

West Noble

High School

2021-2022

Student Handbook

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WNHS Bell Schedule 2021-2022

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

WNHS Bell Schedule 2021-2022

2 Hour Delay

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

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

Weather Related Information will be announced over

Radio Stations - WOWO 1190 AM, WBCL 90.3 FM

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

Internet – westnoble.k12.in.us

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

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

Telephone: West Noble Voicemail

STUDENT HANDBOOK

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

Dear Student,

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

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

Sincerely,

Amanda Nine

WNHS Principal

Mission Statement

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

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

FACILITY FACTS

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

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

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

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

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

GENERAL RULES

1. No horseplay, roughhousing, or running.
2. Follow the instructions of any staff member.
3. Do your share in keeping the building and grounds clean and neat.
4. Anything that would be considered dangerous to the student body should not be brought to school, such as knives, guns, bows and arrows, sabers, etc.
5. Electronic Device Guidelines:
Cell phones or other electronic devices are only allowed during passing periods and at lunch.
If a cell phone is confiscated during class:
On the first offense your electronic device will be taken away by a staff member and given to an administrator. Your parent will have to come in and pick up your electronic device. The second offense will result in possible suspension and loss of the device for 3 weeks. Cell phone and camera usage is not permitted in the locker room or restroom areas at any time.
6. Students who are on free time are to remain in a specific area. There should be no passing from area to area during a class period without a pass.
7. Respect for staff and other students is expected.

DISCIPLINE POLICY

PHILOSOPHY

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

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

ADMINISTRATION

The first responsibility of the administration is to establish written discipline policies, procedures, and consequences for misbehavior.

The administrator must recognize:

1. That he/she is responsible for the climate of a well-disciplined school. Leadership in this area is essential for learning to take place in the West Noble School Corporation.
2. That staff morale is vitally important. High staff morale is the result of effective administrative support in the area of student discipline.
3. That he/she should make themselves accessible and visible to the staff and students to the degree possible.
4. That discipline must be handled in a manner that is fair, firm, and consistent.

TEACHERS

The key to effective school discipline is the sound management of classroom discipline before the problem is sent to the office.

The classroom management procedure is built upon the concept of applying a minimum amount of force and gradually increasing levels of authority if misbehavior persists. West Noble teachers should make the students aware:

1. That high standards of achievement are demanded in their classrooms.
2. That the teacher is in charge of the classroom. Students must perceive that this is the way it is going to be throughout the school year.
3. That classroom disruption is not expected, nor will it be tolerated.
4. That all students will be treated in a manner that is fair and consistent.

STUDENTS

The West Noble student must understand that his/her attitude and behavior has an impact on the ability of classmates to be successful. No student will be allowed to be disruptive in the classroom and interfere with the learning of other students. Students must perceive:

1. That at West Noble the same set of rules applies to all.
2. That self-discipline is a highly desirable personal goal.
3. That fairness exists in the disciplinary procedure.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

The most appropriate action taken by school officials should be the least extreme measure that can resolve the problem. The following is a listing of some of the actions that may be employed if there is a breach of student discipline.

- Teacher/ student conference
- Counselor/ student conference
- Teacher/ parent conferences
- Isolation by teacher
- Administrator / student conference
- Administrator / student / parent / teacher conference
- Student program adjustment
- Detention after school or Saturday school
- Lunch room detention
- Temporary removal from class
- Financial restitution
- Teacher / student / parent conference
- Counselor / student / parent conference
- Referral to Special Services
- Professional assessment & counseling may be requested at student expense
- Loss of privileges including, but not limited to, athletic activities, non-credit school activities, and school provided transportation.
- In-school suspension: Administrative placement of a student away from

regular activities.

Out-of-school suspension: Any disciplinary action whereby a student is separated from school for a period of 10 days or less. Due process procedures must be followed.

Probationary agreement between school and students.

Expulsion: Disciplinary action whereby a student:

- A. is separated from school attendance for a period more than 10 days.
- B. is separated from school attendance for the balance of the current year unless a student is permitted to complete required examinations in order to receive credit in the current trimester.
- C. suffers a penalty which automatically prevents his completing within the normal time his overall course of study in any school in the school corporation. Due process must be followed.

Summary: It is highly recommended that the parent be contacted in most cases of inappropriate behavior. Specific school rules have been adopted by the West Noble School Corporation and will be published by each individual school in the student handbook.

Date: May 27, 1986

STUDENT RIGHTS AND RESPONSIBILITIES

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

1. **REMOVAL FROM CLASS OR ACTIVITY - TEACHER:** A middle school or high school teacher will have the right to remove a student from his/her class or activity for a period of up to five (5) school days if the student is assigned regular or additional work to be completed in another school setting. Before returning to class a parental meeting may be required.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten (10) school days.
3. **EXPULSION:** In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current trimester plus the following trimester, with the exception of a violation of rule 13 listed under the Grounds for Suspension and Expulsion in this policy

GROUND FORS SUSPENSION, EXPULSION, OR AFTER SCHOOL DETENTION

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

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this rule.
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of, or attempting to, prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under their supervision.
 - f. Engaging in gang activity.
 - g. Engaging in physical and/or verbal abuse or intimidation of students and/or staff members. Verbal abuse will include but not be limited to profane, vulgar, or otherwise inappropriate language.
2. Causing or attempting to cause damage to private or school property, stealing or attempting to steal private or school property.
3. Intentionally causing, or attempting to cause, physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
4. Threatening or intimidating any student for any purpose, including obtaining money or anything of value from the student.

5. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that can be used to harm another person, is considered a weapon but is not a firearm as defined in rule # 13 below. This includes, but is not limited to, personal safety devices, such as mace, pepper spray, tasers, etc.
6. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, mind altering substance, alcoholic beverage, or intoxicant of any kind. Use of drugs authorized by a medical prescription from a physician is not a violation of this rule. A student shall be considered intoxicated when, because of use of a substance, his/her regular life activities are impaired.
7. Engaging in the unlawful selling of a controlled substance, or the sale of any other intoxicant or mind altering substance, or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
8. Possessing Drug paraphernalia, rolling papers and, lighters, e-cigarettes, or e-cigarette chargers.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function. A "substantial number of instances" will be determined by a **demerit system**. 10 demerits per trimester is the limit. Prior to suspension, administration will contact a parent or guardian concerning excessive demerits.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful absence, tardiness, and habitual trancies of students;
 - d. possessing, using, or transmitting any substance which is represented to be, or looks like, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;
 - e. possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropolarnine (PPA), or stimulants of any kind, be they available with or without a prescription;
 - f. being present or having knowledge of substantial rules violations and/or criminal law violations without attempting to inform school or police officials;
 - g. leaving school grounds without permission, failing to attend any class for which a student is scheduled, or refusal to complete detention periods assigned to the student;
 - h. engaging in speech or conduct, including clothing, jewelry or hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes;

13. POSSESSION OF A FIREARM

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

the return of the student to be at the beginning of the first trimester after the one year period. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

- d. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
14. Dress or grooming which presents a clear and immediate danger to the student's health and safety or disrupts a classroom, school activity, function, or event, or interferes with school purposes or the operation of the school. Dress covered by this rule includes but is not limited to hats and bandannas in the building, bare midriffs, apparel with objectionable language or pictures, and any item which can be construed as gang related. Shoes are required to be worn. The Administration will make the final decision about whether clothing is acceptable or not.
15. Giving out or selling any materials which are defamatory or insulting to any person or institution or which are intended to subject any student, teacher, employee of the school corporation, ethnic group or religion to scorn, ridicule, or contempt.
16. Use or possession of any tobacco product or anything having to do with the consumption of tobacco. The School Board recognizes that the use of tobacco products presents a health hazard which can have serious consequences both for the user and the nonuser and is, therefore, of concern to the Board. For purposes of this policy, "use of tobacco" shall be defined as all uses of tobacco, including a cigar, cigarette, pipe, snuff, E-cigarette, or any other matter or substance that contains tobacco or nicotine. In order to protect students and staff who chose not to use tobacco from an environment noxious to them, and because the Board cannot, even by indirection, condone the use of tobacco, the Board prohibits the use of tobacco or e-cigarettes by visitors in school buildings at all times. Such prohibition also applies on school grounds, on school busses and/or at any school-related function.
The grounds for suspension or expulsion listed above apply when a student is:
 - a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;
 - b. Off school grounds at a school activity, function, or event; or
 - c. Traveling to or from school or a school activity, function, or event.
17. Consumption or ingestion of any controlled substance, alcoholic beverage, drug, or intoxicant of any kind before attending school, a school function, or event.
18. Bullying, (defined by the state legislature as overt, repeated acts or gestures, including verbal or written communications transmitted, physical act committed, or any other behaviors committed by student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student), will not be tolerated at West Noble High School. Incidents of bullying will be dealt with in a manner similar to fighting, intimidation, threats, harassment, and other acts of violence.
19. In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

SUSPENSION PROCEDURES

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

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

EXPULSION PROCEDURES

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the

expulsion meeting:

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

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

FURTHER PROVISIONS

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

STUDENT CONDUCT

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

BEHAVIOR BEYOND THE SCHOOL DAY

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

HONESTY

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

HIGH SCHOOL ATTENDANCE PROCEDURE

PHILOSOPHY

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

establish patterns to benefit students now and in the future.

