

# West Washington Student Handbook 2018-2019

## **VISION & MISSION STATEMENT**

Vision: West Washington Jr/Sr High students will achieve their fullest potential using their individual abilities to enter the world as responsible, contributing, and civic-minded members of society.

Mission: In an effort to make all students college or career ready, the faculty and staff of West Washington Jr/Sr High expects and instructs students to think critically, collaborate effectively, and communicate meaningfully through reading, writing, and speaking.

## **SCHOOL DAY**

School will begin at 8:20 a.m. and end at 3:10 p.m. Students not engaged in some supervised activity should leave the building by 3:15 p.m.

## HIGH SCHOOL BELL SCHEDULE

<b>8:20- 8:35</b>	<b>Homeroom</b>	
8:40-9:25	1st Period	
9:30-10:15	2nd Period	
10:20-- 11:05	3rd Period	
11:05- 12:30	4th Period	
<b>Lunch -----</b>	<b>(11:05-11:30)</b>	<b>1<sup>st</sup> High School</b>
	<b>(11:35-12:00 )</b>	<b>2<sup>nd</sup> High School</b>
12:35-1:20	5th Period	
1:25-2:10	6th Period	
2:15-3:10	7th Period	

### ***Friday POWER HOUR when needed***

8:20-9:00	1st
9:05-9:45	2nd
9:50-10:30	3rd
10:35-11:50	4th
<b>1st Lunch</b>	<b>10:35-11:00</b>
<b>2nd Lunch</b>	<b>11:00-11:25</b>
11:55- 12:35	5th
12:40- 1:20	6th
1:25- 2:05	7th
2:10 - 3:10	Power Hour

## High School Two Hour Delay Bell Schedule

<b><u>Delay</u></b>	
Period 1 -----	10:20 - 10:50
Period 2 -----	10:55 - 11:25
Period 3 -----	11:30 - 12:00
Period 4 -----	12:05 - 12:55
<b>Lunch -----</b>	<b>(12:05-12:30)</b>

**(12:30-12:55)**

Period 5 ----- 1:25 - 2:00  
Period 6 ----- 2:05 - 2:35  
Period 7 ----- 2:40 - 3:10

**Jr- High Schedule**

8:20-9:00	1st
9:00-9:40	2nd
9:40-10:20	3rd
10:20-11:00	4th
11:00-11:40	5th
11:40-12:20	6th
<b>12:20-12:45</b>	<b>Lunch</b>
12:45-1:25	Flex 8- PE7
1:25-2:05	Flex 7- PE8
2:05-3:10	Band 7-STEAM Lab

**Jr- High Friday POWER HOUR when needed**

8:20-8:50	1st
8:50-9:20	2nd
9:20-9:50	3rd
9:50-10:20	4th
10:20-10:50	5th
10:50-11:20	6th
<b>11:25-11:50</b>	<b>Lunch</b>
11:55-12:20	Flex 8- PE7
12:20-12:50	Flex 7- PE8
12:50-2:10	Band 7-STEAM Lab
2:10-3:10	Power Hour

**Jr- High Two Hour Delay Bell Schedule**

Period 1	10:20-10:50
Period 2	10:50-11:20
Period 3	11:20-11:50
Period 4	11:50-12:00
Period 5	12:00-12:20
Period 6	12:20- 12:55
<b>Lunch</b>	<b>1:00-1:25</b>
Flex 8/7PE	1:25-1:55
Flex 7/8PE	1:55-2:25

### **ANNOUNCEMENTS**

Announcements are read by each teacher before school and at the beginning of 7th period.

### **ACCREDITATION**

WWHS has a Full Accreditation from the office of the State Superintendent of Public Instruction. This commission was given after various criteria were met and the commission was renewed in 2011. We are also a member of the North Central Association and have been since 1967.

### **AP ENGLISH REQUIREMENTS**

In order to qualify for taking AP English courses, students must meet at least TWO of the following criteria:

- GPA of 3.0
- PSAT English score of 50 or higher
- attendance rate of 95% or higher for high school
- letter of recommendation from a teacher
- For second year AP English, students must have passed AP English the previous year.

### **BULLYING/HARASSMENT POLICY**

Bullying as defined in IC 20-33-8-0.2 to mean:

Overt, repeated acts or gestures, including:

1. verbal or written communications transmitted
2. physical acts committed
3. any other behaviors committed by a student or group of students against another student with the intent to harass (to annoy persistently), ridicule (to make fun of), humiliate (to reduce to a lower position in one's own eyes or others' eyes), intimidate (to compel or deter by or as if by threats), sexually harass or harm (physical or mental damage)

The penalties for bullying are:

1st report: warning/counseling, and/or detention, contact parents

2nd report: may result in one of the following: detention, suspension or expulsion

3rd report: expulsion

### **BUSES**

Riding the bus is a privilege. In each bus there is a copy of the rules posted at the beginning of the year. Students are expected to comply with all school rules and bus rules while riding the bus.

