



LEARN LEAD INSPIRE

WESTFIELD HIGH SCHOOL

Student/Parent Handbook 2021-2022

Mrs. Alicia Denniston, Principal
Mr. Kurt Frederick, Assistant Principal
Mr. Bill Naas, Assistant Principal
Mr. Matt Putman, Assistant Principal
Mr. Kevin Scanlon, Assistant Principal
Mr. Denver Wade, Assistant Principal
Mr. Dan Doherty, Director of School Counseling
Mr. Andy Tebbe, Athletic Director
Mrs. Ginny Smith, Assistant Athletic Director

MAIN OFFICE – 317-867-6802
ATHLETIC DEPARTMENT – 317-867-6815
SCHOOL COUNSELING CENTER – 317-867-6807
SCHOOL NURSE – 317-867-6805
ATTENDANCE LINE – 317-867-6801

18250 N. Union Street, Westfield, Indiana 46074

317-867-6800 (Phone) 317-867-2909 (Fax)

WHS BELL SCHEDULES

Daily Schedule for Monday, Tuesday, Thursday, Friday

Period	Start	End
Period 1	8:35 AM	9:39 AM
Period 2	9:46 AM	10:50 AM
Period 3	10:57 AM	12:35 PM
A Lunch	10:57 AM	11:27 AM
B Lunch	11:30 AM	12:01 PM
C Lunch	12:04 PM	12:35 PM
Period 4	12:42 PM	1:46 PM
CORE	1:53 PM	2:28 PM
Period 5	2:35 PM	3:39 PM

Late Start Wednesday Schedule

Period	Start	End
Period 1	9:05 AM	10:10 AM
Period 2	10:17 AM	11:30 AM
Period 3	11:37 AM	1:15 PM
A Lunch	11:37 AM	12:07 PM
B Lunch	12:10 PM	12:41 PM
C Lunch	12:44 PM	1:15 PM
Period 4	1:22 PM	2:27 PM
Period 5	2:34 PM	3:39 PM

2- Hour Delay Schedule

Period	Start	End
Period 1	10:35 AM	11:24 AM
Period 2	11:31 AM	12:20 PM
Period 3	12:27 PM	1:47 PM
A Lunch	12:27 PM	12:51 PM
B Lunch	12:54 PM	1:19 PM
C Lunch	1:22 PM	1:47 PM
Period 4	1:54 PM	2:43 PM
Period 5	2:50 PM	3:39 PM

Westfield Washington Schools

Carey Ridge Elementary School 317-867-6200
 16231 Carey Road
 Westfield, IN 46074
 Mr. Andy Hilton, Principal

Shamrock Springs Elementary School
 317-867-7400 747 W. 161st Street
 Westfield, IN 46074
 Mr. Robb Hedges, Principal

Maple Glen Elementary 317-896-4700
 17171 Ditch Road
 Westfield, IN 46074
 Mrs. Mary Beth Riley, Principal

Washington Woods Elementary School
 317-867-7900 17950 Grassy Branch Road
 Westfield, IN 46074
 Mr. Tom Hakim, Principal

Monon Trail Elementary School 317-867-8600
 19400 Tomlinson Road
 Westfield, IN 46074
 Mrs. Dana Dietz, Principal

Westfield Intermediate School
 317-867-6500 324 W. Main Street
 Westfield, IN 46074
 Mrs. Annette Patchett, Principal

Oak Trace Elementary School 317-867-6400
 16504 Oak Ridge Road
 Westfield, IN 46074
 Mrs. Jane Hitch, Principal

Westfield Middle School 317-867-6600
 345 W. Hoover Street
 Westfield, IN 46074
 Mr. Mike Hall, Principal

District Office, 1143 East 181st Street

317-867-8000

Dr. Paul Kaiser, Superintendent	317-867-8010
Dr. John Atha, Assistant Superintendent - Curriculum & Instruction	317-867-8009
Mr. Brian Tomamichel, Chief Financial Officer	317-867-8013
Mr. Chris Baldwin, Director of Human Resources and Safety	317-867-8012
Dr. Joe Montalone, Director of Operations	317-867-8045
Dr. Chase Stinson, Director of Student Services	317-867-8006
Dr. Stacy McGuire, Director of Quality & Strategic Initiatives	317-867-8024
Mr. Joshua Andrews, Director of Communications	317-867-8088
Mr. Kyle Miller, Director of Student Support and Counseling Services	317-867-8038
Mrs. Teresa Layton, Riverview Health Network, Manager of School Nurses	317-867-6698
Mrs. Marci Derado, Director of Early Learning Programs	317-867-8069
Mr. Dan Brita, Director of Technology	317-867-8030
Mr. Larry Johnson, Director of Transportation	317-867-8041
Mr. Brian Kelly, Director of Maintenance & Grounds	317-867-8048
Mr. Joey Healy, SFE Food Services Manager	317-867-8060
Mr. Oscar Morales, SSC, Director of Custodial Services	317-867-8057

Board of School Trustees

Jimmy Cox	jimmycox@wws.k12.in.us
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Bill Anderson	andersonb@wws.k12.in.us
Mike Steele	steelem@wws.k12.in.us
Amber Willis	willisa@wws.k12.in.us

The schedule of board meetings and summaries of proceedings can be found on our website: www.wws.k12.in.us

The Board of School Trustees approves and authorizes all items in school handbooks. As a result, the School Handbook represents the legal and formal policies that will guide activity in Westfield Washington Schools

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The Board and District Administrative Team are working to update our Vision and Mission and will be completed this school year.

WWS Vision

To communicate to stakeholders and constituents what the board believes is the best that they can imagine for the students in the school corporation.

WWS Mission

The reader should know what you do, how you do it, who you do it for, and how it will help them.

HANDBOOK SCOPE & PURPOSE

The Board of School Trustees approves and authorizes all items within the handbook. As a result, the Student Handbook represents the legal and formal policies that will guide activity at Westfield Washington Schools. The information within the handbook should be helpful to students and parents/guardians.

GUIDING PRINCIPLES

Westfield Washington Schools fosters the development of students by providing a variety of opportunities for students to acquire and apply the necessary knowledge, skills, and attitudes to navigate life challenges in an ethical and productive way. WWS cultivates five core guiding principles - Compassion, Honesty, Hard Work, Responsibility and Respect.

An integral part of WWS mission is to intentionally build a caring, participatory, and safe learning environment. By utilizing a variety of learning practices, programs, and processes, WWS actively strives to develop the necessary skills students need to be successful academically and ultimately in life.

RIGHTS & RESPONSIBILITIES

STUDENTS

Students' rights include, but are not limited to:

- attending school where your parent or legal guardian lives and receiving a free and appropriate public education
- developing abilities to the fullest
- being respected as an individual
- expecting rules to be reasonable and consistently applied
- having appropriate opportunities to participate in school activities

Students' responsibilities include, but are not limited to:

- attending school daily, regularly, and on time, performing to the best of your ability, being prepared to learn and taking advantage of educational opportunities
- being aware of all expectations regulating behavior and conducting yourself in accordance with these guidelines
- respecting the authority of the school staff
- being diligent in their studies
- developing good work and study habits
- treating everyone in the school community with respect in accordance with WWS policies and procedures
- dressing appropriately in accordance with the school dress code
- helping create a school environment that is free from intimidation, harassment, or discrimination
- reporting and encouraging others to report any concerns or code of conduct violations
- practicing inclusion and embracing our differences

STAFF MEMBERS

Staff members' rights include, but are not limited to:

- working in a safe and orderly environment
- being treated courteously, fairly, and respectfully by students, parents/guardians, and other school staff
- receiving the necessary resources and training to deliver quality instruction
- taking any of several corrective measures in response to student violation of this code of conduct (impose detention on a student, deny school privileges, remove a student from class, suspend him/her, enlist parent/guardian support, recommend expulsion)

Staff members' responsibilities include, but are not limited to:

- communicating policies, expectations and concerns, and responding to complaints or concerns from students and parents and guardians in a timely manner
- conducting well-planned and effective learning activities
- establishing and enforcing classroom regulations that will facilitate learning
- maintaining written records of conduct
- keeping parents and guardians informed of student academic progress and behavior, creating meaningful opportunities for their participation
- being respectful and courteous to students, parents and guardians, serving as role models for students
- being knowledgeable about the policies of the Westfield Washington School Board and other applicable laws and regulations, and enforcing them fairly and consistently

PARENTS/GUARDIANS

Parents'/Guardians' rights include, but are not limited to:

- receiving information about the policies and procedures of the Westfield Washington School Board that relate to your children's education.

- receiving reports (written or oral) from school staff regarding your children's academic progress or behavior
- receiving information about due process procedures for disciplinary matters concerning your children
- receiving information about services and supports

Parents'/Guardians' responsibilities include, but are not limited to:

- having children regularly attend school on time, and communicating reasons for absences and tardiness.
- informing WHS staff about any concerns and/or complaints in a respectful and timely manner
- working with school administrators and teachers to address any academic or behavioral problems your children may experience.
- communicating with your children about acceptable and expected school behavior.
- becoming familiar and complying with the policies of the Westfield Washington School Board, administrative regulations and the Code of Student Conduct.
- providing and maintaining updated contact information
- Supporting student completion of homework and participation in offered support programs
- being respectful and courteous to staff, other parents, guardians and students at all times
- encouraging and supporting the student's efforts by being available

STUDENT CONDUCT, PROCEDURES & RULES

Code of Student Conduct

This Code of Student Conduct specifically outlines major categories of behavior and states consequences which may occur as a result of misconduct. The following factors are used in determining the consequences for a specific violation of the Code:

- Seriousness of the behavior offense and the degree of harm caused
- Impact of the incident on the overall school community
- Whether the student's violation threatened the safety of any student or staff member
- Student's understanding of the impact of his/her behavior and attitude
- Student's prior conduct and record of behavior
- Student's willingness to repair the harm caused by his/her behavior
- Age, health, and disability or special education status of the student
- Appropriateness of student's academic placement

Westfield Washington Schools Behavior and Discipline Policy (Policy 10000-05)

As referenced in Policy 10000-05, it is the policy of Westfield Washington Schools to balance the rights of student expression with that of all members of the school community, with the interests of an orderly and efficient educational process, and with the needs of a school environment suitable for the healthy growth and development of all students.

Students are expected to demonstrate proper behavior as defined in student handbooks and are subject to disciplinary action when the rules are not followed. Students do have the full protection of due process including the appeal of any decision dealing with disciplinary action.

As referenced in Policy 10000-05, it is the intent of the administration and teachers of Westfield Washington Schools to follow the discipline procedures as outlined in the student handbook. In addition to the actions specifically provided in the student handbook, the superintendent, principals, any administrative personnel, or any teacher of the school corporation shall be authorized to take any action in connection with student behavior which is reasonable, desirable, or necessary to help any student to further school purposes, or to prevent an interference

therewith; such action, including but not limited to, such matters as:

1. counseling with a student or group of students;
2. conference with a parent/guardian or group of parents/guardians;
3. assigning student additional work;
4. rearranging class schedules;
5. requiring a student to remain in school after regular hours to do additional school work or for counseling;
6. restricting extracurricular activities.

Anti-Bullying (Policy 10000-49)

Bullying is **prohibited** by Westfield Washington Schools. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

Definition: "Bullying" is defined as overt, unwanted, **repeated** acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

1. places the targeted student in **reasonable** fear of harm to his or her person or property;
2. has a **substantially** detrimental effect on the targeted student's physical or mental health;
3. has the effect of **substantially** interfering with the targeted student's academic performance; or
4. (has the effect of **substantially** interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Applicability: Westfield Washington Schools prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within Westfield Washington Schools and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. Westfield Washington Schools prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Education: Westfield Washington Schools will provide training and/or instruction on bullying prevention and policy to all students in grades 1-12, as well as staff, in accordance with Indiana law.

Reporting: In an effort to maintain an orderly and safe environment, students and parents/guardians can report incidents to the anonymous reporting platform located on the district website homepage.

The entire School Board Policy (10000-49) can be found on the district website, www.wws.k12.in.us, under *School Board/Policy Information*.

Non-Discrimination & Anti-Harassment (Policy 13000-01)

WWS does not discriminate on the basis of a protected class including but not limited to race, color, religion, gender, national origin, age, disability, ancestry, sex, transgender status, sexual orientation, gender identity, or gender expression in its programs or activities. WWS strictly adheres to all non-discrimination and anti-harassment laws and does not tolerate acts of harassment. WWS is committed to providing a safe environment in which students can learn. WWS shall maintain a nondiscriminatory environment protecting students from discrimination and harassment.

Harassment and discrimination may take many forms, including: verbal acts and name-calling; graphic and written statements; sexual violence or unwanted sexual contact; or other conduct that may be harmful, humiliating, or physically threatening. Harassment and discrimination do not have to include intent to harm, be directed at a specific target, or involve repeated incidents, but may be present in peer-to-peer, staff-to-staff, staff-to-student, or student-to-staff interactions. Harassment and discrimination may be any act, speech, or gesture sufficiently severe, pervasive, or persistent so as to interfere with or limit the ability to participate in or benefit from the services, activities, or opportunities provided by WWS.

Please see Policy 13000-01 for a full description of the procedure to investigate a complaint of harassment. All complaints will be followed up on and the following steps will be taken. They may not always follow this order.

- Report
- Supportive interim measures
- Investigation
- Supportive Measures
- Consequences
- Communication with parents/guardians to inform/update on investigation
- Follow up with students involved

Note: All reports are taken seriously and investigated.

Factors Involved in Decision Making Process (not limited to):

- Student's age(s)
- Relationship between parties
- Specific offense and circumstances of incident, including if this is a repeated incident
- Verbal or physical conduct
- The effect on the targetThe degree of harm caused
- Student's prior disciplinary record
- Input from persons in parental relation, teachers, mental health professionals, as appropriate
- Special circumstances such as if the Disability status (determine whether behavior is directly related to disability)
- Staff members involved
- Student privacy considerations under FERPA

WWS recognizes that consequences are a natural result of behavioral misconduct, and consequences need to be paired with teaching and additional support for the purpose of changing chronic misbehavior. As administrators take into account the factors involved, a range of consequences and supportive measures have been developed following school and state board policies. This list of consequences and supportive measures are not all inclusive therefore administrative discretion will be applied as needed. WWS will follow all applicable laws and regulations in regard to the Family Educational Rights and Privacy Act (FERPA) when communicating with students, families, and community. Therefore, WWS is unable to disclose educational records and/or personally identifiable information to third parties (including but not limited to: consequences received, supporting measures put in place, details of the incident, etc.).

Possible Consequences	Possible Supportive Measures
<ul style="list-style-type: none"> • Mandatory parent meeting / conference • Education module • In School Suspension • Out of School Suspension • Suspension pending expulsion hearing • Bus suspension • Schedule alteration • Alternate transportation • No contact contract • SRO Involvement 	<ul style="list-style-type: none"> • Remove complainant from situation to ensure physical and psychological safety • Counseling for complainant or respondent • Referral to school-based mental health provider for complainant or respondent • Referral to community resources for complainant or respondent • Education modules for respondent to understand the harm • Restorative practices / conversations • Follow up “check-ins” for complainant / respondent • Mutual restrictions on contact between parties • Increased supervision of certain areas of campus • Modification to class schedules / placement • Classroom / community meeting • Re-entry plan for complainant or respondent

The entire School Board policy (13000-01), including coordinator contact information, can be found on the district website, www.wws.k12.in.us, under *School Board/Policy Information*.

Children’s Internet Protection Act (CIPA) (Policy 10000-50)

1. WWS recognizes its responsibility to educate students regarding appropriate behavior when using the Internet. Therefore, students shall be provided instruction about appropriate online behavior, including interacting with other individuals on social networking sites, user forums, chat sites, and about cyberbullying awareness and response.
2. The Superintendent or designee shall provide age-appropriate instruction regarding safe and appropriate behavior on social networking sites, user forums, chat sites, and other internet services. Such instruction shall include, but not be limited to, the dangers of posting personal information online, misrepresentation by online predators, how to report inappropriate or offensive content or threats, behaviors that constitute cyberbullying, and how to respond when subjected to cyberbullying.

Criminal Organizations (Policy 10000-52)

Criminal organizations are **prohibited** by Westfield Washington Schools. Students who commit any acts of criminal organization and criminal organization activity, or reprisal, or retaliation against an individual who reports suspected criminal organization activity are subject to discipline.

Definition: “Criminal Organization” means a group with at least three (3) members that specifically: (1) Promotes, sponsors, or assists in; or participates in; (2) Requires as a condition of membership or continued membership; or (3) Has as one of its goals; The commission of a felony or an act that would be a felony if committed by an adult or the offense of battery.

Definition: “Criminal Organization Activity” means knowing or intentional participation in a criminal organization, or knowing or intentional solicitation, recruitment, enticement, or intimidation of another individual to join a criminal organization.

