

## **DANCE POLICY**

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All school sponsored dances and other functions must end by 11:00 p.m. Dances are held exclusively for the students of West Washington Jr-Sr High School. Guest must be signed up in advance and approved by the Principal.

Sponsors and chaperones will see to it that a student does not leave and re-enter. A student may leave at any time, but not re-enter, unless he has been granted special permission ahead of time to leave and re-enter by the sponsor. (This rule applies to all parties, dances, etc.)

Students attending these events are expected to conduct themselves as ladies and gentlemen at all times. Disciplinary action will be taken against those who do not.

Sponsors are to be sure that there is adequate light and that the group is well chaperoned at all times.

Sponsors should notify the principal or the police immediately if any trouble occurs. On minor infractions of the rules, the sponsor is to make a full report in writing to the principal the next school day.

It is not our intention limit the good times of our students, however, the school has a responsibility to the parents and a clear understanding of the rules and regulations ahead of time will result in everyone having a good time.

A complete list of chaperones must be turned into the principal at least one (1) week before a dance. At least three (3) chaperones and one law enforcement officer are required at each dance.

Updated May 2012

## POLICY

### DAYS AVAILABLE WHEN MOVING FROM NON-CERTIFIED INTO A CERTIFIED POSITION

In the event a certified employee working in a non-certified position moves into a certified position, said employee would receive sick and personal days on a pro-rated basis depending on remaining days within the school year.

**EXAMPLE:** If changing positions at beginning of 2<sup>nd</sup> semester, employee would receive one half the days allotted the position. Currently certified receive 12 sick 4 personal annually. If said employee moved into a certified position between semesters they would receive 6 sick and 2 personal.

### DAYS CARRIED FORWARD FROM NON-CERTIFIED INTO A CERTIFIED POSITION

The same would hold true for carrying days from a non-certified position into a certified position. Said employee would be allowed to bring days forward from the non certified position on a pro rated basis depending on days worked within the school year.

**EXAMPLE:** If changing positions at beginning of 2<sup>nd</sup> semester, employee would carry forward into the certified position one half the days allotted the position. Currently non-certified receive 6 sick and 3 personal annually. If said employee moved into a certified position between semesters they would bring forward 3 sick and 1.5 personal minus any days used up to the date of changing positions.

In the unforeseen event more than the allowed days to carry forward were used, the employee would not be required to pay back days.

Adopted: Dec 17, 2012

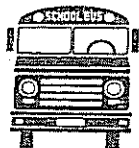
## DISCLOSURE OF STUDENT LISTS

The Board of School Trustees of the West Washington School Corporation in order to maintain the privacy of its students prohibits the disclosure of any student list to any commercial organization that intends to use the list for commercial purposes. "Student list" is defined as a list containing the names and addresses of any or all students currently or formally enrolled in the school corporation. "Commercial organization" is defined as any entity that is a for-profit organization. "Commercial organization" does not include any of the "armed forces of the United States" as defined by state law. "Commercial purpose" is defined as any activity that is an attempt to solicit business or profit. The Superintendent shall establish a procedure to be followed by all corporation employees when a request for a student list is made by a commercial organization.

Indiana law requires a high school to provide access to student directory information to recruiting representatives of the military services. Military services include the U.S. Air Force, component of these military forces, any service academy of these military forces, the Indiana Air National Guard, and the Indiana Army National Guard. Student directory information for purposes of this requirement is the student's name, address and listed or published telephone number. A parent or student has the option to restrict the release of such information to the military services recruiting representatives upon written request to the high school principal at the end of the student's sophomore year in high school.

Under federal law, the school corporation is required to release to military recruiters upon request a secondary student's name, address and telephone listing. The parent of the student has the right to request in writing that such information not be released to military recruiters.

LEGAL REFERENCE: I.C. 5-14-3-4(c)  
I.C. 20-10.1-29-1 et seq.  
20 U.S.C. 7908  
10 U.S.C. 503



# West Washington School Corporation

9699 West Mt. Tabor Road  
Campbellsburg, IN 47108  
Phone 812-755-4872 • Fax 812-755-4843



Gerald W. Jackson, Superintendent  
Terry Nesmith, Treasurer

Carol Hoar, Corporate Secretary  
Barb Davis, Payroll Clerk

## DISPLAY OF FLAG AND PLEDGE OF ALLEGIANCE

### Display of the United States Flag

The United States flag shall be displayed in each classroom of every school in the school corporation.

### Pledge of Allegiance

Each building principal shall ensure that a daily opportunity is provided for students of the school corporation to voluntarily recite the Pledge of Allegiance in each classroom or on school grounds. The building principal shall determine the appropriate time when school is in session for the recitation of the Pledge.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

- a. the student chooses not to participate; or
- b. the student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

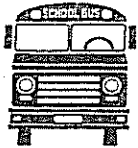
During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hands over their hearts or in appropriate salute if in uniform.

The student code of conduct applies to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior.

The superintendent [building principals] may establish procedures to implement this policy.

LEGAL REFERENCE: IC 20-30-5-0.5.

DATE ADOPTED: *AUGUST 15, 2005*



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## MOMENT OF SILENCE

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence in each classroom or on school grounds of each school in the school corporation.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student's individual choice, mediate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior.

The superintendent [building principals] may establish procedures to implement this policy.

LEGAL REFERENCE: IC 20-30-5-4.5

DATE ADOPTED: *August 15, 2005*

## West Washington School Policy Disposal of Equipment

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All items declared surplus, obsolete or junk may be put up for auction or sealed bids or may be disposed of as deemed appropriate by the Superintendent or Board of School Trustees of the West Washington School Corporation.

