

West Washington
Jr/Sr High School

Student Handbook 2015-2016

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Principal

Jeff Byrne Jr.
Assistant Principal

Phillip Bowsman
Athletic Director

Nannette Clements
Guidance Counselor

Keith Nance
Superintendent

This Student Handbook belongs to:

Name _____

Address _____

City _____ Zip _____

Phone _____ Grade _____

**WEST WASHINGTON SCHOOL CORPORATION
2015-16 SCHOOL CALENDAR**

Thur. July 30, 2015	Professional Dev.-Teachers Only (1st)
Fri. July 31, 2015	Professional Dev.-Teachers Only (2nd)
Mon, Aug 3, 2015	1st full day for students
Mon. Sept 7, 2015	NO SCHOOL – LABOR DAY
Fri. Oct. 9, 2015	End of 1 st grading period Teachers 51 Students 49
Mon.-Fri. Oct 12-16, 2015	NO SCHOOL – FALL BREAK
Mon. Oct. 19, 2015	Parent/Teacher Conf-Teachers Only (3rd)
Wed.-Fri. Nov. 25-27, 2015	NO SCHOOL – THANKSGIVING VAC.
Fri. Dec. 18, 2015	End of 2 nd grading period Teachers 42 – Students 41
TOTAL DAYS 1st SEMESTER	TEACHERS 93 – STUDENTS 90
Mon. Dec. 21 – Jan 1, 2016	NO SCHOOL – CHRISTMAS BREAK
Mon. Jan 4, 2016	Professional Dev.-Teachers Only (4th)
Tues. Jan. 5, 2016	1 st day back for students
Fri. Mar. 4 , 2016	End of 3 rd grading period Teachers 45 – Students 44
Mon.-Fri. Mar. 21-25, 2016	NO SCHOOL – SPRING BREAK (make up days)
Mon.-Fri. Mar. 28-April 1, 2016	NO SCHOOL – SPRING BREAK
Mon. May 23, 2016	End 4 th grading period–LAST STUDENT DAY
Tue. May 24, 2016	Professional Dev.-Teachers Only (5th)
Fri. May 27, 2016	Tentative Graduation Teachers 47 – Students 45
TOTAL DAYS 2nd SEMESTER	TEACHERS 92 – STUDENTS 90
GRAND TOTAL	TEACHERS 185 – STUDENTS 180

Missed instructional days shall be made up either during scheduled vacation, or end of school term in accordance with I.C. 20-30-2-3. Graduation date is tentative. A change of date may be required due to possible make up days.

Professional Development Days must be full days for all teachers

Adopted 2-19-

BELL SCHEDULE

Regular

HR	-----	8:20-8:35
Period 1	-----	8:40 - 9:25
Period 2	-----	9:30 - 10:15
Period 3	-----	10:20-11:05
Period 4	-----	11:10-12:30
Lunch	-----	(11:05-11:30) 1st High School (11:35-12:00) 2nd High School (12:05-12:30) Jr. High
Period 5	-----	12:35-1:20
Period 6	-----	1:25-2:10
Period 7	-----	2:15-3:10
WW News	-----	3:00-3:10

Two Hour Delay Bell Schedule

Delay

Period 1	-----	10:20 - 10:50
Period 2	-----	10:55 - 11:25
Period 3	-----	11:30 - 12:00
Period 4	-----	12:05 - 12:55
Lunch	-----	(12:05-12:30) ----- (12:30-12:55) ----- (12:55-1:20)
Period 5	-----	1:25 - 2:00
Period 6	-----	2:05 - 2:35
Period 7	-----	2:40 - 3:10

Early Dismissal (1:00) Bell Schedule

Early

Period 1	-----	8:20 - 8:50
Period 2	-----	8:55 - 9:25
Period 3	-----	9:30 - 10:00
Period 4	-----	10:05 - 10:55
Lunch	-----	(10:05-10:30) ----- (10:30-10:55) ----- (10:55-11:20)
Period 5	-----	11:25 - 11:55
Period 6	-----	12:00 - 12:30
Period 7	-----	12:35-1:00

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.

