

# WHITING MIDDLE SCHOOL HANDBOOK

## 2024-2025

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**PLEASE NOTE**

We strongly recommend that students and parents review the contents of this Handbook/Code of Conduct and keep it as a reference during the school year. Questions, concerns, or comments related to the contents of this handbook, or to events involving a student, should be referred to the appropriate personnel using the following chain of command:

- |                       |                |
|-----------------------|----------------|
| 1 <sup>st</sup> step: | Teacher        |
| 2 <sup>nd</sup> step: | Principal      |
| 3 <sup>rd</sup> step: | Superintendent |

## Our Mission

Through unique, personalized opportunities, SCW students, supported by our staff and community, choose high quality education pathways and rich experiences that build capacity for students to be responsible citizens, lifelong learners, and to respect and value differences.

## Whiting Middle School Calendar 2024-2025

	<b>1<sup>st</sup> Semester begins</b>		<b>2<sup>nd</sup> Semester begins</b>
<b>Aug. 15</b>	Labor Day; no school	<b>Jan. 7</b>	Martin Luther King Day, no school
<b>Sept. 2</b>	Picture Day	<b>Jan. 20</b>	Winter Sports Pictures
<b>Oct. 8</b>	Fall Sports Pictures	<b>Feb. 4</b>	President's Day, no school
<b>Oct. 8</b>	End of 1 <sup>st</sup> grading period	<b>Feb. 14</b>	President's Day, no school
<b>Oct. 18</b>	Parent/Teacher Conferences	<b>Feb. 17</b>	End of 3 <sup>rd</sup> grading period
<b>Oct. 23</b>	Fall Break; no school	<b>March 14</b>	Spring Vacation begins; no school
<b>Oct. 31</b>	Fall Break; no school	<b>March 24</b>	School resumes
<b>Nov. 1</b>	School Resumes	<b>March 31</b>	ILEARN Testing begins
<b>Nov. 4</b>	Picture Re-take Day	<b>April 14</b>	April Break; no school
<b>Nov. 25</b>	Thanksgiving Break begins	<b>April 21</b>	8 <sup>th</sup> Grade Recognition
<b>Nov. 27-29</b>	School resumes	<b>May 30</b>	Ceremony
<b>Dec. 2</b>	Winter Sports Pictures	<b>May 30</b>	Last day of school
<b>Dec. 3</b>	End of 1 <sup>st</sup> Semester	<b>June 6</b>	Report Cards mailed home
<b>Dec. 20</b>	Winter Vacation begins		
<b>Dec. 23</b>			

*Note: Handbook subject to revision after publication.*

## School Hours

**Doors Open: 7:35 a.m.**  
**Classes Begin: 7:45 a.m.**  
**Dismissal: 2:50 p.m.**

### **Early-Release Wednesday**

Students will be dismissed early every Wednesday of each month to provide time for teachers to participate in professional development and grade-level collaboration. The following schedule will be followed by students on early-release Wednesdays.

- NH Schedule: 8:00 a.m. – 2:30 p.m.
- WMS and WHS Schedule: 7:45 a.m. – 2:20 p.m.

Erin Nolan-Higgins – Principal  
David Milligan- Assistant Principal  
Lorraine Covaciu – Assistant Superintendent  
Cynthia A. Scroggins – Superintendent

## Welcome to Whiting Middle School

We hope our school will be a source of pride for you and your family. Your three years here will be a time for you to grow, explore, and learn. We challenge you to support our school and to do your best by making good grades, getting involved in activities and being courteous to and considerate of your teachers and classmates. Our teachers and staff are committed to helping you become a responsible and caring person. ***You are our first priority.***

The mission of the School City of Whiting, in partnership with parents and community, is to provide a safe environment for the social, emotional, and academic growth of all students and to prepare them to be productive citizens and lifelong learners, capable of meeting the challenges of an ever-changing world. The School City of Whiting accepts the leadership for implementing this mission.

### PHILOSOPHY

Our middle school program is specially adapted to meet the needs of the early adolescent child. Whiting Middle School has been designed to ensure that all students leave eighth grade with decision-making and problem-solving skills, a positive self-image, and concern for others, increased self-awareness of one's interests and talents, and the academic skills necessary to become a self-directed learner at the high school level. The middle school bridges the gap between the dependent elementary student and the more independent high school learner.

#### **We expect students to:**

1. Do as they are asked the first time.
2. Respect legitimate authority by following school rules and the laws of the community, state, and nation.
3. Respect the personal property of others and of the school, and consider the needs and rights of all members of the community.
4. Be in attendance daily.
5. Participate in class, do assigned work, and complete all homework.

#### **We expect parents to:**

1. Assume primary responsibility for their child and his/her behavior.
2. Acknowledge their child's responsibility to both the school and the home, and communicate any concerns to the school.
3. Recognize that school's primary concern is education.
4. Cooperate with the school in regards to the health, behavior, and academic progress of their child.
5. Make sure that their child has completed his/her homework.
6. Maintain positive and open communication with the classroom teachers about their child's academic needs.
7. Check Parent Access (<http://nhgrade.whiting.k12.in.us/RDSParentAccess>) for interim grades, homework assignments, possible missing assignments, discipline, attendance, book fees, and information from your child's teacher.

#### **We expect staff members to:**

1. Set high standards for student achievement and behavior.
2. Maintain open communication with parents regarding student progress.
3. Exhibit respect for students in order to help them develop good character traits.
4. Plan instruction to meet the individual needs of students.
5. Implement a standards-based curriculum in all core subject areas.

## **PARENT ACCESS SYSTEM**

The RDS Parent Access System is a valuable tool that allows parents to access grade, attendance, and discipline information for their child. Parents are also able to email teachers directly through the email links, read important class announcements, as well as make fee payments, and register for the new school year.

You will be given an activation code to create your unique Parent Access account. Your new account will contain a user ID and password of your own choosing.

If you have any problems or questions about Parent Access, please contact us at: [parentaccess@ns.whiting.k12.in.us](mailto:parentaccess@ns.whiting.k12.in.us)

Account activation process is as follows:

Go to; <http://nhgrade.whiting.k12.in.us/RDSParentAccess> - (top right corner between Cancellations and Staff Email) or it may be accessed through [www.whiting.k12.in.us](http://www.whiting.k12.in.us).

## **GENERAL INFORMATION**

### **DRESS CODE (UNIFORMITY OF COLOR IN DRESS)**

**Shirts:** Students will have a choice of solid colors: white, blue, black, grey, and Whiting green. Shirts must have a collar and buttons; either a polo or an oxford shirt is acceptable. Shirts may be either long-or short-sleeved. No crop tops, tank tops, camisoles or T-shirts (except spirit wear) are allowed. Appropriate brand logo no more than 4 inches in the upper corner of the shirt is acceptable.

**Spirit Wear:** Students will have a choice of clothing displaying designs supporting school spirit. Spirit wear represents individual schools, Whiting Oilers, Whiting athletic teams, and extracurricular organizations. Spirit wear must be approved by the building principal and follow uniformity of color guidelines.

**Sweaters/Sweatshirts/Hoodies:** Students will have a choice of solid colors: white, blue, black grey and Whiting green. A shirt must be worn under sweaters/sweatshirts/zip-ups at all times. Hoodies are not to be worn with the hood up at any time that a student is in the building. No clothing primarily used as outerwear (i.e. coats) will be permitted.

**Pants/Capris:** Students will have a choice of solid colors: khaki tan, navy blue, black and grey. Pants must fit at the waist and fit appropriately. No denim pants or pajama pants are allowed.

**Skirts/Jumpers:** Students will have a choice of solid colors: khaki tan, navy blue, black and grey. Skirts must be a minimum length of mid-thigh. Spandex skirts are not allowed.

**Shorts:** Students will have a choice of solid colors: khaki tan, navy blue, black and grey. Shorts must be a minimum length of mid-thigh. Spandex shorts are not allowed. Shorts may only be worn from the first day of school until October 1st; and from May 1st until the last day of school.

**Shoes:** Students must wear closed toe casual or athletic gym shoes. Shoes must have a front and a solid back. During winter months, students must bring a change of shoes for the school day if they wear snow boots to school. All shoes must fit properly and be safe to wear throughout the buildings.

## **GENERAL DRESS GUIDELINES**

1. All clothing must fit properly. Absolutely NO oversized or undersized clothing will be permitted. All tops must cover the torso- stomach/belly button area, lower back area, and chest area.
2. All clothing must be in good condition. Clothing with holes or tears will not be permitted.
3. Clothing that is changed from its original state is not allowed (i.e writing or painting on clothing).
4. No see-through clothing, including lace and sheer garments may be worn.
5. Clothing or accessories may not have inappropriate images (i.e. violence, sexually suggestive, and drugs or alcohol).
6. Appropriate brand logo no more than 4 inches on any item of clothing is allowed.
7. Head coverings or sunglasses may not be worn in the building except by special permission.
8. Hairstyles, tattoos, and piercings should be of a modest nature so as not to create a distraction to the educational environment. Students may be asked to adjust styles depending on the circumstances surrounding the distraction.

**A student not meeting these guidelines will be subject to disciplinary action.**

## **DRESS CODE ON DRESS DOWN DAYS**

- Individual schools will determine dress down days and Oiler-wear days, as deemed appropriate for each school.
- General Dress Guidelines will apply.
- Normal uniformity of color apparel must be worn if not dressing in the theme.

**A student not meeting these guidelines will be subject to disciplinary action. Disciplinary action for dress code violations on dress down days will accumulate with any normal dress code violations.**

## **Elevator**

Whiting Middle School's elevator may only be used by students with a physical handicap. Students should provide the office with a note from a doctor or parent. Specific instructions and an elevator pass will be issued at that time.

## **Hall Passes**

Written permission is required for all students who are excused from class. Students will be given permission only if the teacher determines that an appropriate need exists. The pass must be properly validated when the student has reached his/her destination. If proper procedures are not followed, the pass will not be honored.

## **School Fundraisers**

Students who agree to participate in school fundraisers will be held accountable for all money due. If a student fails to turn in unsold items or money due within the time frame specified by the club sponsor, the student will not be allowed to participate in future fundraisers and his/her name will be turned over to the School City's collection agency.

## **Webpage**

Middle School webpage is another tool that the school provides to help maintain contact with the community. By accessing the web page, you will receive up-to date information about important events and happenings at Whiting Middle School. Our internet address is: <https://www.whiting.k12.in.us/o/wms>.

## **Internet Usage Policy**

Parents must sign our school's Internet Acceptable Use Policy Agreement (IAUPA) to indicate parental permission for student use of the Internet at school. Students must have a signed IAUPA on file before using the Internet. Students with signed IAUPAs may use the Internet in the classroom *only under supervision*.

## **Counseling Services**

The school social worker is available to students and parents to help with peer and social issues, or personal problems. The social worker will make periodic contact with students, both on a group and an individual basis. The school social worker helps students with social and emotional problems that interfere with school success. All referrals to and all content within sessions is kept confidential with the exception of threats to hurt him/herself or someone else or if the student reports any form of abuse. As required by law, any information disclosed indicating that a child is at-risk must be reported to local authorities. Contact your child's school if you do not give permission for your child to receive School Social Work services.

The school counselor is available to help students with academic concerns.

## **Care of School Property**

Students are urged to exercise respect in regard to the belongings of others, including school property. Each student should realize that vandalism to school property is costly to repair and is directly related to increased school taxes. Attempts should be made to teach student respect for property which can be done in connection with the care of textbooks and the use of school materials and equipment. Students who cause damage to school property shall be subject to disciplinary measures and restitution for damages. The Board authorizes the recovery of cost related to the loss, damage, or destruction of school equipment, apparatus, musical instruments, library materials, textbooks, and for damage to school buildings. Parents will be billed for the costs for repair and/or replacement of school property vandalized by their child.

## **Cafeteria**

Whiting Middle School is a closed campus. All students must dine in the cafeteria during lunch period. Food may not be taken out of the cafeteria. Students are responsible for disposing of garbage and leaving a clean dining area. Students are only allowed to charge two lunches. If a student is at their charge limit and does not have money to pay for a lunch, he/she will be given a cheese sandwich and a carton of milk for three additional lunches. Negative balance letters are mailed home weekly. You may also call the Food Service office at (219) 473-0961 to get the balance on your student's account. Due to federal guidelines, fast food, i.e. McDonald's, cannot be brought in or sent for lunch for a student.

## **School Supplies**

**Grade 6:** 2-1" binder; 1 composition notebook; 4 spiral notebooks (red/yellow/green/blue); 5-3 hole punched folders (Red/yellow/green/blue/orange); 1 pencil or supply case; glue sticks; #2 pencils; blue or black ink pens; highlighters; colored pencils or fine tipped markers; dry erase marker; 2 large boxes Kleenex; earbuds-wired (no AirPods); Gym Uniform (\$15.00 to be purchased at school); tennis shoes (no black soles).

**Grade 7:** 4-1 subject spiral notebook (science/math/language/social studies); 1 sketchbook (art); folders with pockets; 1 pkg. blue or black pens; 1 dozen mechanical or #2 pencils; 2 highlighters; 1 pkg. colored pencils or crayons (social student/science) glue sticks (social student); 3 boxes Kleenex, earbuds-wired (no Air pods).

