

Parents, Guardians, & Students:

Welcome to the 2014-2015 school year. The administration and staff are enthused to begin the school year to continue building on the academic and social growth of Westville students! Significant changes will take place beginning with this school year. The school year will consist of two semesters, four grading periods, and an eight period day. The student handbook has been extremely revised; therefore it is imperative that parents and students familiarize themselves with the contents. We also hope you will be pleased that our partnership with Purdue North Central and Ivy Tech continues to evolve enabling our students to receive a years worth of college credit upon graduation.

**Please read the student handbook and discuss the contents with your child(ren). Students will be held accountable to adhere to its contents.**

I am excited to begin the school year as your new Principal and look forward to meeting all of you in the coming weeks and months, as well as continuing to build upon the history and traditions of this wonderful school!

Please feel free to contact me with any problems or concerns as well.

Go Blackhawks!

*Alissa Schnick*

Principal

### **WESTVILLE HIGH SCHOOL SONG**

It's a grand old team though we don't like to brag,  
And we'll prove all the words in the game,  
We'll uphold the honor of the school we love,  
Bringing glory to her name! Rah! Rah!  
We will fight for the Orange,  
We will fight for the Black,  
And the Opposition defy,  
Though other schools may be forgot,  
Take your hat off to Westville High  
Westville Blackhawks! Go! Fight! Win!

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# WESTVILLE MIDDLE SCHOOL/ HIGH SCHOOL

2014-2015 Parent/Student Handbook

## ACADEMICS

The main purpose of schools is academic achievement. The scholastic needs of students cannot be met unless schools have a strong curriculum. For students to be successful, daily attendance, timeliness, bringing all necessary materials to class, and adequate preparations are critical to the educational process. For a school to be successful in maintaining a quality curriculum, student and parent input is important. Any parent or student with concerns or suggestions regarding any aspect of the academic programs of Westville Middle School/High School is encouraged to contact the Principal.

### Academic Honesty

Honesty in academic pursuits is held in the highest regard at Westville Middle School/High School. Therefore, actions which are detrimental to the educational process including, but not limited to, cheating and/or plagiarism will not be condoned, and will be dealt with in an appropriate manner, including removal from class, a failing grade, and/or disciplinary action.

## GRADUATION REQUIREMENTS

To receive a diploma from Westville High School and be eligible to participate in Commencement exercises, the following requirements must be met:

1. English 9, 10, 11,12 8 credits
2. U.S. History 2 credits
3. Government 1 credits
4. Mathematics 4 credits
5. Science 4 credits
6. Health 1 credit
7. Physical Education 2 credits
8. Additional credits to total a minimum of 40
9. Successful completion of the requirements of End of Course Assessments

### Information Guide:

1. In order to participate in the graduation ceremony, a student must have earned all the requirements for graduation and have no financial or other obligations to the school.
2. It is the responsibility of each student to periodically check with the guidance counselor regarding the satisfactory completion of all graduation requirements.
3. Transfer students must meet the graduation requirements of their class. Each transfer student is evaluated individually, and exceptions may be granted by the Principal. Transfer credits will be accepted only from schools accredited by their respective State Departments of Education.
4. All courses are one (1) credit per semester, A.K. Smith Career Center courses three (3) credits and dual credit/concurrent enrollment courses three, four, and five (3, 4, and 5) credits.
5. Dual-credit enrollment and the area Career Center are options available to students at Westville High School. The Guidance Counselor can provide further information.
6. Class rank and grade point averages are available from the Guidance Counselor, generally three (3) weeks after the completion of a semester.
7. Students who wish to participate in intercollegiate athletics and/or receive an athletic scholarship at an NCAA Division I or Division II School should inform the guidance counselor so that appropriate four-year plans may be developed.
8. Students who desire to attend a four-year college or university would be at an advantage in meeting the Core 40 with Academic Honors Diploma requirements.

9. A maximum of eight (8) external credits (correspondence, night classes, online, etc.) may apply toward a Westville High School diploma upon prior approval from the Principal.

## **DIPLOMAS GRANTED**

The State of Indiana Board of Education has established the following Diplomas (Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors), which will be awarded to students who meet the following minimum requirements:

**In order to be accepted at a college or university students must complete Core 40 Diploma requirements.**

### **Core 40 with Academic Honors Diploma**

Forty-seven (47) credits from the following:

- Complete all requirements for Core 40
- Earn 2 additional Core 40 Math Credits
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
  - A. Complete AP courses (4 credits) and corresponding AP exams
  - B. Complete IB courses (4 credits) and corresponding IB exams
  - C. Earn a combined score of 1200 or higher on the SAT critical reading and mathematics
  - D. Score a 26 or higher composite on the ACT
  - E. Complete dual high school/college credit courses from an accredited postsecondary institution (6 transferable college credits)
  - F. Complete a combination of an AP course (2 credits and corresponding exam) or an IB Standard Level course (2 credits and corresponding exam) and dual high school/college credit course(s) from an accredited postsecondary institution (3 transferable college credits)

### **Core 40 with Technical Honors Diploma**

Forty-seven (47) credits from the following:

- Complete all requirements for the Core 40
- Complete a career-technical program (8 or more related credits)
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Recommended: Earn 2 additional credits in mathematics and 4-8 credits in World Languages for four-year college admission.
- Complete two of the following, one must be A or B:
  - A. Score at or above the following levels on Work Keys: Reading for Information – Level 6; Applied Mathematics – Level 6; Locating Information – Level 5
  - B. Complete dual high school/college credit courses in a technical area (6 college credits)
  - C. Complete a Professional Career Internship course or Cooperative Education course (2 credits)
  - D. Complete an industry-based work experience as part of a two-year career-technical education program (minimum 140 hours)
  - E. Earn a state-approved, industry-recognized certification

## **Core 40 Diploma**

Forty (40) total State Credits required from the following:

- Complete 8 credits in English/Language Arts – including a balance of literature, composition and speech
- Complete 6 credits in Math – 2 credits in Algebra I, 2 credits in Geometry, 2 in Algebra II
- Complete 6 credits in Science – 2 credits in Biology I, 2 credits in Chemistry I or Physics I or Integrated Chemistry-Physics, 2 credits of any Core 40 Science course
- Complete 6 credits in Social Studies – 2 credits in U.S. History, 1 Credit U.S. Government, 1 credit Economics, 2 credits in World History/Civilization or Geography/History of the World
- Complete 5 credits in Directed Electives – World Languages, Fine Arts, Career-Technical
- Complete 2 credits in Physical Education
- Complete 1 credit in Health and Wellness
- Complete 6 credits in Electives

## **Standard HS Diploma - Students who choose not to pursue a C40 and/or a Technical Honors Diploma are not eligible for admission at state schools**

Forty (40) total State Credits required from the following:

- Complete 8 credits in English/Language Arts – credits must include literature, composition, and speech
- Complete 4 credits in Math – 2 credits in Algebra I plus 2 credits in any math course (2 credits in a Math or a Quantitative Reasoning (QR) course during their junior or senior year is a requirement. QR courses do not count as math credits.
- Complete 4 credits in Science – 2 credits in Biology I, 2 credits in any science course (as long as at least one credit is from a Physical Science or Earth and Space Science course)
- Complete 4 credits in Social Studies – 2 credits in U.S. History, 1 credit in U.S. Government, 1 credit in any social studies course
- Complete 2 credits in Physical Education
- Complete 1 credit in Health and Wellness
- Complete 6 credits in Career Academic Sequence – selecting electives in a deliberate manner to take full advantage of career exploration and preparation opportunities
- Complete 5 Flex Credits – to earn Flex credits a student must complete one of the following:
  - A. Additional courses to extend the career academic sequence
  - B. Courses involving workplace learning
  - C. High school/college dual credit courses
  - D. Additional courses in Language Arts, Social Studies, Mathematics, Science, World Languages or Fine Arts
- Complete 6 Elective credits – specifies the number of electives required by the state.

Students who choose not to pursue the above diplomas must meet with the Counselor and Principal, along with their parents, prior to graduation.

## **CREDIT REDEMPTION**

**Purpose:** Students can receive credit for classes for the following reasons:

- Class failure
- Credit shortage for graduation
- Loss of credit due to attendance
- Can not be used in lieu of a scheduled class

**Requirements:**

- Credit Shortage 25 – 30 sessions plus tests and final
- Class failure 23 – 30 sessions plus tests and final
- Loss of credit due to attendance 2 Friday Class Sessions equaling 350 minutes  
Can only be used once each semester

**Material:** A+LS Credit Recovery software program

**ATHLETIC ELIGIBILITY**

A high school or middle school student is ineligible to participate in athletic competition if he/she receives (1) failing grade during the previous nine (9) weeks grading period. Semester grades take precedence over nine (9) week grades. Eligibility is from end of Grading Period to Grading Period for both middle and high school students. HS/MS students must meet athletic code.

**CLASS WITHDRAWALS**

If a student withdraws from a class after eight (8) school days, he or she will receive a grade of WF (Withdraw/Fail) for the semester, and that grade will be computed into his/her grade point average. The only exception to this policy will be the necessity to drop a class for valid medical reasons.

**CORRESPONDENCE COURSES**

Seniors who are taking a correspondence or night course must have verification of completion turned in to the Guidance Office no later than the end of the first semester, unless previous arrangements were made with the Guidance Office or Principal.

**COURSE LOAD**

High school students are required to enroll in a minimum of eight (8) classes (including success) each semester unless otherwise approved by the Principal. Students cannot be enrolled in less than (5) credited courses without administrative approval. Students falling below this level may be subject to being dropped from enrollment at Westville High School, and/or being ineligible to participate in athletics or co-curricular programs.

**Course Selection**

In December, the guidance counselor begins to meet with students to assist them in choosing their following year's classes. The programming process extends into February until all students have selected classes.

The entire Master Schedule of Westville High School is developed each year based upon students' course selections. Teacher assignments and numbers of class sections are determined by student requests for the courses being offered. Therefore, it is extremely important that all students make course selections very carefully.

Students complete course requests online. Parents should check their student's requests very carefully and report errors or request changes to the Guidance Office as soon as possible. Change requests will be considered until the Master Schedule is completed on approximately **May 1**. After that time, no changes will be made.

**Schedule Changes**

Westville High School classes are scheduled very tightly based on student selections of courses. Teachers and classrooms are committed to these student selections and the slightest variation in numbers can have profound implications for the entire Master Schedule. For this reason, plus the responsibility we have to students to help them learn to adhere to their commitments, students will be allowed to change their schedules for **NO** reason other than the following after **May 1<sup>st</sup>** of the previous school year:



1. **To upgrade work in a department or discipline:** e.g., a student wishes to add a class in place of being a Student Aide, a student is changed from non-college prep to college-prep class within a given course discipline. Changes to different disciplines or even departments are not considered.
2. **To correct an inappropriate student placement:** e.g., a student has tried in a previous prerequisite class, but failed to master skills needed to have success at present. The student effort put forth will be an important factor in the request.
3. **To balance classes:** e.g., when there is an obvious discrepancy in numbers of students in similar classes, some students may be switched to other classes.
4. **To prevent student-to-student conflicts (at the teacher's request):** e.g., a teacher requests a change to separate incompatible students. Even when legitimate requests are made, some cannot be honored because of the complexity of the Master Schedule and the effects on the schedule overall.
5. **Failure in a class**

## **DUAL-CREDIT/HONORS/ADVANCE PLACEMENT ENROLLMENT**

### **Dual Credit/Honors/Advanced Placement**

Westville High School is proud to offer students Dual Credit, Honors, and Advanced Placement courses to students who qualify.

Courses Offered include:

- AP Biology
- AP/DC/ Honors Calculus (5 credits)
- Advanced Life Science (3 credits)
- Natural Resources Management (3 credits)
- DC/Honors Chemistry (4 credits)
- DC/Honors Spanish (Placement Test Required) (3 credits)
- DC English (3 credits)
- DC/Honors Macroeconomics (3 credits)
- DC Speech (3 credits)
- DC Psychology (3 credits)

To qualify for these courses, students must meet 2 of the 3 criteria:

- Have a cumulative gpa of 3.0
- Be in the top 1/3 of their class
- Have a composite ACT score of 21, or a 500 in all three sections of the SAT

There is no cost to the Honors or AP courses, and the core dual credit courses cost \$25 per credit hour. Free/Reduced Lunch students incur no costs.

Westville High School has established the following guidelines for dual credit enrollment:

1. Students who are not successful in the dual credit class may not be able to transfer back into a class at the high school except at the beginning of a semester.
2. Credits received in a college class will count toward a student's high school grade point average.
3. All costs at the college level, (textbooks, transportation, etc.), are the responsibility of the parents and not Westville High School.
4. Students must follow all guidelines of Westville High School, the participating college, and Rule 511 1AC 6-10.

## **GRADE REPORTING**

The school year is divided into two (2) semesters. The school has two (2) nine week grading periods per semester. Report cards are distributed to each student in each subject during the week following the conclusion of each grading period. Only the grades received at the end of each semester are considered as final grades, and become part of a student's permanent record. Permanent records include grades, class rank, attendance, and standardized test scores for all four (4) years of high school enrollment.

For purposes of computing class rank, Honor Roll status, and final semester grades the following values have been assigned:

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

The designation of Valedictorian and Salutatorian of Westville High School will be based upon the cumulative grade point average (GPA) at the end of the first semester of the senior year. Students must have attended Westville High School their Junior and Senior year to qualify as Valedictorian or Salutatorian.

### **Grading Scales**

Class rank is calculated by assigning a numerical factor to each semester letter grade a student earns over the course of his/her High School career. All courses completed at Westville High School or accepted as transfer credit by the school (i.e.-correspondence classes, college classes, alternative school classes, etc.) are used in determining class rank. Westville High School uses a 4.0 grading scale (A=4.0). In determining class rank, the following point system is used:

#### **MIDDLE SCHOOL/HIGH SCHOOL**

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

### **Semester Grades**

The numerical semester grade is converted into a letter grade and recorded on the student's permanent record.

Any student who is absent during final exams must present a doctor's verification in order to make-up the missed exam(s).

In order to receive credit for the semester, a student must pass at least two of the three nine week grading periods. An incomplete grade may be given for a nine-week grade in those cases where a student has not been able to complete an assignment due to illness or emergency. However, an incomplete grade must be converted to the grade earned within one (1) week of the conclusion of the grading period. If the make-up work is not satisfactorily completed and/or submitted by the established deadline date, the incomplete grade becomes an F. Exceptions to this policy may be granted by the Principal.

When a student repeats a course for any reason, the higher of the two (2) grades shall be recorded on his/her permanent record and computed into his/her grade point average. The lower grade will be deleted from his/her file. Students must take the class the next time the course is offered. Students may not audit a class unless authorized by the Principal.

### **Homework**

Homework assignments are given to students to assist them in understanding class content and to practice relevant academic skills. When a teacher gives a homework assignment, he/she has the following expectations:

1. The assignment must be completed as directed by the teacher.
2. The assignment must be turned in on time.
3. The assignment must be legible, neat, and easily understood with all work shown, and complete sentences used.

Late homework assignments, which may or may not be accepted, will be handled at the discretion of the teacher. Each teacher will explain his/her policy regarding homework to his/her students

through his/her classroom management plans. Homework shall not be used as a punishment for student behavior.

