

HOME OF WARRIOR PRIDE

10000 N CR 600 W

Gaston, IN 47342

Ph# 765-358-4091

CURRENT INFORMATION

This handbook has been prepared to provide important information in regard to the day-to-day operations and procedures of Wes-Del School. You should read the handbook completely and become familiar with its contents. You will be expected to be aware of all procedures, rules and policies listed herein, the student's handbook, and in any other publication distributed by the administration, Board of School Trustees, classroom teachers, school bus drivers or any other staff members.

I. WELCOME

Welcome to Wes-Del Middle/High School. We are pleased that you are a member of our student body. We sincerely hope that you will benefit greatly from participating in our educational and extracurricular programs. You will find the staff and administration anxious to assist you as you pursue your educational and vocational goals. Please call on us to aid you in taking maximum advantage of the numerous educational opportunities that are available. We extend to you our sincere best wishes for a pleasant and productive school year.

II. HISTORICAL BACKGROUND

The early pioneers of Harrison and Washington Townships were interested in the education of their youth and their preparation for the future. Historical records indicate that the first school was held in a private home in 1833. Throughout the years, education was provided by subscription and maintained in private homes and log cabins. Later the townships were divided into districts, and one room schoolhouses were built in each district. Shortly after the Civil War the residents of Gaston selected a site near the center of town for their school. In 1896 a six room building was built to serve the educational needs of the community. Later three more rooms were added to complete the square building. In 1923 consolidation of the school districts required more space, and a new gymnasium and classrooms were added. An elementary building was constructed in 1958 near the original building site.

A school was built in 1924 in Harrison Township to serve elementary and high school students. Prior to this time the elementary students were taught in the district schools and the high school students were transferred to nearby schools. An addition was added to the original building in 1959.

Residents of the two townships voted to merge in May of 1964, and the present school corporation became an entity on July 1, 1964. The Board of School Trustees instituted immediate studies on the problems of overcrowding and inadequate facilities for the student population. In early fall of that year a decision was reached to build a new junior-senior high school and to renovate the Harrison building. As a result of the studies, negotiations were initiated with School Buildings Incorporated of Gary and Indianapolis, to provide the facilities, via a lease rental plan, on a schedule designed for earliest occupancy of the building. Many hours of meetings and planning occupied the winter months, and on October 11, 1965, the ground was broken for the much needed school. Due to the unique cooperation and planning of personnel from the private financing firm, the architect and contractors, and with the school authorities, the building was occupied the following year. The conversion of the Harrison School was completed during the summer months, providing a complete elementary school that now meets the current standards of the State of Indiana.

On September 6, 1967, the new school opened its doors to the students of Harrison and Washington Townships. The school officials considered the period of planning, building, and completing this project to be a record in Indiana and complimented the experience, resources, and cooperation of the educational facility developer.

III. PHILOSOPHY

We believe that Wes-Del Middle/High School exists to provide a program that will meet the educational needs of every student. We believe that opportunities should be provided for the expansion of the total learning process to include the development of concepts, creativity and decision making skills and to stimulate the desire to increase one's knowledge. We realize that our students differ widely in abilities, aptitudes, interests, and ambitions and that they are also conditioned by their home and community environments. We believe that this school should provide classes in which the activities are designed to meet the needs, the interests, and the abilities of all the students. We believe that the school should attempt to deal with each student as an individual with emphasis placed upon real-life experiences whenever possible. It should offer a well-planned extracurricular program and adequate guidance so that each student may have the opportunity for maximum development. Adjustments of the school program to meet the needs of the students will be made when necessary. We believe that many of the responsibilities of the school are shared with the home and many worthwhile community organizations. We feel that the school supplements rather than replaces the home or other environments. We believe that the education of young people is an important, essential task and that it requires the best coordinated efforts of the school, home, church, and community.

The United States flag will be displayed in each classroom of the school. The school will provide a daily opportunity for students to voluntarily recite the Pledge of Allegiance.

IV. VISION STATEMENT

The successful completion of Wes-Del Middle/High School will have prepared students socially, emotionally and academically to become life-long learners in an ever-changing and increasingly diverse world culture.

V. MISSION STATEMENT

Our mission is to reach every student every day by developing life-long learners, encouraging individual growth, providing a safe learning environment, supporting community traditions, and promoting respect.

VI. A WES-DEL CITIZEN AND RESPONSIBLE LEARNER WILL ALWAYS DEMONSTRATE...

- Active Listening:** A Wes-Del citizen pays attention and listens to others with a desire to understand.
- Truthfulness:** A Wes-Del citizen is truthful by displaying honesty and sincerity in his/her words and actions at all times.
- Respectfulness:** A Wes-Del citizen is respectful by treating others with courtesy and dignity.
- No Put-Downs:** A Wes-Del citizen eliminates the use of put-downs by avoiding negative verbal or non-verbal messages toward another individual or group.
- Trustworthiness:** A Wes-Del citizen is trustworthy and will be depended upon to show responsibility and integrity.
- Personal Best:** A Wes-Del citizen does his/her personal best by continuing to give maximum effort.

Warriors

Active Listeners

Resourceful

Respectful

Intelligent

Organized

Responsible

Self-Disciplined

SCHOOL COLORS: Maroon and White

SCHOOL YEARBOOK: The Chieftain

SCHOOL MASCOT: Warrior
SCHOOL SONG: Original music and lyrics
Push onward Warriors
For we know that we have victories to win
Push onward Warriors
For we're behind our mighty men
So let's give cheers for our Warriors
As we fight to put our banners in the sky
So boys let's go – let's fight
And win this game tonight
For our dear ole Wes-Del High

VII. NONDISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

The school corporation does not discriminate on the basis of religion, race, color, national origin, sex, disability, or age in its programs and activities, including employment opportunities.

The following personnel have been designated to handle inquiries regarding nondiscrimination policies for the school corporation:

Equal Opportunity

Title II (ADA)

Civil Rights

Superintendent

Wes-Del Community Schools

10290 N CR 600 W

Gaston IN 47342

Anti-Harassment

Principal

Wes-Del Elementary School

500 Jackson Street

Gaston IN 47342

Assistant Principal

Wes-Del Middle/High School

10000 N CR 600 W

Gaston IN 47342

Section 504

Principal

Wes-Del Middle/High School

10000 N CR 600 W

Gaston IN 47342

Principal
Wes-Del Elementary School
500 Jackson Street
Gaston IN 47342
Title IX
Athletic Director
Wes-Del Middle/High School
10000 N CR 600 W
Gaston IN 47342

VIII. SCHEDULES

REGULAR SCHOOL DAY SCHEDULE

Period 1	8:00 - 8:46
Period 2	8:50 - 9:36
Period 3	9:40 - 10:26
Period 4	10:30 - 11:16
Period 5	11:20 - 12:50
Period 6	12:54 - 1:40
Period 7	1:44 - 2:30

TWO HOUR DELAY SCHEDULE

Period 1	10:00 - 10:26
Period 2	10:30 - 10:56
Period 5	11:00 - 12:30
Period 3	12:34 - 1:00
Period 4	1:04 - 1:30
Period 6	1:34 - 2:00
Period 7	2:04 - 2:30

BEFORE AND AFTER SCHOOL

1. No student should be in the academic areas of the building before 7:50 a.m. unless requested by a teacher. Front doors open at 7:40 a.m. for students to enter the building.
2. After arriving on school grounds, students are not to leave unless permission is granted from the office.
3. No student should be in the building after 3:15 p.m. unless supervised by a teacher or staff member. Students must wait in the front entrance area.
4. Access to the academic wings of the building will be limited after 5 p.m. Monday – Friday. All students are expected to take all materials home when they leave the building. If a student has an after-hours extra-curricular event they are reminded to put their belongings in either their vehicle, sports locker or make some other arrangement for their materials.
5. Groups using the building in the evening must use only the section of the building reserved for them and leave all rooms and equipment in proper condition to resume the next day.

SCHOOL CLOSING

In the event of inclement weather or mechanical breakdown, school may be closed. The same conditions may also necessitate early dismissal or start delays. In the event that school is closed or delayed due to inclement weather or other emergency situations, you will receive notification through the school's various communication systems. School closing, delayed starting time or early dismissal will also be announced over radio station 104.1 WLBC, the Wes-Del Community School website and Twitter. If no report is heard, it can be assumed that school will be in session. Please do not call the school, radio station, or administrator.

IX. SCHOOL RULES

1. Problems arise each year because students bring articles which are hazardous to the safety of others or interfere in some way with school procedure. All such items will not be permitted and will be impounded. Students face suspension for possession of such articles which include but are not limited to alcohol, dangerous weapons, illegal drugs or other such items that pose a threat or disruption to the student body.
2. Cleanliness is everyone's concern. Waste receptacles are available and their use for waste is imperative to keeping our school a clean and safe place to learn.
3. Substitute teachers are important visitors in our school. Students are expected to be polite, helpful, and considerate. Inappropriate behavior towards a substitute teacher will not be tolerated and is grounds for disciplinary action.
4. Displays of affection are in some cases, in some places and under some conditions, normal and acceptable. Students will be expected to use their best judgment in their actions. Never will kissing, prolonged embraces, or any other actions that bring inappropriate notice to an individual be considered proper and permissible. If it is deemed offensive to others it will be addressed.
5. Each student is scheduled for a definite place during each period of the day and is expected to be in this place during the hours assigned. To be excused from an assigned place a student must have a properly executed pass. Students will not be given passes to an area where a teacher is not on duty.
6. Food and beverages are to be eaten in the cafeteria. It is at the teacher's discretion if food or drink is allowed in each individual classroom.
7. No trash is to be left in the parking lot.
8. Students are to comply with all reasonable requests by teachers. A request will be held reasonable unless it is immoral or illegal. Disagreements with the teacher's request may be brought to the attention of the principal only after they have been completed.
9. Students may not leave the building during the day without permission from the office.
10. Students should leave all personal items of value at home. The school will assume no responsibility for items lost or stolen. Do not carry large amounts of money or valuable electronic items in your pockets or in your locker.
11. Pass through corridors quietly. Be considerate and show respect to others in the halls and classrooms.
12. Use of profane language will not be tolerated.
13. Students who fail to complete the requirements of a course will not receive credit for that course unless a waiver is obtained from the principal. This would include failure to complete a semester exam, a major project, or to be absent an excessive number of days.
14. Students may be expelled for the maximum time allowed by law for carrying any item considered to be a weapon.
15. Book bags, backpacks, large purses and satchels must be placed in lockers and shall not be carried during the school day.

16. Students are not allowed to sell food, drinks, candy, or any other items during the school day. Exceptions to this would be for any school sponsored club or team as part of a fundraiser, with pre-approval from the school administration.

CELL PHONES/ELECTRONIC DEVICES

Students are not permitted to use cell phones, iPods, Chromebooks, etc. during passing periods, lunch time or any other time outside the classroom, without teacher or administrative permission. **Students will have cell phones put away during instruction and out of sight** Teachers will incorporate the usage of electronic devices or lack thereof into their classroom expectations and management guidelines. At any time a student's Chromebook may be restricted for behavioral issues or academic concerns. This includes field trips and other school functions off campus during school hours. Students may use their school issued Chromebook during lunch for educational purposes.

Students are prohibited from taking or capturing photographic images, video files or audio files during the school day without permission from the classroom teacher or an administrator. Students are never allowed to take or capture photographic images, video files or audio files within an area where there is a reasonable expectation of privacy like a restroom or locker room.

Headphones, over-the-ear or ear-buds, may not be worn without classroom teacher or administrative permission. Students should not be wearing any type of headphones during class, passing period, or during any school activity during the school day without the permission of a classroom teacher or administrator.

If an administrator has reasonable suspicion to believe that a cell phone might have proof of violated discipline codes beyond possession of a cell phone, only the administrator or designee may search the contents of the phone in compliance with search and seizure regulations. If you need to get an urgent message to your child, please call 3584091 and we will make sure your child gets the message. The following is the WesDel Middle/High School's protocol regarding cell phone violations:

1st Offense: Cell Phone is confiscated and returned to the student at the end of the school day.

2nd Offense: Cell Phone is confiscated and must be picked up by a parent/guardian. A Saturday School will also be assigned to the student.

3rd Offense: Cell Phone is confiscated and must be picked up by a parent/guardian. A one (1) day Out of School Suspension will also be assigned to the student.

***Any more than three (3) offenses will be handled on a case by case basis with administration and discipline issued at the discretion of the administration.

NOTE: THE CHROMEBOOK IS THE PROPERTY OF THE SCHOOL AND IS ALWAYS SUBJECT TO INSPECTION AND REVOCATION.

