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Principal, Mrs. Jennifer Reiff

Athletic Director, Mr. Khelli Leitch

Assistant Principal, Mr. Lyle Kuhmichel

Eagle Tech Academy Principal, Mr. Braden Mullett

Dean of Students, Ms. Andrea Salmon

CCHS LOYALTY SONG

*Eagles, we cheer for thee, shouting our loyalty,
Harking to victory. Our cheer will be: Yea, Team!
Let's fight-fight-fight-fight! Hail our Maroon and Gold!
Hail Eagles, proud and bold! Fight for a CCHS victory!
Onward our team will go, Onward to meet the foe,
Striving as in the past, Until the Last – Our team
Will fight-fight-fight-fight when our team has the ball,*

Then we will give our all to win a CCHS victory!

CCHS VISION STATEMENT

OUR COMMUNITY - BREAKING THROUGH BARRIERS FOR LEARNING.

CCHS MISSION STATEMENT

Columbia City High School community creates quality learning environments that require all students to reach their full potential of becoming lifetime learners through collaboration & accountability.

CCHS CORE VALUES

Trust

Honesty

Safety: Physical & Psychological

Mutual Respect

Personal Best

A MESSAGE FROM THE ADMINISTRATION . . .

Welcome to Columbia City High School. This handbook is published so that all students and parents may have a ready reference to information regarding our school. It is critical that you read the information contained in this guide and that you understand the rights and responsibilities of each student. If you have any questions or concerns about the included information, please contact your teachers, counselor, or an administrator for clarification.

Columbia City High School continues to build a reputation of academic, artistic, and athletic excellence. This is a result of the tremendous effort and hard work of our students, parents, faculty, and staff. Students, it is our hope that you will continue to pursue excellence

throughout this school year. Participation in extracurricular/co-curricular activities and holding yourself to the highest standards of conduct are additional ways to make the best of your educational experience.

We wish you a happy and successful school year. We are proud to have you with us and encourage you to commit to giving your best effort in everything that you do.

Sincerely,

Columbia City High School Administrators

Our Community – Breaking Through Barriers for Learning

2018-2019 SCHOOL CALENDAR

August ?	Registration Day
August 9	9 th Grade Academy Call-Out
August 15	First Student Day
September 3	Labor Day – No School
October 12	End of 1 st 9 weeks
October 17	K-12 Parent-Student-Teacher (Student-Led) Conferences
October 18-19	Fall Break – No School
November 1	College Applications due to Colleges

November 21-23	Thanksgiving Vacation – No School
December 21	End of 2 nd 9 weeks/1 st Semester
December 24 – January 7	Winter Break – No School
January 7	Teacher work day – No Students
February 15	No school or Snow make-up day
February 18	Teacher PD Day – No School for Students
March 10	FAFSA form due
March 15	End of 3 rd 9 weeks
April 1-5	Spring Break – No School
April 19	Good Friday – No School
May 4	Junior/Senior Prom
May 27	Memorial Day – No School
May 30	Last Student Day (Pending Make-up days)
May 31	No school and Teacher work day or Snow make-up day
June 7	Graduation

2018 – 2019 COLLEGE TESTING CALENDAR

Name of Test	Test Date	Registration Deadline	Test Center and Code	Cost*
PSAT/NMSQT	October 10, 2018		CCHS	\$14.00 Sign up with Mrs. Thomas
<p style="text-align: center;">ACT</p> <p style="text-align: center;"><u>Underlined & italicized</u> dates = at CCHS</p>	<p style="text-align: center;"><u>Sep , 2018</u></p> <p style="text-align: center;"><u>Dec , 2018</u></p> <p style="text-align: center;"><u>April , 2018</u></p>	<p style="text-align: center;">-See Guidance Counselor for updated information or visit the ACT website.</p>	<p style="text-align: center;">CCHS - 241920</p> <p style="text-align: center;">CCHS - 241920</p> <p style="text-align: center;">CCHS - 241920</p>	<p style="text-align: center;">ACT \$34.00 (no writing)</p> <p style="text-align: center;">ACT \$49.50 (with writing)</p> <p style="text-align: center;">Registration at www.act.org</p>
<p>SAT I & SAT Subject Tests</p> <p style="text-align: center;"><u>Underlined & italicized</u> dates = at CCHS</p>	<p style="text-align: center;"><u>August 25, 2018</u></p> <p style="text-align: center;"><u>Oct 6, 2018</u></p> <p style="text-align: center;"><u>Nov 3, 2018</u></p> <p style="text-align: center;"><u>May 4, 2019</u></p>	<p style="text-align: center;">-See Guidance Counselor for updated information.</p> <p style="text-align: center;">-Additional info also on school website under Guidance tab or visit SAT website.</p>	<p style="text-align: center;">CCHS – 15180</p> <p style="text-align: center;">CCHS – 15180</p> <p style="text-align: center;">CCHS – 15180</p>	<p style="text-align: center;">SAT I - \$49.00</p> <p style="text-align: center;">SAT Subject Tests**</p> <p style="text-align: center;">Register at www.collegeboard.org</p>

Name of Test	Test Date	Registration Deadline	Test Center and Code	Cost*
Advanced Placement	May, 2019	-See Guidance Counselor for updated information	CCHS	\$87.00 Sign up with Mrs. Thomas

*Fees noted are 2012-2013 and are subject to change.

SAT Subject Tests - \$22.00 Basic Registration/Reporting Fee

PLUS:	Registration Fee	\$22.00
	Language Test with Listening	\$22.00
	All other Subject Test	\$11.00

DAILY SCHEDULE

1st Period	8:05 – 9:15
2nd Period	9:20 – 10:30
LOP/2L	10:35 – 11:00
3rd Period	11:00 – 12:50
3A Lunch	11:05 – 11:35
3B Lunch	11:40 – 12:10
3C Lunch	12:20 – 12:50
4th Period	12:55 – 2:05

TWO-HOUR DELAY SCHEDULE

1st Period	10:05 – 10:45
2nd Period	10:50 – 11:30
LOP/2L	11:35 – 12:00
3rd Period	12:05 – 1:50
3A Lunch	12:05 – 12:35
3B Lunch	12:40 – 1:10
3C Lunch	1:20 – 1:50
4th Period	1:55 – 2:35

5th Period 2:10 – 3:20

5th Period 2:40 – 3:20

THREE-HOUR DELAY SCHEDULE

1st Period 11:05 – 11:45

2nd Period 11:50 – 12:30

SOAR 12:35 – 1:00

3rd Period 11:00 – 2:50

 3A Lunch 1:05 – 1:35

 3B Lunch 1:40 – 2:10

 3C Lunch 2:20 – 2:50

4th Period 2:55 – 3:35

5th Period 3:40 – 4:20

PEP SESSION SCHEDULE

1st Period 8:05 – 9:11

2nd Period 9:16 – 10:22

3rd Period 10:27 – 12:11

 3A Lunch 10:27 – 10:57

 3B Lunch 11:02 – 11:32

 3C Lunch 11:42 – 12:11

4th Period 12:16 – 1:21

45-MINUTE DELAY SCHEDULE

CCHS Professional Development Days

 1st Period 8:50—9:51

 2nd Period 9:56—10:57

 LOP/2L 11:02—11:23

 3ALunch 11:28—11:58

 3BLunch 12:03—12:33

 3CLunch 12:38—1:08

5th Period 1:26 – 2:32
Students will remain in classrooms until called to the gym.
 Pep Session 2:50 – 3:20

4th Period 1:13—2:14
 5th Period 2:19—3:20

NEED HELP WITH...

Accident Report	Nurse's Office
Activity Calendar	Main Office
Athletic Eligibility	Athletic Office
Attendance	Attendance Office
Bus Information	Administration/Main Office
Change of Address	Attendance Office
Club Information	Main Office
College Information	School Counselor
College Recommendation	School Counselor
Course Work	Teacher
Driver's Education	Mrs. Patrick
Emergency	Any Adult Staff Member
Financial Aid/Scholarships	School Counselor
Fundraising	Main Office

Grade Questions	Teacher/School Counselor
Homework (Extended Illness)	Receptionist
Honor Roll	Main Office
ID Replacement	Administration/Main Office
Injury	Nurse's Office
Insurance (Health)	WCCS Business Office
Job Opportunities	School-to-Work Office
Locker Assignments	Attendance Office
Locker Malfunctions	Main Office
Lost and Found	Main Office
Lost Textbooks	Main Office
Lunch Financial Assistance	Main Office
Requirements for Graduation	School Counselor
Student Government	Mr. Bell
Textbook Fines	Main Office
Theft Report	Main Office
Transcripts	Main Office
Transferring Schools	Attendance Office
Vehicle Insurance Discount	School Counselor

10

Visitor's Pass

.Main Office

Work Permits

Career Development Center Office

ANY SCHOOL RELATED PROBLEM

TEACHER, COUNSELOR, OR ADMINISTRATOR

WHAT WOULD YOU DO IF...

Your best friend is "stressed out" over his/her classes?

His/Her schedule?

College plans?

Or personal problems??

Contact your Guidance Counselor in the Main Office.

Your best friend is anxious?
Is arguing with friends or parents?
Is sad or withdrawn?
Or is having trouble sleeping?

Contact your Guidance Counselor in the Main Office.

**Your best friend looks pale and tired?
Has become distant?
Has stopped going to club meetings or team practices?
Is skipping classes?
Is pressuring you to meet his/her "new" group of friends?**

Contact a Teacher or your School Counselor.

WHAT WOULD YOU DO IF THIS WERE YOU??

You are not alone. Help is available.

The Student Assistance Program offers a variety of programs and services supporting healthy, drug-free lifestyles in the Columbia City community. The Coordinator is available to assist students who encounter problems as a result of chemical abuse on their part or on the part of friends or family members.

Contact a Teacher or your School Counselor.

THE AGENDA BOOK

Keys to success for each student to have a quality educational experience include a solid academic foundation, the ability to organize and prioritize, and the ability to set goals. For these keys to work, however, they must be understood and practiced. This is the purpose of this student agenda book.

COLUMBIA CITY HIGH SCHOOL OUTLINE

GENERAL PRINCIPLES OF THE CODE OF CONDUCT

As a student of Columbia City High School, you are asked to help contribute to a vision of excellence. By maintaining high personal expectations for success, utilizing open communication with staff and fellow students, and following the guidelines listed in this handbook, you both increase your opportunities for success and help make Columbia City High School an excellent school.

1. Accept responsibility for your education, decisions and actions.
2. Act in a way that best represents your school, parents, community and self to promote a safe, healthy environment in which to learn.
3. Be active in the school and community.
4. Maintain a balance between academics, co-curricular activities, and community projects, continually giving your best effort to each.
5. Support your fellow students and their activities.
6. Respect cultural diversity, individuality, and the choices and rights of others.

SCHOOL RESOURCE OFFICER (SRO)

The School Resource Officer (SRO) is a certified law enforcement officer who is permanently assigned to provide coverage to all Whitley County Consolidated Schools. The SRO is trained to perform the following three roles: law enforcement officer; law-related counselor; and law-related education teacher.

EXPECTATIONS FOR CLASSROOM BEHAVIOR

The classroom is certainly the most critical area of an educational institution, and your teachers will insist that your behavior and attitude in the classroom reflect the importance of the serious business of learning. More specifically, they will insist that you:

1. Arrive to class on time;
2. Are prepared for class with all materials necessary for class that day;
3. Are attentive to the task at hand until dismissed by the teacher;
4. Demonstrate care and consideration for school property and the property of others.

CONSEQUENCES OF INAPPROPRIATE BEHAVIOR

If you violate the rules of Columbia City High School, certain consequences will follow. The specific consequences will be determined on the basis of the severity and/or frequency of the offense. The CCHS administration may always change the consequences based on the severity of the infraction. Your parents will always be informed of the disciplinary consequence you receive. **Students who are registered athletes may face athletic consequences in addition to school disciplinary action if their conduct violates the Athletic Code of Conduct.**

1. DETENTIONS [IC 20-33-8-25]

You may be assigned a Detention by your classroom teacher. The classroom teacher may determine the activities during detention. Failure to complete the detention may result in an ISS.

2. ISS PERIOD (RSP)

The length of an ISS Period may vary from one period to ten school days. If you are given a full-day ISS, you must report to the ISS room no later than 8:05 AM and remain there until 3:20 PM or until the end of your last scheduled class. This includes assemblies, pep sessions, etc. The sole activity permitted in this room is silent study.

All of the provisions listed under "expectations for classroom behavior" apply to the ISS Period. In addition:

- You will be allowed to leave the room only during specified restroom break(s).
- You must complete all assigned course work.

Failure to comply with any of these provisions will result in a parent conference and an extension of the ISS Period and/or a suspension.

3. OUT OF SCHOOL SUSPENSION (OSS)

A student may be suspended for up to ten days. **IF YOU ARE SUSPENDED FROM SCHOOL, YOU MAY NOT BE ON THE CAMPUS OR ATTEND ANY SCHOOL FUNCTION FOR ANY REASON UNLESS YOU HAVE MADE PRIOR ARRANGEMENTS WITH THE PRINCIPAL OR DESIGNEE.** Failure to observe this regulation is considered criminal trespassing and may result in prosecution. You and your parents may have a conference with your counselor and Principal or Designee upon your return to class after a suspension.

4. POLICE REFERRAL

Acts that are illegal under the Criminal Code of Indiana will be reported to the police. This referral does not, however, forego the application of school disciplinary action for the same incident.