The following rules must be observed on the bus:

Follow directions the first time they are given.

No moving from seat to seat while the bus is in motion.

Keep hands, arms, and objects to yourself.

No swearing, loud talk, destructive behavior or littering.

No eating, drinking, or smoking.

If the student chooses to break a rule the following consequences are applied:

1st violation - student warned by driver

2nd violation - student assigned designated seat; parent called

3rd violation - principal, parent, bus driver, student conference

4th violation - suspension of bus privileges for designated period of time; parents notified and made responsible for transportation or permanent loss of bus riding privilege (depending on severity of offense).

When a bus driver denies riding privileges to a student he/she will contact the parents of the student by telephone the night before privileges have been denied.

**Severe Clause** -Consistent misbehavior or serious offense. Same as fourth violation.

**CELL PHONES:** Cell phones are not allowed out in class. They are to be placed in the classroom holder or left in their lockers during school hours.

1st Offense warning- Cell phone will be taken by the principal and can be retrieved at the end of the day.

2nd Offense- Cell phone will be taken by the principal and a parent or guardian must pick it up. The privilege of having a cell phone at school will be revoked for the remainder of the school year.

3rd Offense- Suspension

- **Grades 7-8:** Cell phones will be left in the lockers in the hallway during school hours. They must be turned off during the day, not silenced or on vibrate.

1st Offense warning- Cell phone will be taken by the principal and can be retrieved at the end of the day.

2nd Offense- Cell phone will be taken by the principal and a parent or guardian must pick it up. The privilege of having a cell phone at school will be revoked for the remainder of the school year.

3rd Offense- Suspension

### **CLUBS & ORGANIZATIONS**

Clubs will meet on a regular schedule on organization day. Organization days are announced in advance. Clubs that meet are:

Academic Team (HS & JH)	Agents of Shield
Archery	Art Club
BPA	Drama
FFA	HOSA
Industrial Technology	Impact Club
National Honor Society (HS & JH)	Science
Spirit	Student Council
Yearbook	

### **DRESS / PERSONAL APPEARANCE CODE**

In addition to educational responsibilities, school personnel at all grade levels recognize the opportunity and obligation to work with parents in the development of positive student attitudes toward personal hygiene, appearance, and dress/attire. A spirit of support and cooperation between parents and school personnel is needed to insure that students come to school appropriately dressed in attire which does not pose health or safety hazards and is not disruptive or distracting to the school environment.

School personnel strive to provide an educational environment for students which is pleasant, safe, individualistic, and conducive to instruction/learning. Students are permitted to express their individuality as long as their appearance does not compromise the safety and inherent rights of other students by displaying obscene and/or objectionable attire which disrupts or interferes with school purposes or an educational function.

The following items attempt to serve as a guide to students as they dress for school:

1. School appropriate shorts and skirts are to be worn at all time. Shorts should be loose fitting. Spandex or other types of shorts designed to be worn skin-tight will not be permitted unless other acceptable clothing is worn over them. If you are not sure about your shorts, chances are they are not appropriate. You will be better off not wearing them.
2. Students are required to wear shoes with soles at all times.
3. Students are required to wear shirts with sleeves, which cover the midriff, and do not expose undergarments.
4. Piercing that are exposed must be held with a stud style piercing. Hoops, gauges or other style of piercings are not permitted. Any student with a facial piercing must have a liability waiver signed by a parent on file in the main office. Individual classes may require the removal of piercings for safety reasons.
5. Students are not to wear:
  - a. Clothing that exposes undergarments. Ex: sagging pants, tube tops, spaghetti straps, etc.
  - b. Hats, caps, headbands, or bandanas. Provided, however, that these items must be removed when entering the building. For medical or religious reasons the item may be worn at school, but for no other purpose.
  - c. Clothing, jewelry, or accessories that refer to or promote alcohol, beer, illegal drugs, tobacco, discrimination or hate groups and that include profanity or is sexually suggestive

If, in the professional opinion of the principal or assistant principal, a student's dress/attire (including jewelry) or personal appearance detracts from, disrupts, or interferes with school purposes or an educational function, the student will either be:

- a. directed to modify his/her attire or personal appearance while at school
- b. sent home to make necessary changes

When a student is directed to modify or change his/her clothes, attire or personal appearance, the principal or assistant principal should make a reasonable attempt to contact the student's parent(s) to discuss the situation.

#### **\*DUAL CREDIT-AP ATTENDANCE**

Students who are taking a dual credit or AP class will be permitted the following absences:

- Semester-long course: 4 absences for any reason and absences/ school sanctioned field trips not to exceed 10 days per semester
- Year-long course: 4 absences for any reason per semester and absences/ school sanctioned field trips not to exceed 20 days per year.

