



Wawasee High School

2025 – 2026

Student Handbook

WAWASEE HIGH SCHOOL

STUDENT HANDBOOK

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WCSC Vision, Mission, and Belief Statement

VISION STATEMENT

Our students are confident, well-rounded citizens who positively impact their communities.

MISSION STATEMENT

Wawasee schools partner with students, families, and communities to meet the needs of all students, and empower them to reach their highest potential.

Wawasee High School Information

ADDRESS: Wawasee High School
#1 Warrior Path, Building 1
Syracuse, IN 46567

WEBSITE: www.wawasee.k12.in.us
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Principal: Mr. Geoff Walmer
Asst. Principal: Mrs. Hannah Pawlicki
Asst. Principal: Mr. Steve Perek
CTE/Pathways Director: Mrs. Tina Schmucker
Athletic Director: Mr. Brent Doty
Guidance Staff: Mrs. Rebecca Puckett - Class of 2027 and 2029
Mr. Jared Stoffel - Class of 2026 and 2028
Ms. Lindsey Kroening - CTE/Pathways

School Day (Monday - Friday)

WAWASEE HIGH SCHOOL BELL SCHEDULE

PERIOD 1	8:05 - 8:50 AM
PERIOD 2	8:55 - 9:40 AM
PERIOD 3	9:45 - 10:30 AM
PERIOD 4 (WARRIOR TIME)	10:35 - 11:15 AM
PERIOD 5A Lunch	11:15 - 11:45 AM
PERIOD 5A Class	11:50 - 12:35 PM
PERIOD 5B Class	11:20 - 12:05 PM
PERIOD 5B Lunch	12:05 - 12:35 PM
PERIOD 6	12:40 - 1:25 PM
PERIOD 7	1:30 - 2:15 PM
PERIOD 8	2:20 - 3:05 PM

WHS DELAY SCHEDULE

PERIOD 1	10:05 - 10:35 AM
PERIOD 2	10:40 - 11:15 AM
PERIOD 3	11:20 - 11:55 AM
PERIOD 5A Lunch	11:55 - 12:25 AM
PERIOD 5A Class	12:30 - 1:05 PM
PERIOD 5B Class	12:00 - 12:35 PM
PERIOD 5B Lunch	12:35 - 1:05 PM
PERIOD 6	1:10 - 1:45 PM
PERIOD 7	1:50 - 2:25 PM
PERIOD 8	2:30 - 3:05 PM

School Cancellations And Delay Schedules

It may become necessary to cancel school or delay its starting time because of inclement weather, which may pose a health and safety factor for our students traveling to and from school. The Superintendent or his designee will determine the cancellation or delay schedule and will have it announced in the following ways: <http://wawasee.k12.in.us>, Parentsquare, School email, Radio: WRSW (1480 AM/107.3 FM) and WAWC (Willie 103.5 FM); Television: WANE (15), WPTA (21), WSBT (22), and WNDU (16).

Wawasee Community School Corporation will utilize built in make up days before using eLearning days. Once the built in days are used, closures will result in eLearning. On eLearning days, teachers will have lessons and/or activities available by 9:00 a.m. if school is canceled outright, or by 10:00 a.m. if a delay is later changed to a cancellation. Teachers will be available to answer questions via email from the time lessons and activities are available through 3:00 p.m. Once we have used all three (3) eLearning days, any additional weather-related closures will require us to shift to live virtual learning (synchronous learning), where students will be expected to attend live instruction virtually during the school day.

The primary objective is to maintain learning momentum, not to make-up missed days of school. Virtual eLearning days allow students to minimize the interruptions caused by snow days and continue to make educational progress.

Academic Hall Of Fame

All students who have a 10.0 G.P.A. or above at the completion of the seventh (7th) semester at Wawasee High School are qualified for the Academic Hall of Fame.

Attendance Policy/Procedures

Student attendance at school is a prerequisite for learning. The Indiana Department of Education places an emphasis on regular attendance, with the target attendance rate of 94%. Research shows that students with a 94% or higher attendance record succeed at a much higher rate than those under 94%. This equates to a student being absent no more than 10 days during the school year, for any reason, whether excused or unexcused. The minimum target goal for every student is to miss no more than 10 school days throughout

In the 2024 Indiana Legislative Session, the General Assembly passed new legislation (Senate Enrolled Act 282) related to student absenteeism. WCSC has updated the attendance policy and procedures to reflect those changes.

Excused Absences:

- Illness verified with a physician statement dated at the time of the visit/illness (note must be returned within one week, or absence will be unexcused)
- Death in the family
- The school sends the child home sick (if due to fever, the following day will also be excused.
- Maternity
- Military-Connected Families (e.g., absences related to deployment and return)
- Religious Instruction (up to 2 hours per week) HEA 1137
- Parent/Guardian Verified Absences:
- Parent/Guardian Notifies School on the day of the absence - any day beyond 10 will be unexcused unless:
 - *Verification by an Indiana licensed medical professional who has examined the student and excused he/she for the period of absence.*
 - *A WHS Chronic Illness Form (available in the school clinic or office).*
 - *Pre-approval or verification by the school principal for extreme emergencies.*

Parent/Guardian Verified absence is defined as a parent/guardian's choice to keep their child home for the child's best interest.

Unexcused Absences:

Students should have ZERO Unexcused Absences

An unexcused absence is defined as any absence not covered under an excused absence as listed above.

Exempt Absences:

Under certain circumstances, the law requires the school to authorize the absence and excuse

of a student. In each of these circumstances, the student is excused from school, is not to be recorded as absent, and is not to be penalized in any way by the school.

To review this statute in its entirety, refer to the Compulsory School Attendance Law.

- serving as a page or honoree of the General Assembly (IC 20-33-2-14);
- serving on the precinct election board or as a helper to a political candidate or party on the day of a municipal, primary or general election (IC 20-33-2-15);
- when subpoenaed to testify in court (IC 20-33-2-16);
- serving with the National Guard for no more than 10 days (IC 20-33-2-17) or serving with the Civil Air Patrol for up to 5 days (IC 20-33-2-17.2),
- the student is approved for an educationally related non-classroom activity (I.C. 20-33-2-17.5);
- the student or a member of the student's household exhibits or participates in the Indiana State Fair for educational purposes (IC 20-33-2-17.7).

Individual Educational Related Activity (IERA)

If a student has an opportunity to participate in an educational experience resulting in school absence with parental permission, parents may request that their son or daughter be absent. IERA requests during the last 5 days of any semester will default to not being approved, but the principal has the discretion to approve based on circumstances of the request.

This request is to be submitted by application to the building principal, or the principal's designee for approval.

1. Application procedure
 - A. Applications are available from the attendance office
 - B. Complete I.E.R.A. form.
 - C. Submit a written statement defining the educational benefit the student will receive.
 - D. Submit supporting documentation, which must include program summary, itinerary, etc.
 - E. All IERA forms/documents must be turned into the attendance office
2. Applications must be submitted far enough in advance to allow time for communication and planning with each teacher.
3. Examples of requests that will not be approved:
 - A. Family trips or vacations that can and should be scheduled during non-school time.
 - B. Activities that can be scheduled during non-school time.

Students approved for an educational related activity must submit a written report to the building principal, or the principal's designee, within one week after the last date of activity. They may also be requested to make a presentation.

College Visit Days

Sophomores, juniors and seniors may take up to four individual college/military days during these three years. They may take four days total during their sophomore, junior and senior year. Additional days requested require a meeting with administration.

Students requesting college visit days must follow this procedure in order to be granted a college visit by the attendance office:

1. You will be given a College Visit Form to take to every teacher for their signature. Each teacher, if they approve you going, will indicate when your make-up work is due.
2. When you have all your teacher signatures, return the form to the attendance office for verification.
3. At the college visit, please have a college official sign your form and then the student is to fill in the bottom of the College Visit Form with your impressions of your visit and return it to the attendance office.
This information will become part of your career file.
4. No visitation days will be granted during the last 5 days of any semester.
5. Failing to follow the above procedure will result in an unexcused absence or truancy.
6. Students must have the attendance department clearance not to be counted absent.

Repercussions:

A parent/guardian will be notified by letter if a student is absent (unexcused) for 3, 5, and 8 days. This does not include excused absence days.

All absences are monitored, and disciplinary action may be taken. WCSC will refer students to Juvenile Court or the Department of Child Services upon reaching 10 unexcused absences from school OR when the student has been absent for any reason for 18 days during the school year, as required by law.

Other State of Indiana Attendance Terms

Habitual Absence: Under IC 20-33-2-25, the "Superintendent or an attendance officer having jurisdiction shall report a child habitually absent from school in violation of this chapter to an intake officer of the juvenile court or the department of child services. The intake officer or the child services department shall proceed with IC 31-30- through IC 31-40. The school corporation shall have a policy outlining the conditions for excused and unexcused absences (IC 20-33-2-14).

Habitual truancy: A student is absent ten (10) days or more from school within a school year without being excused or absent under a parental request filed with the school (IC 18-2-.6.5).
The school may file with the State of Indiana a request that the driver's license or

learner's permit for the operation of a motor vehicle be suspended if a student becomes, by definition, a "habitual truant." A student who is expelled for habitual truancy may not be issued an operator's license or learner's permit until age 18 or until he/she is a student in good standing in the school.

Chronic absenteeism: A student is absent for ten percent (10 percent) or more of a school year for any reason.

State Law Requirements:

IC 20-33-2-14 - The governing body of each school corporation shall have a policy outlining the conditions for excused and unexcused absences. The policy must include the grounds for excused absences. Any absence that results in a person not attending at least one hundred eighty (180) days in a school year must be by the governing body's policy to qualify as an excused absence

Procedures For Reporting An Absence

Parents are responsible for reporting their child absent per the Indiana Compulsory Attendance Law. The school is responsible to see that such reports are valid so that students are treated fairly as the attendance policy is administered.

1. Parents are required to call/email the school attendance office by 10:00 a.m. to report their child's absence for that day. Please provide a good contact number where he/she can be reached later in the day if verification by the Assistant Principal is desired. **Parents can email an absence and/or scan doctor notes to: WHSattendance@wawasee.k12.in.us.**
2. If the attendance office does not receive a call/email regarding the absence within 24 hours, the student will be marked Truant.
3. The Attendance office will be making follow-up contacts whenever necessary to verify the parent's knowledge of the student's absence.
4. Note that this policy is being reviewed continuously, and revisions may be made during the school year. These changes will be taken through the proper process of review and approval. Students and parents will be properly notified.

After they return, students are allowed a number of days equal to the number of days they were absent plus one to submit work assigned during the absence. Work due on the first day of absence is due the day returning to school.

Attendance Problem Areas

- I. Truancy: any absence from school/class without the permission of the school and/or parent, such as:
 1. Leaving school without permission of an administrator or designee.
 2. Absence from class, or an assigned activity, without a

- pass from a teacher, nurse, administrator, or designee.
3. Any absence that is not verified.

Consequences for Truancy:

Teachers may choose not to allow students to make up work for the days of truancy. Students identified by the attendance office as being truant will be assigned consequences in the following manner:

1. First Truancy/Second Truancy - Notification by the Assistant Principal to parents; First truancy - an assignment of one day ISS; Second truancy - an assignment of one day ISS.
2. Third Truancy - the Assistant Principal's discretion that could result in up to one day of out-of-school suspension. A meeting between parent/guardian, student and Assistant Principal will be held to determine corrective action.
3. Fourth Truancy - could result in out-of-school suspension and request for expulsion from school.

Leaving School Early

During the school day, students are not to leave the school grounds without prior approval of a principal or designee. Those students who need to leave the school grounds for reasons known in advance of the school day must have a parent/guardian call/email before they will be permitted to leave.

This would be listed on the day's attendance sheet, an exit pass issued to the student, and they need to sign out in the attendance office. No student will be permitted to leave school without approval of one of the principals or designee (example: student becoming ill during the school day). If a student becomes ill, they need to report to the clinic and be evaluated by the school nurse. If approval is granted, the student will sign out in the attendance office. Failure to follow this procedure will be considered an act of truancy.

Tardiness

Students are expected to be in class on time. A student is tardy to class when the bell has rung and the student is not at their assigned learning station. All tardies beginning with the third each semester and all succeeding tardies are excessive tardies; the student shall be given detention and parent(s) notified for the third and fourth tardies; classroom suspension and parents(s) notified on the fifth tardy; ISS on the sixth tardy; the consequences for the 7th tardy and beyond will be assigned by the Assistant Principal and may result in consequences as severe as out-of-school suspension or expulsion. Other discipline may be utilized, including such as lunch detention, passing period restrictions, etc.. When a student arrives 30 minutes or longer after the bell rings to begin class, he/she will be counted absent for that period. Students arriving at school 30 minutes late or more, need to have a parent/guardian notify the school of the absence.

