recognition plan:

1. Senior Academic Awards Banquet

A banquet will be held in the spring to honor all seniors with a G.P.A. of 10.0 or higher. The students being honored will receive a complimentary dinner through a donation from the Ford Foundation. Parents and/or other guests will pay for their own meal. All participating seniors will receive a medallion to be worn over their gowns at graduation.

2. Junior Academic Award

Juniors with a cumulative 10.0 GPA or higher after completing the fall semester of their junior year may earn a chenille academic letter.

## **National Honor Society**

To be eligible for membership in the National Honor Society, a junior or senior must have a 9.5 GPA. The students who meet this criterion are then evaluated on the basis of service, leadership, and character. Students scholastically eligible for selection into the National Honor Society will be notified by general announcement and encouraged to complete a Student Activity Information Form. The teaching faculty will have a chance for input into the selection process once it has been determined which students have completed the information form. The faculty advisory committee will make the final selection after evaluating faculty input and reviewing the Student Activity Information Forms. The honor society sponsor will facilitate the selection process and serve as an ex officio member of the advisory committee during the selection process. Questions about the selection process may be directed to the honor society sponsor.

## **Valedictorian and Salutatorian**

Valedictorian and Salutatorian Awards will be determined by senior students' grade point average (to the thousandth of a point) at the end of the second semester of their senior year. In order to be eligible to be recognized as Valedictorian or Salutatorian a student must be enrolled at the school you are graduating from for a minimum of 3 consecutive semesters prior to graduation. The official class rank will reflect grades for all graduating seniors (regardless of their enrollment date).

## **HOMEWORK**

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

## **STUDENT ASSESSMENT**

To measure student progress, students will be tested in accordance with State standards and Corporation policy.

Unless exempted, each high school student will be expected to take the SAT. Make-up dates are scheduled, but unnecessary absences should be avoided.

ILEARN: Grades 6, 7 and 8, along with Biology – Spring  
PSAT: Grade 10 – Fall (Optional Fall of Junior Year)  
SAT: Grade 11 – Spring (Optional Fall of Senior Year)

Classroom tests will be used to assess student progress and assign grades. These are selected or prepared by teachers to assess how well the students have achieved specific objectives.

At parent request, other special testing services may be available.

College entrance testing information can be obtained from the Guidance Department.

## **SECTION III - STUDENT ACTIVITIES**

### **SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

The school provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be for credit, required for a particular course, and/or contain School subject matter.

The school has many student groups that are authorized by the school. It is the Corporation's policy that only authorized groups are those approved by the Board of School Trustees and sponsored by a staff member.

Extra-curricular activities do not reflect the school curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, choir, band, etc. All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements.

It is the policy of Northfield and Southwood High Schools that any student who is attending a school sponsored dance with anyone other than a freshman, sophomore, junior, or senior at their respective school must have on file, in the office, a Guest Request Form. Any guest must qualify in one of the two following categories:

1. High school graduate who has not yet reached his or her 21<sup>st</sup> birthday.  
A permission form must be signed by the parent of the high school student.
2. A freshman, sophomore, junior, or senior in good standing from another high school.  
This student guest must present a statement signed by the principal or designated administrator from that high school.

These forms will be available in the main office. The guest permission forms are due at least two days prior to the specified dance. No guest will be allowed to attend the dance unless the appropriate form is on file in the main office.

### **NONSCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Nonschool-sponsored student groups organized for religious, political, or philosophical reasons may meet during non- instructional hours. The application for permission can be obtained from the principal. The application must verify that the activity is being initiated by students, attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities and that non-school persons do not play a regular role in the event. School rules will still apply regarding behavior and equal opportunity to participate.

Membership in any fraternity, sorority, or any other secret society is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-corporation-sponsored organization may use the name of the School or School mascot

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

The M.S.D. Wabash County School Board recognizes that regular and punctual student attendance is essential to student achievement and future opportunity. Promptness and dependability are important values in our society and it is appropriate that they are stressed in school. All students are expected to attend school regularly and be on time in order to receive maximum benefit from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. We do understand that there are legitimate reasons for students to miss school. It is reasonable and proper for the district to set time limits of controllable absences. In alignment with Indiana Law, the district is committed to supporting students and families through clearly defined attendance policies, effective interventions, and proactive truancy prevention strategies.

Definitions Relating to Attendance:

- Attend (IC 20-33-2-3.2): Physically present at school or an approved off-site educational program. A child is required to attend school beginning with the school year in which the child becomes 7 years of age (IC 20-33-2-6).
- Chronically Absent (IC 20-18-2-2.4): A student who misses 10% or more of the school year for any excused or unexcused absence.
- Habitual Truant (IC 20-18-2-6.5): A student with 10 or more unexcused absences during a school year.
- Absent Student (IC 20-33-2.5): A K-12 student with 5 unexcused absences in a 10-week period.
- Excused Absence: An absence meeting district or legal criteria with appropriate documentation and notification.
- Unexcused Absence: Any absence not meeting the criteria for excused absences or lacking proper documentation and notification.

### **Reporting An Absence**

In order to report an absence, a student's parent/guardian must contact the school by 10am and provide an explanation for the absence. Voicemail is available 24 hours a day to report an absence. Absences are not excused unless the contact is made and meets the appropriate absence category. If the parent or guardian does not call, the school will attempt to call the parent or guardian that day to document the appropriate absence type.

Failure to notify the school or the lack of a legitimate excuse will result in an unexcused absence.

### **Categories of Absences**

If a student is not physically present in school, then they are absent. There are three categories of absences: exempt, excused, and unexcused.

When a student has an exempt absence, he/she is counted as present. The following absences are classified as exempt and are authorized by statute and are not counted against the student's attendance record:

- Service as a page in the Indiana Legislature (IC 20-33-2-14)
- Serving as a poll worker on election day or helper to a political party or candidate (IC 20-33-2-15)
- Court appearances with a subpoena (IC 20-33-2-16)
- Active duty with the Indiana National Guard, the United States Armed Forces, or their reserve components (IC 20-33-2-17)
- Civil Air Patrol participation (up to 5 days) (IC 20-33-2-17.2)
- Educationally Related Non-Classroom Activity (IC 20-33-2-17.5)

- School Field Trips
- College visits (2 per year)
- Exhibiting at or participating in the Indiana State Fair or member of the student's household (up to 5 days and if the student is in good academic standing) (IC20-33-2-17.7)
- Participating in a scheduled competition, exhibition, or event for educational purposes offered by the national or Indiana FFA organization or a 4-H club approved in writing by the principal (up to 6 days and if the student is in good academic standing) (IC 20-33-2-17.8)

When a student has an excused absence, he/she is counted as absent. Excused absences are reported, but the absence is not considered truant when proper notification and documentation are provided. Planned absences must use the prearranged absence form and submit 2 full days before the first of such absence to enable proper authorization. Prearranged absences may not be taken during the last week of any grading period or during administered standardized testing unless an administrator deems it to be an emergency. It is the responsibility of the student and parent to be familiar with the school calendar and make appropriate arrangements.

Excused absences include:

- Administrator Approved (Planned): Absence has been prearranged and authorized by a school administrator. The decision to approve is at the discretion of the school administrator, ensuring that the absence meets the criteria set forth by school policies.
- Family Choice (Planned): Pre-arranged absence for vacations or family events. (Up to 5 days for Planned)
- Family Choice (Unplanned): Unforeseen circumstances such as unexpected emergencies, weather issues, or transportation problems. (Up to 5 days for Unplanned)
- Funeral/Bereavement: Death of a close family member or loved one.
- Medical: Doctor appointments, school nurse request, illness, injury, or treatment with appropriate documentation.
  - Subsequent medical absences beyond 10 days without a medical provider's note will require a medical provider's note stating the student was seen by a provider to be medically excused.
  - A long term provider note is necessary when a student has been injured or suffers from an illness and is anticipated to be absent for a minimum of 20 instructional days. This provides the necessary information for the school to create a plan for meeting the student's educational needs during these absences.
- Religious: Observance of recognized religious events, practices, or holidays.

All absences not designated as exempt or excused are considered an unexcused absence. If a student accumulates 10 unexcused absences from school during a school year, the student and a parent/guardian will be referred to the Attendance Officer for appropriate action. Absences due to a disciplinary suspension will not count toward the 10 day limit.

## Truancy Prevention

The following procedures apply to students enrolled in Kindergarten through Twelfth Grades who have five (5) unexcused absences in a 10-week period:

- The school shall upon the student's fifth unexcused absence in the 10-week period immediately provide a written notice to the parents/guardians. Such written notice shall include:
  - The student is an absent student based upon having five unexcused absences within a 10-week period;
  - The parent/guardian is responsible for monitoring the school attendance of the student and ensuring the student attends school;
  - The school will initiate truancy prevention measures in regards to the absent student;
  - The parent/guardian is required to attend an attendance conference concerning the truancy measures the school will implement and such conference is held not more than ten instructional days after the fifth unexcused absence occurred;
  - The superintendent or the attendance officer are required to report if the student is a habitual truant to juvenile court or the department of child services, wherein the juvenile court may

determine the student is committing a delinquent act under state law and the parent/guardian may be prosecuted for educational neglect.

- The school shall hold an attendance conference to discuss the student's absences and establish an attendance plan. The conference will include the following people:
  - School Representative
  - A teacher of the student
  - The parent/guardian of the student
  - Parent's Representative (if parent gives 48 hours' notice of the representative's attendance and the name of the representative)
- The school shall establish an attendance plan that may include:
  - Wraparound services to ensure school attendance for the student.
  - A description of the behavior required and/or prohibited for the student.
  - The effective time period for the plan, but not to exceed 45 instructional days.
  - Disciplinary actions the school will take if the student does not comply with the plan.
  - A referral to counseling, mentoring or other services for the student as appropriate.
  - Whether the parent/guardian is required or expected to attend the services

### **Makeup Work From Absences**

Students must make up all work missed due to an absence. Upon request of the student, make-up work is offered for all excused student absences. The type of make-up work is at the discretion of the teacher and may be equivalent, but not necessarily identical, to the instruction presented in class. As a rule, the student will have the same number of days to make up the work missed as the length of the absence. In the case of a planned absence, the arrangements to determine when the work is due are made prior to the absence. Makeup work for extended absences are handled on an individual basis.

### **Suspension From School**

A suspended student is responsible for making up schoolwork lost due to suspension. It is recommended that a student complete all missed assignments during the suspension and turn them in to the teacher upon his/her return to school. Make up of missed tests may be scheduled when the student returns to school.

The student will be given credit for properly completed assignments and a grade on any made-up tests.

Absences due to a disciplinary suspension do not count toward the 10 unexcused absences limit.

### **Period Truancy**

Students are expected to attend all assigned classes and educational activities throughout the school day. A student who is absent from an assigned class, study hall, homeroom, or other required educational setting without permission from school personnel will be considered truant for that class period.

Examples of period truancy may include, but are not limited to:

- Skipping an assigned class or study hall
- Leaving class without permission
- Remaining in unauthorized areas of the building
- Failing to report to class after arriving on campus

Students who are truant from an individual class period may be subject to disciplinary action in accordance with the Student Code of Conduct. Repeated class truancy may result in additional interventions, loss of privileges, parent conferences, detention, assignment to alternative placement, or referral to juvenile authorities when appropriate.

## **Chronic Tardiness**

Students are expected to arrive at school and all assigned classes on time. Promptness is an important component of responsibility and workplace readiness.

A student is tardy when arriving late to school or arriving late to any assigned class period during the school day. Students arriving late to school must report to the school office before reporting to class. Any arrival after 8:24am will be counted as an unexcused absence.

Teachers and administrators may assign consequences for excessive tardiness. Repeated tardiness may result in progressive disciplinary action including parent contact, detention, loss of privileges, assignment to alternative placement, or other disciplinary consequences outlined in the Student Handbook.

Excessive tardiness may also be considered when determining eligibility for extracurricular participation, parking privileges, and other student activities.

## **Credit-Bearing Expectations**

Students in grades 6–12 are expected to attend class regularly in order to earn academic credit and successfully complete course requirements. Excessive absences, whether excused or unexcused, may negatively impact a student's academic progress, participation, and ability to complete required coursework.

When attendance concerns become significant, the school may:

- Require an attendance conference
- Develop an attendance intervention plan
- Review eligibility for extracurricular participation
- Review continued placement in certain courses or programs
- Require documentation for ongoing medical absences
- Refer the student to the attendance officer or other support services

Students are responsible for completing all assigned makeup work within the timelines established by the teacher and school policy. Failure to complete makeup work may impact course grades and credit attainment.

Absences beyond 5 days, or 5 times from any class, in a semester that are not verified by a doctor's excuse may earn a withdraw/fail (W/F) in that class and not earn credit. Semester credit may be disallowed for a student who is absent from a class or classes on the sixth absence. Upon appeal by parent or student, the attendance committee will meet to determine if any exception may be granted to a student who misses more than 5 days.

The attendance committee is composed of the assistant principal, the guidance director, and a classroom teacher.

## **Extracurricular Participation and Attendance**

Participation in extracurricular activities is a privilege. Students are expected to attend school regularly in order to participate in extracurricular activities, including practices, performances, competitions, and events.

Unless approved by a school administrator or supported by medical documentation, a student must attend school on the day of the extracurricular activity in order to participate or attend the event.

Students absent because of illness after 6<sup>th</sup> period or who leave school due to illness may not participate in or attend extracurricular activities later that day unless specifically approved by administration.

Students assigned to internships, career programs, or other approved off-campus educational programs must attend their required academic classes in order to remain eligible for extracurricular participation unless otherwise approved by administration.

## **STUDENT BEHAVIOR STANDARDS**

A major component of the educational program at the school is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

### **Expected Behaviors**

Each student shall be expected to:

- a. abide by Federal, State, and local laws as well as the rules of the school;
- b. respect the rights of others;
- c. act courteously toward adults and fellow students;
- d. be prompt to School and attentive in class;
- e. work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
- f. complete assigned tasks on time and as directed;
- g. help maintain a school environment that is safe, friendly, and productive.

### **Dress and Grooming**

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, hairstyle, etc.) that disrupts the educational process or presents a safety risk will not be permitted. Students are expected to dress in a manner that demonstrates respect for themselves, school, home, and the community.

Students should consider the following questions when dressing for school:

Does my clothing expose too much? (no)

Does my clothing advertise something that is prohibited to minors? (no)

Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (no)

If a student has selected a manner of appearance that disrupts the educational process or presents a risk to themselves or others, they may be removed from the educational setting.

The following styles or manners of dress are prohibited:

Students are expected to be clean and neat and dressed in a manner that is accepted as in good taste. No clothing, hairstyles, headwear, or accessories may be worn that could threaten the health or safety of others or school property; advocates anything illegal, suggestive, or obscene; promotes drugs, alcohol, tobacco products, or any illegal substance; depicts violence, sexual innuendoes, racial/religious slurs, gang related; or poses a threat of disruption to the educational environment. Appropriate footwear must be worn. Tank tops; halter-tops; hats; clothing with holes, rips, tears, manufactured with holes, or patches above the knee; wallet or pocket chains; sunglasses are not allowed. Clothing must cover from the neck past the shoulder and have a sleeve of some type; no exposed cleavage, back, or midriff.

Hats/head coverings are to be placed in locker upon arrival to school. Pants cannot be worn below the waistline. Skirts and shorts may be worn but must be long enough to reach the end of the students' fingers when his/her arms are down to the side in a standing position. Athletic shorts, biking shorts, or other types of tight-fitting clothing may be worn if a shirt or other garment comes to the student's fingertip length. Any style of clothing and the manner in which clothing is worn may be considered disruptive and may be prohibited by the administration. Inappropriate attire and costuming may result in

disciplinary action and students must be required to change into appropriate attire.

Dress Code rules apply during the school day and all school related activities. Students who are representing MSD of Wabash County at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **Public Affection**

Students are expected to use moderation concerning their affectionate expressions toward others while in school. Holding hands in the halls is not considered objectionable or immoderate, but kissing and petting is immoderate and objectionable. Disciplinary action will be taken against students who ignore or refuse to cooperate with this reasonable rule.

### **Care of Property**

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The school may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Behavior Standards.

## **DISCIPLINE**

It is important to remember that the school's rules apply going to and from School, at School, on School property, at School-sponsored events, and on School transportation. In some cases, a student can be suspended from school transportation for infractions of school bus rules. The Board has also extended the authority for school administrators to impose discipline for unlawful activity by students that occurs on or off School property if the activity interferes with School purposes or the educational function of the school. This authority applies to unlawful activity that may occur on weekends, holidays, and other School breaks including summer recess.

Ultimately, it is the principal's responsibility to keep things orderly. In all cases, the school shall attempt to make discipline prompt and equitable and to have the punishment match the severity of the incident.

The school operates an assertive discipline program which includes assigning students to in-school suspension, detentions, and/or Friday School or Saturday School. Failure to comply with the rules or the supervisor's directives may lead to out-of-school suspension and/or expulsion.

### **Detentions**

A student may be detained during noon, before, or after school. The student or his/her parents are responsible for transportation.

### **6-Detentions per semester**

Any student that accumulates six detentions per semester will be required to serve 3-days of Day Reporting.

### **Friday/Saturday School**

Friday school will be in session from 3:20 P.M. To 5:35 P.M. Saturday school will be in session from 8:30 A.M. To 11:00 A.M. The student or his/her parents are responsible for transportation. Students must turn in all cell phones to the monitor prior to the beginning of detention.

### **In-School Suspension (ISS)**

ISS is served during the school day and is in a room separated from the student body. 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 20-8.1-5.1, administrators and staff members may take the following actions:

### **Removal**

A student may be removed from a classroom or an activity by the school employee in charge of that class or activity when s/he poses a threat to a safe, orderly, and effective educational environment. Such removal may be from the classroom for 1 day.

Removal Extracurricular Activities A student having (2) referrals, excluding cell phone and tardy violations, may be excluded from dances, or other extracurricular functions.

### **Suspension/Day Reporting**

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 10 school days. A suspended student is required to attend the Day Reporting Program for the number of days s/he is suspended.