Applicability: The Board of School Trustees of Westfield Washington Schools prohibits criminal organization activity and similar destructive or illegal group behavior on school property, on school buses, and/or at school-sponsored

functions and prohibits reprisal or retaliation against individuals who report criminal organization activity and similar destructive or illegal group behavior or who are victims, witnesses, bystanders, or other people with reliable information about an act of criminal organization activity and similar destructive or illegal group behavior.

Education: Westfield Washington Schools will provide training and/or instruction on criminal organization activity and policy to all students in grades 1-12, as well as staff, in accordance with Indiana law.

Reporting: In an effort to maintain an orderly and safe environment, students and parents/guardians can report incidents to the anonymous reporting platform site located on the district website homepage.

The entire School Board policy (10000-52) can be found on the district website, www.wws.k12.in.us, under *School Board/Policy Information*.

Due Process (Policy 10000-05)

It is important that students be aware of their legal rights and responsibilities. The Student Due Process Code IC 20-33-8 enacted and amended by the General Assembly of Indiana outlines in detail the procedures to be followed when either suspension or expulsion is utilized as a disciplinary measure. Once due process is initiated, a student will not be permitted to withdraw from school to avoid disciplinary action except in Policy 10000-05, Student Behavior, Rights, and Discipline. Due process procedures begin at the time a student is questioned in relation to an incident.

Vocational School & Cooperative Programs Discipline

The Metropolitan School District of Washington Township shall conduct student due process procedures for students attending the J. Everett Light Career Center and students may be charged with violation of policies, rules and regulations of M.S.D. Washington Township and J. Everett Light Career Center. Students attending the vocational programs through J. Everett Light Career Center are subject to that school's policies and procedures.

Action taken by M.S.D. Washington Township to suspend or expel a student shall subject the student to similar or the same action by Westfield High School as determined by the principal. In the event suspension or expulsion is pursued, due process procedures will be followed. A student suspended or against whom action has been taken for expulsion from Westfield High School shall also have his/her actions examined by the administration at the J. Everett Light Career Center.

Expulsion-Legal Settlement (IC 20-33-8-17) (Policy 10000-03)

A student may be expelled from school if the student's legal settlement is not in the attendance area of the school corporation where the student is enrolled. Expulsion will not be undertaken if the student voluntarily is withdrawn by the parents/guardians within five calendar days of discovery.

Grounds for Suspension/Expulsion

Grounds for suspension or expulsion are student misconduct and/or substantial disobedience. Examples of student misconduct and/or substantial disobedience for which a student may be suspended or expelled include, 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 rule:
 - a. Occupying any school building, school grounds, or part thereof with intent to deprive others of its use.
 - b. Blocking the entrance 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 substantially damaging any school building or property or lighting a fire on school property.
 - d. Possession of matches, lighter, or anything that could be used to start a fire.
 - e. Prevention of or attempting to prevent by physical act the convening or continued function of any school or education function, or of any meeting or assembly on school property.

- f. 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 their supervision.
2. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
3. Trespassing on or utilizing school property for purposes other than school or sponsored events.
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 oneself or some other person does not, however, constitute a violation of this rule.
5. Threatening or intimidating any student for any purpose including obtaining money or anything of value from the student or hazing of other students.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or represented to be a weapon. A weapon is defined as any object, mechanism or air gun that could be used to inflict physical harm to another person. This is punishable by up to one-year expulsion.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, THC wax, spice, alcoholic beverage, tobacco products including electronic cigarettes, vaporizers, or intoxicants of any kind. Use of drug(s) authorized by a medical prescription from a physician for the person in possession of the drug is not a violation of this rule.
8. Engaging in the unlawful selling or supplying 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. Possession of, use, or transmitting drug paraphernalia.
10. 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.
11. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
12. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are established in accordance with Indiana law, including, but not limited to:
 - a. engaging in sexual behavior on school property;
 - b. disobedience of administrative authority;
 - c. willful or excessive absences or tardiness of students;
 - d. 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 a prescription;
 - f. engaging in speech or conduct, including clothing, jewelry, or hairstyle, which is profane, indecent, lewd, vulgar, or offensive to school purposes or that advocates any illegal activity.
13. Using school or personal electronic devices in an inappropriate manner; this includes, but is not limited to, utilizing them for cheating purposes or for the purpose of harassing, bullying or bringing harm to others.
14. Possessing 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 under this rule:
 - 1) any weapon that will, or is designed to, or may readily be converted to, expel a projectile by the action of an explosive or compressed air;
 - 2) the frame or receiver of any weapon described above;
 - 3) any firearm muffler or firearm silencer;
 - 4) any destructive device which is an explosive, incendiary, or poison gas bomb, grenade, rocket having a propellant charge of more than four ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or any similar device;
 - 5) any weapon that will, or that may be readily converted to, expel a projectile by the action of an explosive or other repellent, and that has any barrel with a bore of more than one-half inch in diameter;

- 6) any combination of parts either designed or intended for 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;
 - 7) an antique firearm;
 - 8) a rifle or a shotgun which the owner intends to use solely for sporting, recreational, or cultural purposes.
- c. Weapon - up to one-year expulsion.
 - d. The penalty for possession of a firearm: suspension up to 10 (ten) days and expulsion from school for at least one calendar year with the return of the student to be at the beginning of the first trimester after the one-year period. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
 - e. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.

In addition to the grounds listed above for expulsion or suspension, 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, or other school breaks and functions.

Suspension, expulsion, and student discipline are governed by IC 20-33-8 and Westfield Washington Schools policies and procedures are in compliance with that statute. Copies of the entire Indiana Statute are available at the administrative office. Policy 10000-05 covers student behaviors, rights, and discipline.

In August 2006, the School Board instituted a practice not to hear student due process appeals for expulsion.

SCHOOL DAY

The instructional day begins at 8:35, with direct supervision beginning at 8:15 when students are released from the bus. The instructional day ends at 3:39.

Building Tours

Tours of Westfield High School for families new to the corporation can be arranged by calling our Information Desk at 317-867-6883.

Hallway Expectations

1. Students in the hallway during class time will be expected to have a pass.
2. No running in the halls will be permitted.
3. No food or drink is to be consumed in the halls.
4. When school is over, students are to leave immediately unless staying for detention, testing center, extra help from a teacher, or extra curricular club, sport, or activity starting immediately after school
5. If a student is in an unsupervised area without permission, he/she will be held accountable under the context of truancy per the discipline code.

Leaving School Building or Grounds

Westfield High School has a closed campus. Students are not permitted to leave the school grounds without permission of the administration. The only students who shall have permission to leave the school are those with clinical appointments, students who become ill at school, students leaving as an extension of their educational program, and students who have obtained special permission from an administrator, following a parent/guardian conference. No student, regardless of age, is allowed to leave without permission of the school administration.

When it is necessary for students to leave school when classes are in session for appointments of various

natures, the following procedure will be in effect to govern such instances:

1. The student is required to sign-out in the office prior to leaving school. Failure to sign-out will result in the student being considered truant. No student, regardless of age, is allowed to leave without permission of the school administration. If time missed has not been approved and recorded, the student will be counted as truant. This rule applies to before and after school. Once you arrive at school you are not to leave the school grounds until you are going home.
2. The parent/guardian shall notify the school by telephone and/or note of appointment date, time, and location. The student should return to school when the appointment is completed and continue the regular school day. Students should bring confirmation slips from the dentist or doctor upon returning to school. Failure to bring confirmation slips from the dentist or doctor will result in unexcused absences for classes missed.

CORE Time Rules & Guidelines

CORE Time for students will be on Mondays, Tuesdays, Thursdays and Friday during the school day from 1:52 - 2:27. During this time, each student will be assigned an Advisory teacher for the whole year. They can also sign up to work with their subject area teachers for extra help or specific study sessions. They will also have the opportunity to utilize our Testing Center during this time. Certain days, students will also benefit from Freshman Mentoring or Sophomore programming and will be able to meet as academic or interest clubs as well. CORE Time was designed to help all students be successful; therefore, academic work and teacher assignment of CORE Time will take precedence over club or activity meetings. It is the policy of Westfield High School that all students should take advantage of this time. Failure to attend an *assigned* CORE Time will result in disciplinary action.

Vehicle Idling

Drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped more than five (5) minutes in locations where vehicle exhaust may be drawn into the building or while on school grounds.

Emergency School Delay/Cancellation/Dismissal

The cancellation or late beginning of school will be broadcast via the best method available. Parents will also be contacted through Blackboard, our emergency contact system. Parents are encouraged to keep phone contacts updated in PowerSchool. Please do not call the superintendent's office or school office to ask about the closing of school.

Certain situations may require releasing students from school before the end of the day or relocating them from one school building to another. If students are released early or relocated, the school district will notify parents by providing information via Blackboard. Information will also be available on the school corporation website and through social media channels.

If there is an emergency school closing during school hours, it is imperative that your child knows exactly what he/she is supposed to do.

Example 1: If your child is to go home he/she would always have a key or know where one is kept.

Example 2: If your child is not to go home he/she must know where he/she is supposed to go.

If you transport your child to and from school, please make arrangements with someone who will always be able to pick him/her up.

Emergency closing arrangement information on each student is requested from each parent/guardian the first week of school. **Please keep this and other emergency information up to date during the school year in PowerSchool.**

If a bus driver or other school person believes a child may be harmed by releasing him or her from a bus or school, and the parent or guardian is not present, alternative arrangements may be made. The parent or guardian will pay any cost for these services.

School Visitors

As a general rule, visitors are not allowed at Westfield High School between the hours of 8:35 a.m. and 3:39 p.m. without an appointment. **Please call the school office** and let us know when you would like to talk to a teacher, the principal, or counselor so a time can be arranged. If you have an appointment with a faculty or staff member, please check in at the Information Desk and the staff member will be notified of your arrival.

A SafeVisitor background check will be required for anyone who visits our schools, including family members of our students. Examples of activities in the schools where visitors will need a completed SafeVisitor background check are listed below:

Field Trip Chaperones

Athletic or Student Activities Parent Volunteers

Examples of activities that will not require a formal background check are listed below (these visitors will still follow normal school check-in procedures):

Classroom Guest Speakers

Parent/Teacher Conferences/Case Conferences

School Programs

Visiting school office area or dropping off items at the school

Background checks are good for three years at any school in the district. These background checks will cost \$12.95 and can be acquired via the link below.

Please note - this process could take 3 to 6 business days. Once approved, please be on the lookout for a badge notification email from "info@safevisitorsolutions.com." Your badge will be attached as a PDF. You can either print it, save it on your phone, or download the SafeVisitor app. A photo will be required and added upon your first visit to the school.

Web address for SafeVisitor process:

<https://secure.safevisitorsolutions.com/Safe/Volunteer/003471/volunteer>

You can find more information at www.wws.k12.in.us/Page/1474

For the safety of students in the school, **all visitors must show picture identification (e.g. driver's license) and check in at the Information Desk immediately upon arriving.** Visitors must ring a buzzer and state name and reason for entering the school. Each visitor registers in a logbook in the office and is issued a visitor's badge that must be worn during the visit and is returned prior to leaving. This procedure is followed for each visit to the school.

No visitor may conduct any type of student interview or take photographs until permission has been granted by the administration. Anyone in violation of the visitor policy will be asked to leave and could face the penalty of criminal prosecution.

Student Visitors

Students at Westfield High School are not allowed to have visitors without permission from the administration.

GENERAL INFORMATION

Accident Insurance for Students

Student accident insurance is available to all students at a nominal cost. This insurance is made available as a courtesy to you and is not sponsored by the school.

The school carries no coverage on your child and can make no payments to cover medical costs. The insurance plan offered covers accidents that require medical attention that happen at school and on the bus. An application can be completed on the district website under *Parents/Important Documents*.

Athletes and cheerleaders must either purchase the insurance or have their parents/guardians sign the Parent/Guardian Consent and Release Form on the IHSA Physical Form stating that they have other accident insurance and will assume financial responsibility, in case of accidental injury. A form is available in the athletic director's office for those desiring the waiver. The school does not carry insurance for loss of personal property.

Blackboard

Blackboard is the WWS electronic parent/guardian notification system. Emergency notifications, weather delays, closings, student documentation, general building information and district information are sent via voice messaging, text messages and email notification to the phone numbers and email addresses provided. Email is generally used for non-emergency situations (i.e. weekly newsletters or district announcements). For an emergency or immediate activity, the system calls the parents/guardians' listed number and sends a text to the cell phone number provided. *Please be sure to keep accurate email addresses and phone numbers in PowerSchool.* Parents/guardians can update their email and phone number by notifying the front desk of their child's school.

Electronic Devices

BYOD and one to one devices should be used for educational purposes. Cell phones are allowed on school grounds and can only be accessed in the classroom if approved by the classroom teacher. When allowed, students are expected to have school appropriate music. No text messaging, audio recording, or videos may be used at any time. Any electronic device can be confiscated if used inappropriately. **If school personnel have reasonable suspicion to believe a student has used an electronic device to violate a school rule or interfere with school purpose, that device may be confiscated and subject to reasonable search. All parts of the item(s) will be confiscated which includes batteries and memory cards. Confiscated items (when released by school officials) must be picked up by a parent/guardian.** If you or your child decides to send such devices, understand that the school is not liable for any loss or damage to the device, and the *Technology Use Form* must be completed in PowerSchool. All devices should be clearly labeled with the owner's name.

There are appropriate and inappropriate times for cell phone usage. To eliminate cell phone distraction during instruction time, cell phone use is only allowed at a teacher's discretion. Cell phones must be turned off and out of sight during each class period and the student will be held accountable to the discipline code. Checking time, calculator use, or other cell phone functions will be considered usage.

Cell phones may be used during the 7-minute passing periods, lunch time in the cafeteria and when not in a classroom. Cell phone usage during this time will be considered a privilege that can be revoked if appropriate cell phone etiquette is not used.

If parents need to contact a student (or vice versa) during class time due to an emergency situation, they are to contact the receptionist (317-867-6802) and a pass will be provided for the student to come to the office and take the call.

Technology

The use of technology (This policy includes, but is not limited to: computers, camcorders, cameras, editing equipment and all accessories) is a privilege available to all students. Abuse or misuse of the equipment, policies or rules will lead to a loss of privileges or disciplinary action by the Westfield High School administration. Students and their parents/guardians are responsible for the cost of repair or the cost of replacement of any damage incurred either by vandalism or carelessness. All technology use is governed by the Acceptable Use of Technology Policy (13000-03). Please refer to the **DISCIPLINE CODE/VIOLATIONS** section of this handbook for the penalty of violating this policy.

Students may use computer labs, editing stations and other technology resources if a teacher is present in the lab to supervise them. A copy of the Policy and Parental Consent form is available in PowerSchool.

Audio/Video Technology

The use of all audio/video technology is a privilege available to all students. Students and their parents/guardians are responsible for the cost of repair or replacement of any damages incurred either by vandalism or carelessness. Students may use editing stations and/or other technology resources areas if a teacher or other designated supervising adult is present in the area. Audio/video equipment may be reserved and checked out for educational purposes only. Reservations must be made in writing with the TSG staff.

Every Student Succeeds Act

Westfield Washington Schools must comply with the Every Student Succeeds Act. Information regarding out-of-school suspensions and/or expulsions will remain part of each student's permanent record that begins in kindergarten and concludes when a student graduates, transfers outside the district, or is expelled. Information about in-school suspensions or punishments by individual teachers, such as an after-school detention, is not part of the permanent record. These records will not appear on transcripts of grades which colleges receive. This information will be shared with other schools only when the student transfers. For more information, contact the Director of Student Services at 867-8006.

Field Trips

As an integral part of the instructional program, various classes take field trips during the course of the school year. Field trips are designed to add to the instruction and do not simply represent "getting out of school." Specific assignments are normally made as part of the field trip. Trips vary considerably in length from one class period to as much as several periods. Depending on the nature of the field trip and available finances, a charge is sometimes assessed for admission and transportation costs.

Teachers are responsible for scheduling field trips, making specific assignments, and specifying appropriate apparel for the field trip. In the determination of appropriate apparel, teachers will consider the nature of the trip and what will convey the best public impression of Westfield High School students. Students who elect not to conform to the specified apparel will remain at school and follow their normal schedules.

A student who has accumulated five (5) absences for the current trimester may not be permitted to participate on a field trip. The assistant principal when making this decision will consider extenuating circumstances. Students who participate on field trips which keep them from attending their regularly scheduled classes must turn in their assignments for the day before departing upon the outing.

Administrators reserve the right not to allow a student to go on a field trip due to issues such as attendance, tardies, or discipline.