WEST NOBLE HIGH SCHOOL OFFERS TWO AWARDS CONCERNING ATTENDANCE

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

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

Administration reserves the right to grant an exception.

POLICY

- A. Each student shall bear the responsibility for making up all work missed because of any absence. Students will be allowed one day for each day of excused absence to complete make-up work unless special permission is granted by the teacher or administration for additional time. Students who have an unexcused absence will be expected to complete make-up work by the end of the first day back to school. Any student who has cut class or has been truant will forfeit credit for the makeup work for the absent period(s).
- B. In order to improve classroom attendance, absences will be recorded and reported to the attendance office by the teacher for each class period. Any student who misses more than 15 minutes of a class period will be counted absent from that class. If possible, parents will receive a phone call from the attendance office if the absence is unexcused. Upon the 4th unexcused absence the parent will be notified by mail, and upon the 6th unexcused absence the parent will receive a phone call. If a student has more than 8 unexcused absences a parent conference will be scheduled. Absences may accrue quickly. It is the parent's responsibility to monitor their child's attendance. This can be monitored through the Skyward Parent Portal or by contact with the attendance office.
- C. West Noble High School Classifies absences as follows:
'Attend' means to be physically present: (1) in a school; or (2) at another location where the school's educational program is being conducted; during regular school hours on a day.

Currently state law charges each school district to locally define "excused" and "unexcused" absences. As such, West Noble School Corporation defines:

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

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

- Illness verified by note from parent/guardian up to the 6th absence.
- Illness or medical condition verified by note from Physician required after the 6th absence.
- Family funeral
- Military Connected Families (e.g. absences related to deployment and return)
- Mandated court attendance (if documented)

Exempt absences – Absences which are a result of serving as a page or honoree of the General Assembly; serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election; when subpoenaed to testify in court; serving with the National Guard for no more than 10 days; or serving with the Civil Air Patrol for up to 5 days are all exempt absences, or either the student or family member showing at the state fair. In each of these circumstances, the student is excused from school and is not to be recorded as absent, and is not to be penalized in any way by the school. School trips when approved by the school principal are exempt. Student participation in various academic bowls, band or orchestra trips, for attendance at local, state, or federal government proceedings, or to hear various public speakers may also qualify as exempt with the Principals' approval. Absences related to activities of clubs, groups or organizations that are not school sponsored and not listed above cannot be exempt.

Unexcused absences are defined as any absence not covered under the definition of excused or exempt.

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

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

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

- a. ISS days are counted as excused absences and all credit will be given for work completed by the first day back into the regular class.
 - b. OSS is an unexcused absence. A student may not participate in any extra-curricular activities during his/her suspension. A student can request make-up work. The student may receive credit for daily make-up work, tests and projects.
- E. In order to improve punctual attendance, unexcused tardies will be recorded by the teacher and the student will be assigned detention, After School Detention, or given an In-School Suspension. Parents will be notified beginning with the third unexcused tardy. (See the attendance guidelines).

PROCEDURE

- F. Each student and his/her parent shall bear the responsibility of providing the attendance office with a reason for the student's absence. The parent or guardian should call the school (260-894-3191 ext. 3015) prior to 10:00 A.M. the day of the student's absence. If it is impossible to contact the school, a written note, signed by the parent or guardian stating the student's name, date(s) of absence, and the reason for the absence must be provided within 24 hours of the students return to school. Absences not verified within 24 hours will be considered unexcused absences and may be deemed to be trancies.
- G. If a student needs to leave school for any reason he/ she must first obtain permission from the principal/assistant principal or his/her designee and then sign out in the attendance office. Any student leaving the school grounds without following the above procedure will be considered truant.
- H. All students who are enrolled in an off-campus course, attend another school for part of a day, or are on a shortened day schedule should sign-in in the attendance office upon arriving at school and should remain in the commons until the end of the period. When leaving West Noble before the end of the school day, these students should sign out in the attendance office. If West Noble delays, students are not required to report to their morning classes. If on a delay schedule, students are required to attend scheduled academic classes.
- I. Any student arriving at school after the beginning of the first hour must sign in at the attendance office. A tardy pass to class or LRC will be issued by the attendance clerk.

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

ATTENDANCE GUIDELINES

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

INFRACTION - ACTION

UNEXCUSED TARDIES

- 1st Warning
- 2nd 1/2 hour detention or lunch restriction - Parent notified
- 3rd 1 hour detention – UT / LRC Restriction* for a 3-week period
- 4th 1 day of In-School Suspension or After School Detention or lunch restriction
- 5th Parent conference and Saturday School

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

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

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

- 1st Parent notified - 1 day of In-School Suspension 24 hour truancy notification to parent
- 2nd Truancy charges may be filed with the Noble County Prosecutor or Teen Court, and/or 5 days ISS or 5 After School detentions.
- 3rd Possible Recommendation for expulsion, and/or revoke driving permit

TOTAL ABSENCES (EXCUSED AND UNEXCUSED)

- 4th Unexcused Notification to student and/or parent
- 6th Unexcused Parent Phone Call
- 8th Unexcused Administrator/Parent Conference
- 9th Unexcused Possible Loss of Driver's License
- 10th Unexcused Notify Noble County Prosecutor
- 18 Absences Any Notify Noble County Prosecutor

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

GUIDANCE AND COUNSELING

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

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

Students must carry at least 5 solid subjects. *Their 6th class can either be an LRC (with certain students having UT).*

CREDITS

A credit is given for satisfactory completion of a school subject that meets five days per week for 56 minutes per day or its equivalent for one trimester. *Students can earn up to 15 credits in one year (5 classes per trimesters x 3 trimesters =15)* This does not include LRC.

DUAL CREDIT

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

CAREER & TECHNICAL TRAINING

West Noble High School is affiliated with the Wawasee Area Career and Technical Cooperative and IMPACT Institute. Courses included in the area vocational school are: Construction Technology, Automotive Service Technology I & II, Auto Body Collision Repair, Marine Mechanics, Cosmetology, Health Occupants Education Primary Healthcare (CNA / Medical Assisting), Introduction to Emergency Medical Services, Aviation Flight and Operations, Welding, Precision Machine Technology, Criminal Justice, Computer Aided Drafting (CAD), Interactive Media, Radio, Culinary Arts and Hospitality Management, Fire and Rescue, and Computer Tech Support.

GRADING SYSTEM

The grading system will be:

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

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

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

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

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

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

Weights for AP classes will not be awarded until the full class is complete (generally 2 trimesters). If a student drops an AP class after the 1st trimester of the class, they will not receive a weight for the trimester they completed.

EARLY GRADUATES POLICY

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

SPECIAL STUDENT POLICY

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

STUDENT REGISTRATION AND WITHDRAWAL FROM SCHOOL

Any student wishing to enroll in West Noble High School should report to the Principal's office. A student who wishes to withdraw or transfer to another school should obtain a withdrawal form from the Principal's office. Following a conference with an Assistant Principal, the student is responsible for having the form signed by all responsible staff, returning all schoolbooks and property, and making sure all fees are paid. The completed form will be returned to the principal's office for final clearance. FERPA requires that schools forward educational records including discipline records to schools that have requested them and in which the student seeks or intends to enroll.

POLICY FOR STUDENTS RE-ENTERING SCHOOL

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

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

STUDENT SCHEDULE CHANGES

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

ATHLETIC ELIGIBILITY

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

REPORT CARDS

Report Cards will be issued every 6 weeks to the students. They need not be returned to the office but should be shown to parents and kept at home.

INCOMPLETE GRADES

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

PROGRESS REPORTS

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

HONOR ROLL

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

COLLEGE VISITATION, JOB INTERVIEWS AND JOB SHADOWING

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

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

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

PROGRAMS FOR HIGH ABILITY STUDENTS

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

Math:

Algebra 1 Honors - 9th

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

Algebra II H Part A (tri 2) Part B (tri 3)

Precalculus IVY Math 136 (3CC) and Trigonometry IVY Math 137 (3CC)

Calculus PFW MA 16500 (4CC) - 12th

Science:

Biology Honors – 9th

Chemistry Honors – 10th

Advanced Placements Chemistry / Ivy Tech Chemistry 101 Intro to Chemistry (3CC) – 11th or 12th

Advanced Placement Environmental Science – 11th or 12th

Ivy Tech Biology 101 Intro to Biology (3CC) - 11th or 12th

English:

English 9 Honors

English 10 Honors

Trine Eng 103 Eng Comp I - 11th or 12 graders.

Trine ENG 113 Comp II - 12 graders

Trine ENG 153 Intro to Literature - 11th or 12 graders.

Trine ENG 203 Effective Speaking - 12th graders.

Other Dual Credit Opportunities

Landscape Design I- Ivy Tech AGRI 164 (3CC)

Survey of Horticulture- Ivy Tech AGRI 116 (3CC)

Food Science- Ivy Tech AGRI 104 (3CC)

Animal Science- Ivy Tech AGRI 103 (3CC)

Foreign Language:

Beginning Spanish I as an 8th Grader through Spanish III as a senior.

