

Westfield Washington Schools



Westfield High School Student/Parent Handbook 2026-2027

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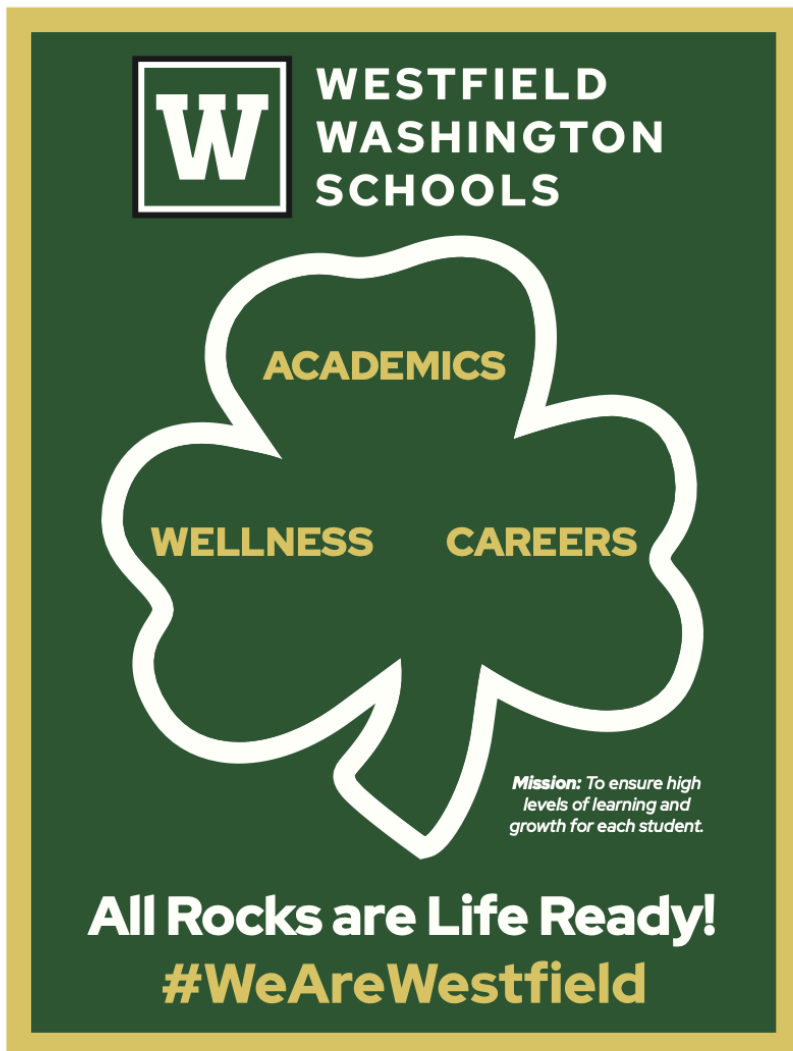
WHS BELL SCHEDULES

Daily Schedule for Monday, Tuesday, Thursday, Friday		
Period	Start	End
Period 1	8:45 AM	9:49 AM
Period 2	9:56 AM	11:00 AM
Period 3	11:07 AM	12:45 PM
A Lunch	11:10 AM	11:39 AM
B Lunch	11:42 AM	12:11 PM
C Lunch	12:14 PM	12:42 PM
Period 4	12:52 PM	1:56 PM
CORE	2:03 PM	2:38 PM
Period 5	2:45 PM	3:49 PM

Late Start Wednesday Schedule		
Period	Start	End
Period 1	9:15 AM	10:20 AM
Period 2	10:27 AM	11:40 AM
Period 3	11:47 AM	1:25 PM
A Lunch	11:50 AM	12:19 PM
B Lunch	12:22 PM	12:51 PM
C Lunch	12:54 PM	1:22 PM
Period 4	1:32 PM	2:37 PM
Period 5	2:44 PM	3:49 PM

2-Hour Delay Schedule (applies for any day of the week)		
Period	Start	End
Period 1	10:45 AM	11:33 AM
Period 2	11:40 AM	12:27 PM
Period 3	12:34 PM	2:00 PM
A Lunch	12:37 PM	1:02 PM
B Lunch	1:04 PM	1:29 PM
C Lunch	1:32 PM	1:57 PM
Period 4	2:07 PM	2:55 PM
Period 5	3:02 PM	3:49 PM

WWS VISION AND MISSION



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 life readiness in the areas of Wellness, Career, and Academic through our 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.

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.

WELCOME MESSAGE

At WWS, we have a mission to equip each student with the academic, wellness, and career skills to make them “Life Ready” for the day they leave us. We want to help them connect to their passions and their purpose so that they can truly have unlimited future opportunities. It is our true hope that each student of ours feels valued here, grows and thrives, finds their voice and is willing to leave their comfort zones to connect with others and to lead and inspire. We work to ensure “Every Rock Valued. Every Rock Connected. Every Rock Ready.”

WHS continues to receive yearly accolades that remind us this is a wonderful school with a talented group of students and staff. While we are proud of these achievements, our culture here and the dedication of our staff is what makes this school the special place that it is. Our chief cornerstone of culture is Students First. Period. That is the lens through which we make decisions and through which we establish our why. We want each and every Rock to grow and thrive here.

SCHOOL HOURS

BUILDING HOURS

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

EMERGENCY SCHOOL DELAY/CANCELLATION/DISMISSAL

The cancellation or late beginning of school will be broadcast via email, SMS/text messages, social media, and (in most cases) by automated phone call. Parents will be contacted through School Messenger, 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.

If you are not receiving emails, SMS/text messages, or phone calls from SchoolMessenger, [please follow the steps in this Troubleshooting guide](#) to update your information, opt into messages, and/or allow messages from WWS.

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 School Messenger. Information may also be available on the school district social media channels (information will not be shared on these public channels if said details being posted publicly could pose a risk to student safety).

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

If a bus driver or other school employee 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 associated costs for these services.

LEAVING SCHOOL BUILDING OR GROUNDS

Westfield High School has a closed campus. Students are not permitted to leave the school building 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. It is recommended that parent/guardian call in any early dismissal by 10:00 a.m. the day of the dismissal in order for the student to leave in a timely fashion. 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.

ACADEMICS, CURRICULUM, AND LEARNING

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.

DIPLOMAS AND GRADUATION REQUIREMENTS

Diploma Information Overview For more specific information, visit the WHS Counseling Center page	
Graduating Class	Diploma Types and Supporting Information
Class of 2027	Core 40 Technical Honors Academic Honors
Class of 2028	General Diploma • Graduation Pathway requirements • AP Capstone Diploma Credential available
Class of 2029 and Beyond	New Indiana Diploma with Readiness Seals General Diploma • AP Capstone Diploma Credential available

Basic Requirements for AP Capstone Diploma Credential

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.

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.

SAT – State Graduation Exam

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.

CIVICS/CITIZENSHIP TEST: NATURALIZATION EXAMINATION (IC 20-30-5-7(D))

Each student enrolled in a U.S. Government course where credit is awarded for General, Core 40, Core 40 with Academic Honors, or Core 40 with Technical Honors designation is required to take the naturalization examination provided by the United States Citizenship and Immigration Services (USCIS) as administered by the student's high school. U.S. Government courses include Advanced Placement, International Baccalaureate, dual credit, and Cambridge International courses. Students do not need to pass the naturalization examination in order to pass the U.S. Government course. Retests are not required or published in the results. The total number of students, student scores, and student passing rates are collected at the school level for each semester or trimester the course is offered.