### **Honor Roll**

The Honor Roll recognizes academic achievement and is published each marking period. Students must have the following grade point averages (GPA) in order to qualify for the Honor Roll:

Principal's Honor Roll –	3.67 - 4.00
All A's (Including A-)	
“A” Honor Roll –	3.67-3.99
“B” Honor Roll –	2.67-3.66

Any student who receives a grade lower than a C- for a grading period is not eligible for the honor roll.

### **ADVERTISING**

Pupils, staff members, and school facilities may not be used for advertising or promoting the interest of any non-school organization without the permission of the Principal. The school shall not participate in any fund-raising event or campaign for any purpose without the approval of the Fund Raising Committee. Teachers and sponsors may not permit any such campaigns or events within their classrooms or student organizations. Contest and activities sponsored by outside agencies that involve awards or prizes to pupils are not permitted without the approval of the Superintendent. Such activities must have educational value for the participants in order to be approved.

### **ASSEMBLIES**

Assemblies are held at various times throughout the school year and are part of the educational program at Westville Middle School/High School. In general, students will report to their classroom prior to assembly programs and be accompanied to the program by their classroom teacher. Seating in the gymnasium will be assigned. All students are required to attend unless excused by the Principal. Courteous behavior is expected at all times going to the assembly, during the assembly, and returning to classrooms.

### **ATTENDANCE**

Regular attendance and promptness are essential to successful academic performance in school. Absence from school is often the greatest single cause of poor academic achievement. Students are expected to attend classes every day and be on time in order to benefit fully from the instructional program and to develop habits of punctuality, self-discipline, and responsibility. Since the learning process is a progressive activity, each day's lesson is built upon those class activities, which took place on previous days. Whenever a class is missed, for whatever reason, that learning experience can never be completely made up.

Westville Middle School/High School's attendance policy is developed with the idea that if a student is not present in school, he/she is not learning. The attendance regulations are designed to encourage attendance and to promote an “on the job” attitude for students to follow throughout life.

Teachers will keep an official record of attendance for all students in their classes. Records of all student attendance will be kept in the Main Office on an hourly and daily basis. Students are reminded that they are not to leave campus once they have arrived at school without obtaining a pass from the Principal's Office.

If your child is sent home or goes home from school it will be up to the nurse's discretion if it is a countable or non-countable day if the following criteria is not met; fever or vomiting at school.

## **Absence Classifications**

Absences are classified as either countable (excused or non excused) or non-countable (excused or non-excused) toward a six-day absence limit per semester. The following is an explanation:

### **Countable Absences – Excused**

The following are examples of countable absences that are excused but count toward the student's six-day absence limit. Students are allowed to make up all work missed on these days.

1. Personal illness not verified by a physician's statement.
2. Prearranged absences.
3. Routine doctor, dental, and/or orthodontic appointments.

### **Non-Countable Absences – Excused**

The following are examples of non-countable absences that are excused and do not count toward the student's six-day absence limit. Students are allowed to make up all work missed on these days.

1. Personal illness verified by a physician's statement that the student is not to attend school.
2. A death in the immediate family (parent, sibling, grandparent).
3. Serving as a page in the State Legislature.
4. Court appointment (other than traffic violations).
5. Working at the polls on Election Day.
6. In-School Suspension.
7. Driver's license examination.
8. College visits. Limit one (1) during junior year and two (2) during senior year.

### **Countable Absences – Not Excused**

The following are examples of countable absences that are unexcused and count toward a student's six-day absence limit.

1. Truancy
2. Personal business
3. Vacation

### **Non-Countable Absences – Not Excused**

The following is an example of a non-countable absence that is unexcused and does not count toward a student's six-day absence limit. Students are allowed to make up work missed on these days.

1. Out-of-School Suspension

## **Attendance Notification**

Students who accumulate excessive absences during a semester, whether absences are excused/unexcused, counted/non-counted will be referred to the administration with a meeting to be scheduled. Excessive absences for any reason could mean loss of credit. Attendance letters will be mailed home periodically to inform parent/guardians and students of their attendance. When a student reaches five (5) countable absences in a course, parent/guardians will be notified about an impending loss of credit. **If a student has seven (7) or more absences in a class, he/she will lose the opportunity to earn credit in the class.** A student who finds himself/herself in that situation will continue in the class without credit. When a student loses credit in a class, he/she will remain in the class and be expected to complete coursework. If the student successfully completes the coursework, a grade of "EA" will be issued. (This does not count toward the Grade Point Average.) If the student does not successfully complete the coursework, a grade of "F" will be issued. (This does count toward the Grade Point Average.) Attendance is reviewed periodically by the administration throughout the semester. Final decisions regarding loss of credit will be rendered at appropriate times. Parent/guardians will be notified relative to decisions concerning attendance reviews.

## Absence Regulations

The following are regulations concerning absences:

1. **A parent/guardian must telephone the school in the morning on the day of the absence. Failure to do so will result in the student receiving an unexcused absence.**
2. A note from a parent/guardian giving the reason for the absence must be presented to the attendance secretary the day the student returns to school. If a student forgets the note, an additional day will be given for the student to present the note. Failure to bring a parent's/guardian's note will result in a truancy record. **Notes will not be accepted after 24 hours.**
3. The student should report to the Principal's Office at 7:45 a.m. with the above note, on the day of his/her return to school so that he/she will not be late to his/her first period class.
4. If the absence was due to an illness and a physician was visited, a medical excuse from the doctor's office must be presented to the Principal's Office upon returning to school verifying the date(s) the student was too ill to attend. **Medically excused absences do not count toward the six-day absence limit.** If the student forgets the note, an additional day will be given to present it. **Physician's notes will not be accepted after a 24-hour period.** Physician's notes that have been altered in any manner will not be accepted, and the student will be subject to disciplinary action.
5. **Routine medical and dental appointments count toward the six-day absence limit.** A student who has an appointment should bring a note from a parent/guardian verifying the appointment and the time the student is to leave school. The student will be given a pass that allows him/her to leave class at the designated time. Upon his/her return, the student must sign back in. **A note from the physician's or dentist's office verifying the time to be excused must be presented to the Principal's Office. Only the time the student was at the appointment and appropriate travel time will be excused.**
6. In an emergency, a parent/guardian should contact the Principal in order to release a student from school.
7. **Absences due to vacations and personal business are unexcused and are counted toward the six-day absence limit.**
8. Students will be excused for the time necessary to take a driver's license examination.
9. Absences for college visits, job shadowing, and other approved matters may be handled through a prearranged absence form. Students must see the attendance secretary for a form, have it signed by a parent/guardian and all teachers, and return it to the Principal's Office prior to the absence. The absence(s) will count toward the six-day absence limit, except one (1) non-countable college visit day for juniors, and two (2) non-countable college visit days for seniors. College Day forms must be completed two days in advance.
10. **Deaths in the immediate family** (parent, sibling, grandparent) are excused and do not count toward the six-day absence limit.
11. **It is the responsibility of the student to know the number of absences he/she has accumulated each semester in each class.**
12. Students must be in attendance no later than 9:29 a.m. and remain for the remainder of the school day in order to be eligible to participate in or attend any after-school or evening function. Violations of this policy will be subject to disciplinary action.

## Homebound Instruction

Students and parents are reminded that Westville Middle School/High School stresses the need for students to physically be in the school environment, especially lab-oriented classes, as much as possible. However, if students develop a physical or emotional illness that has been verified by a physician and that will extend a minimum of six (6) consecutive weeks, a request for homebound instruction may be made. Because students are not attending regular classes during homebound instruction, it is suggested that this option be considered only after all other

alternatives have been exhausted. The process for requesting homebound instruction is as follows:

1. Parent/guardians should make a written request for homebound instruction from the Principal, who will consult with the parent/guardian regarding this process.
2. The Principal, after receiving the completed paperwork, will recommend the best homebound alternative(s) to meet the student's needs, which may include homebound tutoring or independent homework assignments.

### **Make-Up Work Due To Absences**

It is virtually impossible to make up class time lost due to absences. When a student is absent, it is his/her responsibility to contact the teacher(s) to obtain make-up work. Parent requests for homework due to illness will be honored when a student is absent two or more consecutive days.

**For each day absent, the student will have one day in which to complete assigned work.**

**Example: if a student is absent Monday and returns to school Tuesday, the work is due Wednesday.** Students are encouraged to turn in make-up work on a daily basis and not as a complete package at the end of the make-up period. All make-up work must be completed to the satisfaction of the teacher. **In addition, homework, tests, quizzes, or other projects that were scheduled for the first day of a student's absence are expected to be completed the day a student returns. All test make-ups will be before or after school.**

Students who request prearranged absences, such as a college visitation day, are expected to present all make-up work and take tests or quizzes the day they return to school. Students who sign out of school during the day are expected to be prepared for the classes they missed upon their return. For example, a student signing out and missing a test during 2nd period should be prepared to take the test the day he/she returns.

### **Parental Jurisdiction**

A student who is 18 years old is not, merely by virtue of age, free from parent/guardian control or responsibility. As an example, parental contact is required in matters regarding attendance problems, unless proof of emancipation has been filed with the Principal.

### **Parental Right to Inspect Instructional Materials**

The parent/guardian of a child enrolled at Westville Middle School/High School shall be entitled to inspect any instructional materials that will be used in connection with a survey, a personal analysis, or an evaluation that is not a direct part of academic instruction. Instructional materials include teachers' manuals, student textbooks, films, video materials, or tapes. Any complaints arising under this policy may be submitted in accordance with the policy for parental (public) complaints.

### **Sign In/Sign-Out Procedure**

The sign in/sign out register is located in the Principal's Office. Students leaving the building after they have arrived at school, or entering the building after 8:05 a.m., are required to sign in and/or out. Students who do not sign in and/or out will be considered truant for the time they are absent from school. Consent of a parent/guardian must be confirmed in advance of a student leaving the building.

### **Student Withdrawal and Transfer**

Students who wish to withdraw from school or transfer to another school must notify the Guidance Office. A withdrawal form must be completed and signed by each teacher before the withdrawal can be processed. In addition, all books and other school property must be returned. No records can be forwarded unless the form is filled out completely and accurately, along with a signed statement from the parent/guardian of students under the age of 18. All students withdrawing from Westville Middle School/High School are required to attend an exit interview with the Principal prior to the completion of the withdrawal process. A student who withdraws from school for a reason other than financial hardship may not be issued a driver's permit or license until the age of 18. The determination of the reason for withdrawal will be made during

the exit interview. A student who wishes to return to school after dropping out will not be admitted until approval is granted by the Principal.

## **CLASS PERIOD SCHEDULES**

<b>High School Schedule</b>		<b>Middle School Schedule</b>	
1 <sup>st</sup> period	7:55 – 8:40	7:55 - 8:40	1 <sup>st</sup> period
2 <sup>nd</sup> period	8:44 – 9:29	8:44 - 9:29	2 <sup>nd</sup> period
3 <sup>rd</sup> period	9:33 –10:18	9:33 - 10:18	3 <sup>rd</sup> period
4 <sup>th</sup> period	10:22 –11:07	10:22 - 11:07	4 <sup>th</sup> period
5 <sup>th</sup> period	11:11 - 11:56	11:11 – 11:56	5 <sup>th</sup> period
6 <sup>th</sup> period	12:00-1:22	11:56-12:26	A lunch
B Lunch	12:26 –12:56	12:30-1:22	6 <sup>th</sup> period
C Lunch	12:52-1:22	1:26 – 2:11	7 <sup>th</sup> period
7 <sup>th</sup> period	1:26-2:11	2:15 - 2:45	8 <sup>th</sup> period
8 <sup>th</sup> period	2:15-2:45		

Students may not enter the building before the a.m. bell, and are restricted to the high school lobby and/or cafeteria. Students are to leave the building immediately at the end of the school day unless they are involved in after-school activities.

All students must have and maintain a full day's schedule. Only the Principal can make exceptions based on special circumstances.

## **CHANGE OF ADDRESS**

In order to assure that proper enrollment procedures are followed and for the school to communicate effectively with parents, especially in case of an emergency should arise, it is important that student records are current. Therefore, corrections to a student's name, address, telephone number, and emergency contact person should be reported to the Principal's Office as soon as possible.

## **DAILY ANNOUNCEMENTS**

It is the responsibility of each student to know the contents of the announcements each day. Daily announcements will be given over the P.A. system each day. Copies also will be available in the Principal's Office. To have announcements included, teachers or sponsors may obtain an announcement form in the Principal's Office. Announcements should be concise, signed by the teacher or sponsor, and turned in by 3:00 p.m. the day before the announcement is to be given. Only urgent announcements will be read at the end of the day over the P.A. system.

## **DISCIPLINE**

The fundamental purpose of Westville Middle School/High School is to provide educational opportunities for all students. Discipline is one of the most important lessons taught in education because it underlies the whole educational structure. Although discipline is not part of the formal curriculum, it is essential to the educational process through its development of self-control, character, orderliness, and efficiency. A cooperative team effort between the home and school is needed to maintain a positive learning environment. Discipline is the key to good student conduct and to the proper consideration of other people.

It is every student's responsibility to assist in maintaining an environment that allows maximum opportunity for learning. Students are expected to behave in a manner that does not interfere with the rights, freedoms, privileges, and safety of other students or staff members on school property, or at any school sponsored activity. The behavior of students should reflect standards of good citizenship.

The paramount emphasis on citizenship at Westville Middle School/High School is the development of pride and respect, pride in yourself, your accomplishments, your school, your country, and your family, and respect for the property, feelings, opinions, and rights of others. Schools are primarily judged on the basis of its student citizenship.

When students act in a respectful manner and take pride in the appearance of the building, the reputation of the school is overwhelmingly positive. To this end, and to promote an atmosphere most conducive to learning, all students are expected to conduct themselves in an orderly and responsible manner, and adhere to acceptable standards of courtesy, decency, and morality.

**Students will be held strictly responsible and accountable for their actions.**

Students who violate school rules or jeopardize the educational atmosphere will be disciplined. In addition, according to Indiana Code 9-24-2-1, students under the age of 18 who have received at least a second school suspension, have been expelled from school, or have withdrawn from school in order to avoid those types of punishment, may be referred to the Bureau of Motor Vehicles for denial or invalidation of a learner's permit or driver's license.

Students' disciplinary files will be maintained throughout their career at Westville Middle School/High School. However, the discipline file does not become part of their permanent record, except in the case of a student who has been expelled.

All disciplinary action, except that which is specifically intended for a semester basis (i.e. tardies, attendance, etc.), accumulates over the entire school year.

## **BULLYING**

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.

### **What is Bullying?**

"Bullying" (per IC 20-33-8-.2) means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, 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:

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

Bullying fosters a climate of fear and disrespect that can seriously impair the physical and psychological health of its victims and create conditions that negatively affect learning. Bullying includes unwanted, aggressive behavior that involves a real or perceived power imbalance. The behavior is repeated, or has the potential to be repeated, over time. The imbalance of power involves the use of physical strength, or popularity to access embarrassing information to control or harm others. Bullying can occur anywhere (in-school or outside of school) and at any time – both during and after school hours. Bullying can include **physical bullying**, **verbal bullying**, **social/relational bullying**, and **electronic/written communication**.