Social Studies:

Trine History 203 World Civilization I (3CC) and History 213 World Civilization II (3CC) – 10th, 11th, or 12th

Trine PSY 113 Principles of Psychology (3CC) – 11th or 12th

Advanced Placement Macroeconomics – 11th or 12th

Trine HIS 103 American History I (3 college credits) and HIS 113 American History II (3 college credits) – 11th

Trine GOV 113 Intro to Government (3CC) – 12th

Band:

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

Music:

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

Chamber Orchestra:

1. Small string ensembles

Career and Technical:

1. Business Offerings IT Essentials for identified students.

Art:

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

General:

1. Future Problem Solvers - Extra-curricular
2. Academic Super Bowl
3. Speech Team
4. Spell Bowl Team

HONOR STUDENTS

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

ATHLETICS

PHILOSOPHY

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

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

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

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

BOOSTER CLUB & FUND RAISING

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

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

ELIGIBILITY IHSAA RULES

GENERAL RULES

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

1. must be a regular bona-fide student in good standing in the school you represent; must have enrolled no later than the fifteenth day of the current trimester,
2. must have completed 10 separate days of organized practice in said sport under the direct supervision of the high school coaching staff preceding date of participation in interschool contests, (Excluding Girls Golf - See Rule 101)
3. must have received passing grades in at least four full credit subjects or the equivalent during your last grading period and must be currently enrolled in at least four full credit subjects or the equivalent,
4. must not have reached your twentieth birthday before the IHSAA State Finals date for the sport,
5. must have been enrolled in your present high school last trimester or at a junior high school from which your high school receives its students:
 - ... unless you are entering the ninth grade for the first time.
 - ... unless you are transferring from a school district or territory with a corresponding bona fide move on the part of your parents.

- ... unless you are a ward of a court; you are an orphan, you reside with a parent with legal custody, your former school closed, your former school is not accredited, your transfer was pursuant to school board mandate, you attended, in error, a wrong school, you transferred from a correctional school, you are emancipated, or you are a foreign exchange student under an approved NASSP program. You must have been eligible from the school from which you transferred.
6. must not have been enrolled more than twelve consecutive trimesters after enrollment in the 9th grade,
 7. must be an amateur (have not participated under an assumed name, have not accepted money or merchandise directly or indirectly for athletic participation, have not accepted awards, gifts, or honors from colleges or their alumni, have not signed a professional contract),
 8. must have had a physical examination between April 1 and your first practice and filed with your principal your completed Consent and Release Certificate,
 9. must not have transferred from one school to another primarily for athletic purposes as a result of undue influence or persuasion by any person or group,
 10. must not have received in recognition of your athletic ability, any award not approved by your principal or the IHSAA,
 11. must not accept awards in the form of merchandise, meals, cash, etc.,
 12. must not participate in an athletic contest during the IHSAA authorized contest season for that sport as an individual or on any team other than their school team. (See Rule 15-1a) (Exception for outstanding student-athlete - See Rule 15-1b),
 13. must not reflect discredit upon your school nor create a disruptive influence on the discipline, good order, moral or educational environment in your school,
 14. Students with remaining eligibility must not participate in tryouts or demonstrations of athletic ability in that sport as a prospective student-athlete. Graduates should refer to college rules and regulations before participating.
 15. must not participate with or against a student enrolled below grade 9
 16. must not, while on a grade 9 junior high team, participate with or against a student enrolled in grade 11 or 12,
 17. must, if absent 5 or more days due to illness or injury, present to your principal a written verification from a physician licensed to practice medicine, stating that you may participate again (See Rule 9-14),
 18. must not participate in camps, clinics or schools during the IHSAA authorized contest season. Consult your high school principal for regulations regarding out-of-season and summer,
- Girls shall not be permitted to participate in an IHSAA tournament program for boys when there is an IHSAA tournament program for girls in that sport in which they can qualify as a girls tournament entrant.
- This is only a summary of the rules. Contact your school officials for further information and before participating outside of your school.
- If an athlete has a question about eligibility or/any other IHSAA rule they should contact the athletic director.**

WEST NOBLE ATHLETIC RULES

ATTENDANCE, SCHOOL SUSPENSION

A student athlete must be in school by 11AM the day of a contest or practice to participate unless excused by the Principal or Assistant Principal.

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

FAMILY VACATIONS, PLANNED ABSENCES

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

ONE SPORT PER SEASON

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

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

PRACTICE POLICY

No Sunday practices (IHSAA)

No practice without permission of Athletic Director or Principal when school has been called off or released early due to weather, etc. All practices on Wednesday night must be completed by 6:30.

CONFLICT OF SCHOOL ACTIVITIES

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

TRANSPORTATION

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

DRESS CODE

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

PHYSICAL AND ATHLETIC CODE

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

PARTICIPATION RULE IHSAA PHILOSOPHY

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

ADMINISTRATIVE

ADMINISTRATIVE COUNCIL

The Administrative Council is made up of the Principal, Assistant Principal, Athletic Director, and Assistant Athletic Director.

ADMINISTRATIVE ORGANIZATION

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

Athletic Director
Assistant Athletic Director

CHAIN OF COMMAND

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

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

ATHLETIC COUNCIL

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

The purpose of the Council is to:

1. Resolve problems that arise in athletics.
2. Make recommendations and serve in an advisory capacity to the Principal.
3. Select each August four (4) coaches to serve on the Review Board.
4. Determine special awards given to athletes and/or members of the school community.
5. Meet at regular time and/or at the call of the Athletic Director who shall act as Chairman.

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

ADMISSION FEE TO ATHLETIC CONTESTS

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

AWARDS

ATHLETIC AWARDS RECOGNITION

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

Major award	2 points
Minor award	1 point

Jacket Award: Minimum of 1 major award and a total of 8 points at a cost of \$45.00 or Minimum of 1 major award, a total of 4 points, and a sophomore grade level at full cost of \$100.00.

MAJOR AND MINOR AWARDS

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

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

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

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

MOST VALUABLE PLAYER AWARD

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

SPORTSMANSHIP AWARD

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

SPECIAL AWARDS

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

CAPTAIN AWARDS

A star is awarded to the captains of teams.

CHEVRON AWARDS

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

SENIOR ATHLETIC SCHOLARSHIP AWARDS

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

SENIOR 3-SEASON AWARDS

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

STUDENT-ATHLETE AWARDS

After every season, the athletic department will recognize those athletes currently participating in a sport that have maintained a 3.5 or better GPA during the current grading period with a certificate. This will be based only on the current trimester grading period.

TEAM SECTIONAL CHAMPIONSHIP PATCH

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

TEAM CONFERENCE CHAMPIONSHIP PATCH

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

STATE PARTICIPATION PATCH

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

SECTIONAL INDIVIDUAL CHAMPIONSHIP PATCH

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

ALL CONFERENCE PATCH

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

ALL AREA PATCH

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

CONFERENCE CHAMPIONSHIP BANNERS

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

HALL OF CHAMPIONS

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

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

TROPHY CASE PICTURES

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

WEST NOBLE SCHOOL CORPORATION ATHLETIC CODE

POLICY STATEMENT

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

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

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

VIOLATIONS

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

1. The unauthorized possession, use, or transportation of drugs (controlled substances as defined in the Indiana Controlled Substances Act) and/or paraphernalia.

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

SANCTIONS

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

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

- A. In any crime that can be considered a felony the student/athlete will be suspended from all sports for one calendar year.
- B. First Offense:
 1. The athlete shall be suspended up to a combined total of 1/2 of the sports activity in which he/she is currently participating or from the next sport in which he/she participated the previous year. If the athlete's suspension is more than the remainder of the sport they are currently participating in, the suspension continues to the next sport. All athletic awards are forfeited in the sport he/she did not complete.
 2. A written warning shall be given by the Athletic Director to the athlete and parent, or
 3. Both a suspension and a warning shall be given to the athlete.
 4. A student/athlete may not participate in a sport they did not participate in the year before to serve a suspension received in another sport.
- B. Subsequent Offenses:
 1. In any crime that can be considered a second felony offense, the student/athlete will be suspended from athletics for the remainder of his/her high school career.
 2. Penalty up to, and including, suspension from all sports activity for a period of one calendar year from the date of violation except that in II-5 in which the date of suspension shall commence from the date of finding of a commission of a crime by the athlete.
 3. Seriousness of the offense, the level of involvement by the individual athlete, and the recommendations of the athlete's respective coach(es) shall be considered in the determination of the penalties.
 4. If after the first offense, the student/athlete becomes a participant in a substance abuse, chemical dependency, or treatment program, the athlete's suspension may be modified by the Review Board. In determining whether to modify the suspension, input will be solicited from the agency or staff which is serving as the provider of the service for the student/athlete.

EVIDENCE

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

REVIEW & APPEAL OF CODE VIOLATIONS AND SANCTIONS

Section V.

1. Any coach or member of the administration may file written charges with the Principal, setting forth facts known to him/her that he/she reasonably believes to be true and which constitute a violation of this code. The Principal will convene the Review Board for a hearing on the same.
2. A finding of a violation and the imposing of a penalty by the Review Board may be appealed to the Principal.
3. The Principal's decision upon appeal shall be reviewed by the Superintendent of Schools.