Schools are required to report the following each semester or trimester during which students are enrolled in the U.S. Government course. (1) The number of students who took the naturalization examination, (2) The number of students who passed the naturalization examination by a score of not less than sixty percent (60%) on their first attempt, and (3) The pass rate of the naturalization examination regarding the students who participated. The school must also post results from the naturalization examination to the school's website.

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 or New Diploma 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) or Indiana University-Kokomo courses as well as the Academic Honors Diploma, and AP Capstone Diploma.

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:

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

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.

CURRICULAR MATERIALS AND STUDENT FEES

The Indiana Department of Education covers the cost of curricular materials for students. Parents will be invoiced for student fees, covering consumable and perishable items in a student's classes. Full payment or a payment plan should be completed by the end of the first six weeks of school.

If a student's schedule changes during the year, fees may be adjusted based on the new classes. The parent may incur an additional cost or be due a credit. If a credit is on the account, a refund will be issued by the end of June.

Westfield Washington Schools requires all unpaid fees not on a payment plan to be sent to a collection agency by the end of the school year. Any account turned over to collections will have an additional \$10.00 fee added to its outstanding balance.

If a student is withdrawn from school, the parent will receive a prorated refund for any consumable item that has not been used. However, many consumable materials used in classes lose their value once they have been used for any part of a class.

Student fees are established annually and approved by the Board of School Trustees. 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. Payments made via credit card will be subject to credit card fees.

Damaged or Lost Curricular Materials

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.

DISTINGUISHED & HONORED GRADUATES

All students earning a 4.3 GPA 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 GPA or higher at graduation will be recognized as Honored Graduates and will wear a medallion with a green ribbon.

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.

Starting with students in the Class of 2029, they must have met the requirements of a New Indiana Diploma in order to qualify to graduate early.

GRADE REPORTING AND ACADEMIC PLANNING

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.

Indiana University-Kokomo is the official partner of Westfield High School for the [Indiana College Core](#).

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 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 Ivy Tech requirements. For more information about dual credit from Ivy Tech, visit www.ivytech.edu/dual-credit.

Grade Point Average (GPA) and Grading Scale

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.

Each 12-week grading period will count as no less than 85% of the final grade and the final exam or culminating activity will count as no more than 15% of the final grade. Considerations may be made for alterations during any specific, unique situation. Letter grades will be given for final trimester grades.

Points are given according to the scale below:

Grading and Grade Point Scale		
Letter Grade	Grade Point	Percentage
A	4.0	93%-100%
A-	3.7	90%-92%
B+	3.3	87%-89%
B	3.0	83%-86%
B-	2.7	80%-82%
C+	2.3	77%-79%
C	2.0	73%-76%
C-	1.7	70%-72%
D+	1.3	67%-69%
D	1.0	63%-66%
D-	0.7	60%-62%
F	0	59% and Below

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 Reporting

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 Principal 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.

LEARNING AND EXTENDED LEARNING OPPORTUNITIES

Canvas

Canvas is our learning management system. Parents can choose to create a Canvas observer account in order to see their student's assignment due dates, teacher feedback on graded assignments, class announcements, and other course content. To learn more about Canvas observer accounts, [click here](#).

CORE Time Rules & Guidelines

CORE Time is held Mondays, Tuesdays, Thursdays, and Fridays from 1:53–2:28 during the school day. During this time, students may receive extra help or participate in targeted study sessions with their subject-area teachers and may also use the Testing Center. On select days, CORE Time may include Freshman Mentoring, grade level programming, or if in good academic standing enrichment activities and club meetings are available.

CORE Time is designed to support student success; therefore, academic support and teacher-assigned CORE Time always take priority over clubs or activities. All Westfield High School students are expected to utilize this time. Failure to attend an assigned CORE Time may result in disciplinary action.

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 9:00 AM on the day of the cancellation (unless a two hour delay turns into a full eLearning day due to inclement weather. In this case assignments will be posted by 10:00AM). K-5 students will find their work posted on Google Classroom and have a designated window to complete the work. 6-12 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, parents should reach out to the school for guidance and support.
3. Teachers will be responsive to Canvas messages, TalkingPoints messages, and their school email throughout the instructional day.. A tech hotline (317-867-8087) is also available to support students and parents as issues arise. The tech hotline will be available Monday through Friday from 8:00 am – 8:00 pm during the eLearning window.
4. Attendance will be determined by students logging in and engaging in their classwork over the duration of the eLearning period.

The above protocols are for eLearning days due to inclement weather, other short-term or emergency situations, or planned teacher professional development days..

Field Trips (Policy C500)

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 accrued five or more absences in any given trimester or ten or more absences for the current school year (excused or unexcused) may be withheld by administration from participating in field trips. 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.

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.

PROMOTION AND RETENTION PROCEDURES (Policy E125)

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.

RELEASE OF STUDENT INFORMATION

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.

Release Of Directory And Student Records/Privacy Act Information (Policy [E175](#))

As referenced in Policy E175 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 E175 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.

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. The designated WHS credit recovery program will not be approved for retaking courses to improve a grade or GPA.

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.

WEIGHTED COURSES

All AP (Advanced Placement), BSU (Ball State University), 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, and some advanced 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.

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. **There will be no schedule changes granted after the first day of a trimester.**

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.

ATTENDANCE POLICIES AND PROCEDURES

Westfield Washington Schools prepares all students for the day after graduation and emphasizes Life Readiness in order for all young people to be successful in our community. The student learning experience is shaped through cognitive and non-cognitive growth cultivated by opportunities provided by staff members on a daily basis at school. These opportunities will only be maximized through daily attendance. 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.

Westfield Washington Schools determines its own attendance policy (Policy [C175](#)) founded on its vision that all students are Life Ready. WWS bases its attendance policy on state code and Indiana Department of Education guidance. Collaboration and communication with families is vital as each WWS school strives to partner with each family in order to best educate their student(s). Indiana State Code 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.

Using both state code and IDOE guidance, Westfield Washington Schools provides guidance that all students maximize their learning experience by being present for over 166 days of the 175 day school year, meaning that students should not miss more than 9 days in a year. Not missing more than 9 days (whether excused or unexcused) ensures a student has an attendance percentage of 95% or higher; this percentage has been proven to maximize student learning. Westfield Washington Schools sees student attendance as the first and most important rule in creating the best learning experience for students.

Any student who is absent for 10 full days or more, or for 10 individual class periods or more at the middle and high school level, puts their status as a student in good standing in jeopardy. As a result, the ability to participate in co-curricular or extracurricular events (including but not limited to clubs, athletics, performing arts, prom, et al.) may be revoked unless approved by an administrator.

REPORTING ABSENCES

It is the responsibility of the child's parent to notify the school office when a student is absent. Please enter your child's absence on the PowerSchool attendance plug-in or phone the attendance line at 317-867-6800 (and press 1 then follow the series of prompts) by 10:00 a.m. the day of the student's absence. A parent may call the attendance line and leave a voicemail 24 hours a day. A parent may call in his/her native language. Please give your name, phone number, your child's name, and the reason for the absence. **Any absences not verified by a parent within 24 hours may be deemed as unexcused or truant, which may merit school discipline or other measures shared below.**

Parents/Guardians are encouraged to provide a doctor's excuse to the office for each absence that requires a visit to the doctor or other medical professional.

Per state code, attendance policies are determined locally. It is a local decision to excuse or not excuse an absence.