Parents/Guardians are encouraged to go along on these trips to help supervise the children. If you are interested in helping with a trip, please contact your child's teacher. All parents/guardians serving as chaperones must complete the Safe Visitor background check as described above in the "School Visitor" section. For safety and supervision reasons, younger siblings are not permitted to attend field trips.

It is School Board policy that all children going on field trips have a signed permission slip. These forms must be signed by the parent/guardian and returned by the day of the trip. *A student without proof of proper immunizations is considered in violation of IC 20-34-4-5 students will not be allowed to attend field trips and/or extracurricular activities until immunization records are up to date and on file with the school nurse.

Lockers

All lockers and storage areas provided for student use on school premises remain the property of the school and are provided for student use; they are subject to inspection, access for maintenance, and search. **For security reasons, lockers are not to be shared.** Throughout the school year lockers must be kept in the same condition that they were in when they were assigned to the student.

Students are allowed to use magnets to customize their lockers; however, no one shall apply stickers, tape, or write on the lockers at any time. Periodic locker inspections will be held, and students will be charged for damages

that are noted during the inspection.

Lost and Found

The “lost and found” area is located in the main office/and or cafeteria. Students who have misplaced something should check with the office staff on a regular basis. Students are encouraged to return “found” articles to the main office. To a great extent, all public schools operate on the honor system.

Students are strongly discouraged from bringing large sums of money or other valuable items to school. Westfield High School will not be responsible for articles that are lost or stolen. Items in the lost and found are taken to Goodwill at the end of each trimester.

Lost or Damaged Textbooks

Students are charged book rental and consumable fees for each class in which they enroll for credit. Books and materials are issued by the classroom teacher and must be returned to the same teacher upon completion of the school year or withdrawal from school. Responsibility for textbooks rests with the student to whom the textbooks are issued. Loss of books or materials due to theft or other circumstances will not be accepted as an excuse for nonpayment or the failure to complete assignments.

1. Failure on the part of any student to pay for lost or damaged books shall deprive the student of further use of textbooks and material. If a textbook is lost, before another one is issued, the student will be required to pay the cost of replacing the textbook. If the book is found and returned, a refund will be made to the student. If the book is damaged, the student is required to pay a damage charge depending upon the degree of damage and the condition of the book when it was issued.
2. Students are required to have textbooks and other materials and equipment in class necessary to perform the daily lesson.

Operation of a Motor Vehicle & Student Parking

The right to drive a motor vehicle is controlled by the State of Indiana. The operation of a motor vehicle is controlled by various regulations and laws for the safety of all concerned and should be viewed as a privilege.

Students who plan to drive to school at any time during the school year shall register their vehicle(s) in the main office. The student must fill out the appropriate form and pay a registration fee. Parking spaces are limited. If there are more students registered than actual spaces available, the administration will assign parking permits based on specific criteria. Vehicles are to be properly aligned in the assigned areas. Students who abuse their parking assignment may have their vehicle removed from school property at their expense.

Students are not permitted in their cars during any part of the school day without permission from an administrator. Upon arriving at school, students are to lock and leave their cars immediately. The student parking lot is for the parking of cars only. The students are not to congregate in the parking lot before, during, or after school. Students who fail to abide by these rules and regulations or who operate their vehicle in an unsafe manner will lose the privilege of driving their vehicles to and from school. Students who lose their driving privileges must ride the bus or be transported to/from school by their parent(s)/guardian(s).

All students who register for parking privileges are subject to random drug screening at Westfield High School.

Students who are habitually tardy or have attendance or discipline issues may forfeit their right to drive or receive their parking pass at any time.

School Telephone Use

The office phone is available for students during the passing period or directly before/after school. Students are

not allowed to be tardy to class due to using the phone. Students may not use the school phones during instructional time without permission from a teacher. Any student using the office phone improperly will be held accountable per the discipline code.

Signs/Posters/Flyers

Only official school clubs will have permission to post 8" x 11" signs/posters/flyers after approval from the Assistant Principal. Approved signs must have a verification stamp, received at the front information desk. The signs shall be posted only in the designated areas in the learning center or main cafeteria unless special permission has been granted. Signs can remain up for a maximum of 14 days and must be taken down by the group that put up the sign.

Student Speech & Press

The Board of School Trustees recognizes the students' rights to freedom of speech and press; however, these rights are limited when the rights are used to interfere with the very purposes to which schools are dedicated. If you wish to distribute materials on school property, approval must be obtained from the principal. Such principal has the authority to designate the time, place, and manner for such distribution.

Substitute Teachers

Due to illness, professional obligation, personal business or other emergencies, it is sometimes necessary that the school employ a substitute teacher for the regular classroom teacher. Students are expected to be courteous and especially helpful to the substitute, who has all the responsibilities of the regular teacher. Let's make the image of our school a good one in the eyes of the substitute teacher.

Technology Guidelines (Policy 13000-03)

The use of technology (This policy includes, but is not limited to: computers, Chromebooks, iPads, camcorders, cameras, editing equipment and all accessories) is a privilege. Abuse or misuse of the equipment, policies, or rules will lead to a loss of privileges or disciplinary action by school administration. Students and their parents/guardians are responsible for the cost of repair or the cost of replacement of any damage incurred either by vandalism or carelessness. All technology use is governed by the Acceptable Use of Technology Policy (13000-03).

Curricular Materials and Student Fees

Parents will be invoiced for curricular materials and student fees associated with the individual courses their student has chosen. Full payment or a payment plan should be completed by the end of the first six weeks of school. If a student makes a schedule change, this may cause an adjustment in fees. The parent will either owe additional fees or may have a credit on the account. If a credit is on the account, a refund will be issued by the end of June.

Westfield Washington Schools' requires all unpaid fees, that are not on a payment plan, be sent to a collection agency no later than the end of the school year. Any account that is turned over to collections will have an additional \$10.00 fee added to their outstanding balance.

If a student is withdrawn from school, the parent will receive a prorated refund on curricular materials that are returned to the school. However, many consumable materials used in classes lose all of their value once they have been used for any part of a class.

Textbook/School Meal Assistance

Financial assistance is available to parents who complete a Household Application for Free and Reduced Price School Meals form and qualify for assistance. The forms are available during registration, online or at the administration building. The form completed must be for the current school year. If the parent wants textbook assistance, that question on the form will need to be answered and signed.

A child is eligible if the total household income and the amount and source of income received by each household member fall within federal guidelines for Free/Reduced Meals and/or Textbook Assistance.

Curricular materials fees are established each spring following state guidelines. Payment is collected at the district level. Payment can be made at the administration building with cash, check, credit card (Visa/Mastercard/Discover), or by completing a payment contract. Payment can also be made online through the PowerSchool interface.

Volunteers

Volunteers are welcomed in our school. Those volunteers who work directly with students or supervise a group of students on a field trip must complete the Safe Visitor process. Please see the section on School Visitors in this handbook.

CAFETERIA

Student Lunches, Candy, Drinks, Food & Gum

Students may bring their lunch or purchase lunch in the cafeteria. A variety of choices are available, which enables any student to have a well-balanced meal and the prices are kept to a minimum. Parents/Guardians may set up a “debit” account in the cafeteria for their student to use to pay for their lunches. Money can be added to the students’ account at any time by going online to www.wws.k12.in.us under *Parents/LunchTime*. **Students must show their student I.D. at the register in order for their account to be accessed.** Students are not allowed to personally charge their lunches. All students are expected to remain in the cafeteria while eating - all food must be consumed in the cafeteria. **All students are expected to remain in the cafeteria during their assigned lunch time and will be held accountable if not present.**

All students are expected to cooperate in taking trays, paper, cartons, etc. to the designated area for disposal. Students who do not cooperate and/or act unruly in the cafeteria will be assigned clean-up responsibilities, and/or have cafeteria privileges taken away for a period of time, and/or be expelled from the cafeteria for the remainder of the trimester.

There are classes in session during all of the lunch breaks. Consequently, students are expected to go directly to and from the cafeteria quickly and quietly. Students are not permitted to be in the corridors where classes are being conducted without a corridor pass during the lunch periods.

Students may not have food delivered from an outside source - any exceptions must have approval from an administrator. **Students will not be called to the office to pick up lunch** – if you anticipate bringing your child's lunch to school, please let him/her know beforehand to check in the office for his/her lunch.

Any parent/guardian who may need financial assistance to pay for lunch and/or breakfast may contact the Administration Office at 317-867-8019 or the Student Nutrition Office at 317-867-8062 to apply for Free/Reduced benefits.

Any questions or concerns may be directed to the Food Services Director at 317-867-8060.

Sharing of Foods and Beverages

Food and beverages should not be shared between students, given concerns about allergies and other restrictions.

Gum will be permitted in school unless the teacher states in his/her classroom guidelines he/she does not want students to chew gum. **Food and drinks are to be consumed in the cafeteria areas and non-carpeted areas of the building.** Small water containers are permitted in the classroom at the teacher’s discretion. Please deposit beverages in a trash container before entering the building. Please do not bring glass bottles into the school

building. **Students and staff should work to keep the building clean.**

Students are asked to place empty bottles and trash in the trash cans and recycling bins located in the designated area. Food and beverages are not to leave the cafeteria area. If spills do occur, students should report them immediately to a staff member or custodian. Spills can be cleaned up, stains will be damaging.

Allergy Guidelines

Our food service department will do our best to never serve products with the following labels:

- "Contains nuts"
- "May contain nuts"
- "Made in a facility with nuts"
- "Made with equipment that also makes nut products"

Manufacturer's labels are constantly changing, however, we will diligently stay up to date on the labels for your child's protection. Peanut and nut products are allowed to be brought from home. Children with a nut allergy may choose to sit at a "nut free" table. The child with the allergy can bring two friends to sit with as long as those children have a nut free lunch.

If you are ever in question of a menued item, please do not hesitate to contact your Student Nutrition Department at 317-867-8062. Any questions or concerns may be directed to the Food Services Director at 317-867-8060.

STUDENT PROGRAMS & ACTIVITIES

Extracurricular Activities

There is a strong indication that the students who involve themselves in school related activities outside the regular curricular program have a tendency to enjoy school more, have better attendance records, and generally will perform better in the classroom. After the student has started a well-defined course of study, he/she is urged to consider the opportunities offered for individual development through participation in the extracurricular program.

1. Students must be legally enrolled in the educational program in order to participate in extracurricular activities. To be eligible to participate in an extracurricular activity, a student is expected to be present in school the day of said activity.
2. Students participating in or attending extracurricular activities shall conduct themselves with pride and dignity to bring honor to themselves, their school and community.
3. All policies, rules, regulations or guidelines pertaining to student behavior and conduct shall be in effect for extracurricular activities.
4. The rules and regulations of the Indiana High School Athletic Association shall govern all appropriate interscholastic athletic programs.
5. The rules and regulations adopted by the Westfield High School Athletic Department shall govern student participation.
6. The following schedule is recommended as the closing time for all evening activities:
 - 10:00 p.m. for all activities during the week.
 - 11:00 p.m. for activities on Friday and Saturday.

(For special events, such as the prom, a later closing time may be approved by the principal.) Sunday activities are discouraged and must have the approval of the Board of School Trustees. Some of the active clubs in existence are defined for you. Any group of students interested in starting a new club should talk with an administrator.

If the club is deemed advisable and in the best interest of the school an effort will be made to find a faculty sponsor.

Extracurricular Activities Participation

A student must be present one-half the school day to participate in an extracurricular activity, except for extenuating circumstances (e.g. death in the family, medical appointments, college visitation, etc.). A half-day is defined as the last two instructional periods of the day. This will be subject to the approval of the administration and/or sponsor. If the student leaves school due to illness during the school day, he/she will not be permitted to participate that evening.

Students who have not been in school due to illness or suspension may not attend extracurricular activities on the day they were absent.

1. Any student who is suspended from school for any disciplinary reason shall not be permitted to participate in extracurricular activities during the period of the suspension.
2. None of the above is seen as a forfeiture of the right and responsibility of the school administrators to protect the image of the school by removing a student from participation in any extracurricular activity at any time that the student's participation is not in the best interest of the school corporation.
3. None of the above is seen as a forfeiture of the right of the coaches or sponsors of extracurricular activities to set additional approved rules that regulate the participation of students in extracurricular activities.
4. Only those students enrolled at Westfield High School may participate in extracurricular activities.

Extracurricular Conflicts

Coaches, directors and sponsors are expected to schedule activities to minimize conflicts for students. Students are encouraged to participate in a variety of activities and should not be restricted or penalized because of scheduling conflicts and demands made upon them by school personnel. All activities that occur outside the regular schedule of classes are co-curricular and none has precedence over the other.

When unavoidable conflicts arise the following guidelines shall be used to reach resolution:

1. Contests and performances always have priority over practices and rehearsals.
2. When conflicts occur between contests and/or performances the coaches, directors, and sponsors should attempt to resolve the conflict mutually.
3. When school related conflicts arise between contests and/or performances, no penalty shall be imposed on the student for missing a contest or performance.
4. When conflicts cannot be mutually resolved by coaches, directors, and sponsors, the student shall choose to participate in the activity which he/she feels is in his/her best interest.

Students must realize that membership in any organization carries the responsibility of attendance. Missing contests, performances and practices for personal reasons is unsatisfactory; and penalties shall be imposed.

School Dances

Dances are held periodically and are sponsored by various clubs and organizations. The following guidelines are set up for the safety of students and to help with the planning of such events.

1. Only current Westfield High School students in good standing and their approved guests may attend.
2. No middle school age students are allowed to attend Westfield High School dances.
3. Westfield High School students must present their school ID and guests their picture ID to enter the dance.
4. A Westfield High School student requesting to bring a guest that is NOT a Westfield High School student must have a Guest Dance Request form completed and returned to the office prior to the event. This form must be approved by administration and presented to purchase tickets. Students attending dances are not permitted to leave and re-enter.
5. Dance sponsors and chaperones are ultimately responsible for maintaining discipline at the dance. If, in the opinion of a sponsor or chaperone, a student's behavior does not meet the school standards, the student will be asked to leave the dance or will be denied entrance to the dance. Any such situation will be reported to the administration and possibly the local legal authorities.

6. All students and their guests attending dances including the Junior/Senior Prom will be required to submit to a breathalyzer test.

Student Assemblies/Pep Sessions

Occasionally during the school year, assemblies and convocations may be held. School assemblies, whether pep sessions or other kinds of assemblies, are held for a specific purpose.

Our student body is expected to be an attentive and courteous audience at all times.

Therefore:

1. Students are to sit in their assigned seating areas whenever an assembly is held.
2. Failure of a student or students to conduct themselves in a proper manner may result in restriction from other assemblies, and/or suspension from school.

HEALTH SERVICES

Health Clinic

The health clinic is staffed by a Registered Nurse provided by Riverview Health Network and licensed to practice nursing by the State of Indiana. The health clinic is provided to take care of illness and injuries that occur during the school day. Please update your student's medical information by logging onto PowerSchool found under PARENTS on your school building website. Every school year you will need to verify, update and date the online form. This form is used to provide care for your child, provide information to emergency services, if needed, and allow the school nurse permission to administer the listed school provided over the counter medications.

Health Conditions and/or Emergency Medical Needs & Procedures

If your child has a health condition (e.g. diabetes, asthma, severe food allergy, seizures) that requires the use of medication, emergency treatment, or a medical procedure during the school day, please contact the school nurse. An individual health care plan or emergency care plan for school and/or school sponsored events will need to be completed by the school nurse. All procedures including administration of prescription medication, and emergency treatment plans must have a medical order that is completed annually or as needed to ensure up-to-date information.

Vision & Hearing

Vision and hearing screenings will be conducted for students in designated grades as mandated by the State of Indiana. If appropriate, parents/guardians will be notified if a student is in need of professional consultation following a screening. Hearing Screenings are performed by the district Speech and Language Pathologists. School nurses and local optometrist/ophthalmologist perform the vision screening tests.

Reports to Child Protective Services

As a school district, we are under duty by State Law to submit a report of any suspected child abuse or neglect to Child Protective Services of Hamilton County who handle all investigations. Such a report is made directly to Child Protective Services of Hamilton County and they handle the investigation.