******IMPORTANT INFORMATION REGARDING CELL PHONES******

Students and parents, please be aware that the school corporation is legally responsible to report certain issues to the proper authorities. In the eyes of the law, possession and distribution of nude or sexual photos via a cell phone, in some cases, violates laws that protect against child pornography/exploitation. The phenomena known as "SEXTING" has become an issue in many schools, and our respective professional organizations have notified us of the obligation to inform you that such violation must be reported to the local police and in some circumstances students, if found guilty, may be required to be registered as sex offenders. Please speak with your children regarding this issue. Thank you.

RIGHTS-RESPONSIBILITIES-REGULATIONS

IC 20-33-8-14, enacted by the General Assembly of Indiana, outlines in detail the procedures to be followed when a student is disciplined by expulsion or suspension. So that the rights of the students concerned are protected, a copy of the Act is on file in the office of each Wes-Del Community School Building, and is available to students upon request.

The Wes-Del Community Schools hereby adopts the following statement relative to student conduct. Any violation of the following statement could result in suspension or expulsion of any student from Wes-Del Middle/High School.

X. DISCIPLINE

One of the responsibilities of school personnel is to maintain discipline. Discipline situations will be treated as learning experiences. The only purpose of a discipline assignment is to correct unacceptable behavior. Although students may be given a choice of discipline, disciplinarians are free to offer the choices they feel will be most effective. Some possible choices are suspension from class, lunch time detention, before or after school detention, suspension from school, In-School suspension, Saturday School, educational contract, expulsion, or loss of driving privileges. (IC 9-24-2)

IC 9-24-2-1 prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 who is under:

1. at least a second suspension from school for the school year
2. an expulsion from school; or considered habitually truant
3. withdrawal is not permitted to have license reinstated

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons.

REFERRALS

Referrals are official notifications of incidents of student misbehavior. Teachers use this form to notify administration of student misbehavior that the teacher has observed and tried to correct. Referrals require disciplinary action to attempt to correct student misbehavior or misconduct. Referrals become a part of the student's school year record and are kept in the office. When it may become necessary to exclude a student from school because of continual disciplinary problems, the referral will be used to document due process of progressive disciplinary action. Parents are notified by mail or phone of referral notices and action taken.

CHEATING/PLAGIARISM

The work that students are responsible for during the course of study at Wes-Del is expected to be exclusively their own unless credit is appropriately given to the sources from which the information is taken. Cheating and plagiarism are serious academic offenses and are not to be taken lightly. The following actions will be taken in the event that either of these occurrences should take place. These disciplinary actions are cumulative over the course of the current school year.

1st offense: No credit for assignment, referral, parent contacted by teacher

2nd offense: No credit for assignment, referral, parent contacted, two (2) days In-School suspension

3rd offense: No credit for assignment, referral, parent contacted, three (3) days Out-of-School suspension & possible loss of credit for course

DRESS

It is our goal that WesDel Middle/High School be a safe haven for students and that the culture of the school is positive. Throughout life many responsibilities dictate appropriate attire and appearance. In keeping with this concept, the staff of WesDel Middle/High School expects students' appearance to meet standards of appropriateness, safety, and cleanliness. While the selection of clothing worn at school is primarily the responsibility of parents and students, the school administration reserves the right to make the final judgment concerning the appropriateness of the student's attire and appearance.

School attire should conform to the following general regulations that are not intended to be all inclusive:

1. Any type of attire which attracts undue attention to the wearer, and thus causes a disturbance in the school is in bad taste and not acceptable.
2. Students will wear footwear at all times. Soft sole slippers are not permitted.
3. Headgear is not to be worn during school hours. Wearing of hats (including ball caps, stocking hats, hoods, etc.) in the building during the school day will not be permitted.
4. Bare midriffs and bare shoulders are not allowed at any time. All shirts must have sleeves. Clothing which results in inappropriate exposure such as, but not limited to, that with low necklines, strapless, or of sheer design are unacceptable. Excessive openings in the back of tops is prohibited. No undergarment should be showing or worn as an outer garment (this includes boxer shorts). Pajamas are not permitted.
5. Jackets and coats are to be worn ONLY when entering and leaving the building, and are not to be taken to the classroom. It is suggested that students keep a sweater or sweatshirt in their locker for cooler temperatures.
6. Book bags are to be stored in lockers during the school day. Any bag large enough to hold a textbook must be kept in the student's locker.
7. Shorts, skirts, and dresses must be no more than six (6) inches higher than the knee and not so tight fitting that it prevents the students from sitting in an appropriate manner. Slits in skirts and dresses must also not be more than six inches from the knee.
8. Sagging pants in which undergarments are clearly visible will not be accepted.
- 9.. Clothing that has pictures, writing, etc. which promotes, suggests, advertises, or has double meanings relating to drugs, alcohol, tobacco, or sex is not permitted.
10. Gang or secret organization paraphernalia or apparel is not permitted at school.
11. Any clothing, or other items considered by the school administration to be disruptive to the educational process will not be permitted.

If a teacher or administrator feels a dress code violation has occurred, the student will be addressed by an administrator or designee to change their clothing. The student may be issued a discipline consequence for multiple dress code violations. This policy does not reset at any time during the school year. Students who do not abide by the dress code will face the following consequences:

1st Offense: A warning is given and the student will be asked to change and sent home to do so if necessary. Class time missed

will be unexcused.

2nd Offense: One (1) Tuesday/Thursday Detention assigned plus necessary attire changes.

3rd Offense: One (1) Saturday School assigned plus necessary attire changes.

4th Offense: One (1) day of In-School suspension plus necessary changes.

5th Offense: Out-of-School suspension plus necessary attire changes.

Due to the constantly changing variety of apparel styles and fashion, the administration has the authority to determine if a clothing item or accessory not specifically covered in this dress code is, in fact, appropriate for school attire.

SEARCH AND SEIZURE

The School Board recognizes that the privacy of our students or his/her belongings may not be violated by unreasonable search and seizure and directs that no student be searched without reasonable suspicion.

- A. As used in this section, "reasonable cause for search" means circumstances which would cause a reasonable person to believe that the search of a particular person, place or thing will lead to the discovery of:

1. Evidence of a violation of the student conduct standards contained in this handbook.
 2. Anything which because of its presence presents an immediate danger to any person.
- B. All lockers and other storage areas provided for student use on school premises remain the property of the school corporation and are provided for the use of the students subject to inspection, access for maintenance, and search pursuant to this section. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal of the school in which the locker or storage area is located. Unapproved locks shall be removed and destroyed.
1. The principal or a member of the staff designated in writing by the principal may search a locker and its contents where the person conducting the search or the principal designating the person to search has reasonable cause for a search of the locker searched.
 2. The principal, a member of the staff, or a teacher may search a desk or any other storage area on school premises other than a locker when the person conducting the search has reasonable cause for a search.
- C. The principal or another member of the staff designated in writing by the principal and acting at the direction of the principal may search the person of a student during a school activity if the principal has reasonable cause for a search of a student. Searches of the person of a student shall be limited to:
1. searches of the pockets of the students;
 2. any object in the possession of the student such as a purse or briefcase; and or
 3. a "pat down" of the exterior of the students' clothing.
 4. Use of wand when necessary.

Searches of the person of a student with removal of clothing other than a coat or jacket shall be referred to a law enforcement officer in accordance with subsection G of this section.

Searches of the person of a student shall be conducted in a private room by a person of the same sex as the student being searched. At least one but not more than three additional persons of the same sex as the student being searched shall witness but not participate in the search. At the request of the student to be searched, an additional person of the same sex as the student designated by the student, and then reasonably available on school premises shall witness the search.

- D. The privilege of bringing a student-operated motor vehicle onto the school premises is hereby conditioned on written consent by the student driver, the owner of the motor vehicle and the parent or guardian of the student to allow search of that motor vehicle when there is reasonable cause for a search of that motor vehicle. Refusal by a student, a parent or guardian, or the motor vehicle owner to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, shall be cause for termination without further hearing of the privilege of bringing a motor vehicle onto school premises. The principal and/or his designee designated in writing by the principal may request a law enforcement officer to search a motor vehicle on school premises, subject to subsection G of this section.
- E. Anything found in the course of a search conducted in accordance with this section which is evidence of a violation of the student conduct standards in the student handbook may be:
1. seized and admitted as evidence in any suspension or expulsion proceedings if it is tagged for identification at the time it is seized and kept in a secure place by the principal or the principal's designee until it is presented at the hearing
 2. returned to the parent or guardian of the student from whom it was seized
 3. destroyed if it has no significant value or,
 4. turned over to a law enforcement officer in accordance with subsection G of this section
- F. Anything found in the course of a search conducted in accordance with the section which by its presence presents an immediate danger of physical harm or illness to any person may be seized and:

1. returned to the parent or guardian of the student from whom it was seized
 2. destroyed or,
 3. turned over to any law enforcement officer in accordance with subsection G of this section
- G. The principal, or a member of the staff designated in writing by the principal, may request the assistance of a law enforcement officer to:
1. search any area of the school premises, any student, or any motor vehicle on school premises
 2. identify or dispose of anything found in the course of a search conducted in accordance with this section. Where law enforcement officers respond to such a request, no school employee shall assist or otherwise participate in any search conducted.

TOBACCO / NICOTINE

At no time will smoking, chewing of tobacco, the use of an E-Cigarette, or the use of any alternative tobacco/nicotine product by students be permitted. This includes on the school grounds immediately before or after school hours, anytime when the school is being used by a school group, or off-school grounds at an educational function or event. Students are not permitted to bring tobacco to school. Having a tobacco/nicotine product shall be treated the same as using a tobacco/nicotine product.

The following guidelines will be used when students do not follow this rule:

- 1st offense:** Three (3) days Out-of-School suspension & citation issued by local law enforcement
- 2nd offense:** Five (5) days Out-of-School suspension & citation issued by local law enforcement
- 3rd offense:** 10 Days Out-of-School suspension Pending Expulsion

DRUGS AND ALCOHOL

Any student found using, selling, in possession of, receiving, or about to receive any drug, alcohol or controlled substance on school grounds or at a school function (either on school grounds or away from school) may be expelled for the maximum time the law will allow. For further details see "Grounds for Suspension/Expulsion."

The Police K-9 Intervention Program has been implemented in order to ensure that Wes-Del Middle/High School is free of drugs and violence. Dogs are used to sniff lockers and motor vehicles. Students and faculty are notified over the P.A. system when this program is in progress. If any illegal items are located or are suspected, law enforcement officials, the student and parent/guardian shall be notified.

Voluntary Drug Testing Program

The purpose of this program is to provide a diagnostic aid in disclosing drug use among Wes-Del Middle/High School students, not to be academically punitive. It is intended to identify students with drug residues in their bodies, to notify these students "parents, and to guide students toward healthy, safe, and drug free participation in school activities. The program is an extension of the school's educational substance abuse programs and is not intended to deprive students of school attendance or to impose academic penalties. Students involved in extracurricular and co-curricular activities and who drive to and from school must be exemplary in the eyes of their peers and the community, and they must be free of the primary reason for restricting students from participating in school activities and driving privileges if they test positive during a random screening.

Testing Procedure

Any Wes-Del Middle/High School student and his/her parent/guardian must complete the Voluntary Drug/Substance Abuse Testing Consent form during registration in Powerschool in order for the student to be eligible to participate in any of the following school activities:

Extracurricular Athletic Teams

Driving to and from school

Homecoming, Prom, and other dances

Choir, Theater, Band, Robotics, and all other school clubs

Students who do not participate in any of the above activities may be included in the Voluntary Drug Testing Program by completing the consent form at registration. By submitting a consent form, parents may include their student in the Voluntary Drug Testing Program even though he/she does not participate in any of the above activities. If your student takes a prescribed medication that could be detected in the drug screening process, it is important to add this medication during the online enrollment process or contact the school nurse to document the medication.

This Voluntary Drug Testing Program does not affect the current policies, practices, or rights of Wes Del Middle/High School in regard to possession or use of alcohol, drugs, and other dangerous substances when reasonable suspicion is established by means other than the Voluntary Drug Testing Program through this program.

Complete copies of the Voluntary Drug Testing Program and all related forms are available in Powerschool.

GUIDELINES FOR ACADEMIC NON-COMPLIANCE / MISSING ASSIGNMENTS

Regularly completing and submitting assignments is a critical piece of the learning process and is tied closely to academic achievement. Assignments of all types (homework, in-class work, group work, etc.) allow teachers to check for understanding and provide a measure of student learning. Additionally, assignments are a significant component of students' grades. To ensure that students understand the importance of actively participating in their education, we believe students must be held accountable for regularly completing and submitting assignments.

Academic Noncompliance

If a student reaches 5 or more missing assignments in a class during a grading period. The student will receive an office referral for academic noncompliance.