VENDING MACHINES

Vending Machines in the gym will be closed between the hours of 8:15 am – 3:10 pm

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.

FIRE DRILLS

Fire drills will be held periodically. Each teacher will be responsible for his/her class in the event of a fire drill.

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.

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!*

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)	SADD
Art Club	Science
Color Guard	Sign Language
Drama	Spanish
FFA	Spirit
FHA	Student Council (HS & JH)
French	Student Newspaper
Industrial Technology	Yearbook
National Honor Society (HS & JH)	

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

ANNOUNCEMENTS

Announcements are read over the intercom before school and are broadcasted on the school website (www.westwashingtonschools.org).

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.

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.

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.**

STUDENT DISCIPLINE POLICY

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school cooperation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of I.C. 20-8.1-5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. Removal from class or activity - An elementary, junior high or high school teacher will have the right to remove a student from his/her class or activity for a period of up to one school day if the student is assigned regular or additional work to be completed in another school setting.
2. Suspension from school - A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to ten school days.
3. Expulsion - In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period of no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the grounds for Suspension and Expulsion.
4. BMV Reporting- Indiana law requires principals to notify the BMV to invalidate the driver's license of any person younger than 18 years of age who is involved in any of the following situations:
 - He or she is under an expulsion, exclusion or second suspension from school during the school year; or
 - He or she has been determined to be habitually truant; or
 - He or she has withdrawn from school

BULLYING/HARRASSMENT 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

SOCIAL NETWORK/DIGITAL PLATFORMS

West Washington School Corporation (WWSC) acknowledges that students are not restricted from using any on-line social network sites or digital platforms such as My Space, Facebook, Twitter, 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 on-line 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.

- Students are expected to conform to reasonable standards of socially-acceptable behavior at all times;
- Students shall not infringe upon the rights of others through personal attacks, use of derogatory or demeaning language, or threats;
- Students shall respect the person, property, and rights of others in accordance with school policy and the law;
- Students should not use obscenities, defamatory statements, disruptive tactics, nor advocate violations of the law, rules, regulations, school policies or procedures, and
- In no event should a student's actions or expression of opinions substantially impact the educational process of WWSC or its students.

SPECIAL NOTE: WWSC students and parents should know that anything posted online enters the public record. Law enforcement agencies, future employers, and college admissions personnel, among others, have used social networking sites as a means of gathering information.

GROUND FORS FOR SUSPENSION OR EXPULSION:

Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to:

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrances or exits of any school building or corridor or room therein with intent to deprive others of lawful access to or from, or use of the building, corridor, or room.
 - c. Setting fire to or damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or education function, or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education function under this supervision.
 - f. Any act that disrupts the educational environment.
2. Causing or attempting to cause damage to school property, stealing or attempting to steal school property.
3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
5. Threatening or intimidating any student for the purpose of, or with the intent of obtaining money or anything of value from the student.
6. Knowingly possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon or a look-a-like weapon including BB guns, pellet guns, etc. Antique firearms, shotguns, handguns and rifles are considered weapons under this section of the Student Discipline policy.
7. Knowingly possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this subdivision.

8. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.

9. Failing in a substantial number of instances to comply with directions of teachers or other school personnel during any period of time when the student is properly under their supervision, where the failure constitutes an interference with school purposes or an educational function.

10. Engaging in any activity forbidden by the law of Indiana that constitutes an interference with school purposes or an educational function.

11. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to:

- a. No public display of affection should occur with the exception of holding hands
- b. Engaging in sexual behavior on school property
- c. Disobedience of administrative authority
- d. Knowingly possessing, using, or transmitting any substance which is represented to be or looks like a narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, stimulant, depressant, or intoxicant of any kind
- e. Possessing, using, transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription
- f. Using racial slurs or writing racial symbols including the use of derogatory names of races, rebel flags, KKK, Nazi symbols, etc.