Bag Policy

Wawasee High School has a 5-minute passing period between classes. This amount of time allows students to return to lockers to pick up and exchange books and materials needed for class. Due to the amount of passing time and the size of the school, students at Wawasee High School are not to take any bags to classrooms/lunch and are to use their lockers for storage of such items. While some schools may allow the use of bags due to the size of their school, etc., there is an inherent risk in allowing bags to be carried. Therefore, in order to reduce that risk, Wawasee High School will adhere to this bag policy.

Cafeteria Procedures

1. Students should have their school ID Card ready for scanning in their hand before reaching the cashier.
2. Students must have a positive lunch account balance in order to purchase items. Students may be refused if their account has a negative balance.
3. Throwing food, paper, or other items in the lunchroom is forbidden.
4. Students are to remove all material they have placed on tables before leaving the lunchroom. Trays, dishes, and utensils are to be taken to the window at the end of the lunchroom. All food must be eaten in the cafeteria.
5. No student may enter the academic area of the building.
6. Food deliveries to school are not permitted during the school day.

Cell Phone Policy

Per [Senate Enrolled Act 185](#), school districts must adopt and implement a wireless communication device policy that limits the use of devices during instructional time. The law includes exemptions for health care needs and IEP and 504 Plan requirements, as well as emergency situations and educational purposes. Personal electronic devices include: cell phones, tablets, laptops, smart watches, wireless earbuds/AirPods, and gaming devices.

Personal electronic devices are not to be used during instructional times or in restricted areas. School-issued Chromebooks are the only electronic device to be used in the classroom for educational purposes. To receive exemption for health care, school needs written documentation. For IEP and 504 exemptions, language must be included in the plans.

Restricted Areas include: classrooms, restrooms, locker rooms, assemblies, ISS, administrative and guidance offices, Library Media Center, and any other areas determined and communicated by administration.

Students may use personal electronic devices in the hallways and cafeteria before and after school, during lunch, and between classes.

Use of these devices outside of the classroom in common areas is permitted provided it does not interfere with the school purpose or disrupts the learning environment (ie. HIT Periods).

Disciplinary Action

The first/verbal warning is this handbook policy and initial communication made by school staff at the beginning of each school year/grading period.

1st offense: Personal electronic device confiscated and held in the attendance office until the end of the day for student pick up.

2nd offense: Personal electronic device confiscated and held in the attendance office until the end of the day for student pick up. Student issued an after school detention.

3rd Offense: Personal electronic device confiscated and held in the attendance office until the end of the day for parent/guardian pick up. 1 Day of ISS.

4th and Subsequent: This constitutes continued failure to comply. Disciplinary consequences will be escalated and determined by administration.

NOTE: These offenses are cumulative across class periods.

Other Areas for separate disciplinary action

Using personal or school issued electronic devices to take pictures and record audio or video without permission could result in disciplinary action.

Students may not use personal or school issued electronic devices to bully or harass others. Sexting is strictly prohibited and subject to criminal charges.

Students may use personal electronic devices on the bus at the discretion of the bus driver. Distracting behavior will not be tolerated.

Areas of Liability

No expectation of confidentiality will exist in the use of personal or school issued electronic devices on school property. The school has the right to view any image or text on a student's electronic device if there is reasonable suspicion that the student has violated the law or school rules.

The school does not take responsibility for damaged, missing or lost personally-owned devices. It is recommended that students avoid bringing expensive devices to school, or keep them locked in lockers, to prevent loss, damage or theft. It is likely the school will not be able to recover lost property.

Charges by a Student

Where a student or his/her parent believes that the student is being improperly denied participation in any educational function of the school corporation or is being subjected to an illegal rule or standard, as provided by the statutes of the State of Indiana or applicable statute of the United States, or by the Constitution of the state of Indiana or of the United States, he/she shall, if unable to work out his/her problems with members of the administrative staff, be entitled to initiate a hearing by filing a charge with the Superintendent. A hearing officer will be assigned by the Superintendent. If the resulting decision is not partially or wholly acceptable, a student or his/her parent may, through written request, appeal the decision to the governing body, the School Board.

Reporting Child Abuse

All adults are required to report suspected child physical and/or sexual abuse to an agency authorized to investigate such. This will be reported by the school district in accordance with the Statutes of the State of Indiana.

Technology Responsible Use Policy

The Purpose of this policy is to set forth the guidelines and expectations for the responsible use of technology by students, staff and teachers in order to provide a safe, appropriate and effective learning environment for all at Wawasee Community School Corporation.

In order to achieve this purpose, we understand that both the individuals using technology and the School have certain responsibilities.

For the Individuals Using Technology

1. We expect the exercise of personal integrity and responsibility.
2. We expect students to master certain social-emotional skills in order to maintain ethical use of such technology.
3. We expect students to avoid device activities which interfere with the learning process.

For the School

1. Our goals are (a) to provide access to educational tools, resources, and communication and (b) to encourage innovation and collaboration.
2. Our policies are intended to promote the most effective, safe, productive and instructionally sound uses of these tools.

Expectations & Rules

Responsible use of WCSC's technology resources is ethical, respectful, academically honest and supportive of the school's mission. Some activities are expressly prohibited by

law; other activities are inappropriate as defined by the administration of the school. The following rules are intended to clarify expectations for conduct, but should not be construed as all-inclusive, as we cannot outline every possible permutation of student behavior with technology. We require students to use technology in accordance with general expectations for appropriate student behavior as outlined in this document.

Violating any portion of this agreement may result in disciplinary review, including possible suspension or expulsion from WCSC and/or legal action. WCSC will cooperate fully with law enforcement officials in any investigation related to any potentially illegal activities conducted through our network. The school reserves the right to apply disciplinary consequences for device-related activities conducted off-campus if such activity adversely affects the safety or well-being of students or other members of our community or constitutes behavior embarrassing to the school.

Online Behavior

- I understand that as a member of the WCSC community, my actions could reflect on the school. In all of my online communication, I will be respectful and polite. This includes, but is not limited to: email, chat, instant-messaging, texting, gaming and social networking sites.
- If I am uncertain whether a specific device activity is permitted or appropriate, I will ask a teacher, parent or the technology department before engaging in that activity.

Privacy

- I will not share any of my passwords with anyone or use anyone else's passwords. If I become aware of another individual's password, I will inform that person or a member of the technology staff.
- I will be ethical and respect the privacy of others throughout the WCSC network and internet and will not share or access others' folders, files or data without authorization.
- I understand that WCSC has the right to look at any data, email, logs or files that exist on the network or on individual or personal devices without the prior consent of system users. In addition, WCSC reserves the right to view or remove any files on the network without prior notice to users.
- I will not share or post online personally identifying information about any members of the WCSC community without permission (addresses, phone numbers, email addresses, photos, videos, etc.)
- I will not make and/or post photo, audio or video recordings of another student, teacher or WCSC event without permission.

Use of School Technology Resources

- I will not play games, instant-message or access music or videos at school, unless it is part of the curriculum or is authorized by a teacher/division.
- I will use the WCSC network space only for school-related activities.
- I will not use my WCSC email account to send out mass unsolicited messages or to forward chain letters, joke collections or other objectionable materials.
- I will not use WCSC technology resources for commercial activity or to seek monetary gain.
- I will not deliberately perform any act which will negatively impact the operation of anyone's devices, printers or networks.
- I will make an effort to keep my device free from viruses and other destructive materials. If my device is accidentally infected, I will seek help from the technology department.
- I will not store, transfer, or use software or settings for hacking, eavesdropping, network administration/monitoring or network security circumvention.
- I will not install or boot to non-approved operating systems on WCSC devices.

Cyber Harassment

Cyber Harassment is when the Internet, cell phones or other devices are used to send or post text or images intended to hurt or embarrass another person.

- I will not intentionally hurt or embarrass another person or group with my technology use as described above.
- I will notify an administrator, a counselor, a teacher, or a technology department member immediately if I become aware of any behavior that may hurt or embarrass another person or group through the use of technology.

Obscene or Inappropriate Materials

- I will not search for (or download) any material that is offensive, lewd, or pornographic. (Offensive material is pro-violence, hateful, discriminatory, or anti-social. An exception to this policy is granted for teacher-assigned research projects.)
- If I mistakenly access inappropriate information, I will notify a teacher or staff person immediately.

Copyright & Plagiarism

- I will properly cite any sources that I use in my school-work.
- I will not plagiarize from any sources. (Plagiarism is taking someone else's writing, images or idea and presenting it as your own.)
- Except for "educational fair use" as defined by a teacher, I will not copy, save, or redistribute copyrighted material (files, music, software, etc.) Users should assume material is copyrighted unless it is stated clearly to the contrary.

Artificial Intelligence

The School Board recognizes the positive impact that artificial intelligence ("AI") technology may have on the School Corporation's educational program and operations. The Superintendent is authorized to support the use of AI technology when its use is consistent with the Corporation's mission, goals, and operational integrity.

Any use of AI technology in the Corporation's educational program or operations must be in accordance with State and Federal law as well as Board policies See Board Policy 5500 and 7540.09

The use of AI/NLP tools, without the express permission/consent of a teacher, undermines the learning and problem-solving skills that are essential to academic success and that the staff is tasked to develop in each student. Students are encouraged to develop their own knowledge, skills, and understanding of course material rather than relying solely on AI tools, and they should ask their teachers when they have questions and/or need assistance.

Unauthorized use of AI tools is considered a form of plagiarism, and any student found using these tools without permission or in a prohibited manner will be disciplined in accordance with the Student Code of Conduct. (See Board Policy 7540.09 - Artificial Intelligence ("AI")).

Personally Owned Computer Equipment & Devices

- Equipment not approved by the technology department shall not be allowed to connect to the WCSC network. This includes, but is not limited to: cell phones, iPods, and non-WCSC laptops/tablets.
- Connecting to other networks while on campus is prohibited. This includes using cellphones to connect WCSC laptops/ tablets to the Internet.

Limitation of Liability

WCSC takes precautions to restrict access to objectionable material online, but it is not possible to have full control over access to resources and materials on the internet. WCSC reserves the right to block content that negatively impacts the academic performance of students. WCSC cannot guarantee that network services will be without error. The school will not be responsible for any lost data or interrupted service caused by malfunction, negligence, or omission. WCSC is not responsible for the accuracy or quality of information obtained through the network. The school will not be responsible for financial obligations arising from unauthorized use of the network.

Note: Any concerns regarding student or faculty use of technology may be confidentially reported to the Director of Technology in addition to the resources mentioned above.

Computer Rules

The following policy infractions may result in disciplinary consequences as decided by administration at Wawasee High School:

Infractions include, but are not limited to:

1. Loading, deleting, copying, changing software or files, and/or creating viruses.
2. Intentionally wasting computer paper or other printer abuse.
3. Hardware abuse - keyboard, mouse, monitor, and cpu damage - marking on equipment and/or related items - disconnecting cable - changing computer or monitor settings.
4. Logging in under another person's login ID - allowing other people to use your login ID.
5. No computer games or e-mail are to be used during the school day without teacher permission on each specific occasion.

Computer Tampering

It is a criminal act under Indiana law to access a computer system or to damage or alter a computer program or computer data without the consent of the computer owner. Therefore, any school personnel or student who is suspected of tampering with or trespassing on any of the school corporation's computers, computer programs, computer systems, or computer networks without authorization will be immediately suspended from employment or school pending investigation by school administrators.

Suspected violators of this rule will be subjected to the staff and student disciplinary procedures. The results of the investigation will be turned over to the proper authorities if it is determined by school authorization that a criminal act may have been committed.

Reference: IC 35-43-1-4; IC 35-43-2-3.

IC 35-43-1-4: Computer tampering - (a) As used in this section: Computer network" and "computer system" have the meanings set forth in IC 35-43-2-3. "Computer program" means an ordered set of instructions or statements that, when executed by a computer, causes the computer to process data. "Data" means a representation of information, facts, knowledge, concepts, or instructions that:

1. May take any form, including computer printouts, magnetic storage media, punched cards, or stored memory;
2. Has been processed, is being processed, or will be processed; in a computer system or computer network.

A person who knowingly or intentionally alters or damages a computer program or data, which comprises a part of a computer system or computer network without the consent of the owner of the computer system or computer network commits computer tampering, a Class D felony. (P.L.35- 1986,2)

IC 35-43-2-3: Computer trespass - (a) As used in this section: "Access" means to

1. Approach;
2. Instruct;
3. Communicate with; Store data in;
4. Retrieve data from; or
5. Make use of resources of;

A computer, computer system, or computer network. "Computer network" means the interconnection of communication lines with a computer through remote terminals or a complex consisting of two(2) or more interconnected computers. "Computer system" means a set of related computer equipment, software, or hardware.