4. The athlete may request a hearing with the Superintendent of Schools and Board of School Trustees where he/she may again present his/her defense.
5. The finding of a violation and the imposing of a penalty by the Review Board may be affirmed, changed, or reversed by the Principal, Superintendent of Schools, and/or Board of School Trustees.

DUE PROCESS BOARD POLICY

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

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

A minimal due process procedure would be:

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

COACH'S IN-SPORT RULES AND DISCIPLINE

1. All rules pertaining to sports must be:

Clearly defined and specific negative behavior identified in the rules.

Approved by the Athletic Director

Discussed before the season with students/parents.

Signed by student/parent, and must be on file with the coach prior to the first contest in that sport.

2. Disciplinary measures resulting from coaches rules shall be applied consistent with the athletic code as adopted by the Board of Education as follows:

A "cooling off" period of 12-24 hours before any discipline is concluded.

A conference will be held with the athlete. If discipline results in suspension from game or games, parents will be notified by the coach.

3. First offense, a penalty no greater than 1/3 of season in that sport.
4. Second offense, a penalty no greater than suspension from that sport for one year.
5. Any athlete suspended in school or out of school are not permitted to participate in any contests during the suspended days.

ATHLETE AND STUDENT

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

HAZING

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

LOCKERS

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

ICE

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

CHEERLEADERS

Cheerleaders are a separate extra-curricular activity outside of the Athletic Department. They have separate rules, which are designed

by the sponsor of the cheerleaders. Coaches, particularly in Basketball and Football, should work closely with the sponsors in designing a program that is in the best interest of their program.

CLEANLINESS

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

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

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

CLUBS RELATED TO ATHLETICS

LETTERMAN CLUB

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

FELLOWSHIP FOR CHRISTIAN ATHLETES

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

FITNESS CENTER

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

INSURANCE

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

STUDENT WELLNESS

The Board of School Trustees of West Noble School Corporation supports increased emphasis on nutrition as well as physical activity at all grade levels to enhance the well-being of the school corporation students. Therefore, it is the policy of the Board to:

- Provide students access to nutritious food and beverages;
- Provide opportunities for physical activity and developmentally appropriate exercise;
- Require that all meals served by the school corporation meet the federal nutritional guidelines issued by the U.S. Department of Agriculture; and
- Require that all local wellness policies, guidelines and activities follow state and federal mandates.

Vending machines dispensing healthy snacks and drinks such as bottled water, fruit juice, milk, dried fruit, and nuts, may be made available throughout the school day, after school and at all extra-curricular activities. Water will be made available throughout the school day.

Vending machines that dispense minimally nutritious items such as carbonated sodas, gum, candy, chips, cookies, shall not be available throughout the school day.

Minimally nutritious snacks and drinks may not be sold on lunch lines as á la carte items.

All school-sponsored events and celebrations of special occasions shall include healthy beverages and/or food among the choices available to participate.

Outside drinks or commercial prepared/vendor-prepared foods are discouraged from being brought onto school property during the school day by students without prior approval by the building principal.

Each school day shall incorporate several minutes of physical activity or exercise as determined at each building level in addition to the physical education curriculum.

Nutrition, health, and fitness topics shall be integrated within the health education curriculum taught at every grade level, K-12, and coordinated with the school corporation's food service program. These topics may be integrated with other curriculum areas as deemed appropriate.

The superintendent or designee and each building principal or designee shall jointly share the operational responsibility for ensuring that the provisions of the policy and its regulations are met. The superintendent designee will be responsible for reporting to the Board on an annual basis the progress of the school corporation in implementing this policy.

The school Board shall establish a Coordinated School Health Wellness advisory council that acts in accordance with state and federal law. The advisory council is charged with gathering public input, reviewing guidelines and annually submitting to the superintendent recommendations for changes in the wellness policy.

MISCELLANEOUS POLICIES/RULES

ACCIDENTS

In case of an accident involving student(s) during the school day, such accidents must be reported to the office of the Assistant Principal.

ANNOUNCEMENTS

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

CLASS DUES

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

CLASS OFFICERS

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

ELIGIBILITY REQUIREMENTS FOR CLASS OFFICERS

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

CLASS RINGS

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

CLASS PICTURES

All students must have their pictures taken for student ID cards and the yearbook in the fall.

CONFLICT OF SCHOOL ACTIVITIES

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

COMMONS

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

Non-UT students are not to be in the commons

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

ACCEPTABLE USE POLICY (AUP) - 50050

For West Noble School Corporation Technology Resources

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

Appropriate Use

Technology should be used to support and enhance learning. This includes:

- Creating, communicating, presenting, publishing, and organizing school work.
- Deepening knowledge and understanding of topics being studied in school.
- Gathering information related to career, life circumstances, community service, employment, and/or further education.
- Communicating with teachers, experts, agencies, or others connected with school work.
- Participating in online assessment.

Inappropriate Use

The use of technology should be viewed as a privilege, not a right. Inappropriate use may result in the loss of privileges. West Noble prohibits viewing, searching, downloading, retrieving, transmitting, storing, or publishing any material in violation of state or federal laws or material that is beyond the scope of stated education-related objectives. This includes, but is not limited to:

- Materials that are threatening, violent, or destructive in presentation or advocacy.
- Materials that are pornographic, obscene, or sexually oriented in presentation or advocacy.
- Materials that advocate or promote violence, hatred, or prejudice towards any individual or group.
- Materials that advocate or promote the superiority of one race, ethnic, or religious group.
- Materials that could be construed as political activity.
- Language that is obscene, insulting, ostracizing, harassing, or intimidating.
- Plagiarism – presenting intellectual property of others as if one's own work.
- Use of software, media, music, or digital content that is in violation of fair-use copyright restrictions and/or licensing policies.
- Intentional damage or modification of technology resources and/or school networks.
- Intentional or neglectful transmission of viruses.
- All forms of hacking.
- Use of school resources to conduct a business or other commercial activity.
- Use of school resources for financial gain or fraud.
- Using technology in a way that incurs an expense to school accounts (unless spending authority has been granted.)
- Improper disclosure of any student or staff information, including names, photographs, grades, home address, phone numbers, and other personal information as defined by federal guidelines and confidentiality laws.
- Use of school resources to participate in non education-related activities, such as gaming, role-playing, gambling, spamming, social networking, and streaming.
- Any activity that violates school rules and policies and/or state, local, or federal laws.

Note: In accordance with federal mandates and in an attempt to safeguard technology users from offensive and/or inappropriate material, WNSC filters and monitors online activity. Users should be aware that no filtering system is failsafe.

General Guidelines and Expectations

WNSC staff will promote, model, and teach digital citizenship and responsibility. Responsible use will protect our technology users as well as our technology resources. To the extent possible, students using technology will be supervised by school personnel. Ultimately, responsibility falls to the individual users.

- Keep passwords and log-ins private. Do not allow others access to your accounts, the Internet, or your home directory.
- Do not vandalize, abuse, modify, or disrupt technology or data. Vandalism is defined as an intentional act that requires another person's time to repair, replace, or perform corrective work.
- Use quality and current virus protection and anti-spyware software on any personal computer used to access the district network.
- Do not use email for discussions that are best conducted in person.
- Report technology-related security issues immediately.
- Report harassment, threats, hate-speech and inappropriate content immediately to a teacher, administrator, or technology director.
- If uncertain of the appropriateness of an activity or website, contact a teacher, administrator, or technology director.
- Protect yourself by keeping personal communication and personal use out of the school environment.
- Always conserve resources – e.g. bandwidth, memory, paper, supplies, ink, electricity, storage space.

Consequences for Misuse

Failure to follow stated terms and conditions may result in disciplinary action or legal action. Misuse of technology resources will result in disciplinary action as outlined here and in school handbooks.

- Students may lose access privileges.
- Student-owned technologies may be temporarily confiscated and turned over to guardians.
- Personal technology will not be allowed if it causes disruptions to the learning environment.
- Personal technology will not be allowed if it interferes with the operation of school resources.

- Individual schools may choose to have additional rules and regulations pertaining to the use of personal and/or school provided technology resources.
- Intentional unauthorized access and/or damage to networks, servers, user accounts, passwords, or other school resources are punishable under local, state, and/or federal law.

Privacy

Digital storage on school provided resources is West Noble property. Files and communications may be viewed or reviewed at any time without consent. Staff and students should not expect files stored on or with school resources to be private. All school resources are subject to the Public Records Law which means that any email or files sent, received, created, or stored on school provided technology could become public information (i.e. published by news media or subpoenaed by court). Speech transmitted by the use of school technology is subject to regulation by the administration.

Reliability and Limitations of Liability

West Noble School Corporation (WNSC) makes no warranties of any kind, expressed or implied, for the technology resources it provides. Additionally, WNSC cannot service or support personal equipment used at school. WNSC is not responsible for any damages including those arising from service interruptions, unauthorized use, loss of data, or exposure to harmful or inappropriate material or people. Use of any information obtained via the Internet is at the user's risk. Students, staff, and/or parent/guardians will indemnify and hold WNSC harmless from any losses sustained as the result of misuse.

E-MAIL ISSUES

E-mailing ONLY for educational purposes will be acceptable for students.