5. REFERRAL TO AN ADMINISTRATOR

If you should continue your inappropriate behavior despite efforts to correct it, or if you should commit a serious act that disrupts the school or endangers others, you may be referred to an administrator. The administrator will initiate a thorough review of your behavior, and will determine the appropriate consequence.

6. EXPULSION

In cases of repeated, inappropriate, extreme, or illegal behavior, the Principal, or designee, may recommend that expulsion proceedings be initiated.

EAGLE TECH ACADEMY

Eagle Tech Academy is a program of Columbia City High School where students take many of their courses at a separate facility. The primary focus of ETA is to engage students in their course work through Project-Based Learning. The ETA program utilizes the following methods to prepare students for life after high school:

PROJECT-BASED LEARNING

Project-Based Learning is the primary mode of instruction in all courses at ETA. Students are posed complex projects at the beginning of lessons to help create the need for learning. Students work in teams to develop solutions for these problems and the facilitators utilize strategies to help focus student outcomes to meet state standards and pre-determined learning outcomes. Students help to hold others accountable for their learning through collaboration and the creation of group contracts.

SCHOOL-WIDE LEARNING OUTCOMES (SWLO's)

At ETA, students are assessed not only in the area of course content, but also in several SWLO's that are essential for success in both post-secondary institutions and the work place. ETA's SWLO's are collaboration, critical thinking/problem solving, oral communication, written communication, and Agency. These skills, coupled with content mastery, are taught and assessed at ETA and are components of their total grade. These essential skills, also called 21st Century Skills, are a required part of the instructional design of PBL and are critical for student success at ETA.

CORE VALUES

Character development is one of the cornerstones of ETA and students are held accountable to the Core Values of Trust, Respect, and Responsibility. These Core Values are pivotal in our instruction, culture, and group interactions. Students are asked to uphold these Core Values at all times. Instructional staff incorporates these values into course projects and assessments.

1:1 TECHNOLOGY

Students who are enrolled in Eagle Tech Academy are issued a corporation-owned laptop. This piece of technology is a vital part of learning and instruction at ETA. Students must still abide to our Technology Acceptable Use agreement. Students violating the stated agreement will be assigned appropriate consequences outlined in the CCHS/ETA Handbook.

COURSE INTEGRATION

Many courses are integrated at ETA. The purpose of this integration is to help create an increased relevance for students in their coursework. Students at ETA will experience classes that have co-facilitators leading their classes. Courses like American Studies will integrate US History and English. Students taking these integrated courses will receive course credit for both academic subjects.

GRADUATION REQUIREMENTS

Students who are enrolled in Eagle Tech Academy must satisfy all state and school graduation requirements. Students will complete all required coursework and state required testing in order to receive a Columbia City High School Diploma.

STUDENT DISCIPLINE AND ATTENDANCE

Student Conduct

Students enrolled at ETA and CCHS will be subject to the same student code of conduct. Consequences for student behavior are outlined in the student handbook and will be assigned accordingly. Please refer to the CCHS student code of conduct and the ETA Student Handbook for consequences for behavior. Based on the severity of the infraction, administration may alter the consequences.

Attendance

Students enrolled in Eagle Tech Academy are Columbia City High School Students. However, due to the nature of the Eagle Tech program, it is imperative that students be proactive in their attendance. The absence of class bells, students being transported back and forth from CCHS, and differing passing periods require students to take responsibility for their attendance. Students must be prompt and report to class in a timely fashion. Failure to do so is in violation of both our Student Code of Conduct, but violates our Core Values at ETA.

All attendance policies, procedures, and consequences will align to those outlined in the CCHS Student Handbook. Consequences will be assigned by ETA and/or CCHS administration.

Responsible Use of ETA Technology

In order to maintain student technology, students must understand and take responsibility in following our acceptable use/responsible use agreement. These behaviors are outlined in the ETA Handbook. Failure to follow these behaviors will result in restoration costs for the student.

Technology Repairs

In the event of laptop (or any part of the assigned technology package) damage that is caused by inappropriate use by the student, it is the responsibility of the student and guardian to pay for repair/replacement costs. Please see the ETA Handbook for more details concerning Technology Repair.

ALTERNATIVE DISCIPLINE PROGRAM

[IC 20-33-8-25]

- A. Alternative programs may include the following:
1. Counseling with a student or group of students
 2. Conferences with a parent or group of parents
 3. Assigning additional work/school community service
 4. Rearranging class schedules
 5. Requiring a student to remain in school after regular school hours to do additional work or for counseling
 6. Restricting extracurricular activities
 7. Removal of a student by a teacher from that teacher's class for a period not to exceed five (5) class periods if the student is assigned regular or additional schoolwork to complete in another school setting
 8. Assignment by the Principal or Designee of: a special course of study, an alternative educational program, or an alternative school
 9. Assignment by the principal of the school where the recipient of the disciplinary action is enrolled of not more than one hundred twenty (120) hours of service with a

nonprofit organization in or near the community where the school is located or where the student resides.

10. Removal of student from school sponsored transportation

11. Referral to the juvenile court having jurisdiction over the student.

B. Programs will be assigned as needed.

C. Rules and times will be explained at the time the discipline is assigned.

SPECIFIC RULES AND REGULATIONS

The outline of this Student Handbook attempts to present:

- the general principles that form the foundation of the Columbia City High School Code of Conduct;
- our expectations for your behavior;
- the rationale for the differences in the way in which the school day is structured for students;
- the consequences for inappropriate behavior.

This information can be clarified by a listing of specific rules and the consequences that will result if you choose not to observe those rules. However, no listing of rules can be all-inclusive. You will be subject to disciplinary action any time your behavior is disruptive, illegal, or inconsiderate of others. The administration will assign the specific consequences.

Please recognize that these rules apply while you are in the school or on school grounds, during summer school, on a school bus, on school-sponsored field trips, to and from school, in proximity to the school and while in attendance at co-curricular activities in which Columbia City High School is a participant. **You are responsible for all rules contained in the Handbook.**

A. ABSENCES

You must attend all classes and study periods unless your absence is excused. Not only is daily attendance required by Indiana law, it is essential for the successful

completion of your courses. The most common cause of academic failure is absence. Since we sincerely want you to succeed at Columbia City High School, we will respond to every absence from a class or study period.

FAILURE TO REPORT AN ABSENCE WITHIN 24 HOURS MAY RESULT IN TRUANCY. SEE THE PROCEDURE SECTION FOR INFORMATION ON REPORTING AN ABSENCE.

Furthermore, if you begin to accumulate excessive absences, the Principal may require a doctor's verification for subsequent absences. Any excessively large number of absences by groups of students may require doctor's verification as well.

- All doctor, funeral, court, and any absences allowable by law or school policy will not count towards the maximum of 9 absences per year. Up to two (2) college visitations per year are permitted but will count towards the allotted 9 per year.
- **Overall absences cannot exceed 9 per year or approximately 4 per semester.**
 - Truancies accumulate throughout the entire school year.

CONSEQUENCES

Student Action – period/day truancy School Action

- | | |
|--------------------|--|
| 1. First Incident | One day of ISS and Parent Contact by Administration |
| 2. Second Incident | ISS until Parent Meeting/Contact and loss of Work Permit for a period no less than thirty (30) calendar days |
| 3. Third Incident | ISS until Parent Meeting/Contact and loss of Driver's License/Permit for a period no less than thirty (30) calendar days |
| 4. Fourth Incident | Referral to Prosecuting Attorney |
| 5. Fifth Incident | School may recommend for Expulsion |

LEAVING CAMPUS

Students may not leave campus at any time during the school day unless they:

- a. receive authorization through the Nurse's Office/Main Office to leave ill, or
- b. receives a pass from the Attendance Office to leave for an authorized reason (verified by a prior parent phone call or signed note) and checked out through the Attendance Office.
- c. Upon returning to school the student must report directly to the Attendance Office to sign back in before going to class.

NOTE: Columbia City High School has a closed campus lunch period. Students are not permitted to leave the building without proper authorization at any time.

Students may not officially leave school grounds without the written or verbal consent of the student's parent/guardian. **Violation of this rule will be classified as Truancy and parent contact after the fact will not excuse the truancy. NO EXCEPTIONS WILL BE MADE.**

CONSEQUENCES

Student Action School Action

1. First Incident See Absence Policy/Consequences.

B. TARDINESS

1. In order to maximize instructional time, you are expected to arrive to all classes before the tardy bell rings.
2. 1st period tardies arriving 30+ minutes into the school day will be counted truant. For periods 2-5 if you arrive more than 15 minutes after the bell, you will be counted truant.
3. If you are tardy to first period, report directly to the attendance office. If you are tardy to periods two through five, report directly to your class.
4. Tardies are considered on a semester basis; that is, a student's number of tardies in the first semester does not carry over to the second semester.

CONSEQUENCES

Student Action School Action

- | | |
|---------------|---|
| #1 – #2 Tardy | Warning each time with documentation |
| #3 Tardy | Teacher call home; warning with documentation |
| #4 Tardy | AM or PM 20-minute detention with school personnel |
| #5 Tardy | Restricted Lunch for three (3) days |
| #6 Tardy | May result in loss of credit and removal from class |

C. CLASSROOM DISRUPTION

Behavior that interferes with instruction is considered a serious violation of the CCHS code of conduct. The teacher has the right and responsibility to retain order in the classroom. The severity of the consequence will depend on the extent of this disruption.

CONSEQUENCES

Student Action School Action

- | | |
|---------------------|---|
| 1. First Incident | The teacher will conference with the student and restate the classroom behavior expectation. |
| 2. Second Incident* | ISS Period *may be first if warranted |
| 3. Third Incident | Removal from class and assignment to ISS until parent meeting |
| 4. Fourth Incident | May result in removal from class and assignment to ISS for the rest of the semester with WF for grade |

D. INSUBORDINATION/DISRESPECT

You are asked to respond promptly to the directions of staff members and act respectfully at all times. Refusal to do so is considered a serious breach of the CCHS code

of conduct. Gross Insubordination/Disrespect (i.e. direct profanity to staff, continued refusal to follow teacher directives, etc.) is a suspendable offense. Gross Insubordination/Disrespect could result in a 10-day suspension with a possible recommendation for expulsion depending upon the frequency of occurrence and/or severity of the incident.

CONSEQUENCES

Student Action School Action

1. First Incident Assigned 1-3 days of ISS or OSS depending on the severity of the incident.
2. Second Incident Suspension, Parent Meeting w/ Administrator

E. DISHONESTY

Students are expected to be honest with all staff.

CONSEQUENCES

Please note, if you are taking a Dual Credit course, CCHS will also follow the policies of the partner institution regarding academic integrity issues. Also, if a student is involved in cheating/plagiarism in a part A of a course CCHS administration may decide to carry that over into the part B of a course.

Student Action School Action

1. First Incident Cheating/Plagiarism* May result in a zero on assignment/test
2. Second Incident Cheating/Plagiarism* May result in a zero for semester & removal from class

*CHEATING/PLAGIARISM:

What is Academic Integrity?

Academic Integrity is the moral code or ethical policy of academia. This includes values such as avoidance of cheating or plagiarism. This is an issue across the country in our K-12 schools as well as colleges and universities. At CCHS, we continue to educate students to value their own work.

Massachusetts Institute of Technology (MIT) lists specific information to guide students regarding academic integrity.

Plagiarism	
Do	Don't
Trust the value of your own intellect.	Don't purchase papers or have someone write a paper for you.
Undertake research honestly and credit others for their work.	Don't copy ideas, data or exact wording without citing your source.
Unauthorized Collaboration	
Do	Don't
Trust the value of your own intellect.	Don't collaborate with another student beyond the extent specifically approved by the instructor.
Cheating	
Do	Don't
Demonstrate your own achievement.	Don't copy answers from another student; don't ask another student to do your work for you; don't fabricate results; don't use electronic or other devices during exams.
Accept corrections from the instructor as part of the learning process.	Don't alter graded exams and submit them for re-grading.
Do original work for each class.	Don't submit projects or papers that have been done for a previous class.
Facilitating Academic Dishonesty	
Do	Don't
Showcase your own abilities.	Don't allow another student to copy your answers on assignments or exams. Don't take an exam or complete an assignment for another student.

Kirk, Alison. "Academic Integrity." *Wikipedia*. Wikimedia Foundation, 26 Feb. 2017. Web. 28 Feb. 2017.

<https://integrity.mit.edu/>

LYING TO SCHOOL OFFICIALS

Student Action School Action

1. First Incident Lying to School Officials *Issues of lying to school officials will be handled on an individual basis; and depending upon the severity may result in a recommendation for expulsion.*

UNAUTHORIZED POSSESSION/ALTERING/FORGERY OF SCHOOL FORMS

Student Action School Action

1. First Incident Forgery/Altering School Forms/
Unauthorized Possession of School Forms 1-3 days ISS
2. Second Incident Forgery/Altering School Forms/
Unauthorized Possession of School Forms 3 day Out of School Suspension

F. DANGEROUS CONDUCT

Any action that endangers the safety and well-being of individuals will not be tolerated. As a general principle, such actions will result in at least a five-day suspension up to a ten-day suspension with possible recommendation for expulsion. Examples include, but are not limited to the following: sounding a false fire alarm, possession of a weapon, possession of dangerous materials, sale and distribution of illegal/controlled substances, and causing physical harm to a student or staff member.