A person who knowingly or intentionally accesses:

1. A computer system;
2. A computer network; or
3. Any part of a computer system or computer network; without the consent of the owner of the computer system or computer network, or
4. the consent of the owner's licensee, commits computer trespass, a Class A misdemeanor. (P.L. 35-1986,3)

Definitions

As used herein, the term "school purposes" is defined as it is in IC 20-33-8-4(Acts 1980, P.L. 148); The term "school purposes" refers to the purpose for which a school corporation operates, including:

1. to promote knowledge and learning generally;
2. to maintain an orderly and efficient educational system; and
3. to take any action under the authority granted to school corporations and their governing bodies by IC 20-5-2 or by any other statute.

As used herein, the term "educational function" is defined as it is in IC 20.33-8.2.

The term "educational function" means the performance by a school corporation for its officers or employees, of an act or a series of acts in carrying out school purposes.

Dance Admission

There will be a designated arrival time established for each major dance or other social functions. That time will be announced prior to each event. Students arriving past half way through the event will not be admitted. The Senior Prom is the only exception to this rule. Once a student has come to an evening activity, he/she is not permitted to leave and re-enter the event. Students who leave the event will not be readmitted.

All dances other than Senior Prom are open to Wawasee High School students only.

Wawasee High School Senior Prom is limited to Wawasee High School Senior students who

have five (5) or less unexcused absences during the current school year. Each Wawasee High School Senior will be allowed up to 1 guest. No person younger than 9th grade will be approved to attend prom. All guests must be in at least 9th grade or higher and have five (5) or less unexcused absences. Guests do not have to be Wawasee High School students. However, a Prom Eligibility form must be completed by the guest school's administration. Should the guest not attend high school, then the guest must be twenty (20) years of age or less and must submit a copy of their driver's license or state approved ID to Wawasee High School administration for approval. This must be completed by the stated deadline on the form.

Wawasee High School students requesting to attend a dance at another school as a guest must follow the same guideline of having five (5) or less unexcused absences.

Deliveries to School

The school has the right to inspect any deliveries or packages delivered to students or staff. Students will not be called from class to pick up items delivered to school.

Discipline

Disciplinary methods will include, but are not limited to: due process, in-school suspension, detention, lunch detention, out-of-school suspension and expulsion. Length and type of punishment are to be determined after an investigation by the administration. The Board of School Trustees of the Wawasee Community School Corporation has declared as school board policy that students engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes shall be subject to suspension or expulsion from school.

The following is a summary, which the board has defined as major and minor offenses and the recommended procedure and/or punishment limited to the following acts:

1. Any violations covering any school function.
2. Students may make up work as allowed by each teacher when suspended out-of-school. Students will be given one day longer than the number of days they were suspended to hand in make-up work.
3. ISS means In-School Suspension. All other suspensions are out of school.
4. The administration reserves the right to determine the extent of the discipline to be used.
5. No student will be allowed to withdraw to avoid expulsion after a decision to expel has been made by the administration.

Seclusion and Restraint Policy

"A Student will not be subject to seclusion or restraint unless the student's behavior poses an imminent risk of injury to the student or others. However, significant violations of the law, including assaults on students and staff, will be reported to the police. As soon as possible

after any use of seclusion or restraint, the student's parent or guardian will be informed and provided with a detailed account of the incident, including the circumstances that led to the use of seclusion or restraint." A copy of the incident report prepared by staff following the use of seclusion or restraint with students will be sent to the student's parent or guardian.

Expulsion Or Suspension

The text setting forth rules of conduct, grounds for exclusion, and procedure prescribed for handling suspensions and exclusions from school is not intended to be all inclusive, and all of the provisions contained within Public Law 162 as enacted by the General Assembly of the State of Indiana, entitled "An act to amend IC 1971 by adding a new chapter 20-8-9.5 concerning education, student, school officials and personnel, school rules and disciplinary and other procedures in connection therewith" approved February 17, 1972, the same being Acts 1972 P.L. 162, as amended by 20-33-8-1 to 20.33-8-23, Public Law 218, Section I are adopted herein by reference as fully and completely as though here set forth, and all acts amendatory or supplemental thereto. A full and complete copy of said Public Law 162 as amended is available to any parent, guardian or student in the office of each school in the corporation, and at Administration Offices of the School Corporation. All corporation policies referred to in this handbook are available in their entirety in the high school office.

20-33-8-14 GROUNDS FOR EXPULSION OR SUSPENSION

1. The following are the grounds for student suspension or expulsion as stated by school corporation rules:
 - a. Student misconduct
 - b. Substantial disobedience
2. The grounds for suspension or expulsion listed in subsection (a) apply when a student is:
 - a. on school grounds immediately before or during school hours, or immediately after school hours, or 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;
 - c. traveling to or from school or a school activity, function, or event.
3. Examples of student misconduct and disobedience are found on page 26 under Major Offenses.

20—33-8-15 UNLAWFUL ACTIVITY

A student may be suspended or expelled for engaging in unlawful activity on or off school grounds if:

1. The unlawful activity may reasonably be considered to be an interference with school purposes or an educational function;
2. The student's removal is necessary to restore order or protect persons on school property; including an unlawful activity during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school function

POSSESSION OF FIREARMS, DEADLY WEAPONS, OR DESTRUCTIVE DEVICES Section 16.

1. As used in this section, "firearm" has the meaning set forth in IC 35-37-1-5.
 - a. As used in this section, "deadly weapon" has the meaning set forth in IC 35-41-1-8. The term does not include a firearm or destructive device.
 - b. As used in this section, "destructive devices" has the meaning set forth in IC 35-47.5-2-4.
 - c. Notwithstanding section 20 of this chapter, a student who is:
 1. identified as bringing a firearm or destructive device to school or on school property; or
 2. in possession of a firearm or destructive device on school property;
Must be expelled for at least one (1) calendar year, with the return of the student to be at the beginning of the first school semester after the end of the one (1) year period.
 - d. The superintendent may, on a case by case basis, modify the period of expulsion under subsection (c) for a student who is expelled under this section.
 - e. Notwithstanding section 20 of this chapter, a student who is:
 1. identified as bringing a deadly weapon to school or on school property;
or
 2. In possession of a deadly weapon on school property; may be expelled for not more than one (1) calendar year.
 - f. A superintendent or the superintendent's designee shall immediately notify the appropriate law enforcement agency having jurisdiction over the property where the school is located if a student engages in a behavior described in subsection (c).
 - g. The superintendent may give similar notice if the student engages in a behavior described in subsections
 - h. Upon receiving notification under this subsection, the law enforcement agency shall begin an investigation and take appropriate action.

A student with disabilities (as defined in IC 20-35-7-7) who possesses a firearm on school property is subject to procedural safeguards under 20 U.S.C. 1415.

Other Disciplinary Actions

The Superintendent, Principal, any administrative personnel or any teacher is authorized to take any action in connection with student behavior reasonably desirable or necessary to help any student, to further school purposes, or to prevent interference therewith.

Such action includes, but is not limited to, such matters as:

1. Counseling with a student or group of students.
2. Conferring with a parent or group of parents.
3. Assigning students additional work.

4. Re-arranging class schedules.
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling
6. Restricting extra-curricular activity.

Bullying

Bullying Defined: Overt, repeated acts or gesture, including verbal or written communications transmitted; physical acts committed; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate or harm the other student.

This rule applies when the student is on school grounds, immediately before or during school hours, immediately after school hours, traveling to or from school, or at an activity, function or event sponsored by the school, or using property or equipment provided by the school.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be bullying behavior directed toward a student. Reports may be made to the Principal or the Assistant Principal.

All complaints about bullying behavior that may violate this policy shall be promptly investigated.

If the investigation finds an instance of bullying behavior has occurred, it will result in prompt and appropriate disciplinary action. This may include up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and / or a request to resign for Board members, Individuals may also be referred to law enforcement officials.

Bullying is not tolerated in the Wawasee Community School Corporation. Violations of this policy will be reviewed by the Principal or his/her designee for appropriate disciplinary action.

Student Conduct

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law regarding minors. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community.

Respect for real and personal property; pride in one's work; achievement within the range of one's ability; and exemplary personal standards of courtesy, decency, and honesty shall be maintained in the schools of this Corporation. It is the responsibility of students, teachers and administrators to maintain a classroom environment that:

1. allows teachers to communicate effectively with all students in the class;

2. allows all students in the class the opportunity to learn;
3. has consequences that are fair, and developmentally appropriate;
4. considers the student and the circumstances of the situation; and
5. enforces the Student Code of Conduct/Student Discipline Code accordingly.

The Superintendent shall establish procedures to carry out Board policy and philosophy, and shall hold all school personnel, students, and parents responsible for the conduct of students in schools, on Corporation premises, and on school vehicles.

The Superintendent is authorized to establish administrative guidelines on the dangers of dangerous weapons which requires students to report knowledge of dangerous weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge shall/may subject the student to immediate suspension and potential expulsion from school.

Student conduct shall be governed by the rules and provisions of the Student Code of Conduct. This Code of Conduct shall be reviewed periodically.

I.C. 20-33-6-1 thru 34, 20-27-10-2

Disorderly Conduct

It is the purpose of the School Board, acting within the intent and letter of the law of this State, to provide instruction for students at public expense. Any act of any person(s) to interfere with or to thwart that purpose is unlawful, or is in violation of Board policy. Therefore, actions by a student(s) to interfere materially or substantially with the operations of the School Corporation by defacing or destroying school property, by rioting, breaking-in, sitting-in, lying-in, smashing-in, or picketing to force students not to cross picket lines are illegal. Students who engage in such activities may be punished to the full extent of the law and Board policies and Corporation administrative guidelines promulgated thereunder.

For the purposes of this policy, the term "disorderly conduct" shall mean any unlawful student assemblage; or group act of violence, disruption, vandalism, or building seizure, or interference with the functioning of school personnel or any student or group of students.

I.C. 20-33-8-2

Disciplinary Procedures To Be Used By Bus Drivers

In an effort to provide safe, efficient and dependable transportation to and from school for eligible students within the Wawasee Community School Corporation drivers have been instructed as follows:

1. Drivers are knowledgeable regarding expectations of student behavior.
2. Drivers receive in-service regarding seating plans and on bus disciplinary techniques
3. Drivers are supplied with school bus discipline report forms.

These forms will be used for the following misconduct:

1. failure to remain seated while a bus is in motion

2. refusing to obey the bus driver
3. fighting with or bothering the bus driver
4. profanity
5. lighting matches or smoking
6. use of nicotine or other controlled substances
7. throwing of objects within or out of the bus
8. hanging out of the bus window, vandalism, or spitting
9. other behavior which may jeopardize the safety of students.

After a bus driver has exhausted the methods of correcting behavior on the bus, he/she then will utilize the written report, which will then be turned in to the building Principal or designee.

Disciplinary Procedures To Be Used

1. All minor disciplinary problems should be handled immediately by the school bus driver. The school bus driver should consult with the Principals to keep them informed of a student's behavior on the bus. Principals. Should also be informed of problems in order to provide data for future disciplinary actions
2. Methods which may be used by a bus driver to correct behavior on the bus may include but are not limited to such things as:
 - a. Verbal warnings
 - b. Assigned seat
 - c. Use of the front seat as a disciplinary measure.
 - d. Notification to parent or problem to enlist the parent's support in correcting the student's behavior.
 - e. Up to five (5) days suspension of riding privileges with notification to the school, central office, and the parents. This is to be used only when it is not possible to follow the process outlined under item 3 below.
3. Drivers will be supplied with school bus discipline report forms. These forms will be used for the following misconduct:
 - a. Failure to remain seated while the bus is in motion.
 - b. Refusing to obey the bus driver.
 - c. Fighting with or bothering other students.
 - d. Profanity/inappropriate gestures.
 - e. Lighting matches or smoking.
 - f. Possession of tobacco of any type.
 - g. Throwing objects within or out of the bus.
 - h. Hanging out of the bus window.
 - i. Vandalism.
 - j. Spitting
 - k. Repeatedly opening bus windows more than half way.
 - l. Any other behavior which may jeopardize the safety of students.