**Physical bullying** involves hurting a person's body or possessions. It includes hitting/kicking/punching, spitting, tripping or pushing, taking or breaking someone's things, and making mean or rude hand gestures.

**Verbal bullying** involves saying mean things. It can include teasing, name-calling, inappropriate sexual comments, taunting, or threatening to cause harm.



**Social/relational bullying** involves hurting someone's reputation or relationships. Social bullying involves telling other children not to be friends with someone, leaving someone out on purpose, spreading rumors about someone, or embarrassing someone in public.

**Electronic/written communication** involves cyber-bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phones).

Considerations in determining if the behavior meets the definition of bullying:

The history between the individuals. Have there been past conflicts? Have these individuals had a dating relationship? (This may not be considered bullying)

Power differential. Is there an imbalance of power? (Power imbalance is not limited to physical strength.)

Repetition. Has this or a similar incident happened before? Is the individual worried that it may happen again?

Are any of the individuals involved with a gang? (This may result in interventions different from bullying.)

### **CELL PHONES/PAGERS AND OTHER ELECTRONIC DEVICES**

Students may bring cell phones, etc. to school but **they should be turned off or on silent and remain that way throughout the school day except for the following:**

- 1) Students may bring and use cell phones/electronic devices in classes where they have been directed to do so by their teacher(s).
- 2) Students may use their cell phones/electronic devices at the teacher's discretion.
- 3) Students may use their cell phones/electronic devices during their lunch period.
- 4) If a student's phone goes off more than once during one class period, student may be subject to discipline (Student is given verbal warning for first offense).
- 5) No phone calls should be made on cell phones during school hours. Students should ask permission to use the office phones for any phone calls and these should be limited to emergencies only,

Violators should expect to have their electronic devices confiscated. Refusal to surrender cell phones or electronic devices to any staff member will constitute insubordination, which may result in Out-of-School Suspension. The school is not responsible and will not investigate reports of any electronic device that is lost or stolen.

### **Important Notice to Students and Parents Regarding Cell Phone Content and Display**

The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever a reason to believe that any person/student is involved with "child exploitation" or "child pornography" as defined by Indiana Criminal Status exists.

It is "child exploitation," a Class C felony under I.C. 35-42-4-4(b), for any person/student (1) to exhibit, photograph, or create a digitalized image of any incident that includes "sexual conduct" by a child under the age of 18; or (2) to disseminate, exhibit to another person, or offer to so disseminate or exhibit, matter that depicts or describes "sexual conduct" by a child under the age of 18.

It is "child pornography," a Class D felony under I.C. 35-42-4-4(c), for any person/student to possess a photograph, motion picture, digitalized image, or any pictorial representation that depicts or describes "sexual conduct" by a child who the person knows is less than 16 years of age or who appears less than age 16.

"Sexual conduct" is defined by I.C. 35-42-4-4(a) to include sexual intercourse, exhibition of the uncovered genitals intended to satisfy or arouse the sexual desires of any person, or any fondling or touching of a child by another person or of another person by a child intended to arouse or satisfy the sexual desires of the child or other person.

The Indiana Sex Offender Registration Statute at I.C. 11-8-8-7 and the Sex Offender Registry Offense Statute at I.C. 35-42-4-11, as of May 2009, require persons convicted of or adjudicated as a juvenile delinquent for violating the Child Exploitation Statute at I.C. 35-42-4-4(b) to register as a sex offender.

Because student cell phones have been found in a number of Indiana school districts to have contained evidence of “sexual conduct” as defined above, parents and students must be aware of the legal consequences should this occur in our school system.

### **Class Officers**

High School class officers will be elected each year to represent their respective classes. They are expected to set good examples and be role models for those they represent. Any conduct by class officers unbecoming their elected positions may cause them to be removed from office at the discretion of the Principal or Superintendent.

### **Conspiracy Policy**

Students will be subject to disciplinary action if they are aiding, assisting, or conspiring with another person to violate school student conduct rules, state, and/or federal law.

### **Detention**

A teacher may assign one or more detentions upon parent/guardian notification for infractions of classroom rules. Students serving detention for a teacher are expected to have sufficient schoolwork to do. Students who fail to serve a teacher’s detention will be assigned progressive discipline.

### **Displays of Affection**

Overt displays of affection are not appropriate school behavior in the building, on school grounds, or at any school-related activity and will not be condoned. **Any display of affection beyond holding hands is considered inappropriate.**

### **Disruptive and Dangerous Items**

Students are not to bring any items to school that may cause a disturbance to the learning environment or create a safety hazard to themselves or others. Therefore, water guns, water balloons, laser pointers, smoke bombs, stink bombs, skateboards, roller blades, legal or illegal fireworks, or similar disruptive items are not to be used either inside or outside the building. At no time and under no circumstances are students to have weapons or any dangerous instruments in their possession, in their lockers, or on school property. **Confiscated items will not be returned to their owner.** Appropriate disciplinary action may follow.

### **Dress and Appearance**

School authorities reserve the right to set standards of appearance pertaining to the school setting. Students are expected to keep themselves properly groomed and neatly dressed at all times during the school day and at all school-sponsored functions, including athletic contests, dances, concerts, award programs, Friday Class, etc. An individual’s appearance has an influence on how he/she acts and how others react. Neatness and cleanliness reflect an expression of pride in one’s self, in one’s school, and in one’s community. Dress should be neat, clean, in good taste, and appropriate for the learning environment. **Any form of dress, which is considered contrary to good hygiene, safety requirements, or is disruptive to the purpose of Westville Middle School/High School will not be permitted.**

This list is not intended to be all-inclusive:

1. No clothing expressing drugs, alcohol, tobacco, sex, cults, or gangs will be allowed.
2. No skirts, dresses, shorts, or cut-offs will be allowed shorter than **mid-thigh in length.**
3. Underwear is to be covered at all times.
4. Bare midriffs are not allowed.

5. No tank tops, tube tops, halter tops, camisoles, or spaghetti straps.
6. Cleavage is to be covered.
7. Ragged, tattered jeans are not allowed.
8. Nothing is to be worn on the head – (caps, hats, sweatbands, bandannas, hoods, etc.)
9. Metal items on clothing that may damage furniture will not be allowed.
10. Sunglasses are not to be worn in the building.
11. Pajama pants and house slippers are not allowed.
12. Spandex clothing of any kind (leggings or tights worn with a top that does not meet the skirt length requirement are not permitted).

**Students who dress inappropriately may be restricted from attending class or participating in a school-sponsored activity and/or be subject to disciplinary measures.**

### **Expulsion**

Expulsion is disciplinary action whereby a student is suspended from school attendance for longer than ten (10) days. Expulsion means loss of credit and failing grades recorded on the student's transcript. In accordance with the due process procedures outlined in this policy, a student may be expelled from school for the remainder of the current semester, the next semester, or the remainder of the school year. When the Principal recommends to the Superintendent that a student be expelled from school, the following procedures will be followed:

1. The Superintendent may conduct an expulsion meeting or appoint one (1) of the following persons to conduct the expulsion meeting:
  - a. county attendance officer;
  - b. legal counsel;
  - c. a member of the administrative or guidance staff who did not expel the student during the current school year, and was not involved in the events giving rise to the expulsion.
2. An expulsion may not take place until the student and his/her parent/guardian are given notice of their right to appear at an expulsion meeting conducted by the Superintendent or the person designated above. Failure by a student or his/her parent/guardian to request or to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion.
3. The request to appear at the expulsion meeting must be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion and the procedure for requesting an expulsion meeting.
4. At the expulsion meeting, the Principal (or designee) will present evidence to support the charges against the student. The student or parent/guardian will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and his/her parent/guardian.

### **Food and Beverages**

The consumption of food and beverages is restricted to the cafeteria. No food or beverages, which are not part of a course curriculum, with the exception of bottled water, are allowed in classrooms at any time.

### **Jurisdiction**

All administrators, teachers, secretaries, custodians, cafeteria workers, bus drivers, and other staff members of Westville Middle School/High School have the authority and the responsibility to enforce the policies of the school. **Refusal on the part of students to respect this authority both during the school day and at any school-related activity shall be considered as insubordinate conduct and dealt with accordingly.**

## **Loitering**

Being out of the classroom during class time is something which is to be avoided. While out of the classroom with a pass, a student should be conducting only the business that he/she was given permission to accomplish. If a student is not in his/her assigned area, he/she will be considered loitering and will be assigned to Friday Class. In addition, students who leave campus after they have arrived at school in the morning will be considered truant. **Students should not be in the building after 3:00 p.m. unless under the direct supervision of a staff member.**

## **Student Civility**

Civility, self-restraint, and respect for one's own peers are lessons to be both taught and learned as part of a properly structured education.

**Uncivil conduct, foul language, and disrespectful behavior toward students, staff members, and other persons are not acceptable and will be subject to disciplinary measures.**

Uncivil conduct includes such things as name calling, racial or sexual harassment, bullying, threats or "fighting words" that are intended to arouse anger or hostility, and lewd vulgar and indecent expressions of any kind.

## **Tardiness**

Promptness to class is extremely important. A student is tardy when he/she is not inside the classroom when class is scheduled to begin. Any student who is more than ten (10) minutes late to class shall be considered absent from that class and will be reported to the Principal. Students who arrive at school after 8:05 a.m. must sign in at the Principal's Office before they will be admitted to their first period class. If a student is tardy to a class, the following penalties per semester will be assigned:

<u>Tardy Number</u>	<u>Teacher Action</u>	<u>Administrative Action</u>
1 <sup>st</sup> per class	Records tardy and informs student of the tardy.	None
2 <sup>nd</sup> per class	Records tardy and informs student of the tardy.	None
3 <sup>rd</sup> per class	Records tardy and informs student of the tardy.	None
4 <sup>th</sup> per class	Records tardy and informs student of the tardy.	Principal/designee notifies student of one (1) lunch detention. Parent/Guardian notified.
5 <sup>th</sup> per class	Records tardy and informs student of the tardy.	Principal/designee notifies student of one (1) Friday night class. Parent/guardian notified.
6 <sup>th</sup> per class	Records tardy and informs student of the tardy.	Principal/designee notifies student of one (1) Friday night class. Parent/guardian notified.
7 <sup>th</sup> per class	Records tardy and informs student of the tardy.	Recorded as one (1) unexcused absence.
8 <sup>th</sup> per class	Referred to principal/designee.	Principal/designee will determine punishment following parent conference.

## **Truancy**

Truancy refers to a student being somewhere on school property without proper authorization or being absent from school for an invalid reason. A truancy of more than one period will result in progressive discipline:

1 <sup>st</sup> Truancy	-	One Friday night class (truancy in one period or less).
2 <sup>nd</sup> Truancy	-	Three (3) day In-School Suspension assigned (truancy in more than one period).
3 <sup>rd</sup> Truancy	-	Five (5) day In-School Suspension assigned and referral made to Bureau of Motor Vehicles.
4 <sup>th</sup> Truancy	-	Ten (10) day Out-of-School Suspension assigned with a recommendation to the Superintendent for expulsion proceedings.

Students who are determined to be habitual truants will be referred to the Bureau of Motor Vehicles for denial or invalidation of a learner's permit or driver's license. A habitual truant is defined as student who is chronically absent, by having unexcused absences from school for more than ten (10) days of school in one (1) school year.

### **USE OF COMPUTERS**

The use of computers in the Westville Schools is a privilege. Misuse of technology equipment or computer applications will result in harsh penalties. Firewalls can only do so much to keep students from reaching inappropriate web sites. Making threats or inappropriate use of e-mail, or seeking pornographic web sites will not be tolerated. Network "chatting" is prohibited.

### **STUDENT NETWORK AND INTERNET ACCEPTABLE USE POLICY**

The M.S.D. of New Durham Township is pleased to offer all students' access to the school's computer network and Internet. The Internet is an electronic highway connecting hundreds of thousands of computers and millions of individual users all over the world. This computer technology will help propel our school through the communication age by allowing students and staff to access and use resources from distant computers, communicate and collaborate with other individuals and groups around the world, and significantly expand their available information base. The Internet is a tool for life-long learning.

Parents/guardians and students however should be aware that even with the use of "firewalls" some materials accessible via the Internet may contain items that are illegal, defamatory, inaccurate, or potentially offensive to some people. In addition, it is possible to purchase certain goods and services via the Internet that could result in unwanted financial obligations for which a student's parent or guardian would be liable.

While the M.S.D. of New Durham Township's intent is to make the Internet secure, students may find ways to access other objectionable materials. Even if the District institutes technical methods or other systems to regulate students' Internet access, these methods cannot guarantee compliance with the district's acceptable use policy. The District believes that the benefits to students of access to the Internet exceed any disadvantages.

#### **Terms and Conditions for Acceptable Usage:**

The school board, to help ensure proper use of the Internet and all other aspects of the school's computer network as an educational resource has adopted the following Terms and Conditions for Acceptable Use of the school's computer network. This list of Terms and Conditions is not "all inclusive." Interpretation, application, and modification of this Acceptable Use Policy are within the sole discretion of M.S.D. of New Durham Township School Corporation. Any questions or issues regarding this policy should be directed to the Superintendent of the M.S.D. of New Durham Township School Corporation.

#### **Student Guidelines for Network and Internet Acceptable Use**

##### **Privilege Guidelines**

- The use of the Westville School computer network is a privilege, not a right, and inappropriate use will result in a cancellation of those privileges as well as other disciplinary or legal action. Building administrators will deem what is inappropriate use and their decision is final.

- Students and staff must follow the Internet-access procedures as defined by the classroom teacher.
- All use of the school's computer network must be in support of education and research and be consistent with the mission of the educational objectives of the M.S.D. of New Durham Township School Corporation.
- The use of the Internet resources may not be used in violation of any U.S., state or local regulation.
- The Internet resources may not be used to upload, download, or distribute pornographic, obscene, sexually explicit, racist, or threatening material.
- The unauthorized installation, use, storage or distribution of copyrighted software and/or materials on district computers is prohibited.
- The school's network is not for private or commercial business use, political or religious purposes.
- The school's network and the messages transmitted and documents created on it are the property of the M.S.D. of New Durham Township School Corporation and are not to be considered private. Network supervision and maintenance will require review and inspection of directories or messages.
- Students are not allowed to subscribe to list servers or news groups, have e-mail accounts, or use chat programs unless these services are a requirement of the classroom curriculum.

### **Violations & Vandalism Guidelines**

Violations of the Acceptable Use Policy Terms and Conditions will result in loss of access as well as other disciplinary or legal action. These violations include (but are not limited to) the following:

- ❖ Viewing, sending, or displaying offensive messages or pictures
- ❖ Using obscene language
- ❖ Harassing, insulting or attacking others
- ❖ Damaging computers, computer systems or computer networks
- ❖ Violating copyright laws
- ❖ Using another's password or another's stored files
- ❖ Trespassing in another's folders, work or files
- ❖ Intentionally wasting limited resources
- ❖ Employing the network for commercial purposes
- ❖ Breaking security by sharing your password with others

Vandalism is defined as any malicious attempt to harm equipment or destroy or alter data of another user, the school's computer network, or any other network or computer system. This includes, but is not limited to, the uploading or creation of computer viruses. Vandalism will result in loss of access and disciplinary action as determined by the building principal.