5th Missing Assignment - Tuesday/Thursday Detention to complete missing assignments

6th Missing Assignment - Saturday School to complete missing assignments

7th Missing Assignment - 2nd Saturday School / Parent & Student Meeting with Administration

8th Missing Assignment - 1 Day ISS

9th Missing Assignment - 3 Day ISS

10 or More - Discipline will be at the discretion of the school administration

LUNCH DETENTION

An alternative to classroom detention, lunch detention allows a student to continue their education in the classroom, and then serve a thirty (30) minute detention during their lunch period. Students will receive a school lunch or may bring their lunch, and they will report to the lunch detention room for the thirty (30) minute lunch period. Students will return to class after the detention is served.

TUESDAY AND THURSDAY SCHOOL DETENTION

An alternative to classroom detention and lunch detention, Tuesday and Thursday School allows a student to continue their education without interruption, and is afforded extra time to improve studies. Hopefully, this will be a learning experience for the student and one that will encourage a positive change in behavior and academics.

The classroom teacher and/or school administrators will assign Tuesday and Thursday detentions. Letters home to parents of detained students will explain all Tuesday and Thursday detention rules. Detentions will be after school from 2:30 p.m to 4 p.m.

Additionally, any student who fails to report to Tuesday/Thursday School will receive the following consequences cumulative for the school year:

Failure to report to Tuesday/Thursday School: A Saturday School will be assigned

SATURDAY SCHOOL DETENTION

An alternative to In-School or Out-of-School suspension, Saturday School allows a student to continue their education without interruption and is afforded extra time to improve studies. Hopefully, this will be a learning experience for the student and one that will encourage a positive change in behavior and academics.

Students must bring assignments and be prepared to study. The completed assignments will be returned to the teacher.

Saturday detentions will be assigned by the school administrators only. Letters home to parents of detained students will explain all Saturday detention rules. Saturday School will be 8 a.m to 11 a.m and students report to the front office.

Additionally, any student who fails to report to Saturday School will receive the following consequences cumulative for the school year.

1st failure to report: Two (2) days In-School suspension

2nd failure to report: Three (3) days Out-of-School suspension

3rd failure to report: Five (5) days Out-of-School suspension

Failing to report to Saturday School more than three (3) times may result in habitual offender status and can be grounds for expulsion as well as possible loss of driving privileges.

GUIDELINES FOR TEMPORARY DISMISSAL BY CLASSROOM TEACHER (CLASSROOM REFERRAL PROCESS)

1. A teacher may dismiss a student from his/her classroom for a period not to exceed one (1) class period. The student may attend other classes or activities of the school.
2. In the event that a teacher does remove a student from their classroom the following procedure will take place. Classroom teacher will:
 - a. Instruct the student to leave the classroom or area
 - b. Contact front office to notify that the student is on their way
 - c. Notify the administration by using the Powerschool Classroom Referral Process explaining the incident, action taken, and instructions provided for the student.
 - d. Contact parent by phone
3. Upon the student entering the office for disciplinary action, student cell phones will be turned into the office staff until the completion of the referral process.

GUIDELINES FOR SUSPENSION BY PRINCIPAL

1. The principal (or designee) may suspend a student from all portions of the school program for a period of ten (10) days or less.
2. The principal (or designee) must:
 - a. Investigate the incident
 - b. Suspend the student
 - c. Notify in writing the parent or guardian within twenty-four (24) hours the term of suspension and the misconduct of the student

- d. Send a copy of the written notice to the superintendent (or designee)
3. Public Law 121 (Law Conditioning Driving Privileges on Regular Attendance) enacted by the General Assembly may be enforced.
4. School work: Any student who is suspended from school will be granted a maximum of 50% credit for academic work that is assigned during the time of the suspension. The work must be presented to the teacher immediately following the suspension in order to receive the credit. Any work turned in later than the day the student returns from the suspension will not count.

GUIDELINES FOR EXPULSION AND EXCLUSION

In the event the principal is faced with a situation warranting expulsion or exclusion he/she:

1. May suspend the student summarily for a period of ten (10) school days or less pending a hearing
2. Must notify in writing the superintendent (or designee) of his/her request to exclude or expel the student
3. Must notify in writing the parent or guardian relating the specific acts which the student has done constituting a course for probable expulsion, and citing these acts as the reason for the suspension which the principal is imposing
4. If the student is NOT suspended pending the requested hearing, the principal does not send a notice to the parents

EXPULSION PROCEDURE

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

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

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

GROUNDS FOR SUSPENSION/EXPULSION

The following types of student conduct shall constitute grounds for suspension/expulsion subject to procedural provisions set forth previously:

1. Engaging in any activity that is deemed as an interference to the school function.
2. 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, or possessing any firearm, explosive or other weapon. The following enumeration is illustrative of the type of conduct prohibited by this subparagraph:
 - a. Occupying any school building, school grounds, or a part thereof with intent to deprive others of its use;
 - b. Blocking the entrance or exits of any school building or corridor or room therein with the intent to deprive others of lawful entry to or from, or use of, the building or corridor or room;
 - c. Setting fire to or substantially damaging any school building or corridor or room;
 - d. Firing, displaying or threatening use of firearms, explosives, or other weapons on the school premises for any unlawful purpose;
 - e. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function or of any lawful meeting or assembly on school property; and
 - f. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with any teacher's ability to conduct the educational function under his/her supervision.

This subparagraph shall not, however, be construed to make any particular student conduct grounds for expulsion where such conduct is constitutionally protected as an exercise of free speech or assembly or otherwise under the Constitution of Indiana or the United States.

3. Causing or attempting to cause substantial damage to school property, stealing or attempting to steal school property of substantial value, or repeated damage or theft involving school property of small value.
4. Intentionally causing or attempting to cause substantial damage to valuable private property or stealing or attempting to steal valuable private property, on school grounds or during an educational function or event off school grounds or when such student is traveling to or from school of such educational function or event.
5. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a **school employee**:
 - a. On the school grounds during and immediately before or immediately after school hours
 - b. On the school grounds at any other time when the school is being used by a school group
 - c. Off the school grounds at an educational function or event

Self-defense or reasonable action undertaken on the belief that it was necessary to protect some other person shall not, however, constitute a violation of this provision.

6. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to a **student**:
 - a. On the school grounds during and immediately before or immediately after school hours
 - b. On the school grounds at any other time when the school is being used by a school group
 - c. Off the school grounds at an educational function or event or event by the school corporation or when such student is traveling to or from such educational function
7. Harassing, threatening or intimidating any **person** for the purpose of, or the intent of, obtaining money or anything of value from said **person**.

(Harassment – meaning behavior toward others based, in whole or in part, on sex, race, religion, national origin, ancestry, creed, pregnancy, marital status, sexual orientation, or physical, mental, emotional, or learning disability which substantially interferes with a pupil's school performance or creates intimidating, hostile, or offensive school environment.)

Bullying meaning overt, repeated acts or gestures, including:

- a. Verbal or written communications transmitted
 - b. Physical acts committed or
 - c. 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.
8. Knowingly possessing, handling or transmitting any object that can reasonably be considered a weapon:
- a. On the school grounds during and immediately before or immediately after school hours
 - b. On the school grounds at any other time when the school is being used by a school group
 - c. Off the school grounds at an educational function or event sponsored by the school

Such objects shall not include school supplies or compasses, where they have reasonable use in connection with an educational function in which the student is engaged, but do include any firearm, any explosive including firecrackers, and knife, except where such items have reasonable use in connection with any such educational function.

9. It is a violation of the disciplinary code of Wes-Del Middle/High School to possess, provide to another person, or be under the influence of any substance which is or contains tobacco, alcohol, marijuana, a stimulant, an intoxicant, a narcotic, a depressant, or a hallucinogen whether prescription or sold over the counter (without a prescription) or any substance represented by the provider to be any of the listed substances.
- a. On school grounds at any time
 - b. 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 if possession, use or providing another person with any particular medicine or substance would violate this rule should contact the principal (or designee) before possessing, using or providing the medication or substance.

10. Possess or provide to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcohol, marijuana, stimulants, intoxicants, narcotics, depressants or hallucinogens.
- a. On school grounds at any time
 - b. At any school sponsored activity at any location including the school bus

Examples of things which are not to be possessed or provided to another person are: pipes, rolling papers, clips (roach).

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.
12. Engaging in any activity forbidden by the laws of the State of Indiana which constitutes an interference with school purposes.
13. No student may provide, by sale or otherwise, any substance which he/she represents to be a narcotic drug, hallucinogen drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.
14. No student may possess or use any substance which the student has reason to believe is, or which has been represented to him/her as a narcotic drug, hallucinogen drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind.

15. Students are prohibited from possessing, using, transmitting, or being under the influence of caffeine-based pills, substances containing phenylpropanolamine (PPA), or stimulants of any kind available with or without prescription.
16. Any substance for which a student has a prescription or written permission from a parent allowing use, must be brought to the school nurse or designee in the health clinic and administered or taken there.

GROUND FOR EXCLUSION

Any student may be excluded from school in the following circumstances, subject to the procedural provisions of this chapter:

1. If he/she has a dangerous communicable disease transmittable through normal school contacts that poses a substantial threat to the health or safety of the school community.
2. If his/her immediate removal is necessary to restore order to protect persons on school corporation property. This shall include conduct off school property where on account thereof the student's presence in school would constitute an interference with school purposes.
3. Where any student is mentally or physically unfit for school purposes subject, however, to the procedure set up under the provisions of IC 16-41-9-3, and to the limitations and regulations authorized to be established there under the State Board of Education.

BULLYING

In order to nurture a positive learning environment, students are taught basic skills that may include social skills, conflict resolution and character education as set forth in IC 20-33-8-13.5. Bullying/harassment as defined in IC 20-33-8-0.2 includes overt, repeated acts or gestures, including verbal or written communications transmitted; physical acts committed¹⁷; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate or intimidate another student. This would include, but is not limited to, name calling, making threats and intimidation. Bullying and harassment are prohibited on school grounds, on the school bus, at the bus stop or any school sponsored activity. An investigation on a bullying accusation will follow as per the building policy.

Any student who believes that they are the target of bullying should inform a staff member as soon as reasonably possible. Students are encouraged to fill out bullying incident forms that are located in the office. Forms should be turned in to the assistant principal's office. The form includes information regarding the bully, the target, where the incident(s) took place, the nature of the incident(s), any witness(es) to the incident(s) and any other pertinent information. The administration will investigate the alleged bullying and take appropriate action as warranted.

USE OF ISOLATED TIME OUTS AND RESTRAINTS

The School Board believes that maintaining an orderly, safe environment is conducive to learning and is an appropriate expectation of all school employees within the school corporation. The Board recognizes that there are times when it becomes necessary for employees to use reasonable restraint and/or isolated time out to protect a student from causing harm to themselves or to others.

Isolated time out and physical restraint used only as means of maintaining a safe and orderly environment for learning and only to the extent necessary to preserve the safety of students and others. Use of isolated time out or physical restraint may also be a component of a behavioral intervention plan (BIP) and/or an Individualized Education Program (IEP). If such is the case, the terms of the BIP or the IEP will control the use of these measures. Neither isolated time out nor physical restraint shall be used as a form of punishment or as a disciplinary measure.

Except in the case of emergency, only school employees who are current in the corporation-designated training program may implement physical restraints or isolated time outs with a student. An individual who applies physical restraint shall use only techniques which he or she has received such training within the preceding two (2) years, as indicated by written evidence or participation.

In the case of an emergency, physical restraints and/or isolated time outs should be used only when a student's behavior poses an imminent threat of serious physical harm to the student or to other persons present or damage to school property.

XI. ATTENDANCE

Regular school attendance is necessary for children to have the opportunity to learn as much as possible. Although make-up work is available, it cannot replace instruction provided in the regular classroom. The tests that teachers give are intended only to sample the information provided in class. It is impossible for a student to miss school and still learn what he/she could if he/she were in attendance. It would be unfair to the student if the school corporation did not require regular attendance.

PROCEDURES FOR ABSENCES

1. If a student is absent, the parent or guardian must call the office to report the absence prior to 9:00 a.m. each day of an absence. It is the parent's responsibility to report the absence.
2. Students reporting to school late must sign in with the HS office before reporting to class. Any student who is more than ten (10) minutes late to school will be counted absent unless excused by administration.
3. Students who miss more than five (5) unexcused days in any semester will be considered habitually truant and will be subject to:
 - a. IC 9-24-2-1 (loss of driving privileges by the State of Indiana)
4. Pre-arranged vacation will be counted towards undocumented absences.
5. Absences Not Counting Towards Undocumented: Absences not counting towards undocumented shall be called certified absences. The following types of absences constitute absences that do not count as undocumented allowed per semester:
 - a. Doctor, dental, clinical or court appearance (the note must be from the doctor or from court personnel and include the student's name, the date and time of the appointment).
 - b. Death in the immediate family.
 - c. Page in the State Legislature. *
 - d. Election worker. *
 - e. Other absences approved by the principal or his designee. *
 - f. In-School Suspension.
 - g. Out-of-School Suspension.
 - h. College visitations (one for juniors and two for seniors).*

Non-Documented Absence - an occasion when a student is not in his or her assigned class and appropriate documentation was not provided to school officials stating the necessary nature of missing class.