Students will have one day to make-up work for every day missed that falls under the permitted absences.

Consequences for missing excess days will include:

- Not being able to make-up missed assignments
- Deduction of classroom participation points

#### **IV. STUDENT'S RESPONSIBILITY**

When a student has been absent from school, he/she should report to the attendance clerk prior to 1st period class. The office will issue a pass to enter class and a spreadsheet will be kept informing the teacher whether the absence is excused or unexcused. The student is responsible for making the arrangements concerning the make-up work with the individual teachers involved. Parents may request the student's homework for the days missed only if the student has missed consecutive days. Parents must call the guidance office by 9:00 am to assure getting the work by the end of the day.

#### **V. ISTEP+ WAIVER REQUIREMENTS**

A student must maintain a 95% attendance rate during their entire high school career, achieve a 2.0 GPA and pass all of the required courses for an Indiana Diploma to be eligible for the ISTEP+ Graduation Qualifying Exam waiver.

## **DRIVING RULES**

Driving a vehicle to school is a privilege and not a right. Only when a student agrees to and follows the following regulations will he or she be allowed to drive. The rules are simple and are only for the safety of the driver and other students.

1. A driver's permit must be on file in the Principal's office. Students will be issued one driving sticker and they will park in that assigned space for the remainder of that school year.
2. The school is not responsible for accidents or damages to personal property.
3. The driver and vehicle must be legally licensed.
4. Students are allowed to leave through the north exit of the lot before the buses start. After the buses start, all student vehicles will stop immediately and remain stopped until all buses have left.
5. Students are not to loiter in cars or in parking lot.
6. Careless, reckless, or fast driving is prohibited.
7. No student will take any other student off school property during school hours under any circumstances unless parents and school have both given approval.
8. Student drivers must be on time to school. Student drivers that are late to school may lose their driving privilege.
9. A policy has been established that stipulates conditions that must be met for a student to be able to obtain and retain the privilege of driving and parking on school property. Student parking permit applications contain a statement advising students that school and police officials can search any vehicle that enters school property and any containers in vehicles at any time as a condition of entry onto school property.
10. Students must gain permission and be escorted to the student parking lot for any reason during school hours.

**\*Students must park in the designated student parking area and in their assigned parking spot.**

## **EDUCATION RECOVERY**

The purpose of Education Recovery is to provide a means of discipline while still keeping up with class work. Students in Education Recovery are expected to comply with the following rules:

1. Report to the Education Recovery room promptly with work materials.
2. Do all work assigned by teachers and turn it in to the Education Recovery monitor upon completion. Credit will be given for work done in Education Recovery.
3. Students are to be quiet and not disruptive of a studious atmosphere.
4. Students are to remain awake and alert at all times.
5. Students are to be prompt in reporting back after breaks.
6. Any student may be taken to Education Recovery at any time necessary.

## **FIELD TRIPS**

A student may not attend field trips during term of suspension or detention. In addition students may be ineligible for future field trips if they are suspended one or more days or have been assigned 2 or more days of detention.

West Washington School Corporation is in the process of implementing School-Wide Positive Behavioral Interventions and Supports (PBIS). We will focus on consistent expectations and focus on positive behavior. The underlying theme is to teach expectations the same way we teach the core curriculum. We are excited about these changes over the next few years.

## **GRADING SYSTEM & REPORT CARDS**

The evaluation of the student achievement is one of the important functions of the teacher. Beginning with the grading scale will use a +/- system that will be reflected in the GPA. The accepted marking system is as follows:

A - Excellent    B - Good    C - Average    D- Poor    F- Failure    I - Incomplete

An incomplete is given only in those cases where illness, emergency, or by prearrangement, the student has not been able to complete his/her assignments. An incomplete on the report card becomes an "F" four weeks from the date it is issued. Make-up work is the complete responsibility of the student.

- **WEIGHTED GRADING SYSTEM**

Beginning with the 1999-2000 freshman class, a weighted grading system will be observed at West Washington High School. The procedure adopted, the scale, and the course recognized as weighted are outlined below.

- **WEIGHTED GRADE PROCEDURE**

All courses for credit will be used in computing a student's grade point average and class rank. The grade point average will be used to rank students whose grade point average does not exceed 4.0. Any student whose grade point average is above 4.0 will then be ranked according to his/her total accumulated grade points.

#### WEIGHTED COURSES

Advanced Manufacturing II	Advanced Placement Physics	Advanced Placement English 11/12
Ag Business	Animal Science	Calculus
Chemistry II	Civil Engineering	Food Science
Health Science Ed	Intro to Engineering Design	Medical Terminology
Plant and Soils	PreCalculus/Trigonometry	Principles of Engineering
Speech		

#### GRADUATION

An Academic Honors Diploma and/or Technical Honors Diploma is required in order to hold the title of Valedictorian or Salutatorian. All students will be required to have all courses including online classes completed prior to graduation in order to participate in the graduation ceremony.