TYPES OF ABSENCES

Indiana State Code utilizes the terminology of Excused, Unexcused, and Truant for absences. As a result, Westfield Washington Schools utilizes the same terminology. Further explanation of these terms follows. Excused absences are verified by either a parent or a third party, such as a doctor and match the board approved definition. Unexcused absences are unverified, or exceeding the allowed limit even if verified, or trancies.

EXCUSED ABSENCES

A parent call-in or report over the PowerSchool Attendance Portal is the first required step to excuse an absence. The school then determines whether to excuse using the following as initial criteria in the attendance code process.

1. Student illness (with accompanying medical note preferred; accompanying med note is required if a student reaches 7 or more of any type of absences)
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. Please make every effort to schedule appointments outside of school hours.
6. Military Family Leave
7. Pre-arranged absences

Pre-arranged absences include vacations (provided student absences do not exceed 7 days), club sports, athletic tournaments, external performing arts opportunities, extended medical absences, job interviews and internship interviews. Any possible external verification for these types of absences is encouraged.

- a. Parents/guardians are expected to plan vacations/college visits around the school schedule as absences are a serious interruption to the learning process.
- b. The parent/guardian must call the school attendance office at least two school days in advance of any pre-arranged absence.
- c. Planned vacation days shall be taken with the parent/guardian of the student.
- d. Class work shall be completed in advance of the pre-arranged absence or as teachers may determine.
- e. The principal or assistant principal may deny pre-arranged absence excused days to students having excessive absences or when family choice will extend absences beyond the 7 day limit.**

OTHER EDUCATIONAL ACTIVITY

Other educational activity is defined as any other absence, approved by the building principal or assistant 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 prior notification by at least two school days prior to the absence and proper verification. These types of absences will be coded uniquely, accounting for presence in class on those days and not accumulating towards the student's absence total. The principal or assistant principal shall have discretion to rescind prior approval of the other educational activity status if the reporting is deemed insufficient, if the student already has excessive absences, or if the student is not in good academic standing.

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. Service as page or honoree of general assembly
2. Service to the election board or political candidate on Election Day.
3. Witness in judicial proceeding or any required court appearance for which a student is subpoenaed.
4. Ordered to active duty with the armed forces of the United States, including their reserve components, or the Indiana National Guard for ten or more (10) days in a school year, if the student is not a habitual truant
5. Duty with the Indiana wing of civil air patrol for not more than (5) five days
6. National Guard duty (maximum 10 days).
7. Participation in the state fair
8. A principal approved educationally sound activity.

Parents/Guardians should 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.

UNEXCUSED ABSENCES

An unexcused absence is any absence not covered under either the definition of excused absence or listed as an exception to compulsory attendance. Administrative discretion may be utilized if needed in determining coding

The following are considered unexcused absences:

1. Any absence in excess of 7 previously accrued that is not excused by state law or accompanied with medical verification, or previously approved by principal.
2. Any absence not recognized by state law or Westfield Washington Schools.
3. Students arriving to class 30 minutes late or more are considered absent for that class. This will be considered unexcused unless accompanied with the proper verification noted above.

TRUANT

Truancy is defined as an absence from school without the knowledge or consent of the parent/guardian and the school, or absent from school when there is an attempt to evade the Indiana Compulsory Attendance Law. The following circumstances are considered truancy:

- a. The willful non-attendance by a student not to attend school. This act of non-compliance is not authorized an/or known by the parent/guardian
- b. A student does not report for an assigned class during the course of the school day.
- c. A student leaving the building and/or school grounds during the day without permission.
- d. A student misrepresents a pass and does not report to a designated location during the day. An example would be reporting 20 plus minutes late for a class or wandering in the school to a designated location.
- e. Late arrival to school may be considered an instance of truancy.
- f. Students will be considered a "habitual truant if they are truant from school more than ten (10) days in the school year.

CODES TO KNOW AND OTHER KEY DEFINITIONS

WWS Attendance Codes	What it Means
IAS	In Attendance (present and on time)
IND	Other Educational Activity (not in class, but counted as presence code)
X	Excused (Parent Verification matching Excused Absence Criteria)
M	Medically Excused (written verification from MD, DO, NP)
ILL	Illness (Parent Verification)
RE	Religious Observation
CT	Court Appearance
DF	Death in Family/Funeral
NS	Nurse Excused

FCXP	Family Choice Planned - Excused – (Student absence numbers (are/remain lower than 7) may factor into whether absence is excused)
FCXU	Family Choice Unplanned - Excused – Unplanned absences due to maternity, military, or other reasons that occur unexpectedly due to unforeseen family circumstances or decisions and approved by building principal
A	Absent – No verification/call-in
UNX	Unexcused – Verified by a parent and/or determined by school administration.
FCUNX	Family Choice – Unexcused (Absence not covered under definition of excused absence and/or student absence numbers are higher than 7)
R	Truant

Key Definitions:

Habitual Truant: Habitual truant "refers to a student who has been absent ten (10) days or more from school within a school year without being excused or without being absent under a parental request that has been filed with the school" (Indiana Code 20-18-2-6.5).

Chronic Absentee: The term Chronic Absentee refers to a student who has been absent 10% or more of the school days during the scholastic year regardless of type of absence (Indiana Code 20-18-2-2.4)

WESTFIELD WASHINGTON SCHOOLS TRUANCY PREVENTION POLICY

Effective July 1, 2024, Indiana Code 20-33-2.5 establishes that each school corporation shall adopt a truancy prevention policy. Effective July 1, 2025, SEA 482 has provided further codification regarding truancy prevention. Westfield Washington Schools champions student learning and preparation for Life after Graduation; as a result, every school will fulfill this plan as appropriate for grade level. Beyond state expectations, Westfield Washington Schools is committed to an informative and educational policy regarding student attendance. As a result, we incorporate three tiers to our system in order to best reach all families.

Tier 1:

Every school may send all families returning to a district school a written attendance update at the end of each school's term (trimester or quarter). These will be sent to emails on file. The school may share transparent, current data updates about attendance performance targets in principal newsletters.

Tier 2:

Students who have missed five, nine, and/or fifteen total days or more during the school term will be informed in writing. As this is cumulative throughout the year and not within one single grading period, this may not require further action unless otherwise indicated.

Tier 3:

- I. Westfield Washington Schools will initiate truancy prevention for any absent student who is absent 5 days (unexcused and/or unverified) within a school year.
 - A. Students who are absent in conformity with a medical letter of incapacity to attend signed by a doctor, therapist, or other medical professional may be exempt from this.

- II. Upon the fifth unexcused absence, the process will be initiated with a written notification sent either virtually or on paper to the parents of the student, informing the parent of the student's attendance record and reminding the parent of responsibility to monitor the student's attendance and ensure the student attends school in accordance with compulsory attendance laws. This letter will invite response for a required in-person attendance conference to discuss an action plan of improvement. This letter will also include verbiage on the definition and action steps that must legally be taken if the student is considered a habitual truant, which includes reporting the student to an intake officer of the juvenile court or the department of child services in accordance with IC 20-33-2-25, and subsequent actions that may be taken by those entities upon referral by the school district.
- III. The attendance conference will be held within ten (10) school days of notification. The following individuals will be present in the conference:
 - A. A representative of the school (principal, assistant principal, dean, and/or counselor)
 - B. A teacher of the student
 - C. The student's parent(s)/guardian(s)
 1. The school will permit the student's parent(s)/guardian(s) to elect to bring a representative who may provide insight into the student's absenteeism if the student's parent fulfills the following:
 - a) Makes request to the school that the representative attend; and
 - b) Provides notice to the school regarding the identification of the representative;
 2. Notified at least forty-eight (48) hours before the attendance conference.
- IV. During the meeting, an attendance contract will be developed; contract will be in effect for forty-five (45) days. The contract time frame may be extended by the school. Attendance contract may include expectations accompanied with extra supports and/or accountability measures.
- V. At the secondary level, this may take place for students who have accrued five unexcused absences to a single class period.