NOTE: In order for an absence to be certified, a written note must be turned in to the attendance secretary by 9:00 a.m. the day the student returns to school after the absence. After that time period certification will require administrative approval. College days require certification by a college official for approval.

*These absences require prior administrative approval.

These totals are cumulative per semester.

6. Make-Up Work
 - a. Certified absences – students will have the same number of days to make-up work which was missed
 - b. Undocumented absences – students may make up work until the 8th Undocumented Absence per semester is reached.
 - c. Undocumented absences 8 or more (Over the Limit – OL) – the student will not be permitted to make-up work missed for credit.

(Exception – semester exams)

- d. Long term assignments are due on a specific date whether absent or not. A letter grade will be deducted each day the assignment is late.
7. Attendance Communication from the School
 - a. Four (4) non-documented absence from class in a semester, the student and guardian will be notified to ensure understanding of the attendance policy, request documentation and to confirm accuracy of attendance records.
 - b. Eighth (8) non-documented absence from class in a semester, the guardian will be notified of being at-risk for habitual truancy. Missing work will not be accepted for non-documented absences the rest of semester.
 - c. Ten (10) non-documented absence from class in a semester, one (1) day of Saturday School will be assigned for habitual truancy.
 - d. Eleven (11) non-documented absence from class in a semester, one (1) day of In-School Suspension will be assigned for habitual truancy.
 - e. Twelve (12) non-documented absence from class in a semester, three (3) days of ISS will be assigned for habitual truancy. Guardian will be notified of legal action to be taken.
 - f. Thirteen (13) non-documented absence from class in a semester and beyond may result in the following:
 - * Loss of credit and removal from the course
 - * Out of School Suspension
 - * Loss of driving privileges by the State of Indiana (IC-9-24-2-1)
 - * Notification of child neglect sent to Indiana Department of Child Services, Delaware County Prosecutor's Office/Juvenile Court

Chronically Absent – This equates to missing 10% (ten percent) of the school year or approximately 18 school days for any reason. Recent research completed by the Center for Evaluation and Education Policy at Indiana University indicates that students in Indiana's public school corporations who are chronically absent from school perform at lower levels on Indiana's student learning assessments.

Any student absent for more than 18 days or who is habitually absent will be reported to Child Protective Services and the Prosecutor's Office per state guidelines.

To give adequate notification, Wes-Del Middle/High School will follow the policies suggested by the Prosecutor's Office and Child Protective Services in regards to absences. In case of extended illnesses, emergency, or extraordinary circumstances, please communicate as well as provide documentation to the school.

5th Cumulative Absence – the principal or designee will send a letter to the parent.

8th Cumulative Absence - the principal or designee will send a letter to the parent.

10th..... Cumulative Absence - the principal or designee will send a letter to the parent. In addition a parent / student meeting with a school official will be scheduled.

15th..... Cumulative Absence – the Principal or designee will send a letter via mail to the parent or guardian stating that the Wes-Del Schools Resource Officer is being notified. The principal or assistant principal will set up a conference or set up a home visit with the parent or guardian.

18th..... Cumulative Absence-CPS notified and Prosecutor's Office will be notified of educational neglect unless documentation is waived due to extensive illness or circumstances.

PERMISSION TO LEAVE EARLY

Students requesting early dismissal must have a parent/guardian contact the school office. Students must sign out in the office before leaving the building and should sign in if they return the same day.

TARDIES

Students who arrive late to class (but not more than ten (10) minutes late) will be assigned a tardy for that class period. Excessive tardies are considered to be over four (4) tardies and are subject to the following disciplinary action:

5th tardy:	Discipline warning
6th tardy:	Tuesday Detention
7th tardy:	First Saturday School assigned
8th tardy:	Second Saturday School assigned
9th tardy:	One (1) day In-School suspension
10th tardy:	One (1) day Out-of-School suspension
11th tardy:	Two (2) days Out-of-School suspension
12 or more:	Discipline will be at the discretion of the school administration

Any student driver who accumulates more than five (5) tardies to 1st period or is considered a habitual offender may lose school driving privileges for up to one (1) full semester.

These totals are cumulative per nine weeks.

XII. GUIDANCE

NEW STUDENT ENROLLMENT

Students new to Wes-Del Community Schools, enrolling in Wes-Del Middle/High School for the first time MUST:

- Please contact the school guidance office for a registration appointment
- Be accompanied by a legal parent or guardian
- Present a valid birth certificate
- Present proof of residency in the school corporation (Rent receipt or utility statement)
- Provide court documentation paperwork, if applicable

GRADING

It shall be each teacher's responsibility to give, record and defend grades assigned. Within five (5) school days from the beginning of school or each grading period each student will be given, in writing, the requirements necessary to earn A, B, C, and D. Special projects, homework, tests, participation, weights, etc. should be included. A copy of these requirements will be submitted to the principal. Semester exams will be given for all students in grades 9 through 12 (and 8th grade students taking courses for high school credit) on the last day that each class meets for the semester.

High School (Nine (9) week grading period)

1. Each grading period will count as 45% of the semester average.
2. Exams will be given at the end of each semester which will count towards 10% of the overall semester average.
3. All teachers will notify students of their grade at midterm of each grading period.

4. Students who are absent one or both days of the semester exams must make-up the missed exam(s) on the first day following the regularly scheduled exams. Make-up exams will be administered in the high school media center on this date starting at 3:15 p.m. Students taking make-up exams must arrange for their own transportation. Exams cannot be taken early or during the regular school day without administrative permission. **All students must complete the semester exams in order to receive credit for that semester.**

GRADING SCALE

All teachers will use the following grading scale:

100 – 98	A+	79 – 77	C+
97 – 93	A	76 – 73	C
92 – 90	A –	72 – 70	C –
89 – 87	B+	69 – 67	D+
86 – 83	B	66 – 63	D
82 – 80	B –	62 – 60	D –
		59 – 0	F

GPA & CLASS RANK DETERMINATION

General Courses	A+	4.25
	A	4.0
	A-	3.667
	B+	3.333
	B	3.0
	B-	2.667
	C+	2.333
	C	2.0
	C-	1.667
	D+	1.333
D	1.0	
D-	.667	
F	0	

Wes-Del uses a weighted grading scale and the following courses have additional weight added to them.

Honors Courses

English 9 H
English 10 H
Trigonometry

AP/Dual Credit Classes

English 11 AP/DC	Chemistry DC
English 12 AP/DC	Principles of Computing DC
Pre Calculus AP	Psychology DC
US History DC	Information Technology Fundamentals
Government DC	Computer Science DC
Economics DC	Introduction to Engineering Design DC
Calculus AP	

WEIGHTED GRADING SYSTEM

1. Weighted course grades will apply to college-prep, Honors, Dual Credit, or Advanced Placement (AP) classes in grades nine (9) through twelve (12) that are taken at Wes-Del.

2. Weighted course grades will be utilized only for cumulative grade average and class rank. All class rankings including the determination of class valedictorian and class salutatorian will be based on eight (8) semesters of high school credit or a combination of (8) semesters of high school and college credit.
3. A four (4) point grading system will be utilized in implementing weighted course grades. (A+ = 4.25, F = 0)
4. .50 points will be added to college-prep and Honors classes.
1.0 points will be added to Advanced Placement classes and Dual Credit classes.
College courses taken while enrolled at Wes-Del will be weighted the same as Advanced Placement classes in determining class rank.
5. The letter grade a student actually receives will appear on the report card and permanent transcript.
6. The courses marked with an asterisk (*) on the course offerings list are weighted courses.

DIPLOMAS

Wes-Del High School, in accordance with the Indiana Department of Education requirements, will offer the following graduation diplomas. Requirements for each of these diplomas are outlined in the official Wes-Del High School Course Description Booklet.

Diploma Types

- Core 40
- Core 40 with Technical Honors
- Core 40 with Academic Honors
- General Diploma

WES-DEL REQUIREMENTS FOR GRADUATION

The number of credits required to graduate from Wes-Del High School is 43 for an Indiana Core 40 diploma. Students wishing to receive an Indiana Academic Honors Diploma will be required to earn 47 credits.

Any student wishing to drop a class during the semester without the permission of the principal may receive a W/F (withdrawal/failure) on his/her permanent record.

Students transferring to Wes-Del will be considered on an individual basis as to the appropriate number of credits granted toward graduation.

+Human Development (12)	1 credit
+Personal Finance (12)	1 credit
English (9-10-11-12)	8 credits
+One year-long Pathway Course (9)	2 credits
+Health (10)	1 credit
+Speech (10)	1 credit
Mathematics (9-12)*	6-8 credits
Science (9-12) Biology/Physical Science	6 credits
Physical Education	2 credits
U.S. History (11)	2 credits
+Government (12)	1 credit
+Economics (12)	1 credit

Electives 10 credits

Minimum Required for Graduation 43 credits

+One Semester classes

*SPECIAL NOTE: Students must take a math or quantitative reasoning course each year in high school.

All students must have at least the minimum number of credits to graduate in order to participate in Commencement.

GRADUATION PATHWAY REQUIREMENTS FOR INDIANA STUDENTS

Beginning with the class of 2023, students must satisfy all three of the following Graduation Pathway Requirements:

- 1) High School Diploma - Meet the statutorily defined diploma credit and curricular requirements
- 2) Learn and Demonstrate Employability Skills (*students must complete at least one of the following while in high school.*)
 - Project-Based Learning Experience - internship
 - Service-Based Learning Experience - Sports participation, Band, Choir, Drama Club, NHS, FBLA, Student Council
 - Work-Based Learning Experience - employment earning income
- 3) Post-Secondary-Ready Competencies (*students must complete at least one of the following.*)
 - Honors Diploma - meet all requirements to earn an academic or technical honors diploma
 - SAT - meet SAT benchmark scores ERW = 480 AND Math = 530
 - ASVAB - Earn at least a minimum AFQT score of 31
 - Career-Technical Education Concentrator (CTE PATHWAY) -: Must earn a C average within a particular program or program of study
 - CTE Principles Course
 - CTE Concentrator Course A
 - CTE Concentrator Course B
 - AP/Dual Credit Course - Must earn a C average or higher in at least three courses
 - Locally created pathway, if offered

REQUIREMENTS FOR CONSIDERATION FOR VALEDICTORIAN/SALUTATORIAN

Wes-Del High School has a strong and rich academic tradition. It is with great pride and hard work that students strive to be named either valedictorian or salutatorian of their class. Additionally because of the increase in transfer students, Wes-Del will require that students must be enrolled at Wes-Del a minimum of four (4) consecutive semesters in order to be considered for either valedictorian or salutatorian.

HIGH SCHOOL CREDIT FOR 8TH GRADE ALGEBRA I

Wes-Del Middle/High School will allow 8th grade students the opportunity to take Algebra on a teacher recommended basis. Since this Algebra class is taught with the same standards as the high school course, students may earn two (2) credits in this class. In order for student to earn credit for 8th grade Algebra, they must earn a semester average grade of "C" or above for both semesters. Any student earning a grade lower than a "C" for either semester must retake Algebra I in high school. Students who take Algebra I during their 8th grade year for high school credit must earn an additional six (6) math credits upon entering high school.

GUIDELINES FOR EDGENUITY CREDIT COURSES

Wes-Del Middle/High School has available Edgenuity class work that a student may be assigned to depending on the need and permission of the teacher, counselor, and principal. **The main purpose of this work is for credit recovery.** Without signed approval, a student will not be allowed to earn credit for any course work completed using Edgenuity. Edgenuity lab will be in room D-4 and will be used for credit recovery for previously failed courses, to take courses not offered in the regular schedule, or for remedial purposes. **(A student who does not like the teacher and is not working is NOT a reason for being placed in Edgenuity.)**

Students are given priority in the following manner:

- Seniors needing to make up credits for graduation requirements.
- Seniors desiring to take other courses for credit not offered by school.
- Juniors needing to make up credits for graduation requirements.
- Sophomores needing to make up credits for graduation requirements.
- Other students desiring to take courses for credit not offered by school.

No student will be moved out of a regular Wes-Del Middle/High School class during the semester unless circumstances dictate that such a move is in the best interest of the child's education to graduate by the principal.