**Grade 8:** 3-1 subject spiral notebook (science/math/history); folders with pockets; 1 pkg. blue or black pens; 1 dozen mechanical or #2 pencils; 2 highlighters; 1 pkg. colored pencils or crayons (history/science); scotch tape (science); glue sticks (history); 3 boxes Kleenex, earbuds-wired (no Air pods); Gym Uniform (\$15.00 to be purchased at school); tennis shoes (no black soles).

### **Dances**

Several school dances are sponsored by the middle school each year. To participate in dances, students must attend school during the day of the dance. Student conduct at these affairs is governed by the same rules and regulations that apply to all other school activities (see *Discipline Policy*, p. 22).

School dances are restricted to Whiting Middle School students (see *Student Visitors*, below). The school will close 15 minutes after the end of the dance. Failure to secure a ride home may restrict students from participation in future extracurricular activities.

### **Lockers**

Each student is assigned a locker in which to store books and other belongings. Lockers should be kept clean, neat, and locked. If a student has a problem with a locker, he/she should notify the middle school office. Only the assigned student is given the locker combination. Students are not to share lockers. According to Indiana State Law, school lockers remain the property of the school, and school authorities have a responsibility and a right to examine locker contents at any time for reasons of health, safety, and security. Valuables or large sums of money should not be brought to school. The school is not responsible for lost articles of any kind.

### **Lost and Found**

Students who find lost articles should take them to the middle school office, where they can be claimed by the owner. Lost articles not claimed within a reasonable length of time will be donated to charity.

### **P.E. Uniform**

A P.E. uniform, at a cost of \$15.00, purchased from the instructors, is required for gym class, and may be used for all years of middle school. Combination locks are provided by the school. There will be a \$5.50 charge if a lock is lost. Care of the uniform is the student's responsibility. The school is not responsible for loss of a uniform that the student does not secure in his/her locker.

### **Student Visitors**

Whiting Middle School does not allow student visitors. Guests at school events must register with the school office at least 5 days prior to the event. All non-student visitors are expected to report to the middle school office to sign in and obtain a visitor's pass.

### **Withdrawals/Transfers**

Any student transferring or withdrawing from school must secure a withdrawal form from the middle school office at least two days prior to leaving. All books and equipment must be returned and all fees paid. Each teacher will initial the form and enter the student's current grade, after which the school secretary will complete the transfer form. Disciplinary records may be sent upon request.

### **Student Records**

The Family Educational Rights and Privacy Act (FERPA) is a federal law designed to protect the privacy of a student's education records. Generally, schools must have written permission from a parent or eligible student before releasing any information from a student's record. However, the law allows schools to disclose records, without consent, to the following parties: school employees who have a need to know; other schools to which a student is transferring; certain government officials, in order to carry out lawful functions; appropriate parties in connection with financial aid to a student; organizations conducting certain studies for the school; accrediting organizations; individuals who have obtained court orders or subpoenas; persons who need to know in cases of health and safety emergencies; and state and local authorities within a juvenile justice system, pursuant to specific state law.

Schools may also disclose, without consent, "directory information," which the School City of Whiting will make available upon request. The Board designates as student "directory information": a student's name; address; date and place of birth; photograph; 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; listing on an honor roll and/or scholarships; and any other information that the Board considers may not be harmful or an invasion of privacy.

Parents and adult students may refuse to allow the district to disclose any or all of such "directory information" upon written notification to the district within 14 days after receipt of this handbook. For additional information, you may call (202) 260-3887, or write: Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Ave., S.W., Washington, D.C. 20202-4605.

## **MEDICAL INFORMATION**

### **School Nurse**

The School City of Whiting employs a Registered Nurse to supervise the medical needs of its students. When a student is enrolled, a medical history is obtained from the parent. It is the parent's/guardian's responsibility to inform the school nurse and/or school personnel of any change in a student's medical status. Specific instructions must be submitted in writing so it can be documented in the student's medical history and health record in case of an emergency. If additional instructions are needed, the parent/guardian will be asked to contact the physician for a written order. All medical information is private and confidential. No disclosure of information can be given without the written approval of the parent/guardian specified on the medical history form.

## **Medications**

Any student wishing to see the nurse must first be given a pass by his/her teacher. Students must then sign out at the middle school office. ***Except in an emergency, no student is to report to the nurse's office without an approved pass.*** If the nurse is not in the building, the student should report to the office. Only the nurse and office personnel have the authority to send students home for apparent illness or injury. Students may not phone parents to pick them up without the nurse's approval. Students bringing any type of medication to school must follow specific procedures:

- 1.** No medication, whether over-the-counter or prescription, can be in the possession of students or ingested by students at school or at school-sponsored activities without direct school supervision. All medication must be brought to the school office with a signed parental permission form and a note from a parent or physician that detail dispensing procedures. The school nurse or school administrator will dispense medications.
- 2.** Prescribed medications are kept under lock and key in the original container bearing the original pharmacy label with prescription number, date, physician's name, directions for use, and student's name. Any person violating these regulations is subject to disciplinary actions including, but not limited to, suspension, expulsion, and prosecution by civil authorities. Medicine will be destroyed on the last day of school unless picked up by a parent/guardian or a designated adult (must be in writing). Signature of designated person is required at the time the medication is picked up.
- 3.** A student with a chronic disease or medical condition may possess and self-administer prescribed medication for the disease or condition if the student's parent has filed a written authorization with the building principal. The written authorization must be filed annually. The written authorization must be done by a physician and must include the following information:
  - a. That the student has an acute or chronic disease or medical condition for which the physician had prescribed medication.
  - b. The nature of the disease or medical condition requires emergency administration of the prescribed medication.
  - c. The student has been instructed in how to self-administer the prescribed medication.
  - d. The student is authorized to possess and self-administer the prescribed medication.

## **Suicide Policy**

The School Board recognizes that depression and self-destruction are problems of increasing severity among children and adolescents. A student who suffers the psychological disability of depression cannot benefit fully from the educational program of the schools, and a student who has attempted self-destruction poses a danger both to himself/herself and to other students.

The Board directs all school personnel to be alert to the student who exhibits signs of unusual depression or who threatens or attempts suicide. Any such signs or the report of such signs from another student or staff member should be taken with the utmost seriousness.

The individual who first became aware of the student's depression and/or suicidal thoughts should stay with the student while immediately contacting the building principal.

The building principal will enlist the assistance of the social worker and the nurse immediately in responding to this emergency. At the earliest possible moment, the parent/guardian should be found and informed of the child's difficulty.

Student deemed at risk will be required to see a physician or other qualified persons to evaluate risk before returning to school. Students are given up to (5) days excused absence to obtain outside evaluation. These absences will not count toward the 8-day semester limit.

The Superintendent shall develop and implement guidelines whereby members of the professional staff understand how to use an intervention procedure which includes the following:

- Step 1 – Stabilization
- Step 2 – Assessment of the Risk
- Step 3 – Use of Appropriate Risk Procedure
- Step 4 – Communication with Appropriate Parties
- Step 5 – Follow-up

Throughout any intervention, it is essential that Board policies and Corporation guidelines regarding confidentiality be observed at all times.

### **Immunizations**

According to Public Law 150, all children enrolling in a school corporation must be completely immunized against: diphtheria, tetanus, pertussis, polio, measles, rubella, hepatitis, and mumps. If an immunization record is incomplete, the school requires that a physician or local health department submit a written schedule of future immunizations, which must then be approved by the school nurse. Those students who are out of compliance will be excluded from school until such time as immunizations are brought up to date.

### **Head Lice Policy**

If a student has been sent home because the school nurse has detected the presence of head lice and/or nits, the student **must** report to the school nurse on the next school day, and every day thereafter, until it is determined that the problem no longer exists. If a parent/guardian calls to report that his/her child has head lice, the child must be examined by the school nurse on the next school day.

A student who fails to report to the school nurse to verify this condition will be considered truant. If this condition persists for 3 consecutive school days beyond the day it was detected, each subsequent absence will be counted toward the 8-day limit. Please check your child at least twice a month. The nurse will **not** remove any lice/nits. This is the responsibility of the parent/guardian.

### **Exposure to Blood-Borne Pathogens**

OSHA regulations require that school districts develop an Exposure Control Plan to help minimize employee and student exposure to blood-borne diseases from body fluids. This plan and the OSHA regulation are available for review in the nurse's office. Federally mandated procedures require that the school district request that parents, whose child has bled at school, to the extent that employees or students have been exposed to the blood, consent to have their child tested for HBV and HIV. This information would then be provided to the exposed employee or student and to the treating physician to determine proper medical treatment. The law does not require parents or guardians to grant permission for the examination, but it does require the district to request that consent.

## **Pest Control and Use of Pesticides**

The School City of Whiting is committed to providing a safe environment for our students. It, therefore, seeks to prevent student exposure to pests and pesticides. While pesticides protect children from pests that may be found in the school and on its grounds, pesticides may under some circumstances pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods designed to control pests effectively while minimizing potential pesticide exposure. The School City of Whiting will post a notice on several exterior building doors at least 2 school days prior to the date and time a pesticide application is to occur, unless an emergency is declared. The notice will include the date and time of the pesticide application, the general area where the pesticide is to be applied, and a telephone number to contact for more information. In case of emergency pesticide applications due to an immediate threat to the public health, the school will post a written notice within a reasonable period of time after the exposure.

## **Emergency Information**

### **Emergency Drills**

Public schools in Indiana are required to have periodic tornado and fire drills. Procedures for these drills will be reviewed by every classroom teacher. During any emergency, students are expected to be quiet and orderly.

### **Emergency School Closings**

Sometimes it is necessary to call off or delay the opening of school. Such information will be broadcast over radio stations and Thrillshare alert system. Please do not call the school, as the phone lines are necessary to communicate with the staff. The following radio stations will broadcast news of school closings:

**WJOB, 1230 AM**  
**WMAQ, 670 AM**  
**WGN, 720 AM**

**WBBM, 780 AM**  
**WBBM, 96 FM**  
**WLS, 890 AM**

### **District Evacuation Plan**

The School City of Whiting has developed a plan for evacuating students if a crisis arises. The plan will be implemented for specific situations, such as loss of power, loss of communication systems, health issues (e.g., loss of water supply), safety issues, and other emergency situations.

The decision to evacuate will be made by administrators based on facts presented to them. Students will be advised of the reason for evacuation at the relocation facility (see below), where administrators will determine if school will be dismissed for the day.

The evacuation procedure will be practiced in the same way we prepare for other emergencies (e.g., fire and tornado drills). Students are forbidden from using cell phones during evacuation procedures and any other emergency drill. Student caught texting or using cell phones will be subject to disciplinary consequences.

### **Thrillshare Rapid Notification System**

Whiting Middle School has an emergency calling system in place to notify parents in case of school emergencies—e.g., power failure—that may require early dismissal. This system may be activated by the principal, superintendent, or assistant superintendent and may also be used for non-emergency notifications.

***It is vital that you keep your telephone numbers current in our school office to ensure that you receive all-important information that may affect your child.*** Please be responsible about notifying school personnel of any phone number changes during the school year.

## ACADEMIC INFORMATION

Evaluating human effort and progress is essential to growth. To help our middle school students fulfill their potential, we must establish high expectations and rigorous standards of achievement. Grades are symbols that indicate how well a student has progressed toward achieving a set of given objectives established by the school corporation. We consider that in the final analysis, each teacher is best able to judge a student's performance in a given subject area.

### Report Cards

Report cards are issued every 9 weeks and are normally distributed on the Friday following the last day of the grading period. Grades indicate how well a student is performing in class:

<b>A</b>	=	Superior
<b>B</b>	=	Above average
<b>C</b>	=	Average or satisfactory
<b>D</b>	=	Below average
<b>F</b>	=	Failed
<b>EA</b>	=	Excessive absences; the equivalent of a failing grade, given to students who have exceeded the limit of 8 absences.
<b>I</b>	=	Incomplete

It is the student's responsibility to make up incomplete work. If work is not turned in within the allotted time, an "F" will be recorded on the student's report card.

### Honor Roll

To qualify for the Principal's Honor Roll, students must earn no grade lower than "A-." To qualify for the A/B Honor Roll, students must earn all A's and B's. To determine honor roll status, all classes--including specials--are weighted equally.

### Twenty-first Century Scholars

The Twenty-first century scholars program guarantees eligible students up to four years of undergraduate college tuition at participating universities in Indiana. To be eligible, students must enroll during their middle school years, be a resident of Indiana, fulfill the Twenty-first Century Scholars pledge, and meet eligibility requirements, including participation in the free/reduced lunch program. You may ask for enrollment information in the Middle School office or visit [www.scholars.in.gov](http://www.scholars.in.gov) to obtain information and enroll online.

### 8th-Grade Recognition Ceremony Activities Policy

***Students who receive failing semester grades in two or more subjects may not be allowed to participate in any middle school recognition ceremony activity.*** Students who participate are expected to dress appropriately. (Girls: no strapless, backless, or low-cut dresses, no bare midriffs, no extremely short or tight apparel. Boys: no jeans or shorts). Students will be issued a green graduation gown to

wear the evening of the ceremony. No hat or sunglasses can be worn. Hair must be modest in nature.