#### HONOR PROGRAM

Students striving for membership in National Honor Society are encouraged to excel in the areas of scholarship, character, leadership, and community service. Students who qualify for admittance to the National Honor Society must adhere to all national guidelines as well as maintain the GPA of 3.5 as set forth by our local chapter. Entrance to the National Honor Society is determined by the student's letter of application, essay, GPA, and teacher recommendation. Members will be re-evaluated annually to determine continued membership. Minimum GPA to be considered for membership is: Sophomores 3.9, Juniors 3.75, Seniors 3.5

#### HONOR ROLL

An honor roll will be published at the end of each nine-week grading period. This is not an average or point system. It will be an all "A" or "B" honor roll. Any grade received lower than a "B" will eliminate a student from the honor roll.

#### EXEMPTED FINALS for Seniors

Exemptions: 1st sem for 1 sem classes, 2nd semester for year long classes

- State fair, court dates, elections workers, religious trips, school sponsored trips will not count against a student.
- Tardies- (a pass from a teacher will not count against a student, if it becomes a pattern, it will be investigated) 3 tardies in a class will equal 1 absence in that class.
- Absence- a student can have 4 total for the year for year long classes, 2 for one semester classes. If more than 2 or 4, a student will not meet requirements.
- Grades- 1 semester class have both quarters averaged, must be 90% or higher. Year long classes average semester 1 grade with Quarter 3 and Quarter 4 grades, must be 90% or higher.

#### LIBRARY SERVICES



The library will be opened at 8:00 a.m. and remain open throughout the day until the last bus departs. You are encouraged to use the library as much as possible. From time to time it may be desirable for a student to visit the library during class time to do research. In such cases, the student should first get permission from the teacher and then, upon entering the library, inform the librarian about his/her particular needs.

### **METAL DETECTORS (HANDHELD)**

Metal Detectors maybe used to help insure the safety and security of our students and staff. The School Principal or designee shall determine if the screening shall be daily, regular, or random upon evaluating the security threat posed by the situation at the time.

No student or persons shall be selected to be searched based solely upon their gender, race, ethnicity, physical appearance, manner of dress, or association with any particular group of persons.

#### **Types of scans**

- A. Total population scan - all faculty, staff, and students entering building
- B. Random scan - random basis for that day's scan (every 3rd student; this cannot be varied after starting)
- C. Reasonable Suspicion - School administrators may conduct searches of individual students when they have reasonable suspicion to believe that the student has violated or is violating the law or a school rule. "Reasonable suspicion" includes the following:
  - 1. Reasonable suspicion that the search will turn up evidence of the student's violation;
  - 2. the extent of the search is reasonably related to the suspected violation;
  - 3. and the search is not excessively intrusive considering the student's age, gender and the nature of the violation.

### **SAFETY DRILLS**

A safety drill will be practice monthly. This will include fire drills, lockdown drills, tornado drills, etc. The staff will be responsible for their students at all times.

### **SCHEDULE CHANGES**

The deadline to drop or add a class is immediately starting each semester.

Prior to changing a student's diploma classification; the parent, student, administrator and guidance counselor must meet to discuss such changes. This requirement is in accordance with the Indiana Department of Education.

### **SCHOOL COLORS AND SYMBOLS**

The school colors are red, white, and blue. The nickname is Senators. The school song is:

*We're going to help you fight for Washington  
We're going to help win victory too.  
The letters WWHS shall never die,  
As long as we can pull you through, we know we can  
And when you're out there fighting for a goal  
You know we're in here cheering heart and soul  
So give three cheers for our West Washington Senators!*

**SOCIAL NETWORK/DIGITAL PLATFORMS**

West Washington School Corporation (WWSC) acknowledges that students are not restricted from using any online social network sites or digital platforms such as Facebook, Twitter, SnapChat, Instagram and other similar sites while away from school and off school grounds, provided said use is not related to any school activity or event. WWSC students using social network sites and digital platforms should understand that they are responsible for any and all content they make public via online social networks or digital platforms, and all such material is expected to comply with state, local, and federal laws, rules, regulations, and procedures. All such activities that are deemed detrimental to WWSC students, teachers, administrators and their families may be subject to disciplinary action by WWSC within such laws, rules, regulations and procedures. WWSC will prosecute to the fullest extent permitted by law. WWSC further acknowledges a student's right to free expression within the confines of the law. In recognition of a student's rights to freely express themselves, WWSC suggests students conform to the following guidelines in using social networking sites and other digital platforms. Students must learn to assume responsibility for their actions as well as accept the consequences of said actions.

**TORNADO ALERT**

When a tornado warning is given, everyone must go to the designated area and sit on the floor. Everyone must be absolutely quiet in order to listen to instructions. Doors on the west side should be closed and doors on the east side open. Hallway doors must be closed.