MAKE-UP WORK

Classwork and assignments are essential to the learning process. All work missed due to absence (excused, unexcused, or truancy) is expected to be completed. A student has one day to make up work for each day of absence. This guideline may be altered at the discretion of the principal and the teacher if it is determined that it is unreasonable for the student to complete all missing work within the allotted time. **This guideline may also be altered for prearranged absences, such as vacations, in order for the learning process to remain as uninterrupted as possible.** Students should utilize the school's learning management system (Canvas) first to see the work they missed while they are out, **completing what is possible to be completed if physically able.** Lengthy absences may require that the teacher provide schoolwork alternatives and timeframes for completion. In such cases, the teacher will notify the student and the principal. Teachers will strive to ensure the alternative assignments assist the student in achieving course learning targets and set a reasonable timeframe for the completion of the work.

CURRICULAR, CO-CURRICULAR AND EXTRACURRICULAR INCENTIVES FOR ATTENDING

Students in regular attendance are considered students in good standing. A student must attend three class periods on the day of a co-curricular or extracurricular activity on the day of the activity in order to be able to participate. Administrative approval is required for any exceptions. These events include but are not limited to athletic contests, musical and theatrical performances, academic team competitions, prom, *et al.*

A student who has accrued five or more absences in any given trimester or ten or more absences for the current school year (excused or unexcused) may be withheld by administration from participating in field trips.

A student who has accrued five or more absences in any given trimester or ten or more absences for the current year may be withheld from participation in school organizations, including but not limited to athletic teams, musical and theatrical co-/extracurricular organizations, *et al.*

A student must have a 95% career attendance rate (no more than nine absences per year) as one factor in order to be considered for senior College Prep Release period.

Tardies are considered a form of absence. A student who has accrued excessive tardies may be withheld from participating in field trips as well as co-/extracurricular activities and organizations. The school may issue discipline for excessive tardies; parents may be notified if a student accrues 5 tardies within a grading period.

Disciplinary Action

Westfield Washington Schools may utilize school discipline for any unexcused absence, truancy, or absence exceeding 7 in the school year unless deemed excused by administration.

A. Disciplinary Action for Truancy

The result of the first truancy/unexcused absence may be:

1. After School Detention Detentions (maximum time of which may be twice the number of hours missed, or
2. Saturday School if a total of four hours of detention is to be served.

The result of a second truancy may be:

1. Saturday School

Subsequent truancies/unexcused absences may result in one or more of the following:

1. Loss of ability to participate in co-curricular and/or extracurricular activities/organizations; loss of ability to participate in field trips.
2. Loss of driving privileges and school-issued parking permits for students who are drivers
3. Referral to the Bureau of Motor Vehicles of invalidation of driver's license
4. Placement on an attendance contract
5. Referral to Hamilton County ACES
6. Referral to DCS
7. Filing of truancy with the Hamilton County Prosecutor's Office

B. Actions for Absences Exceeding 10 in the School Year

Excessive absences can merit both school discipline as well as extra support. Any of the following disciplinary steps may occur:

1. Loss of ability to participate in co-curricular and/or extracurricular activities/organizations; loss of ability to participate in field trips.
2. After-school detention to make up missed time
3. Saturday School for more built in study time
4. Attendance Contract
5. Requirement for parent/guardian to produce a certificate of incapacity not later than six (6) days after the certificate is demanded.
6. Loss of driving privileges for students who are drivers
7. Referral to the Bureau of Motor Vehicles of invalidation of driver's license
8. Requirement for medical notes upon future absences.

9. Wellness check through WPD
10. Referral to DCS
11. Referral to Hamilton County ACES
12. Filing of truancy with the Hamilton County Prosecutor's office.

WESTFIELD WASHINGTON SCHOOLS ATTENDANCE PROCEDURES/HAMILTON COUNTY SCHOOLS ATTENDANCE PROGRAM PROJECT ACES – ATTENDING CLASS EQUALS SUCCESS

Westfield Washington Schools participates in the Hamilton County Schools Project ACES Attendance Program in collaboration with the Hamilton County Juvenile Prosecutor's Office. Project ACES tracks the total number of excused/unexcused absences to school accumulated for the entire school year. The goal of Project ACES is to ensure that every child attends school as required by Indiana Law so that each child will receive the necessary guidance and knowledge to become a productive member of the community. **Absences to school are cumulative throughout the school year and do not reset at any point during the school year for grades K-12.**

Project ACES is a collaboration between the school, parent, student, Westfield Youth Assistance Program, and the Hamilton County Prosecutor's Office. In working together and through early intervention, we believe that attending class will equal success for each and every student.

LEGAL LOSS OF DRIVING PRIVILEGES

WWS will 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) who:

- is a habitual truant;
- has at least a second suspension from school for the school year;
- has an expulsion from school; or
- 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.

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 an administrator.

ATTENDANCE FOR FINAL EXAMS

Final exams are considered an important part of each course. Final exams represent up to 15% 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.

CODE OF 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 [C375](#))

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.

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:

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

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 situation 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 students, these meetings are encouraged.

Students who wish to talk with a teacher about any concern 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 administrator.

2. Detention:
 - Lunch or CORE Detention: Assigned for a supervised setting that may occur during a student's scheduled lunch or CORE. Lunch and CORE detentions function as a silent study hall that follows the

expectations for instructional time, including no use of personal electronic devices. Failure to serve the assigned detention may result in further consequences.

- After School Detention (a.k.a. Wednesday/Thursday School): Disciplinary action whereby a student is issued an After School Detention will be served in a “study hall” atmosphere. This way, the infraction is addressed, but the student is not removed from class nor does he/she accumulate a suspension. Regular student rules apply to After School Detention. Should a student fail to serve the assigned After School Detention, another form of discipline may/will be assigned. Food, beverages, cell phones, and other electronic devices are not allowed in After School Detention. After School Detention may be held each week from 3:45 p.m. until 5:00 p.m. A student who has been issued an After School Detention must report to the assigned rooms for this “study period” by 3:45 p.m. Students must arrange their own transportation home after serving After School Detention.
3. Removal from Class: 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. 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.
4. Suspension
- 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.
 - Out of School Suspension: Disciplinary action whereby a student is separated from school attendance for a period of not more than ten (10) school days. Parents/Guardians will be notified by an administrator who informs them of the out of school suspension, the reasons for it, and the proper procedures to be followed.
 - i. 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 and approved by a school official.
5. 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.

6. 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.

7. 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:
 - o a habitual truant,
 - o under at least a second suspension from school for the school year,
 - o under an expulsion from school; or
 - o 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.

ACADEMIC DISHONESTY: 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.
6. Use of Artificial Intelligence (AI) Tools (e.g. ChatGPT) without permission from the teacher.

Cheating, including, but not limited to plagiarism, use of notes without permission, copying from another student, accessing a device or tool that can be used to assist a student during a test session without it being written into their ILP, IEP, or 504 plan (e.g.: Meta glasses), or other forms of such dishonest behavior will be considered a serious violation of acceptable and trustworthy behavior for Westfield High School students.