G. GANG AND GANG RELATED ACTIVITIES

Student involvement with gangs or gang related activities on school grounds or at school-related events is strictly prohibited. No student on or about school property or at any school activity:

1. shall wear, possess, use, distribute, display or sell any clothing, jewelry, emblem, badge, symbol, sign or other things which may be viewed as evidence of membership or affiliation in any gang. This includes any badge, symbol, or sign that may be present in a student's notebooks or other personal possession while on school grounds or school-related activity.
2. shall commit any act or omission, or use any speech, either verbal or nonverbal (gestures, handshakes, etc.) showing membership or affiliation in a gang; or
3. shall use any speech or commit any act or omission in furtherance of the interests of any gang or gang activity, including but not limited to:
 - a. soliciting others for membership in any gangs;
 - b. requesting any person to pay for protection
 - c. committing any other illegal act or other violation of school corporation policies;
 - d. inciting other students to act with physical violence upon any other person.

CONSEQUENCES

Student Action School Action

1. First Incident 5-10 day suspension and recommendation for expulsion depending upon the severity of the offense
2. Second Incident 10-day suspension and recommendation for expulsion

H. FIGHTING

Disputes between students should be resolved through proper channels. Pushing, shoving, wrestling, etc. will be considered as fighting regardless of the intent. If a student is involved in a fight, he/she should be prepared to receive the consequences listed below. Furthermore, charges of assault and or battery may be charged against the student.

CONSEQUENCES

Student Action School Action

1. First Incident 2-10 days ISS or suspension and recommendation for expulsion, depending upon the severity of the incident. Possible recommendation for counseling.
2. Second Incident 5-10 days ISS or suspension and recommendation for expulsion, depending on the severity of the incident. May be placed on Behavior Contract.
3. Third Incident 10-day suspension and recommendation for expulsion.

I. BULLYING

Every student is entitled to attend school in an environment free from harassment, threats, or fear. Verbal remarks directed to another person that deal with appearance, sexuality, race, ethnicity, religion and gender or that would slander or defame another person are all considered forms of harassment.

Bullying is defined as overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, or harm the targeted student and create for the targeted student an objectively hostile environment that:

- places the targeted student in reasonable fear of harm to the targeted student or property;
- has a substantially detrimental effect on the targeted student's physical or mental health;
- has the effect of substantially interfering with the targeted student's academic performance; or
- has the effect of substantially interfering with the targeted student's ability to participate in services, activities, or privileges provided by the school.

This rule may be applied regardless of the physical location of the bullying behavior when a student committing the bullying behavior and the targeted student attend a school within the school corporation and disciplinary action is reasonable necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of other students to a safe and peaceful learning environment.

Any student or parent who has knowledge of conduct in violation to this rule or any student who feels he/she has been bullied in violation of this rule should immediately report the conduct to school administration. A student or parent may also report the conduct to a teacher or counselor who will be responsible for notifying school

administration. This report may be made anonymously.

False reporting of bullying conduct as defined in this rule by a student shall be considered a violation of this rule and will result in any appropriate disciplinary action or sanctions if the investigation of the report finds it to be false.

Hazing:

In addition, soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing or reckless act directed at a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team whose members are or include other students. If a student witness's humiliation, harassment, or bullying of another student and fails to report it, it will be considered a breach of the CCHS code of conduct.

CONSEQUENCES

Student Action School Action

1. First incident - referral to school counselor, 1-5 days ISS, or suspension and recommendation for expulsion, depending upon the severity of the incident. Incident will be reported to parent.
2. Second incident – 5 to 10 days ISS or suspension and recommendation for expulsion, depending upon the severity of the incident. Parent conference will be requested.
3. Third incident – 10-day suspension and recommendation for expulsion. Parent conference will be required.

Anti-Harassment Compliance Officers

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

Dr. Patricia O'Connor
Superintendent

Todd Fleetwood
Director of Business and Operations

Dr. Patricia O'Connor
 107 N. Walnut Columbia City, IN 46725
 (260) 244-5771

Todd Fleetwood
 107 N. Walnut Columbia City, IN 46725
 (260) 244-5771

J. INTIMIDATION

Every student is entitled to attend school in an environment free from harassment, threats, or fear. Verbal remarks directed to another person that deals with appearance, sexuality, race, ethnicity, religion and gender or would slander or defame another person are all considered forms of Harassment/Bullying.

Using physical presence to threaten or intimidate a person as well as touching another person in a sexual or uninvited manner, such as pushing, grabbing, etc. are all forms of Harassment/Bullying.

In addition, soliciting, encouraging, aiding, or engaging in hazing is prohibited. "Hazing" means any intentional, knowing or reckless act directed at a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club or athletic team whose members are or include other students. If you witness humiliation or harassment of another student and fail to report it, it will be considered a breach of the code of conduct.

CONSEQUENCES

Student Action School Action

- | | |
|--------------------|--|
| 1. First Incident | Referral to counselor, 1-5 days ISS or suspension and recommendation for expulsion, depending upon the severity of the incident. |
| 2. Second Incident | 5-10 days ISS or suspension and recommendation for expulsion, depending upon the severity of the incident. |
| 3. Third Incident | 10-day suspension and recommendation for expulsion. |

K. INAPPROPRIATE CLOTHING

Vulgar, lewd, or obscene language, gestures, and clothing disruptive to the educational process (this includes alcohol, tobacco, or drug related clothing) have no place

in an educational environment. Students of CCHS are expected to abide by the following examples but are not limited to:

- No bare midriffs
- No cleavage (top or bottom)
- No "spaghetti strap" or "string" tops
- No "nightwear" or underwear worn as a replacement for outerwear
- No hats or hoods in school
- No chains hanging from clothing
- No gloves or hand wear
- Sayings, words and pictures on clothing must be appropriate for the school environment.

Length of shorts and skirts – appropriate as deemed by administration – good rule of thumb longer than fingertips when arms are placed at student's sides.

A student's shirt will be deemed inappropriate if the neckline of the shirt is below hand-width from the clavicle.

The purpose of the school program is education. Each student's job is to do their personal best, earn credits, and graduate high school. Members of the staff will use their professional judgment when enforcing this policy. If there are any questions regarding the dress code, the staff member will send the student to the office for the administrator to determine the appropriateness of the attire.

IMPORTANT NOTICE: Whenever a school administrator, teacher or staff member considers a student's appearance to be inappropriate, immodest, unsafe, or distracting to the education decorum, a conference will be held with the student, and he/she will be required to change attire. Students will not be allowed to go back to class until the problem has been resolved. School officials, in the cases of extreme or repeated violations, will notify parents.

CONSEQUENCES

Student Action School Action

1. First Incident Replacement of garment when appropriate
2. Second Incident One day ISS and phone call from Administrator
3. Third Incident Up to Three days ISS

L. **INAPPROPRIATE BEHAVIOR**

Vulgar, lewd, or obscene behavior, language and gestures disruptive to the educational process have no place in an educational environment. Students who display this behavior in a classroom will be disciplined under classroom disruption procedures. Students that display this behavior in the hallways will be disciplined under hallway behavior policies.

- engaging in sexual behavior on school property or at a school sanctioned event may result in suspension or recommended for expulsion based on the severity.
- Sending, sharing, viewing, or possessing pictures, text messages, emails, or other material of a sexual nature in electronic or any other form, including the contents of a cell phone or other electronic device may receive suspension, or expulsion depending on the severity.
 - It is important to note that Child Exploitation [I.C. 35-42-4-4(b)] and Child Pornography [I.C. 35-42-4(c)] are felonies and require school officials to notify law enforcement or child services of violations.

M. **ALCOHOL OR ILLEGAL DRUGS**

Alcoholic beverages and drugs are **absolutely prohibited as outlined in IC 20-33-8-14 and IC 20-33-8-15.**

(WCCS Bylaws & Policies include “look-alike” substances)

FIRST OFFENSE (During high school career)

The student will be subject to a ten (10) day Out-of-School Suspension accompanied by recommendation to the Superintendent for his/her expulsion from school for up to a calendar year.

Upon review of the student’s disciplinary record and the circumstances of the violation, the Principal or Designee may, at his/her discretion, recommend to the

Superintendent that the student involved be given the option to enroll in an educational or counseling program of at least ten (10) hours duration and complete a drug assessment which may include a laboratory analysis. When fees for service are involved, parents must accept responsibility for payment. The service provider must be approved by the school district, and the results of both the program and the assessment must be shared with the school upon the student's satisfactory completion. Failure to satisfactorily complete at least ten (10) hours of the designated program within a specific time frame established by the Principal or Designee will result in immediate expulsion from school. The Principal or Designee may authorize the student's return to school after no less than five (5) days and no more than ten (10) days of absence if drug assessment results are presented (or are pending due to a delay caused by a service provider) and satisfactory evidence of enrollment and active participation in an educational or counseling program is presented.

The student may enter the alternative program following the waiver of hearing rights or the conducting of a hearing in which the school's position is sustained. The student's expulsion will be held in abeyance while he/she is participating in the alternative program. Students will be expected to make up all assignments missed during the duration of the absence.

Important Procedure: By the day following the successful completion of the program, the student and the parent(s) must schedule a meeting with the Principal or Designee and bring the packet of information from the treatment center.

Students who take advantage of this one-time Drug Deferral Program will be placed on a mandatory Form 16 Probationary Contract for the remainder of the school year upon their return to school after the suspension.

SECOND OFFENSE (During high school career)

The student will be subject to TEN (10) days Out of School Suspension accompanied by a recommendation to the Superintendent for his/her expulsion from school for up to a calendar year. Re-enrollment after the period of the expulsion requires the presentation of evidence that the student has received professional intervention to assist with the substance involvement, if specified by a hearing examiner.

N. PARAPHERNALIA

You may not be in possession of paraphernalia associated with illegal drugs while you are on campus. Examples of such paraphernalia include rolling papers, pipes, clips, hypodermic needles, etc.

CONSEQUENCES**Student Action School Action**

- | | |
|--------------------|--|
| 1. First Incident | Up to a ten-day suspension with possible reduction depending on the student's successful completion of a drug education program. |
| 2. Second Incident | Ten-day suspension and recommendation for expulsion. |

O. TOBACCO

Possession of tobacco in any form by a student on school property is prohibited. Tobacco includes cigarette, cigar or tobacco in any other form, including smokeless tobacco which is loose, cut, shredded, ground, powdered, compressed or leaf tobacco that is intended to be placed in the mouth without being smoked. The possession of an electronic cigarette (generally known as "e-cigarette") is prohibited which also includes any item that looks like or is represented to be an electronic cigarette. It is the CCHS Administration's practice/duty to inform law enforcement when any tobacco infraction occurs.

CONSEQUENCES**Student Action School Action**

- | | |
|--------------------|--|
| 1. First Incident | One Day of ISS and "Class C" infraction fine issued by the Whitley County Prosecutor's Office. |
| 2. Second Incident | One day of ISS and "Class C" infraction fine issued by the Whitley County Prosecutor's Office. |
| 3. Third Incident | Up to ten-day suspension and recommendation for expulsion, and Infraction fine issued by the Whitley County Prosecutor's Office. |

P. CONDUCT AROUND THE BUILDING

To maintain a positive educational environment, students may not be in the hallways during class time without a pass from a staff member. Students must have a teacher pass with them when in the hallways during class time. Students who are in the hallways or unsupervised areas without a pass after the bell has rung will receive the following:

CONSEQUENCES**Student Action School Action**

- | | |
|--------------------|----------------------|
| 1. First Incident | One day ISS |
| 2. Second Incident | Two days ISS |
| 3. Third Incident | Two or more days ISS |

CAFETERIA

In order to ensure a clean and comfortable environment for all, students are asked to observe the following:

- Upon entering the cafeteria, take your place at the end of the service line. Do not "cut" in front of others already in line.
- Leave your table and floor free from lunch papers and trash when you are finished eating.
- Return all trays to the appropriate area.

CONSEQUENCES

Student Action School Action

- | | |
|--------------------|--|
| 1. First Incident | Clean up mess, if applicable. ISS may be assigned. |
| 2. Second Incident | Clean up mess, if applicable. ISS may be assigned and possible removal from the cafeteria. |
| 3. Third Incident | One or more days ISS and possible removal from the cafeteria. |

LOCKERS

Although you are provided a hall locker, that locker remains the property of the school and may be opened at any time by school officials. It is important that you keep all valuable possessions at home. Do not write on, kick, or abuse this school property, as it will be considered vandalism.

NOTE: The school is not responsible for personal property stolen from lockers. Do not share lockers or give your combination to others. Report all locker malfunctions to the Main Office.

Q. VANDALISM AND THEFT

Vandalism, theft, destruction of school property, and possession of stolen materials are inconsistent with a key concept—respect others. The consequence for those acts will depend upon the extent of the vandalism or theft.

CONSEQUENCES**Student Action School Action**

- | | |
|--------------------|---|
| 1. First Incident | Up to three days of ISS or Out of School Suspension depending on incident. Restitution. |
| 2. Second Incident | Up to five-day suspension. Restitution. |
| 3. Third Incident | Up to ten-day suspension. Possible recommendation for expulsion. |

R. IDENTIFICATION

You will be provided with an identification card. This ID card must be visible on your person at all times. The ID must be located above the waist in order to be easily visible to CCHS staff. Students may not alter or deface their ID cards in any way. Lost identification cards must be replaced in the Attendance Office for \$5.00. **Refusal to identify yourself, refusal to surrender your ID card, or lying about your identity will be dealt with as insubordination and lying respectively.** The consequence for altering or failing to carry an ID card is as follows:

CONSEQUENCES**Student Action School Action**

- | | |
|--------------------|----------------------------|
| 1. First Incident | One day of Lunch in ISS |
| 2. Second Incident | Two days of Lunch in ISS |
| 3. Third Incident | Three days of Lunch in ISS |
| 4. Fourth Incident | One full day of ISS |

S. USE OF PORTABLE ELECTRONIC EQUIPMENT

Electronic devices, such as iPads, iPods, MP3 players, personal laptops and other technologies may only be used at teacher discretion. Cell phone usage at school is a privilege not a right. The use of portable electronic equipment for purposes other than learning is prohibited during the school day in any part of the building.