12. Using an electronic device in a manner that interferes with the school purpose.

Audio/video recording or use during unauthorized times are strictly prohibited. The school is not responsible for electronic items brought on school property. Electronic devices may be used after school, before school or at lunch in designated areas, but are to be turned off and kept out of sight during the school day. Cell phones may be confiscated by any adult in the building if the stated policy is not observed by the student.

ON THE 1ST OFFENSE THE ELECTRONIC DEVICE WILL BE RETURNED AT THE END OF THE DAY, EVERY OFFENSE AFTER THE ELECTRONIC DEVICE MUST BE PICKED UP BY A PARENT, GUARDIAN OR AN ADULT.

13. POSSESSION OF A FIREARM:

- a. No student shall possess, handle, or transmit any firearm on school property.
- b. The following devices are considered to be a firearm in Section 921 of Title 18 of the United States Code:
any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive
The frame or receiver of any weapon described above any firearm muffler or firearm silencer any destructive device which is an explosive incendiary, or poison gas bomb, grenade, rocket having a propellant charge or more than four ounce missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or similar device any weapon which will, or which may be readily converted to, expel a projectile by the action of any explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter
any combination of parts either designed or intended for any use in converting any device into any destructive device described in the two immediately preceding examples, and from which a destructive device may be readily assembled.
- c. The penalty for possession of a firearm; ten days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if circumstances warrant such reduction.
- d. Possession of a deadly weapon including any devices that could be used as a weapon including chemicals, any bomb making materials, cross bows, etc.
- e. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

14. FIGHTING

No student shall fight or cause physical injury or behave in such a way as to cause physical injury to any person. Any student involved in a fight may have one or more of the following consequences administered by the Principal or Administrator in charge:

- a. **Out of School Suspension** 3 to 10 days; **Expulsion** for multiple offenses
- b. At the discretion of the administrator, **Legal authorities** may be contacted to take the student to the juvenile detention center, and parent/guardian will have to pick up the student
- c. **Legal charges** of battery or disorderly conduct may be filed

15. TOBACCO

No student shall smoke, or be in possession of matches or lighters, or use tobacco products (including e-cigarettes) on school grounds, in the buildings, or riding on school provided transportation. The penalty shall be three days out of school suspension (first suspension) or suspension alternative (CHOICES) and five days out of school suspension (second suspension) or suspension alternative (CHOICES).

16. DISRESPECT

No student shall be disrespectful toward an administrator, teacher, school employee or other students. The penalty for disrespect is one to five days out of school suspension, paddling, or one to five days in school detention.

17. CURSING

No student shall curse. Penalty for cursing may range from In-School Detention to Out of School Suspension depending on the severity and reoccurrence.

18. LEAVING SCHOOL WITHOUT PERMISSION

No student shall leave school without permission. Disciplinary actions at the discretion of the Principal: in school detention one to five days.

19. TARDIES

The accumulation of four tardies in one class during a semester will result in Lunch Detention or In-School Detention. Teachers will warn the student after the accumulation of three tardies and inform the student that excessive tardies have been reported to the office.

20. TRUANCY

The act of unauthorized absence from school or class for any period of time: truancy may result in In School detention one to five days.

21. SKATEBOARDS, rollerblades, roller-skates or any other items deemed by administration as inappropriate are not allowed on school property.

Disciplinary actions are at the discretion of the principal: Education Recovery, out of school suspension 1 to 10 days.

The grounds for suspension or expulsion listed above apply when a student is:

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

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student's removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria which takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

SCHOOL SUSPENSION

A student/athlete that is suspended is ineligible to attend any after school activity during the term of the suspension.

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.

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.

ATTENDANCE POLICY

I. GENERAL

Securing an education is the most important accomplishment of any young person. Regular attendance is considered to be the first essential in successful school life. No student can hope to do good work if he/she is not in class regularly. With the exception of serious illness, most absences are unnecessary and are the result of poor health habits, too many outside activities, or poor home or school adjustment. Our aim is to develop self-discipline and responsibility within each individual.

