



2023/2024

STUDENT HANDBOOK



WHITEWATER
CAREER CENTER

Where opportunities flow

Centerville Senior High School • Connersville High School • Franklin County High School
Lincoln High School • Rushville Consolidated High School • Union County High School



www.WhitewaterCareerCenter.org

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ABOUT WHITEWATER CAREER CENTER

Mission

Whitewater Career Center empowers students to explore career options, develop valued skills, and pursue opportunities that lead to career success.

Participating Schools

- Centerville Senior High School
- Connersville High School
- Franklin County High School
- Lincoln High School
- Rushville Consolidated High School
- Union County High School

Governing Board

Whitewater Career Center (WCC) is governed by a board consisting of the Superintendent of each participating school corporation. The Governing Board meets 6 times per year. The board approves staffing, the annual operating budget, curriculum offerings, and participation fees.

Staff

| | |
|---------------|--|
| Steven Dungan | Director of Career and Technical Education |
| Soni Jones | Assistant Director of Student Services |
| Matt Davis | Student Accountability & Data Coordinator |
| Brenda Dillon | Executive Secretary |
| Sherry Jones | Bookkeeper |

Contact Information

1300 Spartan Drive
Connersville, IN 47331
(765) 825-0521
(765) 827-0836 fax

*All teachers and staff can be reached at the WCC phone number.
Individual email addresses are listed below.*

CAREER PROGRAMS & FACULTY

WCC is open to junior or senior students from the participating high schools. Programs take two years to complete. See your high school counselor or contact WCC for more information.

Programs Offered

- Automotive Collision Technology
- Automotive Technology
- Construction Technology
- Cosmetology
- Criminal Justice
- Culinary Arts
- Diesel Technology
- Education Careers
- Electricity
- Graphic Design
- Health Science I
- Health Science II
- Precision Machine Technology
- Welding Technology
- Work Based Learning

Instructors

Clint Selby
Brad Bever
Michael Davis
Dora Jones
Jason Cloyd
Kristin Davis
Jarrod Hokey
Rachael Hartsock
Scott Sargent
Kyle Pryor
Jayma Bauer
Nancy Redd
Rick Bever
Phil Bedel
Beth Shank-Fodrea

Email Addresses

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sargent@fayette.k12.in.us
kpryor@fayette.k12.in.us
jbauer@fayette.k12.in.us
nredd@fayette.k12.in.us
rbeever@fayette.k12.in.us
pbedel@fayette.k12.in.us
bshank@fayette.k12.in.us

Instructional Assistants provide faculty support and supplemental instruction across the career programs.

- | | |
|------------------|--|
| ▪ Ricci Allen | Diesel & Welding Instructional Assistant |
| ▪ Sarah Lakes | Automotive Department Instructional Assistant |
| ▪ Katherine King | Culinary Arts & Health Science Instructional Assistant |
| ▪ Jami Venable | Cosmetology Instructional Assistant |

Location

All programs are located on the Whitewater Career Center campus at 1300 Spartan Drive, Connersville, Indiana. The campus is behind Connersville High School.

STUDENT SCHEDULES

Class Sessions

Students are assigned to the morning session or the afternoon session at WCC. The home school counselors and WCC staff work together to choose the session for each individual student. The session chosen for each student depends on the other courses needed at their home high school.

School Calendar

WCC follows the Fayette County School Corporation calendar. Classes begin on the first day Fayette County Schools are in session.* All vacations and holidays also follow the Fayette County Schools calendar. Because students attend WCC from other school corporations, scheduling differences may occur. Students will be expected to attend each day their career program is in session if sending school transportation is provided. The WCC calendar is available on the website at WhitewaterCareerCenter.org.

Weather Delays

WCC follows the Fayette County School Corporation delay and closings schedule. Sending schools will make decisions regarding delay schedules and student attendance. Connersville High School AM students are required to attend on delay days.

E-Learning

When Fayette County School Corporation has e-learning days, WCC students will transition to e-learning. Students should go to their Google Classroom for instructions and assignments posted by their teacher. Any assignments will be due when students return to school. Teachers may make arrangements for IEP accommodations and connectivity issues.

* *The WCC Cosmetology program has an extended summer calendar to allow students to accumulate the required lab hours for Indiana licensure. At the end of the school year, incoming and returning Cosmetology students will attend summer school to accumulate additional lab hours. Contact the WCC office for more information on specific days.*

PARENT COMMUNICATION

Communication is one of the most important keys to student success. This includes on-going communication between teachers, counselors, administrators, students, and parents. Many research studies have found parental participation in a child's education to be essential for effective teaching and learning. Educators recognize parental involvement in school activities and in the student's schoolwork as integral to successful student academic performance. Staff encourages you to contact us at any time with issues regarding your student and classroom performance. Student success is our goal, and we will work with you to ensure your student has a positive learning experience. Contact your student's teacher or the administration at **(765) 825-0521**. The best time to contact a teacher is during prep time before school 7:35-8:05 a.m. or prep time after school 2:45-3:15 p.m. Teacher email addresses are listed on page 2 and on the WCC website at WhitewaterCareerCenter.org.

School Messenger

School Messenger is used daily to text, email, and/or call parents/guardians of students who are marked truant or unexcused. Messages are sent at 9:30 for the AM session and 1:15 for the PM session.

Absence / Late Arrival / Early Departure Notification

Parents/guardians are expected to call WCC each day their student is not going to attend. The home high schools notify WCC of absences, but it is usually later in the day before notification is received. School Messenger will text, email and/or call parents and guardians when notification is not received prior to the 9:30 for the AM session and 1:15 for the PM session. Parents are also expected to call when a student will be arriving late or departing early. Students will not be released without parent notification. For more information, see the Attendance Policy section.

Emergency Contact

Emergency contact information is requested from all parents at the beginning of the school year. The information allows WCC staff and teachers to contact parents in the case of an emergency at school. Please call the WCC office to update student emergency contact information as necessary.