### **Formal Discipline**

Formal discipline removes the student from school. It includes suspension for up to ten (10) school days and expulsion for the remainder of a semester or longer.

|                                           | Consequence 1                                                                                                                                                                                     | Consequence 2                                                                                                                                                                                                  | Consequence 3                                                                                              | Consequence 4                                                                                                   | Consequence 5           | Consequence 6           | Consequence 7         |
|-------------------------------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|------------------------------------------------------------------------------------------------------------|-----------------------------------------------------------------------------------------------------------------|-------------------------|-------------------------|-----------------------|
| Action Endangering Others                 | Detention                                                                                                                                                                                         | Friday School                                                                                                                                                                                                  | Day Reporting (5)                                                                                          | Expulsion                                                                                                       |                         |                         |                       |
| Aggressive Behavior                       | Friday School                                                                                                                                                                                     | Day Reporting (3)                                                                                                                                                                                              | Day Reporting (5)                                                                                          | Expulsion                                                                                                       |                         |                         |                       |
| *Alcohol/Controlled Sub. Or Look Alike    | Expulsion                                                                                                                                                                                         |                                                                                                                                                                                                                |                                                                                                            |                                                                                                                 |                         |                         |                       |
| *Arson/Fireworks/False Reporting          | Expulsion                                                                                                                                                                                         |                                                                                                                                                                                                                |                                                                                                            |                                                                                                                 |                         |                         |                       |
| *Assault                                  | Expulsion                                                                                                                                                                                         |                                                                                                                                                                                                                |                                                                                                            |                                                                                                                 |                         |                         |                       |
| **Bullying/Harrasment/Threats/Hazing      | Friday School                                                                                                                                                                                     | Day Reporting (3)                                                                                                                                                                                              | Day Reporting (5)                                                                                          | Expulsion                                                                                                       |                         |                         |                       |
| Cheating and/or Plagiarism                | "0" on assignment w/ Parent letter home                                                                                                                                                           | "F" for 9 wks & Parent Conference                                                                                                                                                                              | "WF" for Sem.                                                                                              | Expulsion                                                                                                       |                         |                         |                       |
| Computer/Internet Violation               | Detention and Parent Contact                                                                                                                                                                      | Friday School, Internet suspended for two weeks; Loss of recreational internet privileges for two weeks<br>Recreational Internet is defined as internet radio, television shows, social networking, chat, etc. | Two Friday Schools, Loss of device for one week; Loss of recreational internet privileges for the semester | Day Reporting (at least 3 days); Loss of recreational internet privileges for the remainder of the school year. | Expulsion               |                         |                       |
|                                           | Improper use of social networking sites will result in consequences per administrative discretion.                                                                                                |                                                                                                                                                                                                                |                                                                                                            | Laptop confiscated for at least one semester                                                                    |                         |                         |                       |
| Dangerous/Foreign Objects                 | Detention                                                                                                                                                                                         | Friday School                                                                                                                                                                                                  | Day Reporting (5)                                                                                          | Expulsion                                                                                                       |                         |                         |                       |
| Detention (not served)                    | Friday School                                                                                                                                                                                     | Friday School                                                                                                                                                                                                  | Day Reporting (3)                                                                                          | Day Reporting (5)                                                                                               | Expulsion               |                         |                       |
| Disrespect Shown to Adults                | Detention                                                                                                                                                                                         | Friday School                                                                                                                                                                                                  | Day Reporting (5)                                                                                          | Expulsion                                                                                                       |                         |                         |                       |
| Disruptive Behavior/Disturbing Class      | Warning; poss ISS for class                                                                                                                                                                       | Detention                                                                                                                                                                                                      | Friday School                                                                                              | Day Reporting (3)                                                                                               | Day Reporting (5)       | Expulsion               |                       |
| Dress Code (change if possible)           | Detention                                                                                                                                                                                         | Friday School                                                                                                                                                                                                  | 2-Friday School                                                                                            | Day Reporting (3)                                                                                               | Day Reporting (5)       | Expulsion               |                       |
| Electronic Devices-during school hours    | Warning                                                                                                                                                                                           | Detention                                                                                                                                                                                                      | Friday School                                                                                              | 2-Friday School                                                                                                 | Day Reporting (3)       | Day Reporting (5)       | Expulsion             |
|                                           | Confiscated Devices may require a parent or guardian to retrieve the device from the school                                                                                                       |                                                                                                                                                                                                                |                                                                                                            |                                                                                                                 |                         |                         |                       |
| *False Alarms/Bomb Threat                 | Expulsion                                                                                                                                                                                         |                                                                                                                                                                                                                |                                                                                                            |                                                                                                                 |                         |                         |                       |
| *Fighting                                 | Day Reporting (5)                                                                                                                                                                                 | Expulsion                                                                                                                                                                                                      |                                                                                                            |                                                                                                                 |                         |                         |                       |
| Horseplay/Scuffling                       | Warning; poss. Detention                                                                                                                                                                          | Friday School                                                                                                                                                                                                  | Day Reporting (3)                                                                                          | Day Reporting (5)                                                                                               | Expulsion               |                         |                       |
| Insubordination                           | Warning; poss. Detention                                                                                                                                                                          | Friday School                                                                                                                                                                                                  | Day Reporting (3)                                                                                          | Day Reporting (5)                                                                                               | Expulsion               |                         |                       |
| Friday School (not served)                | 2-Friday Schools                                                                                                                                                                                  | 2-Friday Schools                                                                                                                                                                                               | Day Reporting (3)                                                                                          | Day Reporting (5)                                                                                               | Expulsion               |                         |                       |
| Misbehavior on Bus                        | Off bus (3) days                                                                                                                                                                                  | Off bus (5) days                                                                                                                                                                                               | Off bus (10) days                                                                                          | Expel from bus                                                                                                  |                         |                         |                       |
| Parking Lot/Driving Violations            | Warning; poss. Removal of Pass                                                                                                                                                                    | 5 days No driving                                                                                                                                                                                              | 10 days No driving                                                                                         | 20 days No driving                                                                                              | Semester No driving     |                         |                       |
| Profanity/Inappropriate Language          | Detention                                                                                                                                                                                         | Friday School                                                                                                                                                                                                  | Day Reporting (3)                                                                                          | Day Reporting (5)                                                                                               | Expulsion               |                         |                       |
| Profanity--Staff Directed                 | Day Reporting (3)                                                                                                                                                                                 | Day Reporting (5)                                                                                                                                                                                              | Expulsion                                                                                                  |                                                                                                                 |                         |                         |                       |
| Public Display of Affection               | Warning; poss. Detention                                                                                                                                                                          | Detention                                                                                                                                                                                                      | Friday School                                                                                              | Day Reporting (5)                                                                                               | Expulsion               |                         |                       |
| Restricted Area                           | Detention                                                                                                                                                                                         | Friday School                                                                                                                                                                                                  | Friday School                                                                                              | Day Reporting (5)                                                                                               | Expulsion               |                         |                       |
| Sent to Office/Removed from Class         | Parent/Guardian notified by referring teacher                                                                                                                                                     | Conference set up by referring teacher                                                                                                                                                                         | Becomes 3rd step of Disruptive behavior                                                                    |                                                                                                                 |                         |                         |                       |
| Tardy per Class (by Semester)             | 1 tardy - Warning                                                                                                                                                                                 | 2 tardies - Detention                                                                                                                                                                                          | 3 tardies - Detention                                                                                      | 4 tardies - Friday School                                                                                       | 5 tardies - Friday Sch. | 6 tardies - Friday Sch. | Day Reporting - Expel |
| *Theft                                    | Restitution/Day Reporting (5)                                                                                                                                                                     | Restitution/Expulsion                                                                                                                                                                                          |                                                                                                            |                                                                                                                 |                         |                         |                       |
| *Tobacco/E-Cigarettes/Vape Devices        | Day Reporting (5) (3 Days w/Class)                                                                                                                                                                | Expulsion                                                                                                                                                                                                      |                                                                                                            |                                                                                                                 |                         |                         |                       |
| *Truancy/Skipping Class                   | Friday School; No Academic Credit                                                                                                                                                                 | Day Reporting (3)                                                                                                                                                                                              | Day Reporting (5); Loss of Driver's License                                                                | Expulsion                                                                                                       |                         |                         |                       |
| *Unexcused Absences (by semester)         | Parent/Guardian Contact; Warning                                                                                                                                                                  | Friday School                                                                                                                                                                                                  | 2-Friday School                                                                                            | Day Reporting (3)                                                                                               | Day Reporting (5)       |                         |                       |
| Vandalism/Damage School Property          | Restitution; Day Reporting (3)                                                                                                                                                                    | Restitution; Day Reporting (5)                                                                                                                                                                                 | Restitution; Expulsion                                                                                     |                                                                                                                 |                         |                         |                       |
| *Weapons                                  | Expulsion                                                                                                                                                                                         |                                                                                                                                                                                                                |                                                                                                            |                                                                                                                 |                         |                         |                       |
| 6 Detentions/Friday Schools (by semester) | Day Reporting (3)                                                                                                                                                                                 |                                                                                                                                                                                                                |                                                                                                            |                                                                                                                 |                         |                         |                       |
| Accidental Device Damage (inoperable)     | Damage fee per occurrence (Keep device at school until paid)                                                                                                                                      | Damage fee and device stays at school (Keep device at school for rest of the year)                                                                                                                             | Damage fee and device stays at school (Keep device at school for rest of the year)                         |                                                                                                                 |                         |                         |                       |
| Intentional Device Damage (inoperable)    | Partial Restitution (\$150) and Day Reporting (3) (Keep device at school for the rest of the year).<br>***Authorities possibly involved: police report can be filed, juvenile probation notified. | Full Restitution (\$449) and Day Reporting (5) (No device for remainder of year)                                                                                                                               |                                                                                                            |                                                                                                                 |                         |                         |                       |
| Lost or Stolen                            | See chart at bottom (Additional consequences, including leaving device at school, may be applied by administration)                                                                               | See chart at bottom (Additional consequences, including leaving device at school, may be applied by administration)                                                                                            |                                                                                                            |                                                                                                                 |                         |                         |                       |
| Device/Internet Violation                 | Detention; Parent/Guardian Contact                                                                                                                                                                | Detention (loss of recreational internet privileges for two weeks.)<br>Recreational privilege is defined as internet radio, television shows, social networking, chat, etc.                                    | Friday School (loss of recreational internet privileges for the semester)                                  | Day Reporting (5), loss of recreational internet for the school year.                                           | Expulsion               |                         |                       |
|                                           | Students are charged the following fees for LOST devices unless a police report is filed.<br>The fee is based on the number of years that we have used the device.                                |                                                                                                                                                                                                                |                                                                                                            |                                                                                                                 |                         |                         |                       |
|                                           | Year 1                                                                                                                                                                                            | Year 2                                                                                                                                                                                                         | Year 3                                                                                                     | Year 4                                                                                                          |                         |                         |                       |
|                                           | 2020-2021                                                                                                                                                                                         | 2021-2022                                                                                                                                                                                                      | 2022-2023                                                                                                  | 2023-2024                                                                                                       |                         |                         |                       |
|                                           | \$350                                                                                                                                                                                             | \$250                                                                                                                                                                                                          | \$150                                                                                                      | \$150                                                                                                           |                         |                         |                       |

Consequences may be reduced or accelerated at Administrator's discretion

\* Authorities possibly involved, police report can be filed

Detention 7:30-8:05 a.m. or 3:20-4:00 p.m.; Friday School 3:20-5:35 p.m.

After the 2nd time to DAY REPORTING during academic year, student may be REQUIRED to schedule an intake meeting with the Bowen Center (consequences will be added if not done)

2 suspensions=loss of driving privileges

After the 3rd time to DAY REPORTING in one year, student may be put up for EXPULSION

Failing to tell the truth in any investigation will add consequences

\*\*For threats, law enforcement conducts home assessment and/or risk assessment completed by mental health agency prior to school return

## CODE OF CONDUCT

The Board of School Trustees has adopted the following Code of Conduct. This Code of Conduct is applicable to students:

1. on School property at any time;
2. during and immediately before and after any School activity at any location;
3. traveling to and from School or to and from a school activity;
4. using property or equipment provided by the school;
5. during summer school.

### **Grounds for Suspension or Expulsion:**

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 by fire. Possession, use or transmission of a lighter or matches on school property.
  - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
  - e. 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 his/her supervision.
  - f. Caught in the parking lot without a pass.
  - g. Cheating is unacceptable. Consequences will be determined by the individual teacher. The teacher may refer the student to the office for disciplinary action.
2. Engaging in any kind of aggressive behavior that does physical or psychological harm to another person or urging other students to engage in such conduct. Prohibited conduct includes coercion, harassment, bullying, hazing, or other comparable conduct.
3. Engaging in violence and/or threat of violence against any student, staff member and/or other persons. Prohibited violent or threatening conduct includes threatening, planning or conspiring with others to engage in a violent activity.
4. Threatening (whether specific or general in nature) damage or injury to persons or property, regardless of whether there is a present ability to commit the act.
5. Failing to report the actions or plans of another person to a teacher or administrator where those actions or plans, if carried out, could result in harm to another person or persons or damage property when the student has information about such actions or plans.
6. Causing or attempting to cause damage to school property, stealing or attempting to steal school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
7. Intentionally causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal private property, or repeatedly damaging or stealing private property.
8. 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. Fighting on MSDWC property and/or athletic events is unacceptable behavior and will not be tolerated.

9. Threatening or intimidating any student for any purpose including obtaining money or anything of value from the student.
10. 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 is considered a weapon but is not a firearm as defined in rule I.C. 35-31.5-2-86. In addition, no student shall possess, handle or transmit any deadly weapon on school grounds. The following devices are considered to be deadly weapons as defined in I.C. 35-31.5-2-86:
  - \* a weapon, taser or electronic stun weapon, equipment, chemical substance, or other material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury.
  - \* an animal readily capable of causing serious bodily injury and used in the commission or attempted commission of a crime.
  - a. The penalty for possession of a deadly weapon: up to 10 days suspension and expulsion from school for a period of not more than one calendar year.
  - b. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
11. The possession, use, dealing, sale, or distribution of the following: alcohol, tobacco, any type of vape device, Juul, or e- cigarette (regardless of nicotine content), any type of drug or drug paraphernalia, and/or the following, except as prescribed by a physician: a CBD or low hemp product in any form, drugs, and/or any controlled substances as defined in Indiana law.

Exception to rule 11--

A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written statement with the building principal containing the following:

  - a. A statement that the student has an acute or chronic disease or medical condition for which the physician has prescribed medication,
  - b. A description of the nature of the disease or medical condition that requires administration of the prescribed medication(s) while at school,
  - c. A statement that the student has been instructed in how to self-administer the prescribed medication, and
  - d. That the student is authorized to possess and self-administer the prescribed medication.
12. Engaging in the unlawful selling or purchasing of any controlled 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.
13. 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.
14. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
15. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
  - a. engaging in sexual behavior on school property;
  - b. disobedience of teacher or administrative authority;
  - c. willful absence or tardiness of students;
  - d. possessing, using, transmitting, or being under the influence of highly caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without a prescription;
  - e. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;
  - f. possessing, using or transmitting a lighter, matches or other fire producing devices;
  - g. failing to tell the truth about any matter under investigation by school personnel;
  - h. engaging in sexual harassment of a student or staff member;
  - i. violation of the school corporation's acceptable use of technology policy or rules;
  - j. violation of the school corporation's administration of medication policy or rules;

- k. knowingly failing to report to scheduled assignment without permission or acceptable excuse;
  - l. materially altering any School document.
16. Possessing or using on school grounds during school hours an electronic device, handheld portable telephone, or headphones in a situation not related to a school purpose or educational function.
  17. The use of profanity will not be tolerated. Consequences will be at the discretion of the administration. What is said and to whom it is directed will be taken into consideration.
  18. Possessing, using, distributing, purchasing or selling tobacco/nicotine products of any kind or in any form. This includes any type of vape device, Juul, e-cigarette, or any other related device or paraphernalia, regardless of nicotine content. Students are not to use or possess any form of the above-mentioned products while traveling to or from school or a school activity, function or event; on school grounds immediately before, during and immediately after school hours; on school buses or other Corporation owned, leased or contracted vehicles, and/or at any school- related event; and any other time when the school is being used by a school group. The student may face expulsion from school for the second offense. If said student would be caught for a third time during the calendar school year, the student will be expelled for the rest of the year. Additionally, on the 1<sup>st</sup> offense during a school year, the SRO may write a warning ticket. For each subsequent offense that occurs during the same school year, the SRO, in conjunction with the Wabash County Sheriff's Department and Wabash County Court Services, may issue a citation. The student will then be responsible for any associated fines, court fees, community service, probation, etc., that is a result of the citation.
  19. Offering to sell or agreeing to purchase a controlled substance, paraphernalia, or alcoholic beverages.
  20. Failing to completely and truthfully respond to questions from a staff member regarding school related matters including potential violations of the student conduct rules or state or federal law.
  21. Falsely accusing any person of sexual harassment, or violating a school rule, and/or a state or federal law.
  22. Aiding, assisting, or conspiring with, another person to violate the school conduct rules or state or federal law.
  23. Engaging in academic dishonesty, including cheating, intentionally plagiarizing, wrongfully giving or receiving help during an academic examination, and wrongfully obtaining test copies or scores. For example, students should use artificial intelligence (AI) responsibly as a learning tool, not a substitute for their own efforts. To avoid academic dishonesty or cheating, the integrity of student work requires that submitted products be predominantly the student's own words and ideas.
  24. Taking, recording and/or displaying or distributing video pictures (digital or otherwise) or audio recordings without the consent of the student or staff member in a situation not related to a school purpose or educational function is prohibited.
  25. Engaging in pranks that could result in harm to another person.
  26. Leaving a school activity or School property without prior approval of a teacher or supervising adult.
  27. Use or possession of gunpowder, ammunition, or an inflammable substance.
  28. Any student conduct rules the school building principal establishes and gives publication of it to all students and parents in the principal's school building.
  29. **POSSESSION OF A FIREARM**  
In compliance with State law, the Board may expel any student who possesses a deadly or dangerous weapon in a weapon-free school zone or commits either arson or rape in a corporation building or on Corporation property, including school buses and other school transportation. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon belonged to a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion.

A. A firearm is defined as any weapon that is capable of or designed to or that may readily be converted to expel a projectile by means of an explosion.

B. A deadly weapon is defined as:

1. a loaded or unloaded firearm;
2. a weapon, device, taser or electronic stun weapon, equipment, chemical substance, or other

material that in the manner it is used, or could ordinarily be used, or is intended to be used, is readily capable of causing serious bodily injury;

3. Disabled students under IDEA or Section 504 shall be expelled only in accordance with Board Policy 2461 and Federal due process rights appropriate to disabled students. Students who qualify for service under IDEA or Section 504 may be expelled only after a manifestation determination has been held.

- 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.

30. 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.

\*In addition, a student committing an act that violates Indiana or Federal law at any time or place may be suspended or expelled if the unlawful act is directed toward a school employee, student or board member; arises out of a school relationship; or has caused or can be predicted to cause in-school consequences.

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

### 31. BULLYING

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

- places the targeted student in reasonable fear of harm to the targeted student's person or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- 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.

Bullying committed by students toward other students is strictly prohibited. Engaging in bullying conduct described in this rule by use of data or computer software that is accessed through any computer, any computer system, or any computer network is also prohibited.

This rule may be applied regardless of the physical location of the bullying behavior when a student committing bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

Any student or parent who has knowledge of conduct in violation of this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to the [school administrator] who has responsibility for all investigations of student misconduct including bullying. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying the [school administrator]. This report may be made anonymously.

School personnel shall investigate immediately all reports of bullying made pursuant to the provisions of this rule. Such investigation must include any action or appropriate responses that may be taken immediately to address the bullying conduct wherever it takes place. Both the parent of a targeted student and the parent of an alleged perpetrator shall be notified on a regular, periodic basis of the progress and the findings of the investigation and of any remedial action that has been taken.

School administration is responsible for working with the school counselors and other community resources to provide information and/or follow-up services to support the targeted student and to educate the student engaging in bullying behavior on the effects of bullying and the prevention of bullying. In addition, the school administrator and school counselors will be responsible for determining if the behavior is a violation of law required to be reported to law enforcement under Indiana law based upon their reasonable belief. Such determination should be made as soon as possible and once this determination is made, the report should be made immediately to law enforcement.

False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

A violation of this rule prohibiting bullying may result in any appropriate disciplinary action or sanction, including suspension and/or expulsion.

School employees who fail to report or investigate bullying, or who do not follow district policy, may face disciplinary action.

Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the bullying.

Educational outreach and training is provided to school personnel, parents, and students concerning the identification, prevention, and intervention in bullying. Bullying prevention and intervention instruction is provided.. A parent of a child in the school corporation may review any materials used in any bullying prevention program.

All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying.

Each school has an anonymous bullying/suspicious activity form located on the bottom right-hand side of each school's homepage. Please utilize this anonymous form if you feel any bullying situation or suspicious activity in the school needs to be checked out.

Note: The Metropolitan School District of Wabash County is not authorized to disclose to a target, private educational or personnel data regarding an alleged perpetrator who is a student or employee of the school district. A record made of an investigation, a disciplinary action, or a follow-up action performed under rules adopted under this section is not a public record under [IC 5-14-3](#).

## **ENFORCEMENT OF STUDENT BEHAVIOR STANDARDS AND CODE OF CONDUCT**

1. The standards and the Code of Conduct will be enforced by School administrators, teachers, teacher aides, bus drivers, and any other adult authorized by the school to supervise students.
2. The objectives of the enforcement of these standards and the Code of Conduct are:
  - a. to protect the physical safety of all persons and prevent damage to property;
  - b. to maintain an environment in which the educational objectives of the school can be achieved;
  - c. to enforce and instill the core values of the MSD of Wabash County School Corporation and its school community.
3. The seriousness of the offense and nature and extent of any discipline utilized to enforce student behavior standards and Code of Conduct will be determined by:
  - a. the nature and extent of any potential or actual injury, property damage, or disruption;
  - b. the student's prior disciplinary history and the relative success of any prior corrective efforts;
  - c. the willingness and ability of the student and the student's parents to participate in any corrective action;
  - d. the interest of other students in the school in a school environment free from behavior that

- violates the school's behavior standards;
- e. any other aggravating or mitigating factor or circumstance including but not limited to zero tolerance policies.

## **CO-CURRICULAR CODE OF CONDUCT**

Any student participating in a Co-Curricular club, group, activity, society, or organization will follow the rules of the coach(es) or sponsor(s). A student may receive suspensions from participation in that club, group, activity, society, or organization for offenses that are deemed suspension-worthy per the School's Student Handbook.

These include, but are not limited to: alcohol/tobacco/drug offenses, destruction of school property, vandalism, etc.

## **DUE PROCESS RIGHTS**

Before a decision is made as to whether or not to suspend or expel a student from school, the school will follow specific procedures.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the reason. The student will then be given an opportunity to explain his/her side. After that informal hearing, the administrator in charge will make a decision whether or not to suspend. If a student is suspended, his/her parents will be notified, in writing, of the reason for and the length of the suspension.

