

August 2021

RECEIPT OF STUDENT HANDBOOK

Dear Students, Parents, and/or Legal Guardians:

A copy of the Western Boone Jr./Sr. High School policy of attendance and discipline must be made available to each student, parent, and/or legal guardian. This has been accomplished by including the student handbook in the front of each student assignment book.

Each student in grades seven through twelve must acknowledge, electronically, that he/she received the discipline and attendance policy of Western Boone Jr./Sr. High School. **By acknowledging electronically, the student confirms he/ she read and understands the rules in the Student Handbook.**

Dear Western Boone Jr./Sr. High School Student:

Welcome to the 2021-2022 school year at Western Boone Jr./Sr. High School. We look forward to a very rewarding school year in both academics and extracurricular activities. We encourage you to participate in as many activities as your schedule will permit. Involvement in programs and activities outside the regular school day is rewarding and valuable to your entire school experience. We sincerely hope that you are proud to be a Western Boone Star and will strive to carry on and extend the many fine traditions which have already been established. It is very important that each of us work together cooperatively to achieve our goals. The rules and regulations contained in this handbook are intended for the welfare and safety of all students. Your cooperation in abiding by them will aid in maintaining a positive environment within Western Boone Jr./Sr. High School.

We are looking forward to a great year!

DAILY SCHEDULE

MONDAY AND FRIDAY

Junior High School

Period 1 8:05 - 8:55
Period 2 9:00 - 9:50
Period 3 9:55 - 10:45
A Lunch 10:45 - 11:15
Period 4 11:20 - 12:10
Period 5 12:15 - 1:05
Period 6 1:10 - 2:00
Period 7 2:05 - 2:55

High School B Lunch

Period 1 8:05 - 8:55
Period 2 9:00 - 9:50
Period 3 9:55 - 10:45
Period 4 10:50 - 11:40
B Lunch 11:40 - 12:10
Period 5 12:15 - 1:05
Period 6 1:10 - 2:00
Period 7 2:05 - 2:55

High School C Lunch

Period 1 8:05 - 8:55
Period 2 9:00 - 9:50
Period 3 9:55 - 10:45
Period 4 10:50 - 11:40
Period 5 11:45 - 12:35
C Lunch 12:35 - 1:05
Period 6 1:10 - 2:00
Period 7 2:05 - 2:55

TUESDAY, WEDNESDAY AND THURSDAY HOMEROOM SCHEDULE

Junior High School

Period 1 8:05 - 8:50
Period 2 8:55 - 9:40
HR 9:45 - 10:10
Period 3 10:15 - 11:00
A Lunch 11:00 - 11:30
Period 4 11:35 - 12:20

High School B Lunch

Period 1 8:05 - 8:50
Period 2 8:55 - 9:40
HR 9:55 - 10:10
Period 3 10:15 - 11:00
Period 4 11:05 - 11:50
B Lunch 11:50 - 12:20

High School C Lunch

Period 1 8:05 - 8:50
Period 2 8:55 - 9:40
HR 9:45 - 10:10
Period 3 10:15 - 11:00
Period 4 11:05 - 11:50
Period 5 11:55 - 12:40

Period 5 12:25 - 1:10

Period 5 12:25 - 1:10

C Lunch 12:40 - 1:10

Period 6 1:15 - 2:00

Period 6 1:15 - 2:00

Period 6 1:15 - 2:00

Period 7 2:05 - 2:55

Period 7 2:05 - 2:55

Period 7 2:05 - 2:55

2-HOUR DELAY SCHEDULE:

Period 1 10:05 - 10:38

Period 1 10:05 - 10:38

Period 1 10:05 - 10:38

Period 2 10:43 - 11:16

Period 2 10:43 - 11:16

Period 2 10:43 - 11:16

A Lunch 11:16 - 11:46

Period 3 11:21 - 11:55

Period 3 11:21 - 11:55

Period 3 11:51 - 12:25

B Lunch 11:55 - 12:25

Period 4 12:00 - 12:33

Period 4 12:30 - 1:03

Period 4 12:30 - 1:03

C Lunch 12:33 - 1:03

Period 5 1:08 - 1:42

Period 5 1:08 - 1:42

Period 5 1:08 - 1:42

Period 6 1:47 - 2:21

Period 6 1:47 - 2:21

Period 6 1:47 - 2:21

Period 7 2:26 - 2:55

Period 7 2:26 - 2:55

Period 7 2:26 - 2:55

Students are to stay in the cafeteria before school until the 7:45 a.m. bell rings. Students are not allowed in the academic area after 3:30 p.m.

SCHOOL SONG

Hail, Hail to Western Boone

All hail to the red, white and blue.

Hail, Hail to Western Boone

We'll always be loyal to you.

With our spirit and our fight

We will back you with all our might.

To you we pledge our heart and hand

For a victory tonight.

S, S, Sta, A, A, Ars. Sta, Ars, Stars, Stars. Stars!

WESTERN BOONE ATTENDANCE POLICY

Students are expected to attend school every day unless there is a very good reason to be absent.

Students are allowed no more than 8 absences per class, each semester. There are certain absences that will not count toward the eight-day limit. These are listed in section A below. Each absence is either excused or unexcused. Students who receive an unexcused absence are not permitted to make up schoolwork for credit or grades. Any student who is absent the entire day is not allowed to attend any extracurricular activities without prior permission from the administration.

Upon the 9th absence from school or class period (documented and/ or undocumented) the student **will** be required to make up those hours, hour for hour, (7 hours per school day for a complete day) in order to maintain their credits or they **will** forfeit any or all credits for that semester. Parents and/or legal guardians of the student who is in violation of the attendance policy may request a meeting with the Principal (or designee) to review the loss of credits. Failure to request a review of loss of credit will result in the removal of the student from the class and/or the removal of the student from the school setting according to the Due Process procedures.

STUDENT ILLNESS:

A child with an illness that prevents the child from feeling well enough to participate in the usual activities and routines should not be sent to school. This would include fever over 99.6 degrees, vomiting, diarrhea, excessive coughing or runny nose, or extreme fatigue. At school, if your child's temperature reaches 100.0 degrees, vomiting occurs, or he/she is unable to participate in the usual activities and routines because of illness, we will contact you. **Keep contact information current.** Do not send your child back to school until they have been without a fever or fever reducing medication for 24 hours. Your child needs this time to recuperate from the

illness. These guidelines are based on recommendations by the American Academy of Pediatrics. In the 2020-2021 school year Western Boone Schools will follow the recommendations provided by the CDC and Boone County Health Department in regards to the prevention and response to a COVID 19 outbreak.

SECTION A (EXCUSED BY LAW):

- 1.) Service as a page for the Indiana General Assembly.
- 2.) Service in a precinct election or as a helper to a political candidate when requested by a political party.
- 3.) Active duty with the National Guard.
- 4.) Subpoenaed by a court as a witness.
- 5.) Attendance at State Fair for educational purposes.
- 6.) Educationally related non- classroom activities, i.e. Field trips.
- 7.) Attendance for religious instruction.

SECTION B: (EXCUSED WITH DOCUMENTATION)

Upon the 9th undocumented absence, the student's attendance records will be forwarded to the School Resource Office and the Boone County Juvenile Probation Department.

Excused absences, with documentation, will not count toward the undocumented 8 day limit. Documentation is defined as an approved document provided to the school containing information outlining the reason for the absence.

Types of approved documentation:

1. Doctor's note.
2. Court Documentation.
3. College Visit Brochures (All College visits must be pre-arranged).
4. Funeral Program.
5. Other: Documentation not listed may be approved at the school's discretion.

***ANY** absence where documentation is not provided will be considered **undocumented**.

Parent notification for a student who is ill is considered undocumented unless documentation from a physician is provided within 24 hours.

Administrative consideration may be given when an extenuating circumstance would indicate that it would be in the best interest of the student and/or school.

The Administration has final approval in this policy and the administrative procedures followed. All other absences not listed above, including trancies shall be considered unexcused absences.

Any absence not covered by the above list will be dealt with by the Administration. Appropriate preventive and/or disciplinary action will be taken on an individual basis with those who violate the attendance policy. The proper authorities will be notified in cases of repeated trancies and educational neglect.

STUDENT'S RESPONSIBILITIES:

- 1.) The student is expected and it is his/her responsibility to make up all work in accordance with the homework policy.
- 2.) All students are to be signed in by 10:45 a.m. to participate/attend any extracurricular activity.
- 3.) It is the student's responsibility to clear all absences and tardies.
- 4.) Students may not leave the building without the approval of the administration until their class day is complete. If a student leaves without permission for any reason, his/her absence will be considered a truancy and will be unexcused.
- 5.) When it is necessary for a student to leave school before the end of the school day, he/she

must receive a "permission to leave the building slip" from the main office. (See Permission to leave building section for further information)

ATTENDANCE PROCEDURES:

- 1.) If a student must be absent, the parent or legal guardian shall call Western Boone at 765-482-6143 and inform the school of their student's absence or send a note with the student on the day the student returns to school. During non-school hours, the parent or legal guardian may call the Attendance Hotline at 765-482-6143 then press 2, and leave a message of their student's absence.
- 2.) Absent students whose parents have not called the school the day of their child's absence, will be called or receive a home visit by the School Resource Officer.
- 3.) When calling the office, please wait for voice instructions to be completed. All phone calls not accompanied by documentation will be considered undocumented.
- 4.) **All documentation must be provided within 24 hours of the absence or it will be considered undocumented.**

HABITUAL TRUANCY:

As defined by Western Boone School Board Policy 6293: A student is considered to be a habitual truant when the student willfully fails or refuses to attend school in defiance of parental or school authority for the third (3rd) time during the school year.

CHRONIC ABSENTEEISM:

Recently IC 20-20-8-8 was amended to define habitual truancy to include students absent ten (10) days or more from school, within a school year, without being excused or without being absent under a parental request filed with the school. Chronic absenteeism includes students absent from school for ten percent (10%) or more of a school year for any reason. *Students with more than 8 absences may not be allowed to attend field trips.*

Students who are habitually truant or chronically absent will be reported to the intake officer and the Department of Child Services.

PERMISSION TO LEAVE THE BUILDING:

- 1.) A "permission to leave the building slip" must be obtained from the main office prior to leaving Western Boone School during the school day.
- 2.) Students are to report to the main office before the 7:45 a.m. warning bell with a note from the parent or legal guardian to obtain a "permission to leave the building slip".
- 3.) The student must sign out when leaving the building and sign in at the main office when returning to school during the same day. Students must provide documentation upon returning to school.
- 4.) **Parents must come into the main office when picking up students who leave during the school day.**

PREARRANGED OR EXTENDED ABSENCES:

It is the responsibility of the parent/legal guardian and the student to clear any prearranged or extended absence with the Administration of Western Boone. If a student is going to be absent for a family-related function, he/she must have the absence approved by completing the **prearranged absence form from the main office at least one week in advance of the function**. Prearranged or extended absences will be counted as undocumented.

UNEXCUSED ABSENCES:

For all unexcused absences, the student will receive a "0" for the day. The student is allowed to request the assignment(s) that he/she missed, but will receive no credit for those assignment(s).

TARDIES:

A student tardy to school in the morning must report directly to the main office to receive an admit slip. All other tardies are to report to the assigned classroom. A student is given (1) one excused

tardy for each class every nine weeks-grading period. All tardies accrued after the excused tardy will result in the student receiving the appropriate disciplinary action. A tardy is defined as a student not being in his/her assigned seat when the bell rings for class to begin.

EXIT INTERVIEWS:

Any student wishing to withdraw or drop out from Western Boone Jr.-Sr. High School for reasons other than moving to another school district, attending a private school, or home-based instruction must have an exit interview with the Principal before the withdrawal will be approved.

CLINIC PROCEDURES:

- 1.) A student must have a pass from a teacher to go to the clinic.
- 2.) A student must go to his/her next period teacher to get a pass if they need to use the clinic between classes.
- 3.) A student may rest in the clinic for one period (if needed).
- 4.) If further treatment is needed, every effort will be made to contact the parent(s)/legal guardian(s).
- 5.) **Permission to go home must be given by the assistant principal, principal, school nurse, or person designated by the principal before the parent(s)/legal guardian(s) are called to the school. The procedure is to go to the clinic and let the nurse send you home. Failure to follow this procedure will result in the student being counted as unexcused for the remainder of the day.**

MEDICATION POLICY:

Any student who needs to take any medication while at school should do so only through the clinic. The student should bring the medication to the clinic with a note from his/her parent or legal guardian, and the written order of a doctor (Indiana Law IC 20-33-8-13) informing the clinic of when the medication is to be taken and the dosage.

PASSES:

If a student must leave his/her assigned area for any reason for another destination during class time, anywhere on or off school grounds, he/she must have in his/her possession a pass signed by a faculty or staff member. Students are not permitted to leave the classroom unless it is absolutely necessary.

EMERGENCY PROCEDURES:

Western Boone School Corporation has an Emergency Preparedness Plan in place with a countywide response. The corporation also has developed a Crisis Intervention Team to deal with situations in the individual schools. An alarm will be sounded for fire drills. Tornado drills will be announced over the P.A. system. Students are to listen and follow the directions from the teacher(s) and move to the designated area(s) calmly, quietly, and quickly. Evacuation plans are posted in each room. Lock down procedures will be reviewed periodically by the staff and students.

INCLEMENT WEATHER:

Procedures to be followed for extra-curricular activities due to inclement weather:

Morning delay of school--No morning practices.

Early dismissal of school--No practices or games.

Cancellation of school--No practices or games

Determination time in the morning will be no later than 6:00a.m. Discretion of the Superintendent will be used when unusual circumstances arise.