In normal circumstances the disciplinary procedure will be as follows:

- a. Verbal warning(s) to student of specific behavior that is inappropriate. Driver should

- document the date, type of incident, and verbal warning given.
- b. If the student does not respond to verbal warning, the driver shall move the student to the front. Driver should document all disciplinary actions.
 - c. If the student does not respond to the verbal warnings or other disciplinary action, the driver will document the incident in
 - d. writing and notify the Principal. The Principal or designee will discipline as deemed appropriate. The next occurrence of misconduct could result in removal from the bus. For that reason, the parent should be notified that the student's behavior must be improved. This step is the first offense involving the Principal as set forth in Board Policy 9.55.
 - e. Should an offense occur after step (c), the driver shall notify the Principal or designee. A one to five-day suspension shall occur and the Principal/designee, driver, student, and parent shall conference. The student and parent shall be informed in writing that further incident (s) will result in suspension of riding privileges. This corresponds to the second offense under Board Policy 9.55.
 - f. Should an additional incident occur the Principal/designee should determine the consequence including the length of time riding privileges shall be suspended. Parents, student and driver should be involved in a conference at the time of the incident.

This corresponds to the third offense under Board Policy 9.55.

1. Any flagrant violation, which jeopardizes the safety of children, will be treated as an incident under 3(e). The Principal and the driver will notify the parent of the incident immediately and shall explain the reason for their decision.
2. The Director of Transportation shall receive copies of written letters required under 3, (d), and (e).
3. Subsequent violation(s) during the school year may result in suspension of riding privileges for up to the end of the school year.

Bus Notes

Any desired changes to transportation need to be made through the corporation website (Wawasee.k12.in.us).

Detention

Behavioral detention is assigned to those students who are unable to conduct themselves according to the rules and regulations of our school. All behavioral detentions are 45 minutes in duration.

Behavioral detentions are served in the Attendance office, Tuesday - Thursday for 45 minutes, under the supervision of the Assistant Principal. Detentions begin at 3:10 p.m. All detentions must be served **within one (1) week of assignment**. Examples of behavioral detentions are violation of school rules, misconduct, horseplay, excessive tardies (see section on tardiness), rudeness, insubordination, and discourteous behavior, etc. **Arrangements can be made to serve a detention at a different time pending administration approval beforehand.**

If a behavioral detention is not served as specified above, the student shall automatically receive an assignment ISS. Habitual failure to serve will result in OSS, and possibly expulsion.

After the fifth behavioral detention in a semester, the sixth through ninth behavioral detention per semester shall automatically become an ISS assignment. Beginning with the tenth behavioral detention, each detention may become an out-of-school assignment with possible expulsion.

Detention Guidelines

1. Students must arrive at the specified time to begin detention. No one is admitted late.
2. The student must work on schoolwork the entire detention period. Only school assignment materials may be brought to detention.
3. The student may not talk, sleep, eat, leave his/her seat, or pass a note during detention.
4. If a student fails to follow the above guidelines, he/she will be dismissed from detention and will automatically receive more severe consequences.

Student Due Process Procedure

Checklist For Use In Removal, Suspension, Expulsion, And Exclusion Of Students

Removal of Student by Teacher

1. The term "removal" as used in this section means the statutory right of a teacher to remove pupils under his or her charge from any educational activity within the supervision of that teacher for a period of time not to exceed five (5) days.
2. Such removal must be an action, which is then reasonably necessary to carry out, or to prevent an interference with, the educational function of which the teacher is then in charge.
3. The teacher will:
 - a. Inform the student of the reason(s) for his or her removal. (Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from class without informing them of the reasons.)
 - b. Instruct the student to leave the classroom or activity.
 - c. Tell the student where to report.
 - d. Follow up the removal by checking to see if the student reported as instructed.
 - e. Notify the administration by completing the Referral Form or in such other written manner as may be appropriate.

Due Process/Conduct/Policies/Procedures

During school and at all school functions, all students of Wawasee are subject to school policy and I.C. 20- 33-8-9. Any faculty member has the legal authority and duty to discipline any

Wawasee student at all times.

Expulsion Procedures

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting.
 - a. legal counsel
 - b. a member of the administrative team who did not expel the student and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parents are given a notice of their right to request an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to request a meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of their right to request an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reasons for the expulsion.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make
 - a. a written summary of the evidence heard at the meeting,
 - b. take any action found to be appropriate, and
 - c. give notice of the action taken to the student and the student's parent.
 - d. a student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken.
 - e. The student or parent's appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/ or the student's parents. The board will then take any action deemed appropriate.

Major Offenses

1. Use of 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.
First Offense-1-10 Days OSS/PR Alt. School
Second Offense - Exp/PR
2. Continuously and intentionally making noise or acting in any manner so as to interfere

seriously with any teacher's supervision.

First Offense - ISS/OSS/Exp/Alt. Sch.

Second Offense - OSS/Exp/Alt. Sch

Third Offense - Exp. Alt. Sch.

3. Causing or attempting to cause damage to school property; stealing or attempting to steal school property; or damage or theft involving school property, regardless of its value.

First Offense - 1-5 days OSS + Reimbursement +P.R.

Second Offense - 1-5 days OSS+Reimbursement P.R.

Third Offense - Exp.

4. Intentionally causing or attempting to cause damage to private property or stealing, or attempting to steal private property on school grounds or during an educational function or event off school grounds or repeatedly damaging or stealing private property.

First Offense - 1-5 days OSS + Reimbursement+P.R.

Second Offense - 1—5 days OSS+Reimbursement +P.R.

Third Offense - Exp

- 5 . Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a person or persons on school property or at any school function.

First Offense - 1-10 days OSS+ P.R./Alt. Sch.

Second Offense - Exp/P.R.

6. Intentionally doing serious bodily harm to any student.

First Offense - 1-10 days OSS+ P.R./Alt. Sch.

Second Offense - Exp/P.R.

7. Threatening or intimidating any student for the purpose of, or with the intent of, obtaining money or something of value from such a student.

First Offense - 1-5 days OSS + P.R.

Second Offense-1-10 days OSS/P.R./Exp/Alt. Sch.

Third Offense - Exp

8. Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon or using objects as weapons.

First Offense - 1-10 OSS/Exp/Alt. Sch./P.R.

Second Offense I- 10 OSS/Alt. Sch/Exp./P.R.

Third Offense - Exp/P.R.

9. It is a violation of the disciplinary code of Wawasee Community High School, as allowed by Indiana Code, to:

- A. Possess, provide to another person, or be under the influence of any controlled substance which is or contains tobacco/nicotine, alcohol, marijuana, a stimulant, or intoxicant, a narcotic, a depressant, or a hallucinogen, or any substance represented by the provider to be any of the listed controlled substances, on school grounds at any time or at any school- sponsored activity at any location including the school bus. Use of medication by a student prescribed by a medical doctor, a dentist or other health care provider authorized by law to prescribe medication for that student, does not violate this rule. Any student, who is unsure of

possession, use of providing another person with any particular medicine or substance would violate this rule should contact an administrator before possessing, using or providing the medication or substance.

First Offense - Alt. Sch./Exp./P.R.

Second Offense - Exp/P.R.

Third Offense - Exp/P.R.

- B. Possess or provide to any person anything used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogens on school premises at any time or at any school sponsored activity at any location including a school bus. Examples of things which are not to be possessed or provided to another person are pipes, rolling papers, clips, and literature or other such paraphernalia.

First Offense - Alt. Sch./P.R.

Second Offense - Exp/P.R.

Third Offense - Exp/P.R.

Vape Pens/E-Cigarettes are not appropriate for school and should not be on school property.

Vape Pens/E-Cigarettes will be handled through the disciplinary procedures that are consistent with tobacco/nicotine, possession and paraphernalia.

- C. Tobacco/nicotine is a controlled substance. Indiana State Law forbids the possession or use of tobacco/nicotine products by individuals who are less than 21 years old. Any Wawasee student, regardless of their age, who possesses, uses or distributes tobacco/nicotine products to other students is in non-compliance with the Wawasee High School Code of Conduct.

First Offense - 2 days OSS/P.R.

Second Offense - 3 days OSS/P.R.

Third Offense - 10 days OSS/Exp/P.R.

- D. Statutory omission of Title of 9 D (contraband that looks like or is represented to be certain prohibited items).

First Offense - OSS/Exp/Alt. Sch./P.R.

Second Offense - Exp/Alt. Sch./P.R.

Third Offense - Possible Exp/P.R.

- E. Knowingly possesses, uses, provides or transmits to another person (by sale or otherwise), or be under the influence of any substance which looks like is, which the student represents to be, which the student has reason to believe is, or which has been represented to the student as a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, any substance which contains alcohol, marijuana, caffeine-based pills, substance containing phenylpropanolamine (PPA), stimulant, depressant, or intoxicant of any kind.

First Offense - Alt. Sch./Exp/P.R.

Second Offense - Exp/P.R.

Third Offense - Exp/P.R.

- F. Arranging for the sale or distribution of any item listed in categories 9-A-E while at

school or any area listed in items 1, 2, 3 under grounds for expulsion or suspension.

First Offense - Alt.Sch./Exp/P.R.

Second Offense - Exp/P.R.

Third Offense - Exp/P.R.

10. Engaging in the unlawful selling of narcotics or other violation of criminal law which constitutes a danger to other students, or constitutes an interference with school purposes.

First Offense - Exp./Alt. Sch./P.R.

Second Offense - Exp/P.R.

Third Offense - Exp/P.R.11.

11. Failing in a substantial number of instances to comply with directions of teachers, during any period of time when he/she is properly under their supervision, where such failure constitutes an interference with school purposes.

First Offense - 1 day ISS

Second Offense - 1 day ISS or 1-10 days OSS

Third Offense - Exp

12. Engaging in any activity forbidden by the laws of the State of Indiana, which constitutes an interference with school purposes.

First Offense - Exp/Alt. Sch./P.R.

Second Offense - Exp/ Alt Sch./P.R.

Third Offense - Exp/P.R.

13. OVER THE COUNTER DRUG POLICY, RULES:

A. All drugs, over-the-counter and prescription, must be registered with the school nurse and stored in the school health office.

B. Students will not abuse or distribute over-the-counter or prescription drugs.

C. Over-the-counter drugs include but are not limited to aspirin, Tylenol, cold, allergy, asthma, caffeine pills and mini-thins. SELLING OR REPRESENTING OVER-THE-COUNTER DRUGS AS CONTROLLED SUBSTANCES WILL RESULT IN EXPULSION.

Failure to register or store medications in the health office will result in:

First Offense - One day ISS - One day SAP

Second Offense - 1 day ISS and 15 day SAP

Third Offense - Possible Exp

14. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:

A. Engaging in sexual behavior on school property;

B. Disobedience of administrative authority;

C. Willful tardiness of students;

D. Possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind;

E. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any

kind, be they available with or without a prescription.

- F. Engaging in speech or conduct, including clothing, jewelry or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes.

First Offense - 1-10 OSS/Exp/Alt. Sch.

Second Offense - Alt Sch.

Third Offense - Exp

- 15. Possessing and abusing medications:

First Offense - 1 day ISS and 15 day SAP

Second Offense - Alt Sch

Third Offense - Exp

*The administration reserves the right to determine the extent and nature of the discipline to be used.

S. = Suspension I.S.S. = In School Suspension

P.R. = Police Referral Exp. = Expulsion Process

ALT.S. = Alternative School S.A.P. = Substance Abuse Program

Minor Offenses

1. Direct disobedience of a teacher's request or order is absolutely forbidden in any case. If a pupil feels that an order is unreasonable, he/she may appeal to administration at the end of class.
2. Any student who defaces, writes on, or damages school property will pay for damage and be subject to further school discipline.
3. Inappropriate display of affection on school grounds. (Inappropriate is defined as anything more than holding hands.)
4. Students are expected to walk in the building.
5. Take pride in school property. If there is a problem with a student's locker, notify someone in the office, and it will be fixed as soon as possible.
6. A student who is involved in cheating may be assigned a zero on the test or homework. This includes plagiarism of any kind. A second offense may result in failure. Parents will be informed in writing of this action.
7. Sleeping in class is not permitted.
8. A student must go to class with appropriate class materials. Continued failure to do this will be considered a minor offense.
9. Use of profanity, or possessing pornographic material or pictures of items restricted in categories 9- A-E of major offense are strictly forbidden.
10. Failure to comply repeatedly with a teacher's request to have proper study materials is a major offense punishable by suspension/expulsion.
11. Being in an unauthorized area.

The teacher will discipline minor offenses when possible. Once the student is sent to the office, the administrator in charge of discipline then will determine what action he must take to prevent further distractions in the classroom.