When a student is suspended, s/he may complete work missed while on suspension.

Any learning that cannot be made up such as labs, field trips, skill-practices, and the like or any learning that the student chooses not to make-up may be reflected in the grades earned. Two (2) suspensions for truancy or an expulsion may result in the revocation of the student's driver's license.

### **Expulsion from School**

If, in the principal's opinion, the alleged infraction warrants a longer period of removal from school, s/he shall refer the case to the Superintendent for consideration for expulsion. The Superintendent shall review the case and may appoint a designee to conduct the expulsion meeting. This person may be an attorney or an administrator who has not been involved in the particular expulsion case or circumstances leading to it.

### **Notice of Expulsion Meeting**

The student and/or the parent(s) will be notified of the time and place of the expulsion meeting and their rights in connection with that meeting as well as their right to waive the meeting if they choose to do so. The expulsion examiner, appointed by the Superintendent, will issue a written decision following the expulsion meeting.

### **Appeal of an Expulsion**

Upon receipt of a written appeal, the Board shall hold a meeting to consider the written evidence and arguments presented at the expulsion meeting. The Board may then decide to uphold the expulsion, authorize alternative disciplinary action, or decide no disciplinary action is necessary. The student or his/her parents may appeal the Board's decision to the appropriate court.

## **LOCKER INSPECTION POLICY AND RULES POLICY No. 8530**

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or School rules.

### **Lockers**

All lockers made available for student use on the school premises, including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agriculture education classrooms, and the art

classrooms are the property of the School Corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

The students' use of the locker does not diminish the School Corporation's ownership or control of the locker. The School Corporation retains the right to inspect the locker and its contents to ensure that the locker is being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen materials and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs, or alcohol.

### **Locker Rules**

In order to implement the School Corporation's policy concerning student lockers, the school board adopts the following rules and regulations.

- 1. Locks.** The School Corporation will retain access to student lockers by keeping a master list of combinations and/or retaining a key. Locks are to prevent theft, not to prevent searches. Students may not use their own locks to prevent access to lockers by school officials, and any unauthorized locks may be removed without notice and destroyed.
- 2. Use of Lockers.** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store contraband which are items that cause, or can be reasonably foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules, such as drugs (other than medicine for which a student has a current prescription or common cold or headache medicine sold over the counter), drug paraphernalia, beverage containing alcohol, weapon, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, unreturned gym or athletic equipment, any wet or mildewing articles or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner.
- 3. Authority to Inspect.** The School Corporation retains the right to inspect lockers to insure they are being maintained in accordance with the condition of Rule No. 2. The principal or member of the administrative staff designated in writing (hereinafter referred to as "designee") by the principal shall conduct all inspections of student lockers. (The principal may give the following staff member's authority to inspect lockers: central office administrators, assistant principals, deans, guidance counselors, athletic directors, etc.).
- 4. Inspection of Individual Student's Lockers.**
  - A. The inspection of a particular student's locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains contraband.
  - B. A student who uses a locker that is the property of a school corporation is presumed to have no expectation of privacy in that locker or the locker's contents. A principal may, in accordance with the rules of the governing body, search a student's locker and the locker's contents at any time.
- 5. Inspection of All Lockers.**

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, (4) a violation of state law or school rules. Examples of circumstances justifying a general inspection of a number of lockers are as follows:

  - a. when the School Corporation receives a bomb threat;
  - b. when evidence of a student drug or alcohol use creates a reasonable belief of a high level of student use;
  - c. at the end of a grading period, and before or during school holidays to check for missing library books, or lab chemicals or school equipment;
  - d. where student violence or threats of violence creates a reasonable belief that weapons are stored in the lockers.

B. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a

general inspection is being conducted.

#### **6. Involvement of Law Enforcement Officials**

- A. The principal, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies. This assistance may include, with Board of Education approval, the use of specially-trained dogs to detect the presence of drugs and devices such as bombs on School property.
- B. If law enforcement officials request to inspect a student's locker or its contents, the principal shall require the production of a search warrant before allowing the inspection.
- C. If law enforcement officials request the principal to make an inspection of a locker or its contents on behalf or in the place of such officials, the request shall be denied. However, upon request of law enforcement officials, school officials may secure the locker and its content for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

#### **7. Locker Maintenance.**

Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out of (a) lockers from time to time in accordance with a posted general housekeeping schedule, (b) the locker of a student no longer enrolled in school, or (c) a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, etc.

#### **8. Publication of Rules.**

A copy of these rules shall be provided to each student and his/her parents or guardians at the start of each school year or as soon as practicable after the student's enrollment in school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

### **SEARCH AND SEIZURE**

Search of a student and his/her possessions, including but not limited to: purses, book bags, athletic bags, jackets, vehicles, etc. may be conducted at any time the student is under the jurisdiction of the Board of School Trustees, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent by school authorities.

Anything that is found in the course of a search that may be evidence of a violation of School rules or the law may be taken and held or turned over to the police. The school reserves the right not to return items which have been confiscated.

### **STUDENT DRUG TESTING**

The school's drug-testing program may include urinalysis tests, saliva screening and/or breathalyzer to determine if the Student Code of Conduct has been violated. See the MSD of Wabash County Drug Testing Policy for more specific details. District administrators shall have the authority to require any student to submit to a chemical test of the student's breath or urine if the administration has reasonable suspicion the student, while at school, is using or under the influence of alcohol, marijuana, prescription narcotics (for which the student does not have a prescription) or a controlled substance as defined by Indiana law.

The administration's reasonable suspicion may come from, but is not limited to, the following:

1. A student's conduct, physical appearance and/or odor that indicates the use of alcohol, marijuana, prescription narcotics or a controlled substance. Possession of drug paraphernalia, alcohol, marijuana, prescription narcotics or a controlled substance.
2. Reliable information communicated to an administrator indicating a student is using or under the influence of alcohol, marijuana, prescription narcotics or a controlled substance.

The administration shall proceed with disciplinary action, up to and including the recommendation for expulsion, as outlined in the student handbook in the following scenarios:

1. A student's failure to produce a test sample after a reasonable period of time.

2. A student's refusal to submit to a chemical test.
3. A student's positive chemical test result.

## **STUDENT RIGHTS OF EXPRESSION**

The school recognizes the right of students to express themselves. With the right of expression comes the responsibility to do it appropriately. All items must meet School guidelines.

### **Posting/Advertising Materials**

- A. A material cannot be displayed or distributed if it:
  1. is obscene to minors, libelous, indecent, or vulgar;
  2. advertises any product or service not permitted to minors by law;
  3. intends to be insulting or harassing;
  4. intends to incite fighting; or
  5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

The office and/or sponsor must clear any material that needs to be posted before it can be on display. After the event has taken place, it is the responsibility of the person who posted the material to take it down. Any non-school organization that wishes the school to disseminate information through the announcements or by posters must have the material approved by a school official twenty-four (24) hours prior to being announced or displayed.

- B. Materials may not be displayed or distributed during passing times between classes. Permission may be granted for display or distribution during lunch periods and/or before or after School in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

## **STUDENT SUGGESTIONS AND COMPLAINTS**

The school is here to educate and benefit the students. The staff is here to assist a student in becoming a responsible adult. If a student has suggestions that could improve the school, s/he should feel free to offer them. Written suggestions may be presented directly to the student government.

## **HARASSMENT**

It is the policy of the Metropolitan School District of Wabash County to maintain learning and working environments that are free from harassment.

It shall be a violation of this policy for any employee of the Metropolitan School District of Wabash County to harass another employee or student through unwelcome conduct or communications as defined in this policy. It shall also be a violation of the policy for any students to harass another student or employee through unwelcome conduct or communication as defined in this policy. The use of the term "employee" also includes non-employee and volunteers whose work is subject to the control of school authorities. The term "harassment" as used in this policy includes, but is not limited to, sexual harassment, racial harassment, and harassment on the basis of religion, gender, sexual orientation, age, veteran status, or disability. The term "race" or "racial" as used in this policy **refers** to all forms of discrimination prohibited by Title VI of the Civil Rights Act of 1964, i.e., race, color, and national origin.

### **Types of Harassment**

Harassment consists of unwelcome comments, unwelcome advances, requests for favors, and other

inappropriate verbal or physical conduct when made by any employee to a student, when made by any employee to another employee, when made by any student to another student, or when made by any student to an employee where:

1. Submission to such conduct is made either explicitly or implicitly as a term or condition of an individual's employment or education;
2. Submission to or rejection of such conduct by an individual is used as a basis for academic or employment decisions affecting that individual;
3. Such conduct has the purpose or effect of substantially interfering with an individual's academic or professional performance or creating an intimidating, hostile, or offensive employment or educational environment; and/or
4. Such conduct is engaged in by volunteers and/or non-employees over which the school corporation has some degree of control of their behavior while on school property.

### **Examples of Harassment**

Harassment includes, but is not limited to, the following:

1. Conduct of a sexual nature may include verbal or physical sexual advances and/or comments regarding physical or personality characteristics of a sexual nature,
2. Verbal harassment or abuse,
3. Repeated remarks to a person with demeaning implications, and/or
4. Engagement in harassment accompanied by implied or explicit threats concerning one's grades, job, promotion, and/or salary increase.

Verbal or physical conduct constitutes harassment when the allegedly harassed employee or student has indicated, by his or her conduct or verbal objection, that it is unwelcome. An employee or student who has initially welcomed such conduct by active participation must give specific notice to the alleged harasser that such conduct is no longer welcome in order for any such subsequent conduct to be deemed unwelcome.

### **Complaint Procedures for Students**

1. Any student who alleges harassment by any employee or by another student in the school district may use the complaint procedure explained below or may complain directly to a building administrator, school counselor, or school social worker. Filing a complaint or otherwise reporting harassment will not reflect upon the individual's status, nor will it affect grades or class placements.
2. The right of confidentiality, both of the complainant and the accused, will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective action when this conduct has occurred. All completed reports will be maintained in confidential files of the Building Administrator and/or school counselor as appropriate. Reports are not to be filed as a part of a student's permanent school record.

### **All reports of harassment shall be handled in the following manner:**

1. Reports are preferred in writing on forms supplied by the district. If a verbal complaint is made, the receiver of the complaint shall complete a written report;
2. Reports must name the person(s) charged with harassment and state the facts;
3. If the victim or perpetrator is a student, the report must be presented to the building administrator where the alleged conduct took place as well as the school(s) where the involved student is enrolled. Should the building administrator not be an appropriate contact, the report must be presented to the guidance counselor or social worker;
4. The building administrator should determine if the complaint meets the definition of harassment as prescribed in this policy. If the complaint involves matters that meet the legal definition of child abuse, then the matter should be handled according to the Child Abuse Reporting Policy;
5. If the complaint is harassment, the building administrator, school counselor, or school social worker shall take the following steps:
  - a. Complete the Investigative Report of Alleged Harassment,
  - b. Conduct an information gathering interview with any students or staff who have knowledge of the situation, and
  - c. Contact the parents of all students known to be involved.

**The report and the results of the investigation will be utilized by the building administrator to:**

1. Determine appropriate disciplinary action,
2. Determine need for counseling referral, and
3. Determine who will be responsible for continued monitoring and appropriate follow-up of the situation.

### **Sanctions for Misconduct**

A substantiated charge against a student in the school corporation shall subject that student to disciplinary action consistent with the school discipline policy.

### **False Reporting**

Any person who knowingly files false charges against an employee or a student shall be subject to disciplinary action.

## **CRIMINAL ORGANIZATION ACTIVITY IN SCHOOLS**

The Board of School Trustees of the Metropolitan School District of Wabash County prohibits gang or criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions and prohibits reprisal or retaliation against individuals who report gang or criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang or criminal organization activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Organization means a group with at least three (3) members that specifically:

(1) either:

(A) promotes, sponsors, or assists in; or

(B) participates in; or

(2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Organization or Gang Activity mean a student who knowingly or intentionally actively participates in a criminal organization or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal organization. Per state law, a school employee shall report any incidence of suspected criminal organization activity, criminal organization intimidation, or criminal organization recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the student's histories of inappropriate behaviors per the code of conduct.

Any corporation and school employee who promptly reports an incident of suspected gang or criminal organization activity and who makes this report in compliance with the school corporation procedures is immune from a cause of action for damages arising from any failure to remedy the reported incident.

The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang or criminal organization activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal organization activity. The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal organization activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang or criminal organization activity may range from positive behavioral interventions up to and including suspension or expulsion. The principal shall provide the parents of the students who were investigated with information about the

investigation. The information to be provided to parents includes the nature of the investigation, whether the corporation found evidence of criminal organization activity, and whether consequences were imposed or services provided to address the activity. This information is to be provided in an expedited manner.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services. Support services may include one or more of the following:

1. Gang or criminal organization awareness education that shows promise of effectiveness based on research. The gang or criminal organization awareness education information should be revised and updated regularly to reflect current trends in gang or criminal organization and gang or criminal organization-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other
6. Job training and employment opportunities as both a deterrent to gang or criminal organization involvement and an incentive to leave gang or criminal organization
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings. Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year. This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation. School officials are encouraged to collaborate with stakeholders to provide gang or criminal organization prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang or criminal organization prevention and intervention resources within a jurisdiction on a periodic basis. The gang or criminal organization awareness information should be revised and updated regularly to reflect current trends in gang or criminal organization activity.
2. Create formalized collaboration plans between local school administration and community-based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang or criminal organization prevention and intervention activities.

LEGAL REFERENCE: IC 20-26- 18  
IC 20-33- 9-10.5  
IC 35-45- 9-1

## **SECTION V- TRANSPORTATION**

### **BUS TRANSPORTATION TO SCHOOL**

Students will ride only assigned School buses and will board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the principal.

### **BUS CONDUCT**

In order to promote safety for students on their way to and from school, the Board of Education has adopted the following rules and regulations. Both the student and the parent should review these rules. Students who are riding to and from School on transportation provided by the school are required to follow some basic safety rules. This applies to School-owned buses as well as any contracted transportation that may be provided.

The bus driver is in charge of the school bus and his/her authority must be recognized and respected at all times. In cases requiring disciplinary action, the bus driver, after transporting the child home, may refuse to transport the student for one (1) day. It is the responsibility of the bus driver to communicate with parents upon the first day removed from the bus. If further disciplinary action is warranted, a written report is to be completed and forwarded to the parents and school administrator. The school may apply discipline beyond that of the driver if it is deemed necessary. The principal, or the designee, may deny bus privileges of any student for the period of up to five (5) days for more serious infractions or repeated rule violations. The Assistant Superintendent/Transportation Director may deny bus privileges for extended periods of time for extreme cases. Continuing misbehavior on the bus will invoke other progressive disciplinary measures.

The driver is responsible for student safety and may assign seating or direct the student in any reasonable manner to maintain that safety.

The following behaviors are expected of all students:

Rules applying to conduct at school also apply to students riding a school bus.

Previous to loading (on the road and at School) Each student shall:

- be on time at the designated loading zone;
- stay off the road at all times while walking to and waiting for the bus;
- line up single file off the roadway and make an orderly entrance;
- wait until the bus is completely stopped before moving forward to enter;
- refrain from crossing a highway until the bus driver signals it is safe;
- go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be boarding the bus. The bus will not wait.

During the trip

Each student shall:

- remain seated while the bus is in motion;
- keep head, hands, arms, and legs inside the bus at all times;
- not litter in the bus or throw anything on or from the bus;
- keep books, packages, coats, and all other objects out of the aisle;
- be courteous to the driver and to other bus riders;
- not eat or play games, etc.;
- not use electronic devices (Bus Driver's discretion); not tamper with the bus or any of its equipment.

### Leaving the bus

Each student shall:

- remain seated until the bus has stopped;
- cross the road, when necessary, at least ten (10) feet in front of the bus, but only after the driver signals that it is safe;
- be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at School unless s/he has proper authorization from School officials.

### **DIGITAL RECORDINGS ON SCHOOL BUSES**

The School Board has authorized the installation of cameras on School buses for purposes of monitoring student behavior. Actual digital recording of the students on any particular bus will be done on a random-selection basis.

If a student is reported to have misbehaved on a bus and his/her actions were recorded on a digital recording, the digital recording will be submitted to the principal and may be used as evidence of the misbehavior. Since these digital recordings are considered part of a student's record, they can be viewed only in accordance with Federal law.

### **SELF-TRANSPORTATION TO SCHOOL**

Driving to school is a privilege which can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility for any transportation to and from school not officially provided by the school. For a student to be eligible to drive they must pass five classes. Failure to do so will revoke driving privileges until the next grading period.

The following rules shall apply:

1. All vehicles must be approved and registered with the school officials. Failure to register your vehicle at the office could constitute grounds for a student to lose his/her driving privilege or face disciplinary action. Individual schools may establish traffic flow patterns and areas where student traffic is restricted during regular arrival and departure times. Reckless driving while entering or leaving the school, or while in the parking lot, will not be tolerated and will cause loss of driving privileges. Any reports of reckless driving to and from school may result in revocation of parking privileges at school.
2. Once a driver enters the school drive in the morning, s/he must go directly to the school building. Students should plan to arrive no earlier than 15 minutes prior to the first period, except when there is a school sponsored activity in the morning, which the student needs to attend.
3. All cars are to remain on the parking lot in an authorized parking place throughout the school day unless the driver has specific written permission from the principal. These will be granted only in the case of emergency or need.
4. Students are not permitted to sit in parked vehicles on the school grounds prior to, during, or following the school day.
5. Students must not use or possess alcohol, tobacco, e-cigarettes, or drugs in any form while in a vehicle on school grounds, during school, or at school activities.
6. Ten (10) miles per hour speed limit will be observed on school property.
7. Motor bike and cycles shall follow the same procedures as cars.
8. School parking facilities and driveways are off limits to students without a legitimate reason for being on school property. A legitimate reason would include participation in school activities and other activities sanctioned by the school.
9. Accidents in the parking lot must be reported to the office.
10. No student may leave the school grounds or transport a student from the school grounds during the school day without a pass issued from the office to leave the school grounds. Vocational students are

expected to ride the assigned bus to and from Heartland Career Center. Driving passes may be approved for those classes meeting outside the regular school hours. The vocational school or home school administrators may issue temporary driving pass.

Violations of the above regulations would constitute grounds for a student to lose his/her driving privileges or face disciplinary action. Failure to register your vehicle with a school official could constitute grounds for a student to lose his/her driving privilege, face disciplinary action, or have vehicle towed at owner's expense.

Prevailing Board Policy and Indiana State Law dictate that the school officially informs the local license branch office of students that have been suspended, expelled, or identified as habitual truants. A student's driving license may subsequently be suspended.

### **To Approve and Register Vehicles**

Students shall complete the Student Vehicle Form and provide copies of:

1. driver's license;
2. insurance certificate;
3. registration.

- The student must obtain a permit from the assistant principal and pay a fee for the entire School year.
- If a student's permit is suspended, no fees will be refunded. Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for the student.
- When the School provides transportation, students shall not drive to School-sponsored activities unless written permission is granted by their parents and approved by the principal.

\*No other students are allowed to be driven to a School-sponsored activity by the approved student driver without a note from parents of passenger students granting permission and approval by the principal.

## **SECTION VI – TECHNOLOGY**

### **MSDWC Student Responsible Use Policy (RUP) Statement of Purpose**

MSD of Wabash County believes that students need access to technology when they act in a responsible, efficient, courteous, and legal manner which supports the district vision and mission. Internet access and other technologies available to students and teachers offer a multitude of global resources. Our goal in providing these services is to enhance the educational development of our students. It is important that users understand their responsibilities and conduct themselves as responsible learners at all times. As part of 21st century learning, teachers and students will be using Web Tools which may include, but not be limited to, blogs, wikis, podcasts, and videocasts through appropriate supervision. This may require that teachers create accounts on the students' behalf. These technologies improve student communication and collaboration skills, provide a real audience, and extend learning beyond the classroom walls while building digital citizenship skills.

Responsible uses of technology are devoted to activities that support teaching and learning. The following are our agreements about the use of technology.

#### **I will:**

- Keep private information private. (My password and identity are mine and not to be shared.)
- Treat others with respect, both online and offline.
- Strive to be a responsible digital citizen and encourage others to be good digital citizens.
- Use school issued devices for school-related purposes during school hours.
- Credit my sources when I am using other people's information, images, or other material.
- Respect the work of other students and not copy, alter, or otherwise damage work that is not mine.
- Notify an adult immediately if by accident I encounter content which violates this policy.
- Know where my device is at all times.
- Charge my device's battery daily.
- Keep food and beverages away from my device since they may cause damage to the device.
- Protect my device by only carrying it in the bag provided or an approved case.
- Take good care of my device and know that I will be issued the same device each year.
- File a police report in case of theft or vandalism.
- Be responsible for all damage or loss caused by neglect or abuse.
- Return all issued equipment, complete and in good working condition.

