

West Washington
Jr-Sr High Student Handbook
2025-2026



High School Office: (812) 755-4996
High School Guidance: (812) 755-1105
Attendance Clerk (text or call) (812) 896-6461

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 expect and instruct students to think critically, collaborate effectively, and communicate meaningfully through reading, writing, and speaking.

SCHOOL DAY:

School will begin at 8:15 a.m. and end at 3:05 p.m. Students not engaged in some supervised activity should leave the building by 3:15 p.m.

HIGH SCHOOL BELL SCHEDULE (Monday-Thursday)

1st Period: 8:15-9:07
2nd Period: 9:11-10:01
3rd Period: 10:05-10:55
4th Period: 10:59-12:30
 Lunch 1: 10:59-11:29
 Lunch 2: 11:30-12:00 (Jr High)
 Lunch 3: 12:00-12:30
5th Period: 12:34-1:21
6th Period: 1:25-2:13
7th Period: 2:17-3:05

ANNOUNCEMENTS

Announcements will be given from the Office and via the Senator Digital Media Center.

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.

Early College- West Washington High School is an endorsed Early College through the Center of Excellence in Leadership of Learning (CELL) at the University of Indianapolis. This designation was gained as the program met and exceeded set standards.

BULLYING/HARASSMENT POLICY

TYPES OF BULLYING

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 may include

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/Suspension

BACKPACKS

- Backpacks should remain in lockers during school hours. Students should place backpacks in their lockers before the first period and retrieve them at the end of the day.
- Drawstring bags and gym bags are allowed for PE purposes only. This rule extends to middle school students as well.
- Small purses or trapper keepers are allowed in the classroom, but may be asked to be placed in designated areas.
- 7th-period backpack use is left to the teacher's discretion.

BUSES

Riding the bus is a privilege. There is a copy of the rules posted at the beginning of the year on each bus. 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/vaping.
- If the student chooses to break a rule, the following consequences may be 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 a designated period of time; parents notified and made responsible for transportation or permanent loss of bus riding privilege (depending on the severity of the offense).
- Should students be unable to provide transportation with a bus suspension, OSS may be implemented instead.

When a bus driver denies riding privileges to a student, they will contact the student's parents by telephone the night before the privileges have been denied.

When exiting the school building, students should exit through door 17 to the buses.

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

*Nicotine and vaping rules on buses are the same as the nicotine and vaping rules noted for the school building.

Students should exit the building through the appropriate hallways. For example, middle school students should exit from their hallway, and high school students should exit from the science wing.

Students should not leave the school premises from the bus upon arrival.

CELL PHONES/WIRELESS DEVICES

- Cell phones should be kept in a student's locker, pocket, or a designated location in the classroom, as determined by the teacher.
- Teachers will ask to take possession of a cell phone if it becomes visible during class time, and it will be turned in to the high school office until the end of the day.
- Refusal to turn in cell phones will result in other consequences.
- If a student needs a phone during class time for emergency purposes, it should be noted at the beginning of the period and approved by the teacher or an administrator.
- Parents may call the school and request to speak to their student at any time.
- Teachers may ask for a student's cell phone before the student leaves the classroom for the restroom or other purposes.
- Junior High students' phones should remain out of sight upon arrival and until dismissal
- *Cell phones should not be used as an alternative to a Chromebook.*

- Cell phones or AirPods should not be present in the hallways during class time.
- Phone or AirPods use in the halls during the bell schedule will result in an office referral or can be taken by an administrator.
- Smart glasses, smart watches, and AirPods are addressed as the same as cell phones
- Students filming adults or other students without permission may be subject to disciplinary measures.
- Filming and sharing of incidents may be subject to similar punishments to those involved

Our policy reflects that of Indiana Code 20-26-5-40.7 **Cell Phone Content and Display The Child Abuse/Neglect Law**

Cell Phone Content and Display The Child Abuse/Neglect Law requires school personnel to report to law enforcement or child protective services whenever there is reason to believe that any person/student is involved with “child exploitation” or “child pornography” as defined by Indiana Criminal Statutes.