- Photographing, Audio Recording, Video recording or otherwise recording individuals without their permission is strictly prohibited. The exception to this would be if it is at a school related performance. Any student who uses an electronic device to endanger or threaten another in a way that could be considered a disruption to the educational process of others could be subject to suspension, expulsion and/or prosecution. In addition, no pictures or videos may be taken of staff or students without their written permission.
- Electronic devices that have the capacity of taking photos or videos are not permitted to be used or taken into areas where a reasonable expectation of personal privacy exists. These locations and circumstances include but are not limited to locker rooms, shower facilities, restrooms, classrooms, and any other areas where students or others may change clothes or be in any stage or degree of disrobing or changing clothes. This would be grounds for a recommendation of expulsion.

- **CONSEQUENCES**

Student Action School Action

- | | |
|--------------------|---|
| 1. First Incident | One (1) school day confiscation of the equipment; return to student and/or parent (end of school day). Teacher will make parent contact. |
| 2. Second Incident | One (1) school day confiscation of the equipment; return to student and/or parent (end of school day) Student will be assigned 2 lunch detentions. Administration will make parent contact. |
| 3. Third incident | One (1) school day confiscation of the equipment; return to student and/or parent the end of school day. One day of In School Suspension (ISS). |
| 4. Fourth incident | Student is Out of School suspended for one (1) day. |

The school is not responsible for lost or stolen cell phones/electronic devices, nor does the school have the time or resources to investigate every stolen electronic device that is reported. The security of personal electronic devices is the sole responsibility of the student.

Due to the potential danger of laser pens, they are prohibited on school grounds.

T. PUBLIC DISPLAYS OF AFFECTION

School is not the place for prolonged displays of affection.

CONSEQUENCES

Student Action School Action

- | | |
|--------------------|--|
| 1. First Incident | Conference with Guidance Department |
| 2. Second Incident | Conference with Assistant Principal and Guidance Department |
| 3. Third Incident | Parent conference with Administrator and Guidance Department |

U. CONDUCT IN ASSEMBLIES

Student conduct in assemblies, athletic contests, concerts, etc. should be guided by the principle of consideration for others. Major disruption is a suspendable offense.

CONSEQUENCES

Student Action School Action

- | | |
|-------------------|--|
| 1. First Incident | Ejection from event. Up to two days ISS. |
|-------------------|--|

V. CONDUCT IN ISS

Every teacher will enforce the following rules:

- Students will be assigned a seat.

- Talking or working together is not allowed.
- Students must be engaged in a constructive activity.
- Restroom and locker passes will be issued in emergency cases only.

CONSEQUENCES

Student Action School Action

- | | |
|--------------------|--|
| 1. First Incident | One day Out of School Suspension |
| 2. Second Incident | Up to 5 days Out of School Suspension |
| 3. Third Incident | Up to 10 days Out of School Suspension and may recommend for expulsion |

W. BUS BEHAVIOR

Students are expected to exhibit appropriate behavior on the school bus as follows:

- Bus drivers should be addressed courteously and respectfully.
- The Principal or Designee or the driver has the right to assign seats.
- Stay seated at all times.
- Do not place anything out the window.
- Riders will not be permitted in front of the standee line.
- Keep the aisle clear of all personal items.

Please consult the WCCS Parent Handbook for specific guidelines. All rules in the Handbook apply while students are riding the bus or waiting at the bus stop. In addition, refusal to respond to a Bus Driver's request, including identifying yourself or lying about your identity will be dealt with as insubordination.

CONSEQUENCES

Student Action School Action

1. First Incident Assigned seat in the second or third row of the bus for two weeks.
2. Second Incident Up to three-day suspension from all bus routes.
3. Third Incident Up to five-day suspension from all bus routes.
4. Fourth Incident May result in permanent bus suspension for current school year from all bus routes

X. DETENTIONS ASSIGNED BY TEACHERS

A teacher may assign a detention for tardiness or inappropriate behavior in the classroom. Failure to serve a teacher assigned detention will result in the following:

CONSEQUENCES**Student Action School Action**

1. First Incident ISS

Y. DRIVING AND PARKING ON CAMPUS

- Driving to school is a privilege granted to students. Proper driving and responsible behavior is expected at all times. Dangerous driving may result in loss of parking privilege or referral to CCPD.
- **ALL VEHICLES** operated by students are recommended to be parked in approved parking areas **ON SCHOOL PROPERTY** and the school shall designate such parking areas.
- Parking permits will be available throughout the school year or until the space has been filled. All students must park in Parking Lot A (main parking lot) and Parking Lot B (the paved lot across the street) and in designated spaces only.
- When a student drives a vehicle to school or to a school function and parks on school grounds he/she automatically gives school officials the right to search his/her vehicle if the school officials deem it necessary and have reasonable suspicion.

- The speed limit on campus is 15 mph.
- A complete stop must be made at all stop signs.
- Students may not loiter in the parking lots or in vehicles.

CONSEQUENCES

Student Action School Action

1. First Incident Warning of offense
2. Second Incident Towing of vehicle at student/owner's expense

Z. FIREWORKS/INCENDIARY DEVICES

Fireworks or any incendiary device are not permitted on school grounds. Possession of such items is deemed a violation of safety guidelines.

Student Action School Action

1. First Incident Up to 10 days Out of School Suspension and may recommend for expulsion depended on severity of action.

AA. RESPONSIBLE USE POLICY FOR ELECTRONIC RESOURCES

(*See WCCS handbook for complete responsible use policy)

Responsible Use

1. SCHOOL COMPUTERS, NETWORK AND INTERNET SERVICES, AND ELECTRONIC RESOURCES ARE PROVIDED FOR EDUCATIONAL PURPOSES AND RESEARCH CONSISTENT WITH THE WCCS EDUCATIONAL MISSION, CURRICULUM, AND INSTRUCTIONAL GOALS.
2. USERS MAY USE THE WCCSPUBLIC WIFI FOR INCIDENTAL PERSONAL USE.
3. USERS MUST COMPLY WITH ALL SCHOOL BOARD POLICIES, THE STUDENT HANDBOOK, AND SCHOOL RULES AND EXPECTATIONS CONCERNING CONDUCT AND COMMUNICATION WHEN USING SCHOOL COMPUTERS OR SCHOOL-ISSUED ELECTRONIC RESOURCES, WHETHER ON OR OFF SCHOOL PROPERTY.
4. STUDENTS ALSO MUST COMPLY WITH ALL SPECIFIC INSTRUCTIONS FROM SCHOOL STAFF.

Prohibited Uses

UNACCEPTABLE USES OF SCHOOL ELECTRONIC RESOURCES INCLUDE, BUT ARE NOT LIMITED TO, THE FOLLOWING:

1. ACCESSING OR COMMUNICATING INAPPROPRIATE MATERIALS – USERS MAY NOT ACCESS, SUBMIT, POST, PUBLISH, FORWARD, DOWNLOAD, SCAN, OR DISPLAY DEFAMATORY, ABUSIVE, OBSCENE, VULGAR, SEXUALLY EXPLICIT, SEXUALLY SUGGESTIVE, THREATENING, DISCRIMINATORY, HARASSING, BULLYING, AND/OR ILLEGAL MATERIALS OR MESSAGES.
2. ILLEGAL ACTIVITIES – USERS MAY NOT USE THE SCHOOL DISTRICT’S COMPUTERS, ELECTRONIC DEVICES, NETWORKS, OR INTERNET SERVICES FOR ANY ILLEGAL ACTIVITY OR IN VIOLATION OF ANY BOARD POLICY/PROCEDURE OR SCHOOL RULES. WCCS AND ITS EMPLOYEES AND AGENTS ASSUME NO RESPONSIBILITY FOR ILLEGAL ACTIVITIES OF USERS WHILE USING SCHOOL COMPUTERS OR SCHOOL-ISSUED ELECTRONIC RESOURCES.
3. VIOLATING COPYRIGHTS OR SOFTWARE LICENSES – DOWNLOADING, COPYING, DUPLICATING, AND DISTRIBUTING SOFTWARE, MUSIC, SOUND FILES, MOVIES, IMAGES, OR OTHER COPYRIGHTED MATERIALS WITHOUT THE SPECIFIC WRITTEN PERMISSION OF THE COPYRIGHT OWNER IS PROHIBITED, EXCEPT WHEN THE USE FALLS WITHIN THE FAIR USE DOCTRINE OF THE UNITED STATES COPYRIGHT LAW (TITLE 17, USC) AND CONTENT IS CITED APPROPRIATELY.
4. PLAGIARISM – USERS MAY NOT REPRESENT AS THEIR OWN WORK ANY MATERIALS OBTAINED ON THE INTERNET (IE: TERM PAPERS, ARTICLES, MUSIC, ETC). WHEN USING OTHER SOURCES, CREDIT MUST BE GIVEN TO THE COPYRIGHT HOLDER.
5. USE FOR NON-SCHOOL-RELATED PURPOSES - SCHOOL DISTRICT’S COMPUTERS, ELECTRONIC DEVICES, AND NETWORK AND INTERNET SERVICES ARE PROVIDED FOR PURPOSES RELATED TO EDUCATIONAL PROGRAMS, SCHOOL OPERATIONS, AND PERFORMANCE OF JOB RESPONSIBILITIES. INCIDENTAL PERSONAL USE OF SCHOOL DEVICES IS PERMITTED AS LONG AS SUCH USE: 1) DOES NOT INTERFERE WITH THE USER’S RESPONSIBILITIES AND PERFORMANCE; 2) DOES NOT INTERFERE WITH SYSTEM OPERATIONS OR OTHER SYSTEM USERS; AND 3) DOES NOT VIOLATE THIS POLICY AND THE ACCOMPANYING RULES OR ANY OTHER BOARD POLICY, PROCEDURE, OR SCHOOL RULES. “INCIDENTAL PERSONAL USE” IS DEFINED AS USE BY AN INDIVIDUAL FOR OCCASIONAL PERSONAL COMMUNICATIONS.
6. MISUSE OF PASSWORDS/UNAUTHORIZED ACCESS – USERS MAY NOT SHARE PASSWORDS, USE OTHER USERS’ PASSWORDS, ACCESS OR USE OTHER USERS’ ACCOUNTS, OR ATTEMPT TO CIRCUMVENT NETWORK SECURITY SYSTEMS.
7. MALICIOUS USE/VANDALISM – USERS MAY NOT ENGAGE IN ANY MALICIOUS USE, DISRUPTION, OR HARM TO THE SCHOOL DISTRICT’S COMPUTERS, ELECTRONIC DEVICES, OR NETWORK AND INTERNET SERVICES, INCLUDING BUT NOT LIMITED TO HACKING ACTIVITIES AND THE CREATION/UPLOADING OF COMPUTER VIRUSES.
8. AVOIDING SCHOOL FILTERS – USERS MAY NOT ATTEMPT TO OR USE ANY SOFTWARE, UTILITIES, OR OTHER MEANS TO ACCESS INTERNET SITES OR CONTENT NORMALLY BLOCKED BY THE SCHOOL FILTERS.

9. UNAUTHORIZED ACCESS TO BLOGS/SOCIAL NETWORKING SITES, ETC. – USERS MAY NOT ACCESS BLOGS, SOCIAL NETWORKING SITES, ETC. PROHIBITED BY BUILDING ADMINISTRATION OR THE WCCS TECHNOLOGY DEPARTMENT. TEACHERS AND STUDENTS USING AUTHORIZED SOCIAL NETWORKING SITES FOR EDUCATIONAL PROJECTS OR ACTIVITIES SHALL FOLLOW THE AGE REQUIREMENTS AND LEGAL REQUIREMENTS THAT GOVERN THE USE OF SOCIAL NETWORKING SITES IN ADDITION TO THE GUIDELINES ESTABLISHED IN THIS POLICY.
10. WASTING SYSTEM RESOURCES - USERS SHALL NOT USE THE NETWORK IN SUCH A WAY THAT WOULD WASTE SYSTEM RESOURCES OR DISRUPT THE USE OF THE NETWORK BY OTHERS. THIS INCLUDES BUT IS NOT LIMITED TO EXCESSIVE PRINTING, FILE STORAGE, ONLINE GAMES, AND VIDEO/AUDIO STREAMING NOT DIRECTLY RELATED TO EDUCATIONAL PROJECTS AS DETERMINED BY THE SUPERVISING INSTRUCTOR OR BUILDING ADMINISTRATOR.
11. UNAUTHORIZED EQUIPMENT - USERS MAY ATTACH UNAUTHORIZED EQUIPMENT, INCLUDING PERSONAL LAPTOPS, TABLETS, AND HANDHELD DEVICES, TO THE WCCSPUBLIC WIFI ONLY.

Terms of Use

WCCS RESERVES THE RIGHT TO DENY, REVOKE, OR SUSPEND SPECIFIC USER PRIVILEGES AND/OR TAKE OTHER DISCIPLINARY ACTION, INCLUDING SUSPENSIONS OR EXPULSION FROM SCHOOL, FOR VIOLATIONS OF THIS POLICY. ADDITIONALLY, ALL HANDBOOK REGULATIONS APPLY TO THE USE OF THE WCCS NETWORK, INTERNET, AND ELECTRONIC RESOURCES.