#### **I will not:**

- Find ways to go around the district Internet filter in order to access blocked websites.
- Email, Airdrop, or otherwise send or receive classwork or copyrighted material to/from other students.
- Read another student's private communications and schoolwork without permission.
- Use improper language or pictures.
- Use any form of electronic communication to harass, intimidate, ridicule, or otherwise harm others.
- Pretend to be someone else online.
- Give out my name, password, address, or any other personal information to someone I don't know.
- Give out names and addresses of others.
- Look for, read, view, or copy inappropriate pictures or information.
- Load my own software on the district network/device to use at school, unless I have received permission.
- Damage, change, or tamper with the hardware, software, settings, or the network in any way.
- Decorate the physical device with stickers, writing, or other markings.
- Leave my device unattended.
- Loan out my device to other individuals.

- Disassemble any part of my device and charger or attempt any repairs.

**I understand:**

- Sometimes my device work may be lost and I should be careful to back up important work.
- Some things I read on the Internet may not be true.
- The device and network belong to the district and that using them is a privilege, not a right.
- It is my responsibility to make sure that any devices I use on the district network are approved.
- The things I do using a school device or network are not private and that my teachers and District staff may review my work and activities at any time.
- If I break the rules of this RUP, I might not be able to use technology or may experience other appropriate consequences.
- It is my responsibility to read and abide by the terms and conditions of all revisions of this policy.

**Consequences for misuse:**

- I might not be allowed to use the device or the district network if I break these rules.
- I may be suspended or expelled from school if I act irresponsibly.

**Metropolitan School District of Wabash County**  
**DENIAL OF PERMISSION TO PHOTOGRAPH/RECORD**

The assumed presumption is that the school district is allowed to photograph or record students for educational uses or for use in social media (i.e. district/school/teacher Facebook pages, Twitter accounts, websites, etc.). By signing this form, I/we am/are denying MSD of Wabash County permission to photograph or videotape the named student below.

Furthermore, I/we request that efforts be made to exclude the named student from social media posts and images on any district/school/teacher websites.

Student(s) Name: \_\_\_\_\_

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

Printed Name: \_\_\_\_\_

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

It is the policy of this District that no student shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, disability, height, weight, or other protected characteristics.

## DENIAL OF PERMISSION TO USE GOOGLE PRODUCTS & SERVICES

The assumed presumption is that the school district is allowed to use third-party Google applications that may track users' data across multiple apps for educational use (i.e., YouTube, Google Docs, Google Sheets, Google Slides, and other applications deemed necessary by the school district.). By requesting/signing this form, I/we am/are denying MSD of Wabash County permission to use these Google products and services. Opting out will significantly hinder your child's ability to participate in the educational process at MSD Wabash County, as these products, services, and practices have been in place for 10+ years and utilized by all teachers in all grade levels.

For more information, please review Google's privacy notice:

[https://workspace.google.com/terms/education\\_privacy/#privacy-police-revamp-contact](https://workspace.google.com/terms/education_privacy/#privacy-police-revamp-contact)

## PARENTAL DEVICE CONTROLS & INTERNET ACCESS REQUESTS

Parents or legal guardians may submit a written request to access tools that allow them to:

1. Increase the strength of the device filter
2. Block additional websites or content accessible on the device
3. Limit the amount of time the device may be used by the student

These controls apply during periods when the student is not in school or participating in virtual instruction or remote learning.

Parents or guardians who do not wish for their student to have internet access for curricular purposes must notify the school administration in writing.

## VIDEO CAMERAS BOARD POLICY

The MSD Wabash County Board of School Trustees has authorized the use of video cameras, some with audio, on its premises and on school district buses. The video cameras will help promote and maintain a safe environment for the students and employees by monitoring student behavior. Students, staff, and parents are notified that the video footage's content may be used in student or staff disciplinary proceedings. The content of the video footage constitutes a confidential record and will be retained, filed, and maintained with other records if necessary for use in a disciplinary proceeding or for use in other matters as determined necessary by the administration.

Absent the consent of the parents or guardians of all other students depicted in the video footage, the school district **may not**, under federal regulation (FERPA), review with parents the video footage maintained by the school district. "Depicted" refers to the capture on the video of any personally identifiable information of a present or former student or any information by which the identity of a student could be easily traceable (including, but not limited to, clothing, facial features, and voice). In those situations, the school district may comply with federal regulations and satisfy the parent/guardian request for viewing by reviewing the video footage and informing the requesting parent or guardian about the contents of the video.

## **SECTION VII – MSDWC ATHLETIC CODE OF CONDUCT**

Participation in interscholastic athletics within Metropolitan School District of Wabash County (MSDWC) is a privilege open to students who maintain the requirements of the MSDWC Athletic Code, MSDWC Athletic policies, any applicable MSDWC School Board policies, the Indiana High School Athletic Association, and the specific policies of their sport.

Student-athletes in violation of any of these requirements are no longer considered in “good standing” and are not eligible for athletic participation according to the specified sanctions. Any student-athlete who becomes a member of a MSDWC team must hold himself/herself up to standards and live up to expectations that would make this community proud.

A MSDWC student-athlete must not reflect discredit upon the school nor create disruptive influence on the discipline, good order, moral, or educational environment in the school in order to remain eligible. Any student-athlete who has removed themselves from a team either explicitly (i.e. informing a coach or school representative) or implicitly (i.e. ceasing to attend practices or a contest without the coach’s permission) is no longer considered a team member in “good standing” and will therefore be subject to sanctions specified under the Athletic Code Penalties.

If a code violation occurs outside an athlete’s sport season, the code will be applied in the next successfully completed season the athlete participates in.

Any member of a MSDWC athletic team during his/her sport’s season, out of season while school is in session, or during vacation periods which includes the summer months will be subject to the Athletic Code. If a student-athlete uses or has in his/her possession tobacco, alcohol, drugs, or controlled substances unless prescribed by a doctor, he/she will be subject to the Athletic Code Penalties.

The MSDWC athletic staffs take the position that at no time should students choose to use tobacco, alcohol, or drugs unless prescribed by a doctor. Choices that one makes have a direct impact on the directions one takes as an individual grows into adulthood. Choices of whether to drink or not to drink alcohol and choices of lifestyles in one’s environment have great impact on young individuals. It is also understood that the first line of responsibility should rest with the parents in the home to supervise the growth and development of their student-athlete. It is also recognized that young people will make choices while growing up and should be made responsible for those choices. Respect, responsibility, understanding, and enforcement, of the Athletic Code is important for the athletes, coaches, and parents.

### **Athletic Code Penalties**

The following are punitive results of code violations administered from the athletic department, which are minimal when the school becomes aware of the violation. If any of the following violations occur within the last two (2) weeks of the regular season or during the IHSAA Tournament Series, the athlete will forfeit participation in any remaining events (ex: awards, contests, award banquets, etc.). When the parents bring it to the attention of the athletic department, there may be a reduction in penalty.

The policy is in effect for 365 days a year, 24 hours a day. Offenses accumulate in grades 7 and 8; however, they will not be carried over to grades 9-12. Offenses will accumulate in grades 9 - 12. These are not in addition to and not in lieu of sanctions imposed by the school for violating school rules or policies.

### **A. Policy on Alcohol, Tobacco, and Controlled Substances**

First offense for possession of or use of alcohol, tobacco, any type of vape device, Juul, or e-cigarette (regardless of nicotine content), and/or the following, except as prescribed by a physician: a CBD or low hemp product in any form, drugs, and/or any controlled substances as defined in Indiana law, shall result in the student being suspended for 50% of the current season schedule; however, the student shall be suspended for 25% of the current season schedule if the student athlete successfully

participates in counseling with a substance abuse counselor endorsed by MSDWC. Second offense for possession of or use of alcohol, tobacco, any type of vape device, Juul, or e-cigarette (regardless of nicotine content), and/or the following, except as prescribed by a physician: a CBD or low hemp product in any form, drugs, and/or any controlled substances as defined in Indiana law, shall result in the student being suspended from all athletics for a period of 365 consecutive days.

1. First offense for dealing, selling, and/or distributing alcohol, tobacco, any type of vape device, Juul, e-cigarette (regardless of nicotine content), a CBD or low hemp product in any form, drugs, and/or any controlled substance as defined in Indiana law, shall result in the student being suspended from all athletics for a period of 365 consecutive days.
2. Second offense for dealing, selling, and/or distributing alcohol, tobacco, any type of vape device, Juul, e-cigarette (regardless of nicotine content), a CBD or low hemp product in any form, drugs, and/or any controlled substance as defined in Indiana law, shall result in the student being suspended from all athletics for the remainder of grades 7-8 or grades 9-12, depending on the student's classification.
3. Third Offense of either #1 or #2, or of different combinations of #1 and #2, will be handled by the respective athletic director and building principal.

**B. Self-Disclosure.** Any student who self-discloses to an appropriate school official a need for help with personal alcohol or drug dependency, may not be subject to suspension, expulsion, or co- or extracurricular ineligibility. If school personnel learn of a dependency prior to self-disclosure, suspension, expulsion, or co- or extracurricular ineligibility will not be waived. Self-disclosure is intended for students seeking to get the help they need, not dodging consequences. Student-athletes disclosing after being "caught" does not apply. Violations that occur after self-disclosure will be subject to penalties stated in the Code. Self-disclosure will only be permitted one time during a student's school career.

**C. School Disruptions.** Any athlete that is in violation of school rules such as truancy, suspension, classroom disruption, or other punishable acts is not in accordance with the Athletic Code and will be disciplined by the already established school rules. The athlete may further be dealt with within the structure of each coach's rules for his or her sport. If an athlete is suspended out of school for any reason, they will be ineligible for all contests during the term of the suspension. Athletes serving in-school suspension or out-of-school suspension cannot practice during the suspension time, nor attend any events. (Freshmen may be exempt from the previous rule requirement.)

**D. Multiple Offenses.** Any athlete who has multiple (school) offenses or (code) violations (2 or more), may be suspended or excluded from athletic participation for (up to) one (1) full year. (Freshmen may be exempt from the previous rule requirement.)

**E. Team Obligations.** Loyalty and commitment are vital to the success of any athletic program. Any student-athlete who becomes a team member in "good standing" assumes an obligation to the team and their teammates. Any student-athlete who has removed himself or herself from a team either explicitly (i.e. informing a coach or school representative) or implicitly (i.e. ceasing to attend practices or a contest without the coach's permission) is no longer considered a team member in "good standing" and will therefore not be eligible for any individual or team post-season awards or participations in any team functions. Any student-athlete who has removed himself or herself from a team without the coach's permission may not begin participation on another school team until the preceding team's season has been completed. MSDWC student-athletes who fail to complete all season obligations in a school sport including participating in all events in which they are scheduled will face suspension of up to 30% of the next sports season in which they participate providing they complete the season in "good standing" and also providing they have been a member of the team for that sport in the previous year. (Freshmen may be exempt from the previous rule requirement.)

**F. Travel.** All athletes must travel to and from athletic contests in transportation provided by the athletic department unless previous arrangements are made by the athlete and his/her parents with the coach for that

sport, for exceptional situations.

### **INTERPRETATIONS:**

The School Administrators are charged with implementing any athletic suspensions. The length of a suspension is based upon the number of contests. Suspensions are calculated according to the events that are known to take place (the official schedule and the first game of the Sectional). Example: 9 football games and 1 guaranteed Sectional game equals 10 games to figure suspension. Suspension will not be refigured with the advancement of a team into the post season. Scrimmages will not be used in calculating suspensions but participation will not be allowed. Suspension calculations will be rounded to the next full game. It is at the coach's discretion to permit the athlete to practice or sit with the team during a contest.

- The athletic season is defined as commencing with the first practice (IHSAA dates) and ending with the final event for that sport. Penalties for violations do take effect immediately upon verification upon any violation and will include games in succession, (i.e. season schedule, tournaments, and state series, in order of competition).
- If the violation of the Code does not allow the athlete to complete the sport season, then the athlete will not be considered in "good standing" and therefore will forfeit all letters and awards for that sport season. If an athlete has an unexcused (team) absence for the last contest of that sport season, he or she will forfeit all letters and awards for that sport season, be suspended from team activities (banquet, etc.) and not be allowed to participate in 30% of the next sports season in which the individual participates and successfully completes the season in "good standing".
- If the violation of the Code occurs in the last part of a sport season and the violator cannot fulfill the terms of his/her violation in that sport, the suspension does carry over until the suspension is fulfilled. This includes the next sport, providing the student-athlete has been out for that sport in the previous year (freshmen may be exempt from the previous rule requirement), or the same sport next year (i.e. if the suspension is for the two football games with only one remaining, then the athlete must also miss his/her first basketball game, wrestling match, or baseball game until the suspension has been fulfilled).
- If there are two violations to be considered (Code of Conduct and Academic Eligibility), then Code violation suspension is to begin once grade eligibility is maintained. The two violations are not to be served simultaneously. An athlete cannot serve a suspension of an activity they are not eligible to participate.

# **Northfield Norse Athletic Handbook for Student-Athletes**

**Excellence and Pride in Education and Athletics**



**N O R T H F I E L D**

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**NORSEMEN**

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## NORSE ATHLETIC HANDBOOK FOR STUDENT-ATHLETES

### **PHILOSOPHY and OBJECTIVES**

#### **Philosophy**

Athletics at Northfield Jr./Sr. High School contribute to the development of athletes toward maturity. Interscholastic competition must develop an athlete's attitudes of good sportsmanship, fair play, and a respect for the individual. Athletes must be taught to win graciously, lose honorably, give an effort that they will reflect upon with pride, and at all times, play according to the rules and spirit of the game and to accept any official's decision without anger or malice. The athletes must also be taught to respect and care for equipment that is issued to them and available for their own usage.

#### **Objectives** include:

- A. to Teach good playing and practice habits,
- B. to Teach good sportsmanship,
- C. to Teach respect for others,
- D. to Teach respect for all participants,
- E. to Teach respect for school property and equipment,
- F. to Teach athletes to always conduct themselves to reflect credit upon themselves, their teammates, and their school,
- G. to Teach all participants to seek to develop their individual abilities and to give their best efforts in all endeavors.

### **"ATHLETE" DEFINED**

The Northfield Norse athlete is defined as, and includes, all young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, student managers, and statisticians.

### **ATHLETIC PROGRAM PROFILE**

Northfield High School supports 15 varsity sports that offer over 25 different teams to its students in grades 9 -12. There are also 12 Junior High squads for students in grades 6 and 8\*. Student-athletes are coached by over 40 men and women and participate in over 400 athletic contests per year. Northfield High School is a member of the Three Rivers Conference (TRC), whose membership also includes: Maconaquah, Manchester, Peru, Rochester, Southwood, Lewis Cass, Northwestern, Wabash, and Whitko. Northfield Junior High School is a charter member of the Running Rivers Conference (RRC) with all the above schools participating in a regular season schedule and a conference tournament in the following team and individual sports: cross country, volleyball, basketball (boys & girls), wrestling, and track & field.

### **ELIGIBILITY**

#### **ACADEMIC/ATHLETIC ELIGIBILITY**

1. Student-athletes must be enrolled at Northfield and pass five (5) full credit subjects each nine (9) weeks grading period in order to continue to participate as a team member.
2. Any sport that begins before the first nine (9) weeks grading period is completed will use the previous nine (9) weeks grades to determine athletic eligibility. However, after the second and fourth nine (9) weeks grading periods, semester grades take precedence over nine (9) weeks grades.
3. A student-athlete will be ineligible until eligibility requirements are met.
4. Student-athletes who become ineligible by IHSAA standards during a given grading period are prohibited from participating in interscholastic games, contests or events.

It is the policy of the athletic department to work closely with the academic progress of each participant. Students with failing grades may attend practices and or study table during periods of academic difficulty. Students not passing five (5) full credits are not permitted to try out for a team. He and or she may tryout after securing eligibility and with the coach's permission.

### **GRADES 6 - 8 (ATHLETIC ELIGIBILITY)**

The academic requirements of student athletes in grades 6-8 for athletic participation shall be the same as the standards established by the IHSA for high school participation with the following qualifiers:

1. If a student receives two F's in non-wheel courses, he or she is academically ineligible until the next grading period.
2. Nine-week courses will have the grades apply for that particular nine-week grading period. The semester grade for the nine weeks course, be it passing or failing, will not be counted to determine academic eligibility.
3. All incoming seventh grade students enrolling from grade six are considered academically eligible for athletic participation for the first nine-week grading period.

### **WHAT MUST BE DONE BEFORE YOUR FIRST PRACTICE**

The following items are to be completed by the athlete and parent or guardian before the first practice with any team:

- > have a completed physical examination and supporting student, parent or guardian and doctor signatures
- > meet academic eligibility requirements
- > attend team meeting or meet with coach before practice
- > have athletic transfer filed (transfer students new to Northfield may not compete in interscholastic contests until an athletic transfer is complete) in the athletic office
- > complete a drug testing form

## **IHSAA ELIGIBILITY RULES FOR STUDENTS GRADES 9 -12**

Note: to see all IHSAA By-Laws please visit their site at:

[www.IHSAA.org/0203ByLaws.htm](http://www.IHSAA.org/0203ByLaws.htm)

As a member school in the Indiana High School Athletic Association (IHSAA), Northfield High School follows the eligibility standards established by the IHSAA. To be eligible to represent your school in interscholastic athletics you:

Must be a regular bona fide student-athlete in good standing in the school you represent; must have enrolled not later than the fifteenth day of the current semester.

Must have completed 10 separate days of organized practice in said practice under the direct supervision of the high school coaching staff preceding the date of participation in interscholastic contests (excluding Girls Golf - See IHSAA Rule 101).

Must have received passing grades in at least five full credit subjects or the equivalent during your last grading period except that the semester grades shall take precedence at the end of the semester; must be currently enrolled in at least five full credit subjects or the equivalent.

Must not have reached your twentieth birthday prior to or on the scheduled date of the IHSAA State Finals in a sport.

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 the court; you are an orphan; you reside with a parent; your former school closed; your former is not accredited by the state accrediting agency in the state where your school is located; you are emancipated; you are a foreign exchange student under an approved CSIET program. You must have been eligible from the school from which you transferred.
- Must not have been enrolled in more than eight consecutive semesters beginning with grade 9.

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.

Must have had a physical examination between April 1 and your first practice and filed with your principal, along with your completed Consent and Release Certificate (physical form).

Must not have transferred from one school to another for athletic reason as a result of undue influence or persuasion by any person or group.

Must not have received in recognition of your athletic ability, any award not approved by your principal or the IHSAA.

Must not accept awards in the form of merchandise, meals, cash, etc.

Must not participate in an athletic contest during the IHSAA authorized contest season of that sport as an individual or on any team other than your school team. (See IHSAA Rule 15-1a. Exception for outstanding student-athlete - See IHSAA Rule 15-1b).

Must not reflect discredit upon your school nor create a disruptive influence on the discipline, good order, moral or educational environment in your school.

Students with remaining eligibility must not participate in tryouts or demonstrations of athletic ability in the sport as a prospective post-secondary school athlete. Graduates should refer to college rules and regulations before participating.

Must not participate with a student enrolled below grade 9.

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 where there is an IHSAA tournament for girls in that sport in which they can qualify as a girl's tournament entrant.

Any contestant or coach ejected from a contest for an unsportsmanlike act shall be suspended from the next interscholastic contests at that level of competition and all other interschool contests at any level in the interim, in addition to any other penalties assessed.

**A NOTE**

Teams tend to be far more successful when all athletes, coaches, parents, and fans are on the same page in regard to expectations and sportsmanship. All should be positive and supportive of the team and the overall program and represent oneself and the program with pride, character and class. We ask that all those involved with Northfield Jr./Sr. High School athletics set the bar in regard to behavior and sportsmanship at home and on the road at all athletic activities, contests, and events.

**ACCIDENTS or INJURIES**

All accidents or injuries home or away, are to be reported to the trainer and/or coach immediately. The coaches should know the health status of their players at all times. Athletes should keep their coach informed of any treatment outside of school and any recurring injuries. Be sure that all injuries are given proper attention. All accidents or injuries, home or away, are to be reported to the trainer and/or coach immediately. The coaches should know the health status of their players at all times. Athletes should keep their coach informed of any treatment outside of school and any recurring injuries. Be sure that all injuries are given proper attention.