CELL PHONE OFFENSES - Discipline Measures May include

- **1st Offense Warning-** Cell phone will be taken by the principal/administration and can be retrieved at the end of the day from the high school office by the student.
- **2nd Offense** - Cell phone will be taken by the principal or administration, and a guardian must pick it up.
- **3rd Offense and following** - Cell phone will be taken by the principal, and a parent or guardian must pick it up. The student will also serve a day of ISD or phone will be held until the end of the week.

CLUBS & ORGANIZATIONS

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

- | | |
|----------------------------------|-----------------|
| Academic Team (HS & JH) | Friends |
| Art Club | Drama |
| BPA | HOSA |
| FFA | Impact Club |
| Industrial Technology | Science |
| National Honor Society (HS & JH) | Student Council |
| FCA | Impact Club |
| Yearbook | Industrial Tech |
| Agents of Shield | |

CHROMEBOOK POLICY

- Students should not use their personal devices. Personal devices should remain in lockers or at home. Personal Devices may be confiscated by staff if used incorrectly
- Students may face disciplinary measures for uncharged Chromebooks. Charging stations will be located in the cafeteria for use at breakfast and lunch for students.
- Minor damage may include a \$50 fee
- Major damage fees may include a \$350 fee
- Multiple unintentional damage incidents may incur a \$350 fee

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 ensure that students come to school appropriately dressed in attire that 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 that is pleasant, safe, individualistic, and conducive to instruction/learning. Students are permitted to express their individuality as long as their appearance does not compromise other students' safety and inherent rights by displaying obscene and/or objectionable attire that 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 should be school-appropriate.
Questionable attire may be subject to administrator's discretion. The appropriate personnel will determine female/male appropriateness.
2. Students wearing leggings and spandex that reveal too much or are ill-fitting may be asked to replace the garment with other garments.
3. The belly button and mid-drift should not be exposed.
4. Students are required to wear shoes with soles at all times.
5. Clothing should cover the midriff, and undergarments should not be exposed. Shirts with spaghetti straps or shirts that expose undergarments should also not be worn. Shirts with large cutout sleeves that reveal too much should not be worn. Sagging pants and tube tops are also not permitted.
6. Individual classes may require the removal of piercings for safety reasons. Hoops in PE should be removed for safety concerns.
7. Hoods or headgear that cover the ears should not be worn.
8. Medical masks are allowed; however, they should not cover up too much of a student's face for school safety concerns or the identity of said student.
9. Hats, clothing, jewelry, or accessories that refer to or promote alcohol, beer, illegal drugs, tobacco, discrimination, or hate groups that include profanity or are sexually suggestive are not permitted.

10. Hats are acceptable; however, if a teacher asks for a hat to be removed for a class presentation, this should be respected. Hats should not deter or distract from the learning environment.

If, in the professional opinion of the principal or assistant principal/counseling staff, 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.
- c. Given appropriate apparel.

When a student is directed to modify or change his/her clothes, attire, or personal appearance, the principal or assistant principal/counseling staff should make a reasonable attempt to contact the student's parent(s) to discuss the situation. Failure to comply with the staff will result in disciplinary action from the school.

***DUAL CREDIT-AP ATTENDANCE AND GUIDELINES**

Students in dual credit classes will follow the college guidelines as well as the guidelines set by West Washington. These are higher-level classes with various degrees of high expectations.

DRIVING PRIVILEGES

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. Driving privileges may be revoked for behavior in the classroom as well

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. Parking in a spot not assigned to a student will result in a warning, followed by a guardian notice. The third offense can result in ISD or the vehicle being towed at the expense of the driver.
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 depart. After the buses depart, all student vehicles will stop immediately and remain stopped until all buses have left the campus.
5. Students should not loiter or hang out in their vehicles before/after school.
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 the school have both given approval.
8. Student drivers must be on time for school. **If a student is habitually truant, tardy, or is a dropout the school holds the right to revoke driving privileges through the DMV per IC 9-24-2-1**
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.

11. Students must follow traffic patterns set forth by school administration and SRO staff.

12. Driving without filling out a driving form or repeated offenses of rules can result in loss of driving privileges, ISD, or the driver's vehicle being towed at their own expense.