**VENDING MACHINES, ENERGY DRINKS and OUTSIDE BEVERAGES**

Vending Machines in the gym will be closed between the hours of 8:15 am – 3:10 pm when attendance is below 95%. Due to health hazards, energy drinks are not allowed.

**VISITOR'S PASS**

A visitor's pass should be secured from the Principal. We welcome parents and friends of the school to visit. Please do not ask to bring high school visitors from other schools when other schools are dismissed or little brothers and sisters to baby-sit.

**West Washington Jr.-Sr. High School**  
**Adult Responsibilities**

Everywhere	Classroom	Hallway	Technology
<ul style="list-style-type: none"> <li>- Active supervision: move, scan, interact.</li> <li>-Dress appropriately for school.</li> <li>- Teach, model, and practice the school-wide expectations.</li> <li>- Acknowledge students that follow expectations.</li> <li>- Arrive on time to school, classes, assemblies, meetings, and supervision duty.</li> <li>- Correct behavioral errors by re-teaching the expected behavior.</li> <li>- Use appropriate consequences to address minor infractions.</li> <li>-Build relationships with students and families/greet students and interact whenever possible.</li> </ul>	<ul style="list-style-type: none"> <li>-Align classroom behavior expectations with school wide expectations- be specific/ clearly define them.</li> <li>- Teach your classroom expectations to your students.</li> <li>- Communicate with parents about student (positive and negative)</li> <li>-Update all grades every Tuesday. (Turn in Tuesday)</li> </ul>	<ul style="list-style-type: none"> <li>- Monitor(be outside your door) hallways and restrooms during before and after school and during passing periods.</li> <li>- Encourage students to move and be prompt to class.(Walk and talk)</li> <li>- Ask students for a pass when you see them in hallways or common areas during class time.</li> </ul>	<ul style="list-style-type: none"> <li>- Establish procedures for use of Chromebooks during class time.</li> <li>- Monitor students for appropriate use of computers and other technological devices.</li> <li>- Enforce cell phone use guidelines.</li> </ul>

**West Washington Jr-Sr. High School**  
**School-Wide Expectations**

	<b>Everywhere</b>	<b>Classroom</b>	<b>Hallway</b>	<b>Technology</b>
<b>Responsibility</b>	<ul style="list-style-type: none"> <li>- Follow all school rules.</li> <li>- Accept differences of others.</li> <li>- Meet deadlines</li> <li>-Be on time</li> <li>-Keep all areas of the school neat and orderly.</li> </ul>	<ul style="list-style-type: none"> <li>- Complete all assignments and turn them in on time.</li> <li>- Be to class on time./be in seat or at station.</li> <li>- Be prepared to learn.</li> <li>-Cell phones will be placed in the designated areas</li> <li> *Positive tone and school appropriate language</li> <li>*Be considerate of others and the educational experience.</li> <li>* Take care of your materials, school property and property of others</li> </ul>	<ul style="list-style-type: none"> <li>- Be respectful of all students and teachers in the hallway.</li> <li>- Walk to your destination.</li> <li>- Use your assigned locker.</li> <li>- Keep your lock on your locker at all times.</li> <li>- Keep your locker and the hallways clean.</li> </ul>	<ul style="list-style-type: none"> <li>- Use only the websites necessary for completing classwork.</li> <li>- Arrive to class with a charged laptop and charger.</li> <li>- Ask for hard copies of assignments when computer is not accessible.</li> </ul>
<b>Respect</b>	<ul style="list-style-type: none"> <li>- Use kind and profanity free language.</li> <li>- Treat others with kindness, consideration, and politeness.</li> <li>- Use titles, such as Mr. and Mrs., when greeting adults.</li> <li>-Greet and interact with others using kindness.</li> </ul>	<ul style="list-style-type: none"> <li>- Value opinions of others.</li> <li>-Ask for permission politely.</li> <li>-Follow individual classroom expectations.</li> <li> *Be prepared to class</li> <li>* Do your own work</li> <li>*Follow dress code</li> </ul>	<ul style="list-style-type: none"> <li>- Keep hands to self.</li> <li>- Keep all hallways and doorways passable.</li> <li>- Take care of lockers and keep them in working condition.</li> <li>- Maintain a conversational volume.</li> </ul>	<ul style="list-style-type: none"> <li>- Maintain technology in good working condition.</li> <li>- Use devices as specified by faculty/staff.</li> <li>-Use good digital citizenship.</li> </ul>