**ATHLETIC SEASON DEFINED**

The athletic season is defined as commencing with the first practice and ending with the final event for that sport. Penalties for violations take effect immediately upon verification of any violation and will include games in succession, i.e. season schedule, tournaments and state series, in order of competition.

**ATTENDANCE IN SCHOOL AND ELIGIBILITY TO PARTICIPATE IN GAME CONTESTS AND PRACTICES**

1. If an athlete is too ill to be in school on the day of a game or sports contest, he or she cannot participate in that day's scheduled interscholastic contest. Minimum attendance of the second half of the school day (the final three periods) is MANDATORY. Additionally, if a student is assigned to an internship through HCC or MSDWC, in order to be eligible to attend or participate in extracurricular activities, including practices and contests, a student must attend his or her academic classes at SHS or NHS on the day of the extracurricular event, unless attendance is excused by a school administrator or by a note from a physician.
2. Absence from school due to prearranged personal days may excuse athletes from participating in game or contests or practices on the day(s) involved. Athletes should be aware that coaches may take disciplinary action when practices or contests are missed without authorization from the coach involved.
3. Athletes should make every effort to be in attendance the day prior to, the day of, and the day following participation on a team. It should be emphasized that normal fatigue incurred because of participation should not be a reason for missing school.

**AWARD PROGRAMS**

There will be at least one awards program for each sports season. All award recipients are expected to attend.

**CELL PHONE & SOCIAL NETWORKING POLICY**

Student-athletes are responsible for information contained in written or electronic transmissions and any information posted on a public domain (i.e. Facebook, YouTube). Any inappropriate, ill-meaning, or derogatory material should not be posted in any public domain. Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team, the athletic program, and the MSD of Wabash County.

Texting, tweeting, and uses of other social networks directed at teammates, coaches, opponents, other students, or other school personnel that negatively affects or is likely to negatively affect team morale or performance will be deemed conduct unbecoming a student-athlete. Any individual identified on social networking site which depicts illegal or unacceptable behavior will be considered in violation and subject to athletic discipline.

**COLLEGE-BOUND ATHLETES AND RECRUITING**

College recruiters visit Northfield to talk about and with our athletes. NCAA Eligibility Clearinghouse rules determine who is eligible for scholarships. Basically, a student-athlete must be a "C" student in college prep classes as determined by the NCAA, score well on the Scholastic Aptitude Test (SAT) or the American College Test (ACT) and have the recommendation of his or her coaches. These rules are available from the Athletic Office, the coach or may be located at the NCAA's website. There is time set aside for recruiter-athlete visitation. Your coach and guidance counselor will arrange these meetings. Transcripts will be provided to the university through the guidance office.

**CONCERNS TO DISCUSS WITH COACHES**

There are situations that may require a conference between the coach and the parent. These conferences are encouraged. It is important that both parties involved have a clear understanding of the other's position. When conferences are necessary, the following procedure should be followed to promote a resolution to the issue of concern:

1. Call to make an appointment with the coach (563-8050).
2. If the coach cannot be reached, the Athletic Director will assist you in making the appointment.
3. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.
4. If a satisfactory resolution is not accomplished, call the Athletic Director to make an appointment to discuss the situation. At this meeting, the appropriate next step can be determined.

### **CONFERENCE AFFILIATION**

Northfield High School belongs to a very competitive conference. The Three Rivers Conference was formed to promote athletics, academics, activities and information exchange between our ten schools: Maconaquah, Northwestern, Lewis Cass, Manchester, Northfield, Peru, Rochester, Southwood, Wabash, and Whitko.

Northfield Junior High belongs to the Running Rivers Conference. The ten-school conference was formed for the same reasons mentioned above. The ten schools in the RRC are: Maconaquah, Northwestern, Lewis Cass, Manchester, Northfield, Peru, Rochester, Southwood, Wabash, and Whitko. Conference tournaments or events will be held in most sports as well as academic competitions including Spell Bowl, Geography Bee, and Academic Super Bowl.

### **CONFLICTS BETWEEN ACTIVITIES**

Activities at Northfield share many students. From time to time there may be conflicts between times of activities. The general rule is to attend academic activities over athletic activities. However, the athletic department and the principal work together to avoid conflict as much as possible. It is the school's desire to allow student-athletes to participate in both activities (if there is a conflict) if at all possible. Communication between coaches and sponsors of conflicting activities is a must. Importance of contests and state competitions may affect decisions.

### **DRESS**

When going to away activities or contests as representatives of Northfield athletics, the athletes must dress according to team rules.

### **DRUG TESTING**

The school's drug-testing program may include urinalysis tests, saliva screening and/or breathalyzer to determine if the Student Code of Conduct has been violated. Please refer to MSD of Wabash County Student Testing Guidelines.

### **EQUIPMENT**

All athletes will care for all equipment or uniforms as though if they were their own property. If equipment or uniforms are destroyed through practice, the item will be replaced by the school. If equipment or uniforms are lost or stolen, the athlete(s) will fulfill their responsibility by paying for replacement of such items. Remember that stealing or wearing stolen equipment is punishable by suspension from athletics. Equipment may not be worn during the school day, at home, or on the streets without approval of the coach of that sport.

All issued equipment and uniforms remain the property of Northfield Jr./Sr. High School and must be returned at the conclusion of the season. Any missing items will be charged to the student-athlete. Graduation or next year's registration will be affected until all fees are paid.

### **GYMNASIUM PROCEDURES**

At no time is it permissible for individuals or groups to work out in the gymnasium without authorized supervision. At no time will individuals or groups be working out, jogging, or just 'messing around' while teams are having an official practice session. Athletes in the gymnasium for one sport practice will refrain from using equipment not specifically for their sport. All practice times are to be cleared with the athletic director.

### **HOMESCHOOL/ATHLETICS POLICY**

If a student is enrolled in and attending (full-time) a non-public, non-accredited school, that student may apply for eligibility to participate in the athletic program at the Metropolitan School District of Wabash County provided that:

1. The student in conjunction with the non-public, non-accredited school (Home School) and the Public School serving the student's residence, provides proof to the IHSAA that the spirit of the eligibility rules will not be compromised.
2. The student has been enrolled in the non-public, non-accredited school (Home School) in good standing for the previous three (3) years in succession; and
3. The non-public, non-accredited school (Home School) agent provides proof of meeting the provisions of rule 18-1 of the IHSAA by-laws during the time period between the end of the member School's designated Grading Period and the corresponding certification date.
4. The student must be enrolled in and attending:

- a. High School (9<sup>th</sup>-12<sup>th</sup> Grade)
  - i. Three (3) full credits subject offered
  - ii. One (1) of the credits must be a core class (English, Math, Science, or Social Studies as required for Graduation by IDOE)
- b. Lower grades up through 8th Grade
  - i. Three (3) core area courses (including English, Math, Science, or Social Studies)

### **INSURANCE**

Northfield's Athletic Department does not provide insurance coverage for student-athletes. All student-athletes are given the opportunity to purchase insurance at their own cost. Parents can obtain an application from the athletic office to purchase school insurance.

Northfield's administrators and coaches are safety conscious and are expected to instruct athletes in the safe and proper techniques of their sport(s). Due to the nature of athletic activity, however, injury may occur. While the school provides opportunity for such participation, the parent retains the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their child. Parents are encouraged to have a family insurance policy to cover athletic injuries and the cost of treatment.

### **LOCKER ROOMS**

Locker Rooms are the property of Northfield. Team participants should refrain from unacceptable activity or behaviors while using said locker rooms. Student-athletes are expected to conduct themselves with a sense of pride while using these facilities.

### **MISSING PRACTICES/DOCTOR'S NOTES**

Any time the trainer refers a player to a doctor, the athlete must see a doctor and return with a note "releasing" them to play. If a doctor's note specifically states when an athlete may return then we will let them. If the note is generic and does not set a specific day, the athlete must see the doctor again to get released.

Per IHSAA rule, any student who misses 5-10 consecutive days of practice must complete 4 days of practice prior to the day of a contest to be eligible to participate in a contest. Any athlete who misses 11 or more consecutive days of practice must participate actively in 6 days of practice prior to the day of a contest to be eligible to participate in a contest. The key word is "active." Simply shooting free throws, walking or not engaging in any type of activity is not considered "active" participation under this rule.

### **MULTIPLE SPORT ATHLETES**

The Northfield Athletic Department supports the concept of participating in more than one high school sport. In-season sports take precedence over out-of-season sports. Coaches should not establish expectations "out of season" which would prohibit or restrict a student's participation in an "in-season" sport.

### **PARTICIPATION IN TWO SPORTS IN ONE SEASON**

Athletes may participate in more than one sport during one season. Coaches involved with athletes wanting to do this will meet with the athlete and his or her parent(s) to discuss the possibilities. At that time, the athlete will declare one of the sports as their primary sport. A schedule resolving all practice and competition conflicts must be established prior to the season. The athlete must realize that extra time for practice is necessary to compete in two sports in one season. The athlete must meet the requirement of both sports; however, when there is a conflict, the athlete will participate in the primary sport unless there is an agreement with both head coaches that the athlete would participate

in the secondary sport. If the requirements of one or both sports are not met, the athlete may be removed from either (or both) team(s).

### **PHYSICALS AND NECESSARY FORMS**

All athletes must have a physical form, Athletic Responsibility Acknowledgment, and medical card on file in the office prior to participating in any summer activity whether it be open gym, camp, clinic, weight lifting, etc. Any physical received after April 1 of one school year is good through May 31\* of the next, or the completion of the spring sports season of the following school year. Those forms included in the packet are: Emergency Medical Card; Physical Form; Athletic Responsibility Acknowledgement Form; Concussion and Sudden Cardiac Arrest Acknowledgement Form; MSD of Wabash County Drug Testing Program Consent Form; and the Consent of Release of Health Information Form.

### **PRACTICES: REGULAR, VACATION AND SCHOOL CLOSING**

All team members are expected to attend all practices. Vacation practice schedules are set by the coach. Only the coach can excuse an athlete from practice. Practices during a school closing time (snow, fog, etc.) are occasionally held. Attendance at these practices is considered necessary but voluntary.

### **QUITTING A TEAM OR CHANGING SPORT**

If an athlete participates in ten (10) practices (pre-season) for a sport, he or she cannot quit that sport and join another sport until the sport season he/she quit is completed. Mutual consent by both coaches can waive this rule if the student-athlete and team is better off for the change. The athlete should notify the coach immediately, in person, to explain the reason for quitting the team. The athlete should then turn in all school equipment that has been issued to him or her. The athlete forfeits all awards that would have been earned had they completed the season.

### **SCHOLARSHIPS (ATHLETIC)**

Student-athletes and parents interested in pursuing athletic scholarships should start their searches by asking their individual coaches for information and advice concerning this matter. The guidance office will have additional information about the school or area of interest. Students interested in Division I and II colleges and universities must comply with NCAA eligibility guidelines. These guidelines can be found at the NCAA website.

### **STUDY TABLES**

Study tables may be a designated requirement for student-athletes who need a supervised study environment. Coaches may or may not encourage and hold study tables. Coaches may do grade checks as they deem necessary.

### **SUSPENSIONS VIA DUE PROCESS**

A school due process suspension (in school or out of school) makes a student body member ineligible for competition and practice in any activity or program for the duration of the due process.

### **TEAM CUTTING POLICIES**

Coaches at Northfield will follow MSD of Wabash County established cutting policies on how they will choose their teams. In some sports, cutting a team down to manageable size is a necessity. Coaches will explain their policy to candidates for their team at the first meeting. An athlete may be cut from a team anytime during a season. Criteria for selecting team members lies with the coaching staff. All potential team candidates are mandated five sessions and may request a sixth if he or she is removed from the squad. The decisions of the coaching staff are final.

### **TRAINING ROOM**

The purpose of the training is to care for and prevent athletic injuries. Student-athletes are not permitted in the training room without adult supervision. Space is limited, therefore, only athletes needing treatment are allowed in the room. All school first aid materials are to remain in the training room or in the medical kits under the direction of the trainer or coach at practices, games, or contests. Under no circumstances are the athletes to use the whirlpool without proper supervision of the trainer or coach. At no time should there be any school owned first aid materials in athlete's lockers. This includes athletic tape.

### **TRANSPORTATION**

Transportation to and from away athletic contests will be scheduled and provided by Northfield Jr./Sr High School. It is expected that the student-athlete will ride with the team on the appropriate mode of transportation. The following procedure will be used in determining who does not have to ride the bus home from an away athletic contest:

1. If a parent/legal guardian has DIRECTLY told you that their son or daughter will be riding home with them that evening, the athlete does not have to ride the bus home.

2. For a student to ride home with another ADULT, a written note from a parent must be furnished prior to the contest. Finally, a coach retains the option to require that all ride the bus home.

### **WEIGHT ROOM AND DECK**

The weight room is available for use by teams before and after school and during the summer when supervision is available. No student shall use the weight room without adult supervision, nor without having a physical exam on file in the athletic office.

The equipment on the deck may only be used under the direction of a supervisor (normally a coach or teacher). Under no circumstances are students or athletes allowed to use the equipment without supervision.

### **AWARDS INFORMATION FOR ATHLETES**

Awards are an integral part of most activities. They exist to reward, indicate belonging and show commitment to a cause. Awards are important and Northfield athletes are recognized with a wide variety of earned awards. It is always very important to keep awards in perspective. Too many or inappropriate awards indicate a disregard for the true meaning of sport, while too few can indicate a feeling of non-importance. In reality, awards cannot truly show what has been gained from competing in athletics: the development of loyalties, commitment to a cause; learning about one's limits and representing one's school, community, family and self.

All sports are considered major sports at Northfield Jr./Sr. High School. Athletes, student staff, dance team members, and cheerleaders are eligible to earn awards. Each sport gives the same type awards and all awards are purchased by the school except for jackets which are purchased by the athlete. No athlete may receive an award in a sport for which he/she is academically ineligible at the completion of the season, under suspension for an athletic violation or otherwise not in good standing. Candidates must complete the season's play in order to receive an award; however, injuries may waive this stipulation. No awards will be issued until equipment is turned in to the coach.

### **AWARDS GIVEN**

1. Junior High Award
  - a. Athlete will receive a certificate.
2. Freshman Awards
  - a. Athlete will receive a certificate.
  - b. The numerals will be three inches high, made of white chenille with royal blue trim on gray felt.
  - c. Numerals will be presented to any freshman (9th grader) who satisfactorily competes in any sport and is recommended by his/her coach.
  - d. Only one set of numerals per athlete will be presented regardless of the number of sports participated in that year. The presentation of the numerals will follow the first sports season in which they are earned. Subsequent freshman awards will be certificates.
3. JV Award
  - a. Athlete will receive a certificate.
  - b. A certificate will be presented to sophomores, juniors, and seniors who do not qualify for a varsity award.
4. Varsity Awards
  - a. The varsity award will be an eight inch "N" made of white chenille on gray felt.
  - b. Subsequent varsity awards will be chevrons with the sport logo on it to be placed on the jacket sleeve in a row.
  - c. The following requirements must be met in order to earn a varsity award in each of the following sports:

Baseball- participate in ½ of the varsity games and/or recommendation of the coach

Basketball- participate in ½ of the varsity games and/or recommendation of the coach

Cheerleading- participate at all varsity required contests and/or recommendation of the coach

Cross Country- participate in ½ of all varsity meets; earn at least 5 varsity participation points and/or the recommendation of the coach. Points may be earned by the top seven runners in each meet point for dual meet and two points for invitational meets.

Dance- participate at all Fall and Winter events and/or recommendation of the coach

Football- participate in ½ of the varsity quarters played and/or recommendation of the coach.

Golf- participate in ½ of the varsity matches (tournaments count double) and/or recommendation of the coach.

Softball- participate in ½ of the varsity games and/or recommendation of the coach. Tennis- participate in ½ of all contests or recommendation of the coach.

Volleyball- must participate in ½ of all varsity matches and or recommendation of the coach.

Wrestling- participate in ½ of the varsity matches; score 20 varsity points and/or recommendation of the coach.

- d. To earn the coaches' recommendation for an award one must give an exceptional service to the team or play or make a significant contribution to the team at some point during the season. A senior may be recommended for a varsity award for loyal service during four years of participation in a specific sport.

5. Athletic Honor Jacket

- a. The athletic honor jacket will conform to the style(s) now in use.
- b. Any athlete who receives his/her 1<sup>st</sup> varsity letter will be eligible to receive a jacket.
  - i. See "Managers" below for information on managers receiving their jacket.
- c. Those earning an honor jacket will be required to pay the full cost of the jacket when it is ordered.
  - i. Any student may purchase a jacket upon receipt of their next varsity letter (see General Award Policy #9).

6. Senior Plaque Award

- a. Senior plaque award is presented to athletes who have earned six (6) or more varsity letters in their careers.

7. Patches

- a. Patches will be awarded to all varsity letter recipients on teams winning conference or IHSAA tournament championships.
- b. Individuals winning TRC or IHSAA tournament championships will also be honored with a patch.
- c. County or "Finalist" individual patches may be purchased by the athlete from the Athletic Department.

8. Tri Athlete Award

- a. A "Tri Athlete" certificate and gold pin will be awarded yearly to each athlete who successfully completes three (3) seasons of sports participation.

9. Scholar Recognition

- a. "Scholar-Athlete Award" – Certificate and Blue Patch
  - i. The student-athlete must have earned a GPA between 8.0 (B) and 9.499 based on grades from the first semester of present school year.
- b. "Norse Scholar Award" – Certificate and Silver Patch
  - i. The student-athlete must have earned a 9.5 (B+) or better based on grades from the first semester of present school year.
- c. Athletic criteria for both awards
  - i. Fall and winter athletes who successfully complete their full sport season.
  - ii. Spring athletes must be a member of spring sport athletic team on the date of recognition.
  - iii. These awards apply equally to all athletes, managers, dance team members, and cheerleaders on any high school team.
  - iv. Junior High athletes are only recognized with a "Scholar-Athlete" certificate if they meet the criteria.

10. Team/Individuals Awards

- a. Each team may award team or individual awards to its athletes.

Managers: in order to earn a letter, the manager must manage the entire season and meet the coach's expectations. If they do not meet the coach's expectations but manage the entire season they will

receive a certificate.

-A manager must earn two manager letters prior to becoming eligible to receive an athletic honor jacket.

**GENERAL AWARD POLICIES**

1. All awards will be worn in the proper manner as required by the Athletic Council.
2. All awards given for athletic excellence won by an athlete as an individual will become his/her property immediately.
3. Awards which become unusable may be replaced at cost by the athlete.
4. The athlete must be a good citizen of his/her school and community to be considered for an award in any sport.
5. Only those awards earned by the athlete, and given by the athletic department, will be worn by the athlete.
6. Athletes may not give their awards to others to be worn.
7. Athletes moving to Northfield may have their previous awards transferred to the Northfield awards system after completing two seasons of participation. The transfer student may purchase Northfield awards similar to those won previously at his/her former school.
8. infractions of coaching or training rules could necessitate a decision by the Athletic Council concerning an athlete's awards.
9. Manager awards will be made on the same basis as athletes and will be subject to the same restrictions with the exception of the honor jacket in which case a student must earn two manager awards to become eligible to receive their honor jacket.

**AWARD PROGRAMS**

1. There will be at least one awards program for each sports season. All award recipients are expected to attend. Failure to attend without being excused may result, at the coach's discretion, in the forfeiture of earned awards for that season.

# Southwood Knights Athletic Handbook for Student-Athletes

Excellence and Pride in Education and Athletics



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# KNIGHT ATHLETIC HANDBOOK FOR STUDENT-ATHLETES

## **PHILOSOPHY and OBJECTIVES**

### **Philosophy**

Athletics at Southwood High School contribute to the development of athletes toward maturity. Interscholastic competition must develop an athlete's attitudes of good sportsmanship, fair play, and a respect for the individual. Athletes must be taught to win graciously, lose honorably, give an effort that they will reflect upon with pride, and at all times, play according to the rules and spirit of the game and to accept any official's decision without anger or malice. The athletes must also be taught to respect and care for equipment that is issued to them and available for their own usage.

### **Objectives** include:

- A. to Teach good playing and practice habits,
- B. to Teach good sportsmanship,
- C. to Teach respect for others,
- D. to Teach respect for all participants,
- E. to Teach respect for school property and equipment,
- F. to Teach athletes to always conduct themselves to reflect credit upon themselves, their teammates, and their school,
- G. to Teach all participants to seek to develop their individual abilities and to give their best efforts in all endeavors.

### **"ATHLETE" DEFINED**

The Southwood Knight athlete is defined as, and includes, all young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, student managers, and statisticians.