Visitor Policy

Parents and visitors are welcome at WCC. It is best to pre-arrange any visits when possible so that the instructors and students are prepared and available to discuss and demonstrate current projects. All visitors are required to submit a driver's license or military or government ID for the Raptor background check system. When visiting WCC, please check in at the office upon arrival to submit ID and obtain a visitor's badge. Visitors should leave through the main office to return the name badge.

The visitor policy is subject to change based on COVID-19 status and school safety procedures.

PowerSchool Portal

WCC uses PowerSchool as the student data management system. Parents and students can use an access account to check grades and attendance using the PowerSchool portal. Login information is distributed through the WCC office at the beginning of the school year. PowerSchool can be accessed at WhitewaterCareerCenter.org/Resources.

Website

Visit our website at WhitewaterCareerCenter.org for WCC news, events, student recognition, photos, and other career program information.

Social Media

WCC uses social media to share stories and events with parents and the general public. Find WCC on Facebook, Twitter, Instagram, and YouTube.

Paperwork

Students will be given a packet of information at the beginning of the school year, including this Student Handbook and forms for parents to complete. Please complete the forms and return them to WCC as soon as possible.

TRANSPORTATION & STUDENT PARKING

Students (except for Connersville High School students) are expected to ride the assigned bus to and from WCC each day. Driving without permission will result in disciplinary action. In most situations, students are not allowed to drive other students. When a student must drive to school, they are to do the following:

1. Contact WCC in advance for a permission form and parking pass.
2. Obtain signatures from the instructor, WCC administrator, home school administrator, and parent.
3. Display the green parking pass in the student window.
4. Park in the Connersville High School student parking lot.

In the extenuating circumstance when a student must drive and WCC permission has not been obtained, the student must obtain permission and documentation from the home school administrator. The home school administrator will then contact WCC to provide permission. The student must report to the office upon arrival to provide home school documentation and to obtain a parking pass. For the first two offenses, any student who is caught driving will be disciplined according to WCC's Student Handbook, Student Conduct Category 1 policy. Any student caught driving three or more times will be considered a habitual offender per WCC's Student Handbook, Student Conduct Category 4 policy. Vehicles may be towed at WCC's discretion beginning with the first offense, and the owner will incur all towing and other expenses.

STUDENT PERFORMANCE & RECOGNITION

Commitment

It is understood that enrollment into a career program is a **full school year, two-semester commitment**. Students who begin a career program are expected to complete the school year.

Honors Diploma

WCC can help students earn an Academic and a Technical Honors Diploma. Depending on the career program, students can earn elective high school credits, dual college credits, and industry certification through their work in the career programs. For more information on the diploma requirements and how experiences in specific career programs can satisfy the requirements, visit the WCC website at WhitewaterCareerCenter.org/Resources.

Graduation Pathways

Attending WCC can help students meet the Graduation Pathways requirements. Depending on the career program, successful students can satisfy Pathway 2 Employability Skills and Pathway 3 Postsecondary Ready while attending WCC. In addition, career programs satisfy the elective credit requirement in Pathway 1 High School Diploma. See WhiteWaterCareerCenter.org/About for more information.

Grades

Grades are issued to home high schools each nine weeks throughout the school year and at the end of each semester. The home high school then reports the grades on their scheduled report cards. All high school credits earned are reflected on the home high school student transcript.

WCC semester grades are determined based on the following:

| | |
|---------------------|----------------------------------|
| 3/7 th s | 1 st nine weeks grade |
| 3/7 th s | 2 nd nine weeks grade |
| 1/7 th | Semester final or project |

The WCC grading scale is:

| | | | | | |
|----|--------|-----|----|-------|-----|
| A+ | 99-100 | 4.0 | C+ | 78-79 | 2.3 |
| A | 92-98 | 4.0 | C | 72-77 | 2.0 |
| A- | 90-91 | 3.7 | C- | 70-71 | 1.7 |
| B+ | 88-89 | 3.3 | D+ | 68-69 | 1.3 |
| B | 82-87 | 3.0 | D | 62-67 | 1.0 |
| B- | 80-81 | 2.7 | D- | 60-61 | .7 |
| | | | F | 0-59 | .0 |

Career programs award multiple credits per semester. Failure in a career program results in no credits being awarded for that semester and possible removal from WCC.

Students of the Month

Each month, students are recognized as students of the month with the presentation of a WCC "Student of the Month" t-shirt. Students are nominated by their teachers to recognize excellent work and effort in the career programs.

National Technical Honor Society

The WCC chapter of the National Technical Honor Society (NTHS) inducts students each year who are recommended by their teacher and meet the academic and attendance requirements as defined by the NTHS. Students must also complete community service hours and exhibit NTHS character attributes. An induction ceremony is held each spring to recognize the students. NTHS requirements are available at WhitewaterCareerCenter.org/Resources.

Student Reps

Student Reps are leaders in the classroom and are selected by instructors to represent their career programs and WCC. Student Reps help host tours, meet with visitors, appear in promotional materials and videos, assist with the Open House, and more. Student Reps are recognizable by the t-shirts they wear at events.

Awards Program

Each spring, WCC recognizes students and their accomplishments. The annual Awards Program allows parents, grandparents, and other friends and family members to join the staff in congratulating students on a job well done.

Field trips / Competitions / Student Organizations

Students have the opportunity to participate in a variety of activities. All activities are organized for educational purposes. They may, on occasion, require the student to miss classes at their home high school. Home high school permission is required prior to participation in these activities. Parent permission will also be required. The activities may require additional fees.

CURRICULUM, DUAL CREDITS, & INDUSTRY CERTIFICATION

Curriculum

The curricula for the career programs are based on industry standards, Indiana Department of Education program standards, postsecondary requirements, and other certification standards. They are designed to provide the students with the best possible preparation for further education and work. Industry advisory committees also provide guidance and professional support to the career programs. Each career program has its own individual advisory committee.