### **Academic Requirements**

To be promoted to high school, middle school students must earn a minimum of 5 credits in each of the following core subjects—*Mathematics, Language, Literature/Reading, Science, Social Studies*—for a total of 25 credits. To receive credits, students must earn passing grades. Credits are earned each semester and are entered into the student’s permanent record.

Students who fail a semester in any core subject will be required to attend and pass summer school. Credit may also be earned by attending remediation programs. ***All other retention policies remain in effect.***

### **High School Courses in Middle School**

Middle school students have the opportunity to receive high school credit for Integrated Math I or College and Career Readiness. Middle school student taking Integrated I Math must receive a grade of B- or higher in order to receive high school credit. Any student with a final grade of C, D, or F will be required to retake the course in high school.

Students taking College and Career must receive a grade of C or higher in order to receive high school credit. Any student with a final grade of D or F will be required to retake the course in high school.

Students who qualify for 8<sup>th</sup> grade accelerated math will take Integrated I. The course content will follow the high school standards including course assessments. Students will receive high school math credit for Integrated I taken in 8<sup>th</sup> grade. **They will still be required to take at least three (3) full years or (6) semesters of math while enrolled in high school.**

### **Standardized Tests**

ILEARN, a test of achievement required in the State of Indiana, is administered to Grades 6, 7, and 8 in the spring of each school year. Standardized test data will be used for class placement, **and** identification of remediation needs.

### **Extracurricular Activities**

Whiting Middle School offers the following programs:

<b>Academic Team</b>	All students	<b>Honor Society</b>	8 <sup>th</sup> grade students
<b>Band</b>	All students	<b>Newspaper</b>	All students
<b>Basketball</b>	All students	<b>Robotics</b>	All students
<b>Cheerleading</b>	All students	<b>Spell Bowl</b>	All students
<b>Cross Country</b>	All students	<b>Student Council</b>	All students
<b>Drama</b>	All students	<b>Volleyball</b>	All girls
<b>Football</b>	All students	<b>Wrestling</b>	All students

To be eligible to participate in athletics/extracurriculars, students **must**:

1. Pass 6 subjects. During the school year, the most recent 9-week grades are used to determine student eligibility. Eligibility for fall sports will be based on grades earned during the previous semester.
2. Not receive more than 2 "D's" or 1 "F" in conduct.
3. Have a current physical examination report and parent permission slip on file before trying out for or participating in any sport.
4. Dress for and participate in PE classes.
5. Attend school during the day in order to observe or participate in any after- school function on that day (e.g., school dance, athletic event, or practice). Exceptions are subject to the principal's approval.

### **Summer School and Retention Policies**

1. A student who fails or receives a grade of "EA" for 1 semester in a core subject area will be required to attend and successfully complete summer school. ***Failure to pass summer school may result in retention.***
2. A student who fails both mathematics and language/literature for the full year may be retained.
3. A student who fails the equivalent of 3 full-year subjects, including specials, may be retained.

### **Summer School Programs**

A student who meets a minimum of **2** of the following criteria will be required to attend the summer remediation program:

1. Below the state ILEARN standard in reading/language arts.
2. Below the state ILEARN standard in math.
3. Below the state ILEARN standard in science.
4. A grade of "D" or "F" in reading/language arts.
5. A grade of "D" or "F" in math.
6. A grade of "D" or "F" in science
7. Teacher recommendation.
8. Loss of credit in (1) or more core academic areas.

## **ATTENDANCE**

### **PHILOSOPHY**

Regular attendance and punctuality are essential to good performance in school. Absence from school is often the single greatest cause of poor or failing performance or academic achievement. Students are expected to make every effort to be in school every day. Students failing to meet this expectation shall suffer disciplinary consequences, referral to child protective services, referral to the administration for loss of credit, possible expulsion, and/or referral to probation in accordance with Indiana's Compulsory School Attendance Law.

## STATE LAW

Following is the Indiana compulsory school attendance statute (IC 20-8.1-3-20):

*Parent to Produce Certificate of Child's Incapacity on Demand:* If a parent does not send his child to school because of the child's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the incapacity for an attendance officer within six (6) days after it is demanded. The certificate required under this section shall be signed by an Indiana physician or by an individual holding a license to practice osteopathy or chiropractic in this state or be a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

## ATTENDANCE POLICY

Attendance will be designated as **exempt, excused, unexcused or truant**. Any student has an opportunity to earn credit in a class, provided he/she does not have more than eight excused/unexcused absences in the class. Any student who accumulates more than eight excused/unexcused absences during a semester in a given class will receive a grade of EA at the semester.

Parents may appeal a grade of EA at the semester by providing appropriate medical documentation supporting the absences. A student may be put on an attendance contract after the 8<sup>th</sup> absence. On the ninth absence in all classes, a student may be recommended for expulsion.

## DEFINITION OF ABSENCES

Absence is defined as missing the entire school day or any part (period) of it for any reason. An hourly and daily record of absences is kept for each student on a semester basis. A student who is more than ten minutes late to his/her class is no longer subject to the regulations concerning tardiness but is considered absent from that class.

## EXEMPT ABSENCES

Exempt absences are required under Indiana Law (IC 20-33-2-14) to be excused. **These absences do not count toward the eight (8) semester limit** and include:

1. Court appearances
2. Service as a page or honoree of the General Assembly
3. Service at the election polls. **Prior notice is required** and must have approval of the parent/guardian.
4. Participation in pre-approved school related activities
5. Educational trips as approved by the superintendent and/or school board

\* Since these are considered valid reasons for absence, students will be allowed to make up missed assignments, tests, etc. Students will be given days equal to the number of days absent to make up missed assignments and/or tests. **However, it is the student's responsibility to contact teachers about missed assignments.**

## EXCUSED ABSENCES

Excused absences are instances where the school accepts an absence, upon parental request, as a valid cause for absence. These absences DO count toward the eight (8) semester limit.

1. Student illness.
2. Extended illness requiring a physician's care. Students who have three or more consecutive days of absence are required to present an original physician's note, signed by the physician, to the school nurse in order to be readmitted to school. Three or more consecutive days of absence, supported with medical documentation, will count as one occurrence, with a limit of three occurrences per semester. (An unauthorized extended illness may be dealt with as truancy under the truancy policy.)
3. Illness in cases where the student is sent home by the school nurse or an administrator.
4. Medical, dental, and orthodontist appointments. (We encourage parents to make as many appointments as possible outside of school hours.)
5. Emergency illness in the family. (Example: father or mother taken to the hospital.)
6. Prearranged vacation and/or extended religious observances must be pre-approved through the principal with five days' notice.
7. Being more than ten minutes late to class will be considered an absence for that period.
8. Funeral/Bereavement

## UNEXCUSED ABSENCES

An unexcused absence is an absence from school for all day or for any single portion of a class period(s) under circumstances not covered by law or recognized by the school, such as oversleeping and car problems. The deadline to establish an absence as excused is within 24 hours of the absence. The parent/guardian should call to report an absence on the day of the absence. Unexcused absences **DO count towards the eight (8) semester absence limit.**

## TRUANCY

Truancies are recorded on a semester basis.

Truancy is defined as:

1. Being somewhere other than where a teacher or administrator directs, or where the student's class schedule calls for, without proper authorization, after the student has arrived at school.
2. Being absent from school for an invalid and/or unauthorized reason.
3. Habitual tardiness and/or absence to any scheduled class.
4. Failure to call off students by designated time.

**Offense 1:** 1 Day In-School Suspension- Parent/guardian will be notified by the office.

**Offense 2:** 2 Days In-School Suspension-Parent/guardian will be notified by the office.

**Offense 3:** 1 Day Out-of-School Suspension-Parent/guardian will be notified by the office.

## **ATTENDANCE FOR EXTRA-CURRICULAR EVENTS**

Students must attend school at least six (6) periods on the day of a contest or practice in order to participate in the event unless permission is granted for unusual circumstances by an administrator. Students must be in school on Friday in order to participate in weekend events unless excused by an administrator.

## **PRE-ARRANGED ABSENCES (FAMILY VACATIONS)**

The school discourages students from taking family trips/vacations during the school year. If there is a need for a pre-arranged absence, the school must be notified at least 14 days in advance. Approval for excused pre-arranged absences will be based on student attendance, disciplinary record, grades, specific reason, and length of the requested absence. The absence may not be excused, especially during final examinations. **All pre-arranged absences must be approved by the principal.**

Prior to leaving, it is the student's responsibility to make arrangements with his/her individual teachers for the work he/she will miss during the pre-arranged absence. Approved vacation days, although they may be excused, count as absences that jeopardize the student's required attendance.

## **TARDINESS**

Tardiness is defined as not being in the assigned classroom before the bell sounds. A record of tardiness is kept for each student on a semester basis for each class period. A student who is more than ten minutes late to his/her class is no longer subject to the regulations concerning tardiness, but is considered absent.

**Tardy No. 1:** Teacher records tardy and informs student of the tardy.

**Tardy No. 2:** Teacher records tardy and student is assigned one-hour detention.

**Tardy No. 3:** Teacher records tardy and student is assigned two-hour detention.

**Tardy No. 4:** Teacher records tardy.

Teacher and student sign Excessive Absence form (pink) and submit to attendance officer. Starting with 4<sup>th</sup> tardy, every subsequent tardy will count as an absence which will count toward the five (5) absence limit. If the excessive tardy is also unexcused, it may be recorded as a truancy and thus follow the discipline for truancy.

## **eLearning**

eLearning provides school districts with an option for continuing an instructional day on a day when school is cancelled or missed. An added benefit of eLearning is that it allows for the opportunity to limit makeup days in the future due to inclement weather and it also expands opportunities for schools to conduct professional development for their staff without disrupting the educational process.

While there are many excellent reasons for conducting a district-wide eLearning day, the primary benefit is that students have the opportunity to learn in a blended environment that has been created by their teacher and continues what they had been learning in class so there is no disruption. eLearning also promotes skills that are reflective of real-world learning and allows students to engage educationally outside of the traditional school day in a format increasingly present in today's education world. The experience also provides an opportunity for students to enhance technical and organizational skills sought by employers and colleges.

On an eLearning day, all students are expected to log into their Google Classroom(s) and be in attendance for all eLearning lessons/activities during the school day. Expectations for participation in planned and unplanned e-learning days will be communicated with students and parents prior to the eLearning day.

Technology help is also available from our Technology Help Desk at 219-659-8324 or [techdept@scwschools.org](mailto:techdept@scwschools.org).

Additional information may also be found on our website under the eLearning Days tab or at <https://www.whiting.k12.in.us/page/e-learning-days>.

### **School-wide Positive Behavior Support**

School wide Positive Behavior Support includes a common set of rules and supports which establish the social culture and behavioral supports and motivators needed for all children in a school to achieve both social and academic success.

We must teach our students acceptable behaviors so they will make positive and safe decisions when dealing with problems and situations.

The following charts outline our behavior expectations for all students.

	ASSEMBLIES	CAFETERIA	DISMISSAL	HOMEWORK	EXTRACURRICULAR
Be Responsible	Sit by grade level with teacher Dismiss by grade level or teacher	Have ID ready If you drop something on the floor- pick it up Clean table area before leaving café	At final bell-take belongings to locker Pack up and exit Leave school grounds immediately Take all needed belongings No reentry allowed	Come to class with homework completed as assigned Complete homework on time	Be on time with needed materials Attend all scheduled events Keep your grades up to standards
Be Respectful	Proper audience behavior Eye contact with presenter Give full attention Remain quiet and seated Applaud appropriately No cheering or yelling out.	Do not cut the line Remain relatively quiet – restaurant demeanor Talk with table mates only Say please and thank you to servers	Leave the building quietly No running/pushing	Complete using “Quality Work Standards” Respect all school materials at home and at school	Extracurricular activities are not a right – but a privilege Notify your sponsor if unable to attend practice Treat your friends respectfully Be a good sport and demonstrate good sportsmanship Encourage your team mates Respect building and equipment at all times
Be Safe	Enter single file Feet on floor Hands to self	Remain at table unless disposing of trays, etc. Don’t touch other students’ trays Don’t share food	Bus riders wait on sidewalk away from curb Cross with guards only at corners		After events... leave school grounds immediately Stay clear of moving vehicles

	<b>DRILLS</b>	<b>CLASSROOM</b>	<b>LOCKERS</b>	<b>DANCES</b>	<b>RESTROOMS</b>
<b>Be Responsible</b>	Take safety drills seriously Return from drills in a quiet orderly fashion	Arrive to the classroom on time Come to class prepared with books/supplies Complete all work to quality standards	Keep locker organized and materials neat Report any locker problems to the office so that it can be addressed	Arrive on time and wait quietly in line to purchase ticket No cell phone use during dance/wait until after event Throw all trash and recycling in the appropriate receptacles	Be quiet. No rowdy behaviors
<b>Be Respectful</b>	Remain quiet Listen for staff directives – follow them immediately Keep hands to self	Attend to the lesson Participate fully Do not disturb others Follow directions of teacher Be respectful of self and others Respect school equipment/technology	Close locker doors quietly Do not kick or slam lockers No decorations are to be placed on outside of lockers or cubbies	Dress appropriately Use respectful language Dance appropriately-respecting' personal space	Respect the privacy of others Don't play with water Paper towels in garbage only Use the facilities respectfully No climbing/ sitting on stools, doors, sinks No writing on or defacing walls
<b>Be Safe</b>	Remain calm DO NOT RUN Follow drill specific procedures  Do not use cell phones	DO NOT RUN Keep hands to self in classroom No tipping chair/ sit appropriately	Lockers are not to be shared Keep locker combo private No open food or liquids	Stay in the gym and outer hallway area only Do not climb on the bleachers No running Exit the building and school grounds at the end of the dance.	Keep the facilities clean Wash hands before leaving