ANTI-BULLYING (POLICY [C200](#))

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 ([C200](#)) can be found on the district website, www.wws.k12.in.us, under School Board/Policy Information.

CRIMINAL ORGANIZATIONS (POLICY [G125](#))

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 ([G125](#)) can be found on the district website, www.wws.k12.in.us, under School Board/Policy Information.

DRESS CODE

The school dress code is designed to promote a positive learning environment in which students can thrive in their journey to becoming Life Ready. The following guidelines are intended to help students dress for success in a variety of opportunities in and beyond their experience at WHS.

Clothing choices need to be appropriate for the occasion of learning and attending school-sponsored functions. Students and parents will have the opportunity to make decisions regarding clothing and appearance unless those choices:

- Present a hazard to themselves or others
- Interferes with a student's ability to complete work or achieve an academic objective
- Solicit behavior that works against those promoted by WHS namely anything that is illegal or disruptive to learning

Appropriate choices that support an emphasis on being Life Ready include, but are not limited to the following:

1. Students must wear opaque clothing that provides proper coverage for a school setting:
 - Shirt that adequately covers with the torso and chest
 - Pants, shorts, skirt, dress or equivalent (e.g. leggings or sweatpants) that cover the buttocks
 - Shoes, sandals, or other footwear that are aligned with health and safety codes (more specific guidelines may be provided by educators based on program requirements)
2. Students Cannot Wear:
 - Clothing that is sheer or see through
 - Exposed undergarments
 - Clothing that is suggestive of immoral or illegal acts or actions
 - 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
 - Blankets or full-size flags
 - Hats or hoods that inhibit a student's ability to learn or engage in the classroom or are inappropriate for the occasion such as when taking a test or acting as a safety hazard
 - Swimwear, unless in a class or athletic setting when deemed appropriate

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.

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.

DRUG/ALCOHOL POLICY (C450)

As referenced in Policy C450, 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, 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.

RANDOM DRUG TESTING AND EDUCATION POLICY ([C450](#))

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 threefold: (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/designees, 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

DUE PROCESS (POLICY [C375](#))

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 C375, Student Behavior, Rights, and Discipline. Due process procedures begin at the time a student is questioned in relation to an incident.

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

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 317-867-8000 x10006.

EXPULSION-LEGAL SETTLEMENT (IC 20-33-8-17) (POLICY [C125](#))

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.

FIREARMS, WEAPONS, AND DESTRUCTIVE DEVICES (POLICY [A200](#))

Definitions

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

"Weapon" means an object which, in the manner in which it is used, is intended to be used, or is represented, is capable of inflicting serious bodily harm or property damage, as well as endangering the health and safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type, including air and gas-powered guns (whether loaded or unloaded), knives, razors, clubs, electric weapons, chemical weapons, metallic knuckles, martial arts weapons, ammunition, and destructive devices (bomb, incendiary device, grenade, Molotov cocktail, or rocket, with a propellant charge of more than four (4) ounces, etc.).

A "knife" is defined as "an instrument that: 1) consists of a sharp edge or sharp pointed blade capable of inflicting cutting, stabbing, or tearing wounds; and 2) is intended to be used as a weapon." I.C. § 35-47-5-2.5(a).

"Imitation firearm", for purposes of IC 35-47-9-2, means an object or device that is substantially similar in coloration and overall appearance to a firearm that a reasonable person would believe the object or device is a firearm.

Policy

Indiana law prohibits individuals from possessing, storing, making, or using certain dangerous weapons in or on school property. Indiana law states that no person may possess a firearm or imitation firearm in or on school property or on a school bus, unless specific exceptions apply. Indiana law states that no person may possess a knife intended to be used as a weapon in or on school property or on a school bus.

A student or employee who has reason to believe that a person is violating the law or this Policy shall immediately report the alleged violation to an administrator or law enforcement officer. Westfield Washington Schools (the "Corporation") will immediately report any suspected violation of this law to law enforcement, as a violation of this law constitutes a criminal offense for adults and an act of delinquency for juveniles. The Corporation may take any necessary steps to exclude the person from school property or events for safety concerns.

No employee in the scope of his or her employment may possess a firearm, an imitation firearm, ammunition, or other dangerous weapon in or on school property, in or on property that is being used by a school for a school function, on a school bus, or in a motor vehicle that is owned, leased, or controlled by the Corporation. The Superintendent will report an employee who violates this policy to law enforcement officials. The employee also will be subject to disciplinary action, up to and including termination, for violation of this policy.

No student may possess, store, make, or use a weapon, in or on property that is being used by a school for a school function, or on a school bus.

The Superintendent will report any student who violates this policy to the student's parents or guardians and to the law enforcement agency having jurisdiction over the property where the offense occurs. The student also may be subject to disciplinary action, up to and including expulsion.

This prohibition does not apply to weapons under the control of law enforcement personnel, as well as a School Resource Officer or other school security personnel who is not a law enforcement officer, but who may legally possess a firearm.

This prohibition does not apply to a firearm that is locked in an employee or visitor's trunk, kept in the glove compartment of the person's locked vehicle, or stored out of plain sight in the person's locked vehicle. This exception does not apply to students unless it is a high school student who is a member of a shooting sports team and the principal has approved the student keeping a firearm concealed in the student's motor vehicle on days the student is competing or practicing as a member of a shooting sports team. This exception also does not apply to former students if the person is no longer enrolled in school due to a disciplinary action within the previous twenty-four (24) months.

GROUND 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 school property, stealing or attempting to steal school property.
 3. Causing or attempting to cause damage to private property, stealing or attempting to steal private property.
 4. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect 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, 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 absence 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.
 - g. Sexual misconduct of any kind on school grounds or at any school event.
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:
 - i. 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;
 - ii. the frame or receiver of any weapon described above;
 - iii. any firearm muffler or firearm silencer;
 - iv. 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;
 - v. 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;
 - vi. 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; an antique firearm;
 - vii. 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 C375 covers student behaviors, rights, and discipline.

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. Lunch should be eaten in the designated, supervised lunch spaces.

4. When school is over, students are to leave immediately unless staying for detention, testing center, extra help from a teacher, or extracurricular 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.

NON-DISCRIMINATION & ANTI-HARASSMENT (POLICY [A100](#))

WWS does not discriminate on the basis of a protected class including but not limited to race, color, national origin, age, religion, genetic information, disability, or sex 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 A100 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 target
- The 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.).

The entire School Board policy ([A100](#)), including coordinator contact information, can be found on the district website, www.wws.k12.in.us, under School Board/Policy Information.

PERSONAL ELECTRONIC DEVICES/WIRELESS COMMUNICATION DEVICES (POLICY A301)

Generally, no student may use a wireless communication device during the school day, pursuant to Indiana law. Further, if students bring a wireless communication device to school, it must be stored away, powered off, and inaccessible throughout the school day.

“Wireless communication device” means any portable wireless device that has the capability to provide voice, messaging, or other data communication between two or more parties, including a cellular telephone, tablet computer, laptop computer, gaming device, or smart watch that is connected to a cellular telephone, a cell tower, or the Internet.

“School day” means the entirety of the time a student is present on school property for a student instructional day.

“School sanctioned wireless communication device” means a wireless communication device that is:

- a. owned by a student or a third party vendor;
- b. approved by the Corporation for instructional use;
- c. required or permitted by the Corporation for participation in classroom instruction;
- d. subject to Corporation managed network controls, filtering, or monitoring that restrict access to noninstructional content during the school day; and
- e. not a cellular telephone, gaming device, or smartwatch.