In completing Edgenuity course work certain procedures are required for the students to complete in order to obtain credit. The student will receive a grade in the class and on the transcript. The new grade will be figured in the students GPA. Failure of the student to comply with the rules and regulations of the class will result in removal and no credit issued regardless of how much work is completed for the course. Grading percentages will be as follows: 50% lessons, 25% quizzes, and 25% tests.

GUIDELINES FOR SUMMER SCHOOL

Students in grades 9-12 have the opportunity to participate in summer school in order to recover credits or complete classes not able to fit in their school year schedule. These courses are completed utilizing Edgenuity.. Students must have internet access at home and devote 10-15 hours per week/per course. All tests must be completed at the school one day per week communicated through the guidance office.

TRANSFER TO ANOTHER SCHOOL

If a student plans to transfer to another school, he/she along with a parent or guardian shall report to the appropriate counselor to begin withdrawal procedure.

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

Each student's records will be kept in a confidential file located in the guidance office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and Corporation regulations.

The school corporation shall provide public notice to students and their parents of its intent to make available, upon request, certain information known as "directory information". The school corporation Policy 8330 designates as student "directory information": a student's name; major field of study; participation in officially recognized activities and sports; height and weight (if a member of an athletic team); dates of attendance; date of graduation; awards received; student work; photographs both individual and group; listing on an honor roll; or scholarships.

Student work will be identified by the student's first name only on electronic media or the internet. Printed student work may be identified by the student's first and last name.

Directory information shall not be provided to any organization for profit-making purposes. The school corporation may allow access to a school campus or give students' directory information to organizations that make students aware of educational or occupational options.

The school corporation is required to recruit representatives of the U.S. Armed Services and Indiana Air, Army National Guard and service academies of the armed forces of the United States or an institution of higher education access to high school campus and student directory information (student's name, address, and listed or published telephone number) when requested to do so. A secondary school student or parent of the student may request that the student's name, address and telephone listing not be released without prior parental consent.

The school corporation is required to notify the parent and student that either one may request that the information not be released by the school corporation to the military recruiting representatives. The notification is to include the process necessary to complete this requirement. The parent or student must make the request in writing at the end of the student's sophomore year in high school. This is a one-time opt-out opportunity. If the student opts-out in his/her sophomore year and later changes his/her mind a revocation may be made.

Parents and adult students may refuse to allow the school corporation to disclose any or all such "directory information" upon written notification no later than September 1st of each school year or within ten (10) days after receipt of the annual public notice.

TRANSCRIPT REQUESTS

A student must request via Parchment that a transcript of his school records be sent to a college, vocational school, place of employment, or other interest.

Students and their families will have access to personal school records, and the privacy of such records in accordance with P.L. 93-380.

Transfer of records from one educational institution to another where a family is moving or to a college will be mailed upon request to that educational institution without consent of student or parent/guardian.

WES-DEL HIGH SCHOOL BOOK RENTAL POLICY

Textbooks are distributed on a rental basis. The rental price is estimated on usual wear and replacement. Students using rental books should exercise great care so that the least possible damage or loss may occur. The student is held responsible for unnecessary marking, damage and loss of rental books. Ordinary wear only is expected. When a book becomes torn or in need of repair, it should be brought to the attention of the teacher.

The textbook rental collection schedule for late enrollments is as follows:

1-9 Weeks	=	100%
10-18 Weeks	=	75%
19-27 Weeks	=	50%
28-36 Weeks	=	25%

The textbook rental refund schedule for withdrawal students is as follows:

1-9 Weeks	=	75%
10-18 Weeks	=	50%
19-27 Weeks	=	25%
28-36 Weeks	=	0%

XIII. SPECIAL EDUCATION

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but all individuals who have access to the Corporation's programs and facilities.

XIV. CLINIC

Students will be admitted to the clinic if they have a fever and only as long as required for parents to come and pick them up. Exceptions will be made for those students who have on file with the school nurse a medical condition that requires treatment.

ILLNESS AT SCHOOL

Students becoming ill during the school day should report to the clinic office immediately. Ample and proper facilities and personnel are available there for all cases of injury or illness. Students will never be permitted to go home without proper authorization from the office.

MEDICATION

We prefer not to administer medication; however, if it is necessary the following guidelines must be observed:

1. The medication must be in a prescription bottle from a doctor or druggist.
2. The bottle must be labeled with the child's name and correct dosage.
3. It will be kept in a safe place in the clinic.
4. The office personnel will supervise the taking of the medication.
5. A note from the parent must accompany the medication stating the type of medication and the reason for medication. If a student must take a non-prescription drug, the drug must be in its original bottle with a note from the parent indicating dosage.
6. The school will not administer any drug (including cough drops) without parent permission.
7. The school will permit students with acute medical conditions to possess and self-administer medication with written permission of the physician and parent.
8. All medication stored at the school will not be released to a student unless they are in grades 9-12. Medication for grades 6-8 may be released to the student at the parent's request.
9. At no time should any student dispense any medication, either prescription or over the counter (including such items as Ibuprofen, Tylenol, cough medicines, etc.), to another student during the school day or during any school activity.

IMMUNIZATION REQUIREMENTS

When a child enrolls at Wes-Del Middle School, the parent must show either that the child has been immunized or that a current religious or medical objection is on file. Parent(s) are required to provide the school with complete immunization records prior to the beginning of the school year. No child shall be permitted to attend school beyond the first day of school without furnishing this information.

Following are the minimum immunization requirements:

Four (4) to Five (5) doses of diphtheria-tetanus-pertussis

Three (3) to Four (4) doses of trivalent oral polio vaccine

Two (2) doses of MMR vaccine

Two (2) doses of Varicella vaccine+

One (1) dose of Tdap vaccine

Two (2) doses of Meningococcal vaccine (for children in grade twelve (12))

One (1) dose of Meningococcal vaccine (for children in grades six (6) to twelve (12)).

HEALTH SCREENINGS

Annual screening programs are a vital component of the student health assessment. These screenings help identify students that may need further evaluation. A positive finding does NOT constitute a diagnosis, but does indicate the need for further evaluation. Only a physician can make a diagnosis. The screenings include but are not limited to the following: vision, hearing, scoliosis, dental, blood pressure, heights, and weights. These screenings are required to be done by the school according to Indiana State Law. Due to the fact that the screenings are mandatory permission slips are not required.

THE SCHOOL MUST BE NOTIFIED IMMEDIATELY IN WRITING IF PARENTS DO NOT WISH THEIR CHILDREN TO BE SCREENED.

XV. TRANSPORTATION

REGULATIONS FOR STUDENTS RIDING SCHOOL BUSES

1. Students shall obey the driver promptly. It is the responsibility of each student to aid and assist the driver in safe practices of transportation.
2. When walking to bus stops, students shall walk on the left facing oncoming traffic where there are no sidewalks.
3. When awaiting the bus, students shall stand back away from the road until the bus is completely stopped.
4. When students must wait on the opposite side of the road from the boarding side of the bus, they shall wait until the bus stops and the driver checks both the oncoming and following traffic to see that it has stopped. Students shall wait for the driver's signal before crossing the road.
5. When getting off the bus, students shall check traffic in both directions before crossing the road.
6. Students can help keep the bus on schedule by being on time at their assigned stations.
7. Students will wait until the bus is completely stopped and the door opened by the driver before entering or leaving the bus.
8. Students will be seated promptly in the place assigned by the driver.
9. Students are to remain quiet enough so that the driver is not distracted.
10. All school rules are to be followed as the student is waiting for the bus and after riding the bus home.
11. Items considered destructive or a nuisance will be confiscated and not returned.
12. No windows are to be opened or closed without the permission of the driver.
13. Students should help keep the bus clean, sanitary and orderly. No food or drink shall be consumed on the bus.
14. Students should remember that the driver of the bus has the same authority as a teacher.

TOWN OF GASTON BUS STOP RULES AND REGULATIONS

1. Be at the bus stop (pick-up) at 7:45 a.m. No one will be allowed to be at the pick-up area before 7:45 a.m.
2. Form a line in order to board the bus.
3. No skate boards are allowed at the pick-up zone or in school.
4. Throwing of any objects is not permitted.
5. Stay off the lawns as they are private property.
6. All school rules are in effect at the pick-up area.

AUTOMOBILES

Student driving to school is considered a privilege. A student driver is responsible for the conduct and safety of those who ride in or drive his/her car. Indiana law provides schools the right to establish rules and regulations in granting this privilege to students.

Under IC 9-24-2-1, a driver's license or a learner's permit may not be issued to an individual less than 18 years of age who meets any of the following conditions:

1. Is a habitual truant under IC 20-33-2-11.
2. Is under at least a second suspension from school under IC 200-33-8-14 or IC 20-33-8-15.
3. Is under an expulsion from school under IC 20-33-8-14, IC 20-33-8-15, or IC 20-33-8-16.
4. Is considered a dropout under IC 20-33-2-28-5.

Any student driving to school must obtain a parking permit from the office during the first week of school. The cost is \$5.00 per year. Each student is expected to have his/her hang tag visible. Illegally parked or unregistered student vehicles may be towed.

Those properly licensed and registered students whose driving habits evidence sufficient maturity will be allowed to drive to school subject to the following rules.

1. Driving from school grounds during school hours is not permitted unless permission is granted through the school office.
2. Student drivers with a chronic record of tardies or absences may lose driving privilege.
3. Sitting in cars during school hours is not permitted.
4. Students may not leave the building to go to the parking lot during school hours unless permission is granted from the school office.
5. Any parking lot accidents are to be reported immediately to the office and to proper authorities.
6. Student drivers are to go directly to their cars when dismissed at the end of the day. Drivers are to exit promptly from the parking lot. Once the bus line comes around the southeast corner of the building, drivers are not to break between the buses.
7. Reckless or negligent driving on the school grounds or to and from school at any time may result in suspension of driving privilege.
8. There is to be no smoking by any student in any car while in the parking lot.
9. Students who drive or ride in a motor vehicle to school must leave the car and come into the building immediately after parking the vehicle.
10. Individuals and vehicles must be licensed as required by law.
11. The school retains the right to inspect student vehicles while on school property.
12. Students who drive or ride in a motor vehicle to school must leave the car and come into the building immediately after parking the vehicle.
13. No loitering in the parking lots is permitted before or after school. Reckless or unsafe driving on school property will not be tolerated.
14. Students are not to be transported in the bed of pick-up trucks.
15. All students are to park in the south lot adjacent to the high school gym. Students are NOT to park in front of the high school canopy or in the back lot by the middle school entrance. Students are also not to park inside the gated area near the athletic fields. Any student seen parking in restricted areas may lose driving privileges for a minimum of one (1) week for each occurrence. Students must park straight within the available spaces. Vehicles are not to be parked outside the lines.

Driving related violations on school property or at school functions that are held away from school property will be dealt with as follows:

1st violation: Loss of driving privileges for five (5) consecutive school days

2nd violation: Loss of driving privileges for twenty (20) consecutive days

3rd violation: Loss of driving privileges for remainder of the semester

XVI. USEFUL INFORMATION

ACCEPTABLE USE POLICY FOR TECHNOLOGY AND THE INTERNET

Wes-Del Community Schools believes that students need access to technology and the Internet. When students act in a responsible, courteous, and legal manner regarding that access then they support the district's mission, goals, and student initiatives. The mission of Wes-Del Community School's digital learning initiative is to use technology effectively to increase student engagement thereby increasing student achievement in all areas. All students will be immersed in a technology rich environment, which motivates, engages, and challenges students to learn the 21st-century skills and digital citizenship required in today's world.

The Board of School Trustees of Wes-Del Community Schools recognizes the importance of technology education and computer access in preparing students.

While the district's intent is to make Internet access available in order to further educational goals and objectives, not all information that can be accessed from external networks is appropriate to the education of our students; consequently, administration shall develop an agreement for the use of external networks which shall specify guidelines to help ensure appropriate utilization by students and staff members. Additionally, it is the intention of this policy to have student Internet activities monitored by the school corporation to ensure students are not accessing inappropriate websites. Each school corporation device with Internet access, and available to students, will have a filtering device or software that makes our best effort to block and/or monitor access to visual depictions that are obscene, pornographic, inappropriate for students, or harmful to minors. All staff members and students will be expected to sign the agreement before using an external network. The provision of this policy and the content of the accompanying exhibit are subordinate to local, state, and federal statute. Wes-Del Community Schools firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with educational goals of the district.

Device Acceptable Use

A specific device will be assigned to each student participating in the Wes-Del Community Schools digital learning initiative. Each student has a responsibility to maintain their device in good working condition for the duration of their involvement in initiative.