Digital Learning

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

HOMEROOM

Students will be assigned a homeroom. Students must report to this teacher during homeroom time which begins at 3:06 on Thursday each week.. During this period, teachers will help students with homework, arrange for tutors, and make parent contact when needed. Students should be prepared with homework to do or books to read.

INTERNET IN THE CLASSROOM

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

MEDIA CENTER & HOT LAB

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

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

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

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

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

CONVOCATIONS

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

COURTYARD

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

AFTER SCHOOL DETENTION

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

DRESS CODE

The clothing that a student wears to school as well as grooming is an area of decision-making involving the student's parents and the student, therefore the school will not become involved in the matter of dress unless an individual student exercises poor judgment in his/her mode of dress or the dress interferes with the learning process or constitutes a hazard to the student or others. In such cases, the student's dress will be corrected if possible. If not, the parents will be notified and the student sent home to correct the problem. Hats, bandannas, and hair-nets are not to be worn in the building. Shoes must be worn. No drugs (alcohol, tobacco, etc.) may be displayed in name, word, or picture, on clothing or on other personal effects. Bare midriffs and shirts with objectionable language or pictures are not permitted.

No holes in clothing above the knee or shorts above mid-thigh length will be permitted. Skirts above the knee regardless of tights or other garments worn underneath will not be acceptable nor will sagging apparel be permitted. One-shoulder tops, halter tops, tube tops, spaghetti straps and backless tops are not allowed. Cleavage that can be seen will not be permitted. Undergarments should not be visible. Heely's (shoes with wheels in the heels, like roller skates) are unacceptable. The administration reserves the right to make all judgments as to student's dress and what is acceptable and what is not.

SATURDAY SCHOOL

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

FIRE AND TORNADO DRILL PROCEDURES

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

FIRE DRILL PROCEDURE:

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

TORNADO DRILL PROCEDURE:

1. A tornado drill will be announced over the P.A. system.
2. All doors including those in hallways and windows should be closed.
3. Students should report to their assigned areas and sit down facing the wall.
4. Students should remain quiet so that a P.A. announcement can be heard.
5. The all clear signal for return to classrooms will be an intercom announcement and/or the period tone bell rings.
6. Avoid the auditorium and the gymnasium.

Tornado Watch means tornadoes are expected to develop.

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

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

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

GUM CHEWING

Gum chewing will be left to the discretion of the teacher. If this becomes a problem, it will be discontinued. This is a student privilege

and your actions will determine final policy.

GYMNASIUM

The gym will be open for students at noon.

HALLS & PASSES

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

HEALTH SERVICES - SICKNESS PROCEDURES

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

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

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

MEDICATION

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

HOMECOMING

Homecoming is held annually during the football season. All West Noble High School alumni are invited to attend. Homecoming events will include the selection of a King, Queen and Court. The student council is in charge of all Homecoming festivities.

HOMWORK POLICY

DEFINITION

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

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

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

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

ROLE OF PARENTS

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

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

ROLE OF STUDENTS

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

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

Adopted May 27, 1986

INSURANCE

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

IMMUNIZATIONS

Additional requirements for every child in Indiana who enters grade 9 thru grade 12 include immunization against hepatitis B and meningitis. Students also need to have a Tdap immunization after their 10th birthday, and proof of chickenpox disease or 2 varicella immunizations. All of these vaccines are available from the Noble County Health Department or your child's physician. Please contact the school nurses if you have any questions.

LOST AND FOUND

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

NOON POLICY

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

NURSE

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

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

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

PARKING LOT

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

DRIVING RULES

1. Follow all traffic laws.
2. All vehicles must be properly parked upon arrival at the school on the parking lot.
3. A parking pass sticker must be displayed on the windshield of any vehicle that is in the parking lot. Parking passes can be purchased from the attendance secretary for a \$3.00 fee. At the time of purchase a valid driver's license must be presented. Passes will be valid for the current school year only and must be renewed annually at the \$3.00 fee. If multiple vehicles are to be driven by one registered driver, additional passes can be purchased at cost.

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

PLAGIARISM

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

Examples:

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

Results of Plagiarism

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

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

POSTERS IN THE HALLS

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

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

SCHOOL APPEARANCE - PRIDE AND ATTITUDE

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

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

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

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

PUBLIC DISPLAY OF AFFECTION

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

PROM

The prom, which is usually held in May, is sponsored by the Junior class. The Prom is open to all juniors and seniors and their dates.

Guests must be registered in advance. A registration form will be made available. All guests not currently enrolled in a high school or homeschool must have a high school diploma or the equivalency of a diploma. Guests must be under the age of 21. All guests are subject to administrative approval.

RELEASE OF DIRECTORY INFORMATION

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

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

Approved: April 13, 2009

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

SCHOOL BREAKFAST

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

SCHOOL LUNCH

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

Students may pay for their lunches when they go through the line or use their account to purchase food items. Milk may be purchased from the cashier. Food deliveries are not permitted. Requests to this policy may be made to the administration.

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

SCHOOL RECORDS

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

SEARCH AND SEIZURE POLICY

The West Noble Board of Education hereby authorizes the Superintendent or his designee to request the assistance of a law enforcement agency in implementing any aspect of this policy. Where law enforcement officers participate in a search on school property, the search shall be conducted by the law enforcement officers in accordance with the legal standard applicable to law enforcement officers.

The West Noble Board of Education authorizes the use of specially trained dogs to detect the presence of drugs, firearms, bombs, or any controlled substance on school property. The Superintendent or his designee shall determine the conditions under which a K-9 drug and weapons interdiction unit will be utilized. The Superintendent or his designee may ask a K-9 drug and weapons interdiction unit to search any area of the school premises at any time.

A certified dog and the handler may be used to establish reasonable suspicion. Authorized school personnel may conduct a search of a student, locker, book-bag, student possessions/belongings, or automobile if they have reasonable suspicion for a search. Reasonable suspicion for a search means circumstances which would cause a reasonable person to believe the search of a particular person, place, or thing will lead to the discovery of:

1. Evidence of a violation of West Noble Behavioral Code or Indiana law; or
2. Anything which represents a danger of physical harm or illness to students, teachers, assistants, or others, whether on school

property, at a school-sponsored or school-supervised event, or otherwise.

Anything not turned over to the law enforcement officer which was found in the course of a search may be:

1. Seized and admitted as evidence in any suspension or expulsion proceeding as it relates to an alleged violation of the West Noble School Corporation Behavior Code.
2. Destroyed if it has no significant value (as determined after notification to parent or guardian); or
3. Turned over to the parent of the student from whom it was seized. The above policy applies to students, staff, and employees of the West Noble School Corporation.

LOCKER SEARCHES (PROPERTY OF WEST NOBLE SCHOOL CORPORATION)

1. A student using a locker or desk that is the property of West Noble School Corporation is presumed to have no expectation of privacy in that locker or desks or the content therein. Blanket searches of lockers or desks may be conducted as deemed necessary by the administration. A certified dog and the handler may be used to initiate a search.
2. A Principal of West Noble School Corporation or other member of the administrative staff of the School Corporation designated, in writing, by the principal, may, in accordance with these rules, search a desk or locker at any time.
3. The West Noble School Corporation, by publishing this rule in the West Noble Student Handbook, has provided each student and each student's parents a written copy of the rules of West Noble School Corporation regarding searches of lockers and desks and their contents.
4. Other than a general search of locker or desks of all students, any search conducted under this section shall comply with the following:
 - A. That where possible, the locker or desk search shall be conducted in the presence of the student whose assigned locker or desk is the subject of the search.
 - B. The purpose of the search shall be limited to the search for such contraband as drugs, alcohol, weapons, stolen goods, unreturned library books, or such item or items as may affect the health, safety or order of the school, unless otherwise removed.
 - C. That prior to the search there should be a reasonable indication that a particular desk or locker contains contraband as set forth in the paragraph above.
 - D. Any law enforcement agency having jurisdiction over the geographic area in which West Noble School Corporation exists, may, at the request of the school, assist the school administrators in searching a locker, desk or its contents, provided that the Principal has determined that the probable contents of the locker warrant the expertise of the law enforcement agency. Once a locker or desk has been opened and searched and contraband found to exist that may necessitate a law enforcement agency's analysis or assistance, the principal may request the law enforcement agency's assistance.
5. This regulation shall not apply to the general search of lockers of all students or a class of students for a general administrative inspection of locker, or opening lockers for cleaning purposes.
6. This section shall not limit the **Search and Seizure** section above.
7. Students should not share or trade lockers.

SPORTS PROGRAMS

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

STUDENT COUNCIL

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

ELIGIBILITY REQUIREMENTS FOR STUDENT COUNCIL

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

STUDENT GUESTS

We strongly discourage students from bringing guests to school during school hours. If a student wants to show the school to a guest, the student should make arrangements with the Assistant Principal to bring the guest in before or after school. Prior arrangements must be made for visitors during school hours with the Assistant Principal, and only under important circumstances will permission be

granted. All visitors should register in the main office. Parents are invited to attend school at any time.