A student is permitted to use a school sanctioned wireless communication device only when directed by a teacher for educational purposes during the school day.

Notwithstanding the above, a student may use a wireless communication device under the following circumstances:

3. In the event of an emergency. An emergency for this purpose includes the use of a wireless communication device during the school day to make an otherwise lawful alert or call for assistance in response to a condition or situation causing an immediate risk to health, life, or property . It does not include the use of a wireless communication device in an unlawful act, nor does it include the use of a wireless communication device in a manner that impairs, obstructs, or disrupts emergency response or assistance by the Corporation, health professionals, government officials or other authorized persons.
4. As necessary for the management of a documented medical condition pursuant to an order provided by a licensed health care provider.
5. As permitted by the student’s Individualized Education Program (IEP) or Section 504 Plan.
6. As necessary for language translation to ensure access for multi-lingual learners, prioritizing school-managed wireless communication devices or applications where available.

Violation of this policy may result in forfeiture of technological privileges and other discipline as provided in the Student Code of Conduct.

Students are personally and solely responsible for the care and security of wireless communication devices brought onto Corporation property. The Corporation assumes no responsibility for theft, loss, damage to, misuse, or unauthorized use of a wireless communication device brought onto its property.

This Policy should be followed in tandem with Policy [A300](#) Responsible Use of Technology and Internet Use 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.

SEARCH & SEIZURE (POLICY [C550](#))

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.

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.

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.

VIOLATIONS OF CODE OF CONDUCT

Alcohol/Drug Use (possession or under the influence)	1st Offense • Suspension, 10 days with expulsion recommendation, drug/alcohol screen and charged for cost of drug/alcohol screen
Altercation Includes verbal or physical	1st Offense • Suspension, 2-5 days 2nd Offense • Suspension, up to 10 days with expulsion recommendation
Attendance Tardies/Truancy/Unexcused Absences	Offenses may merit the following Consequences • After School Detention (up to twice the number of hours missed) • Saturday School • Loss of ability to participate in co-curricular and/or extracurricular activities/organizations; loss of ability to participate in field trips. • Loss of driving privileges for students who are drivers • Referral to the Bureau of Motor Vehicles of invalidation of driver's license • Placement on an attendance contract • Referral to Hamilton County ACES • Referral to DCS • Filing of truancy with the Hamilton County Prosecutor's Office
Attendance Excessive Absences	Consequences may include: • Loss of ability to participate in co-curricular and/or extracurricular activities/organizations; loss of ability to participate in field trips. • After-school detention to make up missed time • Saturday School for more built-in study time • Attendance Contract • Requirement of a student's medical doctor or other licensed healthcare provider to produce a letter of incapacity. • Loss of driving privileges for students who are drivers • Referral to the Bureau of Motor Vehicles of invalidation of driver's license • Requirement for medical notes upon future absences. • Wellness check through WPD • Referral to DCS • Referral to Hamilton County ACES • Filing of truancy with the Hamilton County Prosecutor's office.
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 Includes throwing food and/or leaving food on the table	1st Offense - May include: - Lunch clean-up duties and/or - lunch detention Multiple Offenses - May include: - Lunch clean-up duties, - lunch detention, and/or - After School Detention
Cheating/Plagiarism	1st Offense - Will include the following: - Conference/Call between teacher, student, and parent/guardian "0" score on assignment, office referral 2nd Offense - Will include the following: - Conference/Call with parent/guardian and administration "0" score on assignment - After School Detention 3rd Offense - Possible loss of credit in course.
Inappropriate Computer/Technology Violations	1st Offense - After School Detention 2nd Offense - Suspension 2-3 days 3rd Offense - Suspension 3-5 days
Dress Code	1st Offense - Warning/change clothes 2nd Offense - After School Detention/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

	- After School Detention 2nd Offense - After School Detention 3rd Offense - After School Detention 4th Offense - Suspension
Forging Passes/Parental /Guardian Notes	1st Offense - After School Detention 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 - After School Detention 2nd Offense - After School Detention 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 Includes:	1st Offense Suspension, 10 days with expulsion recommendation

• Drug Paraphernalia • Possession or use of Explosives • Illegal Substances • Any THC-related product or THC variants (eg: Delta 8, Delta 9, Delta 10, edibles, help-related, etc)	• drug/alcohol screen and charged for cost of screen (when applicable)
Possession or Use of Illicit Materials	1st Offense • Suspension, 2-3 days 2nd Offense • Suspension, 3-5 days 3rd Offense • Suspension, 10 days with expulsion recommendation
Possession of or use of Tobacco Products Includes electronic cigarettes and e-vaporizers	1st Offense • Conference with parent and student • Drug screen and charged for cost of drug screen • Westfield Police Department citation issued • Cessation Course/Resources • Removal for remainder of the day Subsequent Offenses • Suspension with possible expulsion recommendation • Westfield PD citation issued • Additional education • Possible drug screen
Possession of Water Pistols, Water Balloons, Snowballs Includes other foreign objects	1st Offense • After School Detention/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 • After School Detention 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, After School Detention. 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 - After School Detention 3rd Offense - Suspension, 2 days - drug screen
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
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 - Student meets with a dean and receives an after-school detention. - Parents are notified via email. - School cell phone expectations and policies are included in the communication. 2nd Offense - Student meets with a dean. - Student receives an additional after-school detention. - Parents are notified via phone call or TalkingPoints. 3rd Offense - Student meets with a dean. - Device is confiscated for the remainder of the school day. - Student receives a Saturday School detention. - Parents are notified via phone call. 4th Offense

	• Student meets with a dean. • Device is confiscated and must be picked up by a parent or guardian. • Parent/guardian participates in a conference with administration. • Student receives a Saturday School detention. 5th and Subsequent Offenses • Consequences listed above continue to apply. • Student may lose parking privileges. • Student may be deemed not in good standing and become ineligible to participate in certain school events and activities.
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.

VOCATIONAL SCHOOL & COOPERATIVE PROGRAMS DISCIPLINE

Students attending partnering vocational programs offered at facilities off of WWS properties are subject to that school's policies and procedures.

Action taken to suspend or expel a student at a partnering institution 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 partnering educational facility.

COMMUNICATION

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.

SCHOOL MESSENGER

School Messenger 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.

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.

TALKINGPOINTS

Westfield Washington Schools uses TalkingPoints as a multilingual communication tool between teachers and families. Families can choose to receive messages via SMS text messaging or through the free FAMILIES/TalkingPoints mobile app for Apple or Android. To ensure messages are received from your child's teachers, make sure your contact information for the "Father" and "Mother" fields in PowerSchool are correct. When a teacher sends a message, TalkingPoints will automatically use these two phone numbers. If you would like to add additional contacts, please reach out to your child's teachers.

ENROLLMENT/WITHDRAWAL

ENROLLMENT 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 19500 Tomlinson Road, Suite B.

Please have the following documents available:

1. Provide one of the following at the time of enrollment for proof of Washington Township residency.
 - a. Current purchase, rental, or lease agreement
 - b. Property tax statement

- c. Copy of filed IRS form
 - d. Voter registration
 - 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 PROCEDURES

Withdrawal of a student during the year may be arranged through the Registrar. 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.

EXTRACURRICULAR ACTIVITIES

Westfield High School is an incredible place, where you can pursue your passions and gifts, all while preparing for your future. While academics at WHS will provide a rich foundation for your success, getting connected and involved beyond the classroom will change you and shape you even further. Research has shown that those involved in extracurricular activities enjoy school more, have better attendance, and perform better in the classroom.