	ARRIVAL	HALLWAYS	BUS	DRESS CODE	OFFICE
Be Responsible	<p>WMS arrival @ assigned doors            8<sup>th</sup> grade @ door 18            7<sup>th</sup> grade @ door 16            6<sup>th</sup> grade @door 17</p> <p>Be in proper dress            Turn off cell phones/iPods            Place in locker</p>	<p>Use trash cans and recycling at entryways</p>	<p>Be on time waiting for the bus            No cell phone use            Use quiet voices/no disrespectful language            2 students per seat only</p>	<p>Follow dress code as outlined in handbook            Dress responsibly</p>	<p>If reporting to the nurse at WMS – sign out and back in at the WMS office</p>
Be Respectful	<p>Remove hats            Proceed quietly to locker and 1<sup>st</sup> period class</p>	<p>Be quiet when traveling in the hall – Respect classrooms            Hands off wall displays            Bump? Excuse yourself            If you see garbage, pick it up – dispose of it</p>	<p>No eating, drinking, or chewing gum            Listen to the bus driver and follow all directives immediately</p>	<p>Hair should be clean, neat and well groomed            Clothing should clean</p>	<p>Be respectful, polite, and courteous.            Please and thank you should be used            Do not interrupt~ wait your turn</p>
Be Safe	<p>Display I.D.            Follow hallway procedures            Wipe your feet of snow/water            No pushing or crowding on stairs            Use hand rails</p>	<p>Stay to the right side on hall and stairs            Hands to self            NO RUNNING            Do not touch fire doors            No horseplay</p>	<p>No pushing when boarding or exiting bus            Stay seated. Face forward, sit up straight            Feet/hands out of aisle            Follow emergency directives            Cross in FRONT of bus only</p>	<p>Do not deface I.D.'s in any way.            Keep shoe laces tied            Pants appropriate length</p>	<p>Do not report to the office during class time without permission or a pass            When coming to and from the office-take a direct path</p>

School City of Whiting  
Code of Conduct

**Philosophy:** The School City of Whiting believes in providing a safe educational environment that is conducive to instruction and students can learn without distractions. Student behavior that causes an interference with the learning environment or a safety concern will not be tolerated.

The School City of Whiting discipline policies and code of conduct applies in the following conditions:

- whenever a student is on school grounds immediately before, during, and after school hours
- whenever the school building is being used by a school group
- off school grounds at a school sponsored or extracurricular activity
- traveling to and from school or a school activity
- engaging in unlawful activities on or off school grounds, if the unlawful activity interferes with an educational function or school purpose, or if the removal of the student is necessary to restore order and ensure safety. Unlawful activity may occur on or off school grounds, and take place at any time during the calendar year when a student may or may not be attending classes or a school function.

**Definitions of Consequences:**

A. Teacher/Student Administrative Conference-Any student may be required to attend a conference with a particular teacher, administrator, or other school personnel. The conference will always include a member of the administrative team. Conferences can be requested by a teacher, student, or administrator.

B. Parent/Teacher Administrative Conference-Any parent may be required to attend a conference with a teacher and/or administrator. These conferences will always include a member of the administrative team. Conferences can be requested by an administrator, teacher, and/or parent.

C. Detention- Student will spend time in a controlled situation before, during, or after school hours supervised by school personnel. Detentions may be either 1 or 2 hours depending on the seriousness of the infraction.

D. Suspension from class-A student may be suspended from a specific period by the classroom teacher and/or the principal. Any student so suspended will spend the time that should have been spent in the class in such area as directed by the principal.

E. In-School Suspension- A student may be suspended in-school for a period of two days. During ISS, the student will be supervised by school personnel. If a student is uncooperative during ISS, he/she will be placed immediately into OSS status.

F. Out of School Suspension-A student may be suspended out-of-school by the principal for a period of one to ten days. A parent/guardian and student will be required to attend a re-entry conference with school officials if the student was suspended from school as a result of violations related to drugs, gangs and/or violence.

G. Expulsion-A student may be recommended for expulsion for up to one calendar year depending on the seriousness of the offense. An expulsion recommendation is preceded by an extended out of school suspension and a due process hearing with an independent hearing examiner.

H. Civil Authority Intervention-Certain violations of the code of conduct may necessitate the intervention of police and/or Juvenile court system. This request is only made by the administration. Parental notification of such will be made by administration and/or the civil authoritative personnel.

**\*Any student who is currently serving an OSS or under expulsion status cannot be on school grounds for any reason during the school day. Suspended and expelled students are also prohibited from attending or participating in any corporation or school sponsored event occurring on school property or at offsite locations when the event is sponsored by the School City of Whiting.**

## **PROGRESSIVE DISCIPLINE STEPS**

**Step 1.** Parents are contacted by the teacher.

**Step 2.** Disciplinary referral is sent home and appropriate consequences are issued. 1 hour or 2-hour detention.

**Step 3.** Disciplinary referral is sent home. 2-hour detention is assigned.

**Step 4.** Disciplinary referral is sent home. 2 days of ISS is assigned.

**Step 5.** Disciplinary referral is sent home. From 1 to 3 days out-of-school suspension is assigned.

**Step 6.** Disciplinary referral is sent home. From 1 to 5 days out-of-school suspension is assigned.

**Step 7.** Disciplinary referral is sent home. From 1 to 10 days out-of-school suspension is assigned. Student may be recommended for expulsion.

**Step 8.** Disciplinary referral is sent home. 10 days of OSS with recommendation for expulsion. Procedural due process is followed.

### **Discipline Steps for Excessive Detentions**

Once a student has received 4 detentions from the same teacher (It is understood that the teacher has followed Steps 1-3) with no change in behavior, the teacher will refer the student to the office. The principal will then place the student on **Step 4**. The office will set up a conference with the parents, teacher(s), principal, and student to discuss behavior changes. Subsequent referrals would move the student up the Steps. The ISS supervisor will be responsible for providing monthly detention reports and notifying principals of students assigned multiple detentions.

**School discipline is a collaborative effort by the parents, guardians, students, and staff. In order to maintain a school environment that is safe, supportive, and conducive to teaching and learning, students are expected to choose positive behavior. Recognizing that students sometimes do not always make good choices, we will enforce our Code of Conduct when misbehavior occurs.**

<b>INFRACTION</b>	<b>Discipline for Infraction</b>	<b>Auto Step</b>
ABSENCES	Follow current policy*	
BULLYING	1-10 days OSS may rec for expulsion	7
CHEATING	1st: Zero; 2 hour detention 2nd: Zero; ISS 3rd: Zero; OSS, loss of course credit	
DEFIANCE EXCESSIVE	1-3 days ISS	4
DISRESPECT	1-3 days OSS	5
DISRESPECT STAFF	1-10 days OSS may rec for expulsion	7
DRESS CODE	Follow current policy*	
DRUGS	10 days OSS with rec for expulsion	8
ELECTRONIC	1-3 days ISS	4
EXPLOSIVES	10 days OSS with rec for expulsion	8
EXPOSURE	10 days OSS with rec for expulsion	8
EXTORTION	10 days OSS with rec for expulsion	8
FIGHTING	10 days OSS with rec for expulsion	8
FIRE ALARM	10 days OSS with rec for expulsion	8
FORGERY	2 days ISS	4
GANG	10 days OSS with rec for expulsion	8
HORSEPLAY	1-3 days ISS	5
INTERNET	1-10 days OSS may rec for expulsion	7
INTIMIDATE	1-10 days OSS may rec for expulsion	7
LEGAL SETTLEMENT	10 days OSS with rec for expulsion	8
PHYSICAL ACTION	1-10 days OSS may rec for expulsion	7
PROFANITY	1-3 days ISS	5
SCHOOL ID	Cumulative count	2
SET FIRE	10 days OSS with rec for expulsion	8
SEXUAL CONTENT	10 days OSS with rec for expulsion	8
TARDY	Follow current policy*	
TBCCO/LGHT	1-3 days OSS	5
THEFT	1-10 days OSS may rec for expulsion	7
THREATS	1-10 days OSS may rec for expulsion	7
TRUANCY	Follow current policy*	
UNLAWFUL ACTIVITY	10 days OSS with rec for expulsion	8
VANDALISM	1-10 days OSS may rec for expulsion	7
WEAPONS	1-10 days OSS may rec for expulsion	8

## **CHEATING AND PLAGIARISM POLICY**

CHEATING includes, but is not limited to, such unauthorized activities as:

COPYING homework.

COPYING on quizzes, tests, etc.

LOOKING AT another person's work during quizzes, tests, etc.

TALKING during a test or quiz without teacher permission.

Willingly PROVIDING unauthorized aid to another person.

PLAGIARIZING (A serious form of cheating, defined as presenting Artificial Intelligence (AI) or another writer's works, sentences, or ideas as own. More specifically, intentionally or accidentally using undocumented sources from any writer (or four or more consecutive words) without quoting the source.)

## **CONSEQUENCES**

- *The first incident of cheating or plagiarism:* The student receives a zero for the work and a 2-hour detention. Teacher to notify parent in writing with a copy placed in the student's file with disciplinary referral.
- *The second incident of cheating or plagiarism:* The student receives a zero for the work and an In-School Suspension (ISS). Teacher to notify parent in writing with a copy placed in the student's file with disciplinary referral.
- *The third incident of cheating or plagiarism:* The student receives a zero for the work and an Out of School Suspension (OSS). Teacher to notify parent in writing with a copy placed in the student's file with disciplinary referral. Student will lose course credit and transcript marked with a grade of "W/F" for the semester

## **CIVIL AUTHORITATIVE INTERVENTION**

Certain violations of our Student Conduct Rules may necessitate civil authoritative intervention (i.e., police or juvenile court system). This request can only be made by the administration.

## **DETENTION RULES AND REGULATIONS**

One-hour detentions are held every Monday and Tuesday from 3:00 p.m. to 4:00 p.m. Two-hour detentions are held every Wednesday from 2:30 p.m. to 4:30 p.m. Detentions are viewed as extensions of the school day for disciplinary reasons. Any student who is dismissed from detention due to inappropriate or uncooperative behavior will be subject to further discipline.

The rules for After-School Detentions are as follows:

1. Students assigned to detention will be in the room on time. Tardiness will not be tolerated. Students who arrive after 3:00 p.m./2:30 p.m. on Wednesdays will not be allowed to enter and will be considered a no-show.
2. Students may not leave the class except to use the restroom.
3. Students must be seated and working on academic materials at all times.
4. Talking is not permitted.
5. Sleeping is not permitted.
6. Magazines and newspapers may not be read.
7. Electronic devices are not permitted.
8. Students who fail to attend detention will be subject to further discipline.

## **Violators of detention can be subject to disciplinary action.**

If a student misses a detention, he/she will be allowed one reschedule per semester. If a student continues to miss detentions, he/she will follow the progressive discipline steps as outlined below for each subsequent detention missed.

**Offense 1:** 1 Day In-School Suspension (Step 4)- Parent/guardian will be notified by the office.

**Offense 2:** 2 Days In-School Suspension (Step 4)-Parent/guardian will be notified by the office.

**Offense 3:** 1 Day Out-of-School Suspension (Step 5)-Parent/guardian will be notified by the office.

## **DRESS CODE VIOLATIONS**

School City of Whiting follows a board approved uniformity of color in dress policy. Students are expected to know what the guidelines are and adhere to them. A student not meeting those guidelines will be referred to the office. Consequences for dress code are recorded per semester.

1<sup>st</sup> Offense: Verbal Warning

2<sup>nd</sup> Offense: 1-Hour Detention

3<sup>rd</sup> Offense: 2-Hour Detention

4<sup>th</sup> Offense: Office Referral

5<sup>th</sup> and subsequent offenses: Office Referral to the Principal

## **ELECTRONIC DEVICES**

Electronic devices, such as but not limited to cell phones or similar electronic devices and accessories, are not to be used, displayed, or visible during the school day and are strictly prohibited. Cell phones are to remain off and in the locker for the instructional school day. If an electronic device is confiscated, it will be placed in the office for the remainder of the day and disciplinary action will be taken against the student. If the violation involves potentially illegal activity, the device may be turned over to law enforcement. The School City of Whiting assumes no responsibility for theft, loss, or damage to, or misuse or unauthorized use of, electronic devices brought onto its property.

## **ELECTRONIC DEVICE CONTENT AND DISPLAY**

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

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

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

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

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

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

## EXPULSION

An expulsion means a disciplinary or other action whereby a student is separated from school attendance for a period in excess of five (5) days. A parent/guardian and student will be required to attend a re-entry conference with school officials if the student is expelled from school for any reason. A student will not be re-admitted to school until the conference takes place.