DISCIPLINARY POLICY OF WESTERN BOONE SCHOOL CORPORATION

The Board of School Trustees of Western Boone School Corporation adopts this policy in accordance with the requirement of Indiana Code 20-33-8-12. All administrators, teachers and staff

members of the school corporation shall comply to the extent applicable, with the Due Process and Pupil Discipline Act, Indiana Code 20-33-8, as amended from time to time, in connection with the discipline of students, whether in or outside of the school setting. Any action to expel or suspend a student from school shall be in accordance with the above Act. Additional forms of disciplinary action, which are not covered by the Act, include but are not limited to the following:

- 1.) Counseling with the student or group of students.
- 2.) Conference with the parent/legal guardian or group of parents/legal guardians.
- 3.) Assigning students additional work.
- 4.) Rearranging class schedules.
- 5.) Requiring a student to remain in school after regular hours to do additional schoolwork or for counseling.
- 6.) Restriction of extracurricular activity(s).
- 7.) Removal of a student by a teacher from that teacher's class for a period not to exceed one (1) class period for junior high, or high school students.
- 8.) Assignment by the principal of:
 - (a) a special course of study;
 - (b) an alternative educational program; or
 - (c) an alternative school.
- 9.) Removal of a student from school sponsored transportation.

Additional rules of student conduct and procedures relating to student discipline for the Junior-Senior High School, Granville Wells, and Thorntown Elementary Schools are attached hereto and incorporated into this policy.

DISCIPLINE PROCEDURES AT WESTERN BOONE JR.-SR. HIGH SCHOOL:

Referral of a student to the principal and/or assistant principal is used after the teacher has attempted other appropriate preventive and corrective measures. Once a student reaches the office, the seriousness of the case will speak for itself. The case will be dealt with as rapidly, firmly, and as fairly as possible. In many instances, parents will be contacted. When a student is suspended out of school, the parent will be contacted as soon as possible. After the student and his/her parents or legal guardians have conferred with the administration, the student may be re-admitted to school at the end of their suspension. **It is understood that during an out of school suspension the suspended student cannot attend classes, participate in any school activities, functions, school sponsored events, or be on school grounds.** Per Board Policy 60-40, Western Boone County Community School Corporation School Board of Trustees will not hear suspension/ expulsion appeals.

GENERAL STATEMENTS OF GOOD BEHAVIOR:

If every student were to adopt the policy that the main purpose of school is an education, and strive toward that goal, disciplinary problems would be nonexistent. Therefore, the following statements are presented to serve as a guide to acceptable behavior.

- **Student disrespect toward teachers, school personnel, students, guest, or oneself will not be tolerated in any form.**
- **The use of profanity, fighting, littering, running in the building, throwing objects, defacing school or private property, name calling, tardiness to class or school, screaming or yelling, whistling, horseplay, stealing, tampering with defibrillators, fire extinguishers or fire alarms, gambling and violence are acts that will not be tolerated and will result in disciplinary action.**
- **Do not cut class(s): Cutting class is defined as not being in your assigned area or class during the school day without written permission.**
- **Students must have a pass to be excused from a class or to the office.**

- School equipment, supplies and textbooks are furnished for the student's use. The student is responsible for the care and use of such items.
- Students share in the responsibility of keeping the halls, classrooms, and grounds free of litter at Western Boone. Students should make every effort to place trash in the proper containers.
- No students are allowed in the halls until 7:45 a.m. unless properly supervised.
- Students are not allowed to have food or drinks in the academic area. This includes before and after school hours.
- Students are not allowed to bring book bags, backpacks, and coats into the classroom.
- Students staying after school must be under direct supervision of a teacher or coach. Anyone without direct supervision must leave the building.
- Students with multiple grades of F may be denied the privilege of attending field trips.

BEHAVIOR DISCIPLINE REGULATIONS:

The following regulations will be used to help determine the disciplinary assignments at Western Boone Jr.-Sr. High School. [Example: tardies 1-2 (1 means 1st offense of tardies, 2 means the number of detentions, etc.)]

<u>Action</u>	<u>Detention</u>	<u>Friday School</u>	<u>ISS</u>	<u>OSS</u>	<u>Expulsion</u>
1. Insubordination disruptive behavior	1-1	3-1	4-1	5-3	6
	2-2				
2. Failure to do or complete assignments, homework, etc.	Deal with on an individual basis.				
3. Cheating and Plagiarism	1-zero on work	2- F for nine weeks	3- F for semester Grade		
Detentions, Friday School and OSS may be used as an alternative for students doing or providing homework or assignments for another student but are not enrolled in that given class. (i.e. writing a book report for another student.)					
4. Cutting class ("0" for the class)	1-1	2-1	3-3	4	
5. Cafeteria disruption		1-1	2-1	3-3	4
(Lunch duty may be used as alternative, also cafeteria privileges may be suspended.)					
6. Tardies to class or school: The 2nd tardy by a student in the nine-week period. The teacher of the class will assign the student to write two pages out of the handbook. The student will have 24 hours to turn this in. If they fail to write the pages or turn them in, they will be sent to the office for a Friday school.					

3rd Tardy will result in four pages or two Friday schools.
 4th Tardy will result in six pages or three Friday schools.
 5th Tardy will result in eight pages or one day of OSS.
 6th Tardy – 3 Days OSS
 7th Tardy – Expulsion

7. Inappropriate behavior		1-1	2-2	3-3	4
8. Fighting and/or abusive behavior**				1-3 2-5	3
9. Obscenity/Profanity	1-2	2-1	3-2	4-3	5
10. Physical attack on a staff member **					1
11. Improper attire (Change clothes)		1-1 2-2 3-3		4-3	
12. Use of, under the influence, or possessing a tobacco product and/or any product containing nicotine.				1-3-5 2-5-10	3
<u>Action</u>	<u>Detention</u>	<u>Friday School</u>	<u>ISS</u>	<u>OSS</u>	<u>Expulsion</u>
13. Use of, under the influence, or possessing alcohol, other drugs or drug paraphernalia. **					1
14. Possession, use, or threat with a weapon ** [Confiscate object(s)]					1
15. Possession or use of explosives **[Confiscate object(s)] (i.e. firecrackers, etc.) 1-10 days suspension w/notification of law enforcement and possible request for expulsion.				1-10	

16. Cell Phone disruption during class.		1-1 2-2		3rd Offense 3 days out of school.	
4th Offense out of school suspension.					
17. Harassment and/or Intimidation	(Deal with on individual basis)				
18. Theft (Restitution) **				1-3	2
19. Vandalism to school or private property Restitution**		1-2		2-3	3
20. Leaving the building or school grounds without permission		1-1	2-1	3-3	4
21. Truancy ** ("0" for the days class work)		1-1		2-3	3
22. Unexcused Absence	["0" for the days class work]				
23. Violation of the school's attendance policy **					1
24. Forgery (Forging notes, etc.)		1-1	2-1	3-3	4
25. Parking violation	1-\$5 fine 5 days no driving	2-\$10 fine 10 days no driving	3-\$20 fine no driving the remainder of the school year		
<u>Action</u>	<u>Detention</u>	<u>Friday School</u>	<u>ISS</u>	<u>QSS</u>	<u>Expulsion</u>
26. Reckless driving, violation of student driving regulations	1-\$20.00 fine 20 days no driving	2-\$20.00 fine No driving the remainder of the school year.			

27. Gambling **		1-2	2-2	3-3	4
28. Selling or providing any item without school approval **	Punishment will depend on the severity of the infraction.				
29. Failure to identify self or falsely identifying oneself		1-2	2-5	3	4
30. Setting off fire alarm(s) **					1
31. Lack of proper immunization **	Suspension or expulsion until requirements are met.				
32. Any student receiving 10 discipline reports per year will undergo a discipline review by the administration. The outcome of this review may be, but not limited to, a discipline contract, out of school suspension, or recommendation for expulsion of the student.					
33. Any student of Senior status who is expelled or suspended out of school for the remainder of the semester will not be allowed to participate in the graduation ceremonies. Diplomas will be picked up after the completion of the commencement exercise.					
34. Students will be subject to severe discipline measures if they are involved in harassment, intimidation, making of false statements or demeaning implications towards any staff member at WBHS through the use of internet, e-mail, or any other technological media.					
35. If two or more students are in the same bathroom stall at the same time, two(2) Friday Schools will be issued to all students in the stall.					
36. Students are not to put stickers or anything with adhesive on their school issued computer.					

COMPOUNDING FACTORS WILL BE DEALT WITH ON AN INDIVIDUAL BASIS

** Denotes the proper legal authorities will be notified.

**STUDENT SUSPENSION, EXPULSION,
AND DUE PROCESS**

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 remove a student from school. In this event and in accordance with the provisions of IC 20-33-8-9, the Western Boone School Board authorizes administrators and staff members to take the following actions:

- 1. Removal from class or activity** - Teacher: a junior high, or high school teacher will have the

right to remove a student from his/her class or activity for a period up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.

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 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 semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion in this policy.

GROUND FORS SUSPENSION OR EXPULSION:

Indiana Code 20-33-8-14

Grounds for suspension or expulsion are **student misconduct** or **substantial disobedience**. The following includes examples of student misconduct or substantial disobedience, 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 illustrative and not limited to the type of conduct prohibited by this rule:
 - (A) Occupying any school building, school grounds, or parts thereof with the intent to deprive others of its use.
 - (B) Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - (C) Setting fire to or substantially 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 educational function, or of any lawful 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 the teacher or any of the other school personnel to conduct the educational function under his/her supervision.
2. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeatedly damaging or stealing school property of small value.
3. Causing or attempting to cause substantial damage to valuable private property, stealing or attempting to steal valuable private property, or repeatedly damaging or stealing private property.
4. 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 under-taken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this section.
5. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or anything of value from the student.
6. Possessing, handling, or transmitting a knife or any other object that can reasonably be considered a weapon, or is represented to be a weapon. "Any object" includes any item that is considered a weapon but is not a firearm as defined in rule #13 below.
7. Possessing, using, transmitting, or being affected by any controlled substance, prescription drug, narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant or depressant of any kind, or any paraphernalia used in connection with the listed substances. Also prohibited is the consumption of any of the stated substances immediately before attending school or a school function or event.
8. Engaging in any unlawful selling of a controlled substance or engaging in a criminal law

- violation that constitutes a danger to other students or constitutes an interference with school purposes or educational function.
9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any time when the student is properly under their supervision, where the failure constitutes an interference with school purposes and/or educational function.
 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 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 or tardiness of students;
 - (d) Knowingly 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, or intoxicant of any kind;
 - (e) Possessing, using, transmitting, or being under the influence of caffeine-based substance containing phenylpanolamine (PPA), or stimulants of any kind, be they available with or without a prescription.
 - (f) Engaging in speech or conduct, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.
 12. Possessing or using in a school building during school hours an electronic paging device or a hand-held portable telephone in situation not related to a school purpose or educational function.
 13. Possession of a firearm or deadly weapon: **(Indiana Code 20-33-8-16) Gun Free School Act of 1994**
 - (a) No student shall possess, handle, or transmit any firearm or deadly weapon 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, from which a destructive device may be readily assembled.
 - An antique firearm.
 - A rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
 - (c) The penalty for possession of a firearm: suspension up to 10 days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of

the first semester after the one year period.

The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

- (d) The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
14. Possession of or using tobacco products, E Cigs, e liquids, vaping devices or similar related products, or lighters on school grounds, in the school building or at any school sponsored activities. In conjunction with the Indiana State Excise Police, any student in possession of an age restricted tobacco product may be ticketed and subject to monetary fine. Low THC Extract products, such as CBD Oil and other unauthorized substances, as defined by state law are included in this rule and/or violations of the school corporation administration of medication policy are included in this rule.
 15. Possessing and/ or using illegal or prohibited items. These items include, but are not limited to, disabling sprays (such as mace, pepper spray, mustard spray), stun guns, knives, razor blades, fireworks, and ammunition, explosive powders, stink bombs, any device or liquid designed to explode, and any item or device used to injure others.
 16. **Indiana Code 20-33-8-15**

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 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, school breaks, and the summer period when a student may not be attending classes or other school functions.

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.

SUSPENSION PROCEDURE:

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) If the student denies the charges, a summary of the evidence against the student will be presented; and,
 - (c) The student will be provided an opportunity to explain his/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 the suspended students 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.

EXPULSION PROCEDURES:

When the 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 appoint one of the following persons as the expulsion

examiner:

- (a) Legal counsel
 - (b) A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion meeting will take place if the student's parent request an expulsion meeting. Failure by a student's parent to request this meeting will be deemed a waiver of rights administratively to contest the expulsion. The request for an expulsion meeting will be in writing, delivered by certified mail or by personal delivery and must be received within 7 days of the postmarked date on the expulsion papers sent by the expulsion examiner.
 3. Once a written request is made, the expulsion examiner will notify the student's parents of the date, time, and place of the expulsion meeting.
 4. If an expulsion meeting is conducted, the principal (or designee), will present the evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and present any evidence to support the student's position.
 5. Following an expulsion meeting, the expulsion examiner will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parents via certified mail.

DETENTIONS:

Detentions are a part of the disciplinary action plan of Western Boone Jr.-Sr. High School. Detentions are scheduled for Tuesdays, Wednesday, and Thursdays from 7:00 a.m. to 8:00 a.m. or 3 p.m. to 4 p.m. Detentions are assigned to give the student and parent time to arrange transportation. **If a conflict does occur after the assignment of the detention, the student and/or parent must contact the main office to reschedule the assigned detention. Missing a detention will result in a Friday school.**

FRIDAY SCHOOL:

Friday School is an alternative for more serious or repeated acts of misconduct. Friday School is held at Western Boone Jr.-Sr. High School from 3:00 p.m. to 6:00 p.m. on the assigned Friday nights. These sessions are a strictly controlled study environment. Failure of the assigned student to provide adequate study materials for the duration of the session, or failure to behave properly during the session shall result in an out-of-school suspension. It is very important that students learn proper behavior and accept consequences for inappropriate behavior. Missing Friday School will result in two additional Friday Schools, for a total of three. Students missing one of the re-assigned Friday schools will receive 3 days of Out of School Suspension (OSS).

