

*updated 12-16-02*

## HATCH AMENDMENT [NO CHILD LEFT BEHIND]

### RIGHT TO INSPECT CERTAIN INSTRUCTIONAL MATERIALS

In addition to any other rights with respect to the inspection of instructional materials, the parent or guardian of a child enrolled in a school within the West Washington School Corporation which receives funds from the United States Department of Education either directly or indirectly, shall be entitled to inspect those instructional materials which will be used in connection with any survey, analysis, or evaluation as part of any school program or curriculum.

Any complaints arising under this policy may be submitted in writing to the Superintendent of Schools

LEGAL REFERENCE: 20 U.S.C. 1232h(a)

### STUDENT SUBMISSION TO REQUIRED SURVEYS, ANALYSIS, OR EVALUATIONS OF SCHOOL PROGRAMS

No student shall be required without prior written consent of the student's parent or guardian, as part of any school program or curriculum which receives funds from the United States Department of Education, to submit to a survey, analysis, or evaluation which reveals information concerning:

1. political affiliations;
2. mental and psychological problems potentially embarrassing to the student or his/her family;
3. sex behavior and attitudes;
4. illegal, anti-social, self-incriminating and demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers; or
7. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such program).

LEGAL REFERENCE: 20 U.S.C. 1232h(b)

WRITTEN CONSENT OF STUDENT SUBMISSION TO SURVEYS,  
PERSONAL ANALYSIS, OR EVALUATIONS  
(HATCH AMENDMENT)

(This form is to be used to provide as required by federal law written consent of a student's parent or guardian to the student's participation in a survey, a personal analysis, or an evaluation.)

NAME OF STUDENT: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

GRADE/SCHOOL YEAR: \_\_\_\_\_

BIRTHDAY OF STUDENT: \_\_\_\_\_

NAME OF STUDENT'S PARENT OR GUARDIAN: \_\_\_\_\_

ADDRESS OF PARENT OR GUARDIAN: \_\_\_\_\_

The survey, personal analysis, or evaluation reveals the following information: (check all those applicable)

- \_\_\_\_\_ political affiliations or beliefs of the student or the student's parent.
- \_\_\_\_\_ religious beliefs, practices, or affiliations of the student or the student's parents.
- \_\_\_\_\_ mental or psychological conditions that may embarrass the student or his/her family.
- \_\_\_\_\_ sexual behavior and attitudes.
- \_\_\_\_\_ illegal, anti-social, self-incriminating or demeaning behavior.
- \_\_\_\_\_ critical appraisals of other individuals with whom the student has a close family relationship.
- \_\_\_\_\_ legally recognized privileges or confidential relationships, including a relationship with a lawyer, physician, or minister.
- \_\_\_\_\_ income (except as required by law to determine eligibility for participation in a program or for receiving financial assistance under a program).

A copy of the personal analysis, survey, or evaluation is attached for your review.

I, \_\_\_\_\_, consent to the participation of  
(name of parent or guardian of student)

\_\_\_\_\_ in the attached survey, personal analysis, or evaluation.  
(name of student)

\_\_\_\_\_  
Date

\_\_\_\_\_  
Signature of Parent/Guardian

*Police #11*

**MOTION CONCERNING COERCION OF EMPLOYEES**

**I move that no school employee be pressured or coerced to sign any document which contains any false or fictitious materials.**

*approved 8-31-95*

## DELAYED SCHEDULE POLICY

### CLASSIFIED PERSONNEL ( ALSO CALLED NON-CERTIFIED)

When school is on a delayed schedule due to inclement weather, etc. all hourly employees of West Washington School Corporation will report to work on the delayed time. (i.e. inclement weather, etc.)

Maintenance, cafeteria and office personnel should check with their supervisor for their reporting time.

ADOPTED BY SCHOOL BOARD  
MAY 17, 1999

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EARLY DISMISSAL  
OF SCHEDULED DAYS ON THE SCHOOL CALENDAR

When scheduled calendar days on the school calendar are released for early dismissal, (i.e. PBA Days, Student Appreciation Days, etc.) all hourly employees with the exception of maintenance and cafeteria personnel will clock out at the dismissed time.

Office personnel will check with their supervisor for their dismissal time.