Suspension Procedure by Principal or Designee

1. The term "suspension" means any disciplinary action whereby a student is separated from school for a period of ten (10) days or less, and which does not constitute an expulsion or exclusion.
2. Any Principal may deny a student the right to attend school or to take part in any school function for a period of ten (10) days or less.
3. The Principal may suspend a student only after the Principal or his/her designee has made an investigation and has determined that such suspension is necessary to help any student, to further school purposes, or to prevent an interference with school purposes. The procedural requirements that a principal or designee must follow is suspending a student for 10 days or less appear in I.C. 20-33-8-18, and consist of the following:
 - a. A meeting where the student is entitled to:
 1. a written or oral statement of the charges
 2. a summary of the evidence against the student, if the charges are denied; and
 3. an opportunity to explain the student's conduct; and
 - b. A written statement to the parent following the suspension that describes:
 1. the student's misconduct; and the action taken. Only if the nature of the misconduct requires immediate removal can this procedure occur following the actual separation from school attendance, and it must be done as soon as reasonably possible after immediate removal. Prior to any suspension, the student must be given oral or written notice of the charges against him or her and, if the student denies them, an explanation of evidence the school has and an opportunity to present his or her side of the story. There need be no delay between the time "notice" is given and the time of hearing.
 2. Students whose presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process may be immediately removed from school. However, in such cases, a notice of the charges and suspension proceedings shall be sent to the student and the parents within 24 hours, or such additional time as is reasonably necessary, and a hearing is required to be held, with the student present. At such a hearing, which should be held as soon as possible after suspension, statements in support of the charge must be produced, and the student and others be permitted to make statement in defense of mitigation.
 3. Within twenty-four (24) hours, or such additional time as is reasonably necessary, following any suspension, the Principal must complete and send the "Notice of Student's Suspension" to the student's parents, and send a copy to the Superintendent of Schools, and keep one for the school file.
 4. The Principal shall make a reasonable effort to hold a conference with the parent before or at the time the student returns to school.
 5. Suspensions (out-of-school only) include all extracurricular and school-sponsored activities including athletics. The suspension begins at the time that the Principal or his designee meets with the student and notifies them of the suspension. The suspension ends at midnight of the last day of suspension. On the occasion where

the suspension includes the weekends and vacations the student is not to participate during these days.

Dog Search Policy

School administrators may use dogs trained to detect contraband to conduct random searches for contraband in student lockers, other common areas of school buildings, and vehicles parked on school grounds in middle and high schools. A qualified and authorized trainer and a school administrator shall accompany the dogs. If a dog indicates that contraband is present on school property, school administrators can conduct a further search.

Dress And Grooming

The administration and staff at Wawasee High School feel that dress and grooming influences the attitude and behavior of the members of the student body. With the cooperation of the parents, the school will continue to encourage all students to dress in a fashion that the staff and administration judge to reflect good taste and a style appropriate for a school day. If a style of dress or grooming appears to be disruptive or a distraction to the educational process or could constitute a threat to the safety or health of students, it will not be permitted in school; and teachers should report these students to the administration for appropriate action.

The following examples are offered as guidelines to the parents and students:

1. Students must wear clothes that appropriately cover the body.
2. Students may not wear clothes that may be offensive to the standards of WHS and clothing which displays profanity, sexual connotations, ethnic or racial slurs/superiority, alcohol, tobacco, violence or drugs.
3. Students are expected to be clean, neat and well-mannered in their dress and behavior.
4. Winter coats, hats (any form of hat), gloves and other forms of outerwear are not to be worn in the buildings. Hoods on sweatshirts are to remain off the head. Special dress-up days for homecoming and senior week may include the wearing of hats.
5. Shoes that cover the soles of the feet must be worn at all times. Some classes may require that the entire foot be covered.
6. Bandannas and headpieces, other than barrettes, are not to be worn during the school day.
7. The final decisions of dress are up to the administration.

Within these provisions the basic responsibility for dress and grooming shall be left up to the parents of the students. The administration will decide consequences for violating the above guidelines.

Driver's License Revocation

Per Indiana Law, Wawasee High School will invalidate the driver license of a person less than eighteen (18) years of age who:

1. is under an expulsion, exclusion or second suspension from school;
2. has withdrawn from school (unless due to financial hardship); or

3. has been determined to be a habitual truant.

The license shall remain invalid for expulsions, exclusions and suspensions for at least 120 days, or, in the event of a habitual truancy or withdrawal from school, until the individual turns eighteen (18) or the student has re-enrolled in school and is in good standing.

Elevator Use

Students with temporary or permanent handicapping conditions may request the use of the elevator between first and second floor. A key may be obtained by asking in the main office and showing a Doctor's note if the use is temporary. Students are not to have more than one additional person assist them and ride on the elevator.

Enrollment

1. All students who were in school the previous year must be in attendance on the first day unless prior arrangements have been made through the administration.
2. All students new to the school corporation who are in residence prior to the start of school must be in attendance on the first day unless prior arrangements have been made with the administration.
3. All students new to the school corporation who enroll after the beginning of any semester will be:
 - a. Placed in regular classes that match their previous school schedule, or
 - b. Enrolled in classes to be audited, or
 - c. Enrolled in the virtual learning program for the duration of the semester.

Any unusual situations regarding enrollment will be reviewed and determined by the administration. Placement at Wawasee High School will always be considered as the first option when placing students.

4. Any student who was previously expelled from school and still resides in the corporation must be registered for attendance on the first day.

Emergency Drills

Fire drills prescribed by law will be held at least once a month.

- A. Students are to leave quickly and quietly.
- B. Teachers are to appoint a student to close the windows and door.
- C. If the normal exit is blocked, teachers should direct the students to the nearest exit.
- D. Students are to walk to the side of the hallways and in proper order. If the normal exit is blocked, teachers should direct the students to the nearest exit.
- E. Students are to walk to the side of the hallways and in proper order.
- F. An all-clear bell will sound for return to the building.

Tornado Drills will be held once each spring and once each fall.

A tornado drill will be designated by an intermittent signal of either the fire alarm system or the bell system.

- A. Students are to move as directed, quickly and quietly.

- B. Teachers are to accompany students to designated areas.
- C. Students are to stay in line along the wall if directed to a hallway.
- D. Everyone must remain quiet. Directions will be given over the P.A. system.

Foreign Exchange Students

Any prospective host families who live in the Wawasee Corporation need to call a school administrator in order to seek prior approval for a foreign exchange student to attend. Host families must agree to accept all responsibilities for the actions/behavior/needs of the exchange student. If the student is not part of a DPI-approved program, host families must seek full DPI approval before requesting school attendance.

Eligible foreign exchange students shall be expected to take courses such as Government/Economics, U.S. History, American Literature, and other elective classes. Students are encouraged to participate in extracurricular activities, athletics, and clubs as they prefer. Athletes must meet IHSA standards and regulations.

All foreign exchange students will be enrolled at the appropriate grade level and are eligible to participate in senior activities, including commencement. After the first semester they are eligible for HIT, if their grades, behavior, and attendance meet the standard. Foreign exchange students attending for one full year will be granted a Certificate of Attendance. The cumulative GPA for exchange students will only be for the attending year; a copy of the year's transcript will be supplied to their home school or any college upon request.

Foreign exchange students are not eligible for Wawasee Academic Hall of Fame; an Indiana honors Diploma, National Honor Society, Valedictorian, Salutatorian, Graduating with Distinction, or other GPA-related honors. They will be eligible for HIT and Honor Roll if they qualify.

No provisions are made to pay for non-curricular items, such as class rings, senior pictures, announcements, or yearbooks.

Fundraising

All fundraising conducted on school grounds and/or at school related events must be approved in advance by the building administration. To secure permission, the "Wawasee High School Fundraising Application" form must be completed 30 days in advance of the proposed event/activity. Proposed dates cannot conflict with school/program fundraisers already approved for the current school year. Fundraising Application forms are available in the Main Office. The following information must be detailed on the form:

1. Name of organization seeking to raise funds
2. Purpose of the fund raising event
3. (Proposed) fundraising beginning and ending dates
4. Describe the fundraising event/activity
5. Indicate the number of Wawasee High School students who will benefit from the funds raised

6. Wawasee High School staff sponsor signature:

*This person must agree to be responsible for coordinating the necessary advanced planning with students, making all of the necessary arrangements involved with the proposed event/activity and serve as a liaison with the administration.

Fundraising applications are considered on a case by case basis. Generally speaking, the purpose of fund raising activities should focus on specific school needs and/or philanthropic efforts that are clearly representative of the desires of the student body. Requests should not be submitted to fulfill the obligations of other organizations. Difficult economic times notwithstanding, the school has an obligation to shield the student body from excessive requests for funds.

Gangs

No person may engage in any activity for the purpose of defending any street gang on or about school premises or school premises or school grounds or at any school-sponsored activity. The prohibited activities include, but are not limited to, a fight related to any gang activity.

1. Penalty:
 - a. Suspension ten (10) days; referral to Police: possible expulsion
 - b. Expulsion and referral to police
2. Gang Memberships: No person may solicit any student, staff member, or visitor for membership in an organized group of youth or adults, commonly known as "street gangs", on or about school premises or at any school-sponsored activity.
 - a. Penalty:
 - i. Suspension ten (10) days and referral to police
 - ii. Expulsion and referral to police.
3. Gang Related Symbols: No hats, jackets, or any item of clothing or jewelry containing the insignia of a street gang or otherwise commonly associated with a street gang may be worn on or about the school premises, or on school grounds, or to any school-sponsored activity.
 - a. Penalty:
 - i. Suspension 1-5 school days.
 - ii. Suspension 1-10 school days and referral to police.
 - iii. Expulsion
4. Gangs/promoting, Drawing Gang Symbols, or "Representing": No person may engage in any activity for the purpose of promoting any street gang on or about school premises or school grounds or at any school sponsored activity. The prohibited activities include, but are not limited to, drawing or displaying gang symbols on any surface or teaching others to "represent" or act like a gang member.
 - a. Penalty:
 - i. Suspension 1-5 school days.
 - ii. Suspension 1-10 school days and referral to police.
 - iii. Expulsion
5. Violence, Intimidation, or Coercion Related to Gangs: No person may intimidate by

violence or other means, or otherwise coerces any other person in any interaction related to a "street gang"

- a. Penalty:
 - i. Suspension 1-5 days
 - ii. Suspension 1-10 days and referral to police.
 - iii. Expulsions

Grade Changes and Incompletes

Teachers should consult with the student's counselor about any incomplete for a semester grade. If a semester incomplete is not changed to a grade within two weeks, then it will become an F. If exceptions need to be made, teachers should consult with a counselor.

Grading Policy

Wawasee High School uses an A-B-C-D-F grading system. This is figured on a 12-point scale. A plus or minus may be used with any grade. An "I" can be given if work is incomplete. Incomplete work must be completed by the end of the second week of the following grading period or the final grade will be recorded with the incomplete work being figured as a 0. An "incomplete" may not be given at the end of the school year.

Wawasee High School believes that a consistent policy in figuring grades is important from class to class. We also understand that using a variety of ways to assess student learning is right and important. Always assessing student work with a percentage grading scale is not possible. But, when percentages are possible we will be using the following grading scale:

A+	99.5-100	C+	77.5-79.4
A	91.5-99.4	C	71.5-77.4
A-	89.5-91.4	C-	69.5-71.4
B+	87.5-89.4	D+	67.5-69.4
B	81.5-87.4	D	61.5-67.4
B-	79.5-81.4	D-	59.5-61.4
		F	0-59.4

All grades that are recorded on the student's permanent record are the semester ending grades. These are often figured differently, depending upon the nature of the subject and the activities taking place during the semester. Some classes lend themselves to comprehensive exams and others do not. Teachers will figure semester grades by using a continuous grading method. All teachers are required to make it clear to students how they will be assessed and have it in their course syllabus. So that students and parents can keep up with student progress, grades will be posted on the WHS Skyward Portal regularly. Those grades are subject to change and do not necessarily reflect final class standing.

Grading Conversion System

	<u>12.0 point scale</u>	<u>4 point</u>
	<u>(W.H.S)</u>	<u>scale</u>
A+	12.0	4.33

A	11.0	4.0
A	10.0	3.67
B+	9.0	3.33
B	8.0	3.00
B-	7.0	2.67
C+	6.0	2.33
C	5.0	2.00
C-	4.0	1.67
D+	3.0	1.33
D	2.0	1.00
D-	1.0	.67
F	0.0	00

Grades which are not used to figure G.P.A. include:

- P (Pass) = Credit, but no honor points.
- Audit = No credit or honor points, grade shows on transcript.
- WD = No credit or honor points.
- NC = No credit

Honor Roll

A student receiving all A's qualifies for the A honor roll. A student receiving all A's and B's qualifies for the regular honor roll.

Honors Independent Time Program

Students must earn a 10.0 average and pass all classes for the previous grading period. The student must be enrolled for a minimum of 4 credits and can only be enrolled for one period of HIT per semester. He/she must have had no more than 3 days of absence in any one of his/her classes (all absences count toward the five class periods) and he/she must have demonstrated good citizenship and responsibility during the time he/she is on HIT. Students meeting the above criteria will be placed on HIT automatically. Only students in grades 10-12 are eligible.