Dual Credits

Depending on the career program area and pre-requisite placement testing, students may earn dual college credit through their participation in the career programs. Dual credit is provided through Ivy Tech Community College and Vincennes University. The credit is earned as part of the career program class work, and all instructors issuing dual credit are credentialed by the colleges. Upon successful completion, students can request a transcript from the college(s) listing the dual credits earned. Some credits may be transferred to other universities and colleges and may reduce the number of classes required when going on to the postsecondary level. Dual credits illustrate the student's ability to perform college-level work and are helpful when seeking postsecondary admission, scholarship funds, and employment. Visit WhitewaterCareerCenter.org or call the WCC office for more specific information on the dual credit opportunities available. The ability to transfer dual credit is always determined by the receiving institution. Visit transferIN.net to learn more about transferring dual credit.

Industry Certification

Students may also earn industry certification for their work in a career program. Industry certification illustrates what a student knows and is able to do and is an advantage when seeking employment. Industry certification may also be helpful when seeking postsecondary admission and scholarship funds. Some students use the industry certification for part-time employment as they pursue higher education. Some certifications require that students pay a testing fee. Visit WhitewaterCareerCenter.org or call the WCC office for more specific information on the industry certification opportunities available.

Early College Career Center

WCC has been fully endorsed as an Early College Career Center (ECCC) through CELL (Center of Excellence in Leadership of Learning at the University of Indianapolis). CELL has the state responsibility to endorse and support Indiana high schools and career centers. Students can participate in ECCC through select programs at WCC. These ECCC programs will allow students to earn enough dual credits over two years to complete a Certificate at Ivy Tech in the following programs:

WCC Program

Automotive Technology
Health Science

Precision Machine Technology
Welding Technology

Ivy Tech Credential

Certificate in Maintenance and Light Repair
Certificate in Certified Nursing Aide (CNA)
Certificate in Dementia Care
Certificate in Machine Tool Technology
Certificate in Structural Welding

Certificates are the first credential that can be earned through Ivy Tech. By taking additional courses at Ivy Tech, students can earn Technical Certificates and Associate Degrees. Students earning Ivy Tech Certificates are eligible to participate in the Commencement ceremony at Ivy Tech Richmond. Participation in ECCC is not required to participate in WCC programs.

STUDENT TESTING

WCC student abilities are tested at several times throughout the school year. All testing is conducted during the career program class time. The tests enable students to gauge their readiness for work and college.

Placement Testing

WCC uses placement testing through Ivy Tech Community College and Vincennes University to meet the testing pre-requisites for dual credits and to prepare students to continue their education at the postsecondary level. Students are given the opportunity to take the tests if their dual credit courses require placement testing. Students wanting to earn dual credits may be required to score at specified levels on each section of the exam which may include reading, writing, and math. The required sections and levels vary across the career programs. Students may be exempted from placement testing based on PSAT, SAT, and ACT scores and/or cumulative GPA over 4 semesters of high school. Testing is completed at the beginning of the school and during Cosmetology summer school.

Industry Certification Testing

Industry certification is available in most career programs. Most testing for certification occurs in late spring of each year as part of regular class time. Some certifications require that students pay a testing fee. More information will be provided by the career program teachers.

SAFETY RULES & GUIDELINES

Students must follow all safety rules and guidelines established for their career program. Safety rules and guidelines are covered at the beginning of the school year. Failure to follow the rules and guidelines will result in disciplinary action.

Any student injured at WCC will be given first aid and an accident report will be filled out and recorded. WCC does not provide insurance for students. It is the responsibility of the parent/guardian to provide for this care. Parents/guardians are encouraged to carry medical insurance for their son or daughter. All injuries must be reported immediately to the instructor.

COMPUTER & INTERNET USAGE

Students have access to computer labs and the internet through the career programs. Some assignments require computer and internet usage. In order to use the technology available, students must complete the Student Use Agreement and parents must complete the Internet/Computer Use Permission Form. When computer logins are required, instructors will issue them to individual students. The forms will be made available to students at the beginning of the school year.

Websites and Other Electronic Media

WCC utilizes many forms of communication, including the WCC website at whitewatercareercenter.org and social media. In addition, instructors communicate with students using the Remind group app, Google Classroom, etc. These forms of communication allow instructors to utilize current technology and remain in contact with students during weather or other school closings. These are also the forms of communication students will encounter when working and attending college.

Smart Watches and Ear Buds

Students may be asked to remove smart watches and ear buds during regular class time and/or during testing. The intent is to avoid distraction and restrict the ability to store and/or retrieve course content.

LOSS, DAMAGE, OR THEFT OF PERSONAL PROPERTY

WCC is not responsible for any loss, damage, or theft of personal property while on school property. Personal property is the responsibility of the student and parent.

CRIMINAL HISTORY PROCEDURES

Because several of the career programs place students into the community for learning and work experiences, criminal history checks may be conducted on students. If a criminal history check is required, specific information will be provided by the career program instructor. All checks are at the expense of the individual student.

COUNSELING CONFIDENTIALITY

Based on Indiana State Code IC 20-28-10-17 and IC 31-32-11-1, when a school administrator or counselor has a counseling session with a student, the information is treated as confidential. If a student reveals in a session there has been abuse, or harm had been inflicted on someone, or that someone is intending to harm another, then the administrator or counselor is required to follow state law and local board-adopted policy and report this to the appropriate agency or agencies that deal with such matters.

FCSC will notify one parent/guardian of a student, no later than 5 days after a request is made, to change their name, pronoun, title or word. This is in accordance to HEA 1608 Education Matters House Bill.