### **ATHLETIC PROGRAM PROFILE**

Southwood High School supports 12 varsity sports that offer over 25 different teams to its students in grades 9 -12. There are also 14 Junior High squads for students in grades 6 – 8 \*. Student-athletes are coached by over 40 men and women and participate in over 400 athletic contests per year. Southwood High School is a member of the Three Rivers Conference (TRC), whose membership also includes: Maconaquah, Manchester, Northfield, Peru, Rochester, Southwood, Northwestern, Lewis Cass, Wabash, and Whitko. Southwood Junior High School is a charter member of the Running Rivers Conference with all the above schools participating in a regular season schedule and a conference tournament in the following team and individual sports: cross country, volleyball, basketball (boys & girls), wrestling, and track & field.

## **ELIGIBILITY**

### **ACADEMIC/ATHLETIC ELIGIBILITY**

1. Student-athletes must be enrolled at Southwood and pass five (5) full credit subjects each nine (9) weeks grading period in order to continue to participate as a team member.
2. Any sport that begins before the first nine (9) weeks grading period is completed will use the previous nine (9) weeks grades to determine athletic eligibility. However, after the second and fourth nine (9) weeks grading periods, semester grades take precedence over nine (9) weeks grades.
3. A student-athlete will be ineligible until eligibility requirements are met.
4. Student-athletes who become ineligible by IHSAA standards during a given grading period are prohibited from participating in interscholastic games, contests or events

It is the policy of the athletic department to work closely with the academic progress of each participant. Students with failing grades may attend practices and/or study table during periods of academic difficulty. Students not passing five (5) full credits are not permitted to try out for a team. He or she may tryout after securing eligibility and with the coach's permission.

### **Grades 6 - 8 (Athletic Eligibility)**

The academic requirements of student-athletes in grades 6 – 8 for athletic participation shall be the same as the standards established by the IHSAA for high school participation with the following qualifiers:

1. If a student receives two F's in non-wheel courses, he or she is academically ineligible until the next grading period.
2. Nine week courses will have the grades apply for that particular nine week grading period. The semester grade for the nine weeks course, be it passing or failing, will not be counted to determine academic eligibility.
3. All incoming seventh grade students enrolling from grade six are considered academically eligible for athletic participation for the first nine-week grading period.

### **WHAT MUST BE DONE BEFORE YOUR FIRST PRACTICE**

The following items are to be completed by the athlete and parent/guardian before the first practice with any team:

- > have a completed physical examination and supporting student, parent or guardian and doctor signatures
- > meet academic eligibility requirements
- > attend team meeting or meet with coach before practice
- > have athletic transfer filed {transfer students new to Southwood may not compete in interscholastic contests until an athletic transfer is complete} in the athletic office
- > complete a drug testing form

## **IHSAA ELIGIBILITY RULES FOR STUDENTS GRADES 9 -12**

Note: to see all IHSAA By-Laws please visit their site at:

[www.IHSAA.org/0203ByLaws.htm](http://www.IHSAA.org/0203ByLaws.htm)

As a member school in the Indiana High School Athletic Association (IHSAA), Southwood High School follows the eligibility standards established by the IHSAA. To be eligible to represent your school in interscholastic athletics you:

Must be a regular bona fide student-athlete in good standing in the school you represent; must have enrolled not later than the fifteenth day of the current semester.

Must have completed 10 separate days of organized practice in said practice under the direct supervision of the high school coaching staff preceding the date of participation in interscholastic contests (excluding Girls Golf - See IHSAA Rule 101).

Must have received passing grades in at least five full credit subjects or the equivalent during your last grading period except that the semester grades shall take precedence at the end of the semester; must be currently enrolled in at least five full credit subjects or the equivalent.

Must not have reached your twentieth birthday prior to or on the scheduled date of the IHSAA State Finals in a sport.

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 bonafide move on the part of your parents,
- . . . unless you are a ward of the court; you are an orphan, you reside with a parent, your former school closed, your former school is not accredited by the state accrediting agency in the state where your school is located; you are emancipated; you are a foreign exchange student under an approved CSIET program. You must have been eligible from the school from which you transferred. You must not have been enrolled in more than eight consecutive semesters beginning with grade 9.

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.

Must have had a physical examination between April 1 and your first practice and filed with your principal your completed Consent and Release Certificate (physical form).

Must not have transferred from one school to another for athletic reason as a result of undue influence or persuasion by any person or group.

Must not have received in recognition of your athletic ability, any award not approved by your principal or the IHSAA.

Must not accept awards in the form of merchandise, meals, cash, etc.

Must not participate in an athletic contest during the IHSAA authorized contest season of that sport as an individual or on any team other than your school team. (See IHSAA Rule 15-1a. Exception for outstanding student-athlete - See IHSAA Rule 15-1b).

Must not reflect discredit upon your school nor create a disruptive influence on the discipline, good order, moral or educational environment in your school.

Students with remaining eligibility must not participate in tryouts or demonstrations of athletic ability in the sport as a prospective post-secondary school athlete. Graduates should refer to college rules and regulations before participating.

Must not participate with a student enrolled below grade 9.

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 where there is an IHSAA tournament for girls in that sport in which they can qualify as a girl's tournament entrant.

Any contestant or coach ejected from a contest for an unsportsmanlike act shall be suspended from the next interscholastic contests at that level of competition and all other interschool contests at any level in the interim, in addition to any other penalties assessed.

## INFORMATION FOR ATHLETES

### A NOTE

Teams tend to be far more successful when all athletes, coaches, parents, and fans are on the same page in regard to expectations and sportsmanship. All should be positive and supportive of the team and the overall program and represent oneself and the program with pride, character, and class. We ask that all those involved with Southwood Jr. - Sr. High School athletics set the bar in regard to behavior and sportsmanship at home and on the road at all athletic activities, contests, and events.

### ACCIDENTS or INJURIES

All accidents or injuries home or away, are to be reported to the trainer and or coach immediately. The coaches should know the health status of their players at all times. Athletes should keep their coach informed of any treatment outside of school and any recurring injuries. Be sure that all injuries are given proper attention. All accidents or injuries, home or away, are to be reported to the trainer and or coach immediately. Athletes should keep their coach informed of any treatment outside of school and any recurring injuries. Be sure that all injuries are given proper attention.

### ATHLETIC SEASON DEFINED

The athletic season is defined as commencing with the first practice and ending with the final event for that sport. Penalties for violations take effect immediately upon verification of any violation and will include games in succession, i.e. season schedule, tournaments and state series, in order of competition.

### ATTENDANCE in SCHOOL & ELIGIBILITY to PARTICIPATE in GAME CONTESTS AND PRACTICES

1. If an athlete is too ill to be in school on the day of a game or sports contest, he or she cannot participate in that day's scheduled interscholastic contest. Minimum attendance of the second half of the school day (the final three periods) is MANDATORY. Additionally, if a student is assigned to an internship through HCC or MSDWC, in order to be eligible to attend or participate in extracurricular activities, including practices and contests, a student must attend his or her academic classes at SHS or NHS on the day of the extracurricular event, unless attendance is excused by a school administrator or by a note from a physician.
2. Absence from school due to prearranged personal days may excuse athletes from participating in game or contests or practices on the day(s) involved. Athletes should be aware that coaches may take disciplinary action when practices or contests are missed without authorization from the coach involved.
3. Athletes should make every effort to be in attendance the day prior to, the day of, and the day following participation on a team. It should be emphasized that normal fatigue incurred because of participation should not be a reason for missing school.

### AWARD PROGRAMS

There will be at least one awards program for each sports season. All award recipients are expected to attend.

### CELL PHONE & SOCIAL NETWORKING POLICY

Student-athletes are responsible for information contained in written or electronic transmissions and any information posted on a public domain (i.e. Facebook, YouTube). Any inappropriate, ill-meaning, or derogatory material should not be posted in any public domain. Student-athletes are not precluded from participation in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team, the athletic program, and the MSD of Wabash County.

Texting, tweeting, and uses of other social networks directed at teammates, coaches, opponents, other students, or other school personnel that negatively affects or is likely to negatively affect team morale or performance will be deemed conduct unbecoming a student-athlete. Any individual identified on social networking site which depicts illegal or unacceptable behavior will be considered in violation and subject to athletic discipline.

### COLLEGE-BOUND ATHLETES AND RECRUITING

College recruiters visit Southwood to talk about and with our athletes. NCAA Eligibility Clearinghouse rules determine who is eligible for scholarships. Basically, a student-athlete must be a "C" student in college prep classes as determined by the NCAA, score well on the Scholastic Aptitude Test (SAT) or the American College Test (ACT) and have the recommendation of his or her coaches. These rules are available from the Athletic Office, the coach or may be located at the NCAA's website. There is time set aside for recruiter-athlete visitation. Your coach and guidance counselor will arrange these meetings. Transcripts will be provided to the university through the guidance office.

## **CONCERNS TO DISCUSS WITH COACHES**

There are situations that may require a conference between the coach and the parent. These conferences are encouraged. It is important that both parties involved have a clear understanding of the other's position.

When conferences are necessary, the following procedure should be followed to promote a resolution to the issue of concern:

1. Call to make an appointment with the coach (563-8050).
2. If the coach cannot be reached, the Athletic Director will assist you in making the appointment.
3. Please do not attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote resolution.
4. If a satisfactory resolution is not accomplished, call the Athletic Director to make an appointment to discuss the situation. At this meeting, the appropriate next step can be determined.

## **CONFERENCE AFFILIATION**

Southwood High School belongs to a very competitive conference. The Three Rivers Conference was formed to promote athletics, academics, activities and information exchange between our ten schools: Maconaquah, Manchester, Northfield, Northwestern, Peru, Rochester, Southwood, Lewis Cass, Wabash, and Whitko.

Southwood Junior High belongs to the Running Rivers Conference. The ten-school conference was formed for the same reasons mentioned above. The ten schools in the RRC are: Maconaquah, Lewis Cass, Northwestern, Manchester, Northfield, Peru, Rochester, Southwood, Wabash, and Whitko. Conference tournaments or events will be held in most sports as well as academic competitions including Spell Bowl, Geography Bee, and Academic Super Bowl.

## **CONFLICTS BETWEEN ACTIVITIES**

Activities at Southwood share many students. From time to time there may be conflicts between times of activities. The general rule is to attend academic activities over athletic activities. However, the athletic department and the principal work together to avoid conflict as much as possible. It is the school's desire to allow student-athletes to participate in both activities (if there is a conflict) if at all possible. Communication between coaches and sponsors of conflicting activities is a must. Importance of contests and state competitions may affect decisions.

## **DRESS**

When going to away activities or contests as representatives of Southwood athletics, the athletes must dress according to team rules.

## **DRUG TESTING**

The school's drug-testing program may include urinalysis tests, saliva screening and/or breathalyzer to determine if the Student Code of Conduct has been violated. Please refer to MSD of Wabash County Student Testing Guidelines.

## **EQUIPMENT**

All athletes will care for all equipment or uniforms as though if they were their own property. If equipment or uniforms are destroyed through practice, the item will be replaced by the school. If equipment or uniforms are lost or stolen, the athlete(s) will fulfill their responsibility by paying for replacement of such items. Remember that stealing or wearing stolen equipment is punishable by suspension from athletics. Equipment may not be worn during the school day, at home, or on the streets without approval of the coach of that sport.

All issued equipment and uniforms remain the property of Southwood Junior Senior High School and must be returned at the conclusion of the season. Any missing items will be charged to the student-athlete. Graduation or next year's registration will be affected until all fees are paid.

## **GYMNASIUM PROCEDURES**

At no time is it permissible for individuals or groups to work out in the gymnasium without authorized supervision. At no time will individuals or groups be working out, jogging, or just 'messing around' while teams are having an official practice session. Athletes in the gymnasium for one sport practice will refrain from using equipment not specifically for their sport. All practice times are to be cleared with the athletic director.

## **HOMESCHOOL/ATHLETICS POLICY**

If a student is enrolled in and attending (full-time) a non-public, non-accredited school, that student may apply for eligibility to participate in the athletic program at the Metropolitan School District of Wabash County provided that:

1. The student in conjunction with the non-public, non-accredited school (Home School) and the Public School serving the student's residence, provides proof to the IHSAA that the spirit of the eligibility rules will not be compromised.
2. The student has been enrolled in the non-public, non-accredited school (Home School) in good standing for the previous three (3) years in succession; and
3. The non-public, non-accredited school (Home School) agent provides proof of meeting the provisions of rule 18-1 of the IHSAA by-laws during the time period between the end of the member School's designated Grading Period and the corresponding certification date.
4. The student must be enrolled in and attending:
  - a. High School (9<sup>th</sup>-12<sup>th</sup> Grade)
    - i. Three (3) full credits subject offered
    - ii. One (1) of the credits must be a core class (English, Math, Science, or Social Studies as required for Graduation by IDOE)
  - b. Lower grades up through 8th Grade
    - i. Three (3) core area courses (including English, Math, Science, or Social Studies)

## **INSURANCE**

Southwood's Athletic Department does not provide insurance coverage for student-athletes. All student-athletes are given the opportunity to purchase insurance at their own cost. Parents can obtain an application from the athletic office to purchase school insurance.

Southwood's administrators and coaches are safety conscious and are expected to instruct athletes in the safe and proper techniques of their sport(s). Due to the nature of athletic activity, however, injury may occur. While the school provides opportunity for such participation, the parent retains the right of denial of such participation and must carry the responsibility for providing medical care and insurance coverage for their child. Parents are encouraged to have a family insurance policy to cover athletic injuries and the cost of treatment.

## **LOCKER ROOMS**

Locker Rooms are the property of Southwood. Team participants should refrain from unacceptable activity or behaviors while using said locker rooms. Student-athletes are expected to conduct themselves with a sense of pride while using these facilities.

## **MISSING PRACTICES/DOCTOR'S NOTES**

Any time the trainer refers a player to a doctor, the athlete must see a doctor and return with a note "releasing" them to play. If a doctor's note specifically states when an athlete may return then we will let them. If the note is generic and does not set a specific day, the athlete must see the doctor again to get released.

Per IHSAA rule, any student who misses 5-10 consecutive days of practice must complete 4 days of practice prior to the day of a contest to be eligible to participate in a contest. Any athlete who misses 11 or more consecutive days of practice must participate actively in 6 days of practice prior to the day of a contest to be eligible to participate in a contest. The key word is "active." Simply shooting free throws, walking or not engaging in any type of activity is not considered "active" participation under this rule.

## **MULTIPLE SPORT ATHLETES**

The Southwood Athletic Department supports the concept of participating in more than one high school sport. In-season sports take precedence over out-of-season sports. Coaches should not establish expectations "out of season" which would prohibit or restrict a student's participation in an "in-season" sport.

## **PARTICIPATION IN TWO SPORTS IN ONE SEASON**

Athletes may participate in more than one sport during one season. Coaches involved with athletes wanting to do this will meet with the athlete and his or her parent(s) to discuss the possibilities. At the time the athlete will declare one of the

sports as their primary sport. A schedule resolving all practice and competition conflicts must be established prior to the season. The athlete must realize that extra time for practice is necessary to compete in two sports in one season. The athlete must meet the requirement of both sports; however, when there is a conflict, the athlete will participate in the primary sport unless there is an agreement with both head coaches that the athlete would participate in the secondary sport. If the requirements of one or both sports are not met, the athlete may be removed from either (or both) team(s).

### **PHYSICALS and NECESSARY FORMS**

All athletes must have a completed physical packet on file in the athletic office prior to participating in any summer activity whether it be open gym, camp, clinic, weight lifting, etc. Any physical received after April 1 of one school year is good through May 31\* of the next or the completion of the spring sports season of the following school year. Those forms included in the packet are: Emergency Medical Card; Physical Form; Athletic Responsibility Acknowledgement form; Concussion and Sudden Cardiac Arrest Acknowledgement form; MSD of Wabash County Drug Testing Program Consent Form; and the Consent of Release of Health Information form.

### **PRACTICES: REGULAR, VACATION AND SCHOOL CLOSING**

All team members are expected to attend all practices. Vacation practice schedules are set by the coach. Only the coach can excuse an athlete from practice. Practices during a school closing time (snow, fog, etc.) are occasionally held. Attendance at these practices is considered necessary but voluntary.

### **QUITTING A TEAM or CHANGING SPORTS**

If an athlete is cut from a team, he or she is encouraged to join another team or program in that sport season. If an athlete participates in ten (10) practices (pre-season) for a sport, he or she cannot quit that sport and join another sport until the sport season he or she quit is completed. Mutual consent by both coaches can waive this rule if the student-athlete and team is better off for the change. The athlete should notify the coach immediately, in person, to explain the reason for quitting the team. The athlete should then turn in all school equipment that has been issued to him or her. The athlete forfeits all awards that would have been earned had they completed the season.

### **SCHOLARSHIPS (ATHLETIC)**

Student-athletes and parents interested in pursuing athletic scholarships should start their searches by asking their individual coaches for information and advice concerning this matter. The guidance office will have additional information about the school or area of interest. Students interested in Division I and II colleges and universities must comply with NCAA eligibility guidelines. These guidelines can be found at the NCAA website.

### **STUDY TABLES**

Study tables may be a designated requirement for student-athletes who need a supervised study environment. Coaches may or may not encourage and hold study tables. Coaches may do grade checks as they deem necessary.

### **SUSPENSIONS VIA DUE PROCESS**

A school due process suspension (in school or out of school) makes a student body member ineligible for competition and practice in any activity or program for the duration of the due process.

### **TEAM CUTTING POLICIES**

Coaches at Southwood will follow MSD of Wabash County established cutting policies on how they will choose their teams. In some sports, cutting a team down to manageable size is a necessity. Coaches will explain their policy to candidates for their team at the first meeting. An athlete may be cut from a team anytime during a season. Criteria for selecting team members lies with the coaching staff. All potential team candidates are mandated five sessions and may request a sixth if he or she is removed from the squad. The decisions of the coaching staff are final.

### **TRAINING ROOM**

The purpose of the training is to care for and prevent athletic injuries. Student-athletes are not permitted in the training room without adult supervision. Space is limited, therefore, only athletes needing treatment are allowed in the room. All school first aid materials are to remain in the training room or in the medical kits under the direction of the trainer or coach at practices, games, or contests. Under no circumstances are the athletes to use the whirlpool without proper supervision of the trainer or coach. At no time should there be any school owned first aid materials in athlete's lockers. This includes athletic tape.

### **TRANSPORTATION**

Transportation to and from away athletic contests will be scheduled and provided by Southwood High School. It is expected that the student-athlete will ride with the team on the appropriate mode of transportation. The following procedure will be used in determining who does not have to ride the bus home from an away athletic contest:

- 1) If a parent/legal guardian has DIRECTLY told you that their son/daughter will be riding home with them that evening, the athlete does not have to ride the bus home.
- 2) For a student to ride home with another ADULT, a written note from a parent must be furnished prior to the contest. Finally, a coach retains the option to require that all ride the bus home.

## **WEIGHT ROOM/DECK**

The weight room is available for use by teams before and after school and during the summer when supervision is available. No student shall use the weight room without adult supervision, nor without having a physical exam on file in the athletic office.

The equipment on the deck may only be used under the direction of a supervisor (normally a coach or teacher). Under no circumstances are students or athletes allowed to use the equipment without supervision.

## **ATHLETIC AWARDS**

This section contains information for coaches and student-athletes in understanding the standards and requirements for issuing and earning athletic awards.

### **A. General Policies Regarding All Athletic Awards**

1. Athletic Award jackets, as well as other athletic awards received by the student-athlete, are intended for the personal use of the recipient and should be worn only by that individual.
2. Athletic award jackets and other awards should be worn appropriately and in good taste. Care should be taken to wear these with pride. A student-athlete who enrolls in Southwood from another high school may apply for credit for previous letters earned toward a jacket award providing that those letters transferred are successfully defended at Southwood. Any awards previously earned must be verified in writing by the principal of the preceding school.

In order to be considered for an award, a student must be on the squad at the end of the season, be academically eligible, be in good standing, and receive the recommendation of the coach. (Disciplinary action taken by the Coach and/or Athletic Council may or may not eliminate the athlete from the squad.) Athletes who are injured while participating or who are restricted from participation by a doctor may be recommended by the coach for an award.

### **A. Letter and Certificate Awards**

Standards to earn (1) major awards, (2) reserve, junior varsity or minor awards or (3) freshman numerals are established by the Athletic Council.

#### **1. Major Letter Award:**

A six-inch chenille letter is awarded to an athlete who qualifies under the general requirements for a major award. This award shall be given in the first sport in which the athlete qualifies. For each additional major letter won, a chevron with a specific sport insert shall be awarded.

Each varsity award earned is valued at 4 points.