Honors Independent Time (Hit) Rules

1. **Attendance:** All HIT students must be in the HIT room when the bell rings at the beginning of the period. Attendance will be taken by the HIT paraprofessional. If a student is not in the classroom at the time of the bell, it will be counted as a tardy. The third tardy will result in removal from HIT.
2. **Tardies:** Tardies will be assigned for late arrival. The third tardy will result in removal from H.I.T.
3. **Behavior:** No games or horseplay of any type will be permitted in the H.I.T. area. This includes card playing. Students will not be warned and removal from HIT will be immediate.
4. **H.I.T. Areas Available:** Students may go to the commons and surge area, LRC, Courtyard (enter door near nurse's office) and the brickyard area, except during lunch

times.

5. **Passes:** Any area not mentioned above needs a pass to move to the area.
6. **Detentions:** Accumulations of two detentions per semester will result in placement in a suspension of HIT privileges.
7. **Removal:** Students may be removed from the HIT program by any faculty or staff member as a result of failing to demonstrate good citizenship and responsibility.

H.I.T. Appeal Process

A student who is removed from H.I.T. at the end of any semester may appeal in writing to the administrative team. The H.I.T appeal must include the student attendance record. The high school principal will review the reasons, which caused the removal from H.I.T. The team may reinstate the student, deny the appeal, or place the student on a program whereby he/she can earn back H.I.T. All students must appeal within the first 10 days of the next semester. All students granted appeals will return to HIT on the 11th day of the next semester.

Immunization

Whenever a student is enrolled, the parents/guardians shall provide a written statement of the student's immunization in one of three ways:

1. Physician's Certificates
2. Records forwarded from another school corporation
3. Records maintained by the parent, which show month and year during which each dose of vaccine was administered.

Such a statement and its accompanying document shall indicate

- a. That the student is immunized to at least the minimum standards of immunization established by the Indiana State Board of Health against diphtheria, whooping cough, tetanus, measles, rubella, hepatitis B, poliomyelitis, and mumps, if indicated.
- b. The age of the student at the time each immunization or test was received by such student.

If parents/guardians object to any such immunizations in a written statement delivered to the student's principal, or if any physician certifies that a particular immunization is or may be detrimental to the student's health, then the requirement for the immunization shall be waived. However, the reporting requirements above stated shall still remain applicable.

Independent Study

Students may request an independent study of a course, under special circumstances, with the student working independently with or without the classroom environment. Students may request an independent study pending permission from the counselor and instructor.

Job Shadowing

Wawasee High School students may request one job shadowing day each year. Students requesting a job shadowing day must follow the procedure below:

1. Complete a "Job Shadowing Request" from the Guidance Office.
2. Return the "Job Shadowing Request" to Mrs. McKinney in the Guidance Office.
3. Meet with the Guidance Office to receive the required forms (IERA/Parent Consent Form, Student Evaluation Form, Thank you letter) and to make arrangements for your job shadowing experience.
4. Request and complete all make-up work. This is your responsibility.
5. All forms and procedures must be completed for the job shadowing day to be excused by Wawasee High School. This must be done within two school days of the job shadowing experience.
6. No job shadowing day will be granted the last 5 days of any semester.

Learning Resource Center

1. LRC Hours:
 - a. Monday & Friday: 7:55am - 3:10pm
 - b. Tuesday - Thursday: 7:30am - 3:10pm

The Learning Resource Center (LRC) is designed for the use and enjoyment of students and staff and is available for the purpose of study, research and/ or reading. Print and electronic books, magazines, newspapers, and computers are all available.

Students should remember that the LRC is for the common use of all students and staff members and cooperation is necessary for the benefit of all.

LRC Policies and Procedures:

- An eHall pass is always required during school hours.
- If a student does not have a pass, he/she will be sent back to the classroom to receive one.
- Bookbags/ backpacks and/or coats are not allowed in the LRC. If a student arrives at the LRC, with a bag or coat, he/she will be asked to return it to his/her locker.
- Food, beverages (exception water) and/or candy should not be brought into, nor consumed, in the LRC.
- Students, in the LRC on passes, are not to leave the area without permission.
- Misuse of any technology is not allowed (refer to WCSC Acceptable Use Policy).
- Overdue notices (digital, via student email accounts) are sent out every week. No fines are charged for overdue items.
- Materials should be returned in good condition. If an item is lost, or damaged, it is the student's responsibility to pay for its cost.
- Students are expected to respect their peers, staff, and library personnel. It is each

person's right to have a place to concentrate and study; therefore, the LRC is not the place for leisure time discussion. Conversation among patrons should be done in a manner that does not disturb others. Students who are not using their time in the LRC effectively and/or are disturbing others, will be sent back to class.

- Students should remain seated until dismissed by the bell, library personnel, or classroom teacher. Please do not allow students to line up at the doors prior to dismissal.
- Misuse of the Learning Resource Center may result in suspension of LRC privileges.

Warrior Time LRC Procedures:

- If a student wants to work in the LRC during Warrior Time, he/she must request a pass prior to WT. I will then fill out the WT Form, letting the teacher know that he/she has permission to be released to the LRC. Passes will not be issued once WT has begun.
- If a student receives a pass, but does not arrive at the LRC for WT, I will follow-up with the teacher to verify whether the student decided to stay in the classroom. If the student signed out to the LRC, and did not arrive, the Attendance Office will be notified.
- If a student would like to come to the LRC, to check out a book/pick up a print out (only), an eHall pass is required. *5-10 minute passes

Lockers

All lockers made available for students' use on the school premises—including lockers located in the hallways, physical education and athletic dressing rooms, industrial and agricultural education classrooms, and the art classrooms are the property of the school corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school, but the lockers are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function, or which are forbidden by state law or school rules.

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

Locker Rules

In order to implement the school corporation's policy concerning student lockers, the School Board adopts the following rules and regulations:

1. **Locks:** The school corporation will retain access to student lockers by keeping a master list of combinations and/or retaining a master key. Students may not use their own locks to prevent access to lockers by school officials and any unauthorized locks may be removed without notice and destroyed.

2. **Use of Lockers:** Lockers are to be used to store school supplies and personal items necessary for use at school. Lockers shall not be used to store "Contraband" which are items that cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function or which are forbidden by state law or school rules, such as drugs (including prescription and over-the-counter medications), drug paraphernalia, beverages containing alcohol, weapon, any volatile substance, bomb or explosive device, any acid or pungent or nauseous chemical, any library book not properly checked out or overdue, non-returned gym or athletic equipment, any wet or mildewing articles, or any stolen items. Students will be expected to keep their lockers in a clean and orderly manner. No students shall share lockers.
3. **Authority to Inspect:** The school corporation retains the right to inspect lockers to ensure they are being maintained in accordance with the conditions of Rule No. 2. The Principal or his designees shall conduct all inspections of students' lockers.
4. **Inspection of Individual Student's Locker:** The inspection of student lockers may be conducted when the Principal or his/her designees have a reasonable suspicion to believe that the locker to be inspected contains contraband.
5. **Inspection of all lockers:** An inspection of all lockers in the school, or all lockers in a particular area of the school with or without students being present may be conducted if the Principal, Superintendent, or Assistant Superintendent reasonably believes that such an inspection is necessary to prevent, impede, or substantially reduce the risk of
 - a. an interference with school purposes or an educational function,
 - b. a physical injury or illness to any person,
 - c. damage to personal or school property,
 - d. violation of state law or school rules.
6. Examples of circumstances justifying a general inspection of a number of lockers are
 - a. When the school receives a bomb threat
 - b. When evidence of student drug or alcohol use creates a reasonable belief of a high level of student use
 - c. At end of a grading period, and before or during school holidays, to check for missing library books, lab chemicals, or school equipment
 - d. Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.
7. Involvement of Law Enforcement Officials:
 - a. The Principal, Superintendent, or Assistant Superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or their contents for purposes of enforcing school policies only if such assistance is required:
 - b. to identify questionable substances which may be found in the lockers
 - c. to protect the health and safety of persons or property, such as to aid the discovery and disarming of bombs which may be located in the lockers.
8. If a law enforcement official requests to inspect a student's locker or its contents, the Principal shall require the production of a search warrant before allowing the inspection.
9. If a law enforcement official requests the Principal to make an inspection of a locker for its contents on behalf or in place of such official, the request shall be denied., however,

upon request of law enforcement officials, school official may secure the locker and its contents for a reasonable period of time in order to permit the law enforcement official an opportunity to obtain a search warrant.

10. The School Resource Officer acts as a designee of the School Principal.
11. **Locker Maintenance:** Nothing in these rules shall affect members of the custodial or other staff who repair defective lockers or clean out or supervise the cleaning out of lockers from time to time in accordance with a posted general housekeeping schedule, the locker of a student no longer enrolled in the school, or a locker during any vacation period which is reasonably believed to contain rotting items such as food, wet clothes, or odor-causing substances.
12. No scotch tape or stickers are to be used on lockers.

Medications

Medication in Schools: All medications, prescription and non-prescription, are to be given to the school nurse. Students are not allowed medications of any kind to be kept in their locker or carried on their person unless there is a physician order on file with the school nurse.

If under exceptional circumstances a student is required to take oral medication during school hours, and the parent cannot be at school to administer the medication, the school nurse or designee may administer the medication only in compliance with the following regulations:

1. A written consent, including the reasons for the medication, signed by the student's parent or guardian must be received by the school before any medication may be administered.
2. Prescription medication must have on the container the original prescription label stating the:
 - a. name of student
 - b. name of medication
 - c. time to be administered
 - d. dose to be administered
 - e. date medication ordered
 - f. prescribing physician

Prescription medication shall not be administered without the written consent set forth above in paragraph one (1), and a written order from a practitioner as defined in Indiana Code.

3. Non-prescription medication may be administered to students only under the following conditions:
 - a. Doses to be given at school are sent in a properly labeled container with the student's name, name and ingredients of medication, dosage and time to be given, and a signed consent from parent/guardian.
 - b. Any requested dosage not in conformity with labeling of the medication will

be refused unless accompanied by a written order from a practitioner as defined in I.C. 16-42-19-5.

4. The school district may provide, when requested by a student and/or parent/guardian and as deemed necessary by the school nurse, acetaminophen, antacid tablets, and cough and throat preparations. These will only be provided to students who do not have their own supply stored in the nurse's office and if a parental consent form is on file at the student's school. The consent form will be provided to each student at school registration.
5. If under exceptional circumstances, a student would benefit by the administration of acetaminophen, antacid tablets, and/or cough/throat preparations and no parental/guardian consent form is on file with the school, the school nurse or principal's designee; after consultation with the school nurse may obtain verbal consent from the student's parent/guardian. Written consent shall be sent to the school on the next school day.
6. The parent/guardian of the student shall be responsible for informing the school and school nurse of any change in the student's health or change in medication.
7. The school nurse will:
 - a. Inform appropriate school personnel of the medication to be taken by the student.
 - b. Keep a record of the administration of medication.
 - c. Keep medication in a restricted area.
 - d. Discard unclaimed medication when the prescription expires or at the end of the school year.
8. The school district retains the discretion to approve other procedures acceptable to the parent or to reject requests for administration of medication in the schools.
9. The regulations shall not apply in the case of a life-threatening emergency.

Meningococcal Disease Information

Indiana requires each year that parents/guardians be informed "about meningococcal disease and its vaccine" (IC 20-30-5-18).

Meningococcal disease is a dangerous disease that can strike children and youth. The disease can progress rapidly and within hours of the first symptoms, may result in death or permanent disability including loss of hearing, brain damage, and limb amputations.

Symptoms of meningococcal disease often resemble the flu and can include a fever, headache, nausea, and stiff neck, making the disease difficult to diagnose. The bacteria that causes meningococcal diseases are transmitted through air droplets and by direct contact with an infected person. Fortunately, there is an immunization available and the U.S. Centers for Disease Control and Prevention recommends routine meningococcal immunizations at 11 to 12 years old. For teenagers, immunization is recommended at high school entry and incoming college freshman.

Please talk with your child's healthcare provider about meningococcal disease and vaccination.

Inhaler Use

For a student to carry an inhaler with them the following must be met:

1. Prescription medication form must be signed and dated by the parent.
2. Physician's order must be signed, dated for the current school year and submitted to the nurse.
3. Inhaler must be labeled with the student's name
4. Inhaler must be current - we will dispose of any outdated inhalers.
5. If the student participates in athletics and an inhaler is used, the student needs to supply the athletic trainer with all information pertaining to their inhaler use.
6. Under any circumstances students are not allowed to let another student use their inhaler.

Head Lice

Head lice rarely (if ever) cause direct harm, and they are not known to transmit disease from person- to-person. Thus, they should not be considered a medical or a public health problem. They are mainly acquired by direct head-to-head contact with an infested person's hair but may infrequently be transferred with shared combs, hats and other hair accessories. They do not jump or fly.