- **Usage:** Devices are provided to students to assist student learning at school and at home. The device should be used in a manner that achieves this goal. The device must be returned to the technology department at the conclusion of each school year for maintenance. The same device will be reissued to the student at the beginning of the following school year.
- **Storage and Transport at Home and School:** The device is to remain in its provided protective case and should never be removed. The device should be stored in a safe place where the student can monitor it and away from areas of excessive heat. The device should not be carried around while the screen is open. When in use the device should be placed in a secure, safe position on a flat surface.
- **Battery/Charging:** It is the student's responsibility to ensure their device battery is fully charged each night. One power adapter will be issued with each device. Care should be taken when plugging in and removing the cord to avoid damage. If damage to the power adapter occurs, a replacement power adapter must be purchased from the Wes-Del technology department at the cost of \$25. ONLY power adapters supplied by the Wes-Del technology department are to be used. The use of non-Wes-Del supplied power adapters is considered willful damage.
- **Cleaning and Care Responsibility:** It is the student's responsibility to ensure their device is kept clean. The device can be kept clean by regularly wiping down the outside case with a damp (not wet) cloth. Students are not to deface the device by adhering anything to any part of the device. Devices will be checked regularly by staff.
- **Backing Up:** Students must make regular backups of their work. Backups should be done at home or on a portable storage device, such as a USB thumb drive or portable hard drive. Loss of data will not be an immediate excuse for late submission of assignments and other work. Space is provided by the school via Google Drive for students to store data. Nonetheless, it remains the student's responsibility to ensure that all important data is backed up and saved in multiple locations in the case of computer failure or damage to the device.
- **Other Usage:** Devices are not to be used by other students or family members except for the parent or caregiver when assisting with school work.
- **Food & Beverages:** Students are not permitted to eat or drink while using devices.

Unacceptable Use

- **Inappropriate Usage:** Students must not use the device inappropriately or tamper with the device, software applications and operating system. Inappropriate usage includes (but is not limited to):
 - Deleting any software included in the initial Wes-Del Community Schools' build
 - Installing additional software that impacts on the performance of the machine as a learning tool
 - Changing any programming code (excluding the allowed configuration settings)
 - Modifying, removing, damaging or installing any inappropriate hardware components
 - Adding applications or code that modifies or circumvents the intended purpose of an installed application

- Engaging in any activity that has the potential to compromise the security of the Wes-Del network infrastructure
- Connecting to any non-Wes-Del network or Internet device while at school
- Wasting school resources through improper use of the district's technology resources, including sending spam
- Sending, posting, or possessing materials that are abusive, obscene, pornographic, sexually oriented, threatening, harassing, damaging to another's reputation, or illegal, including cyberbullying and "sexting."
- Using inappropriate language such as swear words, vulgarity, ethnic or racial slurs, and any other inflammatory language
- **Inappropriate Material:** Students are responsible for determining the appropriateness of material in accordance with Wes-Del Community School's policies. Inappropriate material should neither be stored nor installed on the provided device. Material that is deemed inappropriate by Wes-Del Community Schools' includes (but is not limited to):
 - Material that infringes copyright laws, such as illegal or unlicensed software and pirated music or videos
 - Offensive documents
 - Inappropriate or offensive images
 - Any content not suitable for viewing, publication and/or distribution to persons under the age of 18
- **Cyber Bullying:** If the student believes they have received a computer virus or spam (unsolicited email), or if they have received a message that is inappropriate or makes them feel uncomfortable, they must inform their parent/guardian or supervising teacher as soon as possible. Students must seek advice if another user, internal or external to Wes-Del Community Schools' seeks personal information, asks to be telephoned, offers gifts by email or asks to meet a student. Students must never initiate or knowingly forward emails or other messages containing:
 - A message sent to them in confidence
 - A computer virus or attachment that is capable of damaging the recipient's computer
 - Chain letters or hoax emails
 - Spam (e.g. unsolicited advertising)
 - Inappropriate material
- **Commitment to Privacy:** Students accessing Wes-Del provided devices must comply with the following privacy policies:
 - Students will never publish or disclose the email address of a staff member or student without that person's explicit permission
 - Students will not reveal personal information including names, addresses, photographs, credit card details or telephone numbers of themselves or others
 - Students must ensure that privacy and confidentiality is maintained by not disclosing or using any information in a way that is contrary to any individual's interest.
- **Intellectual Property and Copyright:** Students must observe copyright laws and avoid plagiarism by acknowledging the original author or source of any information used. Students will ensure that permission is gained before electronically publishing other people's works. Material published by a student on the Internet or intranet must have the approval of the Principal or their delegate and have appropriate copyright clearance.
- **Misuse and Breaches of Acceptable Usage:** Students will be held responsible for their actions while using their Wes-Del provided device. Students will be held responsible for any breaches caused by allowing any other person to use their device or account to access Internet and online communication services. The misuse of the device or Internet and online communication services may result in disciplinary action including, but is not limited to, the withdrawal of access to services or usage of the device.

Device Applications

Applications Loaded on the Device

The Wes-Del provided device is preloaded with the Wes-Del Schools' Managed Operating Environment. There are a number of components that make up this operating environment. Applications are one of these components.

Removing or Disabling School Installed Software

The software installed on the provided device is licensed to Wes-Del Community Schools and has been installed for either subject specific use or for the safe management of the device. Students are not allowed to delete or disable from running any pre-installed software without prior written consent from the school. Devices will be periodically audited by the technology department and students found to be in breach of this policy will be at risk of losing their access to the device. Continued misuse may result in disciplinary action which includes, but is not limited to, the withdrawal of access to the digital learning initiative.

Lost or Stolen Device Process

How to report my device as Lost or Stolen

If your Wes-Del provided device is lost or stolen, it is important that you note the following.

- You will need to report the incident to the police and ensure you have the following:
 - Your device Incident Report
 - Police crime number
 - Statutory declaration
- As the device belongs to Wes-Del Community Schools, you will need to inform the school and provide the details when informing the school of the incident.
- The school will then inform the technology department of the incident and initiate the recovery procedure via the built-in protection software.

Associated Costs

If the device cannot be recovered, an invoice for the full replacement cost of the device will be issued.

Examples of theft would be:

- Where a device is taken in a house or vehicle burglary.
- Where a device is left in a school bag and the school bag is taken.

Examples of Loss would be:

- The student has left their device at the bus stop and the device is gone when the student returns.
- The device was misplaced at the student's home and cannot be located.

Damaged Device Process

Overview

There is an expectation that students will be responsible and take care of their Wes-Del provided device.

Repair

Under NO circumstances should the school device be taken by parents or students to outside service providers for repair. All repairs must be done through Wes-Del Community Schools. Only Wes-Del technology staff employees are authorized to approve off site repairs. There will be a charge of \$10 per incident for all accidental, willful, or malicious damage repairs.

What is accidental damage?

Accidental damage occurs where the device is damaged as the result of an unexpected and non-deliberate external action. For example, a student trips, dropping the device and resulting in damage to the device.

What is willful or malicious damage?

Deliberate damage occurs where a reasonable person could expect that their action will cause damage to the device but completes the action anyway. For example, a student forces a foreign object into the USB port.

How to report my device as damaged

If your Wes-Del provided device becomes damaged the Wes-Del technology department must be immediately informed so repairs can be made and device usage can be optimized. Failure to notify the technology department of damages can cause further damage and delay the device repair time. If a student repeatedly requires their device to be repaired due to willful, malicious, or accidental damage this may result in disciplinary action which includes, but is not limited to, the withdrawal of access to services or usage of the device.

LOCKERS

Each student will be assigned a locker. Use only the locker assigned to you, and keep it locked at all times. All personal items and books, when not in use, are to be kept in lockers. Report any locker problems to the office. Combinations are changed annually.

All lockers made available for student use on the school premises are property of the school corporation. 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 insure the locker being used in accordance with its intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker to store prohibited or dangerous materials such as weapons, illegal drugs or alcohol. Adhesive stickers are not permitted on lockers.

LOST AND FOUND

Students who find lost articles are asked to take them to the school office where they can be claimed by the owner.

CHARGES FOR DAMAGED OR LOST ITEMS

Students will be assessed a fee for lost or damaged school owned books or supplies. No consideration will be given to age or condition of lost or damaged items, only that the item was usable and that it must be replaced at current market value.

CAFETERIA

All students will eat their meals in the cafeteria, including items brought from home. No food or drink will be taken from the cafeteria unless prior permission is given from the Principal. Guests or friends are not to deliver food items during lunch.

WES-DEL MEAL PAYMENT PROCESS

We encourage all meal purchases to be prepaid before the lunch service begins. You can pay either by cash, check or by using our online service at www.myschoolbucks.com

Students and/or Parents may make deposits into school meal accounts through multiple methods:

1. Cash or Check
2. Electronic Credit Card Payments through My School Bucks account.

It is strongly encouraged that parents/guardians make payments in advance.

If you are unable to pay for school meals due to your economic situation, please contact the Food and Nutrition Department Director. Assistance may be available and eligible recipients could receive the regular school breakfast and lunch at a free or reduced cost through the USDA Free and Reduced Lunch Program.

LUNCH HOUR RULES

1. Students must use restrooms in the south (or front) hall only – not the academic hall restrooms.
2. All students are to be in the cafeteria by the time the tardy bell rings.
3. No one will be permitted past the gym doors in the academic hall until after the bell rings.
4. All students are responsible for returning their tray and silverware as well as the disposing of their trash in order to keep the area as clean as possible.
5. Students are not to loiter in the restrooms.
6. Students are not permitted in the academic hall or the middle school during lunch without consent from lunchroom supervisors.

MEDIA CENTER REGULATIONS

The media center is designed for study and leisure reading. It offers supplementary materials to students and faculty in the form of books, periodicals, online databases, internet and audio visual aids. There are computers available to assist students in preparing and researching content appropriate assignments and other work processing tasks. These computers may also be used for tutorial and drill and practice tasks as deemed necessary by the classroom teacher.

The rules of the media center are as follows:

1. Students may enter the media center with a pass.
2. Books may be checked out for two (2) weeks.

3. A student is responsible for books, periodicals, and other materials checked out in his/her name, and will be expected to pay for books lost, mutilated, or mistreated.
4. The media center should provide an environment for study. Students should refrain from unnecessary visiting and loud talking or they may be asked to leave.
5. Students coming from study hall with a pass to the media center may only stay in media center for a maximum of 25 minutes.

ANNOUNCEMENTS

Announcements will be made regularly during the school day. They will be uploaded to the school website as soon as possible each day.

Special announcements will be made via the P.A. system during other times of the school day when situations or circumstances dictate. All students are expected to stop, watch, and listen intently to all announcements.

TELEPHONES

All school phones are business phones and should be used by students only under urgent circumstances and with permission from office personnel. Messages and deliveries for students should be left in the school office. Students rarely will be called from class for the telephone or message.

SELECTIVE SERVICE REGISTRATION

All male students are required by law to register with the Selective Service System within 30 days prior to or following their eighteenth (18th) birthday. Students may pick up necessary registration materials at any post office. More information is available in the guidance office.

VISITORS

Parents are always welcome in our school. All visitors to the building must check in at the school office. Student office helpers will help show visitors through the building that is of interest to the parent or adult. Student visitors or friends of our students may not visit school unless accompanied by their parent or guardian. No student visitors are allowed when area schools are not in session. All entrance doors except the main entrance to the high school will be locked at 8:10 a.m. each school day.

CONVOCATIONS

Convocations will be a regularly scheduled part of the curriculum and such are designed to be educational as well as entertaining in experiences. They will provide one of the few opportunities in school to learn formal audience behavior. Regardless of the type of program, courtesy demands that the student body be respectful and appreciative.

AREAS OFF LIMITS TO STUDENTS

All students will stay out of the administration area unless that student has business with administrative personnel. Other areas include:

1. Teacher's Lounge (Middle School & High School)
2. Maintenance Room
3. East hall entrance to administration area
4. Parking lot during school and noon hours. No loitering before or after school
5. Kitchen
6. Auditorium
7. Students are not to enter or exit the building through the gym doors.

PURCHASE OF SUPPLIES

No individual is to purchase any item to be charged to Wes-Del High School without a properly executed requisition by the activity sponsor and the principal. Anyone who does so without proper authorization will be required to pay for the item purchased and subject to disciplinary action by school administration.

APPOINTMENTS TO SEE TEACHERS OR ADMINISTRATORS

You are encouraged to visit school to speak to administrators or teachers concerning problems your son or daughter may have. You are also invited to come to school in support of programs being considered or ongoing. Please call and make an appointment if you would like to see a particular person. Teachers should not be called from class to see a student's parent or guardian.

If you would like to see one of the assistant principals, guidance or the principal, please feel free to come at your convenience. However, to be sure we are available a call before coming would be a courtesy we would appreciate.

HOMELESS STUDENTS

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the Corporation. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in high ability programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency.