<b>Character</b>	<ul style="list-style-type: none"> <li>- Demonstrate sportsmanship and school pride.</li> <li>- Follow the dress code.</li> <li>- Stay free from alcohol, drugs, tobacco and possession of weapons.</li> <li>- Be trustworthy and honest.</li> </ul>	<ul style="list-style-type: none"> <li>- Give your best effort at all times.</li> <li>- Always do your own work- unless its a group project.</li> <li>- Positively encourage others.</li> <li>- Be actively engaged in class.</li> <li>*Be kind</li> <li>*Be encouraging</li> <li>*Be trustworthy</li> <li>*Have integrity</li> </ul>	<ul style="list-style-type: none"> <li>- Use positive, supportive, and appropriate language.</li> <li>- Follow public display of affection guidelines.</li> <li>- Show school spirit and pride.</li> </ul>	<ul style="list-style-type: none"> <li>- Use technology in an educational manner.</li> <li>- View and share only images or texts that you would share with faculty/staff.</li> <li>- Search only sites and materials used for school lessons.</li> </ul>
------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------	----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------

### **West Washington Infraction System**

<b><u>Minor Offense (Handled by Teacher/Staff)</u></b>	<b><u>Major Offense (Result in Office Referral)</u></b>
<b><u>Defiance/Insubordination/Non-Compliance</u></b> <ul style="list-style-type: none"> <li>• Failure to follow directions or talks back</li> </ul>	<b><u>Defiance/Insubordination/Non-Compliance</u></b> <ul style="list-style-type: none"> <li>• Repeated refusal to follow directions or talks back despite teacher intervention.</li> </ul>
<b><u>Disrespect</u></b> <ul style="list-style-type: none"> <li>• Socially rude or dismissive messages to adults or interrupts class.</li> </ul>	<b><u>Disrespect</u></b> <ul style="list-style-type: none"> <li>• Repeated use of socially rude or dismissive messages delivered to adults or students despite teacher intervention.</li> </ul>
<b><u>Disruption</u></b> <ul style="list-style-type: none"> <li>• Low-intensity, but inappropriate behavior that interrupts class.</li> </ul>	<b><u>Disruption</u></b> <ul style="list-style-type: none"> <li>• Repeated behavior causing an interruption in a class or activity despite teacher intervention.</li> </ul>
<b><u>Dress Code</u></b> <ul style="list-style-type: none"> <li>• Clothing that is near, but not within, the dress code guidelines defined by the school/district.</li> </ul>	<b><u>Dress Code</u></b> <ul style="list-style-type: none"> <li>• Clothing work that is disruptive to classroom activities.</li> </ul>
<b><u>Inappropriate Language</u></b> <ul style="list-style-type: none"> <li>• Words used that disrupt class (including profanity)</li> </ul>	<b><u>Inappropriate Language</u></b> <ul style="list-style-type: none"> <li>• Words used that disrupt class (including profanity) or are meant to threaten/harm someone despite teacher intervention.</li> </ul>
<b><u>Physical Contact/Physical Aggression</u></b> <ul style="list-style-type: none"> <li>• Non-serious, but inappropriate physical contact.</li> </ul>	<b><u>Physical Contact/Physical Aggression</u></b> <ul style="list-style-type: none"> <li>• Physical contact that is serious and threatening where injury is intended or may occur.</li> </ul>
<b><u>Property Misuse</u></b> <ul style="list-style-type: none"> <li>• Low-intensity misuse of property.</li> </ul>	<b><u>Property Misuse</u></b> <ul style="list-style-type: none"> <li>• Active participation in an activity that results in destruction or disfigurement of property.</li> </ul>
<b><u>Tardy</u></b> <ul style="list-style-type: none"> <li>• Arrives at class after the bell.</li> </ul>	<b><u>Tardy</u></b> <ul style="list-style-type: none"> <li>• Arrives to class after the bell 4 or more times. Skips a portion of the class without permission.</li> </ul>
<b><u>Technology Violation</u></b> <ul style="list-style-type: none"> <li>• Non-serious, inappropriate (as defined by school) use of cell phone, computer, other device.</li> </ul>	<b><u>Technology Violation</u></b> <ul style="list-style-type: none"> <li>• Repeated inappropriate use of technology devices and refuses to comply with direction despite teacher intervention.</li> </ul>
<b><u>Inappropriate Display of Affection</u></b> <ul style="list-style-type: none"> <li>• Non-serious, inappropriate physical contact.</li> </ul>	<b><u>Inappropriate Display of Affection</u></b> <ul style="list-style-type: none"> <li>• Repeatedly engages in non-serious, but inappropriate</li> </ul>