Our goal is to educate parents, staff and students regarding the scientific facts of head lice and to support and work closely with parents and their students who are found to have head lice. Parents are requested to focus on the education and proper treatment of their child should an incident of head lice occur. Parents are requested to notify the school nurse when head lice are found on their child.

It is our position that head lice should not disrupt a student's education or their school attendance. When the school nurse is made aware of live lice, she will address the situation with a parent contact and the use of an electronic lice comb. Our school nurses are a valuable resource to families, offering up-to-date head lice information.

Non-Discrimination Policy

Wawasee Community School Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, creed, sex, handicapping conditions, or national origin including limited English proficiency, in participating in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity.

Wawasee School Board Policy 12.06 states

It will be the policy of the Wawasee Community School Corporation through the office of the Superintendent, to provide for constant review of rules, regulations, policies, and procedures pertaining to discrimination as it applies to Equal Employment Opportunity, Civil Rights, Title IX Regulations, Title VI, Federal Law 504, and any future regulations of the Federal Government all of which deal in some respect to equality of the individual in relation to race, creed, color, sex, religion, national origin, and handicapped

conditions.

NON-DISCRIMINATION GRIEVANCE PROCEDURE

Any aggrieved individual will have a right to due process in the following manner:

1. Contact the school principal for a verbal discussion of the problem.
2. If satisfaction is not attained, the principal will assist the grievant in preparing a written report form to be submitted to the Superintendent of Schools, 12659 N Syracuse Webster Road, Syracuse, Indiana 46567, (Phone 457-3188). The report must be filed within five (5) working days following the verbal discussion. The report shall include the following:
 - a. name of grievant
 - b. date the alleged grievance occurred
 - c. a statement of the facts giving rise to the grievance
 - d. indicate the specific relief requested
3. Within five (5) working days following the receipt of the grievance, the superintendent will meet with the grievant and the principal to review the facts as presented.
4. Within five (5) days of the meeting to review the facts as presented, the superintendent will give a written response to the grievant. If the response is unacceptable, the grievant may, within five (5) days following receipt of the response, request a hearing before the Board of School Trustees.
5. If a hearing is requested, the superintendent will, within ten (10) working days of the request, notify the grievant of the date and time for a hearing before the Board of School Trustees.
6. If the grievant fails to receive satisfaction from the hearing before the Board of School Trustees, he/she may resort to the courts.

For further information or clarification, please contact the Superintendent's office (574-457-3188) or the following coordinators:

Director of Special Education
A.D.A. Coordinator
Section 504 Coordinator
Title IX Coordinator

Lunch Time Restricted Areas

1. Students must be in the lunchroom.
2. Students are not to be in any halls where classes are held, including alcoves in the A-section and the courtyard. They are to stay inside the building during the entire lunch period.
3. No one is to be outside the building.

Driving and Parking

Students driving vehicles to Wawasee High School must register and purchase a parking permit in the attendance office.

Students must drive in a safe manner and park in designated areas according to the parking lane markers. Violations will result in loss of driving privileges, towing the student's vehicle from school-owned property at the student's expense and possible police referral.

Wawasee High school will not be responsible for motor vehicles which are lost, stolen or damaged.

Parking

1. Students driving and parking at WHS must register in the attendance office.
2. Emergency driving is always possible. Students are to report to the attendance office and register their car for that particular day.
3. All approved drivers will park on the NORTH or NORTHWEST lots, which are blacktop.
4. Cars are not to be re-entered during the school day unless approval is received from the Assistant Principal. A student on work-study may leave at his or her designated time.
5. Student drivers are to park cars according to the lane markings.
6. The following violations will result in suspension of driving privileges. Further violations may result in suspension of driving privileges for the year or possibly having your vehicle towed at owner's expense.
 - a. Reckless driving on school property.
 - b. Failure to park and position vehicle properly in appropriate areas.
 - c. Failure to enter appropriate entrance and exit at appropriate exit.
 - d. Entering or using a vehicle without Administration's permission during the school day.
 - e. Leaving school property after arrival in the mornings. Failure to display parking registration tags.
7. Students' vehicles may be subject to search by school authorities if there are reasons as delineated in the student locker guidelines.

Bicycles

Wawasee regards the use of bicycles for travel to and from school by students as an assumption of responsibility on the part of those students; a responsibility in the care of property, in the observation of safety rules; and in the display of courtesy and consideration toward others.

Wawasee High School will not be responsible for bicycles which are lost, stolen, or damaged.

Publications

The Wawasee High School yearbook, the Legend, is produced each year by students who meet daily during the scheduled school day. The students strive to produce a yearbook that is an accurate and lasting record of the activities of the school year. The yearbook staff does all the work involved in the production of the book from soliciting advertisements, to sales, copywriting, layout design and photography.

Yearbooks are pre-sold to students in the summer during registration and again throughout the school year.

Yearbooks that have been purchased will be delivered the fall of the following school year. Seniors who have graduated can pick them up at registration or in the main office.

Harassment

Prohibited harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color, religious creed, national origin, disability, and when the conduct has the purpose or effect of interfering with the individual's educational performance; of creating an intimidating, hostile, or offensive learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Racial/Sexual Harassment

Employees and students are prohibited from racial/sexually harassing other employees or students. In the case of racial/sexual harassment of a student or employee by a student, racial/sexual harassment means:

1. Any conduct of a racial/sexual nature by a student directed toward another student when (a.) such conduct has the obvious result of creating an intimidating, hostile, or offensive school environment for the other student or (b.) such conduct is continued by the student after the request of the other student to stop such conduct because it is intimidating, hostile, or offensive to the other student. The determination of whether the conduct of a student is intimidating, hostile, or offensive is to be made by the school administration.
2. Any racial/sexual advance by a student toward an employee, or an employee toward a student.
3. Any request by a student to an employee for sexual favors from the employee or an employee to a student.
4. Any conduct of a racial/sexual nature by a student directed toward an employee or an employee toward a student when such conduct has the purpose or effect on an employee/student of reasonable sensibilities, (a.) of creating an intimidating, hostile or offensive school environment for the employee/ student or (b.) of influencing either the student's grade or participating in any school-sponsored activity.

Racial/sexual harassment prohibited by this policy includes verbal or physical conduct. The terms intimidating, hostile or offensive as used above include conduct, which has the effect

of humiliation, embarrassment or discomfort.

Complaints alleging a violation of this policy are solicited and must be brought to the attention of the appropriate school officials informally or through the appropriate grievance procedure. Caution must be exercised, however, to accurately state the facts giving rise to the complaint and to avoid groundless complaints. Violations of this policy will be reviewed by the Principal or his/her designee for appropriate disciplinary action.

Release of Directory Information

The school corporation may release certain "directory information," which means information contained in an education record of a student that would not generally be considered harmful or an invasion of privacy if disclosed and which includes, but is not limited to the student's name, address, parents' names and their home and work telephone numbers, major field of study, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information (including digital images), without consent to media organizations (including radio, television, and newspapers), colleges, civic or school-related organizations and state or local governmental agencies.

Parents of a student less than 18 years of age or of a student who is at least 18 years of age desiring to object to disclosure of any or certain of the categories of directory information should request FERPA Policy Form A (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the Superintendent's office.

Senate Enrollment Act 224 requires all schools to release information to the Armed Services Agency. Anyone objecting to this release must file a FERPA Policy Form A by the end of their sophomore year.

An objecting parent or student may use Form A to deny consent for release of all directory information, or categories of directory information he/she does not wish to release.

This statement serves notice to parents of their right to object to the release of directory information and that they have 14 calendar days from the beginning of the school year in which to file an objection.

Retaking Classes Already Passed

Any student may choose to retake a class for a higher grade with Administrative approval. The transcript will always show the original class and first grade to show that this class was retaken. However, only the higher grade will be counted in figuring the overall grade point average. The lower grade will not. It is the responsibility of the student to work with his/her counselor when wanting to retake any class. Due to the law, credit for most classes can only be earned one time, so the higher grade earned will be awarded the credit.

Returning To School

The Wawasee Community School Corporation Board of Trustees has adopted this policy which allows the administration to determine whether persons 18 or older will be allowed to register for classes at Wawasee High School. It further allows the withdrawal of such persons if they fail to make satisfactory progress in their studies as indicated below. Completion at the alternative school will be the first consideration.

Students who have withdrawn from school are encouraged to return to school to complete their education; However, it is the responsibility of the school administration and attendance officers to determine whether a person 18 or older may return to continue his/her education.

A person 18 or older who has been expelled or withdrawn from school two times will not be considered for further attendance. Any person who re-enters school must be making satisfactory progress toward completion of his/her high school education. A person, who is a poor attendee, has behavior and discipline problems, or who is failing three or more classes will not be considered as making satisfactory progress.

Rights to Parents and Students Concerning Education Records

Education records are governed by federal law and regulation. The requirements of these laws and regulations are contained in school board policy 9.60, entitled Student Records. Generally, this policy provides for the following:

1. Records are confidential and may be disclosed only as provided in the policy.
2. The policy concerns both elementary and secondary student education records.
3. Parents have a right to examine their child's records at reasonable times if the child is less than 18 years of age and not attending a post-secondary institution or if the child is a dependent student as defined by Section 152 of the Internal Revenue Code.
4. Students have a right to examine their records at reasonable times.
5. Before education records are disclosed to third-parties, the school requires a signed and dated written consent of (a) a parent of a student who is less than 18 years of age and not attending a post-secondary educational institution, or (b) a student who is at least 18 years of age or attending a post-secondary institution.
6. Certain persons may examine education records without a parent or student's consent as provided in the above paragraph. These include school officials (who have legitimate educational interests) and officials of another school, school system, or intends to enroll. This school corporation forwards education records to another school corporation, school system, or institution of post-secondary education where the student seeks or intends to enroll without prior notification to parent or student.
7. Directory information will be released to media organizations (including radio, television, and newspapers), colleges civic or school related organizations, and state or local government agencies without the consent of parents or students as provided in name, address, parent home and work telephone number, major field

of study, participation in official recognized activities and sports, height and weight of members of athletic teams, dates of attendance, awards received, motor vehicle description (including license plate number), hair and eye color, race, sex, date of birth, height, weight, grade level, and other similar information which would not generally be considered harmful or an invasion of age or a student who is at least 18 years of age may object to disclosure of any of the categories of directory information by filing FERPA Policy Form A (Denial of Permission to Release Certain Directory Information Without Prior Written Consent) from the principal" office no later than 14 calendar days from the beginning of the school year.

Safety and Health

As required by U.S. Environmental Protection Agency regulations Title 40 Code of Federal Regulations Part 763 Subpart E Section g, Wawasee Community School Corporation (WCSC) must notify parents, teachers and employee organizations of the availability of AHERA (Asbestos hazard Emergency Response Act) management plans. SCSC management plans were submitted to the Indiana Department of Environmental management before May 9, 1989. A complete updated copy of a management plan for each school in the corporation is maintained in the central administrative office, and is available, during normal business hours, without cost or restriction to the public, including teachers, other school personnel and representatives, and parents. In addition, each school maintains in its administrative office a complete and updated copy of the management plan for that school. The plan is available for inspection to the public, including parents, teachers, and other school personnel and their representatives within five working days after receiving a request for inspection. The school may charge a reasonable cost to make copies of the management plan.

Schedule Changes

Students will enroll in January/February for classes they wish to take for the following school year. Every effort possible will be made to work out conflicts and before students leave for the summer vacation.

1. Student requests for the following year may be altered through the last school day. No student initiated schedule changes will be made after the last school day.
2. Students may not choose the teachers for their classes.
3. Appeals to this policy may be made to the administration for review.

Selection of Valedictorian, Salutatorian, and Honors

The valedictorian and salutatorian must be a regular student for seven (7) consecutive semesters. They are selected from grades earned at the end of 7 semesters. Students with GPA of 10.9 to 11.1 after 7 semesters will be placed in the honors section of "Graduating with Distinction". Students with GPA of 11.2 and up after 7 semesters will be placed in the honors section of "Graduating with Highest Distinction." Final rank in class and final grade point averages are computed on the 8th semester grades, and permanent Records are posted from these final grades.

Semester Assignments

Teachers may assign work that has to be completed for a student to satisfactorily complete a course. Credit will be withdrawn when students refuse to complete this work. Examples of such assignments are research papers, special artwork, major speeches, homework and other such items that may be included in the teacher's classroom management policy.

Early Graduates

Students who wish to be considered for early graduation must apply in writing to the high school Principal on or before October 1 of that school year. Meeting one guideline does not automatically qualify a person for a 7 semester graduation. A counselor's approval is required. Special individual circumstances will be considered. (Indiana Code 511 IAC 6-7-4).