Illness/Injuries at School

To help your student focus on their studies and classroom work we ask that all known illnesses or injuries be treated at home prior to arriving at school. If a student becomes ill or seriously injured at school and requires special medical attention, the following steps shall be taken:

1. First aid will be given as appropriate.
2. The principal, school nurse, or volunteer health aide will be notified and the student will be sent to the health clinic for medical attention. .
3. If the student is not able to continue the school day due to a medical illness or injury, the parent/guardian will be contacted:

- a. If contact cannot be made with the parent or guardian at the first report of an illness or injury, the school may send the child home with the person whom the parent/guardian has indicated. Please remember to keep all emergency contact information current in PowerSchool by updating home, cell, and work phone numbers, as well as, the names and phone numbers of friends and/or relatives who can be reached if the parent/guardian is not available.
 - b. If a parent/guardian has no means of getting the child home, the school may send the child home in accordance with the parent's request.
 - c. If a parent or guardian cannot be contacted and there is serious injury or illness, the school may secure the services of emergency medical services or any person previously designated in writing by the parent/guardian. The school assumes no responsibility for the emergency services or fees.
 - d. All school personnel should be informed (on a need to know basis) of children who have special health problems that may require special attention when an injury or illness occurs (hemophilia, diabetes, epilepsy, allergies, etc.). It is the parent's/guardian's responsibility to inform school personnel of any health problems and update information on a yearly basis or as needed.
4. All personal injury accidents that require special medical attention occurring at school, on the way to or from school, or at related activities are to be reported in writing using the *Incident Report Form*.
 - a. The Incident Report Form will be completed as soon as possible.
 - b. One copy of the Incident Report Form will be retained in the health clinic and one filed within three (3) days of the incident at Westfield Washington Schools Central Office.
 5. Students who are ill may visit the clinic with a pass provided by the teacher. A daily log is kept of students' reasons for visiting the clinic and the treatment provided.

Exclusion from School

A child with a contagious illness, disease or fever should not be sent to school. Please specify on the school attendance line if your child is absent due to a fever, contagious disease, or chronic illness.

District exclusion criteria states that students are to be excluded from school for one or more of the following medical conditions or at the school nurse's discretion.

- **Fever**—documented temperature of 100° F or above. Your child must be fever free (less than 100° F) for at least 1 full school day after being sent home with a fever. After the full day they may return to school once they are fever free (<100° F) without using fever reducing medication.
- **Any rash and fever combined**—the student should remain home until fever free for at least 1 full school day and until fever free (<100° F) without using fever reducing medication.
- **All red or pink eyes with pus or drainage** present should be evaluated by a physician. The student may return to school 24 hours after the start of treatment or a physician's note indicating that no treatment is necessary.
- **Vomiting**—the student should remain home until able to tolerate normal food/diet without vomiting.
- **Diarrhea**—the student should remain home until able to tolerate normal food/diet without diarrhea.
- **Impetigo**—the student should remain home until treatment has been given for at least 24 hours.
- Please notify the school nurse of this condition and provide a note from your physician.
- **Scabies**—the student should remain home until treatment has been given for at least 24 hours. Please notify the school nurse of this condition and provide a note from your physician.
- **Ringworm**—the student should remain home until treatment has been started; upon returning to school the area must remain covered at all times, if the area is too large or cannot be covered the student must remain home until the ringworm is gone.
- **Chicken pox**—the student should remain home until all vesicles (blisters) have scabbed over and no new ones are appearing or lesions are fading.
- **Strep Throat**—the student should remain home until they have had at least a FULL 24 hours of antibiotic treatment and is fever free (<100° F) without using fever reducing medication.
- **Whooping Cough**—if your child is suspected of having whooping cough, they must remain home until the test results have been confirmed. If the test is positive for whooping cough, the student must remain home for 5 FULL days on antibiotics, please notify the school nurse.
- **Urinary or Bowel Incontinence**—Due to risk of exposure to body fluids, if your child experiences repeated loss of bladder or bowel control at school and body fluids cannot be contained within your child's

clothing and is at risk of exposing others in the school environment to stool or urine, your child will be sent home and can return, once the child has been properly cleaned up and the child is able to wear clothing that will prevent stool/urine leakage and exposure to others in the school environment. If this is a result of a medical condition, please provide a medical note to your school nurse.

- **ISDH Communicable Diseases Reference Guide**—The guidelines set forth by IC 20-34-3-9 and Indiana State Department of Health Current Communicable Diseases Reference Guide for School Personnel is followed by the district in determining exclusions, restrictions, and control measures for students and their illnesses. Due to outbreaks of communicable diseases during the school year, revisions to the reference guide for school personnel may occur after publication and may not be included in this handbook.

School Required Immunizations

Per IC 20-34-4, schools shall require the parent/guardian of a student who is enrolled in the school to furnish a current copy of your students' immunization record to the school nurse before the first day of school; unless a current copy is on file with the school.

Specific vaccine information can be found on the district website under *Parents, Health Services* or contact your school nurse.

Indiana State Law allows these exceptions: (IC 20-34-4-5): Medical exemption statement written by a physician or Religious objection written by parent/guardian that list which immunizations are objected.

Immunizations for the underinsured and uninsured are available through the Hamilton County Health Department, call 776-8500 for additional information.

Administration of Medication at School

Administration of Medication at School (Policy 10000-30)—For your child's safety, all medication needed during school hours or at school functions that are supervised by school staff, will be administered by the nurse, administrator, or trained designated staff in the health clinic. All medication permission forms are good for only the current school year and must be completed each year.

School Provided Medications

- In order to treat mild illnesses and injuries, the school health clinic provides a limited supply of medication. These are listed on the *Medical Information page* of the Demographic Update. This online form in Power School must be updated annually.
- These medications will only be given to students who have a current parent/guardian signed *Medical Information page* of the Demographic Update. This online form in Power School must be updated annually.

Transportation of Medication

- By Indiana State Law—all medication, both prescription and non-prescription must be transported to and from the health clinic by a parent or guardian. This includes over the counter medications. All medications brought to the school by a student will be held in the health clinic until proper written permission has been obtained. No medication will be given without proper written permission.
- Students are not permitted to have any medication or drugs in their possession, exception see Emergency Medication information below.

Storage of Medication

- All medication, prescription and non-prescription, must be in the original container and stored in the health clinic.
- All prescription medication must be in a prescription bottle with a current label including the name of the student, name of the medication, correct dosage, and when to administer medication. All prescription medication requires a medical order from a physician to the school nurse with specific time to be given and dose at school.
- All non-prescription medication (over the counter) must be in the original container with the student's name written on the label.
- Parents/guardians may provide the clinic medication inventory for up to a 30 school day supply of

medication or if less than 30 days left in the school year the maximum number of remaining school days.

- **Parent/Guardian Permission to Give Medication at School**
- If a non-prescription medication request is for a dose greater than that listed on the label, a signed physician's medical order is required.
- Prescription medication must have a physician medical order indicating time and dose to be given during the school day to the nurse prior to administering any medication; this includes emergency medication, daily medications, and as needed medication.
- All medication that can be given prior to and after school should be given at home.

To Stop a Medication or Change Dose

- Parents/Guardians should notify the school nurse by phone or provide a written note to stop the medication if it is no longer needed at school.
- If a prescription dose is to be changed, it will require an updated medical order from your physician to the nurse.
- All medication must be picked up by the parent/guardian by the last day of school. Any medication left in the health clinic after the last day of school will be properly disposed of.
- All discontinued medication must be picked up from the health clinic within 1 week of notification.
- **Emergency Medication and Self-Administered Medications**
- Students with a disease or medical condition may carry and self-administer medication for the chronic disease or medical condition when they have an authorization form on file with the school nurse. The authorization must be completed by the physician and state the following:
 - the student has a disease or medical condition for which the medication is prescribed,
 - the student has been instructed on how to self-administer the medication, and
 - the disease or medical condition requires emergency administration of the medication.
- Contact the school nurse for a copy of the authorization form.
- **Homeopathic medication, over the counter herbs, minerals, essential oils, vitamins, and other non-FDA approved medications:** Requests to administer these products by parent/guardian at school will not be
- honored, as there is no standardization, no FDA approval, and no guidelines regarding safety of these products.

Body Safety Programs

In July 2018, the Indiana General Assembly passed legislation that expands the grade levels for body safety education in schools to grades Kindergarten through Grade 12. (Previously the law required education in grades 2-5). Each school corporation shall make available for inspection to a parent all of the instructional material used in connection with instruction on human sexuality. Prior to a school providing instruction on human sexuality, the school must provide a written request for consent of instruction from an emancipated student or a student's parent(s). This allows the parent or emancipated student to opt out of the instruction.

Head Lice

Parents/Guardians have the prime responsibility of assisting in the prevention and management of head lice cases through regular checks of their child's hair and starting immediate treatment when head lice are detected.

While head lice are a nuisance, they do not spread disease and are not a health issue. Should a case of head lice be brought to the school's attention, the school nurse will maintain confidentiality at school, verify the presence of an active infestation, and bring it to the child's parent's/guardian's attention. Parents/Guardians, students, and school staff will be educated about head lice identification, treatment and prevention.

If at all possible, students should not be excluded from school for having head lice as the management of head lice should not disrupt the educational process of the child. The need to exclude students from school will be determined on a case-by-case basis.

The policy is supported by the American Academy of Pediatrics, the National Association of School Nurses, and the Hamilton County Health Department.

SCHOOL COUNSELING SERVICES

Students and parents/guardians are encouraged to seek information and help from the school counselors for academic, career/college, and social/emotional counseling. A student may sign up to see his/her counselor; and parents/guardians are welcome to call for an appointment.

Advanced Placement/Advance College Project/Ivy Tech Dual Credit

The Advanced Placement (AP) Program is a cooperative educational endeavor of secondary schools, colleges and the College Board. Highly motivated students enjoy the intellectual challenge experienced in these courses. Teachers of AP courses find that the courses greatly enhance the students' confidence and academic orientation. Research shows that students enrolling in challenging academic courses are far better prepared for serious academic work when entering college. Most colleges and universities grant credit and/or advanced placement to students who perform satisfactorily on AP examinations. Each May the College Board AP examinations are offered at Westfield High School. All of the examinations contain either an essay or problem-solving section and another section consisting of multiple-choice questions. All students enrolled in an AP course at WHS must sit for the AP exam in May. Some exceptions may apply to seniors who are graduating early.

The Advance College Project (ACP) is a national program offered through Indiana University. Students who meet admission criteria for Indiana University may choose to take courses for Indiana University credit. Students pay tuition directly to Indiana University. Tuition is \$25 per credit hour. Students who enroll in the IU ACP program and earn credit in these courses will have a separate Indiana University transcript showing the course name, grade earned and credit hours established. If enrolling at another college or university, students may present their IU transcript for evaluation for possible transfer credit. For more information about the ACP program, visit www.acp.iu.edu.

Dual Credit through Ivy Tech may be earned at no charge for students who qualify based on Accuplacer testing. For more information about dual credit from Ivy Tech, visit www.ivytech.edu/dual-credit.

College Entrance Requirement Information

Students are advised that enrolling in challenging, strong college preparatory courses in all four years of high school is the best plan in preparing for college. While college admissions committees act differently each year according to the quantity and quality of applicants and according to other special circumstances, the uniform expectation is to emphasize academic subjects—English, math, science, social studies and world language. Most schools will evaluate a student's application and high school transcript not only on the grades presented, but also on the strength of the courses the student has taken. Indiana colleges and universities typically require applicants to have met all Indiana Core 40 requirements. Indiana schools have varying GPA requirements. Students interested in being considered for admission to highly competitive colleges and universities are encouraged to take advantage of available honors, Advanced Placement (AP) and dual credit Advance College Project (ACP) courses as well as the Academic Honors Diploma, and AP Capstone Diploma.

Distinguished & Honored Graduates

All students earning a 4.3 or higher at graduation will be recognized as Distinguished Honored Graduates and will wear a medallion with a gold ribbon and a gold tassel on their cap at the graduation ceremony. All students earning a 4.2 or higher at graduation will be recognized as Honored Graduates and will wear a medallion with a green ribbon.

Visiting a College - Juniors and Seniors Only

Students are encouraged to visit the college(s) they are considering before making a final decision on where to attend. Many colleges have high school visitation days several times throughout the school year. Generally, these are scheduled on days that the colleges are in session and the high schools are not in session. If, however, students cannot attend on one of these days, they will be allowed **two days of excused absences per school year** to make a college visit. These days will not count toward the total number of absences and students will be allowed to make-up any work that they miss.

You must get a College Visit Form from the Information Desk or the Counseling Center website and follow the instructions on that form.

If freshman or sophomore students would like to visit a college, they are to fill out an “Other Educational Activity” form. These days will count towards the total number of absences.

Weighted Courses

All AP (Advanced Placement) and ACP (Advance College Project-IU Dual Credit) courses will receive a full point weight. Ivy Tech dual credit courses do count toward the requirements of the Academic and Technical Honors diplomas, but are not weighted. All honors courses will receive a half point weight. A list of weighted courses is available in the Course Description Book online at whscounselingcenter.com. The course book can be found under the “Scheduling” tab on the school counseling website. Weighted grades will only apply to final grades of a C- or higher.

ENROLLMENT/WITHDRAWAL PROCEDURES

All registration at Westfield Washington Schools is submitted online. The link for online registration can be found at www.wws.k12.in.us under *Parents/Registration*. The following documents can be uploaded during online registration or the documents can be brought to your child’s school or the administration office within 10 days of completing the online process. If a parent/guardian does not have access to a computer, they may use computers at the district office at 1143 E 181st Street.

Please have the following documents available:

1. Provide one of the following at the time of enrollment for proof of Washington Township residency.
 - a. a. Current purchase, rental, or lease agreement
 - b. b. Property tax statement
 - c. c. Copy of filed IRS form
 - d. d. Voter registration
 - e. e. Recent utility bills in the name of the parent/guardian
2. Indiana driver’s license
3. Birth certificate (signed by county health official, hospital records cannot be accepted)
4. Proof of custody (if applicable)
5. Immunization records
6. List of child’s medications (if applicable)
7. Emergency contact information
8. Transcript from previous school
9. IEP (if applicable)
10. Grades in progress (if applicable)
11. Withdrawal papers from previous school (if applicable)
12. Current psycho-educational evaluation (if applicable)
13. ISTEP+ results

Westfield Washington Schools recognizes and complies with the McKinney-Vento Act.

Withdrawal of a student during the year may be arranged through the building secretary. Please call the school office to arrange for a withdrawal.

Any student that has withdrawn for any reason and is returning the following term must re-enroll at least a week prior to the term’s beginning.

Emancipated Student

All students will be assumed under the direction or control of their parent/guardian unless Affidavits of Emancipation are on file in the School Counseling Center

Grading Scale

Grades and/or trimester averages will be based on the following:

A	93%-100%
A-	90%-92%
B+	87%-89%
B	83%-86%
B-	80%-82%
C+	77%-79%
C	73%-76%
C-	70%-72%
D	65%-69%
F	64% & below

Each 12-week grading period will count as 80% and the final exam will count as 20% in determining a student's trimester average. Considerations may be made for alterations during any specific, unique situation. Letter grades will be given for final trimester grades.

Grade Point Average (GPA)

All classes will be included in calculating the GPA. All full-credit classes are counted equally for grade point average. The grade point average is cumulative and is based on trimester grades. A grade of "A" counts as four (4) points dropping to one (1) point for a "D". A plus (+) or minus (-) with the grade adds or subtracts .3. For example, a "B+" would be a 3.3 while a "B-" would be a 2.7.

Transfer credits will be calculated using the letter grades and GPA points above, regardless of the scale used at the previous school. The cumulative total number of trimester courses is divided into the cumulative total points to arrive at the GPA.

Points are given according to the scale below:

A	4.0
A-	3.7
B+	3.3
B	3.0

B-	2.7
C+	2.3
C	2.0
C-	1.7
D	1.0
F	0

R = Course has been retaken for a higher grade

W = Does not count as an attempted course

Audit = Does not count as an attempted course

Grade Reports

1. Grades are available on PowerSchool.
2. WHS does not issue incomplete grades. If a student has an extended illness or some other reason beyond their control that prevents them from completing a course, they must contact their assistant principal to arrange to complete the course. Extensions must be approved by the dean or assistant principal.

A student will be given no longer than one (1) day for each day absent to make-up work. The maximum limit will be five days, after which “incomplete” will become an “F”. This guide may be altered at the discretion of the Principal or Assistant Principal if the absenteeism is excessive or if it appears unreasonable for the student to complete all of the work missed within a reasonable amount of time.

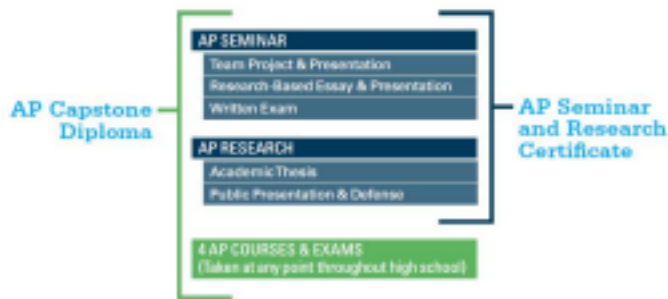
DIPLOMAS and GRADUATION REQUIREMENTS

AP Capstone Diploma

The **AP Capstone Diploma**, conferred by The College Board, is an innovative and prestigious diploma program that gives students an opportunity to apply critical thinking, collaborative problem solving, and research skills in a cross-curricular context.