SMOKING POLICY

Smoking is prohibited on the WCC campus, including all parking lots and campus access roads. This policy includes smokeless tobaccos, e-cigarettes, vaping devices, etc. Smoking and all related activities are also prohibited on field trips and at other school sponsored activities.

OUTSIDE DRINKS & FOOD

Students are not permitted to bring outside food or drinks into the Career Center. Students doing so will be required to dispose of them immediately. All students have a lunch period scheduled at their home school, so bringing lunch is not necessary. Students may bring water bottles to fill at the WCC filling stations. Exceptions will be made for medical reasons and special circumstances.

DISCIPLINE

The school administration is not required to follow the progressive discipline steps listed below for attendance, cell phone possession and usage, and student conduct. Administrators may impose more severe disciplinary consequences when, in its judgment, such action is warranted by serious misconduct. Law enforcement officials may be involved is warranted by the nature of the incident.

DISCIPLINARY ACTION DISCLAIMER

The below list does not encompass all potential violations of the Discipline Rules and Guidelines. Known facts of a violation may alter the final penalty assessment. Although a student may be suspended or expelled for any of the enumerated grounds set forth below, the following guidelines for the imposition of specific disciplinary sanctions will generally apply, related circumstances, or past conduct warrants a greater or lesser disciplinary sanction than specified in the guidelines set forth above. However, in no case shall the disciplinary sanctions exceed the maximum penalty allowed by IC 20-33-8.

COURSE REMOVAL

Recognizing that student misconduct in career programs can present a greater danger or disruption to the educational setting than other traditional courses/classroom environments, WCC reserves the right to remove a student from a program to maintain safety and a proper learning environment for all students. Students who are removed from a program will return to the home high school to be placed in a new course or academically oriented setting as determined by the home high school. Students may receive full, partial, or zero credit depending on the situation, and all decisions on credit will be made collaboratively between WCC and the high school. WCC may continue to prohibit a student from enrolling in WCC programs if the student has demonstrated unsafe or substantially disruptive behavior in a career program or similar types of courses or environments.

The administration will make a reasonable effort to offer the student's parent or guardian a conference before making the final decision on such a removal, but if circumstances in the opinion of the administration do not allow or permit it, the conference will be offered within a reasonable time after the decision is made.

ATTENDANCE POLICY

Students participating in career programs are expected to be in attendance each day. Career programs are hands-on and often take the student into the community and places of employment. For the most part, work cannot be made up or duplicated through homework or alternative assignments. Career program attendance expectations mirror those of employment. Absences usually do not become disciplinary issues if students and/or parents make arrangements prior to missing days. Disciplinary action is a result of accumulated absences over a period of time, not a single missed day. We encourage parents/guardians to keep a personal record of their student's attendance and to call WCC if they have questions or concerns regarding their student's attendance record.

Parents/guardians are expected to call WCC each day their student is not going to attend. A call must be received by the WCC office within 24 hours of the absence. If no call or documentation is received within 24 hours, the student is considered unexcused and possibly truant.

Five absences per class per semester (ten total for the year) may be excused. Calls from parents/guardians must be received by WCC office within 24 hours of the absence for an absence to be excused. If no documentation is received, the student is considered unexcused, and possibly truant. If a student is a habitual truant, the Superintendent or school attendance officer will report the students as habitually truant to the prosecutor and/or the Department of Child Services. The intake official of the Department of Child Services is required to take certain action in accordance with Indiana law. (IN Code 20-33-2 et seq.)

Students will not be considered absent in the following examples:

- Indiana General Assembly Page or Honoree
- Election Board helper on Election Day
- Indiana National Guard for no more than ten (10) days, Civil Air Patrol participation for no more than five days, or other military duty
- School sponsored events
- State Fair exhibitor
- Field trips
- College day (one for juniors and two days for seniors will be waived with documentation from the college/university)
- Job shadowing experience as authorized, scheduled and documented by a designated WCC staff member
- Testifying in court under subpoena

The following absences will be "waived" after documentation is provided (days that are waived do not count against the student in terms of disciplinary action but are counted as days absent from school):

- Hospitalization
- Required court appearance
- Suspensions
- Death in the immediate family
- Religious holiday

An absence from the student being in In-School Suspension (ISS) will not count as a class absence.

Students may make up all classroom work missed at 100% credit when arrangements are made with the teacher for the absence, except students who are considered truant (absent without permission). Truancy results in a "0" for any missed work.

After the third unexcused/undocumented absence per semester, the administration will contact a parent or guardian. When making a telephone call, "no answer" documentation will not qualify as actual contact. Actual contact might include a telephone call when the parent or guardian is spoken to directly, parent-teacher conference, case conference, student progress report, email that has been verified with a return note or receipt notification, or a letter mailed to the student's home address. Staff members will document actual contact in PowerSchool.

After the fourth unexcused/undocumented absence per semester, a letter will be mailed to the parent/guardian. The letter will explain the next step in the discipline procedures and encourage regular school attendance.

After an accumulation of five unexcused or five excused absences per class (per semester), the student will require documentation from a doctor. If no doctor's note is provided, the student is considered excessively absent. Excessive absences are unexcused. (Excessive absence is any absence over five without a note from a doctor.) Consequences will follow:

| | |
|-------------------------|---|
| 1 st Offense | 3 detentions or 1 day (WCC) In-School Suspension. <i>(Detention will be used if available at the home high schools.)</i> |
| 2 nd Offense | 1 day (WCC) In-School Suspension. |
| 3 rd Offense | 2 days (WCC) In-School Suspension. |
| 4 th Offense | 3 days (WCC) In-School Suspension. |
| 5 th Offense | 3 days Out-of-School Suspension at WCC and Home School. |
| 6 th Offense | 5 days Out-of-School Suspension at WCC and Home School. |
| 7 th Offense | Recommendation for expulsion. |

Note: State Law requires that schools report students ages 15-18 who have two out-of-school suspensions or an expulsion within a school year to the Indiana Bureau of Motor Vehicles. Those students may be unable to obtain a driver's license, or have their license suspended.