Board approved: September 18, 2006

## 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. Shorts and skirts are to be worn at the mid-thigh or lower. 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.
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/guardian on file in the main office. Individual classes may require the removal of piercings for safety reasons.
5. Students are to wear natural hair colors. Any unnatural colors will be limited to streaks or highlights of color and cannot be excessive.
6. Students are not to wear:
  - a. Clothing that exposes undergarments. Ex: sagging pants, tube tops, spaghetti straps, etc.
  - b. Hats, caps, headbands, or bandannas. 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 distracts 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/guardian to discuss the situation.

## POLICY ON STUDENT DRUG AND ALCOHOL OFFENSES

No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or unlawfully manufacture, distribute, dispense, possess or use or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. § 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school hours at school or in any other school district location as defined below.

"School district location" means in any school building or on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district.

A student who violates the terms of this policy may be suspended or expelled from school, at the discretion of the board.

A student who violates the terms of this policy shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the board. If such student fails to satisfactorily participate in such program, the student shall be suspended or expelled from school, at the discretion of the board.

Sanctions against students shall be in accordance with prescribed school district administrative regulations and procedures.



## NOTICE TO EMPLOYEES DRUG AND ALCOHOL POLICY

YOU ARE HEREBY NOTIFIED that is a violation of the policy of the West Washington School Corporation for any employee to distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage or fortified wine or other intoxicating liquor or to unlawfully manufacture, distribute, dispense, possess or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined in schedules I through V of section 202 of the Controlled Substances Act (21 U.S.C. § 812) and as further defined by regulation at 21 C.F.R. 1300.11 through 1300.15, before, during or after school hours at school or in any other school district location as defined below.

"School district location" means in any school building and on any school premises; on any school-owned vehicle or in any other school-approved vehicle used to transport students to and from school or school activities; off school property at any school-sponsored or school-approved activity, event or function, such as a field trip or athletic event, where students are under the jurisdiction of the school district; or during any period of time such employee is supervising students on behalf of the school district or other wise engaged in school district business.

YOU ARE FURTHER NOTIFIED that if you are engaged either directly or indirectly in work on a federal grant, it is a condition of your continued employment on any such federal grant that you shall abide by the terms of the school district policy on alcohol and drugs and will notify your supervisor in writing of your conviction of any criminal drug statute for a violation occurring in any of the places listed above on which work on a school district federal grant is performed, no later than five (5) calendar days after such conviction.

Any employee who violates the terms of the school district's drug and alcohol policy may be non-renewed or his or her employment may be suspended or terminated, at the discretion of the board.

Any employee who violates the terms of the school district's drug and alcohol policy shall satisfactorily participate in a drug abuse assistance or rehabilitation program approved by the board. If such employee fails to satisfactorily participate in such program, the employee shall be nonrenewed or his or her employment may be suspended or terminated, at the discretion of the board.

## AGE TO QUIT SCHOOL

(c) To assist the principal and governing bodies, the department shall do the following:

- (1) Establish guidelines to assist each governing body in establishing a procedure for making appeals to the superintendent under subsection (a).
- (2) Establish criteria by which a governing body may adopt a model assessment that may be used in making the determination under subsection (b).

Sec. 8. A student is not bound by the requirements of this chapter until the student becomes seven (7) years of age, if, upon request of the superintendent of the school corporation, the parent of a student who would otherwise be subject to compulsory school attendance under section 6 of this chapter certifies to the superintendent that the parent intends to:

- (1) enroll the student in a nonaccredited, nonpublic school; or
- (2) begin providing the student with instruction equivalent to that given in the public schools as permitted under section 28 of this chapter; not later than the date on which the student becomes seven (7) years of age.

Sec. 9. (a) The governing body of each school corporation shall designate the appropriate employees of the school corporation to conduct the exit interviews for students described in section 6(a)(3) of this chapter. Each exit interview must be personally attended by:

- (1) the student's parent;
- (2) the student;
- (3) each designated appropriate school employee; and
- (4) the student's principal.

~~(b)~~ (b) A student who is at least sixteen (16) years of age but less than eighteen (18) years of age is bound by the requirements of compulsory school attendance and may not withdraw from school before graduation unless:

- (1) the student, the student's parent, and the principal agree to the withdrawal;
- (2) at the exit interview, the student provides written acknowledgment of the withdrawal that meets the requirements of subsection (c) and the:
  - (A) student's parent; and
  - (B) school principal;
 each provide written consent for the student to withdraw from school; and

(3) the withdrawal is due to:

- (A) financial hardship and the individual must be employed to support the individual's family or a dependent;
- (B) illness; or
- (C) an order by a court that has jurisdiction over the student.

~~(c)~~ (c) A written acknowledgment of withdrawal under subsection (b) must include a statement that the student and the student's parent understand that withdrawing from school is likely to:

- (1) reduce the student's future earnings; and
- (2) increase the student's likelihood of being unemployed in the future.

Sec. 10. (a) Each public school shall and each private school may require a student who initially enrolls in the school to provide:

- (1) the name and address of the school the student last attended; and
- (2) a certified copy of the student's birth certificate or other reliable proof of the student's date of birth.

(b) Not more than fourteen (14) days after initial enrollment in a school, the school shall request the student's records from the school the student last attended.

(c) If the document described in subsection (a)(2):

- (1) is not provided to the school not more than thirty (30) days after the student's enrollment; or
- (2) appears to be inaccurate or fraudulent;

EXIT  
INTERVIEW  
FORM  
ON  
WEB SITE