### **Security Guidelines**

- System accounts are to be used only by the authorized owner of the account. Students are NOT to share their password or account with anyone. Account owners are responsible for all activity under their account. Students are NOT to leave an open file or session unattended or unsupervised, and are to follow log out procedures to end a session.
- Network storage areas are to be treated like school lockers and are the property of the M.S.D. of New Durham Township School Corporation.
- Users shall not gain or seek information, obtain copies of, or modify files or passwords or use any other means, to gain unauthorized access to district systems and information.

### **Personal Security Guidelines**

- Users should never reveal personal information, their own or others, such as home addresses and telephone numbers.

- Users should never meet people in person that they have contacted on the system without parent/guardian permission.
- Users are required to notify their teacher, whenever they come across information or messages that are dangerous, inappropriate, or make them feel uncomfortable.

### **Liability**

The M.S.D. of New Durham Township School Corporation and its employees shall not be liable for a user's inappropriate use of electronic resources or violations of copyright restrictions, users' mistakes or negligence, or unauthorized financial obligations incurred by users. Individual users of the district computer networks are responsible for his/her behavior and communications over those networks.

### **EMERGENCY SCHOOL CLOSING**

Westville students can tune into a number of media sources for school cancellations, including radio stations WLOI (1540 AM ) and WCOE (96.7 FM) LaPorte; WEFM (95.9 FM) Michigan City; and WAKE (1500AM) and Indiana 105 (105.5FM) Valparaiso. TV stations carrying announcements will be WNDU 16 and WSBT 22 in South Bend. Alert Now phone messages and emails will be sent as soon as possible. Announcements will normally be made by 6:00 a.m. in the event of an early dismissal; school officials will try to broadcast an announcement one hour before dismissal.

### **HALL PASSES**

Class time is essential. Students are not to be in hallways or restrooms during class periods unless they have proper authorization. Permission will not be granted except in cases of emergency or for the purpose of instructional activities assigned by a teacher. Students are expected to be courteous at all times when walking in the halls and should refrain from running and shouting. Any student found without their Agenda Book or other approved pass, in a location other than that specified on a pass, or off the most direct route to their destination, will be subject to disciplinary action.

### **MEDIA CENTER**

The Media Center is open from 7:45 a.m. to 3:00 p.m. All students are encouraged to use the Media Center as much as possible. The Media Center is a place for students to do reference work, complete school assignments requiring library materials, and engage in recreational reading. To make profitable use of the Media Center requires a quiet atmosphere. Media Center personnel are available to assist students in any manner they can. No books or reference materials are to be taken from the media center without being checked out. Students are responsible for all materials checked out in their name. Lost or late materials will be subject to a fine. Students who demonstrate irresponsibility in the prompt return of materials or payment of fines may have their Media Center borrowing privileges temporarily suspended.

### **LOCKERS**

Each student will be assigned a hall locker, free of charge, for the purpose of storing books, school supplies, coats, hats, backpacks, and other necessary items. Jackets, coats, sunglasses, backpacks, and headwear are to be locked in lockers and not worn in the building at any time.

**Students are to use the lockers assigned to them and are not to share it with another student.** Students are expected to keep their lockers clean, neatly arranged, and locked. School personnel may hold periodic inspections of lockers and any illegal or inappropriate material will be confiscated and proper charges filed as necessary.

Lockers are the property of the school, not the student assigned. Since each locker has its own combination lock, no padlocks are to be placed on them by the student. Students are not to leave valuables in their lockers at any time. The school cannot accept responsibility for any lost or stolen articles. Damaging or defacing a locker is a violation of the Student Code of Conduct. If a student has a damaged or broken locker, he/she should report it to the Principal's Office as soon as possible. The administration has the legal right to inspect lockers, without notification, whenever it is deemed necessary.

## **LUNCH/BREAKFAST POLICY**

Westville Middle School/High School has a comprehensive food service program. The school lunch program in the cafeteria serves complete lunches as well as a-la-carte selections. Students are also permitted to bring their lunch from home and to purchase beverages and incidental items.

Westville Schools use a system in which money is paid into each student's cafeteria account. Cafeteria checks should be submitted separately from other school-related checks. The students nine (9) digit number must be used each time a student purchases items from the cafeteria. **The cafeteria does NOT have a charge program.** Cafeteria workers will be by the Concession Stand on Mondays only to allow students to put money into their accounts. Students may bring money any other day but it must be taken to the Cafeteria before school. Students may pay daily in the lunch line, but may not take a check or cash for more than one day.

When going to lunch, students are expected to walk in a safe manner and not crowd in line. **All food items are to be consumed in the cafeteria.** Student behavior in the cafeteria should be based on courtesy and cleanliness. Any student who participates in a food fight will be suspended from school. All students eating at school are expected to properly dispose of their refuse in the receptacles provided. Students are to remain in the cafeteria during their entire lunch period. Students are not allowed to leave school during lunch or be in the parking lot. **Also, students are not permitted to have food catered to the school.**

A free breakfast/lunch program is available to eligible Westville Middle School/High School students. The criteria for free breakfast/lunch is determined by the State of Indiana.

A reduced breakfast/lunch program is available to eligible Westville Middle School/High School students. Application forms, including federal income guidelines, may be obtained in the Principal's Office. Acceptance in this program also alters the cost of book rental. Further information may be obtained from the school treasurer.

## **NON-CUSTODIAL PARENTS**

A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, progress reports, student records, and disciplinary actions. Such parents will also be allowed to participate in conferences, classroom visitations, Open Houses, and all other school activities.

The non-custodial parent may not visit with his/her youngster during the school day, nor may the student be released to the non-custodial parent, unless written permission has been given by the custodial parent.

A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the Principal, should a custodial parent wish to prohibit the distribution of information to, or the school visitation of, the non-custodial parent.

## **POSTERS**

All posters, flyers, and notices placed in the school must have administrative approval. Such items are to be removed the day following their obsolescence. A maximum of ten (10) identical items may be posted, and **ONLY** masking tape may be used to secure items. Posters placed without prior approval will be removed. Notices promoting private profit-making organizations are prohibited.

## **SAFETY AND HEALTH**

One of the most important responsibilities of a school organization is to provide a safe and healthy environment for all students and staff members. The primary purpose of the health and safety program at Westville Middle School/High School is to promote and protect the welfare of its students and staff members.



### **Accident Reports**

Any student who has an accident in school must report it to his/her teacher if the accident occurs in the classroom. If an accident occurs at any other time of the school day, it should be reported to the Nurse's Office. A report will be taken and first aid will be administered. Students who carry insurance through the school insurance vendor may pick up an insurance form in the Principal's Office.

### **Bomb Threats**

School personnel work closely with law enforcement agencies regarding bomb threats and the safety and well-being of students and staff. Making a false bomb threat is a federal offense punishable under United States Code 18-844e, with a penalty of up to ten years in prison, \$250,000 fine, or both. This penalty also applies to juvenile offenders.

### **Earthquake Instructions**

Students should become familiar with the emergency plans for the rooms that they use. The safe areas in each room are under sturdy tables, desks, or against inside walls. The unsafe areas in rooms are mirrors, hanging objects, and tall, unsecured furniture. If indoors, stay in the room, get under a desk or table, or stand in a corner. If outdoors, get into an open area away from trees, buildings, walls, and power lines. No alarm will sound; there is no warning for an earthquake.

### **Fire Alarms And Extinguishers**

If a student witnesses a fire in the building, he/she should pull the nearest fire alarm immediately, and report it to the nearest staff member. Pulling a fire alarm, however, should be done only when a legitimate need arises. A very serious violation of both school policy and state law occurs when false fire alarms are pulled. The same also holds true when fire extinguishers are misused or abused.

### **Fire Drills**

Fire drills are signaled by loud beeping from the fire horn. All students and staff members must leave the building immediately and completely clear the walks leading from the building. Students shall be directed by their teacher to the appropriate exit. All doors and windows should be closed. When evacuating, students should walk rapidly in a calm, quiet, and orderly manner. If students reach a blocked exit, they should reverse direction and raise their hands above their heads to warn others to use another exit. Teachers are to remain with their class and take roll immediately upon evacuation. Any missing students should be reported to a public safety official or school administrator. The all-clear-for-safe-return signal will be one (1) continuous ring from the bell or a P.A. announcement. It is the responsibility of each student to cooperate fully whenever a fire alarm sounds. Failure to exit the building in a prompt, safe, and prescribed manner may result in disciplinary action.

### **Illness/Injury**

Students who become ill or are injured while at school should report to the Nurse's Office for medical attention and permission to leave the building, if necessary. All students who are ill or injured, but not in need of emergency care, should have their agenda/student code of conduct book signed by the teacher to go to the office for a nurse pass. Students who are too ill to return to class will be sent home only after a parent/guardian or other responsible adult has been contacted. If a student requires emergency care, his/her parent/guardian will be contacted to determine appropriate action. Students will not be allowed to leave school without parental permission. In all cases, students must report to the nurse before they leave school. Failure to do so will result in an unexcused absence for all classes missed.

### **Medication**

By law, school personnel cannot dispense any drugs, including aspirin and other non-prescription drugs, without written permission from a parent/guardian. If a prescription drug needs to be taken, a doctor's written prescription or the prescription bottle itself with a parental note must be presented. In all instances, medication, whether prescription or non-prescription, must be furnished by the individual needing the medication in the original container. **Students are not**

**allowed to have any type of drug or medication, whether prescription or non-prescription, in their lockers or on their person.** When medications are necessary, they must be kept with the school nurse.

### **Personal Search**

Students have the right to be safe and secure and to pursue their education in a safe and disciplined environment. In order to ensure the security of the school and the safety of students and staff members, objects in the possession of students, such as a coat, jacket, purse, briefcase, backpack, or gym bag, will be subject to random administrative inspections, including those done with metal detectors. Refusal to cooperate with a reasonable request for such administrative inspection may result in disciplinary action.

### **Tornado Drills**

Students should become familiar with the tornado emergency plans for the rooms they use. When the tornado alert sounds, which is an intermittent beep over the intercom system, all windows and classroom doors should be open. Students should walk to their assigned areas, kneel facing inner walls, and cover their heads with their arms. Students should stay away from entrances and interior doors. If an alert is sounded when students are loading buses, they should return to the building and seek shelter.

### **Pesticide Notice**

The Metropolitan School District of New Durham Township hires Hatfield Pest Control, LaPorte, Indiana, to handle the pest control for all our facilities. Hatfield services our school the first Thursday of every month. They arrive at school after 3:00 p.m. (all students are dismissed by 2:45 p.m.) to provide their service. They use a modified integrated pest management program which means very little spraying is used; more baits are used – not visible to students or faculty. All chemicals used by Hatfield are approved by the State of Indiana. If additional information is needed, please contact Mr. Greg Campbell (owner) at 219-362-7444 or 800-606-2555.

## **STUDENT ACTIVITIES**

All students are strongly encouraged to actively participate in school activities. Such participation enables students to develop leadership qualities, make friends, learn new leisure time activities, pursue special interests, or simply have fun.

Students should have parental permission to participate in a school activity. In the case of interscholastic athletics, physical examinations and medical insurance waivers are also required. All participating students in all school-sponsored activities must be transported to and from the activity on the transportation provided by the school unless their parent/guardian has been granted a waiver.

Because so many of our students are involved in multiple extra-curricular activities, conflicts are bound to happen. Activity sponsors are to work things out so the student is not caught in the middle or penalized. If the sponsors cannot reach a decision, the Principal/designee will.

## **EXTRA-CURRICULAR ACTIVITIES**

### **PARTICIPANT AND STUDENT DRIVER DRUG TESTING**

#### **A Statement of Need and Purpose**

A program of deterrence will be instituted as a proactive approach to drug free schools. 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 he/she 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 designed to create a safe, drug free environment for students and assist them in getting help when needed.

The MSD of New Durham Township has a strong commitment to the health, safety, and welfare of its students and to maintaining the extra-curricular activities in the MSD of New Durham Township as a safe and secure educational environment.

### **Introduction**

The effective date of this program is August 1, 2014. This program does not affect the current policies, practices, or rights of the MSD of New Durham Township with regards to drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. The MSD of New Durham Township reserves the right to search any student who exhibits cause for reasonable suspicion of drug and/or alcohol usage. The search may also include the student's locker, belongings, and vehicle.

### **Scope**

Participation in extra-curricular activities is a privilege. This policy applies to all MSD of New Durham Township students in grades 7-12 who wish to participate in extra-curricular activities that are listed below:

- A. Athletics (participants include, but are not limited to, athletes, cheerleaders, managers, and other athletic student personnel)
- B. Music (participants include, but are not limited to, performing band members, performing choir members, and participants in small group ensembles)
- C. Academic Teams
- D. Drama
- E. Any club or school group which has a paid sponsor

This policy also applies to:

- A. Any student who wishes to drive to school, from school, or during school
- B. Any student who volunteers to be a part of the random drug testing pool

### **Consent Form**

It is mandatory that each student in the above stated categories sign and return the consent form prior to participation in such activities. Failure to comply will result in nonparticipation and/or no issuance of a student driving permit.

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 agrees to participate in the random drug testing program at MSD of New Durham Township and the student's parent/guardian consent to his or her child participating in the random drug testing program.

### **Non-Punitive Nature of Policy**

No student will be penalized academically for testing positive for illegal drugs or banned substances as a result of being randomly tested. 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 Board will not solicit. This random drug testing policy does not negate the reasonable suspicion drug testing policy.

### **Banned Substances**

For the purposes of this policy, the following substances or their metabolites that can be tested for are considered illicit or banned for extra-curricular participants and student drivers.

- A. Alcohol
- B. Barbiturates

- C. LSD
- D. Methaqualone
- E. Phencyclidine
- F. Amphetamines
- G. Benzodiazepines
- H. Marijuana metabolites
- I. Propoxyphene
- J. Anabolic Steroids
- K. Cocaine metabolites
- L. Methadone
- M. Opiates
- N. Other specified drugs

### **Testing Procedures**

A. At the beginning of each selection date, school year, or sports season, all students wishing to participate in extra-curricular activities may be subject to an oral swab. Up to ten percent (10%) of eligible students will be randomly tested up to a weekly basis anytime during the school year. Students who refuse to submit to an oral swab drug testing will not be allowed to practice or participate in designated extra-curricular school activities or to drive until the following school year.

B. Each student will be assigned a number that will be placed in the drawing by the principal/designee, and numbers will be drawn by the laboratory from a pool of those agreeing to be tested. Testing may occur on any day, Monday through Saturday, and selections will be made from time to time throughout the school year.

C. 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.

D. Upon being selected for an oral swab test under this policy, either by random draw, request of parent/guardian, or a “follow-up” test, a student will be required to complete an oral swab according to the proper protocol and policy of the laboratory conducting the analysis.

E. The specimen will then be turned over to the testing laboratory, and will be tested for alcohol and “street drugs” (which may include all drugs listed as controlled substances under the laws of the State of Indiana). Also “performance enhancing” drugs such as steroids may be tested. F. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the extra-curricular activities for the remainder of the school year. This will be reported to the parent/guardian.

G. 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 on 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**

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

B. The principal/designee will receive a laboratory report for Negative Results or a Verified MRO Report for Positive Results for each test conducted. The Student and his parent/guardian will be notified by the MRO where they will be given an opportunity to present documentation of a prescription for the positive substance. The MRO will contact the prescribing physician verify the prescription.