CONSEQUENCES

Student Action School Action

Incidents may result in loss of device and alternative assignments based on the severity of the violation.

INTERNET USE AGREEMENT

(Please refer to WCCS Parent Handbook for latest guidelines)

Internet access is available to students and staff at Columbia City High School. CCHS believes that the Internet offers vast, diverse, and unique resources to both students and staff. Our goal in providing this service to staff and students is to promote educational excellence in schools by facilitating resource sharing, innovation,

research, and communication. We expect students to adhere to the Internet guidelines outlined in the acceptable use agreement. In order to have Internet access each student and parent/guardian must sign the **Internet Use Agreement and have it on file with the Media Center.**

With access to computers and people all over the world, also comes the availability of material that may not be considered to be of educational value in the context of the school setting. CCHS has taken precautions to restrict access to controversial materials. However, on a global network it is impossible to control all materials and an industrious user may discover controversial information. CCHS firmly believes that the valuable information and interaction available on this worldwide network far outweighs the possibility that users may procure material that is not consistent with the educational goals of the school. Ultimately, parents/guardians are responsible for setting and conveying the standards that their child should follow. To that end CCHS supports and respects each family's right to decide whether or not to apply for Internet access. Parents of students who choose not to apply for access will have alternative activities not requiring the Internet.

Terms and Conditions

1. **Security** – Security on any computer system is a high priority, especially when the system involves many users. If a user feels he/she can identify a security problem, the user must notify a system administrator. Do not demonstrate the problem to other users. Users identified as a security risk or having a history of problems with other computer systems may be denied access to the Internet. Attempts to log on to the Internet, as a system administrator will result in cancellation of use privileges.
2. **Privileges** – The use of the Internet is a privilege, not a right, and inappropriate use will result in sanctions. Students will be instructed in proper use and will not access the Internet without teacher permission. System administrators will deem what is inappropriate use and their decision is final.
3. **Sanctions** – Sanctions, which may result from violations of the acceptable use agreement, include these possibilities:
 - a. Loss of access
 - b. Additional disciplinary action determined in line with existing practice regarding inappropriate language and behavior
 - c. Contacting law enforcement agencies when applicable.

PROCEDURES

This section of the Student Handbook is designed to address the appropriate procedures to follow for a variety of circumstances that may arise in a high school. Students

should become familiar with these procedures.

ATTENDANCE PROCEDURES

When a student is absent from school due to illness or injury, the parent or guardian must:

1. **Telephone the school within 24 hours of the day of each absence giving the student's name, grade, and reason for absence. All students must bring a written note the day they return to school stating the date of absence, first and last name of student, grade of student, and reason for absence.** If the parent does not contact the school within 24 hours, the absence is deemed truancy unless otherwise determined by the Principal or Designee.
2. An answering service and fax machine are located at Columbia City High School. A parent/guardian can leave a message on the Attendance Office's voice mail, or fax a message to the Attendance Secretary to notify the school.

CCHS voice mail: 260-244-6136 ext. 3211

CCHS fax: 260-244-7326

Special Notices:

- Each unverified day missed is counted as one day of truancy. Example: Three days missed in a row that are all unverified would be classified as three separate truanies.
- Steps may be accelerated depending upon the circumstances of individual truanies.

HOW TO VERIFY AN EXCUSED ABSENCE

In order to verify an excused absence, a parent / guardian must;

1. Make a Phone Call

All WCCS student absences must be reported by phone call to the Attendance/School Office by 9:00 A.M. on the day of the absence.

2. Provide a Note:

Parental notes must be presented to the Attendance Secretary at CCHS. These notes must be presented on the day of the student's return to school or the absence may be considered truancy. Parents should verify, in writing, any requests for vacation days.

The parental note must include the following information:

- a. Student's full name
 - b. Student's grade
 - c. Date of the absence
 - d. Reason for the absence
 - e. Parent/Guardian signature
3. Doctors Excuses:
- a. Doctors' excuses should be turned into the school office on the day the student returns to school.
 - b. Doctors' excuses that do not include an in-person evaluation by the doctor may not be accepted.
 - c. It is suggested that medical appointments should be scheduled prior to 9:30 A.M. or after 2:00 P.M. to minimize the amount of school time missed

EXEMPTED ABSENCES

The Attendance/School Office *may excuse* the following types of absences, depending on the attendance record of the student at the time of the request, by having a parental/guardian signature on the request for absence. Pre-arranged absences, such as college visitations, exhibiting projects at the State Fair, participation in an educational related non-classroom activity may be included in the allowable school limits *only if the student is in good academic standing, as determined by the Corporation, parents request the absence in writing, it is approved in writing by the principal, and does not exceed five (5) days.* (I.C. 20-33-2-17.5 and -17.7)

UNEXCUSED ABSENCES

AN UNEXCUSED ABSENCE IS ANY ABSENCE THAT IS NOT RECOGNIZED BY INDIANA STATE LAW OR WHITLEY COUNTY CONSOLIDATED SCHOOLS. ALL ABSENCES THAT ARE NOT EXCUSED ABSENCES ARE CLASSIFIED AS TRUANCIES.

eLearning

WCCS will utilize eLearning days when school would otherwise be closed due to inclement weather. eLearning days are an extension of our vision to prepare students to be "Ready for Tomorrow." If you have any questions, please refer to the districts eLearning page. www.wccsonline.com/eLearning

Emergency Dismissal

It is imperative that WCCS families maintain updated information regarding Emergency Dismissal instructions for each student. In the event of an emergency, school staff will not be available to take phone calls to make changes. Staff will be focused on attending to the safety and well-being of students. Additional information concerning emergency dismissal can be found in the **WCCS Parent Handbook**.

MAKING UP WORK

A student will be allowed to make up work that he/she missed due to any excused absence. As a guideline, a student will be given one day to make up work for each day missed. The teacher should notify the student of the amount of time that he/she has to complete the missed work. **It is the responsibility of the student to request and complete all missed assignments.**

HOMEBOUND INSTRUCTION

Specific procedures for homebound instructions are found in the **WCCS Parent Handbook**.

REQUEST OF ASSIGNMENTS FOR SHORT-TERM/LONG-TERM ABSENCES

It is the responsibility of the student/parent/guardian to request assignments. Contact the Receptionist (244-6136 ext. 3200) to request assignments by 9:00am, if the assignments are to be picked up the same day. Parents and students are responsible for getting books. The parent may request assignments through the Guidance Office on the first day of the student's absence with the expectation of picking assignments up on the following day for an absence that will be longer than one day. Additional

information concerning requests can be found in the **WCCS Parent Handbook**.

SUSPENSION PROCEDURES [IC 20-33-8-18]

When the Principal or Designee determines that a student should be suspended, these procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to:
 - a. A written or oral statement of the charges. If a student denies the charges, a summary of the evidence against the student will be presented
and
 - b. The student will be provided an opportunity to explain his/her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of the suspension.
3. Following the suspension, the parents/guardians of suspended students will be notified in writing. The notification will include the dates of the suspension; describe the student's misconduct, and the action taken by the Principal. An attempt will also be made to contact the student's parents by phone.
4. The Principal or Designee may suspend a student for a period of no more than ten (10) school days for conduct constituting grounds for expulsion or suspension as set out in IC 20-33-8-14.

EXPULSION PROCEDURES (IC 20-33-8-19)

When a Principal or Designee recommends to the Superintendent (or designee) that a student be expelled from school, the procedure outlined in the **WCCS Handbook** will be followed.

NOTICE: Under Indiana law, any student sixteen years of age or older when he/she returns to school following an expulsion involving disorderly conduct or conduct dangerous to persons or property may be required to enroll in an alternative program or evening school. (IC 20-33-8-14)

ON SCHOOL PREMISES

Any person who is subject to the Indiana Compulsory Attendance Law and is not enrolled in a Whitley County Consolidated School or any other Indiana School will not be

allowed on school grounds before, during, or after school hours.

Students or visitors may not loiter (*to be slow in moving, to delay, to linger or lag behind*) before, during, or after the school day on school grounds or within 1000 feet of school grounds in compliance with local Columbia City Municipal Ordinances.

CONFLICTING EVENTS – STUDENT PARTICIPATION

There is a potential for conflict in practice and/or game times for sports and other extracurricular activities. (i.e., marching band, choir, speech, etc.) With this in mind, the following plan is designed to provide the opportunity for students to participate in extracurricular activities and sports.

1. Actual contest performances always take precedence over a practice.
2. When practice times conflict, a predetermined schedule of practices for each activity will be developed between the coach and the extracurricular director under the supervision of the Athletic Director. Changes will be made in the schedule only if the two agree jointly.
3. When a participant practices in marching band, he/she will be dismissed to attend athletic practice no later than 4:30pm.
4. Students will not be expected to participate in extracurricular practices on the night of a home or away sports contest.
5. Ninth grade students may play football and participate in marching band under the above rules. Since upperclassmen perform at the same time the band performs, it is impossible to participate in both.
6. In other sports all levels of participation may be worked out using the above standards.
7. If a student chooses to participate in both an extracurricular activity and a sport, on occasion when both activities have contests (i.e., marching band contest and cross country meet), every effort should be made with the cooperation and support of coaches, directors, and parents to provide the opportunity for the student to participate in both, if physically possible.
8. If a student chooses to participate in an extracurricular activity and a sport, or two extracurricular activities, and both activities have contests at the same time, the student and his/her parents will select the activity in which to participate with the approval of the Principal or Designee, and all involved will abide by the decision.
9. This plan will be used as a plan of action throughout the entire school year whenever there is a conflict between an extracurricular activity and an athletic activity.

CONTESTS

Columbia City High School students may only participate in the contests approved by the National Association of Secondary School Principals, the Indiana Association of School Principals, the contest committee of the North Central Association, and local administrators.

DANCES

School dances are properly chaperoned and are held under the following social regulations of the school:

- The administrative staff will approve all calendar dates selected for dances.
- Dances are typically from 8:00 pm to 11:00pm.
- Special circumstances may result in the time being extended to 12:00am with administrative approval.
- No pass outs will be issued.
- Dances are for Columbia City High School students only unless otherwise approved by the administration. No Middle School students are permitted to attend.

CCHS FOOD NUTRITION SERVICES

Breakfast and lunch are available to all students daily. Monthly menus and prices are posted on corporation and school web sites. Students may pay by check or cash by bringing it to the school cafeteria at breakfast or lunch. Checks should be made payable to **WCCS Food Service** and write students name on memo line. No checks will be cashed. Full check amounts will be deposited into student's account. DO NOT INCLUDE any other payments such as book, yearbook or supplies on these checks.

Free and Reduced price meal applications are available all school year at your school's office or the administration office and may be filled out at any time.

Free and Reduced meal prices apply to one breakfast and one lunch daily per student.

Second meals purchased the same day: Adult price or a la carte pricing if not a complete meal.

WCCS MEAL CHARGE PROCEDURES

HIGH SCHOOL STUDENTS

High school students are not allowed to charge meals or a la carte items.

- A balance will be given each time a student makes a purchase with his/her ID.
- Paid and Reduced students with a negative balance will be offered a sandwich and milk.
- Paid and Reduced students with money in hand for the price of a meal will receive a meal.
- Free and Reduced applications will be available throughout the school year.
-

This institution is an equal opportunity provider.

LIBRARY MEDIA CENTER

The Library Media Center (LMC) encourages the growth of 21st century skills, including information literacy, research, collaboration, critical thinking, problem solving, and creativity. Students are encouraged to read for pleasure, dig deeper for answers, and explore new ideas. Print and digital materials may be checked out for 3 weeks with the option to renew. Students are responsible for replacing or paying for any items lost, damaged, or misplaced. CCHS and ETA students may request holds and for books to be delivered by visiting follett.wccsonline.com and logging in with their Google SSO account. Students may also check out ebooks and audiobooks from the district's Overdrive account found at whitleyin.libraryreserve.com. To login, students use their school login and their network password.

Student safety and room use accountability:

A pass from a classroom teacher is required unless the student visits the Library Media Center with a class or during his or her lunch period. Students not with their class must sign in at the Circulation desk when entering the library and present the pass to an adult staff member. Adult staff must sign the pass and the student must sign out when he or she leaves.

Accessing CCHS Library Media online resources:

Several library resources are available via the Internet. To access these, please visit follett.wccsonline.com and select your school. From the home tab you will notice several database and research sources highlighted in yellow

Opposing Viewpoints, at <http://infotrac.galegroup.com/itweb/colu97977>. From home the access code is eagles.

The Research Process at CCHS

Students learn to form good questions and thesis statements, to search for information in a variety of sources, to compare and contrast sources, to think critically about information, to justify the use of information by citation, and to produce results that reflect careful, original thought about their questions and thesis statements. This process is repeated several times in high school to ensure that students can use this process in future research.

Step 1: Pre-search (Forming Good Questions)

1. Students generate a list of search terms (Keywords or phrases that have to do with the topic) that include synonyms, people, places, and broader or narrower terms.
2. Teachers model good research questions which can't be answered without original thought.
3. Students write 3-4 research questions, which the teacher approves.

Step 2: Planning

1. Teachers hand out rubrics and discuss expectations, learning goals, and strategies for achieving goals.
2. Strategies may include reflective journaling or checklists at stages of the research process, such as: How does the information you have located answer your research questions? If the information you have does not answer your research questions, what is your next step?

Step 3: Information Search

1. Students search online databases such as ProQuest and INSPIRE, online card catalog, and appropriate Internet sites.

2. Students browse reference section, almanacs and/or atlases, and use indexes and tables of contents in books.
3. Students may contact people (experts, surveys), agencies, organizations, or businesses to collect information.
4. Information search must include more than one format of information source.