ADOPTED BY SCHOOL BOARD  
MAY 17, 1999

EARLY DISMISSAL  
DUE TO INCLEMENT WEATHER OR OTHER INCIDENTS

West Washington School will pay all hourly employees on the job for  $\frac{1}{2}$  days pay or hours worked (whichever is greater) if school is dismissed before 1:00 p.m.

Furthermore, if school is dismissed after 1:00 p.m. and before regular dismissal the employee will be paid for a full days wages.

This policy will become effective January 1, 1997.

ADOPTED BY SCHOOL BOARD  
JANUARY 20, 1997

**CLASSIFIED POLICY  
for  
SICK AND PERSONAL DAYS**

Any West Washington classified employee who resigns, quits, or is let go for any reason other than retirement will not be paid for any unused sick or personal days.

If the employee is twelve month and has unused vacation, they will be compensated for those days on their last pay.

Adopted by School Board  
April 17, 2000

## **POLICY**

### **Non-certified School Personnel Working Extra-Curricular Activities**

The Extra-Curricular sponsor requiring personnel after school or on weekends (i.e. custodial or lunch), must contact the school principal, head maintenance, or cafeteria manager to acquire the personnel to work for the extra-curricular activity.

The personnel working the activity must clock in on a separate time card and will be paid at their overtime rate per hour.

The personnel will be responsible to give the information to the Extra-Curricular or Corporation Treasurer for his or her payment.

Adopted: March 18, 1997  
Revised: January 2003

### **Extra curricular events are as follows:**

ART CLUB  
BAND  
CHEER LEADERS  
DANCE TEAM  
DRAMA  
FFA  
FHA  
FRENCH CLUB  
IMPACT CLUB  
SADD  
SPANISH CLUB  
SPRITI CLUB  
STUDENT COUNCIL  
TECH CLUB  
YEARBOOK

NOTE: Athletics is NOT an extra-curricular event.

**NON-CERTIFIED POLICY**  
**for**  
**USE OF VACATION / PERSONAL DAYS** / *Days w/o Pay*

Your immediate supervisor must be notified one (1) week in advance to use a vacation day(s) and one (1) day in advance to use a personal day(s).

No two people in the same department shall be off on vacation while school is in session. Vacations shall be scheduled with your supervisor in writing and granted on a first come basis.

No days should be taken without the use of a vacation, personal or sick day. Days without pay shall not be taken until all your days have been exhausted. All unpaid days must have **prior approval of the Superintendent.**

If you take a day without pay **without the Superintendent's prior approval**, you will receive a written warning which will go into your personnel file. If this occurs a second time, you will receive a second written warning in your personnel file. A third occurrence of such will be grounds for termination. All occurrences will be reviewed in a rolling twelve (12) month period of time.

Any exception to this policy will be at the discretion of the Superintendent.



# *West Washington School Corporation*

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Gerald W. Jackson, Superintendent  
Terry Nesmith, Treasurer

Carol Hoar, Secretary  
Barb Davis, Payroll Clerk

## **Memo**

To: Non-Certified Employees  
From: Mr. Jackson *dwj*  
Date: April 22, 2009

It has come to my attention that some employees are taking advantage of using days off work without pay. Our policy states that a day taken without pay must have **prior approval** from the Superintendent (please note the policy for use of vacation and personal days at the bottom of this memo). I am now requiring that I be given three (3) days prior notification with the exception of sick days, those days will need to be verified with a doctor's note upon your return to work.

This policy will be strictly enforced beginning April 22, 2009. The new year begins July 1 as always.

***Please read the policy carefully and be aware of the consequences that it entails.***

### **NON-CERTIFIED POLICY FOR USE OF VACATION/PERSONAL DAYS**

Your immediate supervisor **must** be notified one (1) week in advance to use a vacation day(s) and one (1) day in advance to use a personal day(s).

No two people in the same department shall be off on vacation while school is in session.

Vacations shall be scheduled with your supervisor in writing and granted on a first come basis.

No days should be taken without the use of a vacation, personal or sick day. Days without pay shall not be taken until all your days have been exhausted. All unpaid days must have **prior approval of the Superintendent.**

If you take a day without pay **without the Superintendent's prior approval**, you will receive a written warning which will go into your personnel file. If this occurs a second time, you will receive a second written warning in your personnel file. A third occurrence of such will be grounds for termination. All occurrences will be reviewed in a rolling twelve (12) month period of time.

Any exceptions to this policy will be at the discretion of the Superintendent.