C. If the test is verified positive, the principal/designee will meet with the student and his/her parent/guardian at an MSD of New Durham Township facility. 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 outline in the Athletic Handbook.
- A student involved in extra-curricular activities will be subject to a thirty (30) calendar day suspension. Suspensions that are not completed in the current season/activity/school year will carry into the next season/activity/school year.
- A student driver who tests positive for banned substances or alcohol will have his/her driving privileges suspended sixty (60) school days. Suspensions of driving privileges may carry over to the following school year. A student driver suspended for banned substances or alcohol 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 following 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.

D. 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.

E. Drug testing result sheets will be returned to the principal/designee identifying students by number and not by name. 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. However, the lab will provide the superintendent and the building principal with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive oral swab specimens upon request.

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 MSD of New Durham Township's commitment to confidentiality with regards to the program.

### **Financial Responsibility**

A. Under this policy, participating students will be assessed a \$6.00 fee and the School Corporation will use this fee to pay for all initial random drug tests and all initial follow-up drug tests.

B. A request on appeal for another test is the financial responsibility of the student or his/her parent/guardian. Appeal tests will be limited to hair analysis.

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

### **Certifying Scientist Responsibility**

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

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

B. Depending on the substances found in the oral swab, if necessary an MRO will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.

C. 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.

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

E. The Certifying Scientist, based on the information given, will certify the drug test results as positive or negative and report this to the building principal, initially reporting positive results by phone.

1. 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.

2. 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 like be ruled a positive drug test by the Certifying Scientist.

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

F. 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.

G. 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, MSD of New Durham Township Middle/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.

### **Athletics**

Interscholastic competition is offered in cross-country, volleyball, basketball, soccer, baseball, golf, track, and softball. All students participating in athletics will abide by the Indiana High School Athletic Association regulations and the Blackhawk Athletic Code. Athletic schedules will be available throughout the school year in the Athletic Office.

A notable characteristic of a successful athletic program and an exemplary student body is to continuously display the utmost in sportsmanship both on and off the playing field. Westville High School/Middle School is proud of its reputation for maintaining a high standard of sportsmanship. It is the responsibility of all athletic fans, adults as well as students, to demonstrate outstanding sportsmanship at all times. It is our goal as a school to always win with pride, and to lose with grace and dignity. Regardless of the outcome of an athletic contest, we strive as a school to always win the competition that matters most – sportsmanship!

What is good sportsmanship? It is supporting our cheerleaders in cheering for our team rather than being negative toward the opposing team or fans. Good sportsmanship is being respectful during the National Anthem and to the contest officials. Good sportsmanship is also applauding all participants and coaches for their efforts regardless of who wins or loses.

In short, good sportsmanship is being a good ambassador for Westville Middle School/High School. Students attending athletic contests and other school functions are representatives of our school and are expected to exhibit appropriate behavior at all times. The use of noisemakers, confetti, and profanity are not examples of proper conduct.

### **Clubs and Organizations**

All clubs will have membership open to all students who have an interest in the function of the club. A club-meeting schedule will be distributed by sponsors and posted in classrooms. Every activity or meeting must be under the direction and direct supervision of a staff member. **No student shall be in the building without direct sponsor supervision.**

Clubs will be organized for the primary purpose of providing service to others. Students who have an interest in organizing a club must secure faculty sponsorship and administrative approval. Outside visitors are not permitted to attend club meetings unless special arrangements have been made through the sponsor and the Principal.

A club may be the outgrowth of a curricular class now offered in the school. Clubs, however, shall not duplicate the offering of the parent class. Under no circumstances shall a club be formed to perpetuate the special interests of any individual or small group of students. Students may not form any type of secret club, society, fraternity, or sorority under the auspices of Westville Middle School/High School. All induction ceremonies must be approved by the Principal, and absolutely no form of hazing will be condoned. Listed below are some of the various clubs and organizations available to Westville Middle School/High School:

### **Cheerleaders**

Cheerleaders perform at basketball games and other selected contests. They promote school spirit, make signs for games, and conduct pep sessions. The squads may attend a cheer camp during the summer.

### **Music Activities**

Music courses offered at Westville Middle School/High School include choir. The choir performs several times throughout the school year, including Christmas and spring concerts. The choir is sometimes asked to perform at community and civic functions, as well as school activities. All music groups participate in contests and activities throughout the school year. Further information on the school's music programs may be obtained by contacting the choir director.

### **National Honor Society**

National Honor Society honors juniors and seniors who are outstanding in Scholarship, Service, Leadership, and Character, and have attended Westville High School one (1) semester.

Students meeting these basic requirements may then be considered for membership by a faculty committee in the spring of the year.

Transfer students who have been initiated into the National Honor Society at another school must inform the sponsor of their membership within thirty (30) days of enrollment. Membership criteria in the Westville High School Chapter may be different than at the student's prior school. Therefore, deficiencies may have to be removed in order to qualify for membership in the Westville High School Chapter.

National Honor Society members are committed to participating in various school and community service projects, such as food drives, Christmas gift drives, after school tutoring, etc.

### **Pom Pons**

Pom Pons perform at basketball games and other selected events. Participation is open to any girl in grades (7-8) and (9-12). All team members are required to attend summer camp and all practices and performances, and participate in all fund raising activities. As an extra-curricular

activity, all grade and attendance requirements must be met, as well as the rules and regulations of the Code of Behavior for Extra-Curricular Activities and Athletics.

### **Service League**

Service League is an organization open to all Middle School/High School students. The purpose of the club is to promote the value of community and school service. Members have the opportunity to participate in a variety of service projects during the course of the school year.

### **Student Council**

The Westville High School and Middle School Student Councils represent their respective student bodies. Their purpose is to make significant contributions to the total education and development of all students, to serve as a liaison between the administration and the student body, to provide organization and direction of school functions, to establish and maintain high standards of conduct and scholarship, and to promote leadership.

### **Dances**

Numerous clubs and groups sponsor dances throughout the year to provide students with an opportunity to have fun with their friends in a supervised social setting. Dances are chaperoned, and are typically held on Friday evenings. Admission will be closed thirty (30) minutes following the scheduled starting time. All participants are to leave the premises immediately following the dance. **Once a student leaves a dance, he/she will not be allowed to return.**

Westville Middle School/High School dances are generally limited to its own students. If a student wishes to bring a guest, however, Date Request Forms must be completed and turned in to the Principal's Office by the specified date which is announced well in advance of the dance. Students are responsible for the behavior of their guests.

The sponsoring organization for each dance makes arrangements for the music, theme, refreshments, admission fee, and all other particulars subject to administrative approval. It is also the sponsoring organization's responsibility to provide sufficient faculty and parent chaperones, and to clean up immediately after the dance. All chaperones will have complete authority during dances.

Dances are considered a privilege, and an extension of the regular school day. Therefore, all rules and regulations of Westville Middle School/High School concerning student behavior (i.e., dress, headwear, etc.) apply at dances as well. Violation of these rules will result in disciplinary action. Body passing, slam dancing, or any other dangerous or inappropriate behavior will not be tolerated. Absolutely no alcohol, tobacco, or drugs will be permitted. Students in possession or under the influence of any of the above will be disciplined according to the Student Code of Conduct.

Students planning on attending specified dances may be restricted from doing so should they have any outstanding obligations, such as detentions, fines, fees, etc.

### **Financial Transactions**

The school treasurer keeps accurate records of all school transactions. A financial report of all extra-curricular accounts is issued at the end of each month. All clubs and organizations must deposit all funds with the school treasurer.

To make a purchase from an organizational account, a student must first obtain permission for the purchase from the sponsor, obtain a receipt or an invoice, and present the receipt or invoice to the sponsor. The sponsor must then complete a Payment Authorization voucher form, attach the receipt or invoice, and present it to the school treasurer for payment.

The Principal is responsible to the Indiana State Board of Accounts for all extra-curricular funds.



## **Fund-Raising**

All fund-raising activities must be approved by the administration. Students may not solicit the community on a door-to-door basis for the purpose of raising funds unless permission is granted by the Superintendent. Students who accept items for sale for the purpose of earning revenue for a school organization are responsible for returning the items or their monetary value.

## **STUDENT INSURANCE**

A school accident insurance policy is available to all Westville Middle School/High School students through American Youth Student and Sports Insurance for a nominal charge. Currently, three (3) different insurance packages are offered: sports coverage, 24-hour accident coverage, and school time coverage. Information, including price plans, regarding student insurance will be available during student registration, and throughout the school year in the Principal's Office. All students participating in athletic competition must either purchase school insurance, or verify having comparable coverage through their parent/guardian's health insurance plan.

## **STUDENT SERVICES**

### **College Applications and Transcripts**

In order for a transcript to be official, it must be signed and stamped, and sent directly from the high school to a college admissions office or a scholarship committee. Students are to complete their portion of the application and then submit it to the Guidance Office. The guidance counselor will then complete the application, if necessary, attach an official transcript, and mail it directly to the specified mailing address. It is strongly recommended that all applications be completed online unless specifically requested otherwise.

College or university applications are usually available by the end of August. It is wise to apply for admission during the first semester of the student's senior year. All college and scholarship applications have deadline dates. It is important to note whether the application must actually be received by the due date or only postmarked by the due date. Directions on the application are usually specific therefore; it is the student's responsibility to read them carefully and follow them completely.

All applications that need a recommendation or a transcript must be submitted to the guidance office no later than one (1) week prior to the deadline mailing date to better ensure that it will be sent on time. Transcripts also available through Docufide at [www.docufide.com](http://www.docufide.com)

### **Guidance and Counseling**

The purpose of the Guidance Department is to assist students in making decisions and assuming responsibility. The guidance counselor provides students with opportunities to discuss personal, occupational, social, or educational concerns. Some of the duties of the guidance counselor include:

1. Administering and interpreting interest, achievement, and ability tests to students.
2. Providing information to students regarding post-secondary educational opportunities and assisting them with applications.
3. Providing information and assistance to students concerning career plans.
4. Helping students develop four-year plans of study which will prepare them for entry-level careers or higher educational opportunities.
5. Referring students to the services of outside agencies equipped to handle their specific needs.
6. Counseling students who develop difficulties in the areas of personal, social, or educational needs.

### **Work Permits**

Work permits inform employers that students are minors and that Indiana State laws governing the employment of minors must be obeyed. These laws regulate the types of work minors may do and require working conditions which are not likely to harm minors.

Indiana law requires work permits for **14 - 17 year olds** engaged in any gainful employment except farm labor, domestic service, golf caddies, and newspaper carriers. Minors under age 14 may not be gainfully employed in any occupation except those listed above.

**To obtain a work permit, a student should obtain an “Intent to Employ” form from the employer or the Guidance Office. The form must be completed by the student and the employer and returned to the Guidance Office. Once the materials are signed by the student, parent, and employer, a work permit will be completed online with the student and Guidance Counselor. To obtain a new work permit, a termination notice from the previous employer must be on file.**

Under Indiana law, school corporations have the right to deny a work permit to a student whose academic performance does not meet the school corporation’s standards, or whose attendance is not in good standing. They also have the right to revoke a work permit previously issued to a student if the school determines that there has been a significant decrease in the student’s grade point average or attendance after s/he begins work. When it appears that a job is detrimental to a student’s academic status, it is our responsibility to advise the parents and employer so we can work together to ensure that the student’s education remains the primary focus.

Therefore, it is important for students, parents and employers to know the guidelines that accompany the responsibility of being a working teen.

### **Grades**

Students must be eligible before a work permit will be issued.

If a student becomes ineligible after a work permit has been issued, the student’s parents and employer will be sent a warning letter, and the student will be placed on probation for the next grading period.

If the student remains ineligible during the probation period, the school will revoke the work permit for the next grading period and the parents and employer will be notified.

The work permit will be reissued to the student when five (5) credit classes are passed in any grading period.

### **Attendance**

A student may not be absent from school 6 or more countable absent days in a semester period. Non-Countable Excused Absences are excluded.

If the student’s record of countable absences is equal to or more than the allowed 6 days in a semester, the student’s employer and parents will be sent a warning letter, and the student will be placed on probation for the next grading period.

If 6 or more countable absences occur during the probation period, the school will revoke the student’s work permit for the next grading period and the employer and parents will be notified.

The work permit will be reissued if the student’s attendance reaches an acceptable level during the next grading period.

Should the work permit be revoked at the end of the school year, special provisions will be given to that student, and he/she will be allowed to work during the summer while school is not in session. However, such students will lose their work permit at the start of the new school year until they meet the attendance and grade standards established by the school for receiving a work permit.

The student has the right to appeal this decision, but the school will override its decision only upon a student's demonstration of just cause. Appeals are made to the school Principal in writing.

## **TRANSPORTATION**

### **Driving to School**

Driving to school is a privilege. The administration does not endorse students driving to school. The decision to do so is between the student and his/her parent/guardian. All student drivers must have a valid operator's license and automobile insurance. In addition, they must obtain a parking permit in the Principal's Office and display it prominently by hanging it from the car's rear view mirror. Parking permits are to be used only by the student to whom it was issued and are not transferable. **Parking permits may be revoked for disciplinary reasons.**

Permission for a student to bring a vehicle on school property is conditional upon the consent of the student and his/her parent/guardian that the vehicle may be searched at any time by a school administrator. Students should have no expectation of privacy of any vehicle or its contents operated or parked on school property. The only authorized student parking area is the parking lot adjacent to Valparaiso Street. Once a vehicle is parked, it may not leave the school grounds during the school day without permission from the Principal.

Students are expected to drive safely, quietly, and at speeds not to exceed ten (10) miles per hour. The person to whom a vehicle is registered is responsible for the vehicle at all times, regardless of who is driving the vehicle. The school is not responsible for theft, vandalism, or accidents. Students are not permitted to sit in vehicles or be in the parking lot before or during the school day unless permission has been granted by the Principal. **Violations of parking regulations may result in loss of driving privilege, towing of the vehicle at the owner's expense, and/or school disciplinary action.**

### **School Buses**

The school corporation provides bus transportation for most students. All students need to be at the bus pickup location at least five (5) minutes prior to the bus arrival time. Parent/guardians are encouraged to take advantage of the free school bus transportation. Bus drivers have supervision and authority over passengers and deserve the same respect as teachers and other school employees. Students are expected to show courtesy to the bus driver and other students, and to behave in a manner that promotes safety. All school rules apply to students from the time they get on the bus to the time they exit the bus. **Misconduct on a bus, or at a bus stop, may result in the loss of bus riding privileges or other disciplinary action. For students to ride another bus or be dropped off at a new location, a parent note must be signed by an administrator.**

## **VALUABLES**

Students should not bring large sums of money, expensive jewelry, or other valuable items to school. Personal possessions should not be left unattended. Lost or stolen items should be reported to the Principal's Office as soon as possible. Students are responsible for locking and keeping the confidentiality of their locker combination. The school will not be responsible for any lost or stolen items.

## **VISITORS**

All visitors to Westville Middle School/High School must report to the Principal's Office, sign in, and receive a Visitor's Pass. Due to liability issues, minors may not accompany parents when volunteering for school activities. **No visitors are allowed during lunch periods.** Students are not allowed to bring guests to school. Visitor's passes will be issued only to a person wishing to see school personnel. No passes will be issued to an individual wanting to see a student.