Students may be placed on an attendance contract for excessive absences. Continuing to miss school may result in the loss of credit and/or removal from WCC. The attendance contract is at the discretion of the Director and will be signed by the student and the parent/guardian.

EARLY DEPARTURES

Students wishing to leave class early must present a note signed by a parent or guardian or have the parent/guardian call in prior to the requested absence time. NO STUDENT MAY LEAVE SCHOOL WITHOUT PRIOR PARENTAL APPROVAL.

TARDY POLICY

When arriving late, students must stop at the WCC office to sign in prior to going to class. A student who misses more than 1 hour of class at the beginning of the class period will be considered absent for that day. All doctor and dentist visits must be verified by a doctor's note. The note is due the first day back and must be turned in at the WCC office.

| | |
|-------------------------|---|
| 1 st Offense | First Warning. |
| 2 nd Offense | Final Warning. |
| 3 rd Offense | 1 day (WCC) In-School Suspension. |
| 4 th Offense | 1 day (WCC) In-School Suspension. |
| 5 th Offense | 1 day Out-of-School Suspension at WCC and Home School. |
| 6 th Offense | 2 days Out-of-School Suspension at WCC and Home School. |
| 7 th Offense | 3 days Out-of-School Suspension at WCC and Home School. |
| 8 th Offense | 5 days Out-of-School Suspension at WCC and Home School. |
| 9 th Offense | Recommendation for expulsion. |

TRUANCY POLICY

Students who attend their high school during the day but do not attend WCC as scheduled are considered truant unless parent or school notification is provided. Truancy is considered an intentional absence without authorization and will lead to the discipline steps listed below. This includes students who are scheduled to participate in clinicals, lab sites, and co-op jobs. These experiences are considered part of the school day at WCC, and absences must be properly communicated and documented.

| | |
|-------------------------|---|
| 1 st Offense | 3 detentions or 1 day (WCC) In-School Suspension. <i>(Detention will be used if available at the home high schools.)</i> |
| 2 nd Offense | 2 days (WCC) In-School Suspension. |
| 3 rd Offense | 1 day Out-of-School Suspension at WCC and Home School. |
| 4 th Offense | 3 days Out-of-School Suspension at WCC and Home School. |
| 5 th Offense | 5 days Out-of-School Suspension at WCC and Home School. |
| 6 th Offense | Recommendation for expulsion. |

CELL PHONE POSSESSION & USAGE

Students shall not possess or use cell phones at Whitewater Career Center. Cell phones must be placed in the designated area at the beginning of class time. Cell phones will be returned at dismissal time. In extenuating circumstances and with prior administrative approval, students may be allowed cell phone possession to receive a phone call or text message.

| | |
|-------------------------|--|
| 1 st Offense | Warning and cell phone confiscated until the end of the session. |
| 2 nd Offense | Cell phone confiscated and parent must pick up the cell phone. |
| 3 rd Offense | 1 day (WCC) In-School Suspension and parent must pick up the cell phone. |
| 4 th Offense | 1 day Out-of-School Suspension at WCC and home school and parent must pick up the cell phone. |
| 5 th Offense | 2 days Out-of-School Suspension at WCC and home school and parent must pick up the cell phone. |
| 6 th Offense | 3 days Out-of-School Suspension at WCC and home school and parent must pick up the cell phone. |
| 7 th Offense | Recommendation for removal from WCC. |

STUDENT CONDUCT

Whitewater Career Center desires an atmosphere that is safe and orderly and supports learning. Rules are necessary to assure the safety and well-being of all students, as well as accomplish the desired educational goals. The rules are common sense and based on good manners. You may feel the rule(s) is not in your best interest as an individual, but we support each one in order to serve the entire student body. Student behavior and performance are discussed with students at the beginning of the school year.

Disruptive student behavior is described below by category. Each category also lists the corresponding consequences.

Category 1 – Disruptive Student Behavior

- Refusing or failing to follow instructions of a school employee (insubordination).
- Disrupting a class or school activity.
- Inappropriate behavior or gestures.
- Driving without permission or riding with another student without permission (Note: Vehicles may also be towed at WCC's discretion and at the owner's expense).
- Playing electronic games, radios or tape recorder during school hours.
- Wearing clothing, jewelry or a hair style that is dangerous to the student, indecent, vulgar, or profane, presents a message that is inconsistent with the education mission of the school district, or results in disruption of an education function (including wearing clothing or displaying items with the confederate flag). Body piercings will be handled on an individual basis. When issues of safety and disruption occur, the individual will be asked to remove the specific body piercing in question. Failure to comply will be an act of insubordination.
- Illegal parking.
- Taking or displaying inappropriate pictures (digital or otherwise) at school or at a school function, with or without the consent of the student or staff member, is a violation of school rules.

Consequences

| | |
|----------------|---|
| First Offense | 1 day (WCC) In-School Suspension. |
| Second Offense | (Of the same behavior) 1 day Out-of-School Suspension at WCC and Home School. |

Category 2 – Disruptive Student Behavior

- Cheating
- Jeopardizing the safety of self or others.
- Not telling the truth.
- Intentional misuse or waste of school materials or equipment.
- Careless driving.
- Violating rules (distributed separately) governing the use of school computer or communication equipment or access to the internet or computer networks through school.