II. PARENT'S RESPONSIBILITY

When a student is absent, one of his/her parents must call the attendance office (755-4996) between the hours of 8:00 a.m. and 11:00 a.m or call before office hours and leave a message in the general mailbox. The reason for the absence must be given and a doctor's note may be required. Valid reasons for receiving an excused absence are:

1. Student illness
2. Death in family
3. Court appointment
4. Required church observance

***Students will not be counted as absent from school for the following reasons:**

1. Attendance at funerals when prior permission is asked in writing by a parent or guardian. If circumstances prevent such prior permission then parent or guardian should contact school officials.
2. College visits for tenth, eleventh, and twelfth grade students when the request for such a visit is made in writing prior to the absence and the student is accompanied on the visit by a parent.
3. Service as a page or as an honoree of the Indiana General Assembly. This service must be verified by the certificate received.
4. Service of the precinct election board or as a helper to a political candidate or a political party on the date of each general, city or town, special, and primary elections at which the student works. Only junior and senior students may participate unless the candidate is of the immediate family. Only two students per candidate per polling place will be allowed to participate.
5. Attendance at a military function or deployment of an immediate family member.

III. Explanation of Absenteeism and Consequences:

3 Categories of Absences:

- Permitted (w/ permission by parent- phone call and note required)

- Each student is allowed 5 permitted absences per semester, all absences after 5 must come with documentation from the doctor to be excused or they become Unexcused even when a parent note is turned in.
- Permitted absences include: trips, illness (w/o Dr. visit), etc.
- Permitted absences will be allowed to make up 100% of missing work

- Excused (w/ documentation that it is an excused absence)

- Excused absences include: Dr. visit and the 5 examples listed above* (w/ note from office as being seen)
- Excused absences will be allowed to make up 100% of missing work

-Unexcused (no note or phone or exceeds the # of permitted absences)

- Unexcused absences include: any absence that is not called in or a note is not present within 24 hours of the last absence or any permitted absence after #5.
- Unexcused absences will be allowed to make up 60% of missing work

***Dual Credit Courses- refer to course syllabus for attendance policy.**

Consequence for absences (per semester):

- Any absence NOT called in will be contacted by phone.
- 1st Unexcused Absence- Attendance Clerk Calls
- 2nd Unexcused Absence- Principal Calls
- 3rd Unexcused Absence- Parent Conference
1 Day of In School Detention (ISD)
- 4th Unexcused Absence- Possible Home Visit w/ Sheriff's Dept.
- 5th Unexcused Absence- Referred to Washington County Probation
Inform the Bureau of Motor Vehicles

*** At any time in the school year that a student reaches a cumulative of 8 Unexcused Absences they will be referred to Washington County Probation.**

- I. Late Arrival/Early Departure from School: Students will be considered a late arrival beginning at 8:25 am.
- 3 Late Arrivals/Early Dismissals- Call Home
1 Lunch Time Detention (LTD)
 - 5 Late Arrivals/Early Dismissals- Call Home
Loss of Driving Privilege
(LODP) 1 Week
 - 7 Late Arrivals/Early Dismissals- Conference w/ Parents
Loss of Driving Privilege
(LODP) 1 Semester

*** At any time in the school year that a student reaches a cumulative of 12 Late Arrivals/Early Departures they will be referred to Washington County Probation and inform the Bureau of Motor Vehicles.**

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 spread sheet 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.

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 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 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.

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 may not have food, candy, drinks, or gum while assigned to Education Recovery.
4. Students are to be quiet and not disruptive of a studious atmosphere.
5. Students are to remain awake and alert at all times.
6. Students are to be prompt in reporting back after breaks.

7. Any student may be taken to Education Recovery at any time necessary.

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.

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	D - Poor
B - Good	F - Failure
C - Average	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 Physics
Advanced Placement English 11/12
Advanced Placement Spanish
Calculus
Chemistry II
Informational Technology (CIT)
Intro to Engineering Design
PreCalculus/Trigonometry
Principles of Engineering
Speech

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.

GRADUATION

An Academic Honors Diploma is required in order to hold the title of Valedictorian or Salutatorian.

SCHEDULE CHANGES

The deadline to drop or add a class is 2 weeks after school begins and 2 weeks after second semester begins.

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.

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