#### **2. Minor Letter Award:**

A reserve certificate is awarded to a freshman, sophomore, or junior athlete who qualifies under the general requirements for a minor award, but has not fulfilled the requirements of the individual sport for a major award. A reserve certificate will be awarded in each sport in which the athlete fulfills the requirements for an award. Each reserve award earned is valued at 2 points REGARDLESS of grade level of participant.

#### **3. Freshman Numeral Award:**

Any freshman athlete and/or manager may earn numerals upon successful completion of the first sport season of the freshman year. Numeral awards will be granted upon fulfilling the general requirements for a varsity, reserve, or freshman athletic award.

Chenille numerals representing the year of graduation will be presented for the first sport in which the athlete is recommended. Additional freshman awards in other sports will be in the form of a certificate. Each freshman award earned is valued at 1 point.

## **Individual Special Awards**

### **General Statement of Philosophy**

The Southwood Athletic Council believes that appropriate individual awards should be given

- > in order to encourage the development attitudes and total effort to improve self and the team and which also recognizes achievement in special areas of the sport.
- > Three types of awards may be presented whenever it is considered appropriate by the coach and approved by the Athletic Council.
- > An appropriate plaque may be presented to the athlete, in each varsity sport, who is selected by his or her varsity coach as the MOST VALUABLE or MOST OUTSTANDING (both on and off of the playing area) member

of the team.

- > An appropriate plaque may be presented to the athlete, in each varsity sport, who is selected by his or her coaches as exemplifying the **BEST MENTAL ATTITUDE**. Qualities including loyalty to his or her team and coaches, encouragement of team spirit, placing the team success above self, and a generally positive attitude before, during, and after team practices and contests are considered.
- > One of the two following approaches to "special skill" awards may be followed by the coaches of each sport in proposing appropriate awards for their individual sport:
- > Appropriate awards (plaques) may be awarded to athletes whose skills and achievements exemplify outstanding performances in "special skills" categories as predetermined by the coaches and Athletic Council. Such awards should be limited in number, based upon the athlete leading his or her team in the determined skill area and surpassing a minimum standard, determined by statistical data compiled, somewhat "proportionate" to the nature of the sport and the number of regular and eligible participants.
- > Appropriate awards (plaques) may be awarded to athletes whose combined skills and efforts earn them recognition in some special phase of the sport in which they are participating. Several statistical results, as well as coach's evaluations, may be utilized to determine the recipients. In some team sports, awards may be determined based upon a combination of skills or achievements in such as defensive or offensive areas, in areas relative to position played, or a combination thereof.

#### Specific Sport Award Requirements and Standards

1. Baseball Awards
  - a. Major Awards: Varsity letter may be earned by those who:
    - i. Start at least 25% of the varsity games played,
    - ii. Participate in an average of one or more innings per varsity games played or appear in 3/4 (75%) of all scheduled games played.
  - b. See Section D, Item 11 on "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards,
  - c. See Section D, Item 12 on MINOR Awards
  - d. See Section D, Item 13 on MANAGER Awards
2. Basketball Awards (Boys and Girls)
  - a. Major Awards: Varsity letter awards may be earned by those who:
    - i. Participate in a minimum of 25 % of all varsity quarters scheduled and played during the season
  - b. See Section D, Item 11 on "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards,
  - c. See Section D, Item 12 on Minor awards,
  - d. See Section D, Item 13 on MANAGER awards
3. Cross Country Awards (Boys and Girls)
  - a. Major Awards: Varsity letter awards may be earned by those who:
    - i. Average in the top seven runners on the team for the entire season,
  - b. See Section D, Item 11 on "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards
  - c. See Section D, Item 12 on MINOR awards,
  - d. See Section D, Item 13 on MANAGER awards.
4. Football Awards
  - a. Major Awards: Varsity letter awards may be earned by those who:
    - i. Participate in a minimum of 20 quarters or an average of two quarters per game played,
  - b. See Section D, Item 11 on "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards
  - c. See Section D, Item 12 on MINOR awards,
  - d. See Section D, Item 13 on MANAGER awards.
5. Golf Awards (Boys and Girls)
  - a. Major Awards: Varsity letter awards may be earned by those who:
    - i. Accumulate a minimum number of points equal to two-thirds the number of regular season matches played. Points may be earned as follows:

- >. One point for each varsity match played,
    - >. One point for each county or invitational tournament in which the athlete competes at the varsity level,
    - >. Two points for participation in each conference or sectional meet
  - b. See Section D, Item 11 for "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards,
  - c. See Section D, Item 12 on MINOR awards,
  - d. See Section D, Item 13 on MANAGER awards
- 6. Softball Awards
  - a. Major Awards: Major letter awards may be earned by those who start at least 25% of the varsity games played and participate in an average of one or more innings per varsity games played or appear in 3/4 (75%) of all scheduled games played.
  - b. See Section D, Item 11 on A COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS@ or A LOYALTY SERVICE@ awards.
  - c. See Section D, Item 12 on MINOR awards
  - d. See Section D, Item 13 on MANAGER awards
- 7. Tennis Awards
  - a. MAJOR AWARDS: Major letter awards may be earned by those who:
    - i. Compete in at least one-half of the varsity matches played
  - b. See Section D, Item 11 on "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards
  - c. See Section D, Item 12 on MINOR awards
  - d. See Section D, Item 13 on MANAGER awards
- 8. Track Awards (Boys and Girls)
  - a. MAJOR AWARDS: Major letter awards may be earned by those who:
    - i. Compete in at least one-half of the varsity meets **held** and average a minimum of two points for all regular season varsity meets. Points are earned as followed:
      - >. Actual meet points awarded or placing in a given event position in individual events
      - >. Each relay team member's proportion of relay points will be doubled,
      - >. One point is granted for competing in each varsity meet
  - b. See Section D, Item 11 on "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards
  - c. See Section D, Item 12 on MINOR awards
  - d. See Section D, ITEM 13 on MANAGER awards
- 9. Volleyball Awards
  - a. MAJOR AWARDS: Major letter awards may be earned by those who:
    - i. Compete in at least one half of the varsity matches **played**
  - b. See Section D, Item 11 on "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or LOYALTY SERVICE" awards
  - c. See Section D, Item 12 on MINOR awards
  - d. See Section D, Item 13 on MANAGER/STATISTICIAN awards
- 10. Wrestling Awards
  - a. MAJOR AWARDS: Major letter awards may be earned by those who:
    - Wrestle in at least one-half of the varsity matches.
      - i. A super-six meet counts as two meet matches
      - ii. A triple-dual meet counts as two meet matches
      - iii. A tournament shall count as two meet matches
  - b. See section D, Item 11 on "COACH'S RECOMMENDATION for EXCEPTIONAL MERITORIOUS SERVICE" or "LOYALTY SERVICE" awards
  - c. See Section D, Item 12 on MINOR awards
  - d. See Section D, Item 13 on MANAGER awards
- 11. Coach's Recommendation for Exceptional Consideration in Determining Award Recipients

In addition to the specific "participation" or "achievement" requirements established for each individual sport, in order to receive an award:

- A participant may earn an award for "EXCEPTIONAL MERITORIOUS SERVICE" throughout the season, by recommendation of the coach and approval of the Athletic Council.
- A SENIOR may be recommended for a varsity award for "LOYAL SERVICE" and individual effort during the athlete's years of participation in a specific sport.

12. Minor Awards

Any underclass member of a varsity team or junior varsity team who does not earn a varsity award, regularly fills required responsibilities, and completes the season in good standing may be recommended for a reserve certificate (minor award). (A senior, who does not receive a varsity letter award, is NOT eligible for a minor letter certificate or jacket points.)

13. Student Manager Awards

A student manager may be awarded a varsity manager letter by completing his or her second or subsequent year in good standing as a student manager in that sport and by fulfilling all items listed.:

- a. Attending all scheduled practices and contests in that sport unless excused by the coach.
- b. Fulfilling assigned responsibilities given by the coach or coaches,
- c. Completing the season in good standing,
- d. Maintaining academic eligibility throughout the entire season
- e. Receiving the recommendation of the coach

Any differential between varsity or reserve manager awards may take into consideration the following factors:

- a. previous managerial experience in any sport or in the specific sport involved,
- b. level of responsibility expected from the managerial candidate,
- c. establishment and fulfillment of a specific list of responsibilities and/or task description

14. Student Statistician Awards

- a. It is possible that individual coaches may establish criteria necessary for statisticians to receive varsity or reserve statistician award.
- b. Criteria shall be established in writing in advance by the coach and approved by the Athletic Council.

A form shall be provided upon which to submit the proposed criteria. Coaches who wish to establish criteria for "statistician" awards in their sport should refer to those previously established as guides to their establishment of criteria.

- c. A maximum of two individuals may be submitted for a varsity award in any sport.
- d. STATISTICIAN JACKET AWARDS shall be based on the same criteria as "Student Manager Jacket Awards".

Refer to VIII: Athletic Awards (Section G) requirements.

15. Student Trainer Awards

A student trainer may be awarded a varsity manager letter by completing his/her second or subsequent year in good standing as a student trainer in that sport effective Fall 2010 and by fulfilling all items listed.:

- Attending all scheduled practices and contests unless excused by the athletic trainer,
- Fulfilling assigned responsibilities given by the athletic trainer,
- Completing the season in good standing in accordance with the rules set forth in the MSDWC Student Handbook and Student Athletic Trainer Handbook,
- Maintaining academic eligibility throughout the entire season,
- Receiving the recommendation of the athletic trainer

16. Student-Athlete Chevron

The Athletic Council may award a special chevron to juniors or seniors who meet criteria similar those used by the Three Rivers Conference in the naming of All-TRC Academic teams / individuals.

17. Special "Patch" Award

The Athletic Council may award special chenille patches to be presented to team members and/or individual athletes who achieve exceptional team or individual accomplishment.

Patches may be awarded to:

1. All team members of conferences or IHSAA state tournament series champions,
2. Student managers or other auxiliary student personnel who have been integral members of the team, if recommended by the coaches.
3. Individual student-athletes who are individual winners at the IHSAA Sectional, Regional, Semi-State or advances to the state finals. The individual or team will receive a patch signifying the highest level of accomplishment

### **INDIVIDUAL SPECIAL AWARDS (Plaques, Trophies, etc.)**

Individual special awards may be granted in varsity level sports as determined by the coach when minimum standards are set. The major awards which may be granted in each varsity sport may include an MVP award and a Mental Attitude Award. All other awards may be trophies or lesser size and appearance as appropriate plaques.

1. **Baseball**

- a. Most Outstanding Player Award
- b. Mental Attitude Award
- c. Best Hitter Award (highest season batting average with a minimum standard of .300)
- d. "Golden Glove" Award (highest fielding percentage with a minimum of 30 chances and a .900 fielding percentage with catcher's ineligible to be a recipient.)
- e. R.B.I. Award (most runs batted in with a minimum of one-third as many games scheduled.
- f. E.R.A. Award (lowest earned run average by a pitcher with a maximum of 3.000 average of one inning pitched per varsity game scheduled and played.)

2. **Boys Basketball**

- a. Most Complete Player Award
- b. Mental Attitude Award
- c. Most Improved Player Award
- d. Top Defender Award

3. **Girls Basketball**

- a. Most Valuable Player Award
- b. Mental Attitude Award
- c. Most Rebounds Award
- d. Most Assists Award
- e. Top Defender Award
- f. Most Improved Player - (reserve girls award).

4. **Cross Country (Boys & Girls)**

- a. Pace Setter Award
- b. Mental Attitude Award
- c. Most Improved Runner

5. **Football**

- a. Gus Dorais Loyalty Award (mental attitude award)
- b. Offensive Trenches Award
- c. Defensive Trenches Award
- d. Most Valuable Offensive Back
- e. Most Valuable Defensive Back
- f. Special Teams Player Award

6. **Golf (Boys & Girls)**

- a. Most Valuable Golfer Award
- b. Mental Attitude Award
- c. Most Improved Golfer

7. **Softball**
  - a. Most Outstanding Player Award
  - b. Mental Attitude Award
  - c. Best Hitter Award (highest season batting average with a minimum standard of .300)
  - d. Golden Glove Award
  - e. RBI Award
  - f. Most Improved Player Award
8. **Tennis**
  - a. Outstanding Singles Player Award
  - b. Outstanding Doubles Player Award
  - c. Most Improved Player
  - d. Mental Attitude Award
9. **Track (Boys & Girls)**
  - a. Most Outstanding Field Event Athlete
  - b. Most Outstanding Track Athlete
  - c. Most Improved Athlete
  - d. Pacesetter Award
  - e. Mental Attitude Award
10. **Volleyball**
  - a. Most Outstanding Player Award
  - b. Mental Attitude Award
  - c. Silver Spiking Award - (most successful kills in a season)
  - d. Most Successful Passer (Most successful passes to setter)
  - e. Most Improved Player
  - f. Coach's Award
11. **Wrestling**
  - a. Most Outstanding Wrestler Award
  - b. Milo V. Welsh Mental Attitude Award
  - c. Most Pins
  - d. Most Take Downs
  - e. Most Improved Wrestler

### **ATHLETIC HONOR JACKET AWARDS**

An athlete is eligible for consideration to receive an athletic honor jacket when he/she has met the standards for the award established by the Southwood Athletic Council. It should be worn with honor and reflect the high standards of the Southwood athlete.

A jacket with a major 6" letter will be made available to each athlete who has met the following criteria:

#### **Qualifications for earning a jacket award:**

- A. A minimum of 16 points must be earned before an award jacket is earned. Points may be earned as follows:
  1. Varsity award: 4 points
  2. Reserve award: 2 points for freshmen, sophomores, or juniors on reserve teams or non-varsity award winners
  3. Freshmen award: 1 point for each sport completed at the freshman level.
- B. A minimum of one (1) varsity letter must be earned in order to be eligible for an athletic honor jacket.
- C. A one-sport athlete may earn an athletic honor jacket by participating in four years of the chosen sport and earning a minimum of three (3) varsity awards.
- D. Jackets earned will be awarded during the particular sports seasons' awards ceremony when all qualifications for earning the jacket are met

### Student Manager / Statistician / Trainer Jacket Awards

- A. Student managers, statisticians and trainers must meet the following criteria in order to be eligible to receive an athletic honor jacket:
  - 1. Earn 16 points, as a manager, statistician or trainer based upon the same procedure as an athletic participant,
  - 2. Earn a minimum of one (1) major manager, statistician or trainer letter.
- B. An athlete may use a maximum of four (4) manager / statistician / trainer points toward an award jacket as a participant. (If an athlete uses more than the allotted four (4) manager/statistician/trainer points toward a jacket award he/she will get a "manager", "statistician" or "trainer" insert on the jacket.)

### Cheerleader Jacket Award

- A. Cheerleaders must meet the following criteria in order to be eligible to receive an athletic honor jacket:
  - 1. Earn 16 points as a cheerleader based upon the same procedure as an athletic participant,
  - 2. Earn a minimum of one (1) major cheerleader letter.
- B. A cheerleader may use a maximum of four (4) cheerleader points toward an award jacket as a participant.  
(If an athlete uses more than the allotted four (4) cheerleader points towards a jacket award he/she will get a "cheer" insert on the jacket.)

### **Knight Award for Loyalty & Participation**

- A. 14" x 11" plaque with an appropriate nameplate will be awarded to student-athletes who meet the following criteria:
  - 1. Is a member of their graduating class
  - 2. Participates in 10 seasons as an athlete at Southwood High School. (Participation in previous schools will count if this participation is verified in writing by the Principal or Athletic Director or the school last attended. The student athlete must have one year of participation in the same sport/season for past participation to become eligible for counting.)
  - 3. Receives five (5) varsity athletic letters as a participant.
  - 4. Receives a 3/4 recommendation of the members of the Athletic Council.

*\*This award will not be awarded until the spring sports award banquet of the recipient's senior year.*

### **Special Honor Blanket Award - SENIORS ONLY**

A special honor blanket (5' x 6') with a large "S" may be awarded to any senior who meets the following qualifications:

- 1. Is a member of the graduating class,
- 2. Earns a minimum of six (6) major letter awards as a participant,
- 3. Maintains excellent citizenship,
- 4. Maintains a 9.5 on a 12-point scale scholastic average during his or her four years of high school work,
- 5. Has the recommendation of 3/4 of the members of the Athletic Council.  
The award may not be awarded before the end of the first semester of the senior year.

### **Cheerleader Awards**

- 1. Varsity  
A 6" official athletic "S" with a "Cheer" insert shall be awarded to the cheerleader under the general requirements for a major award. This award shall be given in the first sport season in which the cheerleader qualifies. For each additional season completed at the varsity level, a chevron with a cheer insert, shall be awarded. Each varsity award is valued at four (4) points.
- 2. Junior Varsity  
A member of the reserve cheerleading team will be awarded a reserve certificate. A reserve certificate will be awarded for each sport season the cheerleader completes at the reserve or junior varsity level. Each junior varsity award is valued at two (2) points regardless of the grade level of the participant.
- 3. Frosh

Freshman cheerleaders will be given numerals upon completion of the first sport season of the freshman year. Numeral awards will be granted upon fulfilling the general requirements for a varsity, reserve or junior varsity or freshman cheerleader award.

Chenille numerals representing the year of graduation will be presented for the first sport in which the cheerleader is recommended by the coach. Additional freshman awards in other sports will be in the form of a certificate. Each freshman award earned is valued at one (1) point.

### **Junior High Awards:**

#### **1. Junior High Participation Awards**

A 4" chenille letter will be awarded to all who take part in junior high athletics and meet the following general requirements:

- a. Meet all requirements of the high school letter award winner such as begins the season when practice officially starts, maintains eligibility throughout the season and completes the season in good standing. The junior high athlete is expected to attend all practices and scheduled events, unless excused by his or her coach.

An appropriate Junior High Certificate of participation will be awarded to the Jr. High athlete in each sport in which he or she completes the requirements. One 4" chenille letter will be awarded in Jr. High. It shall be awarded at the completion of the first sport season in which requirements are met.

#### **2. Junior High Cheerleader Awards**

Junior High cheerleaders will be awarded a Jr. High cheerleader letter providing they complete the season and are in good standing. This letter will be a 4" chenille letter on a megaphone background or with a "Cheer" insert. Cheerleader participation certificates will be provided at the completion of each sport season in which the cheerleader completes successfully.

To be eligible for an award the student must conform to the cheerleader eligibility rules and be recommended by the Cheerleader sponsor(s), the Athletic Director, and the principal.

### **Letterman's Club ("S" Club)**

All winners of major letters in any sport at Southwood High School are eligible to become members of the Letterman's Club or "S" Club. The purpose of this club is to uphold and further the ideals of sportsmanship and to offer such help to the athletic program as is deemed necessary by the Athletic Department and the Principal.

One or more varsity coaches will sponsor the Letterman's Club. See "S" Club Constitution for further explanations.

## SECTION IX – MSDWC HEAD INJURY MANAGEMENT PLAN



### Head Injury Management Plan

A head injury management plan should be used to improve the care of head injuries in patients.

#### Baseline Testing

The Centers for Disease Control and Prevention recommends that contact and collision sport athletes take a pre-season baseline to establish their baseline level of memory, reaction time, and processing speed. PSM provides assistance with baseline testing.

#### Post-Injury Evaluation

Patients should complete the post test correlating with their most recent baseline test within five days of their head injury if not under the care of a

physician. Following an injury, patients should be under the care of a physician if:

- Concussion symptoms are not improving within five days
- Post-concussion evaluation results do not return to baseline within five days

Physical therapy for cervical facet/vestibular rehabilitation may be an option for symptoms lasting more than seven days.

#### Return-to-Play Guidelines:

According to the “Student Athletes: Concussions and Head Injuries” law (IC 20-34- 7), an athlete suspected of having suffered a concussion may not return to play (RTP) until:

- The patient has been evaluated by a licensed healthcare provider trained in the evaluation and management of concussions.
- The patient receives written clearance for RTP from the licensed healthcare provider who initially performed the evaluation. Written clearance must also be provided to the student athlete’s high school athletic department and/or athletic trainer.
- A minimum of 24 hours has passed since the patient was removed from play.

Patients must also complete the following steps before they can RTP. A patient must review and answer the PSM symptom checklist following each step before they can move on to the next step. Each step is monitored and progression is managed by a health care professional trained in the management of concussion.

SportONE Parkview Fieldhouse | 3946 Ice Way | Fort Wayne, IN 46808



@PSM1Team

[parkviewsportsmedicine.com](http://parkviewsportsmedicine.com)  
(260) 266-4007 | Fax (260) 266-4008

If a patient presents an increase in their Symptom Score to greater than 10 during, or after completing, a step, they must rest for 24 hours and repeat the step until they are able to pass the PSM symptom checklist guidelines (see below). If the patient does not move to the next step within three days, a referral to or follow up with a physician is required. Multiple steps cannot be completed on the same day.