A student who becomes a distraction to the educational process of others or breaks a major school board policy will need to be separated from the institutional setting in order to maintain a safe learning environment free from distractions.

## IDENTIFICATION CARDS (IDs)

All staff members need to know if a young person that is in the school or is at a Whiting activity, is in fact a student. The ID card allows the student to identify himself/herself as a Whiting student. It will also help in an emergency to be able to identify the name of a student. An ID card will be issued at the beginning of each school year or when he/she becomes a School City of Whiting student. All students must wear/display the ID card on school days. Photo ID must be suspended from the neck, fully visible from a distance. IDs are not to be worn on any other part of the body.

**One** lanyard and **one** photo ID card will be given to students, one per year per student. No type of lanyard, used for advertising, will be allowed. **Replacement ID Cost: \$2**

**Consequences:** Forgetting your ID card is not an acceptable excuse.

Teachers will refer any student who does not display their ID to the main office to have a replacement made. **After the second occurrence** of “no ID”, the student may be referred to the principal for disciplinary consequences.

**Consistently forgetting or refusing** to wear the ID card or consistently wearing the ID in an inappropriate place, is considered insubordination, and will result in referral to the principal for further disciplinary consequences.

1<sup>st</sup> referral: 1-hour Detention

2<sup>nd</sup> referral: 2-hour Detention

3<sup>rd</sup> referral One day in-school suspension

4<sup>th</sup> referral: One day out-of-school suspension, parent contact/conference

## OUT OF SCHOOL SUSPENSION (OSS)

A student may be suspended out-of-school by the principal for a period of one to ten days. A parent/guardian and student will be required to attend a re-entry conference with school officials if the student was suspended from school as a result of violations related to drugs, gangs and/or violence. A suspended student will be responsible for making up school work during a suspension. The student must obtain assignments by contacting other students, by accessing the teacher's website, if available, or by contacting the teacher directly. The student must complete missed assignments during the suspension and turn work in to the teacher upon his/her return to school. Make-up of missed tests will be scheduled on the day the student returns to school. **The make-up work will include only written daily work, tests, and major projects. Some class work cannot be reasonably duplicated and cannot be made up.** The student will be given credit for properly completed assignments and grade on any made-up tests. In accordance with the Indiana Code 20-33-8-14 or 20-33-8-15 which provided that any student under the age 18 and who receives a second out-of-school suspension during a semester will have his/her name sent to the Indiana Bureau of Motor Vehicles which will invalidate the student's license or permit for a period of one hundred twenty (120) days.

***Any student who is currently serving an OSS or under expulsion status cannot be on school grounds for any reason during the school day. Suspended and expelled students are also prohibited from attending or participating in any corporation or***

***school sponsored event occurring on school property or at offsite locations when the event is sponsored by the School City of Whiting.***

## **PROBATION**

A student is put on probation for violation of attendance and/or discipline policies. If a student has another occasion of similar nature, the student will automatically be recommended for expulsion.

## **Random Drug and Alcohol Testing**

Book Policy Manual  
Section 5000 Students

Code p05530.01

Status Active

Adopted February 13,

Revised February 24, 2020

5530.01 - RANDOM DRUG AND ALCOHOL TESTING

Statement of Purpose:

The purpose of this policy is to DARE our students to resist the pressures of today's society, through an all-encompassing program:

- A. Determine those exhibiting at-risk behaviors and usage of illegal drugs and/or alcohol.
- B. Address the needs of students who are identified as using drugs and/or alcohol.
- C. Defer identified students to qualified treatment programs for support, education, and/or counseling.
- D. Educate all students to resist the pressures they face with regard to drug and/or alcohol usage.

Additionally, the purpose of this program has three (3) main focus points: 1) Provide for the health and safety of students 2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and 3) To encourage students who use drugs to participate in drug treatment programs. This program is meant to be non-punitive. It is designed to create a safe, drug-free environment for students and provide help to students when needed.

## **INTRODUCTION**

The effective date of this program is January 5, 2015. This program does not affect current policies, practices, or rights of School City of Whiting with tobacco and/or drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. School City of Whiting reserves the right to test any student who at any time exhibits cause for reasonable suspicion of tobacco and/or drug and/or alcohol usage (See Reasonable Suspicion, Legal Obligation).

## **RATIONALE**

School City of Whiting has a strong commitment to health, safety and welfare of its students. Our commitment to maintaining the extracurricular activities in School City of Whiting as a safe and secure educational environment requires a clear policy and supportive programs relating to detection, treatment, and prevention of substance abuse by students involved in extracurricular activities.

## **SCOPE - Extra-Curricular Activities**

Participation in extra-curricular activities is a privilege. This policy applies to all School City of Whiting students in grades 7– 12 who wish to participate in any extra-curricular activities, including (but not limited to) the following:

Academic Team	Drama Club	Softball
All Student Drivers	Football	Sports Managers
Band	Spanish Club	Baseball
Golf	STAND	Basketball
National Junior Honor Society	Student Council	Booster Club
Overnight Field Trips	Tattler/Newspaper	Cheerleading
Reflector/Yearbook	Tennis	Choir
Science Olympiad	Volleyball	Class Officers
Service Learning	Wrestling	Cross Country
Robotics	HACC	Sports Managers
Spell Bowl		

#### SCOPE – Driving to School

Driving to school is a privilege. This policy applies to all School City of Whiting students who drive vehicles to and from school. **The students who drive must be registered in the high school front office and issued a permit.**

#### CONSENT FORM

It is mandatory that each student who participates in extracurricular activities and/or drives to school sign (parental signature required as well) and return the "consent form" prior to participating in any extracurricular activity/driving to school. Failure to comply will result in loss of eligibility in all extracurricular activities listed in the previous "Scope" section, as well as, loss of driving permit.

During registration, before each school year begins, each student shall be provided with a "consent form". A copy of which is attached hereto. This form shall be dated and signed by the student and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at School City of Whiting or is stating that s/he does not plan to participate in extracurricular activities or drive to school. Any student who fails to sign and return a consent form before the provided "due date" will not be allowed to participate in extracurricular activities until it is turned in. Any student that fails to turn in the "consent form" by the due date or marks "No" and later chooses to participate will be required to sign a consent form agreeing to immediate admission to the random drug testing pool, as well as, consent to remain in the pool for the entirety of the following school year.

#### NATURE OF THE POLICY

The nature of this policy is not punitive; it is not intended to "get" kids. The nature of this policy is one (1) of intervention. No student will be penalized academically for testing positive in a random test for illegal drugs or banned substances. The results will not be documented in the student's academic records. Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities absent legal compulsion by a valid and binding subpoena or other legal process, which the School City of Whiting School Board will not solicit. In the event of service of any such subpoena or legal process, the student and the student's custodial parent, legal guardian, or custodian will be notified at least seventy-two (72) hours before a response is made by the School City of Whiting Board of Education, to the extent permitted by such subpoena or legal process.

**Parents will be notified and consequences for tobacco use under our athletic code will apply. No re-testing and/or counseling will be required.**

Additionally, students who do not participate in extracurricular activities, but who have agreed to participate in the random drug testing because they drive to and from school, will not have their driving restricted or

suspended for testing positive for tobacco use (Cotinine, Nicotine). However, their parents/guardians will be notified of the positive test results for tobacco use if the student is under eighteen (18) years of age

The School City of Whiting Reserves the right to add to the list of Banned Substances without notice.

All Positives confirmed by Gas Chromatography/Mass Spectroscopy

- A. Cannabinoid/Creatinine ration on Cannabinoid positives
- B. Creatinine levels on dilute specimens are included

#### LEGAL OBLIGATION

- A. The extensive Congressional findings in the Safe and Drug-Free Schools and Communities Act of 1994 (20 United States Code 7101 et seq. and specifically 7102;
- B. Indiana Code 20-10. 1-4-9.2 directs this school district to plan and maintain drug-free schools;
- C. Indiana Code 20-10-4-9.1 directs that this School District provide instruction concerning the harmful effects of illegal drugs.

#### REASONABLE SUSPICION

The administration shall have the authority to require any student to submit to a chemical test (see collection process below) of the student's urine if the administration has "reasonable suspicion" that the student is using or is under the influence of alcohol, marijuana, or any controlled substance (as defined by Indiana law) while:

- A. on school grounds, immediately before, during and immediately after school hours and at any other time when the school is being used by a school group;
- B. off school grounds at a school activity, function or event;
- C. traveling to or from school or a school activity, function or event.

If the student shows signs of alcohol and/or drug use that provides reasonable suspicion to search a student, the principal/administrative designee may call the student's parent/guardian and inform them that the student will be tested. Also, a parent/guardian may request that his/her student's name be placed in the pool.

Reasonable Suspension may arise from the following:

- A. A student's behavior, in conjunction with physical appearance and/or odor, indicates the possible use of alcohol, marijuana or any controlled substance;
- B. Information communicated to an administrator. Any such report will be investigated thoroughly and substantiated by other indicators, if deemed necessary.

If a reasonable suspicion test is determined to be positive and not satisfactorily explained by the parent or guardian, school action shall be governed by the disciplinary rules as contained in the School City of Whiting Handbook.

#### TESTING PROCEDURES - D.E.R.(Designated Employer Representative)

- A. The DER gives the lab the updated student population pool.
- B. A computer-generated random number selection will select a total number of students to be collected and ten (10) alternatives.
- C. The toxicology service center or the lab will email the numbers to the DER.
- D. DER matches numbers to the master list of students subject to be tested.

## COLLECTION PROCESS – D.E.R. (Designated Employer Representative)

- A. Student donor reports to the testing area with their student ID number.
- B. Student signs their name on a log next to their ID number.
- C. Student is given a collection cup and instructed to urinate into the cup, do not flush and bring the cup out to the collector when finished. (Each Mobile unit has a sink, water, paper towel, soap and two (2) restrooms).
- D. If the student is unable to provide a specimen, they are instructed to stay with the DER in the restricted area to drink twenty-four (24) fluid ounces of water and have two (2) hours to provide a specimen.
- E. When the student provides a specimen the collector checks the temperature to confirm it is acceptable, then pours the urine into the cup and secures the lid.
- F. The collector instructs the student to initial the seals on the chain of custody.
- G. Collector adheres the chain of custody seal on the secure cup.
- H. Collector checks the chain of custody for completion with the student and has the student initial the chain of custody form verifying all data is correct.
- I. Collector puts the original chain of custody in the secure bag along with the specimen.
- J. The specimens are placed in a large bag that is transported to the laboratory that tests the specimens and then issues the result to the DER.

No student will be given advance notice or early warning of the testing. In addition, a strict chain of custody will be enforced to eliminate invalid tests or outside influences.

Upon being selected for a urinalysis test under this policy, either by random draw, reasonable suspicion, request of a parent/guardian, or a "follow-up" test, a student will be required to provide a sample of "fresh" urine according to the quality control standards and policy of the laboratory conducting the urinalysis.

All students will remain under school supervision until they have produced an adequate urine specimen. If unable to produce a specimen, the student will be given up to twelve (12) ounces of fluid. If still unable to produce a specimen within two (2) hours, the student will be taken to the principal's office and told s/he is no longer eligible for any of the extracurricular activities. In addition, the parents/guardian will be telephoned and informed the student is unable to produce a sample for the testing procedure and that s/he may be tested at a later date to be reinstated for eligibility.

All specimens registering below 90.5 degrees or above 99.8 degrees Fahrenheit will be invalid. There is a heat strip on each of the specimen bottles indicating the validity of the urine specimen by temperature.

If this occurs, another specimen must be given by the student. If it is proven that tampering or cheating has occurred during the collection, the student will become ineligible for all the "extracurricular activities" for the remainder of the school year. This will be reported to the parent/guardian.

Immediately after the specimen is taken, the student may return to class with an admit slip or pass with the time s/he left the collection site. The principal/designee must time and sign the pass.

The specimens will then be turned over to the testing laboratory, and each specimen will be tested for alcohol, and "street drugs" (which may include all drugs listed as controlled substances under the laws of the state of Indiana). Also, nicotine and "performance-enhancing" drugs such as steroids may be tested.

The laboratory selected must follow the standards set by the Department of Health and Human Services. It must be certified under the auspices of the Clinical Laboratory Improvement Act (CLIA) and the Joint Commission of Accreditation of Healthcare Organizations (JCAHO).

## COLLECTION OF SPECIMENS, CHAIN OF CUSTODY

The Superintendent along with the Designated Employer Representative will establish guidelines to set up the collection environment, guarantee the validity of specimens, and supervise the chain of custody.

## TEST RESULTS

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

The principal/designee will be notified of a student testing "positive" (that is, if the test shows that drug residues are in the student's system after using at least two (2) different types of analyses). The principal/designee will notify the student and is/her parent/guardian following guidelines for notification established by the Superintendent. The student or his/her parent/guardian may submit any documented prescription, explanation, or information which will be considered in determining whether a "positive" test has been satisfactorily explained.

If the test is verified "positive", the principal/designee will meet with the student and his/her parent/guardian at a school corporation facility. The student and parent/guardian will be given the names of counseling and assistance agencies that the family may want to contact for help.