13. Students who fail a drug test will not be allowed to drive for 30 days. Students who are abusing drugs and alcohol may be subject to revoked driving privileges as well.

14. Students who drive to school and are habitually late more than 10 times in a semester may have their driving privileges revoked.

15. Students should not drive themselves to field trips or other school functions unless approved in advance by the administration.

EXTRACURRICULAR ACTIVITIES & EVENTS

Students attending and participating in extracurricular activities will abide by all school rules and regulations outlined in this handbook. Student-athletes and students participating in other activities (drama, clubs, etc.) will also be required to follow all rules and regulations set forth by this handbook and those handbooks created by each group or club. Sponsors of these clubs and organizations hold the right to enforce other rules they see necessary.

*Attending extracurricular activities/events is a privilege. Students are expected to handle themselves in a mature manner that represents our school and community positively. Students who violate these rules risk being removed from that event and even future events.

*Students are expected to have transportation set up prior to events. Students will not be allowed to stay after school unsupervised. A student with poor school behavior and/or academics may be restricted from after-school privileges.

Students who have been given *out-of-school suspension* (OSS) are not allowed to attend any after-school event during their suspension. Exceptions will only be granted by the administration.

FIELD TRIPS

A student may not attend field trips during the term of their expulsion, 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.

Unexcused absences will be used in place of students attending field trips not designed for them or their class specifically. For example, students attending a sibling's field trip with their own transportation.

Students must be in attendance for four full periods to participate in an extracurricular that evening. In the instance that the absence is excused by a physician, this should be turned in immediately to the appropriate office or staff member.

- If a permission slip is not signed by all teachers, a student will not be allowed to attend the field trip.
- If a student is not passing at least five classes, the sponsor may deny field trip access.
- Forging a signature is punishable by in-school detention (ISD).

GRADING SYSTEM & REPORT CARDS

The evaluation of the student's achievement is one of the important functions of the teacher. 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.

GRADING SYSTEM

JR/SR High School Grading Scale with Corresponding High School GPA Scale:

	Percentage	HS GPA Points
A+ =	98% or higher	4.33
A =	93-97%	4.00
A- =	90-92%	3.67
B+ =	88%-89%	3.33
B =	83-87%	3.00
B- =	80-82%	2.67
C+=	78-79%	2.33
C =	73-77%	2.00
C- =	70-72%	1.67
D+ =	68-69%	1.33
D =	63-67%	1.00
D- =	60-62%	0.67
F =	59% and lower	0.00
I =	0%	0.00**

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

Finals

If a student needs to miss a final(s) due to an emergency or illness, the student and parent(s) must communicate with the principal before the scheduled final(s). If not, they may be subject to a zero. Communication should occur well in advance so that teachers and administrators may plan accordingly.

***Dual credit classes may have other expectations. ***

2025-2026 WEIGHTED COURSES:

A weighted grading scale is applied to select advanced-level courses. These courses are reviewed and approved by a teacher committee annually. Due to the rigor of these courses, a weighted grading scale is used, earning higher GPA points on the grading scale.

- Digital Design Capstone
- Civil Engineering and Architecture-PLTW/DESN 105 Architectural Design I
- HLHS 101 Medical Terminology Ivy Tech DC
- HLHS 107 Healthcare Specialists CNA- Ivy Tech DC
- Radio/TV Broadcasting Capstone
- Eng Comp Ivy Tech Engl 111 DC
- Intro to Lit ENGL206 Ivy Tech DC
- Fundamentals of Public Speaking- COMM 101-IU DC
- Earth Space II Ivy Tech SCIN 100 DC
- ENG 223 American Lit after 1865-Ivy Tech DC
- Pre-Calculus: College Algebra M136 Ivy Tech DC
- Trigonometry M137 Ivy Tech DC
- Calculus: M211 Ivy Tech DC
- Advanced Placement Biology
- Advanced Placement Environmental Science
- Advanced Placement Government
- Advanced Placement Physics
- Advanced Placement US History

HIGH SCHOOL WEIGHTED GPA SCALE:

	Percentage	GPA Points
A+ =	98% or higher	5.33
A =	93-97%	5.00
A- =	90-92%	4.67
B+ =	88%-89%	4.33
B =	83-87%	4.00
B- =	80-82%	3.67
C+=	78-79%	3.33
C =	73-77%	3.00

C- =	70-72%	2.67
D+ =	68-69%	2.33
D =	63-67%	2.00
D- =	60-62%	1.67
F =	59% and lower	0.00

GRADUATION

An Academic Honors Diploma and/or Technical Honors Diploma or an Honors Seal 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 to participate in the graduation ceremony.

Diplomas/ certificates or the right to walk may be withheld if accounts are not settled.

Graduation Pathways Postsecondary-Readiness Competency Waiver Criteria

A Postsecondary Readiness Waiver may be requested if a student was unsuccessful in completing a postsecondary readiness competency by the end of senior year and attempted to achieve at least 3 separate postsecondary readiness competencies - OR- If a student transfers to a school during the senior year from a non accredited nonpublic school or an out of state school and attempted to achieve at least 1 postsecondary readiness competency but was unsuccessful. Please meet with your school counselor for further information and planning. Students must meet the following criteria to use the waiver for graduation qualifications.

- Attempted at least 3 postsecondary readiness competencies by the end of senior year
- Earned an average of 3.0 GPA in 34 required credits. (Note that students must earn a minimum of 40 credits to earn a diploma.)
- Attendance rate of 95% from 9th- 12th grades
- Meet all state and local graduation requirements
- Demonstrate postsecondary planning

*See the Curriculum Guide provided by the counseling office for more information.

HONOR PROGRAM

Students striving for membership in the National Honor Society are encouraged to excel in the areas of scholarship, character, leadership, and community service. Students who qualify for admission to the National Honor Society must adhere to all national guidelines as well as maintain a 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. The 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.

LIBRARY SERVICES

The library will be open 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 may be used to help ensure 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 person 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 the 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 practiced monthly. This will include fire drills, lockdown drills, tornado drills, etc. The staff will be responsible for their students at all times.

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!*

SEX-RELATED BEHAVIOR CONSTITUTING SEXUAL HARASSMENT

No student shall engage in sexual harassment of another person (fellow students and staff), which includes sexually related verbal statements, gestures, physical contact, digital messages, or other innuendoes of a sexual nature. No student shall engage in voluntary or consensual sexually related contact with another person.

Offensive conduct that has the purpose or effect of unreasonably interfering with learning performance or creating an intimidating, hostile, discriminatory, or offensive learning environment disrupts the educational process and impedes the legitimate pedagogical concerns of the corporation.

Sexual harassment includes all unwelcome sexual advances, requests for sexual favors, and verbal or physical contact of a sexual nature. Other prohibited conduct includes that which has the purpose or effect of creating an intimidating, hostile, discriminatory, or offensive learning environment based on gender, religion, race, color, ethnicity, age, and/or disability. Any student who believes he/she is the victim of sexual harassment should report it immediately to school officials. Any report will be handled at the discretion of the administration.

Sexual Harassment may include, but is not limited to:

1. Verbal abuse or harassment;
2. Pressuring someone for sexual activity;
3. Making repeated remarks with sexual or demeaning implications;
4. Unwelcome touching;
5. Sexual jokes, posters, cartoons, etc..
6. Suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
7. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
8. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history, and cyberbullying.

The penalties for sexual harassment or sex-related behaviors 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: Possible expulsion

SOCIAL NETWORK/DIGITAL PLATFORMS

West Washington School Corporation (WWSC) acknowledges 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 students' 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. Classroom doors must be closed.

VENDING MACHINES, ENERGY DRINKS, AND OUTSIDE BEVERAGES

Outside beverages should remain in the locker and outside of the classroom, except water or drinks approved by the teacher. Vending machines are to be closed from 8-3.

VISITOR'S PASS / STUDENT PICK UP

All visitors, including family members of students and staff, should enter the building through Entry 2. Upon entry, all visitors should check in with the high school secretary and receive a visitor name badge before entering the building.