Students who are motivated and prepared for college-level coursework are best suited for the program, but the program benefits those students who show potential for AP coursework but have not yet enrolled in AP courses. Students should demonstrate curiosity about real world issues, a willingness to take intellectual risks, and a dedication to acquiring the skills that colleges and universities value – critical inquiry, analysis, and research. In short, AP Capstone students have an interest in becoming curious, independent, and collaborative scholars.

Basic Requirements for AP Capstone Diploma



All students interested in pursuing the AP Capstone Diploma at WHS are required to select AP English Language and Composition as their grade 11 English course. AP Seminar will be embedded into this course to fulfill the required sequence. Students will also select AP Research in 12th grade, which will count as their senior English requirement.

Core 40 Diploma

Core 40 is the minimum diploma a student must earn to be considered for admission to a four year college in Indiana. Students may earn the Core 40 by earning **42 credits** and completing the following requirements:

<p>English</p>	<p>8 credits</p> <ul style="list-style-type: none"> ▪ English 9 or English 9 Honors (2 credits) ▪ English 10 or English 10 Honors (2 credits) ▪ English 11 or English 11 Honors (2 credits) OR <p>AP Seminar/English Language & Composition (3 credits)</p> <ul style="list-style-type: none"> ▪ English 12 (2 credits) OR <p>English 12 may be replaced with two of the following electives: Contemporary Literature (1 credit) Composition ACP (1 credit) Creative Writing (1 credit) Debate (1 credit) Film Literature (1 credit) Literary Interpretation ACP (1 credit) Poetry (1 credit) Speech (1 credit) Speech ACP (1 credit) OR</p> <p>English 12 may be completely replaced with: AP English Language & Composition (3 credits) OR AP English Literature & Composition (2 credits) AP Research (2 credits)</p>
<p>Math</p>	<p>6 credits</p> <ul style="list-style-type: none"> ▪ Algebra I (2 credits) ▪ Geometry or Geometry Honors (2 credits) ▪ Algebra II or Algebra II Honors (2 credits) <p>Students who take Algebra I in middle school must complete Geometry and Algebra II at the high school level and must earn two additional math credits beyond Algebra II. All students must take a math or quantitative reasoning course each year in high school.</p>
<p>Science</p>	<p>6 credits</p> <ul style="list-style-type: none"> ▪ Biology I, Biology Honors or AP Biology (2-3 credits) ▪ Integrated Chemistry/Physics (ICP), Chemistry I OR Physics I (2 credits)

	Additional Core 40 Science courses (2 credits)
Social Studies	6 credits <ul style="list-style-type: none"> ▪ U.S. History (2 credits) OR ACP U.S. History (2 credits) OR AP US Hlstory (3 credits) ▪ U.S. Government (1 credit) OR OR ACP U.S. Government (1 credit) OR AP U.S. Government (2 credits) ▪ Economics (1 credit) OR AP Micro/Macro Economics (2 or 3 credits) ▪ Two credits in World History, Geography/History of the World, OR AP World History (3 credits)
PE/Health	4 credits <ul style="list-style-type: none"> ▪ PE I & PE II (2 credits) ▪ Health (1 credit) ▪ Advanced Health or PE Elective(1 credit)
Directed Electives	12 credits <ul style="list-style-type: none"> ▪ World languages, fine arts, business, computers, etc. (5 credits) ▪ Seven additional electives in any area (7 credits)

Core 40 with Academic Honors Diploma

The **Core 40 with Academic Honors Diploma (AHD)** is a rigorous diploma that a student may earn by meeting specific criteria established by the Indiana State Board of Education. The student must complete all of the requirements for a Core 40 diploma, earn a minimum of **47 credits**, and must also:

- Earn 2 additional math credits beyond Algebra II,
- Earn 6 or 8 credits in world languages (3 years of one language or 2 years of 2 different languages) Note: A full year of language at WMS is transcribed and counts towards GPA and as 1 year of the requirement toward the AHD,
- Earn 2 fine arts credits,
- Earn a grade of C- or above in all courses that will count towards the diploma,
- Have a grade point average of B (3.0) or above,

AND

- Complete **one** of the following:

Complete two Advanced Placement courses and their corresponding AP exams.

Earn 6 verifiable college credits in dual credit courses from the approved dual credit list. Complete one Advanced Placement courses and its corresponding AP exam and earn academic transferable dual high school/college course(s) from an accredited postsecondary institution resulting in 3 transferable college credits.

Earn a combined score of 1250 or higher on the SAT in reading, mathematics, and writing sections with a minimum score of 590 on the Evidence-Based Reading & Writing section and 560 on the Math section.

Score a 26 or higher composite on the ACT and complete the written section.

Core 40 with Technical Honors Diploma

The **Core 40 with Technical Honors Diploma (THD)** is a technical diploma that a student may earn by meeting specific criteria established by the Indiana State Board of Education. The student must complete all of the requirements for a Core 40 diploma, earn a minimum of **47 credits**, and must also:

- Earn a grade of C- or above in courses that will count toward the diploma,
- Have a grade point average of B (3.0) or above,
- Earn 6 credits in the college and career preparation courses in a state-approved College and Career

Pathway and one of the following:

- o State approved, industry recognized certification or credential, or
- o Pathway dual credits from the approved dual credit list resulting in 6 college credits on a transcript,
- **Recommended:** Earn 2 additional credits in math and 4-8 credits in World Languages for four year college admission,
- Complete two of the following:
 - A. Any one of the options of the Core 40 with Academic Honors,
 - B. Earn the following scores or higher on WorkKeys; Reading for Information—Level 6, Applied Mathematics—Level 6, and Locating Information—Level 5,
 - C. Earn minimum score(s) on ACCUPLACER: Writing 80, Reading 90, Math 75,
 - D. Earn the following minimum score(s) on Compass; Algebra 66, Writing 70, Reading 80.

A student may earn a Technical Honors Diploma from Westfield High School in four main areas:

- **Project Lead the Way (Pre Engineering)**
Four years of PLTW coursework, including the capstone Engineering Design & Development (Honors).
- **Project Lead the Way (Biomedical Sciences)**
Four years of PLTW coursework, including the capstone Biomedical Innovations.
- **Business/Computers**
In addition to earning six or more directed electives within the business and/or computer courses, students must also earn 6 dual college credits in a business or computer course.
- **J. Everett Light/Ivy Tech-Noblesville**
Students who complete a program at JEL or Ivy Tech, register for and receive 6 credits of the related dual college credit through JEL or Ivy Tech, and earn a pathway designated industry-based certification meeting the THD requirements.

General Diploma

To graduate with less than a Core 40 diploma, the following formal opt-out process must be completed:

- The student, the student's parent/guardian, and the student's counselor meet to discuss the student's progress.
- The student's career and course plan is reviewed.
- The student's parent/guardian determines whether the student will achieve greater educational benefits by completing the general curriculum or the Core 40 curriculum.
- If the decision is made to opt-out of Core 40, the student is required to complete the course and credit requirements for a general diploma and the career/academic sequence the student will pursue is determined. Students may earn the General Diploma by earning **42 credits** and completing the following requirements (see next page):

English	8 credits <ul style="list-style-type: none">▪ English 9 (2 credits)▪ English 10 (2 credits)▪ English 11 (2 credits)▪ English 12 (2 credits) OR English 12 may be replaced with two of the following electives: <ul style="list-style-type: none">Contemporary Literature (1 credit)Creative Writing (1 credit)Speech (1 credit)Speech ACP (1 credit)Composition ACP (1 credit)Literary Interpretation ACP (1 credit)
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Math	<p>4 credits</p> <ul style="list-style-type: none"> ▪ Must complete Algebra I (2 credits) ▪ Additional Math course (2 credits) ▪ <p>In addition, 2 credits of a math or Quantitative Reasoning (QR) Course is required during the junior or senior year. QR courses do not count as math credit.</p>
Science	<p>4 credits</p> <ul style="list-style-type: none"> ▪ Biology I (2 credits) ▪ Other Science Credits (2 credits) <p>At least one credit must be from a Physical Science or Earth and Space Science course.</p>
Social Studies	<p>4 credits</p> <ul style="list-style-type: none"> ▪ U.S. History I & II (2 credits) ▪ U.S. Government (1 credit) ▪ One additional Social Studies credit (1 credit)
PE/Health	<p>4 credits</p> <ul style="list-style-type: none"> ▪ PE I & PE II (2 credits) ▪ Health (1 credit) ▪ One additional PE or Health elective (1 credit)
Directed Electives	<p>12 credits</p> <ul style="list-style-type: none"> ▪ World languages, fine arts, business, computers, etc. (5 credits) ▪ Seven additional electives in any area (7 credits)

WESTFIELD HIGH SCHOOL GRADUATION PATHWAYS

Graduation Checklist—Class of 2023 and Beyond

Students must satisfy **all three** of the following Graduation Pathway Requirements by completing **at least one** of the associated Graduation Pathway Options.

Graduation Pathway Requirements	Graduation Pathway Options
<input type="checkbox"/> High School Diploma	Meet the statutorily defined diploma credit and curricular requirements General _____ Core 40 _____ Core 40 with AHD _____ Core 40 with THD _____
<input type="checkbox"/> Learn and Demonstrate Employability Skills Students must complete at least one of the Graduation Pathway Options	<p>Project-Based Learning Experience: Working for an extended period of time to investigate and respond to an authentic, engaging, and complex question, problem, or challenge. Students engage in a rigorous, extended process of asking questions, finding resources, and applying information. Students often make work public by explaining, displaying, and/or presenting it to people beyond the classroom. This can include completion of a research project, completion of a course capstone, an AP Capstone Assessment, or another experience as approved by the State Board of Education.</p> Description: _____ Verification: _____
	<p>Service-Based Learning Experience: Integrates meaningful service to enrich and apply academic knowledge, teach civic and personal responsibility, and strengthen communities. This can include participation in a meaningful volunteer or civic engagement experience, engagement in a school-based activity, such as a co-curricular or extracurricular activity or sport for at least one academic year, or another experience as approved by the State Board of Education.</p> Description: _____ Verification: _____
	<p>Work-Based Learning Experience: Reinforces academic, technical, and social skills learned in the classroom through collaborative activities with employer partners, allowing students to apply classroom theories to practical problems, explore career options, and pursue personal and professional goals. This can include completion of a course capstone, completion of an internship, obtaining the Governor’s Work Ethic Certificate, employment outside of the school day, or another experience as approved by the State Board of Education.</p> Description: _____ Verification: _____
<input type="checkbox"/> Postsecondary-Ready Competencies Students must complete at least one of the Graduation Pathway Options	Honors Diploma _____ AHD _____ THD _____ GPA _____ Credits _____ ACT College Ready Benchmarks (18 in English or 22 in Reading and 22 in Math or 23 in Science) English _____ or Reading _____ and Math _____ or Science _____ SAT College Ready Benchmarks (480 in EBRW, 530 in Math) EBRW _____ Math _____ ASVAB (minimum score of 31) AFQT score _____ State and Industry Recognized Credential or Certification _____ State, Federal, or Industry Recognized Apprenticeship or Co-Op _____ CTE Concentrator (earn C- average in at least 6 high school credits in career sequence) _____ Total Average Grade _____ AP/Dual Credit** (earn C- average in at least 3 courses) _____ Total Average Grade _____ AP Exam scores _____ Locally Created Pathway that earns approval of State Board of Education _____

**At least one AP/Dual Credit course must be in a core content area (e.g. English, math, science, or social studies). Students must take any corresponding AP exams for their courses. A score of 3 or higher on an AP exam may satisfy the C- requirement for a particular course.

Credits from Other Institutions

Westfield High School permits students to transfer earned credits from an accredited institution for the purpose of making up for failed classes. Westfield High School must give prior approval before students register for these classes.

Early Graduation

Senior students with a sufficient number of credits in the appropriate subject areas are potentially eligible to graduate from Westfield High School following the successful completion of ten high school trimesters. (Adjustments may be made for transfer students.) However, students who wish to do so must apply through the Counseling Center. In the application the student must be able to show a good reason (such as work or continuing education) for the early graduation and also have the written consent of his or her parent(s) or guardian(s). Those who qualify may still participate in graduation ceremonies with their class.

Junior students who wish to graduate after grade 11, must submit a written request to the high school principal if they wish to participate in graduation ceremonies of that same year. Graduation participation is an option only for those students who have completed all graduation requirements prior to graduation ceremonies. Students who complete graduation requirements after junior year, but prior to senior year, may participate in graduation ceremonies with their original cohort.

SAT - State Graduation Exam

Beginning in the spring of 2022, students in grade 11 will be required to take the SAT as part of the Indiana state graduation exam and federal accountability mandates. Details on passing scores, remediation requirements, and waiver options will be available as they are released by the Indiana Department of Education.

Scheduling Classes

Students select courses for each school year during the winter of the previous school year. The School Counseling Center provides scheduling materials and information to each student to assist with class selections. Much time is dedicated to developing a schedule to meet the needs of the student in working toward college preparedness, career goals, and high school graduation. Students will register for classes online. Schedule changes must be made by the posted deadline. Students are responsible for knowing and meeting graduation requirements.

Westfield High School Schedule Change Policy

Students should submit all Schedule Change Request forms by the posted schedule change deadline. After the schedule change deadline, a student may only change their schedule under specific circumstances. Students wishing to change their schedule based on the allowances listed below are strongly encouraged to do so before the start of the trimester in which they wish to make the change. Courses started more than five days after the trimester begins may not be taken for credit.

A counselor may adjust a student's schedule, after the Schedule Change Deadline, for the following reasons:

- The student must retake a failed class in order to meet graduation requirements.
- The student no longer meets the prerequisite for a class.
- A student wishes to drop an elective course to take an academic course in one of the five core areas: English, math, science, social studies and world language; or a student is moving from a regular academic or elective class into an honors, AP or dual credit class.
- A student wishes to drop an elective to take another elective course. Academic classes in the five core areas may not be dropped to take an elective course.
- A senior wishes to take a course that would pertain to his or her chosen college major or commitment.
- In cooperation with the state of Indiana's career and technical education initiatives, a senior may choose to replace an elective course with an Independent Co-op, Cadet Teaching, Career Exploration Internship or Service Leadership course.

- A senior chooses to add a course to replace a Senior Seminar. Seniors are not allowed to drop classes for a Senior Seminar release period after the schedule change deadline.
- Students may not drop a course in-progress due to poor grades or attendance. Once a trimester has begun, the only changes which will be made will be based on the following:
- A teacher has recommended a student's level in a particular class be moved up or down based on the student's academic performance. For example, a student may be moved from regular English to Honors English based on a teacher recommendation.
- Medical reasoning with documentation explaining why the student cannot continue in the course. In this case, the counselor, student and parent will determine the best placement for the student for the remainder of the trimester.

Repeating a Class

Students must repeat required classes in which a failing grade was earned.

Retaking a Course to Replace a Grade

Students who wish to retake a course in order to improve the grade may do so in consultation with their counselor and parent permission. A student may retake a course for a higher grade no more than four times during the duration of their high school career. Students will only be allowed to retake a course to replace a grade when a D or F is the original grade earned. When retaking a course, the old grade will be replaced with an "R". Both the "R" and the new grade earned will appear on the student's transcript. The higher grade will be associated with the credit and factored into the student's GPA. The "R" will not be associated with credit and will not be factored into the student's GPA. Students who wish to retake a course when the original grade is a C- or higher, may do so, but both the original grade and the new grade will be averaged as a half credit each, and both will be factored into the student's GPA. Courses that are retaken must be done in a Westfield High School classroom, Indiana Online, or other approved and accredited institution. Gradpoint will not be approved for retaking courses to improve a grade or GPA.

SENIOR INFORMATION

Commencement Exercise

Graduation is a very special occasion. It bestows honor upon each graduate for having met the academic requirements of the Indiana Department of Education and the Westfield Washington Board of School Trustees. Since this exercise will be observed by many from within and outside our community, it is very important that we make it a formal event.

No high school student may participate in commencement exercises unless, at the time of commencement, all requirements for graduation have been met. All graduates are expected to fulfill the following conditions:

1. Successful completion of academic requirements;
2. A Student in Good Standing in regards to Attendance and Discipline;
3. Attend all meetings, practices, and rehearsals concerning graduation;
4. Order and pay for a WHS cap and gown;
5. Pay all outstanding charges to WHS.

ACADEMICS

eLearning

eLearning days are held in place of cancellation days which would need to be made up later, often in June, by adding days onto the end of the school calendar. When these make-up days are at the end of the school year they do not reflect the learning that was needed at the time of the day off.

WWS eLearning days allow students to continue to make educational progress. This is especially important when faced with high stakes tests (ILEARN, AP, IREAD-3, etc.) which have fixed testing dates regardless of the number of cancellation days.