Consequences

| | |
|----------------|--|
| First Offense | 1 day Out-of-School Suspension at WCC and Home School. |
| Second Offense | (Of the same behavior) 3 days Out-of-School Suspension at WCC and Home School and/or may result in loss of use of computer or internet privileges. |

Category 3 – Disruptive Student Behavior

- Conspiring or leading others into disruptive behaviors.
- Using Profanity, vulgarity, or inappropriate gestures.
- Forging notes.
- Minor vandalism under \$100.00 value. (Restitution will be made.)
- Theft under \$100.00 of personal or school property.
- Possession or use of tobacco products, E Cigarettes, or any device such as a lighter designed primarily for use in consuming tobacco products, including VAPE, JUUL and any other inhaling/smoking device (with or without nicotine). Students may be issued a tobacco ticket. See the **Testing for Cannabis and THC** section on page 14.
- Possession or use of products that look like tobacco products, such as cans that contain coffee grinds, jerky chew, etc. (These products will be treated the same as a tobacco product, and the student will receive the same discipline.)
- Fighting or Behavior that injures or presents a risk of injury to the student or another person.
- Behaviors listed below:

BULLYING

1. Bullying means overt, unwanted, repeated acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically), physical acts committed, aggression, or any other behaviors, that are committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other targeted student and create for the targeted student an objectively hostile school environment.
2. Bullying by a student or groups of students against another student or staff member with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal, written, telephonic (including text messaging), electronic, or computer (email, web page, blog, etc) communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited. Students engaging in such conduct may be disciplined in accordance with IC 20-33-8.

Reporting: Any incidents of bullying reported to WCC/FCSC will be communicated to the parent/guardian no later than 5 school days after the incident has been reported.

Incidents can be reported online at: whitewatercareercenter.org.

CYBERBULLYING

1. Cyberbullying is the use of any electronic communication device to convey a message in any form (text, image, audio or video) under a person's true or false identity that defames, intimidates, harasses or is otherwise intended to harm, insult or humiliate another in a deliberate, repeated or hostile and unwanted manner.
2. Any communication of this form which disrupts or prevents a safe and positive educational environment may also be considered cyberbullying. Students shall refrain from using personal communication devices or district property to harass or stalk another.
3. The administration will take any report of cyberbullying seriously and will investigate reports promptly. Students are encouraged to report an incident immediately to a teacher or principal, who will take appropriate action.
4. Students who make a report are expected, but not required, to preserve evidence of cyberbullying. For example, a student may save or bring a copy of an email, text message, picture or other electronic transmission that the student believes was intended to harm, insult, or humiliate.
5. Students whose behavior is found to be in violation of this policy will be subject to loss of privileges, and/or discipline, up to and including expulsion. The school corporation may also report individuals to law enforcement if necessary.

SEXTING

1. Sexting is prohibited. Sexting is defined as using a cell phone or other electronic or personal communication device to send text or email messages, or to knowingly possess text or email messages, or disseminate, transfer or share images or messages reasonably interpreted as indecent, sexually suggestive, lewd, obscene, or pornographic.
2. In addition to taking any disciplinary action up to and including suspension or expulsion, cell phones or other personal communication devices will be confiscated.
3. Students should be aware that sending or possessing any images or messages suspected of violating criminal laws will be referred to law enforcement authorities. Sexting may constitute a crime under federal and/or state law. Such conduct engaged in by a student may result in arrest, criminal prosecution and inclusion on sex offender registries.

HARRASSMENT

Any form of sexual, racial, or other inappropriate harassment. Sexual harassment may include but is not limited to the following:

1. Verbal, written, or physical harassment or abuse.
2. Repeated remarks to a person with sexual or demeaning implications.
3. Unwelcome touching;
4. Pressure for sexual activity.

Racial harassment may include but is not limited to the following:

1. Verbal, written, or physical harassment of abuse.
2. Repeated remarks to a person with racial or demeaning implication.

DISCRIMINATION

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment and hazing. It shall be a violation of this policy for any employee or any student to discriminate against, harass or haze a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment/hazing.

Student discrimination/harassment/hazing will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature. Hazing is defined as an intentional or reckless act on or off school property, by one student acting alone or with others, directed against any other student that:

1. Endangers the mental or physical health or safety of that student or
2. Induces or coerces a student to endanger that student's mental or physical health or safety. Hazing does not include physical contact associated with athletic events, athletic training, or with competition conducted under a coach's or sponsor's supervision. (Board Policy 6.304)

Consequences

| | |
|----------------|--|
| First Offense | 5 days Out-of-School Suspension at WCC and home school, full financial restitution of theft or vandalism in a time established by administration is mandatory. Failure to comply with this timeline will result in loss of the privilege of attending this school. |
| Second Offense | Suspension from school for up to 10 days and/or recommendation for expulsion. |
| Third Offense | Recommendation for expulsion. |

Category 4 – Disruptive Student Behavior

- Engaging in any form of inappropriate sexual activity/behavior on school property.
- Open and persistent defiance (second time) of authority.
- Vandalism over \$100.00 (Restitution will be made).
- Major theft over \$100.00 (Restitution will be made).
- Extortion
- Habitual Offender (A student who chronically exhibits disruptive behavior that interferes with an educational function or school purpose. A student who continues to choose inappropriate behaviors regardless of repeated discipline.)

Consequences

| | |
|----------------|--|
| First Offense | 5 days Out-of-School Suspension at WCC and home school, full financial restitution of theft or vandalism in a time established by administration is mandatory. Failure to comply with this timeline will result in loss of the privilege of attending this school. |
| Second Offense | Suspension from school for up to 10 days and/or recommendation for expulsion. |
| Third Offense | Recommendation for expulsion. |

Category 5 – Disruptive Student Behavior

- False fire alarms or false calls to 911
- Arson
- Bomb threats
- Possessing, using, transmitting, selling, or being affected by any controlled substance which is represented to be or looks like:
 1. A narcotic drug, hallucinogenic drug, amphetamine, barbiturate.
 2. Alcohol or an alcoholic beverage.
 3. A prescription drug or over the counter medication except as authorized in a prescription by licensed health care provider.
 4. A substance, which is marketed for use for the purpose interfering with the detection of the use of a substance in violation of these student conduct rules.
 5. Marijuana or any other illegal drug.
 6. Depressant
 7. Any substance represented to be or thought by the possessor or the intended recipient to be a substance described in this student conduct rule.
 8. Threats or physical assault on any staff member.
- Possessing or transmitting any over the counter medication without school permission.
- Refusing to cooperate in a vehicle search conducted pursuant to a reasonable suspicion of a teacher or administrator or pursuant to the consent to search given in the student parking agreement.