## **APPENDIX A**

### **STUDENT CODE OF CONDUCT**

Jurisdiction for any form of disciplinary action at Westville Middle School/High School applies when a student is:

1. On school grounds immediately before, during, and after school hours or at any other time the school is being used.
2. Off school grounds at a school-related activity.
3. Traveling to or from school or at a school-related activity.

Student misconduct could result in detention, Friday Night School, community service, in-school suspension, out-of-school suspension, expulsion, referral to appropriate law enforcement agency, and/or payment of damages, depending on the circumstances and merits of the case.

### **Expulsion**

A ten (10) day suspension from school with recommendation to the Superintendent for expulsion and referral to legal authorities may occur for the following infractions:

1. Alcoholic Beverages – The use, possession, or being under the influence of alcoholic beverages on school property, or at any school-related activity is prohibited at any time.
2. Drug Use/Possession – The use, possession, sale, and/or delivery, or being under the influence of a controlled substance on school property or at any school-related activity is prohibited at any time. Furthermore, the possession of any instrument, appliance, or paraphernalia designed or used for controlled substances is not permitted. Also, students are prohibited from leaving school grounds for the purpose of taking controlled substances of any kind, unless under the direction of a licensed medical doctor.

Look-Alike Drugs/Alcohol – It is against school policy for a student to have in his or her possession, to deliver, attempt to deliver, or cause to be delivered a non-controlled substance when a person:

- a. Represents it to be a controlled substance or alcohol;
- b. Represents it to be of a nature, appearance, or effect which will allow the recipient to display, sell, distribute, or use the substance as a controlled substance or alcohol;
- c. Represents through misleading promotion of the look-alike drug or alcohol.
3. Possessions/Use of Weapons – The act of possessing, using, or threatening to use any weapon, firearm, explosive (i.e., fireworks, smoke bombs), animal capable of causing serious bodily injury, or instrument (i.e., knife) capable of inflicting bodily injury; or related paraphernalia (i.e., “How-to” Manuals, etc). This includes look-alike weapons.
4. False Alarms – The act of initiating or circulating a report or warning of fire, bombing, or other catastrophes.
5. Indecent Exposure – Improper exposure of personal body parts.
6. Arson – The willful and malicious burning, or attempting to burn, any property of the school corporation.
7. Threats – Serious threats of bodily harm against any school employee or fellow student.
8. Intentional battery of any school employee or fellow student.
9. Numerous or repeated violations of school rules may be grounds for expulsion.
10. If a student’s actions result in arrest, it could be grounds for expulsion.

### **Suspension**

The Principal/designee may suspend a student for a period of no more than ten (10) consecutive days. The suspension may deny a student the right to attend school or to take part in any school activity until midnight of the last day of suspension. A student may be suspended on the following grounds:

1. Conduct constituting grounds for expulsion.
2. Other violations of rules or standards of behavior approved by the Board of School Trustees. Such suspensions shall be made only after the Principal has made an

investigation, and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference with an educational function.

No suspension may be issued without affording the student an opportunity for an informal hearing. At the informal hearing the student is entitled to:

1. A written or oral statement of the charges against him/her.
2. A summary of the evidence against him/her, if he/she denies the charge.
3. An opportunity to explain his/her conduct.

Notice and the informal hearing shall precede suspension of a student except where the nature of the misconduct requires immediate removal. In such a situation, the notice and the informal hearing shall follow as reasonably possible after the suspension. Within 24 hours, following such a suspension, or such additional time as is reasonably necessary, the Principal/designee shall send a written statement to the student's parent/guardian describing the misconduct or rule violation and the reasons for the action taken. The Principal/designee shall make a reasonable effort to hold a conference with the parent/guardian before the student returns to school.

### **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 school.
  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.
    - f. the student behavior standards and code of conduct supercedes the athletic code of conduct
- In the event of a recommendation for expulsion occurs, the student will be assigned ten days out-of-school suspension pending the expulsion process.

**The consequences following are suggested guidelines. Discipline may be initiated at any level, depending on the severity of the offense.**

1. **Forgery** – The act of fraudulently using or falsifying names, dates, grades, addresses, or other information (i.e., parent notes, hall passes, false identification, etc.)

1 <sup>st</sup> Offense	Friday Night School
2 <sup>nd</sup> Offense	1-3 Day Out of School Suspension
3 <sup>rd</sup> Offense	3-5 Day Out of School Suspension.
2. **Participation in a Food Fight** – The willful and intentional throwing of food and/or beverage items or containers.

1 <sup>st</sup> Offense	1-3 Day Out of School Suspension
2 <sup>nd</sup> Offense	3-5 Day Out of School Suspension
3. **Possession/Use of Tobacco Products** – The use or possession of tobacco products (i.e., cigarettes, cigar, pipe, chew, snuff, or any other matter or substance that contains tobacco, as well as electronic, "vapor," or other substitute forms of cigarettes) or related paraphernalia (matches, lighters, etc.) is prohibited at any time

on school property or at any school-related function. Furthermore, students are prohibited from leaving school grounds for the purpose of using tobacco products at any time.

- 1<sup>st</sup> Offense      3 Day Out of School Suspension
- 2<sup>nd</sup> Offense      3-5 Day Out of School Suspension
- 3<sup>rd</sup> Offense      5-10 Day Out of School Suspension pending Expulsion

4. **Computer Piracy/Misuse** – The act of stealing or maliciously damaging any computer hardware or software, or the unauthorized use or entry into any computer program not intended for student use is forbidden.

- 1<sup>st</sup> Offense      Friday Night School- restitution pursued
- 2<sup>nd</sup> Offense      1-3 Day Out of School Suspension- restitution pursued
- 3<sup>rd</sup> Offense      3-5 Day Out of School Suspension- restitution pursued

5. **Display of Affection** – Overt displays of affection are not appropriate school behavior in the building, on school grounds, or at any school-related activities, and will not be condoned. Any display of affection beyond holding hands is considered inappropriate.

- 1<sup>st</sup> Offense      Detention
- 2<sup>nd</sup> Offense      Friday Night School
- 3<sup>rd</sup> Offense      1-3 Day In-School Suspension

6. **Disrespect** – The lack of proper respect or courtesy shown towards another person.

- 1<sup>st</sup> Offense      Friday Night School
- 2<sup>nd</sup> Offense      1-3 Day Out of School Suspension
- 3<sup>rd</sup> Offense      3-5 Day Out of School Suspension

7. **Dress/Appearance** – Articles of clothing which express recognition of drugs, alcohol, tobacco, sex, cults, or gangs are not acceptable dress in school or at school-related activities. Extremely short shorts, tank tops, bare midriffs, tube tops, and halters are not to be worn. Metal Chains or articles of wear that have raised metal studs are not permitted at any time. Pants are to be worn so that underwear or skin is not exposed.

- 1<sup>st</sup> Offense      Student given opportunity to correct violation; if not, remainder of day In- School Suspension
- 2<sup>nd</sup> Offense      1 Day In- School Suspension
- 3<sup>rd</sup> Offense      1-3 Day Out of School Suspension

8. **Electronic Vandalism** – The act of willful damage to computer hardware, software, or network connections belonging to the school or its employees. The student will be responsible for restitution for repair and/or replacement, as well as appropriate discipline.

- 1<sup>st</sup> Offense      Friday Night School
- 2<sup>nd</sup> Offense      1-3 Day Out of School Suspension
- 3<sup>rd</sup> Offense      3-5 Day Out of School Suspension

9. **Extortion** – The act of extortion or attempting to borrow any money or anything of value unless both parties enter into the agreement freely and without the presence of either an implied or expressed threat.

- 1<sup>st</sup> Offense      Friday Night School
- 2<sup>nd</sup> Offense      1-3 Day Out of School Suspension
- 3<sup>rd</sup> Offense      3-5 Day Out of School Suspension

10. **Gambling** – The act of being involved with the betting or wagering of money or anything of value. This includes, but is not limited to, cards, dice, and sporting events.

- 1<sup>st</sup> Offense      Friday Night School

- 2<sup>nd</sup> Offense 1-3 Day Out of School Suspension
- 3<sup>rd</sup> Offense 3-5 Day Out of School Suspension

11. **Harassment** – Threats, coercion, or intimidation towards another person through verbal statement, gestures, or physical contact.

- 1<sup>st</sup> Offense Friday Night School
- 2<sup>nd</sup> Offense 1-3 Day Out of School Suspension
- 3<sup>rd</sup> Offense 3-5 Day Out of School Suspension

12. **Bullying** – See expanded definition of bullying on p.16 of the handbook.

- 1<sup>st</sup> Offense Warning/Parent notification
- 2<sup>nd</sup> Offense 1-3 Day Out of School Suspension
- 3<sup>rd</sup> Offense 5-10 Day Out of School Suspension pending Expulsion

Note: During the 2013 Legislative Session, the State Assembly passed new legislation in regards to bullying and the scope of school authority to act on preventing it. An additional memo and policy will be released addressing this issue once the Indiana Code is written and fully understood by schools.

13. **Insubordination** – The failure to comply with reasonable rules and/or requests from school personnel or other persons in charge of students.

- 1<sup>st</sup> Offense Friday Night School
- 2<sup>nd</sup> Offense 1-3 Day Out of School Suspension
- 3<sup>rd</sup> Offense 3-5 Day Out of School Suspension

14. **Intimidation** – The act of taunting or threatening another person.

- 1<sup>st</sup> Offense Friday Night School
- 2<sup>nd</sup> Offense 1-3 Day Out of School Suspension
- 3<sup>rd</sup> Offense 3-5 Day Out of School Suspension

15. **Misuse of Safety Equipment** – The act of tampering with or misusing a fire extinguisher, alarm system, or other safety equipment. Placing fraudulent 911 emergency calls violates this policy.

- 1<sup>st</sup> Offense 5-10 Day Out of School Suspension, possible recommendation for Expulsion

16. **Obscenity** – The act of engaging in conduct, in oral or written form, or in pictures, caricatures, or gestures including clothing, jewelry, or hair style, which is profane, indecent, lewd, vulgar, or otherwise offensive to the general standards and purposes of the school and/or community. **This includes language that is racially, culturally, or otherwise insensitive.**

- 1<sup>st</sup> Offense Friday Night School
- 2<sup>nd</sup> Offense 1-3 Day Out of School Suspension
- 3<sup>rd</sup> Offense 3-5 Day Out of School Suspension

17. **Acts of Disruption** – Acts detrimental to the educational process or safety of others.

- 1<sup>st</sup> Offense Friday Night School
- 2<sup>nd</sup> Offense 1-3 Day Out of School Suspension
- 3<sup>rd</sup> Offense 3-5 Day Out of School Suspension

18. **Fighting** – The act of participating in a physical altercation on school property, at any school-related activity, or going to or from school.

- 1<sup>st</sup> Offense 3 Day Out of School Suspension
- 2<sup>nd</sup> Offense 5 Day Out of School Suspension Recommendation for Expulsion

19. **Sexual Harassment** – The use of sexually related verbal statements, gestures, or physical contact.

1 <sup>st</sup> Offense	Friday Night School
2 <sup>nd</sup> Offense	1-3 Day Out of School Suspension
3 <sup>rd</sup> Offense	3-5 Day Out of School Suspension

20. **Stealing** – Taking anything that belongs to the school or another person at any time on school property, or at any school-related activity.

1 <sup>st</sup> Offense	1-3 Day Out of School Suspension
2 <sup>nd</sup> Offense	3-5 Day Out of School Suspension

21. **Vandalism** – The act of willful damage to property belonging to the school or to another person while under school jurisdiction. The student will be responsible for restitution for repair or replacement, as well as appropriate discipline, and may be referred to the Bureau of Motor Vehicles for invalidation or revocation of an operator’s license or learner’s permit should the vandalism involve the use of graffiti.

1 <sup>st</sup> Offense	1-3 Day Out of School Suspension
2 <sup>nd</sup> Offense	3-5 Day Out of School Suspension

22. **Inappropriate Behavior in the Cafeteria** – Messing tables and/or floor, failure to return trays, horseplay, running to lunch, crowding in line, and the like.

1 <sup>st</sup> Offense	Friday Night School
2 <sup>nd</sup> Offense	1-3 Day Out of School Suspension
3 <sup>rd</sup> Offense	3-5 Day Out of School Suspension

23. **Loitering** – A student is considered loitering when he/she is not in his/her assigned area.

1 <sup>st</sup> Offense	Friday Night School
2 <sup>nd</sup> Offense	1-3 Day In- School Suspension
3 <sup>rd</sup> Offense	1-3 Day Out of School Suspension

24. **Verbal Altercation** – Participating in a verbal argument with another person on school property, at any school-related activity or while going to or from school.

1 <sup>st</sup> Offense	Friday Night School
2 <sup>nd</sup> Offense	1-3 Day In- School Suspension
3 <sup>rd</sup> Offense	3-5 Day Out of School Suspension

The above examples are not inclusive or in any way limit this policy. Other acts, conditions, or circumstances not specifically mentioned in this policy may occur for which disciplinary action is warranted. All violations are subject to Indiana Code 20-8.1-5.1-8: Grounds for Expulsion or Suspension (Appendix B). **All disciplinary violations will accumulate for the entire school year.**

### **COURT ASSISTED RESOLUTION FOR SUSPENSION AND EXPULSION CASES**

Pursuant to IC 20-33-8.5 the Superintendent for the MSD of New Durham Township and the judge of the LaPorte Circuit Court have entered into a voluntary agreement regarding the Court’s assistance in resolving school suspension and expulsion cases. Pursuant to this agreement, the Court may order a student to participate in a program that will provide supervision and education for the suspended or expelled student in accordance with the terms of the agreement (IC 20-33-8.5-2).

### **Out-of-School Suspension**

Out-of-School Suspension will be assigned by the Principal/designee for major infractions of school policy. In appropriate cases, students will be suspended immediately for up to ten (10) days with a parent/guardian conference required prior to returning, or where the continued presence of a student on campus would be a threat to the safety and well-being of others, or to the educational atmosphere. However, the days missed will not be counted toward the student’s four (4) day absence limit.



All misconduct resulting in the recommendation for expulsion will be an Out-of-School Suspension. Out-of-School Suspensions totaling more than ten (10) days in one (1) school year will result in a request for expulsion for repeated violations of school rules and regulations. Students who continue to experience the same disciplinary problems after being placed in In-School Suspension may be moved to the next level of progressive discipline and be suspended Out-of-School.

### **In-School Suspension**

In-School Suspension (ISS) is intended to provide an alternative, isolated setting for students who exhibit chronic or serious behavior problems. Students assigned to In-School Suspension will experience no interaction with their peers during their suspension and will be required to write a Behavior Modification Plan.

ISS students will be provided with instructional materials, class assignments, and/or tests by their regular classroom teachers on a daily basis. Assignments will be requested by the Principal's Office the day before the student serves his/her suspension. Students are expected to do their assigned class work each day. All written work will be completed and returned to the teacher and credit will be given as appropriate. A student's final grade may be affected incidentally depending on the nature and type of the work missed.