OUT OF SCHOOL SUSPENSION (OSS):

Out of School Suspension is designed as the last step before expulsion. Western Boone and the Juvenile Court System of Boone County work in conjunction with the students ages 12 to 17 who are suspended out of school to place them in an alternative educational setting during the time of their out of school suspension. Students that receive three(3) Out of School Suspensions in one school year, a request for expulsion may result upon the third suspension.

CLASSROOM RULES:

Western Boone Jr.-Sr. High School recognizes that each classroom presents its own unique environment, thus each classroom will have a set of classroom rules and/or regulations. A student's failure to follow these rules and/or regulations as set forth by the teacher will be viewed as insubordination and referred to the main office for disciplinary action. The media center is included as a classroom.

DRESS CODE:

No hats are to be worn in the building by male or female students. All shirts, midriiffs, crop top, and other clothing are to cover the entire torso of the students. (i.e. No skin is to show between the top

of the pants, shorts, or skirt and the bottom of the shirt or blouse.) All shirts must cover the shoulders (No Tank Tops). Shorts and skirts must be fingertip length. **Leggings, yoga pants, spandex, or any style of tight fitting sweat pants are not to be worn at school, without a covering that is fingertip length.** No holes in pants above fingertip length. No pajama pants or slippers. Indecent clothing, or clothing promoting offensive or suggestive language, pictures, and symbols of tobacco, alcohol, alcoholic beverages, or other drugs, is not to be worn at school. Sunglasses are also not to be worn in the school building. No studded or spiked items, chains or any item that might cause a concern for student's safety. No heavy and/or long coats. Body piercing: physical education teachers or coaches may request that the piercing be removed or taped during an activity. Bandanas are not to be worn at school.

PROM/ JR. HIGH DANCE GUIDELINES

Prom/ Jr. High Dance is a formal occasion sponsored by Western Boone Jr.-Sr. High School. Therefore, being a school event, all school discipline policies are in effect. Students' attire needs to adhere to the following guidelines in order to be considered acceptable for prom.

Guidelines of Dresses

- Overall dress length must be mid- thigh in length or below and front, back or side slits cannot be above the mid-thigh.
- Strapless dresses are allowed.
- No excessive cleavage with any dresses.
- Bare or open back dresses are acceptable as long as they are not cut below the natural waistline.
- Dresses that show bare stomachs and/ or sides of the torso are not permitted.
- Dresses with see-through material are not permitted.
- Appropriate undergarments must be worn and should not be visible.

Guidelines for Tuxedos or Suits

- A formal tuxedo or suit is required. Proper attire includes a collared, button shirt with a tie and formal pants.
- Shirts and shoes are to be worn at all times.
- No baseball style hats are permitted. Formal top hats and Cowboy hats are acceptable.

All students and/or guests must show a ticket for entrance. Non-Webo guests must show a photo i.d. for entrance into prom. Jr. High students cannot bring guests from another school.

Webo students are responsible for their guests adhering to the above guidelines.

Once a student and/ or guest leaves the prom/ dance, he or she will not be permitted to re-enter.

CELL PHONES:

Students are not to use their cell phone during school hours (8:00 a.m. - 2:55 p.m.), however, students are permitted access to their cell phones during their lunch period. In addition, using a cell phone or other electronic device in a situation not related to a school purpose or educational function could result in disciplinary action.

COMPUTER USE:

- 1.) WEBO computers are to be used for educational activities in support of curriculum plans.
- 2.) To maintain the privilege of using Western Boone computer, a student must abide by the computer/network usage rules:
 - a.) Student email access permitted for educational purpose.
 - b.) Chat room and broadcast messages are not allowed
 - c.) No one may log in under someone else's name. Both parties will be found at fault.
 - d.) Sharing of passwords is strictly prohibited. Violations will result in loss of computer/network

privileges.

- e.) Other rules are posted.
- 3.) Anyone suspecting illegal or inappropriate use of the Internet is to report it immediately to the technician or to any faculty member who will then contact the technician.
- 4.) Students that search an inappropriate website(s) or possess/ share inappropriate photos that contain nudity and/ or pornography will, depending upon the severity, be issued a Friday School, Out of School Suspension and/ or Expulsion.

NETWORK AND INTERNET ACCEPTABLE USE POLICY BP 6390:

Access to the Internet enables students to explore thousands of libraries, databases, and other resources. The Corporation expects faculty to blend thoughtful use of the Internet throughout the curriculum and provide guidance and instruction to students in its use. Access to Internet resources will be structured in ways that point students to those evaluated prior to use. However, at times, students will be able to move beyond those resources to others not previewed by staff. Outside of school, families bear responsibility for the same guidance of Internet usage as they exercise with other information services.

Students utilizing corporation-provided Network and Internet access (Network) must first have the permission of and must be supervised by Western Boone County Community School Corporation's (WBCCSC) professional staff. Students utilizing school-provided Internet access are responsible for good behavior on-line just as they are in a classroom or other area of the school. The same general rules for behavior and communications apply.

The purpose of the Network is to facilitate communications in support of research education. To remain eligible as users, students' use must be in support of and consistent with the educational objectives of the WBCCSC. Access is a privilege, not a right. Users should not assume or expect that files stored on school-based computers will be private. Electronic messages and files stored on school-based computers may be treated like school lockers. Administrators and faculty may review files and messages to maintain system integrity and insure that users are acting responsibly.

The intent of this policy is to ensure students understand the Corporation's expectations of their Network use and to ensure that students comply with all Network and Internet rules approved by the Corporation set forth in this policy.

In exchange for the use of the Network resources either at school or away from school, the student understands and agrees to the following:

- A. The use of the Network is a privilege, which may be revoked by the Corporation at any time and for any reason. Appropriate reasons for revoking privileges include, but are not limited to, altering system software, placing unauthorized information, computer viruses or harmful programs on or through the computer and/or Network. The WBCCSC reserves the right to log computer use, monitor file server space, remove files, limit or deny access, and refer the student for other disciplinary actions.
- B. The Corporation reserves all rights to any material stored in files and will remove any material, which the Corporation, in its sole discretion, believes may be unlawful, obscene, pornographic, abusive, or otherwise objectionable. Students may not use their corporation-approved computer account to obtain, view, download, or otherwise gain access to, distribute, or transmit such materials.
- C. All information and services and features on Corporation resources are intended for the private use of its registered users and any use of them for commercial-for-profit or other unauthorized purposes (i.e. advertisements, political lobbying) is expressly forbidden.
- D. Corporation resources are intended for the exclusive use of their registered users. The student is responsible for use of his/her account, password, access, and privileges. Any problems arising from the use of the student's account are the responsibility of the account holder. Use of an account by someone other than the registered account holder is forbidden and may be

grounds for disciplinary action including but not limited to the loss of Network privileges.

- E. Any misuse of the account and/or access to the Network will result in suspension of the account privileges and/or other disciplinary action determined by the WBCSC. Access includes the use of school computers, PDA's, and any other device connecting to the Network. Students are not allowed to connect personal equipment to the Network. Should a student use a personal device to connect to the Internet via other means (i.e. Cellular network) while on school grounds, this acceptable use policy also applies. Misuse shall include, but is not limited to:
 - 1. Intentionally seeking information on, obtaining copies of, or modifying files, other data, or passwords belonging to other users;
 - 2. Disrupting the operation of the Network or any other computer system through abuse of or vandalizing, damaging, or disabling the hardware or software;
 - 3. Malicious use of the Network through cyber-bullying, hate mail, harassment, profanity, vulgar statements, or discriminatory remarks;
 - 4. Interfering with others use of the Network or accessing the materials, information, or files of another without their prior approval;
 - 5. Use for non-curricular/educational communication such as, but not limited to instant messaging and online chatting. Responding to unsolicited online contact is strictly prohibited for student safety;
 - 6. Unauthorized installation, downloading, copying, or use of licensed or copyrighted software or plagiarizing materials;
 - 7. Misrepresenting others on the Network or allowing anyone else to use an account other than the account holder.
 - 8. Accessing, uploading, downloading, or distributing pornographic, obscene, or sexually explicit material. "Sexting" is also expressly forbidden;
 - 9. Violating any local, state, or federal statute;
- F. Corporation Network resources are to be used exclusively for the support of the academic program, not for entertainment.
- G. Students bringing data files into the system agree to check the file with a virus- detection program before opening the file for use. Should the student deliberately or maliciously infect the network with a virus or cause damage through other vandalism, the student will be liable for any and all repair costs to restore the network to full operation and will be subject to additional disciplinary measures.
- H. The student may only log on and use the Network under the immediate supervision of a staff member and only with the student's authorized user account.

Violation of Corporation policy and rules will result in appropriate discipline, which may include suspension of computer access to be determined by the WBCSC staff. Additional disciplinary action will be determined at the building level in keeping with rules set forth in the student handbook. When or where applicable, law enforcement agencies may be involved.

The WBCSC makes no warranties of any kind, neither expressed nor implied, for the Network/Internet access it is providing. The Corporation will not be responsible for any damages users suffer, including, but not limited to, loss of data resulting from delays or interruptions of service. The Corporation will not be responsible for the accuracy, nature, or quality of information.

WBCSC will make all reasonable attempts to prevent inappropriate access to students' personal information through the Internet. The Corporation's intent is to make Network/Internet access available for educational goals and objectives. The Corporation will filter and monitor students' Internet activities. Corporation Internet traffic travels through a content filter which blocks access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. Even though the corporation institutes these technical methods/systems to regulate students' Internet access, these methods cannot guarantee 100% filter accuracy or compliance with the Corporation's

acceptable use policy. The Corporation is committed to helping students use the Internet responsibly, but it is not possible to monitor student usage at all times. Ultimately, parents and guardians of minors are responsible for setting and conveying the standards that their children should follow when using media and information. By using the Corporation's Network/Internet resources, students agree to the rules and regulations set forth in this policy. This policy, upon the WBCCSC Board of Trustees approval, will be published on each school and Corporation websites, student handbooks, and available in hard copy in each building's office.

BUS TRANSPORTATION:

School Bus Rules

School bus drivers are to have control of all students while transporting them between their homes and school. The driver must keep order and maintain discipline among the students while in the bus or along the route. Students are to be treated in a civil manner, and the bus driver must ensure that no one is imposed upon or mistreated while on the school bus. The school bus driver shall also use every care for the safety of the passengers and assure that all students observe the following regulations.

- 1.) Students will go directly to an available or assigned seat when entering the bus. Do not stand or loiter in the aisle.
- 2.) Students will remain properly seated, back against the back of the seat, bottom against the bottom of the seat and feet on the floor. Students may not stand or move from seat to seat while the bus is in motion.
- 3.) Students will carry on the bus only that which can be held in their laps. Nothing is to be placed in the seats or on the floor. Aisles must remain clear at all times. No athletic equipment is to be brought onto the bus during regular routes.
- 4.) Loud, boisterous, or profane language or indecent conduct will not be tolerated.
- 5.) Students are not allowed to tease, scuffle, trip, hold, hit, or use their hands or feet or body in any manner that might be considered objectionable.
- 6.) Water pistols and/or other liquids (including hairspray, cologne, and perfume) are not allowed on the bus.
- 7.) Windows or doors are not to be opened or closed without permission of the driver.
- 8.) Students are not permitted to enter or leave the bus until it has come to a complete stop and the driver has opened the door.
- 9.) Students who wish to ride the bus should be waiting at the designated boarding station at the pre-arranged time of arrival for the school bus. Habitual lateness may result in expulsion from the bus.
- 10.) Upon recommendation of the bus driver, school authorities will deny the privilege of riding on the school bus to any student who doesn't comply with these regulations. The driver may deny the privilege of riding on the bus for one day to any student who refuses to conduct him/herself according to the rules. If the driver feels that the student's actions warrant a longer period of riding privilege suspension, he/she may, with the school Principal's approval, deny the riding privileges indefinitely or until a meeting can be held with the school officials and the parent(s), from which permanent denial may result.
- 11.) The normal school bus transportation procedure is to pick children up near their homes in the morning and deliver them to school, then pick them up at school in the afternoon and deliver them to their homes. Any deviation from this plan should be pre-arranged and be mutually agreed upon by both parent and School Principal.
- 12.) Cell phone usage on buses will be allowed both before and after school. If the cell phone becomes a distraction at the discretion of the driver then the driver may take this privilege away along with the phone. The driver will return the phone to the student upon leaving the bus on the first offense, on the second offense it will go to the student's principal. Violation of any of the guidelines above will result in the phone being confiscated and kept in the office until

parents come and pick up the phone from an administrator.

DRIVING AND PARKING REGULATIONS:

The privilege of bringing a student operated motor vehicle onto school premises implies consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow a search of that motor vehicle when there is "reasonable suspicion for a search" of that motor vehicle. Driving privileges may be revoked if any of the following regulations are violated:

1. Pedestrians must always be given the right-of-way.
2. No parking is allowed in the exits, no-parking zones and fire lanes.
3. Students are to park their vehicles in the morning and come immediately into the school building.
4. Non-students are not to sit in parking lot during the school day.
5. Students are not to pass any buses between Western Boone Schools.
6. All students are to park in the south parking lot and exit on to St. Rd. 32 until after the last bus leaves.
7. All vehicles are to be parked properly in the designated areas.
8. All vehicles must be registered with the school. Registration fee is \$2.00. (The parking tags are only a form of identification for the school.)
9. Registration tag must be displayed in a prominent place when the vehicle is parked on school property. (i.e. Have the tag hanging on the rear view mirror of the car.)
10. Speed limit 15 M.P.H. in the parking lot.
11. Visitors parking is restricted to visitors **only** and handicap parking is restricted to handicap **only**.
12. Pickup should be in the visitor's parking area.
13. Students may have driving privileges revoked for unsafe driving to and from school and/ or school events.