Consequences

Suspension from school for up to 10 days and/or recommendation for expulsion.

See the **Testing for Cannabis and THC** section on page 15.

Category 6 – Disruptive Student Behavior

- Possessing, handling, or transmitting a knife, firearm, an imitation gun, destructive device, deadly weapon or any object that can reasonably be considered a weapon, is represented to be, or looks like a destructive device or weapon, including an electronic stun gun or taser.
- Conspiring or leading others into an act that may cause physical harm to another human being.

A destructive device is:

- An explosive, incendiary, or overpressure device that is configured as a bomb, a grenade, a rocket with a propellant charge of more than four ounces, a missile having an explosive or incendiary charge of more than one quarter ounce, a mine, a Molotov cocktail or a device that is substantially similar to an item described above.
- A type of weapon that may be readily converted to expel a projectile by the action of an explosive or other propellant through a barrel that has a bore diameter of more than one-half inch.
- A combination of parts designed or intended for use in the conversion of a device into a destructive device. A destructive device is NOT a device that although originally designed for use as a weapon, is redesigned for use as a signaling pyrotechnic, line throwing, safety, or similar device.
- Possession or use of any chemical substances such as tear gas, stink bombs, pyrotechnics, etc., on school property.

Consequences

Suspension from school for up to 10 days and/or a recommendation for expulsion.

ADDITIONAL DISCIPLINE NOTES

- Any third offense of the same disruptive behavior automatically goes to a recommendation of expulsion for a semester or a year.
- Suspensions from the home school will be honored at the Career Center. A student may not attend the Career Center if suspended from another school.
- A student has an obligation to inform school officials of a potential danger or threat. Failure to do so may result in disciplinary action.

TESTING FOR CANNABIS & THC

Whitewater Career Center is committed to maintaining a safe, orderly school to promote health and safety within the school setting, and to provide a school environment conducive to education. To combat student drug use in our schools, the District may utilize Marijuana Test Kits in order to verify whether confiscated contraband contains THC. This policy is applicable in all situations in which students are subject to school disciplinary rules including:

- On school grounds immediately before or during school hours, or immediately after school hours, or at any other time when the school is being used by a school group;
- Off school grounds at a school activity, function, or event; or
- Traveling to or from school or a school activity, function, or event.

Marijuana Test Kit Screening Procedures:

- All confiscated contraband may be subject to screening. In the event marijuana test kit screenings are conducted:
 - Marijuana test kit screenings of confiscated contraband shall be conducted in an orderly and safe manner, consistent with industry standards for use of the testing kits, and consistent with minimizing intrusion into students' privacy rights.
 - Confiscated contraband belongings shall be screened by District employees using a testing kit owned by the District.
 - Consistent scanning techniques shall be used for each student's confiscated contraband.

The purpose of marijuana test kit screenings is to enforce school policy on possession of marijuana and/or any substance containing THC.

CRIMINAL GANGS & CRIMINAL GANG ACTIVITY IN SCHOOLS

The Board of School Trustees of the Fayette County School Corporation prohibits gang activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored functions, to and from school or activities and prohibits reprisal or retaliation against individuals who report gang activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of gang activity and similar destructive or illegal group behavior.

The following definitions apply to this policy:

Criminal Gang means a group with at least three (3) members that specifically:

(1) either:

- (A) promotes, sponsors, or assists in; or
- (B) participates in; or

(2) requires as a condition of membership or continued membership; the commission of a felony or an act that would be a felony if committed by an adult or the offense of battery. Gang Activity means a student who knowingly or intentionally actively participates in a criminal gang, or a student who knowingly or intentionally solicits, recruits, entices, or intimidates another individual to join a criminal gang.

Per state law, a school employee shall report any incidence of suspected criminal gang activity, criminal gang intimidation, or criminal gang recruitment to the principal and the school safety specialist. The principal and the school safety specialist may take appropriate action to maintain a safe and secure school environment, including providing appropriate intervention services. Appropriate consequences and remedial actions are those that take into consideration the severity of the offenses and consider both the developmental ages of the student offenders and the students' histories of inappropriate behaviors per the code of conduct.

Reprisals or retaliation is prohibited against anyone making a report pursuant to this policy. The principal or designee shall conduct a thorough and complete investigation for each report of suspected gang activity. The investigation shall be initiated by the principal or the principal's designee within one school day of the report of the incident. The principal may appoint additional personnel and request the assistance of law enforcement to assist in the investigation. The investigation shall be completed and the written Findings submitted to the principal as soon as possible, but not later than five school days from the date of the report of the alleged incident of criminal gang activity.

The principal shall take any appropriate disciplinary actions based upon the findings of the investigation, in accordance with the code of conduct. The superintendent of the school corporation is authorized to define the range of ways in which school staff and the principal or the principal's designee shall respond once an incident of criminal gang activity is confirmed, according to the code of conduct. Consequences for a student who engages in gang activity may range from positive behavioral interventions up to and including suspension or expulsion.

As appropriate to the investigation findings, the principal also shall provide intervention and/or relevant support services. The principal shall inform the parents of all students involved in alleged incidents and discuss the availability of counseling and other intervention services. Support services may include one or more of the following:

1. Gang awareness education that shows promise of effectiveness based on research. The gang awareness education information should be revised and updated regularly to reflect current trends in gang and gang-like activity.
2. Culturally and/or linguistically appropriate services/supports for parents and families.
3. Counseling coupled with mentoring for students and their families.
4. Community and faith-based organizations and civic groups.
5. Viable, sustainable after-school programs developed in collaboration with other stakeholders.