Students should be picked up by a guardian or a person listed on their Alma account. Students should not be picked up by another student not attending school. Identification may be requested upon pickup to verify. Students may be allowed to be picked up by individuals outside their Alma account at the direction of our secretary or administrator. Individuals picking up a student may be asked to report to the office to verify.

In the instance that multiple call-ins by a parent or guardian are becoming an issue, disciplinary action may be enforced and may result in school detention (ISD) or parent/guardian contact. Some situations may be excused at the discretion of the attendance clerk or administrator.

ATTENDANCE POLICY

If your child will be absent from school, please call the office by 9:00 a.m. on the day your child will miss school or be late to school for any reason. A parent or guardian may contact the Attendance Office at 812-755-1122 to report that 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 by 9:00 am, the parent or guardian will receive an automated phone call to communicate the absence. If we receive zero communication, this will be marked as unexcused. West Washington School Corporation will work to ensure constant communication occurs throughout the semester regarding attendance. Doctor, dentist, etc. notes may be faxed to 812-755-4460, attention Attendance Office, or they may also be delivered to the front office or the Attendance Office.

Should a student attain 10 unexcused absences, West Washington School Corporation is obligated to contact DCS and the Washington County Probation Office.

Total Days Missed	Action
4	Email sent
6	Phone call and email
8	Email, letter, and phone call
10	Probation and CPS notified, possible SRO Visit

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. The student's 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 school-sponsored trips will not count against a student.

ABSENCE DEFINITIONS:

- Excused Absence - An absence that is excused by a 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 upon arrival to school that day or the next. 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.
- Excused day work can be made up per the 48-hour rule, where a student has 48 hours from the day they return at 8 am to complete work up until two days later.

- Dr. Notes should be explicit in the number of days a student should be absent. A general note will be referred to as one day of unexcused absence. Should the school need clarification, they will contact parents. Vague dates on doctor notes will need to be clarified periodically, in some cases
- Out-of-School Suspension (OOS) - 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.
- Students who are habitually truant are subject to revocation of driving privileges and their driver's licenses. West Washington holds the right to contact the BMV and revoke a license should a student qualify for truancy.
- Students who surpass 5 unexcused late arrivals or early departures may be subject to discipline measures. This does not include times when a student has to miss due to a doctor's appointment.
- **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.**
- **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 also be contacted..

FINALS

If a student is going to be absent during finals, it is their responsibility to communicate this in a timely manner to their teachers and the principal. It is at the principal's discretion to allow the completion of finals beforehand or to be made up following.

PLANNERS

Junior high students will receive a planner at the beginning of the year. The planner includes and acts as their pass to the restroom, and while in the hallways. Planners can be replaced at the Counseling Department for a \$5 fee. If a student does not have their planner and needs out of class, they may be subject to discipline measures.

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 the school. Late arrivals or early departures for scheduled appointments will be excused with a letter or documentation from your child's appointment. This documentation should be turned in on the day of.

Classroom tardy discipline will be addressed by referrals following the third tardy given each semester per class.

- First referral will receive a warning will be given.
- Second referral will be a lunch detention
- Third offense will result in an office referral. Possible detention
- Fourth offense will result in a call home and detention
- Fifth offense will be extended lunch detentions or suspensions

Tardies fall under 5 minutes following the bell. Post five minutes falls under truancy.

PROM

No student under the age of 14 or over the age of 20 is permitted to prom. Students must be in good standing with attendance and behavior to attend. Any out-of-school suspension (OSS) or truancy issues may result in prom privileges being revoked. Students from other school corporations must be approved by a prom sponsor or administration. To monitor student behavior, the use of breathalyzers may occur before, during, and after prom. A student may be asked not to drive to prom if his driving privileges have been revoked at school. Poor behavior at prom may result in administrative discipline at their discretion if necessary.

MEDICATION

Prescribed medication should be delivered and taken at the nurse's station. It should be brought to the nurse upon arrival. Distribution of OTC medicine or prescribed medication may result in suspension.