PUBLIC DISPLAY OF AFFECTION:

Students are expected to use moderation concerning their affectionate expressions toward others while on school property or at school sponsored activities. Holding hands is not considered objectionable, but all other public displays of affection are not allowed at school. (i.e. kissing in the halls or any other area of the school) Disciplinary action will be taken against students who ignore or refuse to cooperate with this reasonable rule.

BULLYING, CYBER BULLING, HARASSMENT AND INTIMIDATION:

Western Boone School shall maintain an environment in the school for all students, teachers, and staff that is free from discriminatory and/or sexual insult, bullying, intimidation, or harassment. Persons who feel they have been offended under this policy should report it immediately to a counselor, principal, or appointed designee.

Definition of Bullying, (Indiana Code 20-33-8-0.2) (a) overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the targeted student and create for the targeted student an objectively hostile school environment that: (1) places the targeted student in reasonable fear of harm to the targeted student's person or property; (2) has a substantially detrimental effect on the targeted student's physical or mental health; (3) has the effect of substantially interfering with the targeted student's academic performance; or (4) has the effect of substantially interfering with the targeted student's ability to participate in or benefit from the services, activities, and privileges provided by the school.

In bullying situations, the following actions will be taken (levels can be skipped due to the

seriousness of the offense). The types of bullying include Verbal, Physical, Social/Relational and/ or Electronic.

First Offense: Educate the person initiating the bullying (perpetrator) and the target (and supporters, if identified). The perpetrator will meet with his/her counselor and receive a verbal warning. The parent /guardian will also be notified.

Second Offense: A discipline referral, resulting in one hour of detention and a telephone conference with parent/ guardian.

Third Offense: A discipline referral resulting in a Friday School. Again, the parent/ guardian and SRO (school resource officer) will be notified.

Fourth Offense: A discipline referral, up to five days Out-Of-School suspension, and notification of parent/ guardian and SRO.

Fifth Offense: A discipline referral for five or more days of Out-Of-School suspension, and /or possible recommendation for expulsion. The parent/guardian and SRO will be involved.

NOTE: Depending on the severity of the behavior, a student may be arrested and charged with a criminal offense.

TOBACCO:

Indiana law makes possession, use, or purchase of tobacco a Class C misdemeanor by a person who is less than 18 years of age. Such conduct is also a violation of school rules if it occurs on school property or during a school sponsored activity. The use of any product containing nicotine is prohibited on school property at all times.

DRUG POLICY:

Any student who wishes to participate in extra-curricular / co-curricular activities or drive to or from school or any school related events must participate in the Western Boone Junior Senior High School Drug and Alcohol Random Testing Program. Any student, who does not consent to enroll, will not be permitted to participate in such activities. Students enrolled in the Western Boone Junior Senior High School Drug and Alcohol Random Testing Program will be subject to a random chemical test to determine if the student has consumed or is under the influence of drugs or alcohol.

Students who do not drive to school or any school activities or participate in extra-curricular / co-curricular activities may voluntarily enroll in the Western Boone Junior Senior High School Drug and Alcohol Random Testing Program.

Students who consume or ingest any controlled substance, alcoholic beverage, drug, or intoxicant of any kind before or while attending school or a school function or event.

The school may require a student to submit to a test for drugs if a student exhibits behaviors that lead school authorities to suspect the student consumed or ingested a controlled substance, alcoholic beverage, drug or intoxicant of any kind. Behavior such as slurred speech, dilated pupils, unsteady walk, impaired coordination, etc. are behaviors that could lead authorities to suspect a student has consumed or ingested a controlled substance, alcoholic beverage, drug, or intoxicant of any kind. Consumption or ingestion of such substances is grounds for suspension or expulsion from school.

Use or possession of a substance or device that is designed to falsify and/ or alter drug testing results is prohibited and may result in Out of School Suspension.

Further, the school may subject items in such student's possession to test to determine if those items contain drugs or alcohol. If the school requires the student to submit to a test, the results will be given to the school administrators.

Refusal to submit to a drug test will be considered an admission of having or consumed or ingested a controlled substance, alcoholic beverage, drug or intoxicant of any kind. This is a violation of school rules and will be dealt with according to the student disciplinary policy.

Students who violate school rules and whose behavior causes a reasonable suspicion of

drug use (including alcohol).

REASONABLE SUSPICION CLAUSE:

Reasonable suspicion will be determined on an individual basis by a school administrator.

The school will require a student to submit to a test for drugs if there is reasonable suspicion of drug use. The results of the drug test will be provided to the principal or his/her designee as soon as possible.

Refusal to submit to a drug test when reasonable suspicion of drug use has been determined will be considered disobedience of administrative authority and will be dealt with as any other insubordinate act.

STUDENT COOPERATION:

Students are expected to completely and truthfully respond to all questions from staff members regarding school related matters including potential violations of the student conduct rules or state or federal law. Failure to do so may result in suspension and/ or expulsion from school.

GRADING SCALE FOR WESTERN BOONE JR.-SR. HIGH SCHOOL:

A	92-100	4.00	B-	80-81	2.67	D+	68-69	1.33
A-	90-91	3.67	C+	78-79	2.33	D	62-67	1.00
B+	88-89	3.33	C	72-77	2.00	D-	60-61	0.67
B	82-87	3.00	C-	70-71	1.67	F	<60	0.00

WF Withdraw Failure The grade "A+" is only used for 9 weeks grade.

Classes designated as AP, ACP, or college credit (from the Indiana Core Transfer Library) receive weighted grades (5.0 scale). All other classes will remain at 4.0. Implementation will begin with the **Class of 2013** and not be retroactive.

If a student has an incomplete grade in a class at the end of the nine weeks grading period, an F will be given. After the student, has completed the work for the class, the grade can be changed.

Any student, who enrolls after the 5th week of the semester, will not be guaranteed credit in courses that they have not previously been enrolled in, before coming to Western Boone. However, all efforts will be made to enroll students in classes for credit. Exceptions will be based on administrative approval.

GRADUATION REQUIREMENTS:

The minimum total number of credits required to graduate from Western Boone Jr.-Sr. High School is 42.

Regular Diploma Requirements:

Language Arts	8 Credits	Directed Electives	5 Credits
Mathematics	6 Credits	Physical Education	2 Credits
Science	6 Credits	Health	1 Credit
Social Studies	6 Credits	Electives	8 Credits

Total 42 Credits

For the CORE 40 With Academic Honor Diploma: Students must:

- Complete all requirements for Core 40
- Earn 2 additional Core 40 math credits
- Earn 6-8 Core 40 world languages credits.
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a "C" or better in courses that will count toward the diploma.
- Have a grade point average of a "B" or better.
- Complete one of the following:

Complete AP courses (4 credits) and corresponding AP Exams

Complete IB (higher Level) courses (credits) and corresponding IB exams

Earn a combined score of 1200 or higher on the SAT critical reading and mathematics

Score a 26 or higher composite on the Act

Complete dual high school/college credit courses from the Core Transfer Library (6 transferable college credits)

Complete a combination of AP course (2 credits) and corresponding AP exams and dual high school/college credits course(s) from the Core Transfer Library (3 transferable college credits).

Total 47 Credits

For the CORE 40 With Technical Honors Diploma: Students must:

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

Total 47 Credits

NATIONAL HONOR SOCIETY SELECTION PROCESS:

Western Boone’s chapter abides by the Constitution of the National Honor Society. To be eligible for admission, students must have attended Western Boone Jr.-Sr. High School for at least one semester and have a 3.67 cumulative grade point average at the end of five and/or seven semesters. In addition, potential members must have taken or be taking two classes designated as honors, advanced, AP, or ACP. Eligible students will be asked to complete a Student Activity Information Form. These will be evaluated by the NHS faculty council. In addition to grade and course work, integrity, positive behaviors, cooperation, ethics, and leadership will be assessed. Invitations and or regrets will be sent to all eligible students applying for membership.

NATIONAL JUNIOR HONOR SOCIETY SELECTION PROCESS:

To be eligible for membership, students must have attended Western Boone Jr.- Sr. High School for at least one semester and have a cumulative grade point average of at least 3.67 at the end of the first semester of the seventh or eighth grade year. In addition, students must have completed a minimum of one honors course to be considered for membership. Students meeting the academic eligibility will be invited to complete a candidate form and essay which will address the student’s service, leadership, citizenship, and character. The Faculty Council will review the candidate forms, essays and faculty evaluations to determine the students who meet the selection criteria.

VOCATIONAL SCHOOL POLICY:

Attending any vocational program either within the cooperative or outside our area is considered a privilege granted by the school board when the student is unable to receive the instruction within our facility. All students wishing to attend vocational programs must meet and maintain specified guidelines.

Students attending any of the vocational schools associated with Western Boone School

Corporation must follow the host school's rules and regulations as well as Western Boone's rules and regulations. J. Everett Light Career Center and the Washington Township School District have adopted a student drug testing policy as of January 1998. A copy of the drug testing policy is available for viewing in the main office of Western Boone Jr.-Sr. High School.

More information about vocational school may be obtained in the Guidance Office.

HOMEWORK:

Students at Western Boone are expected to put forth their best effort when working on school assignments, whether it is homework, test, quizzes, or projects. Students are expected to complete and hand in all assignments on the given due date. Students are responsible for obtaining, completing, and handing in all make-up work. This includes making arrangements to make up tests and quizzes that the student might have missed. The time guideline for making up missed work due to being absent is the number of days missed plus one day unless other arrangements are made with the teacher. End of the semester or nine week's deadlines may supersede this extension. Special class or end of the nine weeks projects may be exempt from the above policy. Students with serious illness may be assisted by a homebound teacher. A doctor's statement indicating at least forty (40) consecutive days of absence is necessary in this situation. Parents should contact the Superintendent's Office.

LATE HOMEWORK AND EXTRA CREDIT GUIDELINES:

Students will be expected to turn in all homework on the day it is due. Late work will be subject to the following:

- 1 day late - 50% off total points earned on graded assignment.
- 2 or more days late may be accepted at the teacher's discretion

Students will qualify for extra credit only if all homework assignments have been completed in a timely manner. Extra credit is not to exceed 5% of total points possible or 1/3 of a letter. Teachers may grant exceptions on a case by case basis.

PLAGIARISM:

Plagiarism is the unaccredited use (both intentional and unintentional) of somebody else's words or ideas. As soon as you use more than three (3) words from a source, hard copy or online, you are guilty of plagiarism. If you look up ideas about a work of literature in other sources and then use any of those ideas without giving credit to the source, you are guilty of plagiarism. When writing a research paper, this is very important. A research paper requires the use of outside sources: however, as soon as you use **ideas** or **words** from a source **without credit**, you have committed plagiarism.

PHYSICAL EDUCATION DRESS POLICY:

Each student in a physical education class is expected to dress and fully participate daily. Students are required to wear the Western Boone Physical Education uniform. Failure to meet class expectations will result in progressive discipline. Any student not dressing out in physical education that day will not be able to participate in extracurricular activities that evening (i.e. practices, games, rehearsal, etc.).

PROGRESS REPORTS:

Progress reports will be available on Harmony to all parents/guardian at the completion of the fourth or fifth week of each nine-week grading period.

STUDENT WELLNESS POLICY:

No commercially prepared / vendor prepared foods should be brought onto school property during the school day by students or parents without prior approval by the building principal. Meals brought from home, should be prepared for an individual student's consumption.

CAFETERIA CHARGING POLICY:

No charging will be allowed to insufficient accounts. Parents may call the cafeteria to make

arrangements for payment. If a student has insufficient funds, they will be offered a cheese sandwich and milk. Once funds are replenished, the account will then be charged. At least once a week a low-balance notification will be sent via email to parents.

Based on financial criteria, parents may apply for free/reduced meals.