- RTP Form on file with athletic trainer. If no post-test was completed during the physician evaluation, post-test must be completed and symptom checklist reviewed before moving on to activity phase. This may be completed on the same day as Step 1.
- Return to activities of daily living without symptoms before returning to exercise. · Step 1 – Light aerobic exercise. The patient must be able to perform, at minimum, a 20-minute workout on an exercise bike, walking, or light jogging; but no weight lifting, jumping or hard running. No resistance training.
- Step 2 – Moderate exercise. The patient must be able to participate using limited practice equipment (if applicable), as well as any moderate activities that incorporate sport-specific drills like interval sprinting, push-ups, sit-ups, squat thrusts and more.
- Step 3 – Heavy exercise; non-contact physical activity. The patient must be able to participate using practice equipment, and in all non-contact activities. No impact activities should be done at this stage. Sprinting, running, high- intensity exercise bike, and weight lifting; but no contact sports. Resistance training may begin at this time.
- Step 4 – Full contact practice. The patient reports no increased symptoms on the symptom checklist and must be able to participate in full-contact practice. Full-contact practice does not include scrimmages, games or competition.

Patients may RTP upon successful completion of all four steps.

Return to baseline standards (unless otherwise directed by a physician): \*\*SCAT 5 – Return to baseline definition is within 1 point of baseline score \*\*ImPACT – Return to baseline definition is no red composite scores \*\*Symptom checklist – Return to baseline definition is a total symptom score less than 10

\*\*Other testing methods (SAC, BESS, etc.) should follow manufacturer's guidelines

updated 9/5/2018

# **MSD of WABASH COUNTY**

## **STUDENT DRUG TESTING PROGRAM**

### **POLICY AND GUIDELINES**

**MSD of Wabash County**  
**Student Drug Testing Policy**

The Board recognizes the importance of providing learning opportunities for students through involvement in athletics and other extra-curricular activities. The Board also recognizes and accepts its responsibility to take a stand against the use of unauthorized and illegal drugs or substances by students at any time.

The Board requires that each student participating in one of the Corporation's interscholastic athletic programs, extra-curricular programs, or driving to school, sign an enrollment application agreeing that the student will participate in a random drug-testing program, conducted and paid for by the Corporation, during the term in which the student will be participating.

The Corporation's drug-testing program may include urinalysis tests, saliva screening and/or breathalyzer to determine if the Student Code of Conduct has been violated. The Corporation will also see that:

the testing is administered randomly;

tests will produce consistently reliable results;

in addition to standard screening testing, gas chromatography testing may be used;

the privacy of students is protected during the collection of the sample;

the privacy of the student is protected by limitations on the disclosure of the test results.

In addition to standard screening testing, if the original test results are challenged, a confirmation test will be administered at the student's or parent's expense.

The principal shall be responsible for administering the drug-testing program and imposing sanctions for all students who violate this policy.

Test results will not become a part of the student's permanent record. Test information will not be disclosed to law enforcement authorities unless subpoenaed in a legal proceeding. In the event that the Corporation is required to release the information, the student and his/her parents will be notified seventy-two (72) hours before the response is made.

Any student who tests positive for any drug other than a prescribed medication shall be removed from the athletic activity, the extra-curricular activity, and/or denied the privilege of driving to school.

I.C. 20-26-3 I.C. 20-26-5-4 I.C. 20-30-15-6 Linke v. Northwestern School Corporation (763 N.E. 2<sup>nd</sup> 972)

Adopted 2/25/08

## **MSD of Wabash County** **Student Drug Testing Guidelines**

### **A STATEMENT OF NEED AND PURPOSE**

A program of deterrence will be instituted as a pro-active approach to a drug-free school. Through driving or participation in extra-curricular activities, students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three-fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. Students involved in extra-curricular activities need to be exemplary in the eyes of the community and other students. It is further the purpose of this program to prevent students from driving to and from school or participating in extra-curricular activities while s/he has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug-free lifestyle. The program is non-punitive. It is designed to create a safe, drug-free environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as result of any verified "positive" test conducted by his/her school under this program other than stated therein.

### **INTRODUCTION**

This program does not affect the current policies, practices, or rights of the School Corporation with tobacco and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. The School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage.

### **REASONABLE CONCERN**

The School Corporation has a strong commitment to the health, safety, and welfare of its students. The commitment to maintaining the extra-curricular activities in the School Corporation as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extra-curricular activities.

### **SCOPE**

Participation in extra-curricular activities is a privilege. This policy applies to all School Corporation students in grade 7-12 who wish to participate in extra-curricular activities that are listed below:

athletics (participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel)

music (participants include, but are not limited to, performing band members, performing choir members, and participants in solo/ensemble contests)

academic teams

drama

FFA

National Honor Society

Student Government

SADD

This policy also applies to any student who wishes to drive to school, from school, or during school.

### **CONSENT FORM**

It is MANDATORY that each student who participates in extra-curricular activities, or drives to or from school, sign and return the consent form prior to participation in any extra-curricular activity. Failure to comply will result in nonparticipation and/or no issue of a student driving permit to school.

At the beginning of each selection date, school year, or sport season, as determined by the Indiana High School Athletic Association, or when a student moves into the Corporation and joins an activity, all students wishing to participate in that season's sports may be subject to urine testing for illicit or banned substances. Up to ten percent (10%) of eligible students will be randomly tested on up to a weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in designated extra-curricular school activities or to drive to/from school or any school-related activity. Any student who refuses to submit to the test will receive the maximum penalty for driving privileges and athletic participation (60 days of driving privileges and 50% of the athletic season schedule or 25% of the athletic season schedule with approved MSDWC Substance Abuse Program [The Bowen Center]). At the completion of the suspension period, the student may be given the opportunity to submit to another drug test. A negative test will allow driving privileges to be reinstated.

Each student shall be provided with a "consent form" which shall be dated and signed by the student and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at the School Corporation or is stating s/he does not plan to participate in extra-curricular activities. Any student who fails to sign and return a consent form by the selection date and then decides to participate in an extra-curricular activity program at a later date must submit to urinalysis. The student and/or parent/guardian will be financially responsible for the urinalysis.

### **NON-PUNITIVE NATURE OF POLICY**

No student will be penalized academically for testing positive for illegal drugs or banned substances. The results of drug tests pursuant to this policy will not be documented in any student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by valid and binding subpoena or other legal process, which the School Corporation Board will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least seventy-two (72) hours before response is made by the School Corporation Board, to the extent permitted by such subpoena or legal process.

### **BANNED SUBSTANCES**

For the purpose of this policy, the following substances or their metabolites that can be tested for are considered illicit or banned for School Corporation students.

Alcohol Barbiturates LSD

Methacholine Phencyclidine Amphetamines Benzodiazepines Marijuana metabolites

Tobacco/Nicotine Propoxyphene Anabolic Steroids Cocaine Metabolites  
Methadone  
Opiates

Other specified drugs

Student use or possession of alcohol, tobacco, any type of vape device, Juul, e-cigarette (regardless of nicotine content), a CBD or low hemp product in any form (except as prescribed by a physician), drugs (except as prescribed by a physician), and/or any controlled substance as defined in Indiana law, is strictly prohibited.

## **TESTING PROCEDURES**

The selection of participants to be tested will be done randomly by the principal/designee, and selections will be made from time to time throughout the school year. Names will be drawn from two (2) pools of those agreeing to be tested. The first pool will include students in grades 7 and 8. The second pool will include students in grades 9 through 12. Testing may occur on a different day, Monday through Saturday. This variable schedule will keep students conscious of the possibility of being tested at any time during the year. Each student will be assigned a number that will be placed in the drawing. The principal/designee will use a system to assure that students are selected in a random fashion. This system will utilize a computer-based system designed specifically for the purpose of randomly selecting individuals for drug testing.

If the student shows signs of tobacco/nicotine and/or alcohol and/or drug use that provides reasonable suspicion to search a student, the principal/administrative designee may call the student's parent/guardian and ask that the student be tested. Also, a parent/guardian may request that his/her student's name be placed in the pool.

No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to twelve (12) ounces of fluid. If still unable to produce a specimen within two (2) hours, the student will be taken to the principal's office and told s/he is no longer eligible for any of their extra-curricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that s/he may be tested at a later date to be reinstated for eligibility.

All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature. If this occurs, another specimen must be given by the student.

If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all extra-curricular activities for the remainder of the school year. This will be reported to the parent/guardian.

Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time s/he left the collection site.

The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol,

nicotine, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the State of Indiana). Also, nicotine and "performance enhancing" drugs such as steroids may be tested.

The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

### **COLLECTION OF SPECIMENS, CHAIN OF CUSTODY**

The Superintendent will establish guidelines to set up the collection environment, guarantee the validity of specimens, and supervise the chain of custody.

### **TEST RESULTS**

This program seeks to provide needed help for students who have verified a "positive" test. The student's and other students' health, welfare, and safety will be the reason for preventing students from participation in extra-curricular activities and restrict him/her from driving to or from school.

The principal/designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two (2) different types of analyses). The principal/designee will notify the student and his/her parent/guardian following guidelines for notification established by the Superintendent. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.

If the test is verified "positive", the principal/designee will either meet with the student and his/her parent/guardian at a School Corporation facility, or the parent/guardian will be contacted via phone call from the school office in, if possible, the student's presence. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.

A student involved in athletics who tests positive will be subject to the disciplinary consequences outlined in the Athletic Code of Conduct. A student involved in nonathletic extra-curricular activities will be subject to the disciplinary consequences outlined in the Student Activities Code of Conduct. A student driver who tests positive for tobacco/nicotine will have his/her driving privileges suspended for fifteen (15) school days. A student driver who tests positive for alcohol will have his/her driving privileges suspended for forty-five (45) school days. A student driver who tests positive for banned substances other than alcohol/tobacco/nicotine will have his/her driving privileges suspended for sixty (60) school days. Suspensions of driving privileges may carry over to the following school year. A student driver suspended for alcohol use may have his/her suspension reduced to twenty-five (25) school days if the student successfully completes an alcohol program at a licensed drug and/or alcohol rehabilitation center. A student driver suspended for banned substances other than alcohol/tobacco/nicotine may have his/her suspension reduced to thirty (30) days if the student successfully completes a drug program at a licensed drug and/or alcohol rehabilitation center.

A "follow-up" test will be requested by the principal/designee after the suspension period and after such an interval of time that the substance previously found would normally have been eliminated from the body. If this "follow-up" test is negative, the student will be allowed to resume extra-curricular activities and/or driving. If a second "positive" result is obtained from the "follow-up" tests, or any later test of that participant, the same previous procedure shall be followed. In addition, the School Corporation reserves the right to continue testing at any time during the remaining school year any participating student who tested "positive" and did not make satisfactory explanation.

Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.

Drug testing results sheets will be returned to the principal/designee. Names of students tested will not be

kept in open files or on any computer. Result sheets will be locked and secured in a location to which only the principal/designee has access.

### **STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS**

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication, or media without expressed written consent of the Board.

Under this drug testing program, any staff, coach, or sponsor of the School Corporation who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the School Corporation's commitment to confidentiality with regards to the program.

### **FINANCIAL RESPONSIBILITY**

Under this policy, the School Corporation will pay for all initial random drug tests, all initial reasonable suspicion drug tests, and all initial "follow-up" drug tests. (Once a student has a verified "positive" test result and has subsequently tested negative from a "follow-up" test, any future "follow-up" drug test that must be conducted will be paid for by the student or his/her parent/guardian.)

A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.

A mandatory drug test for a student who initially indicated that s/he would not participate in any extra-curricular activity for the remainder of the school year is the financial responsibility of the student and/or parent/guardian.

Counseling and subsequent treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

The parent/guardian/student will be responsible for the cost of any drug test given as the result of a parent/guardian/student request that a student be tested or included in the testing pool.

### **CERTIFYING SCIENTIST RESPONSIBILITY**

The Certifying Scientist will review all results of urine drug testing. Any urine specimen testing positive for illicit or banned substances will be handled in the following manner:

The Certifying Scientist determines if any discrepancies have occurred in the Chain of Custody.

Depending on the substances found in the urine, if necessary, the principal/designee will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.

If the student is on medication, the parent/guardian/custodian will be asked to obtain a letter from the prescribing physician, within five (5) working days, to document the medications the student is currently taking. Failure to provide such requested information will be considered a positive result.

The Certifying Scientist will then determine if any of the prescribed medications resulted in the positive drug screen.

Finally, the Certifying Scientist, based on the information given, will certify the drug test results as positive or negative and reports this to the building principal, initially reporting positive results by phone. For example, a drug screen positive for codeine may be ruled negative by the Certifying Scientist when s/he

receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following tooth extraction.

Or, if the student has a positive drug screen for codeine and has no documented physician order for the medication (maybe a parent gave the student one (1) of their pills), this would likely be ruled a positive drug test by the Certifying Scientist.

Drug screens positive for illicit drugs (marijuana, heroin, cocaine, or alcohol, etc.) would automatically be considered positive by the Certifying Scientist.

The Certifying Scientist may use quantitative results to determine if positive results on repeat tests indicated recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the Certifying Scientist feels the quantitative levels determined to be above the established cut-offs do not reflect current use but natural decay, then a negative result may be reported.

The Certifying Scientist will complete the final review on the drug testing custody and control form and return the appropriate copy to the building principal in a confidential manner.

### **OTHER RULES**

Apart from this drug testing program, High School Departments and the coaching staff/sponsor of each sport/activity have their own rules and requirements. Coaches/sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

I.C. 20-26-3 I.C. 20-26-5-4 I.C. 20-30-15-6 Linke v. School Corporation (763 N.E. 2<sup>nd</sup> 972)

Approved 2/25/08

**MSD of Wabash County**  
**Student Drug Testing Consent Form**

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I have received and have read and understand the MSD of Wabash County Extracurricular Activities Drug Testing Program. I desire that \_\_\_\_\_ participate in this program, and in the covered programs of the School Corporation, and hereby, voluntarily agree to be subject to its terms for the entire high school career (grades 7-12).

I accept the method of obtaining specimens, testing, and analyses of such specimen, and all other aspects of the program. I agree to cooperate in furnishing specimens that may be required from time to time.

I further agree and consent to the disclosure of the sampling, testing, and results provided for this program. The results of the drug testing will be released only to appropriate staff members as designated in the administrative guidelines unless further permission is obtained.

Date: \_\_\_\_\_, 20\_\_\_\_\_

Student Signature

Parent/Guardian Signature

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I, \_\_\_\_\_, have decided not to participate in any covered activities sponsored by the MSD of Wabash County for the remainder of this school year. In order for me to participate in one (1) or more of the covered programs at a later date, I understand, that I must submit to a drug test.

Student Signature

Date

Parent/Guardian Signature

Date

Approved 4/21/08

## SECTION XI – 2025-2026 SCHOOL CALENDAR

# MSD of Wabash County

## 2026-2027 District Calendar

### 2026

| July    |    |    |    |    | August   |    |    |    |    | September |    |    |    |    |
|---------|----|----|----|----|----------|----|----|----|----|-----------|----|----|----|----|
| M       | T  | W  | T  | F  | M        | T  | W  | T  | F  | M         | T  | W  | T  | F  |
|         |    | 1  | 2  | 3  | 3        | 4  | 5  | 6  | 7  |           | 1  | 2  | 3  | 4  |
| 6       | 7  | 8  | 9  | 10 | 10       | 11 | 12 | 13 | 14 | 7         | 8  | 9  | 10 | 11 |
| 13      | 14 | 15 | 16 | 17 | 17       | 18 | 19 | 20 | 21 | 14        | 15 | 16 | 17 | 18 |
| 20      | 21 | 22 | 23 | 24 | 24       | 25 | 26 | 27 | 28 | 21        | 22 | 23 | 24 | 25 |
| 27      | 28 | 29 | 30 | 31 | 31       |    |    |    |    | 28        | 29 | 30 |    |    |
| October |    |    |    |    | November |    |    |    |    | December  |    |    |    |    |
| M       | T  | W  | T  | F  | M        | T  | W  | T  | F  | M         | T  | W  | T  | F  |
|         |    |    | 1  | 2  | 2        | 3  | 4  | 5  | 6  |           | 1  | 2  | 3  | 4  |
| 5       | 6  | 7  | 8  | 9  | 9        | 10 | 11 | 12 | 13 | 7         | 8  | 9  | 10 | 11 |
| 12      | 13 | 14 | 15 | 16 | 16       | 17 | 18 | 19 | 20 | 14        | 15 | 16 | 17 | 18 |
| 19      | 20 | 21 | 22 | 23 | 23       | 24 | 25 | 26 | 27 | 21        | 22 | 23 | 24 | 25 |
| 26      | 27 | 28 | 29 | 30 | 30       |    |    |    |    | 28        | 29 | 30 | 31 |    |

### 2027

| January |    |    |    |    | February |    |    |    |    | March |    |    |    |    |
|---------|----|----|----|----|----------|----|----|----|----|-------|----|----|----|----|
| M       | T  | W  | T  | F  | M        | T  | W  | T  | F  | M     | T  | W  | T  | F  |
|         |    |    |    | 1  | 1        | 2  | 3  | 4  | 5  | 1     | 2  | 3  | 4  | 5  |
| 4       | 5  | 6  | 7  | 8  | 8        | 9  | 10 | 11 | 12 | 8     | 9  | 10 | 11 | 12 |
| 11      | 12 | 13 | 14 | 15 | 15       | 16 | 17 | 18 | 19 | 15    | 16 | 17 | 18 | 19 |
| 18      | 19 | 20 | 21 | 22 | 22       | 23 | 24 | 25 | 26 | 22    | 23 | 24 | 25 | 26 |
| 25      | 26 | 27 | 28 | 29 |          |    |    |    |    | 29    | 30 | 31 |    |    |
| April   |    |    |    |    | May      |    |    |    |    | June  |    |    |    |    |
| M       | T  | W  | T  | F  | M        | T  | W  | T  | F  | M     | T  | W  | T  | F  |
|         |    |    | 1  | 2  | 3        | 4  | 5  | 6  | 7  |       | 1  | 2  | 3  | 4  |
| 5       | 6  | 7  | 8  | 9  | 10       | 11 | 12 | 13 | 14 | 7     | 8  | 9  | 10 | 11 |
| 12      | 13 | 14 | 15 | 16 | 17       | 18 | 19 | 20 | 21 | 14    | 15 | 16 | 17 | 18 |
| 19      | 20 | 21 | 22 | 23 | 24       | 25 | 26 | 27 | 28 | 21    | 22 | 23 | 24 | 25 |
| 26      | 27 | 28 | 29 | 30 | 30       | 31 |    |    |    | 28    | 29 | 30 |    |    |

● Important Date ● School Closed ● School Closed for Students/Teacher Work Day

Canceled days will become eLearning or SYNC. MLK and Presidents' Day may be in-person makeup days if needed. Professional Development Days and the Parent/Teacher Day will be a no-school day with an approved 1003 Flexibility Waiver from the Indiana State Board of Education.

### 1st Semester

#### JULY

23-28..... Online Registration Open

#### AUGUST

10..... First Teacher Day (AM Only)

11..... Teacher Work Day

12..... First Student Day

#### SEPTEMBER

4..... No School - Staff Professional Dev.

7..... No School - Labor Day

#### OCTOBER

9..... End of 1st 9 Weeks (41 days)

15..... No School - Parent/Teacher Conferences & Professional Dev.

19-23..... No School - Fall Break

#### NOVEMBER

25-27..... No School - Thanksgiving Break

#### DECEMBER

18..... End of 2nd 9 weeks (41 days) & End of semester (82 days)

21-Jan 1..... No School - Christmas Break

### 2nd Semester

#### JANUARY

4..... School Resumes

18..... No School - MLK Day  
Makeup Day if Needed

#### FEBRUARY

5..... No School - Staff Professional Dev.

15..... No School - Presidents' Day  
Makeup Day if Needed

#### MARCH

12..... End of 3rd 9 Weeks (47 days)

15..... No School - Staff Professional Dev.

26- Apr 2..... No School - Spring Break

#### APRIL

Mar 26-2..... No School - Spring Break

#### MAY

27..... Last Student Day,  
End of 4th 9 weeks (47 days) &  
End of semester (94 days)

28..... Teacher Record Day

30..... Southwood Commencement 1:30 pm

30..... Northfield Commencement 4 pm

Adopted by the Board of School Trustees  
on October 14, 2025.