1. School cancellation days will be eLearning Days unless otherwise communicated.
2. All classroom work will be posted by 10:00 AM on the day of the cancellation. K-4 students will find their work posted on Google Classroom and have a designated window to complete the work. 5-12 students will find their work on Canvas and have two school days to complete. For those students who do not have device or internet access, school lab hours will be posted. In addition, WWS partners with local businesses to provide students the opportunity to use WiFi during operating hours of the business.
3. Teachers will have set office hours to provide students with instruction and technical support that will be communicated to students and parents. A tech hotline is also available to support students and parents as issues arise.
4. Attendance will be determined by students logging in and engaging in their classwork over the duration of the eLearning period.
5. Lists of Frequently Asked Questions, staff office hours, Westfield WiFi Partners, and other information can be found on each school's website under the Parents tab.

The above protocols are for eLearning days due to inclement weather or other short-term or emergency situations. Should we need to move to eLearning for an extended period of time, such as the situation with COVID-19, guidance specific to the situation will be communicated.

High Ability

Westfield's high ability services fall under a range of K-12 services in the RtI (Response to Instruction) process. Official identification occurs in late spring for grades K, 2, and 6, with additional qualifications in 8th grade for specific high ability courses at Westfield High School. Early services include flexible grouping, differentiation, and enrichment within the classroom and grade level. Middle and upper services include acceleration and honors/AP/ACP courses. Students may qualify in language arts and/or math. For more information, contact your child's principal or the Assistant Superintendent - Curriculum & Instruction at, 317-867-8009.

ILEARN Remediation & Preventive Remediation Opportunities/Title I

The Board considers it very important that parents/guardians be consulted and informed at the earliest possible date when student participation in ILEARN Remediation and Preventive Remediation classes/groups is recommended.

Students who are at risk of not meeting NWEA, or ILEARN standards in language arts/and or math may also participate in activities funded by Title I in those schools which receive federal funding.

Parent/Guardian Teacher Conferences

Westfield High School may offer parent/guardian teacher conferences at the request of the parent/guardian or teacher. Parents/Guardians are encouraged to call the office and make an appointment to meet with teachers or the principal whenever they feel there is a need. Parents/Guardians are also invited to participate in a phone

conference when time will not permit a personal visit. Each staff member has voicemail and an email address to make contact convenient for parents/guardians. Once school begins, a list of these numbers is made available to parents/guardians.

Release of Directory and Student Records/Privacy Act Information (Policy 10000-02)

As referenced in Policy 10000-02 and in The Family Educational Rights and Privacy Act (FERPA), sensitive information about students is kept confidential. FERPA defines "directory information" as information contained in the education records of a student that would not generally be considered harmful or an invasion of privacy if disclosed. Typically, "directory information" includes information such as student's name, address, parents'/guardians' names, major field of study, sex, age, date of birth, grade level and school, school or activity photo, honors and awards, participation in officially recognized activities and sports, height and weight of members of athletic teams, dates of attendance, and enrollment status. The law specifies, however, that certain non-sensitive "Directory Information" may be released for any purpose at the discretion of the school corporation, with general notification of such intent. Notification may consist of published policies such as this one.

The permission has been divided into two categories: Print and Electronic. Print publications such as the yearbook or student newspaper, printed programs for extracurricular activities, news releases to the local media, district publications, and interviews with local news media. Electronic mediums (internet and broadcast) such as district website, district videos, podcasts, and interviews with local news media for broadcast such as TV or radio.

You have the right to request the withholding of any or all directory information. Please consider very carefully your decision to withhold any of the above information. This information is typically used in news stories about our students' achievements and classroom activities, honor roll lists, the yearbook, and school directories and school/district newsletters. Should you deny permission for the release of information, any future requests for such information from news media and other individuals will be refused for the duration of the school year.

To request withholding of information, please notify your child's school in writing within 14 days of the start of school or within 14 days of enrolling your students.

During a student's career, the school system collects and records data concerning the student. The school system recognizes that the collection, maintenance, and limited dissemination of such data is essential in school operations, but also that preserving the rights of privacy of the student and parents/guardians, and the student's or parent's/guardian's right to correct inaccurate data is equally essential.

In accordance with IC 20-33-7-3 (Senate Bill 204, 2001), a school corporation or other entity to which the education records privacy provisions of the federal Family Educational and Privacy Rights Act (20 U.S.C. 1232g) apply may disclose or report on the education records of a child, including personally identifiable information contained in the education records, without the consent of the child's parent, guardian, or custodian, under the following conditions:

1. The disclosure or reporting of education records is to a state or local juvenile justice agency.
2. The disclosure or reporting relates to the ability of the juvenile justice system to serve, before adjudication, the student whose records are being released.
3. The juvenile justice agency receiving the information certifies, in writing, to the entity providing the information that the agency or individual receiving the information has agreed not to disclose it to a third party, other than another juvenile justice agency, without the consent of the child's parent, guardian, or custodian.

For purposes of subsection two (2), a disclosure or reporting of education records concerning a child who has been adjudicated as a delinquent child shall be treated as related to the ability of the juvenile justice system to serve the child before adjudication if the juvenile justice agency seeking the information provides sufficient information to enable the keeper of the education records to determine that the juvenile justice agency seeks the

information in order to identify and intervene with the child as a juvenile at risk of delinquency rather than to obtain information solely related to supervision of the child as an adjudicated delinquent child.

As referenced in Policy 10000-02 and in The Family Educational Rights and Privacy Act (FERPA), personally identifiable information about students is kept confidential. Parents and eligible students (a student who has reached 18 years of age) have the right to:

1. inspect and review the student's education records at reasonable times within 45 days of the day a school receives a request to access records;
2. seek amendment of the student's education records believed to be inaccurate, misleading, or otherwise in violation of the student's privacy rights;
3. provide written consent before the school discloses the student's education records, except to the extent FERPA authorizes disclosures without consent; and
4. file a complaint with the U.S. Department of Education, Family Policy Compliance Office, 400 Maryland Avenue SW, Washington D.C. 20202, concerning alleged failures by the district to comply with the requirements of FERPA.

Certain persons may examine student records without a parent's consent. These include school officials, who have "legitimate educational interests." A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service or function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of personally identifiable information from education records, such as a software or technology service provider, an attorney, auditor, medical consultant, or therapist; or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

A parent or eligible student may view his/her student's records by making a request in writing to the building principal. Any request for amendment of education records by requesting an informal conference with the Superintendent or designee.

Release of Student Information to Military Recruiters

Indiana schools are required to provide directory information to military recruiters who request it for purposes of informing students about educational and career opportunities. However, parents/guardians have the right to request in writing that they do not want this information released to recruiters.

To request that the school withhold directory information from military recruiters, a parent or legal guardian must submit a signed, written request to the high school counseling center by the end of the student's sophomore year. Your letter will be kept on file for the duration of your child's attendance at Westfield High School, and directory information will not be supplied to military recruiters. In making a decision to withhold information from recruiters, please keep in mind that the United States armed services, as well as the Indiana Air National Guard and Indiana Army National Guard, provide many excellent educational and career opportunities that may be of interest to your child by the time he or she is a senior.

Special Education Services

WWS accommodates the unique needs of students in special education_ages 3-22 year of age in the students least restrictive environment, which means inclusion in general education classroom as frequently as possible (case conference committee determination). Teachers use a common framework for education, but regularly—and creatively—adapt their instruction to accommodate the needs of the individual student. WWS is a single district planning corporation as it relates to special education services.

Developmental Preschool Program (Child Find/Evaluation and Eligibility for special services): This program is for children ages 3-5 who qualify for special education services and is at Maple Glen Elementary School, Oak Trace

Elementary School, Shamrock Springs Elementary School and Washington Woods Elementary School. Each student who qualifies is evaluated by our Early Childhood Assessment Team (Child Find-Washington Woods Elementary School).

Westfield Autism Team (WAT): WAT is a multidisciplinary support team which consists of individuals who represent the eight school buildings within the Westfield Washington School district. WAT's goal is to serve as a resource and a support base to the child's multidisciplinary team (parents, teachers, administrators, therapists, and support staff).

Westfield Washington Schools also offers Occupational Therapy, Physical Therapy, and Speech and Language Therapy to students that qualify under an area of eligibility listed within Indiana Article 7.

PROMOTION AND RETENTION PROCEDURES

Westfield Washington Schools Board of School Trustees recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to meet their needs at the various stages of their growth.

Promotion or retention of students stems from the total development of the individual child related to the educational program. General overall scholastic achievement should have a primary influence in determining retention and/or promotion of the individual child.

Promotion of a student will occur based on the professional recommendations of the teaching/administrative staff. The student must also achieve the instructional objectives set for the present grade level.

A student identified as a student with special needs shall be promoted or retained based on the opinion/professional judgment of the case conference committee team.

A student identified whose primary language is not English shall be promoted or retained based on the professional opinion of the EL teacher, classroom teacher, and building administrator/principal.

If a child is being considered for retention, the following action should occur:

1. Parents of any child whose promotion is in jeopardy will be notified well in advance of any actual decision regarding the possibility of promotion/retention. Final determinations will be made before the end of the current school year.
2. Parent teacher conferences must be held whenever retention of a child is being considered. Retention will not be finalized until the parent has had an opportunity to meet with the classroom teacher/school administrator. Completion of the Lights Retention Scale will be completed and shared at the parent teacher conference.
3. The school principal has the legal responsibility for student classification, and students may be reclassified when, in the professional judgment of the principal, it becomes necessary or advisable.

ATTENDANCE POLICIES AND PROCEDURES

A student's attendance is essential to learning -- learning that includes not only factual subject matter but also the skills needed for Life Readiness. Reading the material and performing satisfactorily on tests does not compensate for the loss of insight gained during guided instruction, class collaboration, or supervised work. Furthermore, every student contributes to one another; therefore, a student who is absent short-changes those who are not.

IC 20-33-2 requires children to attend school during the time it is in session until the child graduates or becomes 18 years of age. The Board of School Trustees, as an agency of the State, is required to enforce regular

attendance of students. Absence from school is defined as any non-presence (excused or unexcused) during part or all of a scheduled school day that is not canceled or altered due to weather or other emergency. Tardiness is a form of absence that will be factored into consequences employed by the school. In grades 5-12, students who are absent from school for more than three (3) periods may not attend or participate in any extracurricular activities on the day of absence without administrative approval.

Reporting Absences

Parents/Guardians are required to notify the school office when a student is absent. Please phone the attendance line at 317-867-6801 by 10:00 a.m. the day of the student's absence. **Please give your name, phone number, your child's name, and the reason for the absence.** Parents/Guardians are encouraged to provide a doctor's excuse to the office for each absence that requires a visit to the doctor.

Excused Absences

Unexplained absences are marked unexcused. Parents/Guardians are urged to call the school to report the absence as soon as possible, before 10:00 a.m. on the day of the absence. The following, with the exception of number seven, are considered by state statute to be excused absences:

1. Student illness
2. Death/grave illness of an immediate family member
3. Exclusion because of exposure to contagious disease
4. Required religious observation
5. Medical, dental, or professional appointments
6. School sanctioned activities
7. Other educational activity

Other Educational Activity

Other educational activity is defined as any other absence, approved by the building principal, resulting from an educational activity that is relevant to the child's academic growth and equivalent to the child's school activities/experiences. Such absence requires a written request submitted to the principal at least 30 calendar days in advance if the event is known or should have been known prior thereto. Upon the student's return to school, he or she must make-up missed work and submit a report to the principal about the WWS curriculum-relevant learning that took place during the absence. The principal shall have discretion to rescind prior approval of the excused absence status if the reporting is deemed insufficient. Principals will consider the proposed absence based on factors that include, but may not be limited to: the timeliness and quality of the parent's/guardian's written request, the student's prior attendance record, the student's academic standing, the nature of the proposed activity, and school curriculum/activities that the student would miss during the proposed other educational activity.

In accordance with IC 20-33-2-14, -15, -16, -17, students supplying the proper notification to the school office and participating in the following events are not counted absent:

1. Page or honoree in the Indiana General Assembly;
2. Any required court appearance for which they are subpoenaed;
3. Help to a political candidate, a political party or to a precinct election board ON ELECTION DAY;
or
4. National Guard duty (maximum 10 days).

Parents/Guardians must notify the school with physician documentation when circumstances of prolonged student illness occur. This will assist the principal in employing this policy's parent/guardian notice and intervention provisions.

Excessive Absences

Student attendance will be monitored by an administrator once a student accumulates at least 5 absences in a class. The administrator will also monitor the academic standing of the student and how attendance is impacting his/her

academic progress. The assigned administrator may utilize any of the following interventions to improve attendance. Absences are monitored throughout the year and do not reset at the trimester.

- Parent/Guardian notification via call, text, email, or letter
- Meeting with school administrator, counselor, parent, and student
- Attendance Contract
- Thursday School detention
- Saturday School with student/parent education
- Referral to the Youth Assistance Program
- Referral to Hamilton County D.A./Probation
- Police welfare checks
- Referral to the Department of Child Services
- Disciplinary action including suspension and expulsion
- Excessive absences may be seen as trancies if they match the definition stated below in the handbook

Absences to school are cumulative throughout the school year and do not reset at any point during the school year for grades K-12.

A student who is tardy to class by 30 minutes or more is counted absent for that period unless a parent/guardian has called in. This will be addressed as an unexcused absence with the possibility of being considered a truancy.

Scaffolded Action Steps for Excessive Absences

<u>Unexcused Absence Count</u>	<u>Action Step</u>
1st - 5th	Administrative monitoring Student meeting with administration Administrative messaging to student’s parent/guardian Determination of whether student’s absences are truants, thus following truancy action plan.
7th	In-person meeting with administration, student, parent/guardian, and counselor Action plan created
10th	Thursday School assigned Requirement that student furnish a Letter of Incapacity and a Physician’s Certificate, which requires a doctor’s note for any further absences.
12th	Saturday School, with mandatory student and parent attendance (If student and/or parent do not attend Saturday School, the student will receive ISS)
13th and 14th	In-School Suspension
15th	Truancy charges filed with Hamilton County District Attorney’s Office; possible referral to DCS

	Further progressive discipline action as deemed appropriate by the administration
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Students who are Truant

A student is truant when neither his/her parents/guardians nor school officials know the reason for a student’s absence at the time of the absence or the “willful refusal to attend school defiance of parental/guardian authority” (Indiana Court of Appeals: Simmons v. State of Indiana). Skipping a class or leaving school without permission is an example of truancy. **Truancies accumulate throughout the year and do not reset at any time.**

Scaffolded Action Steps for Students who are Truant

<u>Instance of Truancy</u>	<u>Action Step</u>
1st	Thursday School assigned In-person meeting with administration, student, parent/guardian, and counselor Action plan created
2nd (Defined as “habitual truant”)	Saturday School, with mandatory student and parent attendance (If student and/or parent do not attend Saturday School, the student will receive ISS)
3rd	In-School Suspension Notification to the Bureau of Motor Vehicles for suspension of driving privileges
4th	Truancy charges filed with Hamilton County District Attorney’s Office
5th and beyond	Further progressive discipline action as deemed appropriate by administration including additional counseling, suspension, removal from class, and expulsion

WHS is required to notify the Indiana Bureau of Motor Vehicles which could then either invalidate that student’s license to operate a motor vehicle or prevent the student from acquiring a learner’s permit for a time period as prescribed by law.

The Bureau of Motor Vehicles is prohibited from issuing a driver’s license or permit to a student less than eighteen (18) whom:

1. is a habitual truant;
2. has at least a second suspension from school for the school year;
3. has an expulsion from school; or
4. has withdrawn from school, for a reason other than financial hardship, and the withdrawal was reported before graduating.

If a person is less than eighteen (18) years of age and is a habitual truant, is under a suspension or an expulsion,

or has withdrawn from school as described in Section 1 of this chapter, the bureau shall, upon notification by the person's principal, invalidate the person's license or permit until the earliest of the following events.

A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit or have a license or permit revalidated upon the earliest of one of the following events:

1. the student turns eighteen (18);
2. 120 days after the person is suspended, or the end of a trimester during which the person returns to school, whichever is longer;
3. the suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-33-8.

Furthermore, the Bureau of Motor Vehicles may not issue a driver's license or permit to a student who is:

1. at least thirteen (13) years of age, but less than fifteen (15);
2. a habitual truant;
3. and identified in a list submitted to the Bureau of Motor Vehicles may not be issued an operator's license or a learner's permit to drive a motor vehicle or motorcycle under IC 9-24 until the person is at least eighteen (18) years of age.

Make-Up Work

Students may make-up schoolwork **for full credit** for any kind of absence except truancy. A student shall have one day to make-up work for each day of absence. Students should utilize Canvas first to see the work they missed while they are out. Lengthy absences may require that the teacher provide schoolwork alternatives and timeframes that do not adhere to the one day out—one day of make-up. In such cases, the teacher will notify the student and the principal or principal's designee. Teachers will strive to ensure that the make-up work assists the student in achieving course standards—and he/she will set a reasonable timeframe for completion of the work.