RETENTION

Students may be retained due to poor attendance, behavior resulting in suspension or expulsion, or poor academics, which are not limited to grades.

MAKEUP WORK

- Out of school suspension (OSS)/E-learning/Excused absences- Students will have 48 hours from the day they return to complete any missing assignments. This timeline will begin at 8:00 am the day they return to school. Students have 48 hours to complete and turn in, whether they miss 1 day or multiple days. This includes E-Learning, excused absences, or prolonged illness.
- Unexcused Absence- Unexcused absence work must be completed in class. Some work may not be completed at the discretion of the teacher.
- Out-of-school suspension (OSS) work should be provided as much as possible for students who have been suspended from school.
- In school suspension (ISS), makeup work should be provided by teachers. Students should complete all work when in ISD. Alternate assignments may be provided.
- Students are permitted to make up for the first 10 absences. Following the 10th absence, it is at the teacher's discretion.
- Teachers may also use attendance as a tool within their gradebook.

TOBACCO/VAPING

Vaping may incur a ticket written by the Prosecutor.

1st offense- 5 days of ISD or OSS and ticket written by prosecution

2nd offense- 10 days of ISD or OSS and ticket written by prosecution

3rd offense- 10 days of ISD and ticket written by prosecution. Possible expulsion.

A parent must be present when receiving a ticket from our School Resource Officer. Parents should plan to pick up within 5 school days. Delayed pickup may result in more suspension for their student.

ALCOHOL & DRUG USE

Drugs and Alcohol Indiana Code 20-33-9-5 requires school employees to report to the administrative staff observed violations involving controlled substance laws and minor and alcoholic beverage laws in, on, or within 1,000 feet of school property. A written report must be filed by the principal with the Indiana State Police and the Indiana Criminal Justice Institution. No student shall distribute, dispense, possess, use or be under the influence of any alcoholic beverage, malt beverage, fortified wine, or other intoxicating liquor; or unlawfully manufacture, distribute, dispense, possess, use, or be under the influence of any narcotic drug, a hallucinogenic drug, amphetamine, barbiturate, marijuana, anabolic steroid or any other controlled substance, as defined by federal or state law, or any substance that could be considered a "look-alike" controlled substance, including caffeine pills or non-alcoholic beer. Violation of this policy by any student who is using, in possession of, or is under the influence of alcohol or any controlled substance (except tobacco) will result in a ten-day suspension from school and possibly a recommendation for an alternative expulsion program or expulsion from school for up to one calendar year.

Distributing or dispensing alcohol or any controlled substance will be suspended for ten days and recommended for an alternative expulsion program or expulsion from school for up to one calendar year. This will also result in the notification of law enforcement officials. Possessing drug paraphernalia is a violation of school rules. A student in possession of such paraphernalia may be expelled for a period of not more than one (1) calendar year.

Students may be asked to perform a sobriety test or a drug test based on suspected use. Non-compliance to do so may result in suspension or expulsion. Drug and alcohol property or use may be referred to local law enforcement agencies. Suspension or expulsion is at the administration's discretion.

DRUG POLICY/DRUG TESTING/USE OF DOGS

The use of dogs may be allowed to examine School property, such as lockers or students and items in their possession, or their vehicle, but any search of a student's person will be based upon reasonable suspicion in addition to any information resulting from the dog's examination.

Failure to comply with these protocols may result in referral to local law enforcement, automatic suspension/expulsion, and certain privileges being revoked.

Students under suspicion of drug use may be subject to a sobriety or drug test. Noncompliance with either can result in suspension, referral to prosecution, and privileges revoked.

In the instance of a suspected tampered test, a student may be asked to perform again. Tampered drug tests may appear clear or distinctly different from other tests completed.

Suspected drug/alcohol use includes slurred speech, stumbling, incoherent thoughts/language/speech, abnormal behavior, or a failed sobriety test

Please refer to the district policy on drug testing procedures on the West Washington website. Students enrolled in specific classes could also be subject to complete drug testing as those courses require.

BATHROOM/LOCKER ROOM SUPERVISION

Teachers/Admin/ and SROs reserve the right to enter a restroom or locker room under suspicion of fighting or /alcohol/tobacco/vaping/ drug use.