Step 4: Information Selection

1. Students and teachers examine collected information for correct reading level, and up-to-date and reliable sources that relate to the thesis statement and/or questions.
2. Students may need to repeat Step 3, if collected information isn't appropriate.

Step 5: Interpret and Record Information

1. Students skim, view, or listen to information, and take notes as summaries, lists, or phrases (not whole sentences).
2. Students skim subtitles, topic sentences, illustrations, and sidebars and look for people, places, statistics, definitions, events, and controversial information.
3. Notes can be done in different colors of ink to signify direct quotes, ideas of others, and fresh thought.
4. Students highlight and write in margins of computer printouts.
5. Students look for interesting information that they didn't know before.
6. Students label notes to match topic and subtopics and sources.

Step 6: Evaluate Information

1. Students learn to differentiate between fact and opinion, recognize points of view and bias, and compare information from different sources.
2. Students evaluate whether notes answer questions and address main ideas and supporting details.

Step 7: Communicate the Information

1. Students organize notes, create an outline and bibliography, write a thesis statement and introduction, combine information from sources to create an original

product, and write conclusion.

2. Guidelines for citations and bibliography format are found in English textbooks and online at <http://www.dianahacker.com/resdoc/humanities/list.html> or <http://owl.english.purdue.edu/handouts/research;r-mla.html#Works-Cited>.
3. Students check conclusion(s) against introduction and revise and edit final product.
4. Students back up answers to their research questions or thesis statement by stating the reasons supporting the conclusion.
5. The final product may not include all information found or included on notes, but only crucial elements with supportive data.
6. Students turn in their Internet printouts with bibliography to guard against plagiarism.

Step 8: Evaluate the Research Process and Product

1. Teachers evaluate whether or not assignment requirements were met and research questions answered.
2. Teachers and students discuss what part of the research process could be improved.

GRADUATION REQUIREMENTS

**Class of 2019, please consult with your guidance counselor for specific diploma requirements.*

INDIANA CORE 40 DIPLOMA¹

English	8 credits
Math (Algebra I, Algebra II, Geometry) ²	6/8 credits
Science (Biology, Chem/ICP/Physics & Science)	6 credits
Health	1 credit or 3 credits in FACS courses

Combination of Foreign Lang/Computers/Arts	5 credits
W. Hist or Geo/Hist of World	2 credits (must be in same curriculum)
Economics	1 credit
US History	2 credits
US Government	1 credit
Physical Education	2 credits
Computer Applications I	1 credit
Career Exploration	1 credit
Personal Finance	1 credit
Electives	4+ credits
TOTAL	40 credits

¹ Students must have a total academic GPA of 2.00 to receive CORE 40 Diploma

In addition, students are encouraged to complete CORE 40 with Academic Honors or CORE 40 with Technical Honors. Additional requirements are listed below.

² Effective beginning with the class of 2016, students must take a math or quantitative reasoning course each year in high school

CORE 40 W/ACADEMIC HONORS

- 47 credits total
- Complete 2 additional math credits (either Pre-Calc or Prob/Stats & Discrete Math) Effective beginning with the class of 2016; students must take a math or quantitative reasoning course each year in high school
- Complete 6-8 world language credits (3 years of 1 language or 2 years of each of 2 different languages)

- Complete 2 fine arts credits
- Earn grades of a "C-" or higher in all classes required for the Academic Honors Diploma.
- Earn an overall GPA of 3.00
- Complete **one** of the following:
 - Two Advanced Placement courses and corresponding AP exams
 - Academic dual high school/college courses resulting in 6 college credits (usually 2 classes)
 - One AP course and corresponding AP exam and dual high school/college courses resulting in 3 college credits
 - A score of 1200 or higher combined SAT math & verbal (Note: Does not include your written score)
 - A score of 26 composite on the ACT

CORE 40 W/TECHNICAL HONORS

- 47 credits total
- Complete 2 additional Math credits (either Pre-Calc or Prob/Stats & Discrete Math) Effective beginning with the class of 2016; students must take a math or quantitative reasoning course each year in high school
- Complete 6-8 World Language credits (3 years of 1 language or 2 years of each of 2 different languages)
- Earn grades of a "C-" or higher in all classes required for the Academic Honors Diploma.
- Earn an overall GPA of 3.00
- Complete a career-technical program resulting in 8-10 credits
- Complete Work Keys Assessment
- Earn a state-recognized certification or certificate of technical achievement in a career technical program (140 hours)

- Professional Career Internship/ICE Program

***If a student cannot complete the requirements for a Core 40 diploma, a meeting will be held with the student and their parent(s). Upon approval, they may then complete the following credits to earn a regular high school diploma.

STUDENT SERVICES

Counselors engage in personal (individual and group) counseling, academic counseling, course selection, career counseling, testing and test interpretation, and maintenance of each student's academic record. Counselors meet with each student individually to choose courses for the next year's schedule. Group counseling is available to students who are interested in participation. To see a counselor, please set up an appointment with the Main Office Secretary.

GRADING SCALE

A	100-94	A-	93-90	B+	89-88
B	87-84	B-	83-80	C+	79-78
C	77-74	C-	73-70	D+	69-68
D	67-64	D-	63-60	F	59-0

Two-week progress reports will be generated by teachers to report student progress in each classroom. Grades will also be checked during FMP and SOAR. For semester 1 any student receiving a grade of "I" (Incomplete) will have 2 weeks to complete the required course work with teacher arrangement. At the end of two weeks, the "I" will become an "F" if the work is not completed. At the end of semester 2, an "I" grade will become an "F" if it has not been changed by the teacher after five (5) days.

ACADEMIC AWARDS

- Students who achieve top academic honors at CCHS can apply to receive academic patches.
- Students must keep track of their GPA, meet "qualifying year" requirements, and complete an application with attached documentation of grades from Student Services.

- Once approved, a student will be rewarded with the appropriate patch. See Media Center to purchase appropriate award.
- The first time a student accomplishes this task, he/she receives the first award, and then works his/her way up to the chevrons. The most a student can achieve is numerals, "C", and two chevrons.

Qualifying Years

Freshmen Year – Academic Numerals

- First semester of Freshman year

Sophomore Year – Academic Letter

- 2nd semester Freshman year plus first semester of Sophomore year

Junior Year – Chevron

- 2nd semester Sophomore year plus first semester of Junior year

Senior Year – Chevron

- 2nd semester Junior year plus first semester of Senior year

HONOR ROLL

Each semester a **Distinguished Honor Roll** and an **Honorable Mention Honor Roll** are generated. Criteria for inclusion on the Distinguished Honor Roll requires a GPA of at least 3.75, no grade below an A-, and a minimum of 4.25 credits completed for the semester. The Honorable Mention Honor Roll criteria are a GPA of at least 3.00, no grade lower than a B-, and a minimum of 4.25 credits completed that semester.

CLASS RANK

At the end of each semester through semester 7 (seven) students will be ranked scholastically. The final average will be used in all academic subjects in which units of

credits are given to calculate an average to determine a student's class rank. The ranking will always be determined by the hundredths place, not rounded. This ranking is requested by colleges, is used to determine the eligibility for membership in the National Honor Society, and is used for certain senior honors. Ties may occur when more than one (1) student has the exact same GPA to the hundredths place, not rounded. In the event of a tie(s), the next ranked student is the actual number of students ahead of the tie. There will always be a Top Ten list of students. The top ranked student will serve as class valedictorian. The student ranked second will serve as salutatorian. The top 10 ranked seniors will be honored with a special medal. A special award will also be given to the top ranked 10% of the class.

COURSE REQUIREMENTS

Students carefully made course requests for the 2018-2019 school year and are expected to honor these. If a change is required due to an unmet course prerequisite or a career goal change, that request must be submitted in writing to the Guidance Counselor within one week of receiving your 2018-2019 schedule. Requests will be granted upon available classroom space without creating conflicts within the schedule. The Administrative Team holds all rights to alter schedules due to teacher hiring, balancing of courses, and master schedule changes/offering.

DROPPING/ADDING A COURSE

If a course change is required during the school year due to an unmet course prerequisite or a career goal change, a drop/add form must be obtained from the Main Office, completed and returned to the Guidance Counselor during a scheduled appointment. The option of dropping/adding a course will be option only during the first week of the semester. A mark of WF (withdraw failing) will be issued after the first week of the semester. The W (withdrawal) and WF will become a part of a student's grade history and the mark of "W" and/or "WF" will impact the student's GPA (Grade Point Average). The student will be assigned to the ISS Room for the remainder of the semester.

RETAKE A COURSE

A student may retake a course for the purpose of improving the grade to meet Academic Honors or Technical Honors Diploma requirements or meeting a course prerequisite, or improving individual GPA. All grades will be recorded in the student's course history and appear on the student's transcript. The highest grade will count towards GPA.

COLLEGE COURSES

School Based Dual Credit: Courses offered at CCHS, taught by CCHS approved teacher, student earns College Credit and CCHS Credit (Additional College Course Fees Apply, parent/student accepts all fee responsibility) CCHS courses are identified with (**Dual Credit option) in the course description guide for which course qualify.

Off-Site Dual Credit: Student travels to college of choice and completes course requirements at designated college. It is the student's responsibility to submit a midterm and final grade report/transcript/grade card from the accredited higher educational institution within a two-week deadline from when the CCHS semester grading period ends. Failure to do so will result in issuing of an "F" grade for the CCHS course. (Additional College Course Fees Apply, parent/student accepts all fee responsibility)

Juniors and seniors in good academic standing may make application to enroll in college courses at an area college. The college credits a student earns can be recorded as part of the high school grade history and awarded as elective credits. Grades must be turned into the Guidance Counselor within 2 weeks of completion of the college term. If grades are not turned in to the Guidance Counselor, grade of "F" will be placed on the transcript. Each college class taken will be equivalent to one high school credit, per Guidance Department review. College credits may not be substituted for required Columbia City High School subjects specific to graduation requirements. The higher educational course will be included into the student's grade point average and appear on the student's high school transcript. It is the parent's/student's responsibility to submit college transcript to designated colleges when applying to transfer college credit. It is the parent's/student's responsibility to determine where the student chooses to attend college, will the credits be accepted and transfer, and if the credits are accepted will they count as elective credit or an actual "English or Math" credit. These questions can be answered by contacting the college/university where the student intends to enroll.

FIELD TRIPS

Students are permitted to participate in field trips under the following stipulations:

1. With parental/guardian permission.

There are **NO EXCEPTIONS** to the above stipulation.

EARLY GRADUATION

Students of Columbia City High School may graduate early per Indiana Department of Education policy and Indiana Code (law) with an approved educational plan after completing 7 semesters. Students must make arrangements with the school counseling department for this process. A student graduating early forfeits CCHS class rank

and grade point average. The student's assigned school counselor will work with the student and parent to ensure the completion of early graduation requirements and complete the early graduation form. School Counselors will perform a senior credit check. This entails checking to ensure the student meets CCHS state and local graduation credit requirements, arranging the student's schedule to make sure academic courses are completed prior to leaving CCHS, and determining if the student has successfully passed the Graduation Qualifying Exams (End of Course Assessments). We will work with the student to assist in developing a plan for the student's future. Early Graduates who wish to attend prom must come as an invited guest of a current CCHS student. Early Graduates may still participate in the graduation ceremony. It is the student's/parent's responsibility to have cap, gown, and be present at the dress rehearsal for the ceremony.

FOREIGN EXCHANGE STUDENTS

State documents advise that there is only one program in which foreign exchange students may participate in order to attend Indiana schools, without providing transfer tuition. This program is designated by the US Information Agency (USIA) which issues certificates of eligibility (IAP-66) needed to secure a J-1 visa and admission to the United States. This is a non-immigrant visa category intended for use by the US government and private, nonprofit organizations to promote education and cultural exchange.

- The student exchange program must be approved by the Indiana State Board of Education.
- Foreign exchange students must apply for enrollment by May 1st. An agency must secure prior written acceptance from the school principal for the enrollment.
- Foreign exchange students accepted to CCHS should be fluent in English. Prior to acceptance/enrollment, the foreign exchange student must meet with the Foreign Exchange Liaison to assess his or her English language level.
- Students must be at least 15 years of age but not more than 18 years at the time of initial school enrollment.
- Columbia City High School does not grant academic credit to foreign exchange students and thus does not issue a state certified diploma. However, when age appropriate, if the student completes the full year at CCHS, they are issued an honorary diploma, and invited to participate in the commencement exercises at the conclusion of the school year.
- In order to enroll at CCHS, a foreign exchange student must meet the WCCS residency requirements.

GRADUATION CEREMONY

All Columbia City High School students must meet all state and local requirements to participate in the graduation ceremony. Requests for permission to graduate before completing 8 semesters must be submitted in writing to the Guidance Counselor. All requests for early graduation will be handled on an individual basis.

HABITUAL TRUANCIES & DRIVER'S LICENSE

IC 9-24-2-1 requires that the Columbia City High School Administrative Staff report to the Bureau of Motor Vehicles disciplinary actions concerning students who are between the ages of 13 and 17 and:

1. Is a habitual truant under IC 20-33-2-11;
2. Have received a second suspension in any one school year;
3. Have been expelled or excluded from school due to misconduct;
4. Have been expelled from school because of being a habitual truant.

According to Indiana law, the Bureau of Motor Vehicles will invalidate the driver's license of any student under the age of 18, for expulsion, exclusion, or for a second suspension, which includes In School Suspension.