STAFF DIRECTORY:

Last Name	First Name	E-Mail @webo.k12.in.us	Extension/Voice Mail
Alexander	Megan	Megan.Alexander	3226
Baird	Ryan	Ryan.Baird	3230
Baker	Leslie	Leslie.Baker	3127
Barr	Bill	Bill.Barr	3228
Bayles	Jennifer	Jennifer.Bayles	3102
Birk	Nate	Nate.Birk	3167
Brunty	Jennifer	Jennifer.Brunty	3043
Brunty	John	John.Brunty	3204
Burkett	Josh	Josh.Burkett	3202
Butler	Holli	Holli.Butler	3227
Caldwell	Gennifer	Gennifer.Caldwell	3040
Compton	Jon	Jon.Compton	2408
Cunningham	Dustin	Dustin.Cunningham	3232
Dale	John	John.Dale	3021
Dexter	Jeremy	Jeremy.Dexter	2410
Gillingham	Samantha	Samantha.Gillingham	3125
Foxworthy	Jennifer	Jennifer.Foxworthy	3233
Foxworthy	Matt	Matt.Foxworthy	3133
Gavin	Terri	Terri.Gavin	3257
George	Katie	Katie.George	3017
Gray	Don	Don.Gray	3034

Gutierrez	Katie	Katie.Gutierrez	3200
Oakley	Dustin	Dustin.Oakley	3248
Haney	Colin	Colin.Haney	3019
Harrison	Dustin	Dustin.Harrison	3023
Hawkins	Ryan	Ryan.Hawkins	3211
Hayden	Janet	Janet.Hayden	3020
Hill	Julie	Julie.Hill	3160
Houck	Clayton	Clayton.Houck	3215
Hout	Gena	Gena.Hout	3241
Imbus	Melissa	Melissa.Imbus	3207
Credit Recovery			
Keppel	Lori	Lori.Keppel	3153
Lerch	Riley	Riley.Lerch	3249
Marconett	Krista	Krista.Marconett	3052
Martin	Hope	Hope.Martin	3236
McClaskey	Julie	Julie.McClaskey	3201
Mercer	Debbie	Debbie.Mercer	3014
Meyer	Andrew	Andrew.Meyer	3220
Miller	Brent	Brent.Miller	2407
Morrison	Amy	Amy.Morrison	3156
Voils	Ali	Ali.Voils	3231
Owens-Kaup	Alison	Alison.Owens-Kaup	3256
Pelley	Justin	Justin.Pelley	3159
Pierce	Daniel	Daniel.Pierce	3208
Plunkett	Amanda	Amanda.Plunkett	3223

Query	Terra	Terra.Query	3161
Resource	Room		3207
Riggins	Mark	Mark.Riggins	3022
Sanders	Ashley	Ashley.Sanders	3206
Scott	Sarah	Sarah.Scott	3234
Skibbe	Tricia	Tricia.Skibbe	3016
Smith	Willie	Willie.Smith	3055
Sparks	Cami	Cami.Sparks	3152
Swisher	Katie	Katie.Swisher	3099
Taylor	Amanda	Amanda.Taylor	3051
Taylor	Jane	Jane.Taylor	2409
Terharr	Travis	Travis.Terharr	3038
Trent	Amanda	Amanda.Trent	3222
Tucker	Chris	Chris.Tucker	2426
Walker	Beth	Beth.Walker	3235
Webb	Phillip	Phillip.Webb	3090
Weber	Whitney	Whitney.Weber	3054
Zimmerman	Jean	Jean.Zimmerman	3157
			2412
			3261

EXTRACURRICULAR ACTIVITIES:

National Honor Society
Spanish Club
Fellowship of Christian Athletes
Silhouettes Dance Team
Sunshine Society
Drama Club

Creative Writing Club
Ecology Club
FFA
High School Student Council
Junior High Student Council
Cheerleading

FCCLA
Academic Club
Junior High National Honor Society

Key Club
Pep Club
National Art Honor Society

ATHLETICS

All Athletic Event Dates Are Subject to Change.

Girl's Athletics: Volleyball, Cross Country, Basketball, Track, Tennis, Softball, Swimming, Golf, and Soccer

Boy's Athletics: Football, Cross Country, Tennis, Basketball, Wrestling, Track, Baseball, Swimming, Golf, and Soccer

(For more information, contact the Athletic Office.)

LOCKERS:

Lockers are issued for the convenience of our students. No students should have access to any other locker. **There should be no sharing of lockers.** They are not to be abused or damaged in any way or manner. The lockers are subject to inspection at any time by the authorities or school administration. Disciplinary action will be taken against students who vandalize lockers. In addition, Indiana Code 20-33-8-32 Search of school lockers states:

- (a) A student using a locker that is the property of the School Corporation is presumed to have no expectation of privacy in that locker or its contents.
- (b) A principal or other member of the administrative staff of a school designated in writing by the principal may, in accordance with rules of the governing body of that school corporation, search such locker and its contents at any time. The school corporation shall provide each student and the student's parents a written copy of all the rules of the governing body at that school corporation regarding searches of such lockers and their contents.
- (c) Other than a general search of lockers of all students, any search conducted under this section shall be, when possible, conducted in the presence of the student whose assigned locker is the subject of the search.
- (d) A law enforcement agency having jurisdiction over the geographic area in which is located the school facility containing such locker may, at the request of the school principal and in accordance with the rules of the governing body of that corporation, assist the administrators in searching such a locker and its contents.

MEDIA CENTER:

The Media Center primarily exists to assist all students and staff in meeting academic goals. To ensure fair use and availability of materials, patrons must observe loan period limits. Students who fail to return materials on time will be charged for each item for each school day the material is overdue. The fine accrual stops when a material is returned so it is to the patron's advantage to return overdue materials even if the fine is not paid immediately. Patrons who leave the Media Center without properly checking out materials will face disciplinary action.

Students coming to the Media Center during the school day must follow this procedure:

1. Come with a hall pass from the teacher whose room he/she departed.
2. Upon entering, sign-in at front desk and note time arrived and teacher who issued pass.
3. Before leaving, sign-out at front desk by noting time departed.
4. Students wanting to use the Media Center during lunch period, are to acquire a pass from Ms. Skibbe before their lunch period begins and stay in the Media Center until their lunch period is over.

The library catalog and research links can be accessed at weboschools.follettdestiny.com.

STUDENT PROPERTY:

All student property or personal items of any value should be left at home unless specific

permission is granted by a teacher or administrator for their safekeeping. **Students are not to leave any item unattended or not locked in a locker at any time. Western Boone Jr.-Sr. High School will assume no responsibility for items lost or stolen.**

TELEPHONE USAGE:

Students must have permission to use any telephone in the school's offices or classrooms. A phone is provided at the main office during school hours for students who need to make a local phone call to their home.

**** Improper use of phones - i.e. calling 911 - will result in appropriate discipline**

VISITORS:

All parents, visitors, sales, and maintenance people must sign in at the main office. The visitor will then be issued the appropriate identification badge to be worn while he/she is in the building. Parents are welcome and encouraged to visit the school at any time. For your convenience, it is recommended that appointments be made by calling the school in advance of your visit if you desire to have a conference with a teacher or group of teachers. Every person (parent, alumni, salesperson, etc.) must register in the main office before going anywhere else in the building.

WHERE TO GO TO SEEK HELP AND INFORMATION:

For admit slips from absence	Main Office
For a prearranged absence form	Main Office
To report locker problems	Guidance Office
To seek information about lockers	Guidance Office
To change a student schedule	Guidance Office
To locate lost articles	Main Office
To check graduation requirements	Guidance Office
To obtain passes to leave the building	Main Office
To see college catalogs	Guidance Office
To set dates for school events	Assistant Principal's Office
To have transcripts and applications sent to college	Guidance Office
To obtain permission to hold a social event	Principal's Office

WORK PERMIT:

Students needing a work permit for employment may initiate the process for securing this permit in the Guidance Office. The application is then to be submitted to the Superintendent's Office where the permit will be issued.

POSITIVE BEHAVIORAL INTERVENTION AND SUPPORTS (PBIS)

PBIS represents a radical change in thinking about behavior and discipline. Instead of allowing poor behavior to escalate into disciplinary measures, the focus is on teaching and promoting positive behaviors. By building on these positive behaviors, escalations into discipline are reduced.

WESTERN BOONE'S PBIS GUIDING BELIEFS

1. We believe that all students deserve to be treated equally and with respect.
2. We believe establishing trust and positive relationships are essential for a positive learning community.
3. We believe that students should become individual thinkers, life-long learners, and productive citizens.
4. We believe Western Boone is committed to the success of all of its students, while also holding them to high standards.
5. We believe that we must teach students to understand that **they** are in charge of their goals,

thoughts and actions and that the work/deeds they do today will play an important role in who they become.

PBIS BEHAVIOR MATRIX

Expectations	Cafeteria	Hallway	Restrooms	Classrooms	Assemblies	Arrival/D dismissal
Safe	<ul style="list-style-type: none"> *Use appropriate voice level *Keep aisles clear 	<ul style="list-style-type: none"> *Walk on right side of hallway *Appropriate voice level *Keep hands to self and own belongings *Use your own locker 	<ul style="list-style-type: none"> *Get in, get out *Report suspicious behavior in the bathroom 	<ul style="list-style-type: none"> *Follow classroom rules *Know emergency procedures *Listen to instructions and stay calm during emergency drills 	<ul style="list-style-type: none"> *Respect personal boundaries *Walk *Enter and exit in an orderly fashion 	<ul style="list-style-type: none"> *Walk to and from busses *Use caution on the stairs
Team Player	<ul style="list-style-type: none"> *Help others clean up their space *Pick one seat for the lunch period 	<ul style="list-style-type: none"> *Help others if they drop items *Pick up trash in hallways *Respect everyone's space in the hallway 	<ul style="list-style-type: none"> *Report equipment/behavioral issues *Clean up after yourself 	<ul style="list-style-type: none"> *Collaborate with others *Work with others during appropriate time *Respect classmates *Participate in class discussions 	<ul style="list-style-type: none"> *Appropriately participate *Model positive behavior *Make room for everyone to have a seat 	<ul style="list-style-type: none"> *Watch out for younger students coming into building *Drivers only take one parking spot
Accountable	<ul style="list-style-type: none"> *Clean up after yourself *Follow staff instructions 	<ul style="list-style-type: none"> *Keep lockers clean *Take pride in keeping our hallways clean *Follow staff instructions 	<ul style="list-style-type: none"> *Wash your hands *Throw away trash 	<ul style="list-style-type: none"> *Arrive on time *Turn in assignments (on time) *Communication *Clean up after yourself 	<ul style="list-style-type: none"> *Arrive on time *Clean up after yourself *Be attentive to the speaker 	<ul style="list-style-type: none"> *Be on time *Plan ahead *Take home computers and homework material

Respectful	<ul style="list-style-type: none"> *Be sure your table is clean 	<ul style="list-style-type: none"> *Say excuse me if you run into someone *Follow teacher's instructions *Allow others to access their locker *Clean up after yourself *Follow staff instructions 	<ul style="list-style-type: none"> *Respect personal boundaries *Report misconduct & bullying episodes 	<ul style="list-style-type: none"> *Talk only at appropriate times *Respect other people's property *Be respectful to classmates and teachers *Respect differing opinions *Follow staff instructions 	<ul style="list-style-type: none"> *Be respectful to guest speakers and classmates *Be an engaged listener *Follow staff instructions 	<ul style="list-style-type: none"> *Follow instructions *Allow others to reach their lockers so they can get to their bus
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VALEDICTORIAN/SALUTATORIAN:

Effective with the Class of 1994, a revised procedure was announced for selecting a single valedictorian and a single salutatorian.

1. The single valedictorian is the senior who ranks first in scholarship at the end of the eight (8) semester.
2. The single salutatorian is the senior who ranks second in scholarship at the end of the eight (8) semester.
3. Additional qualifications for the valedictorian and salutatorian:
 - a. Each of the students shall have been enrolled at Western Boone Jr.-Sr. High School for three (3) full semesters. These three (3) semesters must be used in establishing GPA.
 - b. Each of the students shall be currently enrolled in Western Boone at the time the recognition is received.
 - c. Each of the students shall be a member of the current graduating class.
4. If there is a tie for valedictorian, the single valedictorian will be determined as follows:
 - a. The first tiebreaker will be the student with the most high school credits earned in honors courses. Honors courses are defined as any course in English, math, science, social studies or world language which is designated Honors or dual credit, or a course in any subject area which is designated as Advanced Placement (AP).
 - b. If a tie remains, then the total number of A+'s earned by the end of eight semesters will be the deciding factor.
 - c. If a. and b. do not identify a single valedictorian, then the total number of credits earned by the end of eight semester will be the deciding factor.
 - d. If a, b, and c do not identify a single valedictorian, then the principal will appoint a committee to determine which of those tied will be declared the single valedictorian. The committee will take into consideration the number of academic courses and the attendance record of each of these students as of the end of eight semesters.
5. If there is a tie for valedictorian, the single salutatorian will be the student who ranks second and who meets the above criteria.
6. If there is a tie for salutatorian but not for valedictorian the above criteria will be employed to select a single salutatorian.
7. All of the above criteria does not affect the student's rank in class. For example: even though

only 1 student is chosen as valedictorian, there may be more than one student with a number 1 ranking.

SKATING ACTIVITIES PROHIBITED:

Roller skating, skate boarding and other skating activities, including the use of “**Heelys**” are prohibited on school grounds.

Students violating this rule shall receive the following consequences:

First Occurrence-Recorded oral warning and reprimand with parent notification.

Second Occurrence-Assignment to one (1) day of In School Suspension with parent notification. Notation of student violation of insubordination rule.

Third Occurrence-Three (3) days out of school suspension and assignment to Alternative School for violating the skating rule and the insubordination rule.

Fourth Occurrence-Ten (10) days out of school suspension with recommendation for a one-semester expulsion from school for violating the skating rule and the insubordination rule.

Non-students, adults or others violating this rule shall receive the following consequences:

First Occurrence-Recorded oral warning and direction to vacate the activity and the grounds.

Second Occurrence-Oral warning and notification of appropriate law enforcement agencies.

NOTIFICATION OF RIGHTS UNDER THE PROTECTION OF PUPIL RIGHTS AMENDMENT (PPRA):

PPRA affords parents and students who are 18 or emancipated minors (“eligible students”) certain rights regarding our conduct of surveys, collection and use of information for marketing purposes, and certain physical exams. There include the rights to:

- Consent before students are required to submit to a survey that concerns one or more of the following protected areas (“protected information survey”) if the survey is funded in whole or in part by a program of the U.S. Department of Education (ED)-
 1. Political affiliations or beliefs of the student or the student’s parent;
 2. Mental or psychological problems of the student or student’s family;
 3. Sex behavior or attitudes;
 4. Illegal, anti-social, self-incriminating, or demeaning behavior;
 5. Critical appraisals of other with whom respondents have close family relationships;
 6. Legally recognized privileged relationships, such as with lawyers, doctors, or ministers;
 7. Religious practices, affiliations, or beliefs of the student or parents; or
 8. Income, other than as required by law to determine program eligibility.
- Receive notice and an opportunity to opt a student out of -
 1. Any other protected information survey, regardless of the funding;
 2. Any non-emergency, invasive physical exam or screening required as a condition of attendance, administered by the school or its agent, and not necessary to protect the immediate health and safety of a student, except for hearing, vision, or scoliosis screenings, or any physical exam or screening permitted or required under State law; and
 3. Activities involving collection, disclosure, or use of personal information obtained from students for marketing or to sell or otherwise distribute information to others.
- Inspect, upon request and before administration or use -
 1. Protected information surveys of student;
 2. Instruments used to collect personal information from students for any of the above marketing, sales, or other distribution purposes; and
 3. Instructional material used as part of the educational curriculum.