Junior high students should use their planners as their restroom passes. Teachers reserve the right to determine how many passes are allowed per semester. In the event a student does not have their planner or is out of passes, they may be subject to lunch detention. An accumulation of detentions may result in ISD or OSS

OUT-OF-DISTRICT STUDENTS

Students applying out of district will be required to fill out an out-of-district request application. Students applying must be in good standing with attendance and behavior. This applies to both their current school and if accepted at West Washington Schools. Students may be subject to a meeting with the administration before a decision is made. All out of district students will be reviewed at the end of each semester, and if a determination is made that attendance or behavior is not in good standing, they may be asked to return to their home district. Out-of-district students may also be asked to return to their home district at any point during the semester should they fail to follow Indiana Code Out of District Guidelines related to behavior and attendance. Out-of-district students and guardians may be asked to provide proof and verification of address.

BEHAVIORAL INTERVENTIONS

In the instance that a student's behaviors become an issue and multiple suspensions or detentions have been assigned, the parent/guardian may be asked to come in for a behavioral intervention with administration and teachers. Refusal to do so may result in time spent in either detention or educational recovery.

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 parents 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 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's or parent's 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 a written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parents. 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.

ISD & OOS EXPECTATIONS/GUIDELINES

In the instance a student has become an issue in ISD, it is at the discretion of the administration to have them serve the remainder or additional time in out-of-school suspension (OSS).

Students in school detention (ISD) are expected to follow all school rules and those of the ISD classroom. While serving OSS suspensions, students are not permitted on school grounds/property unless otherwise approved by administration.

- Students should not report to ISD unless directed to by a counselor or administrator

- Students will and should be working on classroom material while in ISD
- Students designated for ISD for the entire day are to report there first period and remain until the 7th period
- Students should not be playing games on their Chromebooks or sleeping in ISD.

POSSESSION OF FIREARMS AND DEADLY WEAPONS

In accordance with Indiana Code 20-33-8-16, Section 10, a student who brings to school or is in possession of a firearm on school property must be expelled for a period of at least one (1) calendar year. The superintendent has the authority to modify the expulsion.

ACADEMIC INTEGRITY

It is important for students and parents to understand the academic integrity expected of all students in all classes. ALL work produced by a student should be the individual work of that student. Copying, plagiarism, and sharing content for exams, quizzes, and homework are considered forms of academic dishonesty.

The following examples are forms of academic dishonesty:

- Copying a homework assignment from fellow students or allowing others to complete your work, such as parents or tutors,
- Allowing other students to use YOUR work on THEIR assignments except for group projects or teacher-approved collaborative efforts,
- Violating a teacher’s testing rules and procedures,
- Possession and/or use of materials not permitted during a test or quiz...examples could include but are not limited to cell phones, calculators, or any other form of a “cheat sheet.”
- Providing and/or accepting information from a form of assessment (exam, quiz, homework, or in-class assignment) from a person who has taken that assessment at an earlier time,
- Any other form of altering the results of a required assessment.
- Using artificial intelligence (AI) assistance without the direct approval of the teacher can be considered cheating.

PLAGIARISM

Plagiarism is claiming someone else’s work as your own. One type of plagiarism occurs when a person copies words, sentences, or paragraphs of another writer’s work without quotation marks or proper documentation. Another type of plagiarism happens when someone uses someone else’s ideas without crediting the source.

Plagiarism in high school is considered to be cheating and could lead to a loss of credit for assignments. To avoid plagiarism, ask your teacher to show you how to use sources correctly, how to include documentation in writing, and how to create a works cited page that lists and credits the sources you have used in your work. Plagiarism also includes reusing work that has been submitted previously for credit in another course or in that course unless the teacher has given permission and the student correctly cites the work in question.

Many colleges and universities choose to punish plagiarism with expulsion from the university, and almost without exception, an instance of academic dishonesty will be recorded on a student's official transcript.

COMMON QUESTIONS CONCERNING DISHONESTY

- ***What is collaboration?***

Collaboration is only allowed when specified by the teacher. Collaboration is working together with more than one person in a group to help each other think through problems and questions. It does not mean one person does all the work and gives the answers to everyone in the group.