1. Students must be legally enrolled full-time in WWS in order to be able to participate in extracurricular activities (See Board Policy [C126](#)). To be eligible to participate in an extracurricular activity, a student is expected to be present in school the day of said activity. WHS Administration must individually approve students to continue to participate in a club after graduating early their senior year.
2. It is expected that students are in good standing to participate on in-season academic competition teams and performance groups (in line with WHS Athletics Guidelines).
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:
 - a. 10:00 p.m. for all activities during the week.

- b. 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.

Students can apply to start a club. The new club must have a staff sponsor as well as 10 other interested students who will join the club. After the New Club Form is submitted, it will be reviewed by administration. A final decision of acceptance or rejection will be made by the Director of Club and Student Activities, as well as WHS administration.

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.). 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. Club participants must be current Westfield High School students. Homeschool students are not permitted to join WHS clubs. Building administration and central office administration may honor the policy of Student Recognized Groups to allow enrollment from outside WHS student pool (e.g. Student Impact, Young Life, Westfield Hockey Team). WHS Administration must individually approve students to continue to participate in a club after graduating early their senior year.

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.
5. Students attending dances are not permitted to leave and re-enter.
6. 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.
7. All students and their guests attending dances 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.

FOOD SERVICES

ALLERGY GUIDELINES

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 menu item, please do not hesitate to contact your Student Nutrition Department at 317-867-8000 x10062. Any questions or concerns may be directed to the Food Services Director at 317-867-8000 x10060.

BREAKFAST/LUNCH

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. 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.

CAFETERIA GUIDELINES

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.

FOOD DELIVERY SERVICES

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 student's lunch to school, please let him/her know beforehand to check in the office for his/her lunch.

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.

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.

Any parent/guardian who may need financial assistance to pay for lunch and/or breakfast may contact the Administration Office at 317-867-8000 x10019 or the Student Nutrition Office at 317-867-8000 x10062 to apply for Free/Reduced benefits. Any questions or concerns may be directed to the Food Services Director at 317-867-8000 x10060.

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.

STUDENT LUNCHTIME ACCOUNT

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. Low Balance notifications are sent out when the students account hits \$10.00 or less. This gives the parents time to add money to their students account without disrupting the students ability to purchase their meal. Any outstanding balance at the end of the school year will be turned over to collections. At that time a \$10.00 collection fee will be added to the outstanding balance. At no time will a student be denied a full meal.

GENERAL INFORMATION

ACCIDENT INSURANCE FOR SCHOOL-AGED CHILDREN

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.

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 used.

Students may carry a backpack with them throughout the day. Daily use lockers, in which students create a customized locking code, are available throughout the building for students to use if they have a need or prefer to store items in a locker. For departments or courses that use lockers for specific use, please refer to their provided guidelines and policies. The school does not assume responsibility for items that are missing or presumed stolen from school lockers.

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.

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.

ADMINISTRATION OF MEDICATION AT SCHOOL (POLICY [C525](#))

For your student'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. Medication given during school hours will be given 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

- These medications will only be given to students who have a current parent/guardian signed Medical Information page of the Demographic page in PowerSchool.

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.

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 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 student 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**—return to school after 24 hours of no vomiting without medication.
- **Diarrhea**—return to school after 24 hours of no diarrhea without medication.
- **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 student 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 student experiences repeated loss of bladder or bowel control at school and body fluids cannot be contained within your student's clothing and is at risk of exposing others in the school environment to stool or urine, your student 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.
- **IDOH Communicable Diseases Reference Guide**—The guidelines set forth by IC 20-34-3-9 and Indiana 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.

HEAD LICE

Parents/Guardians have the prime responsibility of assisting in the prevention and management of head lice cases through regular checks of their student'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 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.

HEALTH CLINIC

The health clinic is staffed by licensed Registered Nurse(s) provided by Riverview Health. The health clinic is provided to take care of illnesses 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 parents or guardians will need to verify, update and date the online form. This form is used to provide care for your student, 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 student 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.

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 the school nurse 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 or injured 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.

REPORTS TO CHILD PROTECTIVE SERVICES (POLICY [A225](#))

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

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 or exemptions to the school nurse before the first day of school; unless a current copy is on file with the school. Grades K, 6 and 12 have specific immunizations requirements see 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. Exceptions must be re-signed each year by the first day of school.

Immunizations for the underinsured and uninsured are available through the Hamilton County Health Department, call 776-8500 for additional 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 optometrists/ophthalmologists perform the vision screening tests.

SCHOOL VISITORS

BUILDING TOURS

Tours of Westfield High School for families new to the corporation can be arranged by calling our Information Desk at 317-867-6800 x11083.

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.

SAFEVISITOR BACKGROUND CHECKS

A SafeVisitor background check will be required for anyone who visits our schools and will spend unsupervised time with any student, 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 four years at any school in the district. These background checks will cost \$12.95 (additional fees may apply) 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.wvs.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.

Visitors (including parents/guardians) are not permitted to eat lunch with students inside the school building during the school day. 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.

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.

STUDENT SUPPORT SERVICES

SCHOOL COUNSELING SERVICES

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

SPECIAL EDUCATION SERVICES

WWS accommodates the unique needs of students in special education ages 3-22 years of age in the students least restrictive environment, which means inclusion in general education classrooms 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 held at the Virginia F. Wood Early Learning Center. Each student who qualifies is evaluated by our Early Childhood Assessment Team.

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.

TECHNOLOGY

AUDIO/VIDEO TECHNOLOGY DEVICES

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.

RESPONSIBLE USE OF TECHNOLOGY AND INTERNET USE POLICY (POLICY [A300](#))

The use of technology (this policy includes, but is not limited to): telephones, cellular devices, digital media players, tablets, laptop and desktop computers and workstations, direct radio communication, Internet access, voice mail, e-mail, text messaging, direct messaging through device applications, facsimile transmission and receipt, artificial intelligence, including language-generation tools and large language models, and any computer based research and/or communication) 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 Responsible Use of Technology and Internet Use Policy (A300) and any supporting guidelines..

Student owned personal devices and Corporation technology shall be used by students under teacher supervision with the purpose of improving instruction and student learning. A copy of the Policy and Parental Consent form is available in PowerSchool.

Children's Internet Protection Act (CIPA) (Policy A300)

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.

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.

STUDENT ISSUED DEVICES

All students WWS receive a school-issued device. High school students receive a Chromebook that they take home with them each night. It is the responsibility of students and parents to read and understand the Chromebook Guidelines which are posted on the district website's technology page under "1:1 Student Device Program". Among other things the guide details the following;

- Students are responsible for the general care of their Chromebook.
- Chromebooks come with a four-year hardware warranty covering defects, excluding misuse or accidents. Repairs must be reported to school tech support.
- An optional protection plan is available for a small fee. This defers all repair costs.
- Chromebooks must remain in the protective case at all times.
- Chromebooks must be returned upon leaving the school district, or full replacement costs will be charged.
- No food or drinks near the Chromebook.
- Avoid shoving in lockers or book bags.
- Protect from extreme temperatures and direct sunlight.
- Do not leave in vehicles.

WIFI ACCESS

The school's wireless network (Wi-Fi) is provided exclusively for the use of staff and school-issued devices. Personal devices are strictly prohibited from connecting to the school's Wi-Fi network.

The network is equipped with security measures to prevent unauthorized connections. Any attempt to bypass these security protocols is a direct violation of Board Policy A300 and will result in disciplinary action. This includes, but is not limited to, the suspension or revocation of network access and other consequences as outlined in the student code of conduct.