	physical contact; or engages in explicit inappropriate verbal or physical gestures/contact of a sexual nature.
<b><u>Incomplete Assignment</u></b> <ul style="list-style-type: none"> <li>Student failed to complete and turn in assignment on time.</li> </ul>	<b><u>Incomplete Assignment</u></b> <ul style="list-style-type: none"> <li>After attempting interventions, student still fails to complete and turn in assignments on time.</li> </ul>
<b><u>Other</u></b> <ul style="list-style-type: none"> <li>Any other minor problem behaviors that do not fall within the above categories.</li> </ul>	<b><u>Bullying</u></b> <ul style="list-style-type: none"> <li>Delivery of direct or technology-based messages that involve name calling, teasing, taunting, threats, or intimidation.</li> </ul>
	<b><u>Forgery/Theft/Plagiarism</u></b> <ul style="list-style-type: none"> <li>Possession of or being responsible for removing someone else's property, has signed a person's name without that person's permission, or claims someone else's work as their own.</li> </ul>
	<b><u>Property Damage/Vandalism</u></b> <ul style="list-style-type: none"> <li>An activity that results in destruction or disfigurement of property.</li> </ul>
	<b><u>Harassment</u></b> <ul style="list-style-type: none"> <li>Disrespectful messages related to gender, ethnicity, sex, race, religion, disability, etc.</li> </ul>
	<b><u>Use/Possession of Drugs/Alcohol/Tobacco</u></b>
	<b><u>Use/Possession of Drugs/Alcohol/Tobacco</u></b>
	<b><u>Other</u></b> <ul style="list-style-type: none"> <li>Any other major problem behaviors that do not fall within the above categories.</li> </ul>

#### **Attendance Policy**

If your child will be absent from school, please call the office to report the absence or late by 9:00 a.m. on the day they will miss school or late to school for any reason. A Parent or Guardian may contact the Attendance office at 812-755-1122 to report their child will be absent. They may also text the Attendance Clerk at 812-896-6461. All calls to the office will be transferred to the Attendance Clerk. If your child is absent, and we have not received a phone call from a parent or guardian, we will make every effort contact the parent or guardian to communicate the absence. Once a student reaches 5 absences, excused or unexcused, for the semester, he or she will be required to have a conference with the school's Attendance and Discipline committee.

When a student brings a note from parents, stating they may leave school early, it should be presented to the office before the beginning of school. Your name will be emailed to teachers and put on the announcements with the time you are to leave school. Students should sign out in the office, and if returning to school, should sign back in at the office.

- State fair, court dates, elections workers, religious trips, school sponsored trips will not count against a student.**

#### **Absence Definitions:**

- Excused Absence - An absence that is excused by doctor's note or by the school nurse for a medical reason, a death in the family, funerals, court dates, serving as a page in the General Assembly, school related field trips, or working the polls on Election Day. Doctors' excuses must be submitted to the office within 2 days of the absence. These days do not count toward the 5 days allowed per semester. Once the 5 days allowed are missed, the student will be referred to school's Attendance and Discipline Committee. A student will be allowed to make-up work missed during this time.
- Parent Request Absence - An absence that is permitted by a parent for a trip, vacation, or whatever purpose requested by a parent or guardian. These days count as part of the 5 days per semester. A student will be allowed to make-up work missed during this time.
- Unexcused Absence - An absence that is not permitted by a parent or the school, including truancy from school, or is supported by a doctor's note. These days also count as part of the 5 days allowed per semester. A student will be placed in Work Release each Friday until the missed work is completed. Once the 5 days allowed are missed, the student will be referred to the school's Attendance and Discipline Committee.
- Out-of-School Suspension - An excused absence. Students will complete all work missed for full credit. The administration and classroom teachers will determine the method and placement by which work is completed.

#### **Attendance Policy: Consequences**

- 1) 5 unexcused absences - Letter home from school and parent(s)/guardian(s) will be called. Student also will be referred to The Attendance and Discipline Committee.
  - 2) 6 unexcused absences - Student will be placed in ISD for a day.
  - 3) 7 unexcused absences - Parent(s) and student will be required to have a conference with school administration.
  - 4) 8 unexcused absences - 2 days of ISD and parent(s)/guardian(s) will be called to be reminded of possible consequences for excessive absences.
  - 5) 9 unexcused absences - 3 days of ISD and parent(s)/guardian(s) will be called to be reminded of possible consequences for excessive absences.
  - 6) 10 unexcused absences (for the year) - Child Protective Services will be contacted
- **When a student is referred to the Attendance and Discipline committee, the committee may recommend that the referred student be placed in Work Release until all work is completed , detained after school until all work is completed, placed in In School Detention (ISD) or other suitable consequence. Parent(s) or Guardian(s) will be contacted if their child is referred to the Attendance and Discipline Committee.**

#### **Discipline Referral Consequences**

- First Referral - Student will serve ISD and/or parents will be called
- Second Referral - Automatic In School Detention and parents are called
- Third Referral - 2 days In School Detention
- Fourth Referral - 2 days out of school suspension
- Fifth Referral - 2 days out of school suspension and school administration will hold a conference with parent(s)/guardian(s) and the student.
- Sixth Referral - 2 days out of school suspension
- Seventh Referral - Suspended pending expulsion

- **Severe Clause:** Every opportunity will be taken to follow the consequences outlined in the Discipline Referral Consequences policy, however, there are times when a student may be automatically suspended or suspended pending expulsion. The school's administration holds the right to determine when these cases happen and to discipline the student(s) accordingly. Parent(s) and Guardian(s) will be contacted also.