STUDENT LOCKERS

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

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

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

TEXTBOOK RENTAL

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

TELEPHONE

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

TRIPS AND PARTIES

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

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

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

UT (UNSTRUCTURED TIME)

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

THE PURPOSE OF UT IS:

- A. To afford the opportunity for a student to spend his/her time in areas housing materials and teachers necessary for study in his particular field.
- B. To develop a student's ability to budget and use his time wisely.
- C. To allow a student to pursue, in depth, projects of his choice.

AREAS AVAILABLE TO UT STUDENTS

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

LOSS OF UT PRIVILEGES

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

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

NOTIFICATION OF UT STATUS

- A. Lists will be posted with the names of students who will receive UT
- B. All other students whose name does not appear on the list will report to LRC.
- C. Any student who had a 3.00 or higher (Freshman 3.5) and did not receive UT may confer with the Assistant Principal to find out

reasons you did not receive UT

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

OTHER UT POLICIES

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

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

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

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

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

DRIVER'S LICENSE/PERMIT RESTRICTION POLICY

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

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

Students absent for three or fewer periods will be subject to internal school procedures. Absence of four or more periods with one or more periods present will constitute one-half day's absence. Absence all day will constitute a full day's absence.

WEST NOBLE SCHOOL CORPORATION SCHOOL BUS RULES FOR STUDENTS

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

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

- A. Each student shall be located immediately upon entering the bus in the seat assigned by the driver.
- B. Students shall not stand or move from place to place during the trip.
- C. Loud, boisterous, profane language, or indecent conduct shall not be tolerated.
- D. Students shall not be allowed to tease, scuffle, trip, hold, or use their hands, feet, or body in any other objectionable manner.

- E. Windows or doors will be opened or closed only by permission of the driver.
- F. Students will enter or leave the bus only when it has come to a full stop and the door has been opened by the driver.
- G. Students should be waiting at their boarding station when the school bus arrives.
- H. The driver will assign students to a specific seat. Any person who refuses to accept his/her assigned seat will be denied the privilege of riding the bus.
- I. Any vandalism such as cutting seats, breaking windows, etc., must be paid for by the student or his/her parents. Vandalism will result in a suspension of riding privileges.
- J. By Indiana Law the school bus driver has the same authority on the bus as a teacher has in the classroom.
- K. Students must ride their assigned bus.
- L. Discipline Procedures:
 1. Minor disciplinary problems will be handled immediately by the bus driver. Bus drivers are to inform the Principal and/or Assistant Principal of the problems.
 2. Students will not be put off the bus except at a school or home.
 3. If minor problems are not corrected, or if a major problem occurs, the driver may suspend a student for one day. Either the driver or Principal will notify the parent or guardian of the suspension.
 4. If a discipline problem is severe, the Principal may suspend the student up to 5 days. A conference with the student, driver, and parent should be held prior to reinstatement on the bus.
 5. If a student continues to misbehave after the first 5 day suspension, or if the behavior is severe enough, the Principal may recommend to the Director of Transportation that the student be suspended for 1 trimester. Permanent suspension may be given by the Superintendent. Permanent suspension may be appealed to the School Board if done in writing within 5 days of the suspension.

**CIVIL RIGHTS ASSURANCE OF
EQUAL OPPORTUNITY
AND NONDISCRIMINATION STATEMENTS:**

West Noble School Corporation has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, sex, handicapping conditions, disability, or national origin, including limited English proficiency.

Educational services, programs, instruction, and facilities will not be denied to anyone in the West Noble School Corporation as the result of his or her race, color, sex, handicapping conditions, disability, or national origin, including limited English proficiency. For further information, clarification, or complaint please contact the following persons:

Title IX (sex discriminations) Coordinator Superintendent of Schools West Noble School Corporation 5050 N - US 33 Ligonier, IN 46767 Phone: (260) 894-3191	Section 504 (handicapped) Coordinator Curriculum Director West Noble School Corporation 5050 N - US 33 Ligonier, IN 46767 Phone: (260) 894-3191
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NONDISCRIMINATION GRIEVANCE PROCEDURE

1. Applied to Regulatory TITLES VI (race, color, national origin), TITLE IX (sex), Section 504 of the Rehabilitation Act of 1973 (handicapping condition), Americans with Disabilities Act of 1990, and the Indiana State Board of Education Advisory Committee V-Rules Requirements and the guidelines developed by the Indiana Department of Education, Vocational Education Section.
2. Interested parties include school corporation officers, employees, students, and patrons.
3. Applies to acts or omissions relating to protected rights based upon age, race, color, religion, sex, handicapping conditions, disabilities, and national origin, including limited English proficiency.
4. Civil Rights Compliance Coordinator
 1. The building Principal or designee for allegations of building level violations to students or building patrons.

2. The Superintendent of Schools or designee.
5. 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 coordinator described in #4 above. The complaint shall stipulate the specific act or omission, the date of same, and parties involved.
 2. The compliance coordinator shall initiate investigation of the circumstances of the complaint within ten (10) calendar days of the receipt of the written complaint.
 3. The compliance coordinator shall render a decision within twenty-one (21) calendar days of the receipt of the written complaint. The decision shall be in writing to the complainant.
 4. The complainant shall have ten (10) 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 statement and all related information to the Superintendent within five (5) calendar days of receipt.
 2. The Superintendent shall review all material and schedule a meeting within ten (10) 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 ten (10) calendar days of the final meeting of parties. This decision shall be final.

By mutual agreement, circumstances of calendar availability may result in extension of stipulated time allowances of 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.

ANTI-HARASSMENT

General Policy Statement

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all forms of unlawful harassment, including sexual harassment, occurring in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment (hereinafter referred to collectively as "unlawful harassment"). This commitment applies to all Corporation operations, educational opportunities, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment occurring in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct affects the Corporation environment.

The Board will vigorously enforce its prohibition against unlawful harassment (see definition on page 1), that is based on race, color, national origin, sex (including transgender status, sexual orientation and/or gender identity), religion, disability, military status, ancestry, or genetic information, which are classes protected by Federal and/or State civil rights laws (hereinafter referred to as "Protected Classes"), and encourages those within the Corporation community as well as third parties who feel aggrieved to seek assistance to rectify such problems occurring in the Corporation's educational opportunities, programs and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs and activities, affecting the Corporation environment.

All Corporation employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment (see definition on page 1) that the employee observes or which is reported to the employee.

The Corporation will investigate all allegations of unlawful harassment (see definition on page 1) and, in those cases where unlawful harassment is substantiated, will take immediate steps to end the harassment, prevent its recurrence, and remedy its effects.

Individuals who are found to have engaged in unlawful harassment (see definition on page 1) will be subject to appropriate disciplinary action, up to and including termination of employment or expulsion from school.

Furthermore, Corporation employees who fail to report any incident of alleged unlawful harassment (see definition on page 1) that the employee observes or which is reported to the employee also are subject to appropriate disciplinary action, up to and including termination of employment.

For purposes of this policy, "Corporation community" means students, administrators, teachers, and staff, as well as Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the Corporation community at school-related events/activities (whether on or off Corporation property).

Other Violations of the Anti-Harassment Policy

The Corporation also will take immediate steps to impose disciplinary action on individuals engaging in any of the following prohibited acts:

- A. Retaliating against a person who has made a report or filed a complaint alleging unlawful harassment (see definition on page 1) or who has participated as a witness in a harassment investigation.
- B. Filing a malicious or knowingly false report or complaint of unlawful harassment (see definition on page 1).
- C. Disregarding, failing to investigate adequately, or delaying investigation of allegations of unlawful harassment (see definition on page 1), when responsibility for reporting and/or investigating unlawful harassment charges comprises part of one's supervisory duties.

Definitions

Bullying

Bullying rises to the level of unlawful harassment (see definition on page 1) when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students with the intent to harass, ridicule, humiliate, intimidate or harm that/those student(s), and that bullying is based upon sex, race, color, national origin, religion, or disability, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;

- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. sexual violence;
- I. theft;
- J. sexual, religious, or racial harassment;
- K. public humiliation; or
- L. destruction of property.

In the bullying context, "harassment" means any threatening, insulting, or dehumanizing gesture, use of data or computer software, or written, verbal or physical conduct directed against a student that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits; or
- C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Education Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

- A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's status in a class, educational program, or activity.
- B. Submission or rejection of such conduct by an individual is used as the basis for educational decisions affecting such individual.
- C. Such conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.

Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

- A. unwelcome sexual propositions, invitations, solicitations, and flirtations;
- B. sexual violence, including physical and/or sexual assault;

- C. threats or insinuations that a person's academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extra-curricular programs or events, or other conditions of education may be adversely affected by not submitting to sexual advances;
- D. unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls;
- E. sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the educational environment, which may embarrass or offend individuals;
- F. unwelcome and inappropriate touching, patting, or pinching; obscene gestures;
- G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
- H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history;
- I. inappropriate boundary invasions by a Corporation employee or other adult member of the Corporation community into a student's personal space and personal life;
- J. verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature;
- K. in the context of employees, consensual sexual relationships where such relationship leads to favoritism of a subordinate employee with whom the superior is sexually involved and where such favoritism adversely affects other employees or otherwise creates a hostile work environment.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education or creates a hostile or abusive employment or educational environment.