Your cooperation in adhering to this policy helps ensure the security and integrity of our network for educational purposes.

WWS EMAIL ADDRESSES

Westfield Washington Schools currently provides email services to all high school students. Student use of email is governed by the Acceptable Use of Technology and Internet Use Policy A300 which will be enforced accordingly. District email is intended to communicate with teachers and other outside entities that are associated with the students' education. Some examples of outside entities include, but are not limited to; Naviance, College Board, Lions Lead, Indiana Online Academy, and SchoolCore.

Teachers will determine how email will be used in their classes.

The following are examples of inappropriate uses of email.

- Sending sensitive or confidential information.
- Concealment or misrepresentation of names or affiliations (e.g., misrepresenting oneself as another user)
- Use of email to send spam
- Alteration of source or destination address of email
- Use of email that violates the district's Anti-Bullying policy (C200)
- Use of email to violate local, state or federal law.

TRANSPORTATION

BUS EXPECTATIONS

Parents/Guardians are requested to discuss School Bus Expectations with their students. Bus expectations 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 guidelines 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. To help keep buses on schedule, please allow a five-minute window before or after the scheduled stop time.
Delays may occur due to weather, traffic, or other unforeseen circumstances. Students should arrive at the bus stop at least five minutes early and be ready when the bus arrives. Students should not run to the bus, as this poses a safety risk.
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. The school bus driver reserves the right to address such behavior, assign seats, and refer students for disciplinary action. All incidents will be reported to the building administrator(s). Discipline for bus-related behavior is at the discretion of school administration, in accordance with district policies.
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 school 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. Misbehavior can result in suspension from the bus with Administrators approval. 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. To protect students with food allergies, only essential food and beverages are permitted on school buses, as determined by the bus driver. This includes water and food required for documented medical needs. Any student who brings such items is responsible for removing all related trash and materials upon exiting the bus
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 a different bus is permitted only in emergency situations. In such cases, a parent or guardian must contact the student's school to request approval for the student to ride home on another bus with a classmate. Written permission must be provided by the parents or guardians of both students. The principal will consult with the Transportation Department to confirm available seating before determining whether the request can be approved. Once approved, the bus driver and parents will be notified.

School buses may not be used for transportation to parties, sleepovers, or similar social events. Parents or guardians are responsible for arranging transportation for these activities.

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 directly to the WWS Transportation Department. All bus stop changes are made at the discretion of the WWS Transportation Department and are not guaranteed to be approved. When reviewing requests, the Transportation Department will consider factors including, but not limited to, student safety, route efficiency, vehicle capacity, and overall transportation operations.

Bus stop changes must be 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.

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, and must have a parking permit displayed in the car window. 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 or do not have the proper permit displayed in the car window may receive fines that will need to be paid or 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.

VEHICLE IDLING (Policy [G225](#))

Per school board policy (G225), drivers of all public and private vehicles are to turn off the engine if the vehicle is to be stopped for more than five minutes in locations where vehicle exhaust may be drawn into the building or while on school grounds. This includes parking lots and parent drop off and pick up zones.

WESTFIELD HIGH SCHOOL ATHLETICS

Westfield High School supports 27 sports that offer 58 different teams to over 1,200 students in grades 9-12. Student-athletes are coached by 175 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 (IHSA 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 IHSA 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 20% 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 IHSA 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 [C200](#))

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 (C200) can be found on the district's BoardDocs website, <https://go.boarddocs.com/in/wws/Board.nsf/Public>.

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.

DISTRICT DIRECTORY

Board of School Trustees	School Board Meetings
Rebecca Ogle ogler@wws.k12.in.us Bill Anderson andersonb@wws.k12.in.us Carrie Larrison larrisonc@wws.k12.in.us Mike Steele steelem@wws.k12.in.us Amber Willis willisa@wws.k12.in.us	The schedule of board meetings & meeting minutes can be found on Board Docs. https://go.boarddocs.com/in/wws/Board.nsf/Public

Carey Ridge Elementary School	Maple Glen Elementary School	Midland Crossing Elementary School
Mr. Scott Chambers, Principal 16231 Carey Road Westfield, IN 46074 Office: 317-867-6200 Attendance Line: 317-867-6200 x18001	Mrs. Tiffany Buzan, Principal 17171 Ditch Road Westfield, IN 46074 Office: 317-896-4700 Attendance Line: 317-896-4700 x17001	Mrs. Mary Beth Fischer, Principal 16900 Towne Road Westfield, IN 46074 Office: 317-896-4900 Attendance Line: 317-896-4900 x21001
Monon Trail Elementary School	Oak Trace Elementary School	Shamrock Springs Elementary School
Mr. Jeremy Marvel, Principal 19400 Tomlinson Road Westfield, IN 46074 Office: 317-867-8600 Attendance Line: 317-867-8600 x15001	Mrs. Jane Hitch, Principal 16504 Oak Ridge Road Westfield, IN 46074 Office: 317-867-6400 Attendance Line: 317-867-6400 x16001	Ms. Annette Patchett, Principal 747 W. 161st Street Westfield, IN 46074 Office: 317-867-7400 Attendance Line: 317-867-7400 x20001
Washington Woods Elementary School	Cool Creek Elementary School	Westfield Middle School
Mrs. Libby Baud, Principal 17950 Grassy Branch Road Westfield, IN 46074 Office: 317-867-7900 Attendance Line: 317-867-7900 x19001	Mr. Andy Hilton, Principal 17710 Shamrock Blvd. Westfield, IN 46074 Office: 317-867-6500 Attendance Line: 317-867-6500 x13001	Ms. Stacey Swan, Principal 345 W. Hoover Street Westfield, IN 46074 Office: 317-867-6600 Attendance Line: 317-867-6600 x12001

Westfield High School		Virginia F. Wood Early Learning Center
Mrs. Alicia Denniston, Principal 18250 N. Union Street Westfield, IN 46074 Office: 317-867-6800 Attendance Line: 317-867-6800 x11001		Caylie Dicken 19500 Tomlinson Road, Suite A Westfield, IN 46074 Office: 317-896-4800

District Office, 19500 Tomlinson Road	317-867-8000
Dr. John Atha, Superintendent	x10010
Dr. Chris Baldwin, Assistant Superintendent of Human Resources	x10012
Dr. Ryan Hoover, Assistant Superintendent of Curriculum & Instruction	x10035
Dr. Greg Hunt, Assistant Superintendent of Business & Operations	x10013
Mr. Dan Brita, Director of Technology	x10106
Dr. Carmen Carnes, Director of Data & Assessments	x10022
Mr. Bobby Daniel, Director of Custodial Services	x10057
Mrs. Caylie Dicken, Director of Early Learning Programs	x14010
Mr. Mike Hall, Director of Operations	x10006
Luke Hildebrand, Director of Facilities	x10095
Michael Reinhardt, Director of Transportation	x10041
Mr. Brian Kelly, Director of Construction	x10048
Mrs. Ashley Knott, Director of Community Engagement, Executive Director WEF	x10047
Mrs. Teresa Layton, Riverview Health, School Nurse Manager	x10117
Mr. Kyle Miller, Director of Student Support & Counseling Services	x10038
Mr. Paul Sherrer, Director of Food Service	x10060
Dr. Krystal Thompson, EL & High Ability Coordinator	x10058
Mr. Craig Tierney, Communications & Public Relations Coordinator	x10088
Dr. Lindsay Tomamichel, Director of Exceptional Learners	x10017