The following students will be considered for seven-semester graduation:

1. Employed students who have financial hardship.
2. Extenuating circumstances that are approved by administration.
3. A student who is 20 or older.
4. A student who has applied for and has been accepted into a college or the military.

6 semester graduation is highly discouraged; however, may be considered on a case-by-case basis. Students seeking a 6 semester early graduation must be approved by administration. These students will not qualify for certain senior recognitions such as athletic senior nights and Academic Hall of Fame.

Shortened Schedule

Shortened schedules will be considered for the following:

1. A student who is expecting a child or recently had a child, or who has other family obligations.
2. A student with a temporary medical condition who does not qualify for homebound instruction.
3. A student who is emancipated and has to work, but is still of school age.
4. A student who dropped out of school several years ago and wishes to complete his/her graduation requirements.
5. A student at least sixteen (16) years of age who was previously expelled.

Signs and Posters

All signs and posters should have the approval of the Principal, Assistant Principal, Assistant Principal - Dean of students or Athletic Director.

Student Records

1. Education Records: Education records consist of all official records, files, and data

directly related to a student and maintained by the school. Such records encompass all the material kept in the student cumulative folder and include general identifying data, records of attendance and of academic work completed, records of achievement, results of evaluative tests, health data, and disciplinary records. Education records are the property of the school corporation. Access to and correction of records is governed by this policy.

2. Exclusions: Education records shall not include the following:
 - a. Data which relate to a student or groups of students but by which he or they cannot be identified, as, for example, by Social Security number, name, address, or names of relatives, such records generally being referred to as unidentifiable student records.
 - b. Records kept in the sole possession of the maker and which are not accessible or revealed to other persons. Such records may include grade books, notes on student work, transcripts of interviews, counselors' notes and memory aids.
 - c. Examples of student work products such as art and vocational objects and written work.
 - d. Communication privileged under Indiana Code and information required to be furnished to law enforcement or social service agencies relating suspected child abuse or neglect under Indiana Code.

3. Parents: parents of a student shall include parents, guardians, and custodians.

Student Passes

All students must have a pass to be out of any classroom and in the halls for any reason. Teacher passes are generated through eHallpass and must be approved by the teacher in the system. Certain offices such as the Attendance Office, Main Office and Guidance Office will use paper-passes in order to ensure they are seen in a timely manner. Unless a student receives a paper-pass from an office, all other passes must be generated through eHallpass.

Students Remaining After School

Only students that have an extra-curricular practice/event or under direct supervision of a staff member will be permitted in the building after 3:15 pm.

Tornado Drills

Tornado Drills will be held once each spring and once each fall.

A tornado drill will be designated by an intermittent signal of either the fire alarm system or the bell system.

- E. Students are to move as directed, quickly and quietly.
- F. Teachers are to accompany students to designated areas.
- G. Students are to stay in line along the wall if directed to a hallway.
- H. Everyone must remain quiet. Directions will be given over the P.A. system.

Visitors/Guests

There will be a check-in kiosk that each visitor will need to use when they enter Wawasee High School. A state recognized form of ID will be required at this time. This process is for the safety of all students and staff.

Career/Technical Education (CTE) Pathways Vocational Cooperative Program

Students who wish to enter this program should meet the following standards:

1. Good attendance. Not over 4.5 days/semester absence, (95% school average).
2. No major discipline problems.
3. Administrative/guidance faculty recommendation.
4. Part of career plan.
5. Foundation courses taken.

Clubs And Organizations

Wawasee High School offers a variety of clubs and activities that are of interest to all students. We encourage all students to take part. Below are just a few of those that are offered during our school year.

Academic Super Bowl

Academic Super Bowl allows students the opportunity to extend their knowledge beyond classroom activities. Students may participate in the following subjects: English, Fine Arts, Math, Science, and Social Studies. Most teams meet in the morning, with a few teams meeting after school. There are three competitions that happen in February through April. For those teams qualifying for state competition, it is held in May at Purdue University.

Art Club

Art Club is intended to create an opportunity for Grades 10-12 students who have participated in art classes to unite with and celebrate common grounds of artistic interests with other like-minded students (whether Art classes do or do not fit in their academic schedules). Two or more organized activities per semester unite the artroom as a studio environment for extra-curricular projects as well as raising funds for field trips, special equipment or initiatives by and for the art room or to benefit particular needs of exclusively art students or philanthropic reach into the talents of our community.

D.E.C.A.

D.E.C.A club is a local, state and national organization that stands for Distributive Education Clubs of America. This is a professional business club for Marketing and Distributive Education students. The members must be enrolled in Marketing I or Marketing II. The club participates in district and state contests, conferences, and many local events. The club has many activities that are curriculum centered, but also has many social events such as parties, breakfasts, and has an award banquet at the end of May for members and training station sponsors.

Drama Club - Thespians

Participation in the Drama Club is open to all Wawasee High School students. The Thespians Club is open to those students who have accumulated enough points to be inducted into the Thespian Society. The Thespian Club meets once a month during club days to discuss upcoming auditions, productions, and workshops in the area, along with learning more about the field of theater.

The Club's major projects are a fall play and a musical drama production, done every spring. Although the play is open to all students, drama club members are particularly encouraged to audition and be in or work on the production. People are needed to work on lights, sound, set design and construction, costumes, props, makeup, publicity, programs, tickets, stage manager, student director, and of course as actors and actresses. This is a good club for those interested in theater.

FFA

The FFA is a national organization for students enrolled in Agriculture Education. Its primary purposes are to develop leadership, citizenship, and cooperation among its members. This is accomplished through a wide variety of agriculturally related activities. These activities are designed not only to achieve the purposes of the organization but to also provide incentive for individual students to develop skills through competition, awards, and recognition programs.

Key Club

Key Club's goals are to perform service projects to benefit the school and community, provide vocational guidance and leadership skills for its members. Key Club's motto is "Caring Our Way of Life." Key Club meets three times a month at school in addition to any projects which may be in the works. Students who like something useful to do with your time, Key Club is the answer.

National Honor Society

The National Honor Society for Secondary Schools was founded in 1921 by the National Association of Secondary School Principals. Its purpose is "to create an enthusiasm for scholarship, to stimulate a desire to render service, to promote leadership, and to develop character in the students of America's schools."

Juniors and seniors with an unweighted grade point average of 10.0 or above become scholastically eligible for membership consideration. Administration and faculty then evaluate the candidate's qualities of leadership, service, and character. Members of the National Honor Society from other schools who transfer to Wawasee are accepted into the chapter; otherwise one must have been a student at Wawasee High School for one semester to be eligible.

At Wawasee the National Honor Society is primarily a service organization, although monthly meetings of a social nature are held. The main activity of this organization is coordinating the Christmas Wawasee Penny Pitch.

Robotics Club

The Wawasee Robotics Club aka the "Iron Pride" is open to all students of WHS. Students are divided into teams to design, build, program and test robots for the VEX Robotics Challenge (VRC). Students take these robots to various competitions throughout the state with the potential to qualify for State and World Championships where they compete against other students locally and around the world. The club regularly meets on Thursday after school until 7pm and during Warrior Time, but other build sessions can be added to the calendar as needed. Club dues are \$75 per student.

Student Council

The Wawasee Student Representative Council consists of elected members from each grade level that have been narrowed and selected through an application process.

The functions of the council are: to promote leadership within the student body, to provide a channel for communication between the students, teachers and administration, and to provide for student body activities, spirit, and the needs of Wawasee High School.

Requirements for Student Council

Wawasee High School SRC welcomes any student to file for election who meets these criteria:

- A. willing to work before, during, and after school to make the Student council activities a success.
- B. willing to address issues brought before the SRC by administrators, faculty, and other students.
- C. maintain a 6.5 cumulative GPA in the semesters prior to election.
- D. contribute as and be an active member of the SRC. Inactive members will be replaced with teacher appointed replacement.

Unmanned Aircraft Vehicle (Drones And Model Aircraft)

The operation of unmanned aircraft systems including drones and model aircrafts is regulated by the Federal Aviation Administration (FAA) and relevant Indiana state law. The Wawasee Community School Corporation has established the following procedures required to ensure compliance with those legal obligations and to reduce risks to safety, security and privacy.

Any Wawasee Community School Corporation employee or student wishing to operate an unmanned aircraft vehicle (UAV) as part of their school employment or as part of a certified program must first receive written permission by the superintendent, and then obtain a 333 exemption or Certificate of Waiver or Authorization (COA) issued by the FAA.

The UAV shall not be used to monitor or record areas where there is a reasonable expectation

of privacy in accordance with accepted community norms. These areas include, but are not limited to restrooms, locker rooms, changing or dressing rooms, and health treatment rooms.

No third party or hobbyist is permitted to use a UAV or model aircraft over any property owned or leased by the Wawasee Community School Corporation without prior written approval by the superintendent.

Any use of a UAV at any program, event, or activity at any property owned or leased by the Wawasee Community School Corporation is strictly prohibited. Building administrators shall refuse admission or entry to anyone possessing, using or attempting to use a UAV, and may also confiscate the UAV until the event has been completed.

Board Policy 7440.02

Revisions to the 2025-2026 Handbook

1. Updated the Table of Contents
2. Formatting changes
3. Obsolete wording: Assemblies/Convocations
4. Updated the Attendance portion to reflect changes in state law
5. Updated page 2, 9 names of personnel
6. Updated times on page 10: Removed 2nd and 3rd paragraphs under Academic Hall of Fame.
7. Updated weather paragraph on page 9
8. Updated IERA policy
9. Updated bag policy to clarify language- policy did not change.
10. Updated cafeteria policy to eliminate outdated and unnecessary information
11. Deleted class standing by credits
12. Moved college visits to attendance section and deleted extra information
13. Deleted the following from the technology plan: The School will provide a social-emotional curriculum based on stages of human development to guide the implementation of our technology program.
14. Change Cyber Bullying to Cyber Harassment
15. Added a spot for AI Policy from Corp
16. Modified to reflect current technology changes... consequences for technology use, as well as changed the language under "Computer Rules"
17. Updated dance rules to include only WHS students and changed the 10 day to 5 day requirement for attendance. Also updated language for prom.
18. Deleted unnecessary language from Deliveries to School section
19. Removed section on drug testing (obsolete)
20. Bus Policy #6 chewing tobacco change to use of nicotine or other controlled substances
 - a. We only made this one change to the bus policy since it impacts all schools and should probably come from Jason.
21. Reformatted (somewhat) major offenses and changed 18 to 21 under letter C
22. Changed wording for #6, #8, #9, #10 on minor offenses
23. Removed extra wording from dress code to simplify.
24. Removed from Exchange Students: Wawasee High School will keep the number of foreign exchange students to 5-8.
25. Deleted from fundraising: A list of these fundraisers will be available in the Main Office on the last day of August.
26. Changed formatting on Gangs
27. Deleted information from Grade Change: removed 9 week since we don't do that
28. Modified wording of semester grading paragraph to clarify/simplify.
29. Delete: Laser Lights:: Laser lights have proven to be disruptive to school purposes and potentially dangerous to the retina of the eye. Laser lights are not to be brought to school by students for any reason. Laser lights will be confiscated by the staff and returned to the student or parent after school hours. Repeat offenders will be dealt with as a discipline problem.

30. Updated library hours and policy/procedures (document from District Librarian)
31. Deleted: Music Information section. Unnecessary in student handbook
32. Deleted from technology (outdated): I will not use file-sharing or music downloading software such as Bittorrent or Limewire while on the WCSC network.
33. Deleted: This also includes any students who ride bicycles, mopeds, etc.
34. Deleted: During inclement weather, students are considered tardy if they arrive after the last school bus arrives.
35. Deleted: Improper parking will result in a detention. Continued parking infractions may result in suspension of driving privileges.
36. Deleted: Wawasee High School shall develop administrative guidelines for the operation and/or parking of bicycles and shall disseminate those guidelines to all students so affected.
37. Deleted: Pass/Fail Policy and Personal Electronic And Listening Devices (redundant to other sections in the handbook or obsolete)
38. Updated the Publications section to accurately reflect course
39. Deleted: A student may not repeat a lower level class after moving on to the next level in the same sequence of courses, unless approved by Administration.
40. Changer Center of Academic Progress to the alternate school
41. Add to early graduation: 6 semester graduation is highly discouraged; however, may be considered on a case-by-case basis. Students seeking a 6 semester early graduation must be approved by administration. These students will not qualify for certain senior recognitions such as athletic senior nights and Academic Hall of Fame.
42. Updated the Passes for students to reflect eHallpass.
43. Modified wording for part "d" of Student Council.
44. Modified wording for Key Club. Deleted first couple of sentences as they were inaccurate.
45. Updated the Art Club section.