NOTE: Sexual conduct/relationships with students by a Corporation employee or any other adult member of the School Corporation community is prohibited, and any teacher, administrator, coach, other school authority, or staff member who engages in certain sexual conduct with a student may be disciplined up to and including termination and also may be guilty of the criminal charge of "sexual battery" as set forth in I.C. 35-42-4-8. In the case of a child under fourteen (14) years of age, the person also may be guilty of "child molesting" under I.C. 35-42-4-3. In the case of a child between the ages of fourteen (14) and sixteen (16), the person also may be guilty of "sexual misconduct with a minor" under I.C. 35-42-4-9. The issue of consent is irrelevant in regard to the latter two (2) criminal charges. Any employee accused of sexual relations with a student may be placed on leave until school administrative proceedings are completed. Proven sexual relationships with a student regardless of the age of the student will initiate the termination process for the employee.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involving religious slurs.

National Origin Harassment

Prohibited national origin harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's national origin, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may include but is not limited to conduct directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Students, members of the Corporation community and third parties are encouraged to promptly report incidents of unlawful harassment (see definition on page 1) to an administrator, supervisor or other Corporation official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. All Corporation-level employees, including administrators, professional staff and support staff, shall report any incident of alleged unlawful harassment (see definition on page 1) that the employee observes or which is reported to the employee. Any administrator or other Corporation-level official who receives such a complaint shall file it with the Corporation's Anti-Harassment Compliance Officer at his/her first convenience. Corporation employees who fail to comply with the reporting responsibility shall be subject to discipline, up to and including termination.

Members of the Corporation community or third parties who believe they have been subjected to unlawful harassment (see definition on page 1) by another member of the Corporation community or a third party are entitled to utilize the Board's complaint process set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's participation in educational or extra-curricular programs unless the complaining individual makes the complaint maliciously or with knowledge that it is false. Individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of a reported act of bullying and/or harassment in accordance with Policy 5517.01 – Bullying, the principal or his/her designee believes that the reported misconduct may have created a hostile work or learning environment and may have constituted unlawful harassment (see definition on page 1) based on "Protected Classes" (see definition on page 1), the principal or his/her designee will report the act of bullying and/or harassment to one (1) of the Compliance Officers who shall investigate the allegation in accordance with this policy.

Anti-Harassment Compliance Officers

The following individuals serve as "Anti-Harassment Compliance Officers" for the Corporation. They are hereinafter referred to as the "Compliance Officers".

**Mr. Galen Mast, Superintendent
West Noble School Corporation**

5050 N. U.S. Highway 33
Ligonier, IN 46767

260-894-3191

mastga@westnoble.k12.in.us

Sarah Wilson
West Noble School Corporation
5050 N. U.S. Highway 33
Ligonier, IN 46767
260-894-3191

wilsons@westnoble.k12.in.us

The names, titles, and contact information for the Compliance Officers will be published annually:

- A. in the student, parent, and staff handbooks
- B. on the School Corporation's web site

The Compliance Officers will be available during regular school/work hours to discuss concerns related to "unlawful harassment" (see definition on page 1), to assist students, other members of the Corporation community and third parties who seek support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

Any Corporation employee who directly observes unlawful harassment (see definition on page 1) of a student is obligated, in accordance with this policy, to report such observations to one (1) of the Compliance Officers within two (2) business days. Thereafter, the Compliance Officer or designee must contact the student if age eighteen (18) or older, or the student's parents if under the age of eighteen (18) within two (2) business days to advise him/her/them of the Corporation intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or his/her designee to conduct an investigation following all the procedures outlined in this policy for a formal complaint. Additionally, if the alleged harasser is a student, the Compliance Officer or designee must contact the student, if age eighteen (18) or older, or the student's parents if under the age of eighteen (18), within two (2) business days to advise him/her/them of the Corporation's intent to investigate the alleged misconduct, including the obligation of the Compliance Officer or designee to conduct an investigation following all the procedures outlined for a formal complaint. However, all complaints of harassment involving a Corporation employee or any other adult member of the Corporation community against a student will be formally investigated.

The Compliance Officers are assigned to accept complaints of unlawful harassment (see definition on page 1) directly from any member of the Corporation community or a visitor to the Corporation, or to receive complaints that are initially filed with a school building administrator. Upon receipt of a complaint either directly or through a school building administrator, a Compliance Officer will begin either an informal or formal process (depending on the request of the member of the Corporation community alleging harassment or the nature of the alleged harassment), or the Compliance Officer will designate a specific individual to conduct such a process. In the case of a formal complaint, the Compliance Officer will prepare recommendations for the Superintendent or will oversee the preparation of such recommendations by a designee. However, if the alleged harasser is the Superintendent, the recommendations shall be submitted to the Board President.

All Corporation employees must report incidents of unlawful harassment (see definition on page 1) that they observe or that are reported to them to the Compliance Officer within two (2) business days of learning of the incident.

Investigation and Complaint Procedure (see Form 5517 F1)

Any employee or other member of the Corporation community or third party (e.g., visitor to the Corporation) who believes that s/he has been subjected to unlawful harassment (see definition on page 1) may seek resolution of his/her complaint through

either the informal or formal procedures as described below. Further, a process for investigating claims of unlawful harassment (see definition on page 1) and a process for rendering a decision regarding whether the claim of unlawful harassment (see definition on page 1) was substantiated are set forth below.

Due to the sensitivity surrounding complaints of unlawful harassment (see definition on page 1), time lines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. Once the formal complaint process is begun, the investigation will be completed in a timely manner (ordinarily, within fifteen (15) business days of the complaint being received).

The informal and formal procedures set forth below are not intended to interfere with the rights of any individual to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights (OCR) or the Indiana Civil Rights Commission (ICRC), or to file a concurrent criminal complaint with the law enforcement agency having jurisdiction.

Informal Complaint Procedure

The goal of the informal complaint procedure is to stop inappropriate behavior and/or unlawful harassment (see definition on page 1), and to investigate and facilitate resolution through an informal means, if possible. The informal complaint procedure is provided as a less formal option for a student who believes s/he has been unlawfully harassed or retaliated against in the Corporation's educational opportunities, programs, and/or activities, or, if initially occurring off Corporation grounds or outside the Corporation's educational opportunities, programs, and activities, affecting the Corporation environment. This informal procedure is not required as a precursor to the filing of a formal complaint and/or filing a concurrent criminal complaint, and will be utilized only where the parties (alleged target of harassment and alleged harasser(s)) agree to participate in such process.

Students who believe that they have been unlawfully harassed (see definition on page 1) or retaliated against may proceed immediately to the formal complaint process and individuals who seek resolution through the information procedure may request that the informal process be terminated at any time to move to the formal complaint procedure.

However, all complaints of unlawful harassment (see definition on page 1) involving a Corporation employee, any adult member of the Corporation community, or a third party against a student will be formally investigated. Similarly, any allegations of sexual violence will be formally investigated.

As an initial course of action, if an individual feels that s/he is being unlawfully harassed (see definition on page 1) and s/he is able and feels safe doing so, the individual should tell or otherwise inform the harasser that the conduct is unwelcome and must stop. Such direct communication should not be utilized in circumstances involving sexual violence. The complaining individual should address the allegedly harassing conduct as soon after it occurs as possible. The Compliance Officer(s) is/are available to support and counsel individuals when taking this initial step or to intervene on behalf of the individual if requested to do so. An individual who is uncomfortable or unwilling to inform the harasser of his/her complaint is not prohibited from otherwise filing an informal or a formal complaint. In addition, with regard to certain types of unlawful harassment, such as sexual harassment, the Compliance Officer may advise against the use of the informal complaint process.

An individual who believes s/he has been unlawfully harassed (see definition on page 1) may make an informal complaint, either orally or in writing: 1) to a teacher, other employee, or building administrator; 2) directly to one (1) of the Compliance Officers; and/or 3) to the Superintendent or other Corporation-level employee.

All informal complaints must be reported to one (1) of the Compliance Officers who will either facilitate an informal resolution as described below on his/her own, or appoint another individual to facilitate an informal resolution.

The Corporation's informal complaint procedure is designed to provide employees, other members of the Corporation community or third parties who believe they are being subjected to unlawful harassment (see definition on page 1) with a range of options designed to bring about a resolution of their concerns. Depending upon the nature of the complaint and the wishes of the individual claiming unlawful harassment, informal resolution may involve, but not be limited to, one or more of the following:

- A. Advising the individual about how to communicate the unwelcome nature of the behavior to the alleged harasser.
- B. Distributing a copy of the anti-harassment policy as a reminder to the individuals in the school building or office where the individual whose behavior is being questioned works or attends school.
- C. If both parties agree, the Compliance Officer may arrange and facilitate a meeting between the individual claiming harassment and the individual accused of harassment to work out a mutual resolution. Such a meeting is not appropriate in circumstances involving sexual violence.

While there are no set time limits within which an informal complaint must be resolved, one (1) of the Compliance Officers or a designee will exercise his/her authority to attempt to resolve all informal complaints within fifteen (15) business days of receiving the informal complaint. Parties who are dissatisfied with the results of the informal complaint process may proceed to file a formal complaint, may file a complaint with the United States Department of Education, Office for Civil Rights (OCR) or the Indiana Civil Rights Commission (ICRC), and/or may file a concurrent criminal complaint with the law enforcement agency having jurisdiction. And, as stated above, parties may request that the informal process be terminated at any time to move to the formal complaint process.