A student that tests positive will be subject to the following course of action:

A. Student is suspended from all extra-curricular activities and driving for no less fifteen (15) participation days. Suspension includes participation in any games, events, productions, practices, meetings, etc. If suspension occurs at the end of a season so that it cannot be served in its entirety, the suspension will be carried over for the remaining amount of time (based on percentage) into the students next "like" activity. Final approval for a "like" activity is at the discretion of the DER and extra-curricular coach or sponsor.

B. The student may return to active participation (games, events, practices, rehearsals, meetings, etc.) in extra-curricular activity and/or reissued driving permit after the following criteria is met:

1. Required documentation to show proof of substance abuse counseling or scheduled counseling (an approved list will be provided by the DER).
2. Student must present a **clean** drug screening from an outside agency (a list of acceptable facilities will be provided by the DER).
3. The student must agree to participate in a future drug screening provided by the school, within one (1) calendar year. Student will not be informed of the date of this screening. This waiver will also require the student to remain in the pool of candidates for testing indefinitely as an enrolled student at School City of Whiting.

A student that tests positive for a **second violation** will be subject to the following action:

A. Student is suspended from all extra-curricular activities and driving for no less than thirty (30) participation days. Suspension includes participation in any games, events, productions, practices, meetings, etc. If suspension occurs at the end of a season so that it cannot be served in its entirety, the suspension will be carried over for the remaining amount of time (based on percentage) into the students next "like" activity. Final approval for a "like" activity is at the discretion of the DER and extra-curricular coach or sponsor.

B. The student may return to active participation (games, events, practice, rehearsals, meetings, etc.) in extra-curricular activities and/or reissued their driving permit after the following criteria is met:

1. Required documentation to show proof of substance abuse counseling or scheduled counseling (an approved list will be provided by the DER);

2. Student must present a clean drug screening from an outside agency (a list of acceptable facilities will be provided by the DER);
3. The student must agree to participate in a future drug screening provided by the school, within one calendar year. Student will not be informed of the date of this screening. This waiver will also require the student to remain in the pool of candidates for testing indefinitely as an enrolled student at School City of Whiting.

A student that tests positive for a **third violation** will be subject to the following action.

Permanently suspended from all driving and extra-curricular activities for the remainder of their enrolled days at School City of Whiting. This includes attending extra-curricular events as a spectator.

If a second "positive" result is obtained from a "follow up" test, or any later test of that participant, the course of action listed above for a 2nd and/or 3rd offense will be followed.

Information on a verified "positive" test result will be shared on a "need to know" basis with the student's coach or sponsor. The results of "negative" tests will be kept confidential to protect the identity of all students being tested.

Drug testing results sheets will be returned to the DER identifying students by number and not by name. Names of students tested will not be kept in open files. Result sheets will be locked and secured in a location that only the Superintendent/DER has access.

#### STATISTICAL REPORTING AND CONFIDENTIALITY OF DRUG TEST RESULTS

The testing laboratory may not release any statistics on the rate of positive drug tests to any person, organization, news publication or media without expressed written consent of the School City of Whiting Board of Education. However, the lab will provide the DER with a quarterly report showing the number of tests performed, rate of positive and negative tests, and what substances were found in the positive urine specimens.

Under this drug-testing program, any staff, coach, or sponsor of School City of Whiting who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the School City of Whiting's commitment to confidentiality with regards to the program.

#### FINANCIAL RESPONSIBILITY

Under this policy, School City of Whiting will pay for all initial random drug tests, all initial reasonable suspicion drug tests. (Once a student has a verified "positive" test result the initial required clean test result will be the responsibility of the parent).

A request on appeal for another test of a "positive" urine specimen is the financial responsibility of the student or his/her parent/guardian.

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

The parent/guardian/student will be responsible for the cost of any drug test given as the result of a parent/guardian/student request that a student be tested.

## CERTIFYING SCIENTIST RESPONSIBILITIES

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

- A. The Certifying Scientist determines if any discrepancies have occurred in the Chain of Command.
- B. Depending on the substances found in the urine, if necessary the DER will contact the parent/guardian/custodian to determine if the student is on any prescribed medication from a physician.
- C. If the student is on medication, the parent/guardian/custodian will be asked to obtain documentation from their prescribing physician within three (3) business/school days identifying the medications prescribed.
- D. The Certifying Scientist will then determine if any of the prescribed medications resulted in the positive drug screen.
- E. Finally, the Certifying Scientist, based on the information given, will certify the drug test results as positive or negative and reports this to the DER, initially reporting positive results by phone. 1. For example, a drug screen positive for codeine may be ruled negatively by the Certifying Scientist when s/he receives a letter from the treating physician that the student has been prescribed Tylenol with codeine as a pain medication following a tooth extraction. 2. Or, if the student has a positive drug screen for Codeine and has no documented physician order for the medication (maybe a parent gave the student one of their pills), it would likely be ruled a positive drug test by a Certifying Scientist. 3. Drug screens positive for illicit drugs (marijuana, heroin, cocaine or alcohol, etc.) would automatically be considered positive by the Certifying Scientist.
- F. The Certifying Scientist may use quantitative results to determine if positive results on repeat tests indicated the recent use of illicit or banned substances or the natural decline of levels of the illicit or banned substance from the body. If the Certifying Scientist feels the quantitative levels determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.
- G. The Certifying Scientist will complete the final review on the drug testing custody and control form and return the appropriate copy to the DER in a confidential manner.

## OTHER RULES

Apart from this Random Drug Testing Policy, School City of Whiting extracurricular activities as defined under section "Scope" will have their own rules and requirements. Coaches/Sponsors have the necessary authority to enforce those rules. Any student who violates a rule or requirement as a member of a team or activity will be subject to the consequences as defined in those rules and requirements.

Revised 12/18/14

Revised 12/30/19

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Legal

I.C. 20-26-3

I.C. 20-26-5-4

I.C. 20-30-15-6

Linke v. Northwestern School Corporation (763 N.E. 2nd 972)

## **STUDENT SEARCHES**

As used in this section, "reasonable suspicion" means circumstances which would cause a reasonable person to suspect 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 the student handbook;
2. Anything which because of its presence presents an immediate danger of physical harm or illness to any person.

The principal, other administrators, school corporation staff, as well as others that have been designated by the principal and acting at the direction of the principal, may search a student who is suspected of having contraband or a dangerous weapon in their possession. A search may be conducted during the school day or any school related activity if the principal or his designee has reasonable suspicion for the search.

Searches of a student which require removal of clothing other than a coat or jacket shall be done only with probable cause. Searches 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. The parent or guardian of any student searched shall be notified of the search as soon as reasonably possible.

## **SUBSTANCE ABUSE**

The Whiting Public Schools' discipline policy seeks to focus substance use and abuse in the context of good decision-making. It is necessary that any policy or program be flexible enough to allow for growth and change. Awareness of this fact is essential to the ultimate success of the program and assisting members of the Whiting Public Schools and community in making appropriate, healthful, and responsible choices regarding the use of various substances.

The abuse of hazardous substances by students is clearly inappropriate and potentially destructive to students and their families. Local authorities will be notified and charges filed.

Grounds for expulsion will include:

1. Knowingly attempting to possess or possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, stimulant, amphetamine, barbiturate, marijuana, alcoholic beverage, intoxicant of any kind, or "any product whose use produces an altered mental or physical state."
2. Engaging in the unlawful selling of a controlled substance or alcoholic beverage or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function; or, selling any substance being represented as, or understood by the purchaser to be, a controlled substance, alcoholic beverage, or prescription medication.
3. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant or intoxicant of any kind.
4. Knowingly possessing, attempting to possess, or providing to any person anything used or designed to be used primarily for the storage, processing, delivery or consumption of alcoholic beverages or a controlled substance. Examples of items not to be possessed or to be provided to another person are: pipes, spoons, rolling papers, clips, bongs, etc.
5. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription.

## **Criminal Gangs and Criminal Gang Activity**

The School City of Whiting in order to address the detrimental effects of criminal gangs and criminal gang activity on its students, demonstrate its commitment to preventing and reducing criminal gang membership and eliminating criminal gang activity, educate Corporation students, employees, and parents about criminal gangs and criminal gang activity, and comply with State and Federal laws and regulations has adopted a criminal gangs and gang activity policy.

The Corporation prohibits criminal gang activity and similar destructive or illegal group behavior on Corporation property, on buses owned by the Corporation or used to transport Corporation students, and at school-sponsored functions. The Corporation prohibits reprisal or retaliation against individuals who report criminal gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or others with reliable information about an act of criminal gang activity and similar destructive or illegal group behavior.

### **Procedures for Reporting and Investigating Suspected Criminal Gang Activity**

Students and parents, who choose to do so, may report an incident of suspected criminal gang activity to the principal. The principal and the school safety specialist will take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services.

Each school principal or designee shall conduct a thorough and complete investigation of each report of suspected criminal gang activity and each report of reprisal or retaliation within (2) instructional days of the initial report of the alleged incident. Appropriate consequences and remedial action will be imposed when students are found to have engaged in criminal gang activity, criminal gang intimidation, or criminal gang recruitment on Corporation property, while riding on Corporation buses or buses used to transport Corporation students, and at school-sponsored events or when they are found to have engaged in retaliatory conduct towards a corporation employee or student who reported an incident of criminal gang activity, according to the severity of the offense and considering both the developmental age of the student offender and the student's history of inappropriate behavior, per the building code of student conduct. The principal shall proceed in accordance with the code of student conduct, as appropriate, based on the investigation findings. As appropriate, the principal may provide intervention and/or relevant support services (i.e., refer to counseling, establish training programs to reduce criminal gang activity and enhance school climate, enlist parent cooperation and involvement or take other appropriate action). The principal shall inform the parents of all students involved in alleged incidents as provided below, and, as appropriate, may discuss the availability of counseling and other intervention services.

The SCOW Criminal Gang and Criminal Gang Activity policy may be accessed at: <http://www.neola.com/whiting-in/> under policy 5840.

### **Bullying**

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

during and after school hours. Bullying can include physical bullying, verbal bullying, social/relational bullying, and electronic/written communication.

“Bullying” (per IC20-33-8-.2) means overt, unwanted, repeated acts or gestures, including verbal or written communication or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment that:

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

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

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

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

**Electronic/Written Communication** involves cyber bullying, collective or group note writing, any bullying undertaken through the use of electronic devices (computer, cell phone)

You can report a bully to any School City of Whiting employee or online at [www.whiting.k12.in.us](http://www.whiting.k12.in.us) click on “bullying information” on the left hand side of the homepage.

All reports of bullying will be investigated. Any student found to have bullied another student will receive:

- 5 Days out of school suspension (Step 7)
  - A minimum 3 appointments with school social worker or counselor
- 2<sup>nd</sup> offenses of bullying will result in a 10 Day out of School suspension with recommendation to expel.

Victims of Bullying will:

- Receive a minimum of 3 appointments with the school social worker or counselor
- Receive a phone call to parents/guardians letting them know their child was a victim of bullying

### **Indiana State and Federal Bullying Information**

Code 20-33-8-13.5 (2005) requires schools to adopt policies prohibiting bullying on school grounds immediately before or during school hours, immediately after school hours, or at any other time when the school is being used by a school group, off school grounds at a school activity, function, or event, traveling to or from school or a school activity, function, or event, or using property or equipment provided by the school.

## COMPLIANCE PLAN FOR SECTION 504 OF THE REHABILITATION ACT OF 1973

Under the Compliance Plan, the School City of Whiting assures students, parents, employees, and applicants for employment that it will not discriminate against any individual. Compliance coordinators are:

***Student/Parent:*** School Principal/Building Administrator  
***Employees:*** Superintendent  
School City of Whiting

Whiting has established the following local grievance procedures to resolve complaints of discrimination:

1. An alleged grievance under Section 504 must be made in writing, fully describing the circumstances giving rise to the grievance, and filed with the compliance coordinators.
2. A hearing will be conducted according to the procedures outlined in the regulations implementing the Family Educational Rights and Privacy Act (FERPA).
3. The coordinator(s) will appoint a hearing officer to conduct the hearing within a reasonable time after the request is received.
4. The coordinator(s) shall give the parent, student, or employee reasonable advance notice of the date, time, and place of hearing.
5. The hearing may be conducted by any party, including an official of the local school district of the Hammond Special Education Cooperative, who does not have a direct interest in the outcome of the hearing.
6. The local school district shall give the parent, student, or employee full and fair opportunity to present evidence relevant to the issues rose under Section 99.21 of FERPA. The parent, student, or employee may be assisted or represented by individuals of his/her choice at his/her discretion.
7. The local school district shall make its decision in writing within a reasonable period of time after the hearing. The decision must be based solely on the evidence presented at the hearing and shall include a summary of the evidence and reasons for the decision.

Notice to students, parents, employees, and the general public of nondiscrimination assurance and parent/student rights and identification, evaluation, and placement will be disseminated annually in the following manner:

Public service announcement in local newspapers; announcement in local school system; posted notice in each public school building. The notice will also be included in the Hammond Special Education Cooperative professional handbook and disseminated to each principal for inclusion in each student/parent handbook. Whiting, through the Hammond Special Education Cooperative, will conduct an extensive annual "child find" campaign to locate and identify all Section 504 qualified handicapped individuals (to age 21) who reside in the participating school districts; and will inform all handicapped persons and their parent/guardian of the district's responsibilities and procedural safeguards under Section 504, as well as those under Indiana Rule S-1 (rev.) and the Individuals with Disabilities Education Act (IDEA).