HEALTH INFORMATION

Students and their parents/guardians are required to complete health forms on a yearly basis. Any use of inhalers, Epi-pens, over-the-counter medications, and/or prescriptions requires parent permission documented on an annual basis. Any student having allergies to food or medications must complete the necessary paperwork.

In the event of a sick or injured student, the school has the responsibility to administer any first aid that appears to be immediately necessary. The school also reserves the right to summon an EMS for a sick or injured student if it is felt that it is in the best interest of the student who is sick or injured. If a student becomes ill at school, he/she is to report to the Nurse's Office (or otherwise designated area). **NO STUDENT IS PERMITTED TO LEAVE WITHOUT SIGNING OUT AT THE NURSE'S OFFICE OR THE ATTENDANCE OFFICE. Parent contact will be made at that time from the Nurse's Office or Attendance Office only.**

Options for students that become ill at school: Main Office/Nurse/Attendance Office calls parent/guardian for permission for the student to go home or the student returns

to class.

All medications (prescription and over-the-counter) to be administered to students during the school year are to be brought to the nurse's office and will be stored there until dispensed by the school nurse. A Student Medication Form signed by the parent/guardian is required to be on file in the nurse's office for each medication. The school asks that the parent or guardian, rather than the student, bring any prescription medication to the nurse's office. If this is not possible, contact the nurse at 244-6136, ext 3215 to make alternate arrangements.

IMMUNIZATIONS

Any student attending CCHS must have the following immunizations completed:

IMMUNIZATION	DOSE
Hep B	3
DTaP	5
Polio	4
Hep A	2
MenB	1
MMR	2

IMMUNIZATION	DOSE
Varicella	2
Tdap	1
MCV4	2

JUNIOR-SENIOR PROM

The prom at Columbia City High School is a Junior-Senior prom. The minimum grade level for all students and guests is the 11th grade. The maximum age limit for a guest is 20 years of age. Juniors and seniors will be allowed to bring dates from outside the school only after they have filled out the proper paperwork. Tickets may not be purchased until all paperwork has been processed and approved through the Assistant Principal's office.

LOCKERS

Each student will be assigned a locker. If the lock on the locker does not function properly, please report it to the Main Office. It is the student's responsibility to make sure that the locker is safely locked at all times. Students are not to share lockers with other students.

The school is not responsible for lost or stolen money or valuables from a person or locker. However, if a student brings a large amount of money or other valuable items to school, such items may be left in the Main Office for security. If a locker is broken into, it should be reported to the Main Office immediately.

Lockers are the property of the school and may be searched at any time a school official deems it necessary and has reasonable suspicion.

LUNCH HOUR PROCEDURES

Columbia City High School has a closed lunch period. During lunch period students must report to the lunchroom during their regularly scheduled lunch period. All food is to be eaten in the cafeteria area during the lunch period.

SCHOOL DELAYS AND CLOSINGS

School delays and closings will be announced on WOWO 1190 AM, WMEE 97.3 FM, WAJI 95.1 FM, WBTU 93.3 FM, WLZO 101.1 FM, WQHK 105.1 FM, WBCL 90.3 FM, AND WJHS 91.5 FM radio stations, and on TV stations: 15, 21, 33, and 55 on days of inclement weather. You may also call the high school at 260-244-6136 to hear the latest update posted on the Main Office voice mail on delays and cancellations. This information may also be found on the School Corporation's Web Site at www.wccsonline.com

PHYSICAL EDUCATION SHIRTS

All students are required to purchase a Columbia City High School Physical Education shirt to wear during PE classes. The students' first and last names are to be written legibly in the front name block. The students may not deface the shirts in any way including, but not limited to, tearing, writing on, or ripping. Students may wear their own shorts/pants during class.

SCHOOL VISITORS

Parents, guardians, and school patrons are welcome to visit. The building administrative team is responsible for all persons in the school building and on school grounds. All visitors are expected to gain entrance through the **Main Entrance Security Check**. After permission to enter is granted, all visitors must sign in at the Main Office and obtain a visitor's pass to be worn for the duration of the visit.

TELEPHONES

The telephones in the school office areas are for school business only. Only urgent phone calls from parents/guardians will be accepted in the office. Students will be called

to the Attendance Office from class only in the case of an emergency.

WITHDRAWAL FROM SCHOOL PROCEDURES

The guidelines below will be followed in all cases when a student withdraws from this high school (IC 20-33-2-28.5).

1. No student under 18 years of age will be allowed to withdraw from school unless consent to do so is obtained from the parent/guardian.
2. No student may withdraw from school while involved in the legal due process system or subject to the system.
3. The withdrawing student must follow the specific procedures set up by the Administration.
4. Students must meet all financial responsibilities to the school before any grades or transcripts will be sent to another school.
5. At the exit interview with the Principal a hearing will be held to determine if the reason for the withdrawal is financial hardship. (IC 9-24-2-1)

WORK PERMITS

Any student under 18 years of age, who is employed, must secure a work permit. Work permits may be obtained from the School-to-Work Secretary during regular school hours. A work permit is an earned privilege (IC 20-33-3-20). Students who have failing grades or poor attendance may be subject to a review after each grading period to determine if their work permit will be continued.

EXTRA-CURRICULAR AND CO-CURRICULAR PARTICIPATION

Columbia City High School provides many extra-curricular and co-curricular activities and competitions that provide student growth and development beyond the classroom level. CCHS will offer students an opportunity to participate and compete in an environment that supports the highest levels of commitment, personal growth, respect, enthusiasm, and excellence.

PHILOSOPHY

Participation in extra-curricular and co-curricular activities is a privilege, which carries with it varying degrees of responsibility and sacrifice on the part of the participating

student. Students are expected to conduct themselves in a manner that is becoming to their team, club, families, themselves, Columbia City High School and Whitley County Consolidated Schools.

CODE OF CONDUCT (SCHOOL BOARD POLICY 5600-STUDENT DISCIPLINE)

Academic Coaches and Club Sponsors are required to discuss all rules with their teams or clubs at the initial meetings.

Members of clubs and academic competition groups are expected to follow all rules and regulations established by School Board Policy, Student Handbook, and individual group policies or bylaws. Groups included in this code, but not limited to, are the Bands, Show Choirs, Dance Team, Speech & Debate Teams, Drama, Academic Teams, FFA, FCCLA, BPA and any other clubs engaging in performance or competition. Elected or selected leaders of clubs are subject to the code of conduct.

Consequences for violations will follow the established athletic, academic, attendance, suspension, citizenship & substance abuse policies. Individual clubs and activities may adapt guidelines to that group's unique structure or circumstances providing the adaptations do not violate the philosophy of the policy. Specific clubs, academic teams, or competition groups may establish a separate code of conduct with procedures and consequences in conjunction with the Principal or designated Activities Director.

Any group that provides an adapted code of conduct must discuss the rules with the members of the group and have the written code on file with the Principal or designated Activities Director. Final determination of consequences will be determined by the sponsor or coach in conjunction with the Principal or designated Activities Director.

ATHLETICS

MISSION STATEMENT:

The Columbia City High School Athletic Department mission is to provide our students/athletes an athletic program that reflects the overall mission of the school. This includes a commitment to participate in IHSAA interscholastic sports. CCHS will offer students/athletes an opportunity to compete in an environment that supports the highest levels of commitment, personal growth, respect, enthusiasm and excellence in both academics and athletics. The commitment to academics and athletics is supported by the Athletic Department's belief that athletic competition teaches the participants physical and mental skills valuable in our society.

PHILOSOPHY

Participation in interscholastic athletics is a privilege, which carries with it varying degrees of responsibility and sacrifice on the part of the athlete. Realizing that all athletes

(including managers, trainers, cheerleaders, mascots, and statisticians) represent their school and the entire student body, it is the athlete's duty to conduct himself/herself in a manner that is becoming to their team, themselves, Columbia City High School and Whitley County Consolidated Schools. Athletics provide experiences that help an athlete develop physically, mentally, socially, and emotionally. Coaches will support all other coaches, teams, and athletes, and encourage all athletes to become involved in as many sports as they desire.

CONCUSSION INFORMATION (IC 20-34-7)

Indiana law requires student athletes and parents must be given an information sheet, and both must sign and return a form acknowledging receipt of the information to the student athlete's coach. The law further stipulates that a high school athlete who is suspected of sustaining a concussion or head injury in a practice or game, shall be removed from play at the time of injury and may not return to play until the student athlete has received written clearance from a licensed health care provider trained in the evaluation and management of concussions and head injuries.

ATTENTION ATHLETE:

Your school is a member of the IHSAA and follows established rules. To be eligible to represent your school in interscholastic athletics, you:

1. Must be a regular bona fide student in good standing in the school you represent; must have enrolled not later than the fifteenth day of the current semester.
2. Must have completed 10 separate days of organized practice in said sport under the direct supervision of the high school coaching staff preceding date of participation in interschool contests. (Excluding Girls Golf—See Rule 101).
3. To be eligible scholastically, students must have received passing grades and earned credit at the end of their last Grading Period in School in at least Seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take and must be currently Enrolled in at least Seventy percent (70%) of the maximum number of full credit subjects (or the equivalent) that a student can take. At CCHS that means a student must be enrolled in at least 5 of the 7 courses they are eligible to take. Students must earn passing grades in all of those courses if they are only taking 5.
4. Must not have reached your twentieth birthday prior to or on the scheduled date of the IHSAA State Finals in a sport.

5. Must have been enrolled in your present high school last semester or at a junior high/middle school from which your high school receives its students
...unless you are entering the ninth grade for the first time
...unless you are transferring from a school district or territory with a corresponding bona fide move on the part of your parents
...unless you are a ward of the court; you are an orphan, you reside with a parent, your former school closed, your former school is not accredited by the state accrediting agency in the state where the school is located, your transfer was pursuant to school board mandate, you attended in error a wrong school, you're transferred from a correctional school, you are emancipated, you are a foreign exchange student under an approved CSIET program. You must have been eligible from the school from which you transferred.
6. Must not have been enrolled in more than four consecutive years beginning with grade 9.
7. Must be an amateur (having not participated under an assumed name, have not accepted money or merchandise directly or indirectly for athletic participation, have not accepted awards, gifts, or honors from colleges or their alumni, have not signed a professional contract).
8. Must have had a physical examination between April 1 and your first practice and filed with your Athletic Director your completed Consent and Release Certificate.
9. Must not have transferred from one school to another for athletic reasons as a result of undue influence or persuasion by any person or group.
10. Must not have received in recognition of your athletic ability, any award not approved by your principal or the IHSAA.
11. Must not accept awards in the form of merchandise, meals, cash, etc.
12. Must not participate in an athletic contest during the IHSAA authorized contest season for that sport as an individual or on any team other than your school team. (See Rule 15-1a)(Exception for outstanding student-athlete—Rule 15-1b).
13. Must not reflect discredit upon your school nor create a disruptive influence on the discipline, good order, moral or educational environment in your school.
14. Must not, if you have remaining eligibility, participate in tryouts or demonstrations of athletic ability in that sport as a prospective post-secondary school student-athlete.
15. Must not participate with a student enrolled below grade 9.

16. Must, if absent five or more days due to illness or injury, present to your Athletic Director a written verification from a physician licensed to practice medicine, stating you may participate again (See Rule 3-11 and 9-14).
17. Must not participate in camps, clinics, or schools during the IHSAA authorized contest session. Consult your high school Athletic Director for regulations regarding out-of-season and summer.
18. May not, if female, be permitted to participate in an IHSAA tournament program for boys where there is an IHSAA tournament program for girls in that sport in which they can qualify as a girl's tournament entrant.

This is only a summary of the rules. Contact your school officials for further information and before participating outside of your school.

ACADEMIC REQUIREMENTS

TO BE ELIGIBLE SCHOLASTICALLY, STUDENTS MUST HAVE RECEIVED PASSING GRADES AT THE END OF THEIR LAST GRADING PERIOD IN SCHOOL IN AT LEAST FIVE (5) FULL CREDIT SUBJECTS OR THE EQUIVALENT AND MUST BE CURRENTLY ENROLLED IN AT LEAST FIVE (5) FULL CREDIT SUBJECTS OR THE EQUIVALENT.

SEMESTER GRADES TAKE PRECEDENCE.

GENERAL RULES

Attendance:

Student-athletes are expected to make school attendance a priority. This includes attendance both the day of and the day after athletic contests. Student-athletes and student staff are expected to be in attendance at school on time the day following any and all evening activities. All efforts are made to avoid late activities on school nights, but sometimes they are

necessary. Students must be in attendance at school during the last 4 periods of the day to be eligible for extracurricular activities that day. Exceptions would be pre-arranged absence and school related functions.

School Suspension:

An athlete suspended from school will be ineligible to attend any practice or contest during the term of the suspension.

Citizenship:

Local, state, and federal laws, IHSAA rules and regulations, the Columbia City High School Athletic Code of Conduct and the Columbia City High School Student handbook will govern an athlete.

Practice Regulations:

Athletes are expected to punctually attend all practices. Illness or other extreme emergencies are the only valid reasons for missing practices. The athlete or parent/guardian should always inform the coach when he/she will be missing from a scheduled practice/contest. Each coach will set the practice/contest attendance policy for his/her sport.

Establishing Team Rosters:

Coaches are hired for their knowledge and expertise in their particular sport. It is within the coach's discretion to decide who will be the members of a particular team or squad. It may be necessary to release athletes after conducting tryouts for a particular team. It is noted that there is no final dismissal time and that team members may be released from a team anytime during the season.