### **Tardy Policy**

There are times when students may be late arriving at school. If your child will be arriving late to school, every effort should be made to contact school. Late arrivals for scheduled appointments will be excused with a letter or documentation from your child's appointment. Students will be allowed four (4) unexcused tardies per semester. Once your child has exceeded the allowed tardies per semester the following consequences will be enforced.

Fifth Tardy -	Phone call home to parents.
Sixth Tardy -	Conference with parents and one (1) day In-School Detention
Seventh Tardy -	Two (2) days of In-School Detention
Eighth or more Tardy-	Possible loss of driving privileges and/Five (5) days of In-School Detention.

### **In School Tardy Policy**

There may be times students may be tardy to class due to being in the office, meeting with a teacher, etc.. If a student is tardy to class for a legitimate reason, they will have a pass from the person or place they are coming from. If a student does not have a pass, they will be counted tardy to class. Students will be allowed three (3) tardies to each class per grading period. Once the allotted number tardies has been exceeded, students will be assigned lunch detention. If tardies continue to be excessive, it could lead up to an In School Detention and/or a conference with school administration.

### **SUSPENSION PROCEDURES**

When a principal (or designee) determines that a student should be suspended, the following 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;
- b. If the student denies the charges, a summary of the evidence against the student will be presented; and
- c. The student will be provided an opportunity to explain his or 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 or 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.

4. Students who are suspended from classes are permitted to make up all classroom work assigned during their suspension. They should arrange for their assignments and make up work through the guidance office. Students should submit the make up work to their individual teachers upon their return from suspension. A 10% grade deduction for the assignments and make up work will be taken by the classroom teacher for each day the students are suspended. This deduction will apply to the original grade the assignments would have earned had the students not been suspended.

### **HOMEWORK ASSIGNMENTS DURING SUSPENSION**

Students who are suspended from classes are permitted to make up all classroom work assigned during their suspension. They should arrange to have their assignments picked up through the guidance office. Students should submit the make up work to their individual teachers upon their return from suspension. A 10% grade deduction for the assignments and make up work will be taken by the classroom teacher for each day the students are suspended. This deduction will apply to the original grade the assignments would have earned had the students not been suspended.

### **EXPULSION PROCEDURE**

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

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:

- a. Legal counsel



b. A member of the administrative staff who did not expel the student and was not involved in the events giving rise to the expulsion.

2. An expulsion will not take place until the student and the student's parent are asked to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.

3. The request to appear at the expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and contain the reason for the expulsion and the date, time, place and purpose of the meeting.

4. At the expulsion meeting, the principal (or designee), will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student, and to present evidence to support the student's position.

5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate and give notice of the action taken to the student and the student's parent.

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

LEGAL REFERENCE: 20 U.S.C. 8001, 20 U.S.C. I.C.20-8.1-5.1-1 et seq.

**Revised 7-21-14**

## **READ IMPORTANT NOTIFICATION**

### **WEST WASHINGTON ELEMENTARY AND JUNIOR/SENIOR MEAL CHARGING POLICY**

Students are expected to pay for meals in advance or on the day the meal is served. Students may not charge meals.

However, since students may be unable to take full responsibility for payments of meals, the cashier may allow the student to charge a lunch and/or breakfast on their lunch/breakfast account. (a \$10.00 charge limit)

The following procedure must be followed when a student charges a meal:

If a child forgets his/her lunch and/or breakfast money, they will be allowed to eat that day's reimbursable meal only. The child will be expected to bring his/her money for that meal the following day.

The cafeteria will send payment reminders for accounts showing a negative balance via the students. Elementary will send out notices on Wednesdays of each week, the Junior/Senior High School will send out theirs on Thursday.

-----

### **WEST WASHINGTON LUNCH PRICES 2018-19**

<i>All student B'fast</i>	<i>\$1.50</i>
<i>Reduced B'fast</i>	<i>.30</i>
<i>Extra Milk</i>	<i>.40</i>

<i>Elem Lunch</i>	<i>\$2.50</i>
<i>Jr-Sr Lunch</i>	<i>2.75</i>
<i>Reduced Lunches</i>	<i>.40</i>

### **A LA CARTE**

<i>Fries &amp; individual servings</i>	<i>\$1.00</i>
<i>Soup and/or sandwich, meat entrée</i>	<i>2.00</i>

### **Acknowledgement of Receipt**

By signing below, I acknowledge that I have received a copy of the West Washington Jr./Sr. High School student handbook.

---

Printed Name

---

Signature

---

Date