## SEXUAL HARASSMENT POLICY

Sexual harassment is a form of sex discrimination and will not be tolerated by the School City of Whiting. The Board of Trustees has enacted this policy to maintain learning and working environment that is free from sexual harassment or intimidation by employees of the school corporation, volunteers who work, subject to the control of school authorities, and other students.

Sexual harassment includes: any unwelcome advance and/or verbal or physical conduct of a sexual nature which creates an intimidating, hostile, or offensive educational environment; or when submission or rejection is used as a basis for academic decisions.

Examples of sexual harassment include: verbal harassment or abuse; repeated remarks with sexual or demeaning implications; unwelcome touching; repeated remarks concerning one's sexual orientation; pressure for sexual activity; suggestions or demands for sexual involvement, accompanied by implied or explicit threats concerning grades or extracurricular matters; displaying pictures, posters, calendars, graffiti, or other materials that are sexually suggestive, sexually demeaning, or pornographic. If you find a student's behavior or language to be offensive, you may ask him/her to stop. If the behavior or language continues or if you feel uncomfortable confronting the student directly, you should report the conduct to the social worker or the school principal at 473-1344; or to the Superintendent of Schools at 659-0656.

Complaints or reports may be made by telephone, personal visit, or in writing, but should be made in a timely manner so that a prompt investigation can occur. The right of confidentiality will be respected consistent with the school corporation's legal obligations and the necessity to investigate allegations of misconduct and to take corrective actions when misconduct has occurred.

***Students will not be subject to retaliation for reporting instances of sexual harassment.*** Students may elect to have representation anytime during the process.

If it is determined after an investigation that harassment has occurred, prompt and appropriate remedial measures will be taken. Any employee found to have engaged in sexual harassment will be subject to discipline, which may include termination. A substantiated charge of sexual harassment against a student in the school corporation shall subject that student to disciplinary action, which may include suspension and/or expulsion consistent with the Student Conduct Code. Any student who knowingly makes a false charge of sexual harassment against a student or school employee in a deliberate attempt to demean, abuse, or embarrass that individual shall also be subject to suspension and/or expulsion.

### Anti-Harassment Statement

It is the policy of the Board of School Trustees to maintain an education and work environment that is free from all acts of harassment on the basis of race or national origin, including shared ancestry, occurring in the District's schools, employment opportunities, programs, and or activities, whether on or off District grounds or outside the District's schools. This commitment applies to all School City of Whiting schools, operations, employment opportunities, programs and activities. All students, parents of students, administrators, teachers, and staff share responsibility for avoiding, discouraging, and reporting any acts of harassment on the basis of race or national origin, including shared ancestry, occurring in the District's schools, employment opportunities, programs and/or activities, whether on or off District grounds or outside the District's schools.

The District will take all steps necessary to ensure that students, parents of students, staff and faculty are not discriminated against or subjected to a hostile environment on the basis of race or national origin, including shared ancestry. To this end, the District will promptly investigate all incidents of harassment of which it has notice and will take appropriate disciplinary action against students, faculty, administrators, or staff that violate the District's policies and procedures addressing harassment. Students who participate in harassment in violation of school policy will be disciplined;

including if circumstances warrant, with suspension or expulsion. The District will take prompt and effective responsive action to investigate reported acts, end discrimination or harassment, prevent its recurrence, and where appropriate, take steps to remedy the effects of discrimination or harassment on the affected students, parents of students, staff, and faculty. Support, including counseling and educational resources will be available to students who are harassed as well as to students found to have engaged in acts of harassment on the basis of race or national origin, including shared ancestry.

In the event that any students or parents of students experience or witness discrimination on the basis of race or national origin, including shared ancestry, they are to report such acts to the principal of the building in which the harassment is occurring. In the event that any faculty or staff experience or witness discrimination on the basis of race or national origin, including shared ancestry, they are to report such acts to the human resources department.

Students, parents and District staff will work together to prevent harassment on the bases of race and national origin, including shared ancestry. The School City of Whiting will not tolerate retaliation for reporting harassment and will take steps to protect those who wish to report harassment anonymously or confidentially.

Acts of harassment are to be reported to the following staff:

Travis Anderson, Whiting High School Principal  
1751 Oliver Street  
Whiting, IN 46394  
219-659-0255  
tanderson@scwschools.org

Erin Nolan-Higgins, Whiting Middle School Principal  
1800 New York Avenue  
Whiting, IN 46394  
219-473-1344  
enolan-higgins@scwschools.org

Julie Pearson, Nathan Hale Elementary Principal  
1831 Oliver Street  
Whiting, IN 46394  
219-659-0738  
jpearson@scwschools.org

Felicia Cronin, Human Resources  
1500 Center Street  
Whiting, IN 46394  
219-659-0656  
fcronin@ns.whiting.k12.in.us

## **BUS CONDUCT**

The School City of Whiting administration views the school buses as an extension of the school and the bus drivers as an extension of the school staff. All student rules of conduct apply to students who ride the bus. Proper student behavior is expected on the bus at all times. Students are responsible for following all directions from the driver while riding the bus. The following additional rules of conduct are to be adhered to at all times by students on Whiting buses:

- A. Students are to remain seated at all times.
- B. Loud, boisterous, or profane language, or indecent conduct is prohibited.
- C. Students may not extend arms or head out of bus windows.
- D. No windows or doors will be opened or closed except by permission of the driver.
- E. No food or beverage may be consumed on the bus at any time without prior authorization from the bus driver.
- F. Any damage to buses will not be tolerated. Students can be held financially liable for damage the caused to School City of Whiting property.
- G. Students shall not tease, scuffle, trip, hold, hit, or use their hands or feet or body in any other objectionable manner.
- H. Students shall not enter or leave the bus until it has come to a complete stop and the door has been opened by the driver.
- I. In accordance with School Board policy 5136, students are permitted to use personal communication devices (PCDs) while riding to and from school on a board approved vehicle.
- J. Use of PCDs is limited to activities that do not produce additional noise on the bus. Any use of PCDs must be done with headphones/earbuds. Only one earbud is to be worn at any given time.
- K. Use of a PCDs for purposes of flash photography, sending or receiving live telephone calls or video calls (i.e. FaceTime or Skype) is prohibited at all times.
- L. Students must understand that the driver is required by law to maintain good discipline on the bus, and this can be accomplished by the cooperation of pupils, parents and driver.

**Seat Assignments:** Students will be assigned seats by the driver and are not permitted to change seats without permission from the driver.

**Digital Video Recorders on School Buses:** The School Board has authorized the installation of digital video recorders on school buses for the purposes of monitoring student behavior. Actual recording of the students on any particular bus will be done on a random-selection basis. If a student is reported to have misbehaved on a bus and his/her actions were digitally recorded, the tape will be submitted to the principal and may be used as evidence of the misbehavior. Since these recordings are considered part of a student's record, they can be reviewed only in accordance with Federal Law.

## WHITING MIDDLE SCHOOL ATHLETIC PROGRAM

### **Introduction to Athletes**

Welcome to the Whiting Middle School Athletic Department. Hopes are that by taking advantage of our extracurricular program in athletics, you will grow academically, physically, and that the program will be challenging and rewarding. We encourage you to become involved in as many sports as your time will allow and not interfere with your academic studies. Do not allow extracurricular activities to interfere with your academics. With proper time management your academics could improve while participating. The primary goal is for students to achieve their highest possible level of academic and athletic excellence. Interscholastic athletics presents the opportunity to acquire knowledge, skills, and emotional standards that help one become a better citizen. Interscholastic sports will supplement the academic program, and is a vital part of your total educational experience.

You as a student/athlete need to maximize your total education. The extracurricular program is a privilege, not a right, which carries many responsibilities to your parents, yourself, the school, and the community. Furthermore, all policies that apply to the regular school day apply also to interscholastic competition. Hopefully, through your participation, you will grow emotionally, mentally, physically, and socially. Student/athletes have unique opportunities to learn more through sports than from any other activity. There is a variety of sports programs in which you can become a vital part of our school. Specialization in one sport is not encouraged. School activities should be a choice you make as one of our students. Due to conflicts of seasons, practice times, and schedules you have choices to make on your own. Whiting Middle School encourages you to take advantage of as many sports as you feel you have adequate time.

### **ACCIDENTS/INJURIES**

When participating in any type of athletic activity, there is always a possibility that an injury can occur. Participants and parents are urged to consider that there are inherent risks and hazards associated with athletic participation. An athlete will probably suffer at least one injury during their athletic career that requires that he/she miss a number of practices and/or games. It must be realized that neither the protective equipment and padding used in the sport, the safety rules and the procedures of the sport, the coaching instruction received, nor the athletic training care provided to the athletes will guarantee safety or prevent injuries they might sustain.

Parents are encouraged to notify a coach immediately if they become aware of an injury sustained at practice that the student did not report to the coach or trainer. If a serious injury occurs, attempts will be made to contact a parent or guardian to inform them of the condition of the student athlete. If the coach cannot contact the parent/guardian and feels that the injury *makes it necessary to take the athlete to the hospital*, the Whiting ambulance will be called, and repeated attempts will be made to the parents by a school representative informing them of the situation. When in doubt, coaches are instructed to call for an ambulance.

If an injury requires the athlete to see a doctor, a signed medical release from a doctor must be presented to the coach or trainer before the athlete can return to practice or compete in a game. If the athlete is taken to a doctor for treatment of a sport-related injury, it is the responsibility of the athlete to notify the trainer or coach.

### **Athletic Equipment and Uniforms**

Each athlete is responsible for the care and return of all athletic equipment. Lost equipment is not an acceptable excuse. Lost or damaged equipment, due to player neglect, will be paid for at a fair rate determined by the athletic department.

All equipment must be turned in promptly to the Coach. If the athlete does not return their equipment by the predetermined date, they will not receive their athletic award until doing so.

Athletes are not to wear school issued uniforms except for practice and games. They are to be worn in school and/or out of school only on days determined by the coach. Athletes are asked to take uniforms home as uniforms are not cleaned and stored at school.

### **Parent, Athlete, Coach Relationship**

Both parenting and coaching are extremely difficult vocations. Coaches and parents both want the athlete to have a positive experience as they participate in athletics. Communication is the key to making the positive experience become a reality. Athletes, parents, and coaches are all responsible for effective communication. By everyone working together, the athletic experience can be made enjoyable for all involved.

### **Appropriate Concerns to Discuss with a Coach:**

1. Concerns regarding your child's mental and physical status.
2. Ways to help your child improve in the sport
3. Concerns about your child's behavior.

It is difficult to accept when your child is not playing as much as you may hope. Coaches are professionals. They make decisions based on what they believe is best for all athletes. As you have seen from the list above, certain things can be and should be discussed with the coach.

### **Issues Not appropriate to Discuss with a Coach:**

1. Team strategies
2. Play calling
3. Other student-athletes
4. Playing time

There are situations that may require a conference between the coach and the parent. These are to be encouraged. It is important that both parties involved have an understanding of the other's position.

### **What should parents do if they want to meet with a coach?**

1. Call and set up an appointment with the coach. This should be a time when both parties can take time to discuss the issues at hand. The meeting should be done from a respectful manner from both sides. Parents should always go to the coach first, before taking the issue to the administration. If problems are still not solved, the parent should contact the Athletic Director. The Athletic Director will not discuss playing time, team selection or what level the student is playing. These topics are the responsibility of the coach and will not be overruled by the Athletic Director, or School Administrator.
2. Please do not attempt to confront a coach before or after a contest. These can be emotional times for both parties involved. Meetings of this nature are not productive. The best solution is for the athlete to first talk with the coach, trying to resolve the matter, before the parents communicate with the coach.

### **Communication Coaches expect from players:**

1. Athletes should express concerns or questions directly to the coach
2. Notification of any schedule conflicts well in advance.

**Communication you should expect from the Coach:**

1. Expectation the coach has for your child
2. Locations and times of practices, contests, or team meetings
3. Team requirements: necessary fees, forms, or special equipment
4. What to do if your child is injured during participation
5. Discipline that results in the denial of your child’s participation

Participation in middle school athletics should be an enjoyable and learning experience for the student as well as the family of the athlete. The behavior and attitude of the parents and coaches is critical in this process. Please help Whiting Middle School teach the important lessons that come from playing middle school sports. These experiences can make a positive impact on their ability to handle the tremendous challenges of life. Successful teams have players, coaches, and parents working together toward a common goal.

**Conflict Resolution**

When a conflict occurs between an athlete and a coach, the athlete and coach should first attempt to solve the conflict that exists between them. Only if the conflict cannot be resolved between them should the athlete make an appointment to meet the Athletic Director. If the problem is still unresolved, the parent should contact the coach. If the problem cannot be resolved with the coach and parent, the parent should then contact the Athletic Director. Only if the problem cannot be resolved with the Athletic Director should the Principal be contacted.