A student is considered present for the day(s) during In-School Suspension but may not participate in any school-related activity during the course of the suspension. Students may be limited to two (2) placements in the In-School Suspension program during any semester/trimester. Thereafter, all suspensions, regardless of reason, will be processed as Out-of-School suspensions.

### **Lunch Detention**

Lunch detentions may be issued for minor infractions of the Student Code Of Conduct.

### **After School Detention**

After school detentions are assigned for minor infractions of classroom rules and for violations of the tardy policy.

### **Community Service**

Community service may be utilized in lieu of other disciplinary measures. Community service hours will be assigned to the student depending on the infraction. Community service hours can only be earned at community establishments i.e. nursing home, parks, library, etc.

### **Friday Night School**

Friday Night School is supervised study time from 2:55 pm.-5:55 pm., which is intended to provide an alternative to suspension from school, a deterrent to unacceptable student behavior, and another option in the progressive discipline process. Students are assigned to a Friday Night School by the Principal/designee and are expected to bring sufficient study materials with them to remain productively busy the entire time. Students may be assigned a maximum of three (3) per semester. Students who are tardy to Friday Night School, do not bring sufficient study materials with them, or do not comply with expected standards of conduct will be considered as failing to attend and discipline will be assigned by the Principal/designee.

Failure to attend Friday Night School will result in a three (3) day In-School Suspension if the Principal/designee determines that the reason for the absence is unacceptable. Failure to attend Friday Night School a second time will result in a three (3) day Out-of School suspension. Failure to serve a third assignment to Friday Night School will result in a ten (10) day Out-of-School Suspension with possible referral to the superintendent for expulsion.

Students attending Friday Night School are expected to be cooperative and demonstrate appropriate behavior. Therefore, sleeping, eating or drinking, and reading newspapers or

magazines are not allowed. Talking, moving about the room, or leaving the designated area without the approval of the supervisor is not permitted.

## **APPENDIX B - INDIANA CODE**

### **Student Due Process**

All Indiana State Statutes are in effect at Westville Middle School/High School.

## **APPENDIX C**

### **EXTRA CURRICULAR CLUBS AND ACTIVITIES BEHAVIOR POLICY**

(Exception of Athletics)

#### **REGULATIONS AND RULES**

The extracurricular clubs and activity programs at Westville Middle School/High School are a valuable part of the total educational program. Some of the benefits to the students include the opportunity to gain leadership skills and a sense of responsibility, to provide service to others, to develop healthy social relationships and to experience further educational challenges.

Students participating in extracurricular clubs and activities are required to abide by the rules as listed in this handbook including, but not limited to, the Attendance Rules and the Student Code of Conduct.

Those students participating in extracurricular clubs and activities should be good representatives of Westville Middle School/High School and the community. Therefore, in addition to the previously mentioned rules, participating students are required to abide by the following additional rules A to C which are in effect during the calendar year (year round).

- A. Members are not to knowingly possess or attempt to possess, purchase, use or be under the influence of any form of tobacco, narcotic drug, hallucinogenic drug, highly caffeinated substance, stimulant, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or any product whose use produces an altered mental physical state. Nor, shall such student be in the presence of peers who are using the above substances.
- B. Members shall not act in a manner that would constitute a crime if committed by an adult or that could result in a criminal charge brought in juvenile or adult court.
- C. Members shall not act in a manner that would break rules established by each sponsor at the beginning of each school year regarding membership, participation, attendance, and any other rules not covered by the previously discussed regulations. These should be in writing so that there will be no misunderstanding on the part of the participants and their parents.

#### **ENFORCEMENT PROCEDURE**

No penalties set forth below shall be imposed until the member is afforded an opportunity for an informal hearing conducted by the Principal/designee responsible for the administration of the club or activity in the presence of the sponsor, which includes:

1. A written or oral statement of the charges against the member.
2. A summary of the evidence, if he/she denies the charge.
3. An opportunity for the member to explain his/her conduct.

If the Principal/designee decides that a penalty set forth below should be imposed against the member, he/she will, within 24 hours of the informal hearing, or such additional time as is reasonably necessary, send a written statement to the member and to the member's parents or guardian describing the conduct, misconduct or violation of the rule or rules, the reasons for the action taken by the Principal/designee, and the penalty imposed.

#### **PENALTY**

After the informal hearing, the Principal/designee shall impose the following penalties if he/she determines that the school behavior code or Rules A to C inclusive as listed above applies. All

penalties commence on the date of the written statement to the student and to the student's parents or guardian.

### **FIRST OFFENSE**

The member shall be ineligible to participate in up to 25% of the activities of the organization. Consequences of the student's alleged behavior shall be determined by the Principal/designee after conferring with the sponsor. A determination will be made after considering the nature of the offense, the student's attitude and his/her ability and willingness to rectify his/her actions.

### **SECOND OFFENSE**

Student will be ineligible for membership in clubs or activities for a one-year period.

### **THIRD OFFENSE**

Student is permanently ineligible for membership in clubs and activities.

### **ORGANIZATION GUIDELINES**

Westville Middle School/High School seeks to offer clubs and activities that enhance the educational experience of each student. Persons interested in organizing a club or activity should contact the Principal. All meetings and activities will be supervised by a sponsor or other designated school employee. The meetings will occur at the designated times and meeting areas as determined by the administration. No meeting shall materially and substantially interfere with the orderly conduct of educational activities within the school. No unlawful conduct will be permitted. Non-school persons may not direct, conduct, control, or regularly attend activities of student groups.

### **WESTVILLE PHILOSOPHY OF INTERSCHOLASTIC ATHLETICS**

Before any athletic program can operate effectively and efficiently, a philosophy should be set down to name the ends to be achieved and the guidelines within which the program should function.

The major objective of the program is to provide wholesome opportunities for students to develop favorable habits and attitudes. The leadership should be of the highest quality, exemplifying the desired type of individual to be developed from the athletic program. Evaluating leadership should not be in terms of the victory and defeat record, but in the intangible personality development factors that are an outgrowth of the major objectives of the athletic program.

The athletic program should always be in conformity with the general objectives of the school, and the athletic administration should be in line with the general policies of Westville High School. At no time should the athletic program place the total educational curriculum secondary in emphasis: the program should function as a part of the whole curriculum, and should constantly strive for the development of a well-rounded individual, capable of taking his/her place in modern society.

Sports are open to all. All students, regardless of gender, will be treated in the same way.

### **STATEMENT OF PURPOSE**

The purpose of the high school athletic program is:

1. To improve the image of high school athletics.
2. To strive always for playing excellence that will produce winning teams.
3. To ensure growth and development that will raise the number of individual participants; that will give impetus to increasing attendance at each contest, that will build up gate receipts, and that will enable a program of continuing upkeep and improvement of facilities.
4. To provide opportunities that will allow the program to serve as an environment where students may cope with problems and handle situations similar to those

encountered under conditions prevailing in the contemporary world. The environment should provide adequate and natural opportunities for:

- a. Physical, mental, and emotional growth and development;
  - b. Acquisition and development of special skills in activities of each student's choice.
  - c. Team play with the development of such concomitants as: loyalty, cooperation, fair play, and other desirable social traits.
  - d. Directed leadership and supervision that stresses: self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
  - e. A focus of interests in activity programs for the student body, faculty and community that will generate a feeling of unity.
  - f. Achievement of initial goals as set by the school in general and the student as an individual.
  - g. Provisions for worthy use of leisure time in later life, either as a participant or spectator.
  - h. Participation will be determined by the coach so that the school will be represented by the best possible team.
5. To further the image of Westville Middle School/High School.
6. Fun. For the joy of participation and the expression of the physical aspect of one's intelligence and personality.

### **TRAVEL RULES TO AND FROM ATHLETIC & EXTRA-CURRICULAR ACTIVITIES**

To help provide for the safety and well-being of our athletes, all athletes are expected to ride to and from events in which they are participating on the transportation provided by the school corporation. An exception from this rule will only be granted for urgent reasons. A request for an exception must be submitted to the Athletic Director on the Contest Travel Release Form and bear the signature of the parent/guardian and the coach of the event in which the athlete is participating. This form, with the approval of the Athletic Director, must be on file in the Athletic Office prior to dismissal at school on the day of the contest. Students for whom an exception has been granted will only be allowed to ride with a parent.

## **HANDBOOK OF POLICIES AND PROCEDURES FOR WESTVILLE ATHLETES**

### **PARTICIPATION**

It is the policy of Westville Middle/High School that an athlete can compete in more than one sport per season. These seasons being:

#### **BOYS**

##### **Fall**

Cross Country  
Volleyball  
Soccer  
MS Baseball

##### **Winter**

Basketball

##### **Spring**

Track  
Baseball  
Golf

#### **GIRLS**

Cross Country  
Volleyball  
Soccer  
MS Softball

Basketball  
Cheerleading  
Poms

Track  
Softball

Contest conflicts will be determined by the following priorities: Varsity over Junior Varsity contests and conference over non-conference contests. In the event the conflict cannot be resolved, the coaches will meet with the athletic director to determine the best scenario.

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

In order to represent Westville High School in any interscholastic competition, a student must meet all eligibility requirements of the IHSAA, as well as those of Westville High School.

### **You are not allowed to practice if:**

A. You have **not** completed consent and release certificate (between May 1 and the first practice), which includes:

1. Physician's certificate signed by the physician
2. Student medical history signed by physician or parent (guardian)
3. Parent consent and insurance release signed by parent (guardian)
4. Athletic Code and Concussion sheet is signed by parents and the athlete

### **B. You are ineligible by Indiana High School Athletic Association rules if:**

#### **1. AGE**

- a. You are 20 before the first day of the state tournament in that particular sport.

#### **2. AMATEURISM**

- a. You play under an assumed name.
- b. You accept money or merchandise directly or indirectly from athletic participation.
- c. You sign a professional contract in that sport.

#### **3. AWARDS/GIFTS**

- a. You receive in recognition for athletic ability any award not approved by your high school principal, or the IHSAA.
- b. You use or accept merchandise as an award, prize, gift, or loan or purchase such for a token sum.
- c. You accept awards, medals, recognitions, gifts and honors from colleges/universities or their alumni.

#### **4. CONDUCT/CHARACTER**

- a. You conduct yourself in or out of school in a way which reflects discredit on your school or the IHSAA.
- b. You create a disruptive influence on the discipline, good order, moral and educational environment in your school.

#### **5. ENROLLMENT**

- a. You did not enroll in school during the first 15 days of the semester.
- b. You have been enrolled more than four fall semesters and four spring semesters beginning with grade 9.
- c. You have represented a high school in a sport more than 8 semesters.

#### **6. ILLNESS/INJURY**

- a. You are absent five or more consecutive school days due to illness or injury and do not present to your principal written verification from a physician licensed to practice medicine stating that you may resume participation.

#### **7. PARTICIPATION**

- a. During contest season:
  1. You participate in try-outs or demonstrations of athletic ability in that sport as a prospective college student athlete.

2. You participate as a grade 9, 10, 11, or 12 student in a contest with or against a student enrolled below grade 9.
  3. You participate in an organized athletic contest with or against players not belonging to your school.
  4. You participate as an individual on any team other than your school team
  5. You participate as an individual without following the criteria for the outstanding student athlete.
  6. You attend a non-school camp.
  7. You attend and participate in a student-clinic.
- b. During school year out-of-season:
1. You participate in a team sport contest, where admission is charged, as a member of a non-school team where there are more than two students who have participated in a contest as a member of their school team in that sport.
  2. You receive instruction in team sports from individuals who are members of your high school coaching staff.
- c. During summer:
1. You attend a non-school camp and/or clinic after Monday of Week 5 for any sports offered at Westville High School. (See your Athletic Director for specific dates.)

## **8. PRACTICE**

- a. You have not completed ten separate days of organized practice in a sport under the direct supervision of the high school coaching staff preceding participation in a contest.

## **9. SCHOLARSHIP**

- a. You did not pass three full credit subjects or the equivalent in your previous grading period. Physical Education will count as one of the five full credit subjects. Semester grades take precedence.
- b. You are not currently passing in five full credit subjects or the equivalent.
- c. Scholastic eligibility is determined on the certification date, which is determined each year by the principal.
- d. Any course being taken for a better grade and passed the first time it was taken will not be counted as a credit to meet the five-credit requirement.

## **10. TRANSFER**

- a. You transfer from one school to another primarily for athletic reasons.
- b. You were not enrolled in your present high school your last semester or at a junior high school from which your high school receives its students unless:
  1. You are entering the 9th grade for the first time.
  2. You are transferring from a school district or territory with a bona fide move by your parents.
  3. You are a ward of the court.
  4. You are an orphan.
  5. You reside with a parent with legal custody.
  6. Your former school closed.
  7. Your former school is not accredited.
  8. Your transfer was pursuant to school board mandate.
  9. You are a foreign exchange student attending under an approved N.A.S.S.P. program.
  10. You did not participate in any contests as a representative of another school after you completed your 8th grade year.

## 11. UNDUE INFLUENCE

- a. You have been influenced by any person to retain or secure you as a student or one or both parents or guardians as residents.

## 12. IF YOU CANNOT CHECK ALL 10 ITEMS BELOW, SEE YOUR ATHLETIC DIRECTOR

- a. You will not or have not turned 20 before the first day of the state tournament in that sport.
- b. You are currently enrolled in and currently passing in 5 full credit subjects.
- d. You have had a physical examination between May 1 and your first practice each year.
- d. You have filed with your principal the Consent and Release Certificate, which has been signed by your parent/s or legal guardian/s.
- e. You have not changed schools without a corresponding move by your parent/s or guardian/s.
- f. You have not participated in non-school contests in your sport after having reported for your school team.
- g. You have never dropped out of school.
- h. You have had 10 practices in your sport preceding participation in a contest.
- i. You enrolled in your school during the first 15 days of a semester.
- j. You have never received money or merchandise directly or indirectly for your athletic participation.

## INSURANCE

1. All students in grades 5-12 who participate in any sports are required to have student insurance, or proof that the family has ample coverage. (This includes cheerleaders and pom pons).
3. Each athlete must be checked for insurance prior to his/her participation in any practice or game by the Athletic Director.
3. Coaches are required to complete an accident report on any injury. Do this the following day. Parents should also be notified. The form is completed in triplicate with a coach's copy, Athletic Director's copy, and Assistant Athletic Director's copy for student file. The Athletic Director will be responsible for sending a copy to the Superintendent's office to be filed with the schools liability insurance company.

## WESTVILLE ATHLETIC CODE

### The definition of the term "self-report" shall be:

The athlete informs school officials of their code violation immediately and before school officials gain knowledge of said actions or begin to investigate such actions.

- I. All athletes, cheerleaders and pom pons in grades 9-12 are subject to the Athletic Code.
- II. All athletes, cheerleaders, and pom pons are subject to the Athletic Code 365 days a year (1 Calendar year) in any location.
- III. Athletes, cheerleaders, and pom pons who violate Westville athletic rules and procedures (refer to pg. 40 VII) must be observed by a council member, a member of the Westville Coaching Staff, faculty member, or a law officer (this would include any written record of law violation excluding traffic violations), or admit to said act.
- IV. Athletes will be notified by their Coach, Athletic Director, or Principal of the violation and punishment. In the event an athlete feels he/she has not been dealt with fairly, he/she may appeal such decisions to the Athletic Council for a special hearing. An appeal must be received by the Athletic Director within two (2) school days of the notification.
- V. The Athletic Council shall be made up of the Athletic Director, Principal, Guidance Counselor, two Coaches, and two student athletes.
  1. The Athletic Director shall be the chairman.
  2. Should the hearing be necessary, the chairman shall set a date as soon as possible.