Tardy to Class

Tardiness is defined as any unexcused appearance of a student beyond the scheduled time that a class begins. Tardiness is disruptive to the school process and is considered to be a serious matter.

Students tardy to 1st period will not be allowed into class until they sign-in and receive a pass from the attendance office. After a student has received 9 tardies, he/she will risk losing credit and may be removed from that class. Students arriving more than 30 minutes late will be counted absent in that class as well as receive consequences for tardiness.

Suspensions and Expulsions

Occasionally, a student may be removed from school for a short or long period of time. Such removals are considered to be suspensions or expulsions.

Suspensions: The principal or his designee may remove a student from a class for up to five (5) days or from school for up to ten (10) days.

Expulsions: The principal or his designee may suspend a student from school for ten (10) days and request for expulsion for up to one calendar year.

Withdraw/Fail from Classes

Any student withdrawn from classes due to attendance or discipline reasons will not be considered a student in good standing and will forfeit their privileges at Westfield High School until they re-enroll. This includes, but is not limited to, dances, extra-curricular events, driving to school, and may include graduation. Even without being withdrawn from a class, a senior with excessive absences may be placed on a "contract to walk," which may impact his/her ability to participate in extracurricular events as well as commencement ceremonies.

Test Make-Up Procedure

It is the policy of Westfield High School that a student should not miss classroom instruction to take make-up

tests and quizzes. In order to implement this policy, the following guidelines are established:

1. Make-up sessions will be offered during our CORE Time and also before or after the instructional day at times communicated by the Testing Center staff.
2. All tests and quizzes missed must be taken the following week during the make-up sessions in the Testing Center. Any exceptions to the rule must be approved by the individual teacher.

Attendance for Final Exams

Final exams are considered an important part of each course. Final exams represent 20% of the final grade. Requests to the school to give students final tests early for jobs, vacation, and other reasons are unfair when weighed against the priorities of students' attendance at school and the important business of finishing the grading period. The school calendar is published early to help parents/guardians and students schedule around final test time.

Final exams are given at the time and on the date scheduled. Only the administration can excuse a student from a final exam for extenuating circumstances. WHS Administration will not approve any Other Educational Activities during final exam time.

Final Exam Make-up Policy

Any final exams not taken on the assigned date must be made up in the testing center that following week. Final exams in the third trimester should be completed within three (3) weekdays from the last day of school. All tests not made up by that time will get a score of "0".

Please refer to the school calendar prior to planning any activities that could cause a student to miss these tests.

RANDOM DRUG TESTING AND EDUCATION POLICY

A Statement of Need & Purpose

A program of deterrence will be instituted as a proactive approach to a drug free school. Students using illegal drugs pose a threat to their own health and safety, as well as to that of other students. The purpose of this program is three fold: (1) to provide for the health and safety of students; (2) to undermine the effects of peer pressure by providing a legitimate reason for students to refuse to use illegal drugs; and (3) to encourage students who use drugs to participate in drug treatment programs. It is further the purpose of this program to prevent students from driving to and from school or participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free lifestyle. The program is academically non-punitive. It is designed to create a safe, drug free, environment for students and assist them in getting help when needed. No student shall be expelled or suspended from school as result of any verified "positive" test conducted under this random drug testing program other than stated therein. However, a positive test will result in the loss of student parking privileges. The student's parking permit will be reinstated after 30 school days and a clean drug screen.

Introduction

This program does not affect the current policies, practices, or rights of Westfield Washington School Corporation with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Westfield Washington School Corporation reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

Scope

Participation in extracurricular activities and driving is a privilege. This policy applies to all Westfield Washington School Corporation students in grades 9-12 who:

1. participate in athletics (participants include, but are not limited to, athletes, cheerleaders, managers,

- and other athletic student personnel),
- 2. are issued a WHS parking permit, or
- 3. voluntarily enters the program with parental/guardian consent.

Testing Pool

A student becomes a member of the random drug testing pool when they:

- 1. join an athletic team,
- 2. are issued a parking permit, and/or
- 3. file a parental consent form volunteering to be entered into the random drug testing program.

The complete policy is available at Westfield High School or at the district website, www.wws.k12.in.us.

Positive Results on Random Drug Screen

1st Offense: Loss of driving privileges for 30 school days, meeting with principal/designee, parent notification, charged for cost of drug screen

2nd Offense: Loss of driving privileges for 365 days, meeting with principal/designee, parent notification, charged for cost of drug screen

3rd Offense: Loss of driving privileges for remainder of school career, meeting with principal/designee, parent notification, charged for cost of drug screen

WESTFIELD HIGH SCHOOL ATHLETICS

Westfield High School supports twenty (20) sports that offer 41 different teams to over 650 students in grades 9-12. Student-athletes are coached by 72 men and women and participate in over 600 contests per year. Westfield is a charter member of the Hoosier Crossroads Conference (HCC) whose members include Avon, Brownsburg, Fishers, Franklin Central, Hamilton Southeastern, Noblesville, Westfield and Zionsville.

Academic/Athletic Eligibility at Westfield

Student-athletes must be enrolled at Westfield and pass four full credits (IHSAA standard) for current and previous grading periods or semesters/trimesters to be academically eligible to play or try out. **(Note: Senior Seminar does NOT count as a course or credit towards academic eligibility.)**

- 1. In addition to the IHSAA requirements, any student-athlete at Westfield High School who receives an F in one (1) class and passes their other four (4) classes will be subject to the following:
 - a. The average of four passing grades must equal a 1.7 G.P.A. or higher.
 - b. If the G.P.A. is not 1.7 or better, the student-athlete can regain eligibility at the one-quarter point of their respective season if their grades are 1.7 or better. The one-quarter point of a season will be determined by 25% of the number of games/contests/meets. If the student-athlete fails to meet eligibility requirements, this process will continue at the 50% point and 75% point.
- 2. A student with two (2) or more grades of "F" is ineligible for that trimester.
- 3. Any sport that begins before the first twelve (12) week grading period is completed will use the previous twelve (12) week grades to determine athletic eligibility.
- 4. A student will be ineligible until eligibility requirements are met.
- 5. Student-athletes who become ineligible by IHSAA standards during a given grading period are prohibited from attending practices or participating in games, contests, or meetings for that activity. This does not prohibit the student from attending athletic events as a paying spectator.

Anti-Bullying (Policy 10000-49)

Bullying is **prohibited** by Westfield Washington Schools. Students who commit any acts of bullying are subject to discipline including but not limited to suspension, expulsion, arrest, and/or prosecution.

Definition: "Bullying" is defined as overt, unwanted, **repeated** acts or gestures, including verbal or written communications or images transmitted in any manner (including digitally or electronically); physical acts

committed; aggression; or any other behaviors committed by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the targeted student, creating for the targeted student an objectively hostile school environment that:

(1) places the targeted student in **reasonable** fear of harm to his or her person or property; (2) has a **substantially** detrimental effect on the targeted student's physical or mental health; (3) has the effect of **substantially** interfering with the targeted student's academic performance; or (4) has the effect of **substantially** interfering with the targeted student's ability to participate in or benefit from the services, activities, or privileges provided by the school.

Applicability: Westfield Washington Schools prohibits bullying in all forms. This policy may be applied regardless of the physical location in which the bullying behavior occurred, whenever the individual committing the bullying behavior and any of the intended targets of the bullying behavior are students attending a school within Westfield Washington Schools and disciplinary action is reasonably necessary to avoid substantial interference with school discipline or prevent an unreasonable threat to the rights of others to a safe and peaceful learning environment. Westfield Washington Schools prohibits bullying through the use of data or computer software that is accessed through any computer, computer system, or computer network.

Education: Westfield Washington Schools will provide training and/or instruction on bullying prevention and policy to all students in grades 1-12, as well as staff, in accordance with Indiana law.

Reporting: In an effort to maintain an orderly and safe environment, students and parents/guardians can report incidents to the anonymous reporting platform located on the district website.

The entire School Board Policy (10000-49) can be found on the district website, www.wws.k12.in.us, under *School Board/Policy Information*.

Hazing

Hazing shall be defined as performing any act or coercing another, including the victim, to perform any act of initiation into any class, group, or organization that causes or creates a risk of causing mental, emotional, or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions.

Westfield Washington Schools will treat bullying and hazing as it does intimidation and harassment. Students guilty of bullying or hazing will face the entire gamut of disciplinary actions available to the school including suspension and expulsion.

A student-athlete or parent should report any concerns with regard to bullying and/or hazing directly to the coach, athletic director, or principal.

For more information regarding sports that are offered and eligibility information please contact the athletic office. A complete listing of the Athletic Handbook including philosophy, rules, and other pertinent information is available in the athletic office or on the athletic website.

NCAA Initial – Eligibility Clearinghouse Information

Students who want to participate in Division I or Division II sports must be certified by the NCAA Clearinghouse. This certification process should begin early, usually by the end of his/her junior year.

To be certified by the Clearinghouse, students must meet requirements as specified by the NCAA. Students with further questions should contact his/her school counselor.

BUS BEHAVIOR

Bus Expectations

Parents/Guardians are requested to discuss School Bus Rules with their students. Rules and regulations are

designed to provide maximum safety and comfort to all students. Parent/Guardian cooperation and support is needed so that quality transportation can be provided. School bus drivers will ensure that the following regulations are observed.

1. Be careful when approaching bus stops. In areas where there are no sidewalks, walk on the left side of the roadway facing oncoming traffic. Always cross the street in front of the bus, once the driver signals, when boarding and unloading.
2. Avoid standing or playing on the roadway while waiting for the bus. **Never chase after the bus.**
3. Do not damage or destroy property near bus stops.
4. Help keep the bus on schedule. Please allow for a five-minute window on the scheduled stop time. Circumstances that necessitate this could be weather, traffic, etc. Please arrive to stops 5 minutes early.
5. No student will enter or leave the bus until it has come to a complete stop and the door has been opened by the driver. Take your turn and avoid pushing when entering or leaving the bus.
6. Be seated promptly, sit two or three to a seat, and be careful not to block the aisles. Remain seated until the bus stops. Students may be assigned seats at the discretion of the driver. No one is permitted to save seats. Students are not to stand or move about while on the bus.
7. Loud, boisterous, profane language or indecent conduct will not be tolerated.
8. Windows will not be opened or closed except by permission of the driver.
9. **Students should be waiting at the designated stop 5 minutes prior to the time the bus is scheduled to arrive.** This does not mean the student leaves the residence when he/she sees the bus coming. If the student is not going to ride in the morning, please notify the Transportation Office.
10. The driver has full authority of the bus while students are being transported. For misconduct, the driver, upon notifying the parent/guardian, may suspend a student from riding for one day. The building administrator may recommend a three or five-day suspension from riding. Further misconduct will result in the riding privilege being revoked for the remainder of the trimester.
11. Students are not permitted to eat or drink on the bus without permission from the bus driver. Bottles and cans are prohibited.
12. Mutilation of seats or written obscenities on any part of the bus will be sufficient grounds to deny bus privileges to the offender in addition to the offender paying for any damages.
13. As a safety precaution, students will not be permitted to leave the bus until supervision is available in the building. After boarding the bus, a student is not permitted to leave the bus until the bus gets to the student's designated stop or to the school.
14. The aisle of the school bus must be kept free of objects that could obstruct an emergency evacuation of the bus. Any large object that cannot be held on the student's lap or safely placed on the floor in the space under the seat immediately in front of the student is not permitted on the school bus.

Bus Ridership

Bus stops are placed in a location that is best for all riders. Door to door service is only provided to Special Needs students or specific circumstances related to the unique needs of a student.

All students must ride their assigned bus to and from school. Riding another bus is only permitted in emergency situations. In an emergency situation, a parent may contact their child's school to request that their child ride home with another student. Notes must be provided from each student's parents. The principal will check with Transportation to ensure there is enough room on that bus that day before determining whether the request will be granted. The driver and parents will then be notified. **The school bus should not be used as transportation for parties or sleepovers.** Parents are responsible for transporting students to events of this nature.

Please let the bus driver know of any special health problems your student might have.

School bus transportation is a privilege and not a right. The bus driver is the sole authority on the bus while students are being transported. It is important that each student cooperate with the bus driver and practice safe bus riding habits at all times.

Parents/Guardians are encouraged to help in the supervision of the bus stops since the school is unable to provide supervision. Students should not arrive at the bus stops extremely early because of the lack of supervision.

Bus Stop Change Requests

Bus stop change requests must be submitted at least 5 days before the requested date of change.

Bus stop changes must be a permanent, every day change. A student may have different pick up and drop off locations, but they must be the same all week. Transportation cannot accommodate intermittent or every other day requests.

Bus stop change requests must be within the boundaries of the attending school.

STUDENT DISCIPLINE PROCEDURES

Drug/Alcohol Policy (10000-36)

As referenced in Policy 10000-36, students who are in possession of drugs and/or paraphernalia and/or who have items that a reasonable person could judge to be used in the sale of drugs or paraphernalia or who exhibit behavior which lead school authorities to have reasonable suspicion to suspect the student is under the influence of a controlled substance will be subject to the drug/discipline policy and will be dealt with accordingly. Furthermore, the school may subject items in said student's possession to a test to determine if those items contain drugs or alcohol. **This may include a vehicle the student used to get to school.**

The school administration may also require a drug/alcohol screen to be immediately administered at the school corporation's expense. If the test is positive, all future drug tests will be done at the parent's/guardian's or student's expense. Factors which the administration will consider may include, but are not limited to:

1. Odor of alcohol/marijuana/smoke;
2. Glassy, dilated, bloodshot eyes, or dark circles under eyes;
3. Appears dazed, giddy;
4. Staggering walk;
5. Slurred or rapid speech;
6. Incoherent thought processes;
7. Disruptive, aggressive, physically threatening, out of control, or unusual behavior;
8. Bragging or talking to other students about alcohol or drug use;
9. Noticeable withdrawal from favorite activities and friends;
10. Physical indicators from an objective assessment by the school nurse or;
11. Possession of, use, or transporting drug paraphernalia or items used to weigh or sell drugs or drug paraphernalia.

Refusal to submit to a drug test will be considered an admission of being under the influence of alcohol or other drugs. This is a violation of school rules and will be dealt with according to the student discipline policy. The administration will make a reasonable attempt to apprise the parent(s)/guardian(s) of the situation.

In addition, in an effort to promote a drug-free campus and to protect the safety and health of the school's faculty, staff and students, Westfield High School periodically requests the Westfield Police Department to conduct random searches of both the lockers and the school parking lot. The School Board authorizes the use of specially-trained dogs to locate and detect the presence of firearms, deadly weapons, or destructive devices and prohibited drugs on school property as directed by the administration.

Moreover, the school may also ask a law enforcement canine division to access classrooms and parking lots at random. Students would exit their class prior to the entrance of the canine team, leaving all articles (book bags, coats, purses, etc.) in the room. After the sweep of the room is complete, the canine team will exit the room and students will re-enter the classroom.

If a canine indicates on a car, locker or student article, the school administration may conduct searches of individuals on the basis of 'reasonable suspicion'. Administration will meet with the implicated student to more fully investigate the situation. This may include, but is not limited to, a more thorough search of the student's person or belongings, a nurse evaluation of substance-induced symptoms present, and a drug screen. Parents will be notified in a timely manner regarding the investigation. Any search conducted by the administration shall be conducted in accordance with School Board policy, this Student Handbook, and applicable law.

Possession or consumption/use of, or sale or supplying of, alcohol or drugs by a student is an expellable offense.

STUDENTS WHO SELL OR SUPPLY ALCOHOL, DRUGS, OR SUBSTANCES PURPORTED TO BE DRUGS WILL BE RECOMMENDED FOR EXPULSION FOR UP TO ONE CALENDAR YEAR.

Firearms, Deadly Weapons, and Destructive Devices (Policy 13000-05)

Policy:

No student shall possess, handle or transmit any firearm, deadly weapon or destructive device on school property, on a school bus, or WWS events even if held outside school property.

No student shall possess any object which is either intended, or may in fact be used as, or looks like a weapon or other instrumentality which could cause harm to any other person on school property, on a school bus, or WWS events even if held outside school property. Such objects include, but are not necessarily limited to, knives, batons, night sticks, brass knuckles, bombs, fireworks, electronic stun weapons, tasers, stun guns, or chemicals.

Anyone who has reason to believe that any individual is violating the law or this policy shall immediately report the alleged violation to an administrator or law enforcement officer.

Definitions:

"Firearm" is any weapon that is capable of expelling, designed to expel, or may readily be converted to expel, a projectile by means of explosion.

"Ammunition" means fixed cartridge ammunition; shotgun shells; the individual components of fixed cartridge ammunition and shotgun shells; projectiles for muzzle loading firearms; and any propellant used in a firearm or in firearm ammunition.