Western Boone County Community School Corporation has developed and adopted policies, in consultation with parents, regarding these rights, as well as arrangements to protect student privacy in the administration of protected surveys and the collection, disclosure, or use of personal information for marketing, sales, or other distribution, purposes. Western Boone County Community School Corporation will directly notify parents and eligible students of these policies at least annually at the start of each school year and after any substantive changes. Western Boone County Community School Corporation will also directly notify parents and eligible students, such as through U.S. Mail or email, at least annually at the start of each school year or the specific or approximate dates of the following activities and provide an opportunity to opt a student out of participating in: Collection, disclosure, or use of personal information for marketing, sales, or other distribution; administration of any protected information survey not funded in whole or in part by ED. Any non-emergency, invasive physical examination or screening as described above.

Parents/eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, D.C. 20202-4605

NOTIFICATION OF RIGHTS UNDER THE FAMILY EDUCATION RIGHTS AND PRIVACY ACT (FERPA):

For Elementary and Secondary Schools

The Family Education Rights and Privacy Act (FERPA) affords parents and students over 18 years of age ("Eligible students") certain rights with respect to the student's education records. These rights are:

- (1) The right to inspect and review the student's education records within 45 days of the day the school receives a request for access.

Parents of eligible students should submit to the school principal a written request that identifies the record(s) they wish to inspect. The school official will make arrangements for access and notify the parents or eligible students of the time and place where the record may be inspected.

- (2) The right to request the amendment of the student's education records that the parents or eligible student believe are inaccurate.

Parents or eligible students may ask the school to amend a record that they believe is inaccurate. They should write the school principal, clearly identify the part of the record they want changed, and specify why it is inaccurate. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible students of the decision and advise them of their right to hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

- (3) The right to consent to disclosures of personally identifiable information contained in the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school official with legitimate education interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the school board; a person or company with whom the school has contacted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

A school official has a legitimate education interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll.

- (4) The right to file a complaint with the U.S. Department of Education concerning alleged failures by Western Boone County Community School Corporation to comply with the requirements of FERPA. The name address of the office that administers FERPA is:

**Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202-4605**

ISTEP+/ ILEARN INFORMATION

Section 1111(b) (2) (I) (ii) of the federal No Child Left Behind Act requires all students be assessed academically in mathematics and reading. In Indiana, the statewide test that meets the NCLB requirement is ISTEP+/ILEARN. Every student attending a public, charter or accredited nonpublic school in Indiana must take the required Indiana assessments to graduate or, in the case of IREAD-3, avoid being retained. Furthermore, it is a violation of Indiana's compulsory school attendance laws for a parent to refuse to send his or her child to school for the purpose of avoiding tests, including assessments (See IC 20-33-2). The Indiana Administrative Code enforces this requirement by requiring that points be deducted from a school's performance and improvement category scores if the school fails to assess at least 95 percent of its students. The score determines a school's performance and improvement grade. Thus, students' failure to take Indiana's assessments may result in a lower A-F accountability grade.

As with any test, a student who is absent from school on the day (or time) he or she is scheduled to participate in required statewide testing will take the test upon their return to school. Absences for the purpose of abstaining from testing will be marked as unexcused, and class work missed during the student's absence, will not be accepted for credit. Students who are absent during an entire test window for the purpose of abstaining from required statewide testing will be unexcused and may be subject to retention, expulsion, additional disciplinary consequences as deemed appropriate by the school principal or his/ her designee. Teachers will not send make up work or spend class time remediating students whose absences are unexcused.

Parents of students who are absent for the purpose of abstaining from testing are subject to consequences under Indiana's Compulsory School Attendance Laws, Ind. Code 20-33-2. Parents of students who are absent during the entire test window will be reported to the Boone County Sheriff's Office for habitual truancy and violation of Compulsory Attendance Laws and will subject to actions taken by the Boone County Court.

USE OF METAL DETECTORS

BP-6235

(Reasonable Suspicion)

When the school administration has reasonable suspicion to believe that weapons are in the possession of an identified student, the administration is authorized to use a mobile metal detector to search the student. Any search of a student's person as a result of the activation of the detector will be conducted in private and in accordance with the policy on personal searches. Only school personnel who have been trained in the usage of metal detectors, law enforcement officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

(Administrative Search)

In view of the escalating school violence, the potential presence of weapons in our schools, and the school corporation's duty to maintain a safe learning environment, the Board of School Trustees authorizes the use of metal detectors to check a student's person or personal effects. Only school personnel who have been trained in the usage of metal detectors, law enforcement

officers assigned to the school corporation, or school resource officers shall operate the metal detectors under the direction of the administration.

School officials or law enforcement officers may conduct metal detector checks of groups of individuals if the checks are done in a minimally-intrusive, nondiscriminatory manner. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.

If a school official or a law enforcement officer has reasonable suspicion to believe that a particular student is in possession of an illegal or unauthorized metal-containing object or weapon, he or she may conduct a metal detector check of the student's person and personal effects.

Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students and posted on the websites of the school corporation and of each middle and high school.

The Superintendent shall develop procedures for implementing this policy. The metal detector checks will be done only in accordance with the provisions of the Board policy and procedures by school personnel or law enforcement officers under the supervision of the school administrator.

USE OF METAL DETECTORS -- PROCEDURES

The following procedures for the use of metal detectors in the schools are developed pursuant to Board policy on the Use of Metal Detectors. The Superintendent may modify or expand these procedures in any manner consistent with the Board's policy.

A notice will be posted in a central location at each middle and high school stating that weapons are not permitted at school and that students may be required to submit to a metal detector check. In addition, the metal detector policy and these procedures will be included in the student handbooks for each middle and high school. Notice of the Board policy and procedures on the use of metal detectors will be sent to parents and students of each middle and high school on a regular basis throughout the school year. A notice must be sent out before the beginning of school and at least once per semester during the school year. The superintendent will determine the specific dates when the notice will be sent out throughout the school year.

Metal Detector Random Checks

- A. A principal may decide to conduct a random metal detector check on all students before entering the school at the beginning of the school day, or he or she may select a group of students to be checked at random on a neutral, nondiscriminatory basis. The group selected for a random check may be a classroom(s), a bus(es), or any other group of students determined by the principal in accordance with these procedures and board policy. Metal detector checks of groups of individuals may not be used to single out a particular individual or category of individuals.
- B. Before conducting the metal detector checks, the participating administrator or law enforcement officer ("officer") will explain the scanning process to students, emphasizing that the checks are intended to maintain safe schools.
- C. An administrator or officer will escort each student with his or her personal effects into a designated area to proceed with the metal detector check. An adult will closely observe students to make sure no objects are removed from pockets or personal effects.
- D. The administrator or officer will ask the student to remove all metal-containing objects from his or her clothing and personal effects. The administrator or officer will then scan the student without touching his or her body and scan the outside of the student's personal effects. The metal detector scan of the student's person will be done by an adult who is the same sex as the student. If the student refuses to cooperate, the administrator or officer may proceed with the check in the presence of another adult.
- E. If the metal detector is activated during the scanning of the student's effects, the administrator or officer will ask the student to open the bag, purse, etc., and the officer will proceed to look for weapons. If the metal detector is activated during the scanning of the student's person, the student will be given a second opportunity to remove any metal-containing object from his person. A second scan will be conducted and if the metal detector is activated again, an administrator or officer of the same sex will conduct a pat-down search of the student's outer clothing in the area where the metal detector was activated. The pat-down search will be done in a private room or area and in the presence of an adult witness, when feasible. If the

administrator or officer feels an object on the student's person, the student will be given an opportunity to remove the object. If he or she refuses, the administrator or officer will remove the object from the student in the presence of an adult witness of the same sex.

Metal Detector Checks of Individual Students

Before conducting a metal detector check of an individual student, the administrator or officer must have individualized reasonable suspicion that the student is in possession of an illegal or unauthorized metal-containing object or weapon. The provisions of the Board Policy regarding personal searches and the use of metal detectors shall be followed under these circumstances.

If a properly conducted search yields a weapon or any other illegal material, it shall be turned over to the proper legal authorities for disposition.

Date Adopted: 8/13/18

ATHLETIC HANDBOOK FOR STUDENT-ATHLETES

ATHLETIC STATEMENT

This athletic handbook is designed to inform athletes and their parents or guardians of the rules, regulations and information that helped develop the tradition of competition at Western Boone Jr.-Sr. High School.

Participation in Western Boone athletics is a privilege which carries with it varying degrees of honor, responsibility and sacrifice. Since athletic competition of Western Boone teams is a privilege and not a right, those who choose to participate will be expected to follow the Code of Conduct established by the administration and other specific coach's rules for their sport. Athletes represent their school and student body. Athletes are to conduct themselves in a manner that is becoming to their family, Western Boone Schools and the community.

ATHLETIC VISION / MISSION

The vision of the Western Boone Athletic Department is to provide the finest opportunities for student-athletes to excel in teamwork, sportsmanship, self-discipline and moral character, while supporting the educational goals of Western Boone Jr.-Sr. High School through an athletic department built on essential core values. Core values that include; being coachable, competitive, fundamental, honorable, respectable, selfless, poised, patient, credible, optimist, kind, life-balanced, honest, motivated, ambitious and hard working. Our mission is to build upon the tradition of excellence within Western Boone athletics and to produce opportunities for physical, social, and emotional growth for Western Boone student-athlete, while providing each participant with experiences that will be positive and memorable. Western Boone seeks to help the athlete develop the capacity for commitment to a cause, to persevere through adversity, accept responsibility and develop loyalty towards a chosen endeavor.

ATHLETE DEFINED

The Western Boone athlete is defined as and includes all young men and women who represent a team that engages in interscholastic competition and further includes cheerleaders, student managers, trainers and statisticians affiliated with a team.

ATHLETIC PROGRAM PROFILE

Western Boone supports 19 sports and cheerleading to students in grades 6 -12. Student-athletes participate in over 500 contests per year. Western Boone is a member of the Sagamore Athletic Conference (SAC). The SAC was formed to promote athletics, academics, activities and information exchange between our eight schools. Members are Crawfordsville, Danville, Frankfort, Lebanon, North Montgomery, Southmont, Tri-West and Western Boone.

SIXTH GRADE PARTICIPATION

Western Boone Junior High School fields athletic interscholastic teams in football, cross country, volleyball, tennis, soccer, basketball, wrestling, swimming, track, baseball, softball, and golf. Football, volleyball, and basketball are considered to be grade level specific sports. Students only compete on and against participants at the same academic grade level. Cross country, tennis, soccer, wrestling, swimming, track, baseball, softball and golf are not considered to be grade level

specific and allow competition across grade levels.

A majority of the schools with whom Western Boone Junior High School competes are comprised of students in grades six through eight. In an effort to increase participation in the sports which are not considered to be grade level specific, participation is open to Western Boone School Corporation students in grade six. Sixth grade students participating on Junior High School teams shall meet all participation guidelines regarding physicals, insurance coverage and academic eligibility that are in place at both their elementary school and the junior high school. All sixth-grade athletes need to be registered in FinalForms for participation.

The administration of Western Boone Junior / Senior High School reserves the right to limit the participation of any and all sixth-grade students in their interscholastic teams' dependent upon the participation level at the seventh and eighth grade levels.

ELIGIBILITY

ACADEMIC/ATHLETIC ELIGIBILITY AT WESTERN BOONE

Student-athletes must be enrolled at Western Boone and pass five full credits (IHSAA standard) each 9-week grading period in order to continue to participate as a team member. Semester-ending grades take precedence. Coaches and sponsors can check progress of students by talking with teachers, issuing periodic grade checks and checking grade cards at the end of grading periods. It is the policy of the athletic department to work closely with the academic progress of each participant. Students with failing grades will attend practices or study at the coaches' discretion during periods of academic difficulty.

RANDOM DRUG TESTING PROGRAM

Western Boone Jr. Sr. High School implemented a random drug testing policy in the spring of 2005. To be eligible to participate in athletics at Western Boone a student athlete must enroll in the random drug testing pool. The random drug testing policy is outlined in our student handbook. The athletic code of conduct, specifically the consequences for substance abuse violations of the code, is aligned with the random drug testing policy.

PHYSICAL EXAMINATIONS

Every student-athlete is required by Western Boone and the IHSAA to have a yearly physical examination completed and on file with the athletic office before the first day of official tryouts/practices in any sport. Physical exams are the responsibility of the athlete and his/her parents. Exams are in effect for the next school year if taken after April 1st. Physical exams are offered at Witham Hospital in April.

WHAT MUST BE DONE BEFORE YOUR FIRST PRACTICE

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

- Take and pass physical examination and have supporting student, parent and doctor signatures
- Meet academic eligibility requirements
- Attend team meeting and AD meeting before the start of the season
- Have athletic transfer filed (Transfer students new to Western Boone cannot compete in interscholastic contests until an athletic transfer is completed)
- Have insurance waiver/handbook acknowledgment signed and on file in FinalForms
- Have emergency medical information entered into FinalForms
- Have consent to athletic training services form signed and on file FinalForms
- Register for teams on FinalForms - sign off on all electronic documents - turn physical into athletic office.

CODE OF CONDUCT

STATEMENT

The following Western Boone Athletic rules are in accordance with the Indiana High School Athletic Association Constitution. An athlete is defined as a participant on an athletic team, cheerleaders, managers, trainers, and athletic assistants.

The conduct of participants in athletics at Western Boone, in or out of school, year-round, shall be:

- 1.) Not to reflect discredit upon our school and 2.) Not to create a disruptive influence on the discipline, good order, moral or educational environment in our school. Any such misconduct violating these principles shall be subject to disciplinary measures.