These are the steps to follow until a resolution is reached:

- |   |                    |
|---|--------------------|
| 1. Athlete                                | > Coach            |
| 2. Athlete                                | >Athletic Director |
| 3. Athlete/Parent                         | >Coach             |
| 4. Athlete/Parent/Coach                   | >Athletic Director |
| 5. Athletic Director                      | >Principal         |
| 6. Athlete/Parent/Coach/Athletic Director | >Principal         |

If an athlete or parent initially approaches the Athletic Director or Principal with a concern, they will immediately be referred back to the coach.

**Conflict with other school activities**

Students trying out for any athletic team should consider the demands that academics and athletic participation place on their time. Moreover, students and parents should thoroughly understand and carefully consider the dedication and time required of students wanting to participate in activities with overlapping seasons. If students choose to participate in athletics and another activity simultaneously, they must be dedicated to fulfilling the expectations of each program prior to the start of the practice season. The student has the responsibility to communicate to the advisors when such a situation arises. In an effort to avoid placing a student in a difficult position, the coach(s) and /or sponsor(s) will communicate with each other and attempt to reach a compromise and resolution, well in advance of any conflicting events. Students are expected to comply with the coach and sponsor. Once the decision has been made and the student has followed that decision, the student will not be penalized in any way by the coaches or sponsors. In rare cases, when the coach and sponsor cannot reach a compromise and resolution, the student will be required to make a choice. If it becomes obvious that a student will have several such conflicts, the student should withdraw from one of the activities.

### **Dropping or Transferring Sports**

Many times, an athlete may not be sure of which sport he/she would like to participate in during a given season. The following are the guidelines that will be followed to allow for a student to change their mind, but at the same time encourage them to remain with a sport and not drop it or transfer to another sport.

1. There will be a one-week grace period given to athletes who may not be sure if they want to participate in a sport. After this one-week period, they will not be allowed to transfer to another sport.
2. It is at the coach's discretion whether to allow an athlete to come out late for a sport.
3. When an athlete makes a team and decides to quit, it is then up to the coach's discretion (of the sport the athlete quit) if the athlete can join another sport and/or use the athletic facilities.

### **Multi-sport athletes**

The Whiting Middle School Athletic Department recognizes the many benefits from multi-sport participation. If your child is in this category, he/she should inform the in-season coach of any practice or game conflicts that may occur during the season. Hopefully these conflicts can be worked out to the satisfaction of the athlete and coach. If not a meeting with the parent and coach might prove helpful. In this meeting, it should be stressed that the current sport should have priority. If the parties involved cannot arrive at an agreement, the athlete will have to make a choice.

Student athletes may participate in more than one sport during the same season with the approval of both coaches. Practice schedules will be worked out between the coaches involved. Consideration should be given to the importance of the sport (ex. Playoffs versus regular season, and games versus practice). If contests conflict, coaches will decide in which contest the student athlete is to compete. The student athlete must realize that extra time for practice is necessary to compete in two sports in one season. The student athlete must meet the requirements of both sports. If the requirements of one or both sports are not met, the student athlete may be cut from the sport(s).

### **Participation in Two Sports in One Season**

Student athletes may participate in more than one sport during the same season with the approval of both coaches. Practice schedules will be worked out between the coaches involved. Consideration should be given to the importance of the sport (ex. Playoffs versus regular season, and games versus practice). If contests conflict, coaches will decide in which contest the student athlete is to compete. The student athlete must realize that extra time for practice is necessary to compete in two sports in one season. The student athlete must meet the requirements of both sports. If the requirements of one or both sports are not met, the student athlete may be cut from the sport(s).

### **Game Schedules**

Game schedules as well as Tournament Schedules can be found in the Whiting High School morning announcements. These announcements are published on the School City of Whiting website under Whiting Middle School. Coaches usually distribute a schedule to their athletes before the season begins.

## **Hazing/Bullying**

Whiting Schools are committed to effectively reducing the number of instances of bullying and /or harassment and/or cyber bullying in their buildings. This commitment also extends to the Athletic Department. The bullying of students at Whiting High is strictly prohibited. Indiana Code 20-33-8-.02 and Indiana Code 20-33-8-13.5 define bullying as overt, repeated acts or gestures, including: 1. Verbal or written communications transmitted; 2. Physical acts committed; or 3. 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 students. This also includes team initiations even if the athlete willingly participates in such activity. This policy applies to all situations whether on or off school grounds. Any instance of bullying or cyber bullying must be reported to a Coach or an Athletic Director immediately. Coach to athlete harassment or hazing should be reported to the Athletic Director. The administration will immediately begin an investigation and if a hazing violation is deemed to have occurred, appropriate disciplinary proceedings will occur. Disciplinary consequences will be sufficiently severe to deter violations and to appropriately discipline prohibited behavior.

## **HEALTH AND SCHOOL ABSENCE ELIGIBILITY**

On some occasions, a student may be absent for part of the day or the entire day. The following are the guidelines for each scenario in which a student may be absent for part of the day.

1. If a student is absent in the morning but present in the afternoon, they are eligible to play with principal's permission.
2. If a student is present in the morning but absent in the afternoon, they are eligible to play only if they have a valid excuse, such as
  - a. Attending a funeral
  - b. Medical appointment
  - c. A valid excuse approved by the Principal
3. If a student is absent on a Friday, it will be up to the discretion of the Principal and Athletic Director who will discuss and decide whether participation will be allowed on Saturday.
4. If a student is absent on the last day of school before a long weekend (Thanksgiving, Fall Break, Winter Vacation, Spring Vacation, etc.) they are eligible to play the next day or any time during the break with a signed parental permission letter indicating that they are healthy.
5. If a student is absent because of an out of school suspension, they are ineligible for competition and practice for the duration of the suspension. If a student is suspended on the last day of school before a long weekend or vacation, they will remain ineligible for competition and practice until school is back in session.
6. If a student is absent five or more consecutive school days due to illness or injury, they must present to the Principal written verification from a licensed physician stating that the student may resume participation.

## **Expectations for 6th Grade, 7th Grade, and 8th Grade**

Regardless of the level, every player must demonstrate the skills needed to be a member of the athletic program for which he/she is trying out. No player is guaranteed a position in the present year simply because he or she was a part of the program the previous year.

## **6th Grade Sports**

If we have a sufficient number of athletes at this level, we will explore the possibility of offering the sport. The purpose at this level is to do the following:

- Develop and refine basic skills and learn the rules of the sport.
- Determine the student's continued involvement in the sport.
- Provide equal practice opportunities for all participants.
- Develop an appreciation for team effort in each athlete.
- Provide opportunities for playing time.
- Introduce young athletes to interscholastic competition.

## **7th Grade Sports**

The purpose at this level is to do the following:

- Reinforce and refine fundamental skills.
- Increase the intensity of competition.
- Develop the ambition to achieve at the next level of competition.
- Prioritize skill and character development over winning.
- Prepare the athlete for the varsity level.
- Provide more emphasis on winning.
- Provide opportunities for playing time.

## **8th Grade Sports**

The purpose at this level is to do the following:

- Develop skills and physical conditioning of the athlete to his or her full potential.
- Provide athletes with the opportunities to learn to set goals, strive to achieve them, and serve as role models for the younger athletes.
- The focus of the program is to win, and with that in mind, communication will be given by the coach to the athlete to determine their role on the team.
- Develop sophisticated strategy, situation analysis, and other mental aspects of that sport.
- Create an understanding of the importance of individual sacrifice for the good of the team.
- Allow talented athletes the chance to excel and prepare them for future competitions.

## **Locker Room Regulations (Gymnasium)**

1. Horseplay and throwing of objects are not allowed in the locker room.
2. All showers must be turned off. The last person to leave the shower room is expected to make sure that all showers are turned off.
3. Glass containers are not permitted in the locker room.
4. The last person to leave the locker room should make sure the locker room is clean.
5. If the locker room is locked, athletes are to wait until **their** Coach arrives to open it. Custodians or coaches in other sports are not to open the locker room unless they are willing to assume the responsibility of supervision.
6. Any form of hazing while in the locker room is unacceptable.
7. Do not leave valuables in the locker room
8. Keep lockers locked at all times

## **Locker Room Regulations (Outdoor Complex)**

Same as regulations in the Gymnasium, but also including the following:

1. All spikes (rubber/metal) will be put on outside or in the shoe room.
2. All spikes (rubber /metal) will be taken off outside or in the shoe room before entering the locker room.
3. On game days, football players will be allowed to wear their spikes in the locker room.
4. Food is not allowed in the locker rooms. Fruit and snacks may be allowed on football game days. The only beverages allowed will be sports drinks and water.
5. Athletes are not allowed to enter or exit the locker room through the front doors located on the Administration side of the building.
6. Do not leave valuables in the locker room
7. Keep lockers locked at all times.
8. As problems arise, changes will be implemented.

## **Physicals**

All athletes are required to have an IHSAA physical form and concussion form completed and on file with the athletic department before they are allowed to participate in a sport. Whiting Middle School also requires a physical form in order to condition for a sport. Physical forms dated on April 1 or later are good for the entire following school year. Physical forms dated before April 1 will expire on June 30<sup>th</sup> of the current year. Physical form can be picked up in the High School Main office as well as from a Coach or Athletic Director. They can also be downloaded from the IHSAA web site, [www.ihsaa.org](http://www.ihsaa.org). The consent and release form which is part of the physical must also be filled out by the athlete and parent/guardian. The parent /guardian and the student shall provide written consent to the student's participation, disclosure policy, and inherent risks of injury involved in athletic participation. The completed form should be given to the coach.

## **Practice Schedules**

Although practice schedules differ from sport to sport, it is the Whiting Athletic Department philosophy that our student-athletes are **students first** and **athletes second**. We strongly encourage our coaching staff to take this philosophy into consideration when developing practice and game schedules. We also believe that family matters come before athletics. We do ask that the Coaches are made aware in advance of any situations that will cause your child to miss a practice. We understand that emergencies do occur. Missing practice or a contest without good reason will be dealt with accordingly. Sudden illness or some other emergency would be good reason for missing a practice or contest, but does not relieve the athlete from first contacting the coach. Communication is definitely the key in these situations. Sport seasons are set up well in advance. We realize that vacations are important to the family, but ask that such vacations not be planned in conflict with a sport season. Time missed for vacations may mean that an athlete will have limited playing time and/or be moved down the depth chart in his/her position. If school is cancelled due to inclement weather, practices and contests will be cancelled. Safety of the athletes is of utmost importance in such situations.

Practice sessions are normally closed to spectators depending on the coach involved. These sessions are the equivalent of a teacher's classroom and there is real, quality instruction taking place. Interruptions and interference to an athlete's concentration and focus in practice cannot be allowed.

## **SPORT OFFERINGS BY SEASON**

### **Fall**

Football  
B/G Cross Country  
Volleyball  
Cheerleading

### **Winter**

Boys Basketball  
Girls Basketball  
Wrestling  
Cheerleading

## **Sportsmanship**

Whiting Middle School expects all parties present at a contest to display the highest possible level of sportsmanship. Players, coaches, and spectators should treat opponents, game officials, and visiting spectators with respect at all times. We reserve the right to warn, censure, place on probation or suspend any player, team, or coach determined to be acting in a manner contrary to the standards of good sportsmanship. Spectators who do not adhere to standards of good sportsmanship may be asked to leave the contest and/or be prohibited from future contests. If you are not sure what details good sportsmanship, please follow the simple rule: Cheer for your own team, but do not belittle opposing teams and officials.

**Transportation**

The Whiting Middle School Athletic Department provides transportation for all competition at opposing school facilities. All athletes are expected to travel to and from the opposing school sites by means of the transportation provided. Appropriate behavior is expected of all athletes when they ride in school vehicles. The athlete may travel with their parent or guardian only if prior arrangements have been made with the coaching staff. The parent/guardian must also make personal contact with the coach at the time they pick up their son/daughter following the event. Messages that parents are waiting in the car are unacceptable. Students who leave an event without permission will be subject to disciplinary action. Athletes will not be permitted to travel with another athlete's parent or guardian. It is the philosophy of the athletic department that traveling with the team is an important part of the athletic experience. We also realize that emergencies do occur which will cause the athlete to have to travel with a parent. Common sense should be used in these situations.

**Tryouts and Cuts**

Announcements will be made over the PA, as well as in the morning announcements, when a meeting will be held for those athletes who would like to try out for a particular sport. At the meeting, the coach will inform the athletes when and where the tryouts will be held. They will also be given physical forms if they already are not on file. During the tryout period the coach will provide an explanation of his/her expectations. It is the athlete's responsibility to demonstrate to the coach that he/she can meet those expectations. Participation in athletics is a privilege; students try out voluntarily and for some of our teams, risk being cut. Whiting coaches have the sole responsibility for the selection of all team members. It is at the discretion of each sport's coaching staff to decide who will be members of the squad. It may be necessary from time to time to cut athletes trying out for the team. Every athlete trying out for a squad will be given at least a tryout period in which to demonstrate his/her skills. If a student is not selected for a team, he/she may contact the coach personally for an explanation. Students who are not selected are encouraged to explore other Whiting Middle School athletic opportunities on teams that have not finalized their rosters. The coach's decision will be FINAL. It is administration and board policy to not interfere in this decision.