PEST CONTROL AND USE OF PESTICIDES

The school corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure. The school corporation will establish a registry of parents and staff members who want to receive advance notice of all pesticide applications. If any individual would like to be notified of any pesticide application, please register at any school office or the superintendent's office.

XVII. EXTRACURRICULAR ACTIVITIES

High School – Athletic Leadership Council, Chess Club, Family and Consumer Sciences Club (FACS), Fellowship of Christian Athletes (FCA), Future Business Leaders of America (FBLA), Math and Science Club, National Honor Society, Students Against Destructive Decisions (SADD), Spanish Club, Student Council, Warrior Ambassadors, Winter Guard, Color Guard, Robotics

Middle School – Chess Club, Fellowship of Christian Athletes (FCA), National Junior Honor Society, Students Against Destructive Decisions (SADD), Skill Bowl, Spelling Bowl, Student Council, Warrior Ambassadors, Winter Guard, Color Guard

Any Student – Strength and Conditioning, Talent Show

PARTICIPATION

Participation in all extracurricular activities is considered a privilege. Students may participate under the following conditions:

1. They are in attendance at school the day of the event.
2. Eligible under guidelines set forth by the Indiana High School Athletic Association.
3. Student is not suspended for discipline reasons. Students suspended may not participate nor attend events during this period.
4. No criminal charges are pending against the student.

ATTENDANCE POLICY OF EXTRACURRICULAR PARTICIPATION

A student must be in attendance a minimum of ½ day (4 periods); otherwise, the student is ineligible to attend an extracurricular event that same day. A student who has been suspended from school is ineligible to attend extracurricular events during the period of the suspension. A student who is serving a Saturday School Detention may attend an extracurricular event at the conclusion of Saturday School. A student may not reschedule or miss a detention session in order to attend an extracurricular event.

FIELD TRIP ELIGIBILITY

A student must receive passing grades at the end of their last nine (9) week grading period in school in at least five (5) solid subjects to be eligible to participate in school or class field trips. If a student has not passed five (5) solid subjects, they will remain at school during the scheduled field trip. The student will continue to attend their regular scheduled classes, unless notified of an alternate schedule by school administrators.

PROM

The Wes-Del Community School students are required to be in grades nine (9) through twelve (12) or be at least sixteen (16) years of age to be invited to attend the Junior/Senior Prom. Only students who are in the junior or senior class may invite others to attend and are responsible for their behavior as well as the behavior of their guest. Formal dress is required while attending the prom. The maximum age limit for guests is twenty (20) years old.

XVIII. ATHLETICS

Wes-Del Middle and High Schools are pleased to offer a variety of sports for our students. The following list is the IHSAA sponsored teams that Wes-Del provides:

High School – Baseball, Boys' & Girls' Basketball, Cheerleading, Boys' & Girls' Cross Country, Football, Boys' & Girls' Golf, Softball, Boys' & Girls' Track and Field, Volleyball, & Wrestling

Middle School – Boys' & Girls' Basketball, Cheerleading, Boys' & Girls' Cross Country, Football, Boys' & Girls' Track and Field, Volleyball & Wrestling

ATHLETIC COUNCIL

The athletic program at Wes-Del Middle/High School will be administered by the Athletic Council. The Council will consist of the principal, assistant principal, athletic director, and the varsity coaching staff.

ATHLETIC PHILOSOPHY

It is the sincere desire of the Athletic Council of Wes-Del Middle/High School that athletics be an enjoyable, gratifying, and rewarding experience. Participation in athletics will be a major part of the total educational experience for any student. The spirit of fair play and the will to win are valuable assets toward the development of an individual. A sound athletic program teaches the participant the value of cooperation as well as the spirit of competition. The athlete learns how to work with others for the achievement of group goals and the understanding that individual needs may be shared by a group effort.

ATHLETE'S RESPONSIBILITIES

1. Adhere to policies established by the Indiana High School Athletic Association.
2. Display high standards of social behavior and refrain from use of alcohol, drugs and tobacco.
3. Promote outstanding sportsmanship.
4. Be respectful of administrators, teachers, coaches, officials, opponents, and teammates.
5. Dress with special care when attending a contest. Keep yourself neat and clean.
6. Use socially acceptable language. Profanity and obscene gestures will not be tolerated.
7. When outside of school, strive to uphold a higher image of the Wes-Del athlete in the community.

ATHLETIC CODE OF CONDUCT

Student-athletes are subject to the following guidelines while participating in middle school and high school athletics at Wes-Del Middle/High School. For the purposes of this policy any infractions occurring in middle school will not be considered when the student-athlete progresses to high school athletics.

Any student-athlete acting in a manner unbecoming of a Wes-Del athlete will be subject to appropriate disciplinary consequences from the coaching staff and/or the school administration. The athlete and his/her parents will meet with the principal, athletic director, varsity head coach and any assistant coach deemed necessary within 72 hours of any instance which brings discredit upon Wes-Del Middle/High School.

Each infraction will be dealt with on an individual basis to determine if any further penalties should be imposed. Past behavior in athletics and in school will be factors in determining the course of action with each respective student-athlete.

Any student-athlete who is ejected from a contest due to personal unsportsmanlike conduct will be removed from a minimum of one additional contest per IHSAA regulations. The administration reserves the right to consider prior unsportsmanlike conduct penalties before determining the actual number of games of the suspension.

A student-athlete ejected from a second contest during the same academic year will be removed from participation for 25% of his/her season. This penalty will carry-over to the next sports season the athlete participates in if less than 25% of the season remains when a second infraction occurs.

A student-athlete who is ejected from a third contest in the same academic year will become ineligible for athletic participation for 365 days from date of the infraction.

A student-athlete ejected from a second contest in a separate academic year during his/her middle or high school athletic career will be removed from athletic participation for 10% of his/her season.

A student-athlete ejected from a third contest in a separate academic year during his/her middle or high school athletic career will be removed from participation for the remainder of that particular season. Ejection from the last contest of the season will result in being removed from participation in the next sports season the athlete has played in the past.

A fourth ejection from a contest will result in the student athlete being banned from athletic participation for the remainder of his/her middle or high school athletic career.

Athletes may not serve a suspension in a sport in which they have not participated in previously in order to avoid missing time in a sport they have played in the past.

Ejection from games resulting in the athlete not being able to complete a season will be interpreted as the athlete not finishing in good standing with the athletic department making the athlete ineligible for any type of awards at the end of the season.

Following any ejection the athlete and his/her parents will meet with the principal, athletic director, varsity head coach and any assistant coach who may have been coaching in a sub-varsity contest within 72 hours of the infraction.

It is to be understood that unsportsmanlike behavior will not be tolerated at Wes-Del Middle/High School by athletes, students, coaches, or fans.

The following policy will apply for fans/parents who are ejected from a contest by a contest official.

1st ejection: Suspended from the next athletic contest.

Complete two (2) National Federation of High School Sports (NFHS) courses. The courses to be completed are Sportsmanship and Positive Sport Parenting.

Depending on the severity of the incident, any further punishment will be at the discretion of the Wes-Del administration.

2nd ejection: Minimum of one (1) year ban to ALL athletic contests and events.

Depending on the incident, any further punishment will be at the discretion of the Wes-Del administration.

3rd ejection: Permanent ban from ALL athletic contests and events.

And/or any other action deemed necessary by the Wes-Del administration.

ATHLETIC ELIGIBILITY

In order to represent Wes-Del Middle/High School in any interscholastic contest or practice, an athlete must meet all eligibility requirements of the IHSAA and Wes-Del Middle/High School.

1. Rule C-4-1 AGE

A student who is or shall be twenty (20) years of age prior to or on the scheduled date of the IHSAA state finals in a sport shall be ineligible for athletic competition in that sport; a student who is nineteen (19) years of age on the scheduled date of the IHSAA state finals in a sport shall be eligible as to age for interschool competition in that sport.

2. Athletes must have received passing grades at the end of their last nine (9) week grading period in school (semester grades take precedence) in at least five (5) solid subjects. Eligibility commences and expires with the distribution of grade cards. Athletes who are academically ineligible may not participate in authorized contests. They may, at the discretion of the individual coach, participate in practices. They may practice if the following criteria are met.
 - a. The eligible player must miss the first three (3) practices after grades are released.
 - b. On the first day after the three (3) practices are missed, it is the player's responsibility to pick up an eligibility slip from the athletic office and obtain verification from each of his teachers that they are passing at least five (5) solid subjects. If he/she is passing, this will allow him/her to practice until the next Friday when the procedure is repeated. This process continues until the next grade card is distributed.
 - c. If at any time the player is not passing five (5) solid subjects when the eligibility slip is turned in to the athletic office, or the player fails to collect the signatures from his/her teachers, he/she will not be eligible to practice for the following week.
 - d. In the case of fall sports, since practice starts well before the start of school, the athlete will be permitted to practice until the first Friday after school starts. He/she then must give his/her first eligibility slip to teachers. He/she must be passing in at least five (5) solid subjects to continue to practice.
3. All athletes must have a Student-Parent-Physicians certificate (physical form) on file in the athletic director's office for the current school year before participating in an organized practice. The athlete is ineligible until that time. The physical exam by a physician must be given after April 1st and the athlete's first practice.
4. If an athlete quits a sport, he/she may not participate in another sport until that sport season is complete. Also, an athlete may not join a team after the start of the contest season in that sport unless the athlete is a move-in to our district. An athlete may change sports during the practice season only with the mutual consent of the coaches.
5. An athlete must be an active participant in ten (10) days of practice sessions before he/she may compete in an authorized contest.
6. After an athlete has missed five (5) or more consecutive practices due to illness or injury, he/she must provide a physician's release form before he/she may continue with practices or contests. (See IHSAA Rule C-9-14)

ATHLETIC PARTICIPATION

Athletic participation at Wes-Del Middle/High School means that an athlete will have the opportunity to practice and try-out for an athletic team. If an athlete is part of an athletic team, he/she will have the opportunity to practice and participate as a member of a team. It does not mean that every athlete will play the same amount of time or that the athlete will play at all during contests. It simply means that the athlete will have a chance to be part of a team and do whatever is necessary to help his/her team be successful.

TRAINING RULES

Training rules are a matter of self-discipline. The best performance the individual is capable of producing comes only when that individual is willing to sacrifice his/her daily habits during his/her lifetime.

The following are the minimum training standards to be followed by all athletes at Wes-Del Middle/High School. This includes all persons connected with the various teams: cheerleaders, managers, statisticians, etc.

1. Using and/or having possession of alcoholic beverages, tobacco (in any form), or drugs (in any form) is regarded as a detrimental habit for all persons, not just athletes. Use of these substances will not be tolerated. We hope

that by putting restrictions on the use and/or possession of these products, habits established here will be a positive learning experience that may have a carry-over value in one's life after school.

2. If an athlete is present at a party or gathering of people where alcohol, tobacco, or illegal drugs are being used or school rules and/or municipal laws are being violated, he/she is to leave immediately, otherwise he/she may be found guilty by association.

If an athlete is found with, or seen using any of the above contraband the following policy will apply:

- a. The first violation will result in a suspension from 25% of the contests in your sport. The suspension will begin with the first contest after the athlete was turned in and/or found to be guilty. If the suspension cannot be served in the remaining games of a season, the suspension will carry-over to the next sport season. If the athlete is not involved in a sport the next sport season, the suspension will carry-over until the athlete competes again.
- b. The second violation will result in a one (1) calendar year suspension from all athletics beginning the day the athlete was turned in and/or found to be guilty.
- c. The third violation will result in a permanent suspension from athletics for the remainder of the athlete's middle or high school athletic career.
- d. If the first violation occurs while the athlete is out of his/her sport season, the suspension period will begin on the first contest date of the athlete's next sport season. The 25% rule will be in effect.

The cause of suspension for all of the above listed offenses will be established by members of the Athletic Council, members of the faculty, staff and administration, parents (of the athlete), or by admission of the athlete.

It is important to understand that these are only Athletic Department minimum suspensions. Coaches may have even stricter rules and policies. These rules will be on file in the athletic director's office and will be distributed to the athletes.

3. If an athlete is found to be selling drugs, he/she will be immediately dropped from the athletic program for one (1) calendar year.
4. Athletes who are suspended for a violation of athletic or school rules shall not be permitted to dress as a member of a team at an athletic contest. Coaches may require that suspended players travel with and sit with the team at athletic events. The athlete will be allowed to practice at the discretion of the coach and depending on the severity of the suspension.
5. Since the captain or co-captain of a team is expected to lead by example, the suspension of a captain or co-captain will result in the relinquishing of that position for the remainder of the sport season and the forfeiture of any awards given for that position.

The Athletic Council strongly recommends that all athletes who have been suspended for a violation of the training rules seek appropriate counseling during their suspension.