ENFORCEMENT OF THE CODE OF CONDUCT

The Principal or his/her designee shall enforce all rules and regulations as described in the Code of Conduct (hereafter the Code) for athletes. All rules regarding behavior and/or training as outlined in IHSAA regulations apply. The Code will be reinforced by the coach of each sport during the year. Parents/Guardians and athletes are required to sign the consent document stating that they understand the Code and the athlete is subject to disciplinary measure should he/she violate the Code.

Any alleged violation of the Code shall be reported first to the Principal or his/her designee and then is to be followed by an investigation by any or all of the following people; coach, sponsor, athletic director, principal or his/her designee.

THE CODE IS ENFORCED TWELVE (12) MONTHS A YEAR. GRADES 6-12

EXPECTED STANDARDS OF CONDUCT FOR ATHLETES.

- The good of the team is first and foremost. Once a team is eliminated the individual becomes the most important.
- No player(s) will ever employ illegal tactics to gain an undeserved advantage. All players will devote themselves to sportsmanship.
- All athletes will care for all equipment as though it was their own personal property. If equipment is destroyed through practice it will be replaced by the school. If equipment is lost the athlete(s) will fulfill their responsibility by paying for replacement of items(s). Athletes will turn in school owned equipment and uniforms before being eligible in their next sport season.
- All athletes will obey the specific training and practice rules of their team as given to them by the coaching staff.
- Athletes should not engage in doing negative things. Drinking alcohol, taking controlled drug substances, using tobacco, E-cigs, e-liquids, vapor devices, using profanity and being disobedient are harmful to athletes and their team, and are punishable under the Code of Conduct.
- Athletes and support students of the team must pass five (5) credits each grading period to be eligible to participate in athletics. Team members should plan their time so that they devote energy to their studies to insure passing grades which represent their true abilities.
- Athletes should be a positive influence in all they attempt to do. They are to work for the betterment of Western Boone and set a good example by doing what is right and good.
- Officials deserve courteous respect. All athletes must realize that officials do not lose a game or contest. They are there to ensure a fair contest.
- Athletes should appreciate that coaches, teachers and school officials have the best interests of all athletes in mind as they equip, schedule and conduct the athletic program.
- All Western Boone athletes must comply with the standards of our athletic code of conduct and school rules or be subject to disciplinary action or dismissal from a team as determined by the rules, coaching staff, athletic director and/or principal of Western Boone Schools

IMPORTANT

Western Boone is not asking athletes to make sacrifices. Sacrifice implies giving up good things. We are asking our athletes to do the opposite. Live clean, think clean and do those things that

make them keener, finer and more competent individuals and team members. Participating in athletics is a privilege.

ANTI-HAZING POLICY

Western Boone High School is committed to providing the best learning atmosphere for our students. Hazing activities are inconsistent with our educational mission and will not be tolerated in the athletic department. The Indiana Code defines hazing as “forcing or requiring another person-(1.) With or without the consent of the other person and (2.) as a condition of association with a group or organization; to perform an act that creates a substantial risk of bodily injury.” The American Heritage Dictionary, Fourth Edition, defines hazing as: “To persecute or harass with meaningless, difficult, or humiliating tasks. To initiate by exacting humiliating performances from or playing rough practical jokes upon.” The Western Boone Athletic Department will not tolerate actions by athletes that recklessly or intentionally endanger the mental or physical health or safety of a student. Disciplinary actions will be taken against students who plan, encourage, or engage in hazing activities. Athletic department employees who permit, encourage, condone or tolerate hazing will be subject to discipline.

RULES OF CONDUCT (GRADES 6-12)

The following rules are specific examples of conduct that would violate the Code of Conduct set forth above. Conduct that is not covered by these specific examples but that violate the principles of the Code of Conduct is subject to disciplinary measures at the discretion of the principal or his/her designee. Multiple offenses of any combinations of the Code of Conduct Rules 1-5 may result in further disciplinary measures at the discretion of the principal or his/her designee.

RULE 1: Athletes shall not possess, use, transmit or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, alcohol, tobacco, E-cigs, e-liquids, vapor devices, stimulant, depressant, anabolic steroids, marijuana, counterfeit caffeine pills; or possess, use or transmit paraphernalia for use of such substances. (Use of an authorized drug as prescribed by a registered physician shall not constitute a violation of this rule).

CONSEQUENCE: First Offense

Suspension from contests for a minimum of 30% of a regular season from the time the infraction was discovered by the administration that occur within the 180 days that make up the school year. Student-athletes will be allowed to practice and attend contests in street clothes. The Carry Over Rule will be used in instances where needed.

- Carry Over Rule: If the offense is committed during the school year, when the student is not participating in his/her sport season, the consequence will start on the first official contest day of his/her next sport. If the student commits the offense during summer break (not within the school year), the consequence will start on the first official contest day of the next athletic season the student athlete participates in. Should a student be suspended from participation in the middle of the athletic season and the suspension of contests is not able to be fully completed during the current athletic season due to not enough contest remaining, he/she will finish out the remainder of the suspension when they participate in their next sport.
- Opportunity to Lower First Offense Suspension: Student-Athletes will have the opportunity to lower his/her first offense suspension from 30% of regular season contests within an athletic season to 20% of regular season contests within an athletic season. This is done by student-athletes volunteering 8 hours for the athletic department. These volunteer hours will be assigned and recorded by the Athletic Director or his/her designee. The 8 hours will need to be completed prior to the 20% of contests with the regular season mark.

Second Offense

Suspension from athletics for 365 calendar days from the time infraction was discovered by the administration. Student-athletes will not be allowed to practice, compete, and/or try-out for any sport that falls within the time frame that the suspension is being served, unless the try-out or practice falls within the last 30 calendar days of the suspension. If the try-out or practice falls within the last 30 calendar days of the suspension, the student-athlete may try out for and practice with the team.

Third Offense

Suspension from participation in athletics for the remaining time they are a student at Western Boone Jr.-Sr. High School. Any student who is under the penalty for the third violation of the substance abuse policy may request a review after 2 years by a committee composed of the principal, assistant principal(s), high school athletic director, junior high school athletic director, and guidance counselor. The student will present just -cause for reinstatement. The decision of the committee must be a majority vote for reinstatement to occur. Students who are reinstated will submit to testing for drugs, alcohol, and nicotine at their personal expense per the school's request. If a positive test is obtained, the student-athlete will be banned from athletics for the remainder of their school career.

RULE 2: Conduct

A student may be suspended from athletics for the use of violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or conduct constituting an interference with the athletic program. He/She may also be suspended for urging other students to engage in the above activity. Furthermore, damage or theft involving school and/or private property, intentionally causing bodily harm to fellow students or school employees, intimidating any student with the intent of obtaining money, possessing weapons, and failing in a substantial number of instances to comply with the directives of coaches and/or rules of the athletic program and/or school are all grounds for suspension

CONSEQUENCE: The athlete will suffer consequences at the discretion of the Athletic Department.

RULE 3: Athletes shall not be in violation of school rules such as truancy, classroom disruption, or other punishable acts.

CONSEQUENCE: The athlete will be disciplined by already-established school rules. He/she may further be dealt with within the structure of each coach's rules for their sport.

RULE 4: Athletes shall not be suspended out-of-school for any reason.

CONSEQUENCE: The athlete will be ineligible for all contests and practices during the term of his/her suspension.

RULE 5: Specific team rules may be set forth by the coach of each sport. These rules and the penalties for breaking them will be given to the athletes by the coach of that sport. These written rules will be on file with the Athletic Director.

ATHLETIC SEASON DEFINED

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

FORFEITURE OF AWARDS

If an athlete is not in good standing at the end of the sports season that athlete forfeits all letters and awards for that sport.

CARRY-OVER SUSPENSION

If the violation of the Code occurs in the last part of a sport and the violator cannot fulfill the terms of his/her violation in that sport the suspension does carry-over until the suspension is fulfilled. If a typically one-sport athlete elects to participate in a new sport to serve a suspension, he/s/he will be required to complete that new season in good standing.

COMPLETING A SUSPENSION

When serving a suspension, the athlete is expected to be present at all athletic contests and practices involving his/her team. The athlete is a member of the team and is expected to fulfill this responsibility. If the athlete does not attend the contest, credit will not be given toward fulfilling the requirements of the suspension. It is the coach's discretion to excuse the athlete from attending a contest.

AWARDS

AWARDS INFORMATION FOR ATHLETES

The following information indicates the general guidelines and normal progression for awards. Athletes will receive the appropriate awards for each year as listed and explained below. New athletes to Western Boone (move-ins) cannot exchange awards from their previous school. Athletes cannot buy, substitute or make up for awards not previously won.

DESCRIPTION OF AWARDS

INITIAL AWARD

Junior High students at Western Boone who participate in and complete four sports or more will receive their numerals during their 8th grade year.

CHAMPIONSHIP PATCHES

Individual champions or varsity team champions will receive victory patches for winning the Sectional, Regional, Semi-State or State title(s). Regional, Semi-State and State qualifier patches will also be awarded when warranted.

SAC INDIVIDUAL OR TEAM CHAMPIONSHIP PATCHES

Team members or individual champions winning a SAC event will receive this patch.

CAPTAINS AWARD

Captains pin awarded to each varsity team captain.

LETTER JACKETS

In order to purchase a Western Boone Letter Jacket, an athlete must earn at least one varsity letter. To receive a varsity letter, an athlete must be in good standing at the conclusion of the sport season.

Criteria for earning varsity letters:

BASKETBALL: Participate in 1/2 the varsity quarters and be a member of the sectional team.

CROSS COUNTRY: Finish in the top seven for the team in at least 1/2 the varsity meets and be a member of the sectional team or conference team.

FOOTBALL: Participate in 1/2 of the varsity quarters and be a member of the sectional roster. Win scout team player of the year award.

GOLF: Participate in 1/2 of the varsity matches played.

BASEBALL & SOFTBALL: Participate in 1/2 of the varsity games played and be a member of the sectional team.

TENNIS: Participate in 1/2 of the varsity matches.

TRACK: Average 2 points per meet or compete in the conference or sectional meets.

SOCCER: Participate in 1/2 of the halves played and be a member of the sectional team.

SWIMMING: Place in the top 8 of the finals of the conference meet or sectional meet or have a scoring average of 4 points a meet.

VOLLEYBALL: Participate in 1/2 of the varsity matches and be a member of the sectional team.

WRESTLING: Participate in 1/2 of the varsity meets and win 1/4 of your bouts.

CHEERLEADING: Participate in all scheduled home varsity B/G basketball games, all varsity football games, all home or away Sagamore Conference or Boone County B/G basketball games. They must also participate in IHSAA Championship events for B/G basketball and football.

The coach of any sport may use his/her discretion when awarding varsity letters to members of his/her team.

MANAGERS/TRAINERS: Managers/trainers can only receive a participation certificate until they have been with a program at least three (3) years at which time they may receive a varsity letter.

INJURED ATHLETES: An athlete who is injured during the season will receive consideration for a varsity letter according to the athlete's status and involvement with the team before, during, and after injury.

SENIORS: Any senior who has been a part of the program for four years and has not met the above requirements may receive a letter at the coach's discretion.

SPORT SPECIFIC AWARDS:

These awards are given on a limited basis and only to athletes for outstanding performances in their sport. The criteria for these awards is set by the coaches prior to the start of each season.

BASEBALL

Varsity-3 Awards of coach's choice

Reserve-2 Awards of coach's choice

JR High- 2 awards of coach's choice

BASKETBALL (BOY'S)

Varsity-3 Awards of coach's choice

Reserve-1 Award of coach's choice

Freshman-1 Award of coach's choice

Eighth-3 Awards of coach's choice

Seventh-3 Awards of coach's choice

Sixth-3 Awards of coach's choice

BASKETBALL (GIRL'S)

Varsity-3 Awards of coach's choice.

Reserve- 1 Award of coach's choice

Eighth-3 Awards of coach's choice

Seventh-3 Awards of coach's choice

Sixth-3 Awards of coach's choice

CROSS COUNTRY

Varsity-3 Awards of coach's choice

Jr. High-Most valuable runner

Jr. High-Most improved

FOOTBALL

Varsity-Helmet plaques to 4 year players or members that have made first team all-conference.

Eighth-3 Awards of coach's choice

Seventh-3 Awards of coach's choice

GOLF

Varsity-3 Awards of coach's choice

Reserve-1 Award of coach's choice

Jr. High-3 Awards of coach's choice

SOCCER

Varsity-3 Awards of coach's choice

Reserve-1 Award of coach's choice

Jr. High-3 Awards of coach's choice

SOFTBALL

Varsity-3 Awards of coach's choice

Reserve-1 Award of coach's choice
Jr. High – 2 awards of coach's choice

SWIMMING (BOY'S & GIRL'S)

Varsity-Most valuable swimmer
Varsity-Mental attitude
Varsity-Most improved
Jr. High- 3 Awards of coach's choice

TENNIS (BOY'S & GIRL'S)

Varsity-3 Awards of coach's choice
Jr. High-3 Awards of coach's choice

TRACK (BOY'S & GIRL'S)

Varsity-3 Awards of coach's choice
Freshman-Most improved
Jr. High-3 Awards of coach's choice

VOLLEYBALL

Varsity-3 Awards of coaches
Reserve-1 Award of coach's choice
Freshman-1 Award of coach's choice
Eighth-3 Awards of coach's choice
Seventh-3 Awards of coach's choice
Sixth-3 Awards of coach's choice

WRESTLING

Varsity-3 Awards of coach's choice
Jr. High-3 Awards of coach's choice

SENIOR AND INDIVIDUAL AWARDS

The following awards are voted on by the Athletic Council (Principal, Athletic Director, & Head Coaches)

- Paul Brackemyre Senior Boy Athlete of the year
- WEBO Senior Girl Athlete of the Year
- Senior Scholar Boy Athlete of the Year
- Senior Scholar Girl Athlete of the Year
- Boys Team Player of the Year
- Girls Team Player of the Year

INFORMATION FOR ATHLETES AND PARENTS

ACCIDENTS/INJURIES

All accidents or injuries, home or away, are to be reported to the trainer and/or coach immediately.