3. The athlete, accompanied by a parent, shall be present.
  4. The penalty shall be decided by the hearing board in closed session, and then relay the decision to the athlete and the parent immediately.
  5. The students and the coaches will be selected at random. The students will not be in the same grade or a teammate of the subject requesting the hearing. The coaches chosen will not be directly involved with the sport during which the violation occurred.
- VI. The athlete should be aware of the policies of the IHSAA in regard to participation in interscholastic activities. Read physical form carefully. A High School student must be passing five regular subjects.
1. The athlete should be a good sport both on and off the playing field.
  2. Athletes are students first and subject to the rules and regulations of Westville High School.
  3. Any athlete serving an “in” or “out-of-school” suspension or Friday Class will not be allowed to participate in any after school athletics (practices or games) for that day. **Any athlete serving an “out-of-school suspension may not participate until they have returned to classes for a day.**
  4. The athlete may not participate in any (game or practice) unless they are in attendance no later than 9:39 a.m., and remain for the remainder of the school day. Special permission may be granted by the Principal.
  5. An athlete has a definite responsibility to his coach, teammates, and school, and should treat them with respect and loyalty.
  6. The athlete is responsible for all equipment issued to him. No awards will be issued until all equipment is turned in and paid for.
  7. All athletic groups must travel to and from games and practices on school transportation, if it is provided, unless a transportation waiver has been approved.
- VII. Athletes participating on school teams must live according to the following rules:
1. Shall not use, possess, nor be in the company of peers using or possessing any form of alcohol, drugs or tobacco (unless prescribed by a physician).
  2. Shall follow the laws of the State of Indiana and the United States, shall not break said laws, nor commit felonies, acts of vandalism, or theft of property.
  3. Shall not be in the possession of firearms, weapons, or other such devices, including but not limited to illegal fireworks, guns, knives, etc.
  4. Shall not engage in extortion, blackmail, bullying, or intimidation of another student or citizen.
  5. Shall exhibit good citizenship and behavior in and out of school. Same shall not reflect badly upon Westville Schools, the IHSAA, or create a disruptive influence to the discipline, order, moral and educational conduct of the school.
  6. Shall observe all rules set down by coaches of their respective sport, as well as the rules of Westville Schools.
  7. The Student Code of Conduct supersedes the Athletic Code of Conduct.

All violations of rules 1, 2, 3, (except minor traffic violations) shall be immediate grounds for enactment of the following progressive penalty structure if so determined by the principal and athletic director.

All violations of rules 4, 5, and 6, (except minor traffic violations) may be immediate grounds for enactment of the following progressive penalty structure if so determined by the principal and athletic director.

### **FIRST OFFENSE**

#### **Athletes who are in violation of VII Sections 1, 2, or 3**

The athlete will be suspended from competition for 50% (1/2) of the athletic season. If the violation occurs in the last 50% (1/2) of the season, the athlete will be suspended from all remaining contests and will not receive any awards as result of his/her participation in the sport. If the number of games comprising the suspension exceeds the number of contests remaining in the season, the suspension shall carry over to the next season in which the athlete participates.



Athletic contests cancelled due to weather conditions do not apply to the suspension. If the violation occurs out of season, the athlete will be suspended for 50% of the athletic contests of the next sport season in which he/she participates. An athlete who turns himself/herself into school authorities (i.e. self-reports) shall be suspended, for the first offense, 25% of the season. A student-athlete may provide documentation of an assessment performed by a certified drug/alcohol treatment center selected by the student and/or his/her parent or guardian and presented to the athletic director. If the student-athlete follows the recommendations of said treatment center, his or her suspension **may** be reduced upon a request for a review by the athletic appeals board from the student or the student's parent or guardian. This provision is the only basis for reduction of the suspension, and such reduction shall be in the sole discretion of the athletic council. Any assessment undertaken by the parent or guardian will be at the expense of the parent or guardian.

#### **Athletes who are in violation of VII Sections 4, 5, or 6**

Athletes will be suspended from competition for 25% (1/4) of athletic season as well as complete community service. If the violation occurs in the last 25% (1/4) of the season, the athlete will be suspended from all remaining contests and will not receive any awards as result of his/her participation in the sport. If the violation occurs out of season, the athlete will be suspended for 25% of the athletic contests of the next sport season in which he/she participates. An athlete must serve the suspension and complete the community service to be reinstated in athletics. An athlete who turns himself/herself into school authorities (i.e. self-reports) shall be suspended, for the first offense, 15% of the season. If the suspension occurs with less than 15% of the contests remaining, all awards are forfeited, and the athlete is suspended for all remaining contests. If the number of games comprising the suspension exceeds the number of contests remaining in the season, the suspension shall carry over to the next season in which the athlete participates. Any athletic contests cancelled due to weather are not applied to the suspension. Any athlete suspended and serving his/her first offense (Step I) shall be allowed to practice unless the season has expired.

#### **SECOND OFFENSE for Violations of VII Sections 1-6**

Suspended from athletics for one calendar year from the date of disciplinary action. Any athlete suspended for his/her second offense (Step II) shall not be allowed to practice for one calendar year, to coincide exactly with his/her term of suspension. The athlete may apply to the Appeal Board for consideration to be reinstated after 6 months (183 calendar days).

#### **THIRD OFFENSE for Violations of VII Sections 1-6**

Permanently excluded from athletics. Any athlete who has attained permanent exclusion from participation (Step III) may appeal the suspension annually on (or after) the anniversary date of the suspension.

Violations of rules 4, 5, 6 shall be punishable as determined appropriate by the individual coach, Athletic Director, or Principal (or all of these acting in concert). Should the infraction of rules 4, 5, or 6 be considered of a severe enough nature by the Athletic Director or Principal, the above penalty structure may be put into effect.

#### **ATHLETIC COUNCIL**

Any additions or changes to the guidelines set forth in this Westville Athletic Handbook may be done with the action and approval of the Westville High School Athletic Council. Athletic council may include:

- WHS Principal
- WHS Athletic Director
- WHS Coaches
- WHS Guidance Counselor

#### **The Appeal Board shall consist of :**

The Athletic Director (as Chair), the High School Principal, the Guidance Director, two Coaches (not involved in the particular team or sport in question), and two Student-Athletes.

**Procedure:**

The Coach(es) shall have a maximum of five minutes to present their case.

Those appealing shall have five minutes to present their case.

The Appeal Board shall then have time as needed to question either the Coach(es) or the appealing person(s). Following the question period, the Appeal Board may briefly discuss the case, excusing the Coach(es) and appealing person(s) and then a secret ballot will take place, the results of which shall be determined by majority vote.

All parties will then be notified of the decision.

**WESTVILLE HIGH SCHOOL ATHLETIC AWARD SYSTEM  
ATHLETIC AWARDS**

Athletic awards are given by Westville High School in recognition of participation by the student in the athletic program. The awards should in no sense of the word be considered as payment or compensation for athletic participation in a sports program.

It is the purpose of these awards to encourage participation in athletics, not only for the honor of the school, but primarily for the benefits to each girl and boy that participation brings.

In order to be eligible for any special athletic award, an athlete must be eligible for participation for the entire season, including any and all post season tournaments. Athletes are expected to attend the Athletic Awards program that recognizes their sport.

**MIDDLE SCHOOL AWARDS**

Participation certificates and small plaques or trophies (for individual award winners) are presented.

**FRESHMAN AWARDS**

Any freshman athlete will receive a certificate or mascot if he participates in any sport. They will be given at the end of each season at an awards program.

**RESERVE AWARD (MINOR)/C-TEAM**

Any athlete who earns a reserve award (minor) will be given a signed certificate indicating his participation in that sport. This certificate will be given at the end of the season at a sports banquet. There is no limit to how many reserve certificates an athlete can earn.

**VARSITY AWARD (MAJOR)**

A varsity award (major letter) will be given to an athlete upon recommendation of the Head Coach in cooperation with the Principal and Athletic Director. The athlete will receive a certificate at the end of the season in which it was earned at the sports banquet. After the first letter is earned, the athlete will receive certificates for each award thereafter.

**SENIOR AWARD**

Will be awarded to any senior competing in their senior year.

**ELDRED A. ELLIOTT AWARD**

Each year, a special award is given to a senior male and female athlete. The voting is done by the Westville High School Coaching Staff, Athletic Director, and Principal. The criteria include the following: Athletic Ability and Participation, Character, Leadership, Scholarship and Community Service.

**HALL OF FAME**

Induction requirements include:

1. Five time All-Conference in combination of sports.
2. Three times All-Conference in same sport.

3. Make an All-State team.
4. Set a State record.
5. State Finalist.
6. Others decided by an Athletic Committee, Principal, or Athletic Director.

## **AWARDS AND AWARDS PROGRAMS**

A Program for each sport will be at the end of their season.

- A. General requirements for Athletic Awards at WHS: All WHS Athletes must meet the following requirements:
  1. Meet the IHSAA and WHS eligibility rules.
  2. Attend all practice sessions unless excused by the coach of that particular sport.
  3. Display proper conduct at all times toward other players, coaches, officials, teammates, and fans.
  4. Display proper conduct away from the community as well as in the community.
  5. Meet all training rules required by the individual coaches.
- B. A list of eligible candidates is to be submitted to the Athletic Director at the end of the season.
- C. If a player is injured during the season and cannot participate, he will not receive an award unless recommended by the coach of that sport.
- D. Transfer students will be given credit for the letter or letters they received from another school if proof of credit has been sent from the coach under whom the athlete played.
  1. If the student did not win a jacket, his letter(s) will count toward a jacket.
- E. A single letter will represent all sports.
  1. The major letter will be an eight-inch black with orange trim block W affixed to an award jacket.
  2. The minor award will be a certificate.
  3. A letter is represented by a certificate.
- F. Indian Mascot will represent all freshmen sports.
  1. The numerals will be the last two numbers of the year in which the athlete will graduate.
- G. Awards Progressions
  1. Freshman Award - mascot (awarded for Freshman participation only).
  2. JV Award – Certificate.
  3. Varsity Award - will be represented by a certificate, chevrons and pins.
  4. Letter Jacket - awarded when an athlete earns 1 letter. Jackets will be awarded at an Athletic Awards Program. The athlete is responsible for payment of jacket; however, it must be purchased through the Athletic Department.

**\*\*Note:** Any defamation or use of the jacket other than its intended use (i.e. placing of patches or items on the jacket that are not part of the Athletic Awards of WHS) will result in the surrender of the privilege to wear the jacket at school functions.

### **I. Westville Athletics**

The following interscholastic sports are offered for the students of the Westville School Corporation.

#### **Fall:**

1. Cross Country - Varsity & Middle School
2. Girls Volleyball - Varsity, JV, 8th grade & 7th grade
3. Soccer – Varsity Boys/Girls
4. Baseball – Middle School Boys

#### **Winter:**

1. Boys Basketball - Varsity, JV, C-Team, 8th grade & 7th grade

2. Girls Basketball - Varsity, JV, 8th grade & 7th grade

**Spring:**

1. Baseball - Varsity & JV
2. Boys Track - Varsity & Middle School
3. Girls Track - Varsity & Middle School
4. Girls Softball - Varsity & JV
5. Golf – Boys Varsity

\*In addition, the following activities are offered: Cheerleading and Pom Pons.

\*The offering of JV teams is dependent upon numbers of participants and the ability to schedule contests for JV level competition.

\*\*Note: Mandatory Days Off - A student/athlete will be allowed a minimum of 3 days off between sport seasons if he/she so desires.

**ADDITIONAL AWARDS**

1. Any team winning a sectional or County at Varsity level or Conference Championship shall receive patch awards.
2. Westville Hall of Fame.
3. There may be other awards recognized or given by Westville School.

**GUIDELINES FOR VARSITY LETTER**

**BASEBALL/SOFTBALL**

Must participate in an average of 2 innings per game, or upon recommendation of the coach.

**BASKETBALL**

1/2 of total quarters or upon recommendation of the coach.

**CROSS COUNTRY**

Must be one of the top 7 scorers in 1/3 of scheduled meets, or upon recommendation of the coach.

**TRACK**

Must accumulate an average of 1 point per meet, and achieve predetermined standards of excellence or on recommendation of the coach.

**VOLLEYBALL**

1/2 of all games, or upon recommendation of the coach.

**SOCCER**

Must play ¼ of total minutes, or upon recommendation of the coach.

**GOLF**

Must place in the team's top 5 in ½ of all matches, or upon recommendation of the coach.

**CHEERLEADERS**

Must abide by the Cheerleaders Constitution in Athletic Handbook, and be a member of the varsity squad.

**POM PONS**

Must participate two years consecutive.

**ALL SPORTS**

Athlete must be a member of team in good standing at the end of the season.

## AWARDS

Each team may award a Most Valuable Player (participant), a Most Improved, and a Mental Attitude Award.

If coaches wish to have other awards, that decision is theirs. These awards will be given at the end of the season during a team meeting, and will be funded by that team.

**Metropolitan School District of New Durham Township is committed to equal opportunity and does not discriminate on the basis of age, race, color, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.**

If you have experienced discrimination in such educational programs or activities, written inquires about procedures that are available and for consideration of complaints alleging such discrimination should be directed to Mrs. Schnick, Principal, for allegations of building level violations affecting students, employees, or building patrons or Dr. Strietelmeier, Superintendent, for violations at the corporate level.

Title IX Coordinator  
Alissa Schnick, Principal  
MSD of New Durham Township  
207 E. Valparaiso St.  
Westville, IN 46391  
Phone 219-785-2531

Section 504 Coordinator  
Donna Bunch

### Civil Rights Nondiscrimination Grievance Procedure

1. The Process:

**A. Level One**

1. The officer, employee, student, or patron alleging a violation shall submit the initial complaint in writing to the appropriate compliance coordinate described above (building level or corporation level). The complaint shall stipulate the specific act or omission, the date of same, and parties involved.
2. The compliance coordinator shall initiate investigation of he complaint within seven (7) calendar days of the receipt of the written complaint.
3. The compliance coordinator shall render a decision within fourteen (14) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
4. The complainant shall have seven (7) calendar days to react to the decision before it becomes final. If the complainant disagrees with the decision of the compliance coordinator and submits such a statement in writing to the compliance officer, a level two procedure shall be enacted.

**B. Level Two**

1. The compliance coordinator shall submit the written disagreement statements and all related information to the superintendent within three (3) calendar days of receipt.
2. The superintendent shall review all materials and schedule a meeting within seven (7) calendar days of receipt of the written disagreement and all related information. The participants shall be the complainant, the compliance coordinator, and the superintendent. Other witnesses may be called with mutual prior notice of three (3) calendar days.
3. The superintendent shall make a decision within seven (7) calendar days of the final meeting of parties. This decision shall be final.

NOTE: By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowances if a request is made in writing by either party and so agreed to by the parties.

If the alleged violation, interpretation or application is of a corporate nature such as a written rule, regulation, or policy, then Level Two is initiated immediately.