"Knife" is an instrument that consists of a sharp edged or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and is intended to be used as a weapon. The term includes a dagger, dirk, poniard, stiletto, switchblade knife, or gravity knife. In addition to being subjected to criminal charges, any student who violates this policy shall be subject to expulsion or suspension. Please refer to the **DISCIPLINE CODE/VIOLATIONS AND PENALTIES** section of this handbook for the penalty of violating this policy.

Search & Seizure

(Auto)

The principal or the principal's designee may search a motor vehicle on school premises when there is

reasonable cause for a search of the motor vehicle. The student's parents/guardian or legal guardian shall be notified as soon as possible after the search.

If a student, parent, or legal guardian, or the motor vehicle owner refuses to provide or allow access to a motor vehicle on school premises at the time of a request to search the motor vehicle, the principal or his designee may request a law enforcement officer to search the motor vehicle.

When evidence of student drug activity creates a reasonable belief of student use/involvement, school administrators may elect to conduct a search of student vehicles by law enforcement officials using trained narcotic canine.

Please refer to the **DISCIPLINE CODE/VIOLATIONS** section of this handbook for the penalty of violating this policy.

Search & Seizure

(Person)

The principal or the principal's designee may search the person of a student during a school activity if the principal or designee has reasonable suspicion for a search of that student. "Reasonable suspicion for a search" is defined as circumstances which would cause a reasonable person to believe that the search of a particular person, place or thing will lead to the discovery of:

1. Evidence of a violation of the student conduct standards contained in the Student Parent/Guardian Handbook.
2. Anything which, because of its presence, presents an immediate danger of physical harm or illness to any person.

Please refer to the **DISCIPLINE CODE/VIOLATIONS** section of this handbook for the penalty of violating this policy.

Dress Code

Students are expected to dress in a way that does not distract from the classroom and school learning environment. Students shall not be permitted to wear clothing that is suggestive of immoral or illegal acts or actions.

Freedom of expression may not be used to present material or actions which tend to be obscene or slanderous, or to defame character, or to advocate violation of federal, state, and local laws, or official school policies, rules, and regulations.

Students must wear clothing that provides proper coverage for a school setting (e.g. no exposed midriff, cleavage, or undergarments).

Staff may ask students to remove a hat or hood if it is inhibiting their ability to learn or engage in the classroom.

Any article of clothing, jewelry, tattoos, or body painting depicting and/or advertising tobacco, drugs, alcohol, obscenities, illegal activity or that which is otherwise inappropriate or disruptive, is not to be worn or displayed at school or to any school-sponsored function.

Students are not to have blankets during the school day.

If a student arrives at school improperly dressed parents/guardians will be contacted so the student may change. The building administration will determine whether or not the attire meets these criteria, community standards, and will make a determination as to whether the attire creates a disruption to the learning environment.

Dress code violations will be handled per discipline code. Refusal to comply will be treated as insubordination.

Please refer to the **DISCIPLINE CODE/VIOLATIONS** section of this handbook for the penalty of violating this policy.

Plagiarism & Cheating

Because plagiarism is intellectually dishonest and, therefore, a form of stealing, it is an extremely serious offense and can result in severe penalties, even no credit for the course being taken. The following forms of plagiarism are the most frequent and are a misrepresentation of one's own work.

1. Failure to document with quotation marks any material copied directly from other sources.
2. Failure to acknowledge the paraphrased material (someone else's ideas).
3. Failure to provide a bibliography.
4. Use of others work as one's own, particularly in the creative arts.
5. Use of others' ideas as one's own for themes, poems, musical compositions or artwork.

Cheating, including, but not limited to plagiarism, use of notes without permission, copying from another student, accessing a device during a test session, or other forms of such dishonest behavior will be considered a serious violation of acceptable and trustworthy behavior for Westfield High School students.

Please refer to the **DISCIPLINE CODE/VIOLATIONS** section of this handbook for the penalty of violating this policy.

Public Displays of Affection & Romantic Relationships

Public displays of affection and other inappropriate evidence of romantic relationships are out of place in the school setting and will not be tolerated. Public displays of affection include but are not limited to:

1. Kissing, embracing, and/or forms of public displays of affection.
2. Reclining together in the school building or on the grounds.
3. Sitting with one partner's head in the lap of the other.
4. Sitting together in such a way that one partner is wrapped around the other.

Please refer to the **DISCIPLINE CODE/VIOLATIONS** section of this handbook for the penalty of violating this policy.

Sleeping in School

Students are not permitted to sleep in school. In the event a student goes to sleep in school, he/she will be sent to the assistant principals. The assistant principals will send the student to the nurse for an evaluation of the student's condition as needed.

Please refer to the **DISCIPLINE CODE/VIOLATIONS** section of this handbook for the penalty of violating this policy.

Disciplinary Actions – Descriptions and Procedures

The types of disciplinary action taken by the school administration may include but will not be limited to the following:

1. Conferences: May include counseling with a teacher, school counselor or administrator concerning the behavior problem and recommendation for improvement. Parents/guardians may be asked to participate in the conference. During the course of the school year, teachers may have requests from parents/guardians to hold conferences to discuss the progress of their son/daughter. Since these conferences provide opportunities for parents/guardians and teachers to develop understanding and concern for the problems of students, these meetings are encouraged.

Students who wish to talk with a teacher about any problem should request a conference with the teacher at a time convenient to both during the day. Teachers may also request conferences with a student in order to give or arrange individual help, or to clear up misunderstandings. If parents/guardians have questions or feel there has

been a misunderstanding, they should call the school for an appointment with the teacher, counselor, or principal.

2. Detention: Assigned during CORE time with a specific teacher or in another supervised setting. Failure to serve the assigned detention will result in the following consequences:

1st Offense: Thursday School

2nd Offense: Thursday School

3rd Offense: In School Suspension

4th Offense: Out of School Suspension

3. Period Suspension: Following the progressive disciplinary procedures set out by the school, the principal or designee may remove a student from a class for up to five (5) days as a part of a classroom progressive disciplinary procedure. The student will be assigned to the in-school suspension room for that period only for the days indicated. All classroom work can be made up for 100% credit. A teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) day.

4. Thursday School: Disciplinary action whereby a student is issued a Thursday School will be served in a "study hall" atmosphere. This way, the student is punished for the infraction but is not removed from class nor does he/she accumulate a suspension. This Thursday School program acts as deterrence for truancies, tardies, excessive absences and referrals and is a positive substitute for suspensions. During the time assigned to Thursday School, the student will use this time constructively. It is recommended that homework be completed at this time. Regular student rules apply to Thursday School. Should a student fail to serve the assigned Thursday School, another form of discipline will be assigned. Food, beverages, cell phones, other electronic devices are not allowed in Thursday School. Thursday School will be held each week from 3:50 p.m. until 5:30 p.m. A student who has been issued a Thursday School must report to the assigned rooms for this "study period" by 3:50 p.m. Failure to serve or a late arrival may result in another Thursday School or a suspension. If a student is absent or has a doctor's appointment, he/she must give written verification to the Assistant Principals within 48 hours of the missed Thursday School. Students must arrange their own transportation home after serving Thursday School.

5. In-School Suspension: During an In-School Suspension, the student will report to the school building that day at normal time and report to an assigned, supervised In-School Suspension room. Students will be given opportunities to do their assigned work for full credit.

6. Out of School Suspension: Disciplinary action whereby a student is separated from attendance for a period of not more than ten (10) school days. Any out of school suspension may be referred to Hamilton Centers as a part of our suspension partnership program with the county prosecutor's office. Parents/Guardians will be notified by the assistant principal advising them of the out of school suspension, the reasons for it, and the proper procedures to be followed.

When a student is given any type of suspension, that suspension includes all school activities. A student who has been issued an Out of School Suspension is not to be on school property at any time during the suspension period unless requested by a school official.

7. Expulsion: Disciplinary action whereby a student: 1.) is separated from school attendance for a period in excess of ten (10) days; 2.) is separated from school attendance for the balance of the year, unless a student is permitted to complete required examinations in order to receive credit for the courses taken in the current trimester or current year; or 3.) is separated from school attendance for the period prescribed under IC 20-33-8-16, which may include an assignment to attend an alternative school, an alternative educational program, or a homebound educational program.

Due Process IC 20-33-8 enacted by the Indiana General Assembly guarantees due process for students suspended or expelled from classes for more than ten (10) days. In cases of expulsion for more than ten (10) days, a meeting examiner is appointed by the superintendent of schools. The meeting officer will notify the student of "due process." Once due process is initiated, a student will not be permitted to withdraw from school to

avoid disciplinary action.

8. Other courses of action: The superintendent, principal, administrative personnel, any teacher, bus driver, or any other person authorized to take such action in connection with student behavior as is reasonably desirable or necessary. Such action shall be taken to help any student, to further school purposes or to prevent interference therewith, including, but not limited to counseling, parent/guardian conferences, assignment or additional work, arrangement of class schedules, requiring the student to remain in school after regular school hours, or restriction of extracurricular activity. Working with WWS or SSC School Services may also be an option to an out-of-school suspension.

9. Report to Bureau of Motor Vehicles: IC 9-24-2-1 prohibits the Bureau of Motor Vehicles from issuing a driver's license or permit to a student less than 18 who is:

1. a habitual truant,
2. under at least a second suspension from school for the school year,
3. under an expulsion from school; or
4. has withdrawn from school, for a reason other than financial hardship.

The Bureau of Motor Vehicles is also required to invalidate a student's license or permit for the same reasons IC 9-24-2-4. A student whose license or permit has been denied or invalidated for the above reasons will be eligible for a license or permit or have a license or permit revalidated upon the earliest of one of the following events:

1. the student turns 18,
2. 120 days after the second suspension, or the end of the trimester during which the person returns to school, whichever is longer, the suspension, expulsion, or exclusion is reversed after a hearing conducted under IC 20-33-8.

DISCIPLINE CODE/VIOLATIONS AND PENALTIES

The Discipline Code covers all school functions (on and off school grounds), and traveling to and from school or a school activity, function or event.

Alcohol/Drug Use

(possession or under influence)

1st Offense: Suspension, 10 days with expulsion recommendation, drug/alcohol screen and charged for cost of drug/alcohol screen

Altercation

1st Offense: Suspension, 2-5 days

2nd Offense: Suspension, up to 10 days with expulsion recommendation

Bus/Bus Stop Incidents

1st Offense: Warning conference and potential loss of privileges, 1-3 days

2nd Offense: Loss of privileges, 3-10 days

3rd Offense: Loss of privileges for remainder of school year

Cafeteria Misconduct

(throwing food, leaving food on table)

1st Offense: Lunch clean up duties and/or lunch detention

Multiple Offenses: Lunch clean up duties, lunch detention, and/or Thursday School

Cheating/Plagiarism

1st Offense: Conference/Call between teacher, student, and parent/guardian, "0" score on assignment, office referral

2nd Offense: Conference/Call with parent/guardian and administration, "0" score on assignment, Thursday School

3rd Offense: Possible loss of credit in course.

Inappropriate Computer/Technology Violations

1st Offense: Thursday School
2nd Offense: Suspension, 2-3 days
3rd Offense: Suspension, 3-5 days

Dress Code

1st Offense: Warning/change clothes
2nd Offense: Thursday School/change clothes
3rd Offense: Suspension

Driving Violations

1st Offense: Loss of driving privileges, 1-5 school days
2nd Offense: Loss of driving privileges, 5-10 school days
3rd Offense: Loss of driving privileges for a calendar year

Failure to Serve Assigned CORE Time Session

1st Offense: Thursday School
2nd Offense: Thursday School
3rd Offense: Thursday School
4th Offense: Suspension

Forging Passes/Parental/Guardian Notes

1st Offense: Thursday School
2nd Offense: Suspension, 3 days
3rd Offense: Suspension, 5 days

Harassment/Threats/Bullying/Hazing

1st Offense: Suspension, 2-3 days
2nd Offense: Suspension, 3-5 days
3rd Offense: Suspension, 10 days with expulsion recommendation

Discriminatory Harassment (Racial, ethnic, religious, sexual or other forms)

1st Offense: Suspension, 1-3 days, discriminatory harassment course completion (school assigned), and meeting with parent
2nd Offense: Suspension, 5-10 days with possible expulsion recommendation

Inappropriate Language

(including curse words, hurtful words towards others, conversations about illegal substances/topics inappropriate for school)

1st Offense: Thursday School
2nd Offense: Thursday School or possible suspension
3rd Offense: Suspension

Major Disruption, Insubordination

1st Offense: Suspension, 3-5 days
2nd Offense: Suspension, 10 days with expulsion recommendation

Physical Attack on School Personnel

1st Offense: Suspension, 10 days with expulsion recommendation

Possession of Drug Paraphernalia

1st Offense: Suspension, 10 days with expulsion recommendation, drug/alcohol screen and charged for cost of drug/alcohol screen

Possession or use of explosives

1st Offense: Suspension, 10 days with expulsion recommendation

Possession of Illegal Substances

1st Offense: Suspension, 10 days with expulsion recommendation, drug screen and charged for cost of drug screen

Possession of /Use of Illicit Materials

(illicit use of camera/camera phone or other forms of technology in an unethical, immoral manner)

1st Offense: Suspension, 2-3 days

2nd Offense: Suspension, 3-5 days

3rd Offense: Suspension, 10 days with expulsion recommendation

Possession or Use of Tobacco Products (including electronic cigarettes and e-vaporizers)

1st Offense: Conference with parent and student, drug screen and charged for cost of drug screen , Westfield PD citation issued, Cessation Course/Resources, removal remainder of the school day

Multiple Offenses: In-School Suspension, Westfield PD citation issued, additional education, possible expulsion recommendation, drug screen

Possession of Water Pistols, Water Balloons, Snowballs

(or Other Foreign Objects)

1st Offense: Thursday School/possible suspension

2nd Offense: Suspension, 3-5 days

3rd Offense: Suspension, 10 days with expulsion recommendation

Possession of a Weapon Other than a Firearm

1st Offense: Suspension, 2- 5 days possible recommendation for expulsion

Public Displays of Affection

1st Offense: Warning

2nd Offense: Thursday School

3rd Offense: Suspension, 2-3 days

Removed from Class

(referred to the office for misbehavior or repeated failure to put forth effort)

1st Offense: Parent/guardian notified by the referring teacher, loss of credit for the day in the class. 2nd Offense: Parent/guardian notified by the referring teacher and administration, loss of credit for the day in the class, Thursday School.

3rd Offense: Suspension; student may be withdrawn/failed from the class.

Selling of Alcohol/Drugs

1st Offense: Suspension, 10 days with expulsion recommendation, drug/alcohol screen and charged for cost of drug/alcohol screen

Sleeping in Class

1st Offense: Warning Conference

2nd Offense: Thursday School

3rd Offense: Suspension, 2 days and drug screen

Tardy to Class

4th–7th Tardies: Thursday School

8th Tardy: Suspension, possible loss of parking permit

Theft

(wrongful possession of property)

1st Offense: Restitution and suspension, 2-5 days

2nd Offense: Restitution and suspension, up to 10 days with possible expulsion recommendation

Threats/Harassment to School Personnel or School Building as a Whole

(including non-school hours)

1st Offense: Suspension, 5 days

2nd Offense: Suspension, 10 days with expulsion recommendation

Truancy

1st Offense: Thursday school assigned, Meeting with administration, student, parent/guardian, and counselor

2nd Offense: Saturday School, with mandatory student and parent attendance

3rd Offense: In-School Suspension, Petition to suspend driving privileges issued to BMV

4th Offense: Truancy charges filed with Hamilton County District Attorney's Office

5th offense: Further progressive discipline action as deemed appropriate, including additional counseling, suspension, removal from class, and expulsion

Unauthorized Use of Cell Phone or Other Electronic Devices

(Unapproved electronic device, or any other forms of technology at school or school sponsored events)

1st Offense: Thursday School

2nd Offense: Thursday School

3rd Offense: Thursday School

4th Offense: Suspension 1-3 days

Vandalism

1st Offense: Restitution and possible suspension

2nd Offense: Restitution and suspension, 3 days

3rd Offense: Restitution and suspension, 5 days

Vandalism of staff members' property

1st Offense: Restitution, suspension (10) days with expulsion recommendation

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 that takes place during weekends, holidays, other school breaks, and the summer period when a student may not be attending classes or other school functions.

*NOTE: Law enforcement officials are contacted for most violations in these categories and will be contacted on

any other instances deemed necessary.

These lists do not encompass all potential violations of the Discipline Code, some example infractions and normal penalties are shown. **The severity of a violation may alter the final penalty assessment.**

Expulsion may be for one trimester or for up to one calendar year. All expulsions after the 9th week of a trimester may be enforced during the following trimester.