STATEMENT ON THE USE OF SUPPLEMENTS

Wes-Del Middle/High School does not condone or promote the use of supplements to aid the body in weight gain, weight loss, gain of muscle mass or endurance. Studies on the use of these substances, especially natural or artificial Creatine, are inconclusive as to the short and long term effects of these supplements.

LENGTH OF SEASON

The sport season starts with the first day of practice and officially ends after the Awards Night Program for the sport season. (In the event that this results in an overlap of seasons--fall/winter or winter/spring--points earned in the overlapped season will be counted toward a jacket, even if not defended, if those points result in a jacket being earned by the athlete). An athlete who misses an awards program without pre-approved permission, by the athletic director, will forfeit any special award for that sport season. This includes award plaques, jackets and blankets.

EQUIPMENT

The athlete is responsible for all the equipment issued to him/her. The athlete must pay for any issued equipment that is lost or damaged.

UNIFORMS

Athletic uniforms will be laundered and kept at school for the purpose of maintaining the same appearance and to assure proper care. Student managers will be instructed on the proper care and laundry procedure.

INSURANCE

Each athlete is responsible for his/her own insurance coverage. If an athlete does not have coverage, he/she must purchase the school insurance that is provided. An athlete will not be allowed to participate in contests or practice sessions without valid health insurance. The school corporation does not hold accident insurance on student-athletes. Competitive sports have inherent risks and dangers and it is with this knowledge that students and parents assume certain risks will be involved. At any point during a season an athlete is hurt while participating, school personnel will fill out a Board approved accident report but this in no way proves liability for the school to pay for costs incurred by said injury.

TRANSPORTATION

All athletes practicing or attending contests at locations other than Wes-Del Middle/High School will be transported in a bus or van approved by the school. Athletes are expected to utilize this transportation to and from Wes-Del Middle/High School.

ATHLETIC OFF-SEASON/CLUB SPORT PARTICIPATION

Many student athletes choose to participate in a club or off-season sport at the same time that they are a member of a Wes-Del in-season IHSAA sanctioned team. This is an individual decision made by the athlete and their parent(s) and can be a positive experience for the athlete. However, if an athlete chooses to do this, no contest may be missed to participate in the club sport. Coaches are expected to report such absences to the Athletic Office and to hold the athlete accountable.

DUE PROCESS PROCEDURES

All athletes that have been disciplined have the right to appeal their case. It is the genuine hope of the Athletic Council that all problems can be resolved at the lowest possible level. If that is not the situation, the case could be appealed to the Athletic Council. The Athletic Council would review the case and make a recommendation to the principal. The decision of the principal to support or reject the recommendation could be appealed to the Superintendent. The decision of the Superintendent could be appealed to the Board of School Trustees.

ATTENDANCE

An athlete must be in attendance a minimum of ½ day (4 periods); otherwise, the athlete is ineligible for practice or contest that same day. An athlete who has been suspended from school is ineligible for practice or contest during the period of the suspension. An athlete who is serving a Saturday School Detention may participate in a practice or contest at the conclusion of Saturday School. An athlete may not reschedule or miss a detention session in order to practice or compete.

AWARDS SYSTEM

To be eligible for an award, an athlete must meet all criteria and successfully complete his/her sport season. Points must be continuous in each sport season (See Defense of Awards). Any or all requirements may be waived for an athlete who is injured for any portion of a sport season.

Varsity Award: Certificate

Reserve Award: Certificate

Middle School Awards: All athletes receive a certificate of participation.

- Honor Jacket:** To earn an honor jacket an athlete must have a total of four (4) or more points. They must have at least one (1) major award.
- Blanket Award:** To earn a blanket award an athlete must have a total of ten (10) or more points. Points must be continuous in each sport (See Defense of Awards). The award will be presented during the senior year at the Senior Honors Program.
- Team Awards:** An athlete who is a member of a championship team, or who was an individual champion, at the County, Conference, or State Tourney Series will receive a championship emblem.
- Point System** The following point system will be used to determine awards:
- Major Award - 1 point
 - Minor Award - ½ point

INDIVIDUAL AWARDS

Upon recommendation from the individual varsity coaches, the following awards will be presented to athletes from the athletic department. Exceptions must be approved by the athletic director.

MAJOR AWARDS

(Participation is defined as playing in all or part of a game or match)

- Baseball:** In order to earn a major award in baseball a boy must participate in eight (8) regular season games, dress for the County Tourney and dress for the State Tournament Series. He must also meet any other requirements as set forth by the coach.
- Basketball:** In order to earn a major award in basketball a boy/girl must participate in eight (8) regular season games and dress for the County Tourney or State Tournament Series. He/she must also meet any other requirements as set forth by the coach.
- Cross Country:** In order to earn a major award in cross country a boy/girl must participate in five (5) regular season meets, participate in the County and/or Conference meets, or the State Tournament Series. He/ she must also meet any other requirements as set forth by the coach.
- Football:** In order to earn a major award in football a boy must play in eighteen (18) quarters of Offense or Defense, or be a Special Teams player, or a replacement starter. He must also meet any other requirements as set forth by the coach.
- Golf:** In order to earn a major award in golf a boy/girl must participate in the County, Conference or State Tournament Series. He/she must also meet any other requirements as set forth by the coach.
- Softball:** In order to earn a major award in softball a girl must participate in eight (8) regular season games and dress for the County Tourney or the State Tournament Series. She must also meet any other requirements as set forth by the coach.
- Track:** In order to earn a major award in track, a boy/girl must participate in half (1/2) or more of the Varsity meets, and either: 1. Compete in County, Conference meets, or the State Tournament Series, or 2. Score points in at least three (3) Varsity meets. He/she must also meet any other requirements as set forth by the coach.

- Volleyball:** In order to earn a major award in volleyball a girl must participate in half (1/2) or more of the varsity games played. She must also dress for the County Tourney or State Tournament Series. She must also meet any other requirements as set forth by the coach.
- Wrestling:** To earn a major award in wrestling a boy must be a member of the varsity team for the entire season and participate in a varsity meet. He must also meet any other requirements as set forth by the coach.
- Cheerleader:** In order to earn a major award in cheerleading a girl must participate in all football games in the fall or all boys' basketball games in the winter, or both. She must also attend cheerleading camp as directed by the coach, and meet any other requirements as set forth by the coach. (See Cheerleaders at end of policy.)
- Manager:** In order to earn a major or minor award as a manager a student must fulfill all the duties necessary for proper functioning of the teams they are managing. Any student manager will receive a minor award after their first year of managing a sport. Each year after, the award given will be determined by the coach. They must also meet any other requirements and duties as set forth by the coach and/or the administration.
- Statisticians:** May not earn a major award.

MINOR AWARDS

For all sports, in order to earn a minor award, an athlete must be a member of the varsity, reserve or freshman team for the entire sport season, but not meet the requirements for a major award. The athlete must also meet any other requirements as set forth by the coach.

PLAQUES

The coaching staff of each individual sport must give a minimum of one (1) award plaque. The staff of each sport will decide the levels and honors for which each plaque will be given.

DISTRIBUTION OF AWARDS

Each individual who earns a minor in any sport will receive a certificate of participation. Each individual who earns a major award in any sport will receive a certificate of honor. All high school awards will be distributed at the Sports Awards Program for that season. All middle school awards will be distributed at an honors program at the conclusion of the school year.

All awards granted to individuals become the property of that individual.

The coaches of each sport will submit a list of all athletes to the athletic director for recommendation for awards. If the coach would like an athlete to receive an award higher than he/she has earned, then it must be approved by the athletic director.

AWARDS NIGHT

All high school athletic awards will be presented following the sport season in which they were earned at an Awards' Night Program. The purpose of Awards' Night is to honor our athletes in front of their peers. In order to receive awards, it will be mandatory that athletes be in attendance. Unless prior notification is given and approved by the athletic director, any athlete not in attendance will not receive his/her certificate award until the next program. An athlete who misses an Awards Program without pre-approved permission will forfeit any special award for that sport season. This includes plaques, jackets, and blankets. Athletes are expected to dress nicely, and school rules concerning dress and hats will be enforced.

DEFENSE OF AWARDS

Athletes must defend their award through their senior year. If the athlete does not defend his or her award of the previous year the award will not be taken away. The only points that will count towards the jacket or blanket are those points earned continuously in each sport season. If an athlete tries out and is cut from a team, then all previously earned points in that sport season will count towards the jacket or blanket. Injured athletes will have defended their award by being a part of the team in a capacity allowed by the injury.

SENIOR AWARDS

The following awards are presented at the Senior Honors Program:

Outstanding Senior Athlete Award

Given to the senior athlete that fits the following criteria (male and female):

- Athletic Ability
- Bringing honor to school as well as him/herself
- Good attitude towards school administration, coaches and fellow athletes
- Scholarship
- Participation in athletics through high school, not only senior year
- Must have participated in two (2) or more sports their junior and senior year

Lamar and Mary Helen Bink Scholastic and Mental Attitude Award

In recognition of outstanding academic accomplishment, initiative, self-discipline, positive attitude and work ethic.

Given to the athlete who most closely fits the following criteria (male and female):

- Carry a 3.25 - 4.0 GPA
- Work to capabilities in relation to scholastic and athletic abilities
- Take the initiative to accomplish goals
- Use self-discipline in behavior
- Have an outstanding positive attitude towards school peers, teachers, and school administration

Herschel Brown Sportsmanship Award

In recognition of demonstrating the sportsmanship and fair play that was much a part of Mr. Brown's life (male and female).

Value of Senior Awards

Outstanding Senior Athlete

The award winner will be presented with a plaque honoring the achievement. All Sports Scholastic and Mental Attitude

The award winner will be presented with a plaque honoring the achievement. Herschel Brown Sportsmanship

The award winner will be presented a plaque honoring the achievement.

GOOD STANDING WITH THE SCHOOL AND ATHLETIC DEPARTMENT

In order for an athlete to receive any awards, he/she must be in good standing with school and the athletic department by having all equipment that he/she has been issued turned in for that sport season. He/she must have all financial obligations to the school and the athletic department paid prior to receiving awards. Final approval for any awards will be given by the principal and the athletic director.

MORAL CONDUCT AND BEHAVIOR

Any athlete who fails to uphold the conduct and behavior set forth by the school and the athletic department, and is insubordinate of the administration and/or coaches will forfeit any right to receive awards.

PARTICIPATION IN OTHER SCHOOLS

If a student moves into the Wes-Del Community Schools, his/her participation in his/her former school or schools shall be counted toward his/her honor jacket or blanket, but he/she must meet the stipulations set forth in the Wes-Del Athletic Policy. The athlete may also be required to furnish written proof of his/her previous awards at the other schools attended.

MIDDLE SCHOOL PLAYER POLICY

The following policy sets guidelines for the movement of players within the middle school athletic program.

1. In sports where there is a separate 6th grade team and schedule, the athlete will play with his/her grade level team.
2. In all sports 7th graders will participate with 7th graders and 8th graders will participate with 8th graders.
3. NO 5th graders will be allowed to participate on a middle school team except in the instance where no 6th grade level team would be able to compete due to lack of participants in the 6th grade.

The only exceptions to these rules will be as follows:

1. If there are not enough individuals to field a playing team, a 6th grader may play on the 7th grade team or a 7th grader may play on the 8th grade team.
2. NO player may play on a team that is below his/her grade level.
3. NO player may be moved more than one grade level.
4. Players may be moved for numbers only, not for talent.

Coaches will meet with the athletic director to make recommendations concerning moving a player. The athletic director will look at the number of athletes participating on the team that would be left behind and the team the player would be moving to. The athletic director will make a decision based on the facts, and that decision will be final.

MIDDLE SCHOOL PRACTICE

Middle School athletic teams may begin practice a minimum of ten (10) weekdays and no more than fifteen (15) weekdays (not including Saturdays) before their first contest date. Coaches must inform the athletic director of their start date so that it can be added to the master practice schedule. Coaches need to see the athletic director for their scheduled practice time and should not deviate from the schedule. Practice schedules must be given to the player.

XIX. SCHOOL PERSONNEL

SCHOOL BOARD

Steve Dowling
Larry Batt
Amy Townsend
Britany Mauck
Gary Rooker

ADMINISTRATION

Kyle Mealy	Superintendent
Graig Davis	Technology Director
Adam Perdue	Principal
Daniel Hanson	Assistant Principal
Kye Denney	Athletic Director
Melea Goldstein	Guidance Director

OFFICE STAFF

Amy Cullum	Administrative Assistant / Attendance
Vertie McFalls	Athletic Secretary
Rachael Jamison	Guidance Registrar
Travis Staab	Behavioral Interventionist
Debbie Phipps	School Nurse

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