6. Job training and employment opportunities as both a deterrent to gang involvement and an incentive to leave gang involvement.
7. School sanctioned/facilitated extra-curricular activities.

The principal shall submit the report to the superintendent of the school corporation within ten (10) school days of the completion of the investigation. The superintendent or his/her designee shall report the results of each investigation to the school board on a quarterly basis during regularly scheduled board meetings. Each school within the school corporation shall record the number of investigations disposed of internally and the number of cases referred to local law enforcement, disaggregated by race, ethnicity, age, and gender. Each school shall report this information to the school corporation superintendent who shall submit a written report to the Indiana Department of Education by June 2 of each year.

This policy shall be annually disseminated to all parents who have children enrolled in a school within the school corporation. Notice of this policy must be published in student handbooks and all other publications of the school corporation that set forth the rules and procedures for schools within the school corporation.

School officials are encouraged to collaborate with stakeholders to provide gang prevention and intervention services and programs, including but not limited to:

1. Provide training for staff and teachers on gang prevention and intervention resources within a jurisdiction on a periodic basis. The gang awareness information should be revised and updated regularly to reflect current trends in gang activity.
2. Create formalized collaboration plans between local school administration and community based prevention and intervention providers (possibly using the existing County Safe School Commissions as points of contact). The formalized collaborations should make effective, coordinated, and maximized use of federal funding a priority.
3. Coordinate resources and funding opportunities to support gang prevention and intervention activities.
4. Consider integrating the Gang Resistance Education and Training (G.R.E.A.T.) Program into curricula.

LEGAL REFERENCE: IC 20-26-18
IC 20-33-9-10.5
IC 35-45-9-1

Adopted/Revised: 0/00/16

SEARCHES

According to the Fayette County School Corporation Student Code of Conduct, students, their possessions, and their lockers may be searched if there is reasonable suspicion to believe the search is necessary in the aid of maintaining school discipline and order.

METAL DETECTORS

In order to help provide for the safety in Fayette County School Corporation Buildings and to prevent weapons or other dangerous items from being brought upon school premises, notice is given that occasional school-wide or random checks using hand held metal detectors may be conducted by trained Administrative Personnel or School Resource Officers.

The Administration may use hand held metal detection devices as an aid for finding possible weapons on school premises and/or preventing the same from being brought. Metal detector checks may be performed when there is reasonable suspicion for any students or randomly on a neutral, non-discriminatory basis. These random metal detector checks will not be used to single out a particular individual or category of individuals. If there is a metal object detected by the hand held metal detector and the student does not remove the object, the student may be subject to a pat-down performed by an Administrator or School Resource Officer of the same gender. There should also be a witness, preferably of the same sex as the student, when such a search is conducted.

School Administration will notify parents immediately if a student refuses to consent to this safety measure or if any item is discovered in violation of our School Board Policies or Student Handbook Policies. Violation of state or local policies or laws related to the possession of weapons or threats to harm with weapons will result in School Administration turning the investigation over to local law enforcement.

School Board Policy information related to the use of metal detectors in Fayette County Schools is found in Board Policy 5.29.1 on the Fayette County School Corporation home webpage- <http://fayettein.schooldesk.net/>

PESTICIDE APPLICATION NOTICE

Periodically throughout the year, it may be necessary that pesticides be applied to external or internal areas of the school buildings and grounds. If you wish to be given notice of such pesticides applications please notify the Fayette County School Corporation Director of Maintenance at (765) 827-5200. You will then be notified at least 48 hours prior to any application of pesticide that is scheduled during school hour activities. Every effort will be made to apply pesticides when students, staff, and or other individuals are not present in the area that is to be sprayed.

NON-DISCRIMINATION STATEMENT & POLICY

It is the policy of the Fayette County School Corporation not to discriminate against any otherwise qualified individual on the basis of race, color, religion, sex, national origin, age, or disability in its educational programs or employment policies as required by the Indiana Civil Rights Law (IC22-9-1), Titles VI and VII of the Civil Rights Law of 1964, the Equal Pay Act of 1973, Title IX (1972 Education Amendments), Section 504 of the Rehabilitation Act of 1973 or any other state or federal law governing non-discrimination in education programs or employment applicable to Indiana public school corporations.

Inquiries regarding compliance with this policy should be directed to the Human Resources Director of the Fayette County School Corporation, 1401 Spartan Drive, Connersville, Indiana, 765-825-2178 or the Section 504/ADA Coordinator, 900 Spartan Drive, Connersville, Indiana, 765-827-5498, or the Office of Civil Rights, U.S. Department of Education, Washington, D.C.

Students shall be provided a learning environment free from sexual, racial, ethnic and religious discrimination/harassment and hazing. It shall be a violation of this policy for any employee or any student to discriminate against, harass or haze a student through disparaging conduct or communication that is sexual, racial, ethnic or religious in nature. The following guidelines are set forth to protect students from discrimination/harassment/hazing.

Student discrimination/harassment/hazing will not be tolerated. Discrimination/harassment is defined as conduct, advances, gestures or words either written or spoken of a sexual, racial, ethnic or religious nature. Hazing is defined as an intentional or reckless act on or off school property, by one student acting alone or with others, directed against any other student that (1) endangers the mental or physical health or safety of that student or (2) induces or coerces a student to endanger that student's mental or physical health or safety. Hazing does not include physical contact associated with athletic events, athletic training, or with competition conducted under a coach's or sponsor's supervision. (Board Policy 6.304)

See the STUDENT CONDUCT section above for discipline information.

FCSC SCHOOL BOARD POLICIES

Fayette County School Board Policies can be viewed by using the following link:
<http://fayettedcountyin.sites.thrillshare.com/browse/154120>