One of the Compliance Officers or a designee will retain all materials generated as part of the informal complaint process in accordance with the Board's records retention policy (see Policy 8310, Policy 8320 and Policy 8330).

Formal Complaint Procedure

If a complaint is not resolved through the informal complaint process, if one (1) of the parties has requested that the informal complaint process be terminated to move to the formal complaint process, or if the individual elects to file a formal complaint initially, the formal complaint process as described below shall be implemented.

The formal complaint process is not intended to interfere with the rights of an employee, other member of the Corporation community, or third party to pursue a complaint of unlawful harassment with the United States Department of Education, Office for Civil Rights (OCR) or the Indiana Civil Rights Commission (ICRC), and/or to file a concurrent criminal complaint with the law enforcement agency having jurisdiction.

An individual who believes s/he has been subjected to offensive conduct/unlawful harassment/retaliation, hereinafter referred to as the "Complainant", may file a formal complaint, either orally or in writing with a teacher, principal, the Compliance Officer, Superintendent, or other Corporation-level employee. Due to the sensitivity surrounding complaints of unlawful harassment (see definition on page 1) and retaliation, timelines are flexible for initiating the complaint process; however, individuals should make every effort to file a complaint within thirty (30) calendar days after the conduct occurs while the facts are known and potential witnesses are available. If a Complainant informs a teacher, principal, Superintendent, or other Corporation-level employee, either orally or in writing, about any complaint of harassment or retaliation, the employee to whom the student reports the complaint must report such information to the Compliance Officer or designee within two (2) business days.

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

All formal complaints of unlawful harassment (see definition on page 1) or retaliation must include the following information to the extent it is available: the identity of the individual believed to have engaged in, or be engaging in, offensive conduct/harassment/retaliation; a detailed description of the facts upon which the complaint is based; a list of potential witnesses; and the resolution sought by the Complainant.

If the Complainant is unwilling or unable to provide a written statement including the information set forth above, the Compliance Officer shall ask for such details in an oral interview. Thereafter, the Compliance Officer will prepare a written summary of the oral interview and the Complainant will be asked to verify the accuracy of the reported complaint by signing the document.

Upon receiving a formal complaint, the Compliance Officer will consider whether any action should be taken in the investigatory phase to protect the Complainant from further harassment or retaliation, including but not limited to a change of building or class assignment or class schedule for the Complainant and/or the alleged harasser. In making such a determination, the Compliance Officer should consult the Complainant to assess his/her agreement to any action deemed appropriate. If the Complainant is unwilling to consent any change that is deemed appropriate by the Compliance Officer, the Compliance Officer may still take whatever actions s/he deems appropriate in consultation with the Superintendent and/or Board Attorney.

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

A principal will not conduct an investigation unless directed to do so by the Compliance Officer.

Contemporaneously, one of the Compliance Officers or a designee will inform the individual alleged to have engaged in the unlawful harassing or retaliatory conduct, hereinafter referred to as the "Respondent", that a complaint has been received. The Respondent will be informed about the nature of the allegations and a copy of the Board's anti-harassment policy shall be provided to the Respondent. The Respondent also must be informed of the opportunity to submit a written response to the complaint within five (5) business days.

Although certain cases may require additional time, one (1) of the Compliance Officers or a designee will attempt to complete an investigation into the allegations of harassment or retaliation within fifteen (15) business days of receiving the formal complaint.

The investigation will include:

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

At the conclusion of the investigation, the Compliance Officer or the designee shall prepare and deliver a written report to the Superintendent that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment (see definition on page 1) or retaliation. The Compliance Officer's recommendations must be based upon the totality of the circumstances, including the ages and maturity levels of those involved. In determining if discriminatory harassment or retaliation occurred, a preponderance of the evidence standard will be used (i.e., it is more likely than not that unlawful harassment or retaliation occurred).

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

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

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

If the Superintendent is the Respondent, the appeal process will skip the review by the Superintendent and move directly to the Board. In such circumstances, the Compliance Officer, or the designee, shall prepare and deliver a written report to the Board that summarizes the evidence gathered during the investigation and provides recommendations based on the evidence and the definition of unlawful harassment/retaliation as provided in Board policy and State and Federal law as to whether the Complainant has been subjected to unlawful harassment (see definition on page 1) or retaliation.

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

The Board reserves the right to investigate and resolve a complaint or report of unlawful harassment/retaliation regardless of whether the member of the Corporation community or third party alleging the unlawful harassment/retaliation pursues the complaint. The Board also reserves the right to have the formal complaint investigation conducted by an external person in accordance with this policy or in such other manner as deemed appropriate by the Board or its designee.

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

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

Privacy/Confidentiality

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

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

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

During the course of a formal investigation, the Compliance Officer or his/her designee will instruct all members of the Corporation community and third parties who are interviewed about the importance of maintaining confidentiality. Any individual who is interviewed as part of a harassment investigation is expected not to disclose any information that s/he learns or that s/he provides during the course of the investigation.

Remediation

In cases where the complaint investigation results in a finding that the allegation of unlawful harassment/retaliation is substantiated, action must be taken by the Compliance Officer to remedy the past effects of such unlawful harassment/retaliation on a student. This may include but is not limited to providing a contact person to monitor the student, providing tutoring to the student, allowing the student to retake tests or assignments, and counseling.

Sanctions and Monitoring

The Board shall vigorously enforce its prohibitions against unlawful harassment (see definition on page 1)/retaliation by taking appropriate action reasonably calculated to stop the harassment and prevent further such harassment.

While observing the principles of due process, a violation of this policy may result in disciplinary action up to and including the discharge of an employee or the suspension/expulsion of a student. All disciplinary action will be taken in accordance with applicable State law and the terms of the relevant collective bargaining agreement(s), if any. Any discipline of students with disabilities will be in accordance with the Individuals with Disabilities Education Act ("IDEA") and the Federal and State regulations implementing the IDEA.

When imposing discipline, the Superintendent shall consider the totality of the circumstances involved in the matter, including the ages and maturity levels of those involved. In those cases where unlawful harassment is not substantiated, the Board may consider whether the alleged conduct nevertheless warrants discipline in accordance with other Board policies, consistent with the terms of the relevant collective bargaining agreement(s), if any, and with Federal and State laws and regulations.

All sanctions imposed by the Board and/or Superintendent shall be reasonably calculated to end such conduct, prevent its recurrence, and remedy its effects. Prior sanctions imposed on the Respondent(s) for similar past conduct shall be considered in determining the appropriateness of the sanction(s) imposed for the present conduct.

Retention of Public Records, Student Records, and Investigatory Records and Materials

All individuals charged with conducting investigations under this policy shall retain all information, documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315) created and received as part of an investigation, including but not limited to complaints, responses, witness statements, documentary evidence, audio, video and/or digital recordings, handwritten and contemporaneous notes, e-mails related to the investigation and allegations, printouts, letters, determinations, and summaries. The information, documents, ESI, and electronic media (as defined in Policy 8315) retained may include public records and records exempt from disclosure under Federal and/or State law (e.g., student records).

The information, documents, ESI, and electronic media (as defined in Policy 8315) created or received as part of an investigation shall be retained in accordance with Policy 8310, Policy 8315, Policy 8320, Policy 8330 and the Corporation's records retention schedule.

Retaliation

Any act of retaliation against a person who has made a report, filed a complaint alleging unlawful harassment, or participated as a witness in a harassment investigation is prohibited.

Specifically, the Board will not discriminate/retaliate against, coerce, intimidate, threaten, or interfere with any individual because the person opposed any act or practice of unlawful harassment (see definition on page 1), or because that individual made a charge, testified, assisted or participated in any manner in an investigation, proceeding, or hearing pertaining to unlawful harassment, or because that individual exercised, enjoyed, aided or encouraged any other person in the exercise or enjoyment of any right granted or protected by Federal or State laws.

Individuals found to have engaged in retaliation shall be subject to disciplinary action, up to and including termination of employment or expulsion from school.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any teacher or school employee who knows or suspects that a child under the age of eighteen (18) is a victim of child abuse or neglect to immediately report that knowledge or suspicion to the Department of Child Services, Office of Child Protective Services. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant or the alleged victim, a report of such knowledge must be made in accordance with State law and Board Policy.

If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined under State law, such knowledge should be reported to local law enforcement.

Any reports made to Child Protective Services or to local law enforcement shall not terminate the Compliance Officer's or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Compliance Officers will oversee training of Corporation employees and students so that they understand their rights and responsibilities under Federal and State law and are informed of the Board's policies and practices with respect to fully implementing and complying with the requirements of Federal and State law. All training regarding the Board's policy and administrative guidelines and harassment in general will be age and content appropriate.

Notice

Notice of the Board's policy on anti-harassment related to employment practices and the identity of the Compliance Officers will be posted throughout the Corporation, and published in any Corporation statement regarding the availability of employment, in any staff handbooks, and in general information publications of the Corporation as required by Federal and State law and this policy.