- ***If I give my friends my homework to copy because they didn't have time to work on it, does that count as being dishonest or cheating?***

Yes. You are allowing another person to turn in work that is NOT theirs.

- ***If I am absent, can I copy class notes from another student?***

Yes. It is always the responsibility of the student to catch up on work from being absent. Making a copy of classroom notes is an acceptable practice. **COPYING the homework for the day absent is not acceptable.**

CONSEQUENCES FOR ACADEMIC DISHONESTY

1st offense: Student will receive a 0 on the test/assignment.

2nd offense: Student will receive a 0 on the test/assignment and an In-School Detention (ISD) day(s).

3rd offense: Student will receive a 0 on the test/assignment, additional ISD days, and potential removal from and/or failing the class.

Cheating and plagiarism consequences for dual credit and AP course students may be more severe and will depend on the teacher's discretion and the higher institution partner's guidelines.

Cheating and plagiarism consequences involving a National Honor Society (NHS) student could affect the student's membership status in the NHS.

STUDENT SUPPORT SERVICES

Student safety and well-being are our top priority. If you need support, please reach out to your School Counselor or another trusted adult in the building for help. If you are experiencing a crisis outside of school hours, please contact one of the resources below immediately.

Confidential licensed mental health counseling services are also available at school, free of charge. Please see your school counselor for more information.

Telephone/Call

National Suicide Prevention Lifeline: 9-8-8

National Human Trafficking Hotline: 1-888-373-7888

Teen Dating Violence/Domestic Violence: 1-800-799-7233

National Sexual Assault Hotline: 1-800-656-4673

Suicide Prevention: "Start" to 678678

Crisis Text Line: "IN" to 741741

National Human Trafficking Hotline: 233733

Domestic Violence: "Start" to 88788 (National Domestic Violence Hotline)

National Teen Dating Abuse Helpline: "Loveis" to 22522

Sexual Assault: "Home" to 741741

National Suicide Prevention Lifeline: (800) 273-TALK or text 741741

If you are in emotional distress or suicidal crisis, or concerned about someone who might be, do not wait and call.

Crisis Hotline: (800) 273-8255 or text 741741

For anyone dealing with a crisis, including anxiety, depression, economic concerns, family conflict, grief, and relationship issues.

Indiana Child Abuse and Neglect Hotline: (800) 800-5556

Help is available 24 hours a day, 7 days a week. You may report abuse or neglect anonymously.

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 payment of meals, the cashier may allow the student to charge a lunch and/or breakfast on their lunch/breakfast account (\$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. A child will not be allowed to charge more than \$10.00. Once they reach the \$10.00 limit, the child will not be allowed to receive the regular lunch. However, the child will not be denied food at breakfast or lunch but will receive an alternate meal.

The cafeteria will send payment reminders for accounts showing a balance of \$5 or less on Fridays of each week for elementary and on Wednesdays of each week for junior/senior high students. These will be given to students to take home.

If payment is not received, a letter will be sent to the address on file. This letter will notify them that the Board reserves the right to take them to small claims court if payment is not received within five (5) working days. The parent will be responsible for the cost of small claims, which adds a substantial amount to the debt.

Student Breakfast

Jr/Sr High Breakfast	\$1.95
Reduced Price Breakfast	\$0.30
Extra Milk	\$0.50

Student Lunch

Jr/Sr High Lunch	\$3.15
Reduced Lunch Price	\$0.40
Extra Milk	\$0.50

Extras

Breakfast Entree	\$1.00
Lunch Entree	\$2.00
Sides	\$1.00

"This institution is an equal opportunity provider."

Applications for free/reduced meals are available in the school offices and can be filled out anytime during the school year. However, you must be aware that any meals eaten

BEFORE the completion and acceptance of the meal application form is the responsibility of the parent.

Acknowledgment of Receipt

By signing below, I acknowledge that I have received a copy of the 2025-26 West Washington Jr./Sr. High School Student Handbook..

Printed Name

Signature

Date