ATTENDANCE (ABSENCE) SCHOOL & GAME DAY

Daily attendance to school and practice is very important and expected. A Student-athlete must be signed in by 10:45 A.M. in order to participate/attend his/her athletic event or practice. Approved field trips or school activities constitute attending school. Any exemptions (funeral, dental, doctor) must be approved through the principal's office and/or athletic office.

CHANGING A SPORT

-PARTICIPATION IN TWO SPORTS AT THE SAME TIME

Athletes may NOT participate in more than one sport at the same time.

-TRANSITIONING FROM ONE SPORT TO THE NEXT

An athlete cannot quit one sport to join another sport until that sport season has concluded. For example, the athlete cannot quit football to go out for basketball until football season is completed. If two sports occur in the same season and overlap, an athlete must complete the first sport's season prior to starting practice with the second sport. For example, the athlete must complete junior high boys' basketball season before starting wrestling practice.

-TRANSERRING TEAMS

If an athlete is cut from a team, he/she may join another team or program in that sport season. If an athlete wishes to transfer from one sport to another during a sport contest season, he/she must first receive permission in writing from the sport coach that the student is presently participating in. Any transfer would be for the benefit of all parties involved. Any such transfer must be approved by the Athletic Director.

CLASS RELEASE

There are few times or reasons why a student-athlete should ever miss class. State series practices, all-county/state dinners and rain-outs are examples of excusable releases by the school. Excused release from a class is handled through the principal's office.

COLLEGE-BOUND ATHLETES & RECRUITING

If your student athlete plans to enroll in college following high school and wishes to participate in collegiate athletics, his/her initial eligibility status must be determined by the NCAA and or NAIA Initial Eligibility Center. To be certified by the Eligibility Center to participate in NCAA athletics the prospective student-athlete must:

1. Complete the high school requirements for NCAA Division I or Division II participation.
2. Complete the online application process at www.eligibilitycenter.org (preferred to be done after the student's high school junior year)
3. Complete the high school requirements for participation if interested in an NAIA institution.
4. Complete the online application process at <http://www.playnaia.org/index.php> (preferred to be done after the student's high school junior year).

Note: All high school certification requirements are online at the NCAA or NAIA eligibility center websites.

It is the prospective student-athlete's responsibility to make sure the Eligibility Center has the necessary documents to be certified. You may access your high school's list of approved core courses through the online NCAA or NAIA eligibility center or obtain the list from your guidance counselor. You should work closely with your guidance counselor as soon as your freshman year is completed; to be sure you are taking the required core curriculum courses for eligibility. Also, you should communicate with your coach your desire to participate in collegiate sports, as they can help you prepare for and search for an appropriate college opportunity.

College recruiters may visit Western Boone to talk with our athletes. Students and parents interested in pursuing athletic scholarships should start their searches by asking their individual coaches for information and advice concerning this matter. The guidance office will have additional information about the school or area of interest. NCAA Eligibility Clearinghouse rules determine who is eligible for scholarships. Basically, a student-athlete must be a 'C' student in college prep classes as determined by the NCAA, score well on the Scholastics Aptitude Test or the American College Test and have the recommendation of his/her coaches. These rules are available from the athletic office and your coach. There is time set aside for recruiter-athlete visitation. Your coach and guidance counselor will set this up. Transcripts will be provided to the university through the guidance office.

COMMUNICATION

As an athlete involved in your choice of sports at Western Boone you will experience rewarding

moments and times when things do not go the way you wish. At these times, your best choice is to express directly to the coach your concerns. It is always appropriate for the athlete to discuss position, consideration for future play, treatment, behavior and ways to improve. Also, it is important for each athlete to inform his/her parent(s) that they are encouraged to discuss treatment, improvement and behavior with the coach. However, it is never appropriate for athletes or parents to discuss other student-athletes with the coach.

The Western Boone Athletic Department suggests that you go through the following steps when you have a concern.

1. The athlete should address the problem with the coach one on one.
2. If the problem is not resolved, the parent should contact the coach.
3. If the problem still exists, contact the athletic director and set up a meeting privately or with the coach present.
4. It is always the prerogative of the parent to contact the principal, if the issue is still a problem after meeting with the athletic director and the coach.

DRESS

Coaches may ask their players to dress according to team rules.

EQUIPMENT

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

ALL ISSUED EQUIPMENT AND UNIFORMS REMAIN THE PROPERTY OF WESTERN BOONE AND MUST BE RETURNED AT THE CONCLUSION OF THE SEASON. ANY MISSING ITEMS WILL BE CHARGED TO THE STUDENT-ATHLETE. PARTICIPATION IN NEXT SPORT SEASON, COMMENCEMENT OR NEXT YEAR'S REGISTRATION WILL BE AFFECTED UNTIL ALL FEES ARE PAID.

IHSAA INDIVIDUAL ELIGIBILITY RULES (Grades 9-12)

ATTENTION ATHLETE: TO BE ELIGIBLE TO REPRESENT WESTERN BOONE IN INTERSCHOOL ATHLETICS YOU:

- 1) Must be a bona fide student in good standing; must be enrolled not later than the 15th day of the current semester.
- 2) Must have completed 10 separate days of organized practice in one sport under the direct supervision of the high school coaching staff.
- 3) Must have received passing grades in at least five full credit subjects during your last grading period; semester grades take precedence; and must be currently enrolled in at least five full credit subjects.
- 4) Must not have reached your 20th birthday prior to or on the scheduled date of the IHSAA state finals in a sport.
- 5) Must have been enrolled in your present high school last semester or at one of the junior highs.
- 6) Must not have been enrolled in more than eight consecutive semesters beginning in grade 9.
- 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 physical exam between April 1st and your first practice.
- 9) Must not have transferred from one school to another for athletic reasons as a result of undue influence by any person or group.

- 10) Must not have received any award from your athletic ability not approved by your principal or 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 your school team.
- 13) Must not reflect discredit upon your school.
- 14) Students with remaining eligibility must not participate in tryouts or demonstrations of athletic ability in that sport.
- 15) Must, if absent 5 or more days due to illness or injury, present written verification from a physician stating you may participate again.
- 16) Must not participate in camps, clinics or schools during the IHSAA authorized contest season.
- 17) Girls shall not be permitted to participate in an IHSAA tournament program for boys where an IHSAA tournament program is offered for girls in that sport.

INSURANCE

Western Boone Athletic Department does not provide insurance coverage for student-athletes. Western Boone administrators, coaches and trainers are safety conscious and are trained to instruct athletes in the safe and proper techniques of their individual sport(s). Due to the nature of athletic activity, however, injury may occur. Parents must carry the responsibility for providing medical care and insurance coverage for their son or daughter. Parents are encouraged to have a family insurance policy to cover athletic injuries and the cost of treatment. IT SHOULD BE NOTED THAT NEITHER THE IHSAA NOR WESTERN BOONE JUNIOR-SENIOR HIGH SCHOOL CARRY ANY KIND OF FIRST DOLLAR MEDICAL INSURANCE FOR ATHLETIC INJURIES.

PRACTICES (REGULAR, VACATION, SCHOOL CLOSING)

All team members are expected to attend all practices. Practice scheduled during school vacations are set by the coach and only the coach can excuse an athlete from practice. Practice during a school closing time (snow, etc.) is not permitted without permission from the Corporation Office.

TEAM CUTTING POLICIES

Coaches of the 19 varsity sports at Western Boone have their own policy on how they will choose their teams. In some sports "cutting" a team down to a manageable size is a necessity.

- Every athlete trying out for a squad will be given a fair chance to make the team.

- Generally, this means that the athlete should be given at least **2 days** of tryout.

- It is at the discretion of each sport's coaching staff to decide who will be on their team.

- Coaches will explain their policy to candidates for their team at the first meeting.

- An athlete may be cut from a team anytime during a season.

TRAINER

Witham Health Services provides athletic training services for Western Boone Junior-Senior High School. The trainer is present at all high school practices and home events. The trainer also covers home JH High football and wrestling events.

TRAINING ROOM

The training room is located at the East end of the building. Student-athletes are not permitted in this room without adult supervision. Training rooms are for treatment and rehabilitation. Space is limited, therefore only athletes needing treatment are allowed in these rooms.

WEATHER

If the Western Boone School Corporation is on a delay, all morning practices are canceled. A decision by the school will be made by 6:00 A.M. If school is closed or we have an early dismissal, all afternoon and evening practices and games will be canceled unless the Superintendent makes an exception.

WEIGHT ROOM

The weight room is available for use by teams before and after school. There is a full program of weight training offered during the school year and summer under the guidance of our strength coach. No student shall use the weight room without adult supervision or without having a physical exam on file in the athletic office.

CELL PHONES & SOCIAL NETWORKING SITES

1. Cell phones and cameras may not be used inside a locker room for any purpose. This means no texting, no calling and no pictures. The use of cell phones, is not permitted in the locker room at any time. **NO EXCEPTIONS TO THE RULE.** This rule applies to all players, managers and coaches (coaches may use a cell phone in their office, not the locker room). A violation of this rule will result in immediate penalty, which could include dismissal from the team. If a photograph is taken, the matter may be turned over to legal authorities for possible prosecution. Should an athlete receive a call or text while in the locker room, he/she should take the phone (still in backpack, book bag, gym bag, etc.) out to the hall or outside the building before use. **CAMERAS AND PHONES MAY NOT BE IN USE OR OUT IN VIEW IN THE LOCKER ROOM FOR ANY REASON.**
2. **SOCIAL NETWORKING SITES:** Student-athletes are responsible for information contained in written or electronic transmissions (i.e. e-mail) and any information posted on a public domain (i.e. Twitter, Facebook, SnapChat, Vine, chat room, Instagram, You Tube, etc.). Inappropriate or embarrassing information or pictures should not be posted in any public domain. Student-athletes are not prohibited from participation in such online social networks; however, student-athletes should be reminded that they serve as representatives of their team, the athletic program and the Western Boone Community School Corporation. Texting, tweeting, posting and uses of other social networks to disparage or criticize the team, other students, opponents, coaches or other school personnel is inappropriate behavior and conduct unbecoming of a Western Boone student-athlete. Any individual identified on a social networking site which depicts illegal or inappropriate behavior, will be considered in violation and subject to athletic discipline which could include suspension or dismissal from the program. Length of suspension will be determined by the athletic director with coach's involve

CONSENT FORM: WESTERN BOONE ATHLETIC DEPARTMENT

This consent form is valid for the following school year, if signed after April 1st.

STUDENT CERTIFICATION FOR ATHLETIC PARTICIPATION I hereby certify that I have read the Western Boone Athletic Handbook and understand the eligibility and conduct guidelines as printed. I also understand the risks involved in athletic participation. To the best of my knowledge, I have suffered no injury or illness in the past that would hinder my participation in athletics at Western Boone Junior-Senior High School.

Signature: _____ Date: _____

Printed: _____ Grade: _____

PARENT/GUARDIAN CONSENT FORM (to be completed by parent or legal guardian; where divorce or separation, parent with legal custody must sign)

- A. In accordance with the rules of the IHSAA and Western Boone Junior Senior High School, I hereby consent for the above student to participate in all athletics at Western Boone Junior Senior High School.
- B. I understand that participation may necessitate an early dismissal from classes. I also understand that travel is necessary and an accident causing injury is a possibility.
- C. I know of and acknowledge that my son/daughter knows of the risks involved in athletic participation, understands that serious injury and even death may be possible in such participation, and chooses to accept any and all responsibility for his/her safety and welfare

while participating in athletics. With full understanding of the risks involved, I release and hold harmless my school, the schools involved, and the IHSAA of any and all responsibility and liability for any injury or claim resulting from such athletic participation. I agree to take no legal action against the IHSAA or my school because of any accident or mishap involving the athletic participation of my son/daughter.

- D. As a parent and/or guardian of the above student I have read the Western Boone Athletic Handbook and discussed it with my son/daughter. I understand the Code of Conduct and realize it applies year-round. I also realize that my son/daughter is subject to disciplinary measures should he/she violate the rules of the Code of Conduct.
- E. I authorize Western Boone Junior Senior High School to investigate and obtain information from police agencies, the probation department, or any other source regarding events leading up to an arrest of filing or charges for an act which would be in violation of any of the rules and regulations as stated in Western Boone's Athletic Handbook.
- F. As the parent or legal guardian for the Student listed above, I do hereby consent to the Student receiving athletic training services from Witham Health Services. I understand that during the course of these services certain health information related to Student's athletic training services may be used and/or disclosed for treatment, payment or healthcare operations purposes, or as otherwise required by law. I further consent to certain health information being disclosed to school personnel, including but not limited to, coaches, school administration, and/or staff, as necessary as well as the team physician and/or treating physician.
- G. Absent the fault or negligence of Western Boone agents or employees causing injury or harm to my child, I will not hold Western Boone or its personnel liable or responsible for payment of any claims arising from an incident or accident occurring in connection with my child's participation in athletics.
- H. I understand my child will not be allowed to participate in athletic contests at Western Boone Junior Senior High School until I attend or view the mandatory parent meetings with the Athletic Director at the start of each sport season. These meetings will be either held in the auditorium or conducted in an on-line format for those who cannot attend in person.

I HAVE READ THE ABOVE CAREFULLY

Parent/Guardian Signature: _____ Date: _____

Printed: _____