Dropping a Sport:

Athletes quitting a team will forfeit all athletic awards earned in that sport for that season. In addition, they shall not be permitted to participate in another sport until the season of the sport they dropped is completed. The only exception is by mutual consent and agreement of both coaches involved.

Equipment:

All athletic equipment must be turned in to the Athletic Department promptly when called for and missing items must be paid for. Athletic awards may be withheld if equipment is not returned or if restitution is not made for missing equipment.

Travel:

All athletes will travel to and from events with the team in transportation provided by the corporation. Only under special circumstances will athletes be allowed to not travel with the team and these **must be approved by the Athletic Director 24 hours in advance, and will consist of traveling with his/her parents/guardians. Special circumstances involving convenience or student jobs will not be considered.**

Insurance:

Columbia City High School administrators, coaches and trainers are safety conscious and are trained to instruct athletes in the safe and proper techniques of their individual sport(s). Due to the nature of athletic activity, however, injury may occur. While the school provides the opportunity for such participation, the parent retains the right of denial of such participation

and must carry the responsibility for providing medical care and insurance for their son or daughter. Parents are required to have an insurance policy to cover athletic injuries and cost of treatment. Contact the Main Office for information about insurance plans which can be purchased by parents through the school to cover their student-athlete. In recent years, the IHSAA has also carried catastrophic insurance to cover major injuries incurred during participation in approved IHSAA sports programs. More information about the IHSAA plan is available upon request in the Athletic Office. **IT SHOULD BE NOTED THAT NEITHER THE IHSAA NOR COLUMBIA CITY HIGH SCHOOL CARRY ANY KIND OF FIRST DOLLAR MEDICAL INSURANCE FOR ATHLETIC INJURIES.**

IHSAA BY-LAWS: RULE 8, SECTION 1

Columbia City High School is fully committed to abiding by all rules and regulations of the Indiana High School Athletic Association with particular emphasis on rule 8, Section 1: "Contestants' conduct, in and out of school, shall be such as not (1) to create a disruptive influence on the discipline, good order, moral or educational environment in the school. It is recognized that Principals, by the administrative authority vested in them by their school corporation, may exclude such contestants from representing their school."

SECTION 1: ATHLETIC TRAINING RULES INFRACTIONS/ENFORCEMENT

Coaches are required to discuss all athletic training rules with their teams at preseason meetings.

The use of tobacco, alcohol (including non-alcoholic beers) and other non-prescription drugs is detrimental to an athlete's health and athletic performance. Columbia City High School supports the principle that all of its athletes must set examples of behavior over and above the rest of the student body. Athletes are required to abide by the following training rules for the full calendar year (abstinence being a vigilant twelve-month responsibility):

- A. **TOBACCO:** Athletes shall not be in possession of or use any tobacco or electronic cigarette products.
- B. **ALCOHOL:** Athletes shall not be in the possession of, consume, or be under the influence of any alcoholic beverage (including non-alcoholic beer).
- C. **CONTROLLED SUBSTANCE:** Athletes shall not be in the possession of, use, or be under the influence of any controlled substance, which includes, but is not limited to, a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, or anabolic steroid.

FIRST OFFENSE: An athlete found in violation of the above will be suspended from athletic participation for one-third (1/3) of his/her present contest season or the season in which he/she would have normally participated. The athlete will also forfeit all awards for the season(s) they are suspended. During this suspension the athlete may be required to undergo a self-assessment to determine if the athlete needs help, at his/her parent or guardian's expense. If the self-assessment determines the athlete needs help, the athlete must enter, satisfactorily progress in, and comply with all requirements of a self-help program of tobacco, alcohol and/or drug counseling. The program entered must be on the list of approved programs available in the high school principal's office or the alcohol and drug coordinator's office. Expenses for the program are the responsibility of the athlete or his/her parent(s) or guardian(s). While attending and being in good standing in an approved self-help program, an athlete may participate in athletics, once the 1/3 of the season suspension has been fulfilled.

If all obligations of the self-help program are not timely met, the athlete will be considered in violation of this clause and will be suspended immediately from participation in athletics for the remainder of a 365-day suspension. If the athlete refuses to undergo a self-assessment, the athlete will be suspended for the remainder of a 365-day suspension.

SECOND OFFENSE: Athletes found to be in violation of Subsections A, B, and/or C for the second time shall be suspended from athletic participation for one year (365 days). During this one-year suspension, the athlete will enter, satisfactorily progress, and comply with all requirements of a self-help program of tobacco, alcohol and/or drug counseling. The program entered must be on the list of approved programs available in the high school principal's or the alcohol and drug coordinator's office. Expenses for the program are the responsibility of the athlete or his/her parent(s) or guardian(s). During this one-year suspension the athlete may continue to practice and travel with the team(s), but will not be on any roster, will not dress in any uniform, will not play in any contest, and will not earn any awards.

THIRD OFFENSE: Athletes found to be in violation of subsections A, B, and/or C for the third time shall be suspended from athletic participation for the remainder of their high school career.

- D. **CLOSE PROXIMITY:** An athlete shall not be in attendance at functions where alcoholic beverages and/or controlled substances are served or consumed in violation

of the law. (This does not mean that athletes cannot attend religious functions, wedding receptions, or family gatherings. Athletes can attend, they just **may not consume or possess**. Any questions should be directed to the Coach or Athletic Director.)

ENFORCEMENT: An athlete in violation of subsection D for the first time may be suspended from athletic participation for up to one-third (1/3) of his/her contest season or the season in which he/she would have normally participated.

SECOND OFFENSE: Athletes found in violation of subsection D for the second time shall be suspended from athletic participation for one year (365 days). During this one-year suspension the athlete may continue to practice and travel with the team(s), but will not be on any roster, will not dress in any uniform, will not play in any contest, and will not earn any awards.

THIRD OFFENSE: Athletes found to be in violation of subsection D for the third time shall be suspended from athletic participation for the remainder of their high school career.

E. ONE-TIME OPTION: An athlete admitting to being in violation of subsections A, B, or C **prior to being caught or investigated**, may elect to have his/her punishment reduced by entering, satisfactorily progressing in, and complying with all requirements of a self-help program of tobacco, alcohol, and/or drug counseling. The program entered must be on the list of approved programs available in the high school principal's office or the alcohol and drug coordinator's office. Expenses for the program are the responsibility of the athlete or his/her parent(s) or guardian(s). While attending and being in good standing in an approved self-help program, an athlete may participate in athletics, once the 1/3 of the season suspension has been fulfilled. If all obligations of the self-help program are not timely met, the athlete will be considered in violation of this clause and will be suspended immediately from participation in athletics for the remainder of a 365-day suspension.

This option will only apply to the first offense of subsections A, B, or C and can only be used by the athlete one (1) time during his/her career at Columbia City High School. It is also understood that any future violations of subsections A, B, or C will be considered a second offense with the appropriate penalties enforced.

F. ACTS OF DELINQUENCY: An athlete shall not commit a delinquent act. A delinquent act includes, but is not limited to, theft, vandalism, harassment or any other conduct that is not in accord with acceptable behavior of the law.

ENFORCEMENT: Punishment of an athlete who commits a delinquent act may vary depending on: (1) the degree and extent of involvement of the athlete, (2) the severity and type of damage to, or value of, the property involved; and (3) the athlete's conduct.

The athlete's head coach and the Athletic Director shall determine the appropriate punishment for the athlete who commits a delinquent act.

- G. **PUNISHMENT NOT EXCLUSIVE:** Any suspension or punishment administered under this code shall be in addition to any suspension or punishment prescribed in the Columbia City High School Student Handbook.
- H. **SUSPENDED ATHLETE STATUS:** An athlete serving a suspension or any other disciplinary action under this remains and shall be treated as an athlete during his or her suspension or disciplinary action. His or her conduct shall continue to adhere to the terms of the code during that time.

SECTION 2: ONE-THIRD (1/3) OF A SEASON

To determine one-third (1/3) of a season, count each regularly scheduled contest, as defined by the IHSAA, ending with the first contest in the section (one day invitational tournaments will count as one contest); then compute 1/3 that number. The result will be the number of contests that the athlete must remain on suspension. The fractional portion will not count as a contest.

SECTION 3: TEAM RULES/GUIDELINES

A head coach may establish individual team rules and guidelines that apply to his/her particular team. These additional rules may be more stringent than what this policy calls for, providing they are reasonable and are not in conflict with school, athletic department or corporation policy. Athletes are required to observe these rules as well as those listed in this code.

SECTION 4: ATHLETES AND ATHLETICS

Athletics play an important role in the life of our students at Columbia City High School. Young people learn a great deal from their participation in interscholastic athletics. Lessons in teamwork, sacrifice and sportsmanship are an important part of each squad in our program. CCHS's primary objective is to provide wholesome opportunities for our athletes to learn these lessons. One's responsibilities as a Columbia City High School student/athlete are very demanding. The athlete must carry, with dignity and honor, the mantle of Columbia City High School Athletics; he/she has a responsibility to those that have gone before and those yet to come and should do nothing to tarnish the pride that is CCHS Athletics.

SECTION 5: NCAA CLEARINGHOUSE

The National Collegiate Athletic Association (NCAA), an organization founded in 1906 that has established rules of eligibility, recruiting, and financial aid, regulates many

college athletic programs. The NCAA has three membership divisions—Division I, Division II, and Division III. Institutions are members of one or another division according to the size and scope of their athletic programs and whether they provide athletic scholarships.

If a student is planning to enroll in college as a freshman and wishes to participate in Division I or Division II athletics, the NCAA initial-eligibility clearinghouse must certify him. The NCAA member institutions in January 1993 established the clearinghouse. The clearinghouse insures consistent application of NCAA initial-eligibility requirements for all prospective student athletes at all member institutions.

Most students start thinking seriously about college when they are juniors in high school. If the athlete wants to participate in Division I or II sports in college, the athlete should start the certification process after junior grades are posted on the high school transcript. Athletes should check with a counselor to be sure that they are taking a core curriculum that meets NCAA requirements; also, they must register to take the ACT or SAT as a junior. An athlete should submit his/her student release form to the clearinghouse early in the senior year or when the athlete definitely has decided to participate in athletics during the freshman year at a college/university.

The NCAA clearinghouse forms may be accessed via the Columbia City High School website under Guidance or Sports/Athletics.

SENIOR AWARDS

The following are awards and their criteria that can be earned or won by athletes at the conclusion of their senior year:

Senior Blankets

1. Be a participant as a senior in at least 1 or more sports
2. Earn at least 7 varsity letters in 2 or more sports
3. Be in good standing for all rules and regulations of CCHS

Tina Parker Honor Tray (female)

All paid coaches (varsity, reserve, & freshman), Athletic Director and Principal will vote, after reviewing the criteria listed below, to determine the winner of this award.

1. A graduating female senior

2. Varsity letters in 2 sports
3. Scholastic standing in her class
4. School attendance
5. Active participation in school activities
6. Good attitude toward school personnel and the demands of school life
7. In good standing for all rules and regulations of CCHS
8. The athlete cannot have been suspended during her senior year

Honor Blanket (male)

All paid coaches (varsity, reserve, & freshman), Athletic Director and Principal will vote, after reviewing the criteria listed below, to determine the winner of this award.

1. A graduating male senior
2. Varsity letters in 2 sports
3. Scholastic standing in his class
4. School attendance
5. Active participation in school activities
6. Good attitude toward school personnel and the demands of school life
7. In good standing for all rules and regulations of CCHS
8. The athlete cannot have been suspended during his senior year

INDOOR AIR QUALITY NOTIFICATION

PEST CONTROL AND USE OF PESTICIDE

The School Corporation is committed to providing a safe environment for students. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure.

In accordance with Indiana State Department of Health regulations, the Whitley County Consolidated Schools indoor air quality management plan is located at the Administration Building, 107 North Walnut Street, Columbia City, IN 46725.

All questions concerning indoor air quality in our buildings should be directed to the corporation IAQ Coordinator, Dan Rex, at 260-244-5771 ext. 1220.

Parents and staff members may register for prior notice of pesticide applications. Each school principal shall maintain a registry of persons requesting such notice. Prior to the application of pesticides within any building or on school grounds, the parents and staff members who have registered for prior notice shall receive a mailing or email to be received no later than two (2) school days prior to the application unless an emergency is declared.

When possible, pesticide applications will be done during non-instructional time or during vacation periods.

REQUEST FOR ADVANCE NOTICE OF PESTICIDE APPLICATION
Whitley County Consolidated Schools

Please Print

Name of Parent or Guardian: _____

Mailing Address: _____ Home Phone: (____) ____ - _____

Email Address: _____ Cell Phone: (____) ____ - _____

Name of Student: _____ Grade: _____ School: _____

Name of Student: _____ Grade: _____ School: _____

Name of Student: _____ Grade: _____ School: _____

Signature: _____ Date: _____

Requests must be renewed each school year

Whitley County Consolidated Schools Corporation is committed to equal opportunity and does not discriminate on the basis of age, race, color, creed, sex, handicapping conditions, or national origin including limited English proficiency, in any employment opportunity. No person is excluded from participation in, denied the benefits of, or otherwise subjected to unlawful discrimination on such basis under any educational program or student activity. For further information, clarification, or complaint (grievance) procedures, please contact the Superintendent's office (260-244-5771) or the following:

Dr. Patricia O'Connor, Superintendent

A.D.A. Coordinator (American with Disabilities)

Section 504 Coordinator

Title IX Coordinator (gender discrimination)

Title VI Coordinator (race, color, creed, national origin)

Whitley County Consolidated Schools

107 N. Walnut Street

Columbia City, Indiana 46725

1-260-244-5771

occonnorpc@wccsonline.com