

Westfield Washington Schools



Westfield Middle School Student/Parent Handbook 2026-2027

7th & 8th Grade Campus

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6th Grade Campus

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BELL SCHEDULES

2026-27 REGULAR BELL SCHEDULE

8:55-9:30	Period 1	45 minutes
9:45-10:30	Period 2	45 minutes
10:35-11:20	Period 3	45 minutes

Period 4			
7 th Grade		8 th Grade	
If you have B lunch...	If you have D lunch...	If you have A lunch...	If you have C lunch...
11:25-11:48 SRT (23 min)	11:25-11:48 SRT (23 min)	11:25-11:48 A Lunch (23 min)	11:25-12:17 Period 4 (52 min)
11:53-12:17 B Lunch (24 min)	11:53-12:46 Period 4 (53 min)	11:53-12:46 Period 4 (53 min)	12:22-12:46 C Lunch (24 min)
12:22-1:15 Period 4 (53 min)	12:51-1:15 D Lunch (24 min)	12:51-1:15 SRT (24 min)	12:51-1:15 SRT (24 min)

1:20-2:05	Period 5	45 minutes
2:10-2:55	Period 6	45 minutes
3:00-3:45	Period 7	45 minutes

2026-27 WEDNESDAY BELL SCHEDULE

9:25-10:05	Period 1	40 minutes
10:10-10:50	Period 2	40 minutes
10:55-11:35	Period 3	40 minutes

Period 4			
7th Grade		8th Grade	
If you have B lunch...	If you have D lunch...	If you have A lunch...	If you have C lunch...
11:40-12:03 SRT (23 min)	11:40-12:03 SRT (23 min)	11:40-12:03 A Lunch (23 min)	11:30-12:22 Period 4 (52 min)
12:08-12:32 B Lunch (24 min)	12:08-1:01 Period 4 (53 min)	12:08-1:01 Period 4 (53 min)	12:37-1:01 C Lunch (24 min)
12:37-1:30 Period 4 (53 min)	1:06-1:30 D Lunch (24 min)	1:06-1:30 SRT (24 min)	1:06-1:30 SRT (24 min)

1:35-2:15	Period 5	40 minutes
2:20-3:00	Period 6	40 minutes
3:05-3:45	Period 7	40 minutes

2026-27 2-HOUR DELAY BELL SCHEDULE

10:55-11:20	Period 1	25 minutes
11:25-11:50	Period 2	25 minutes

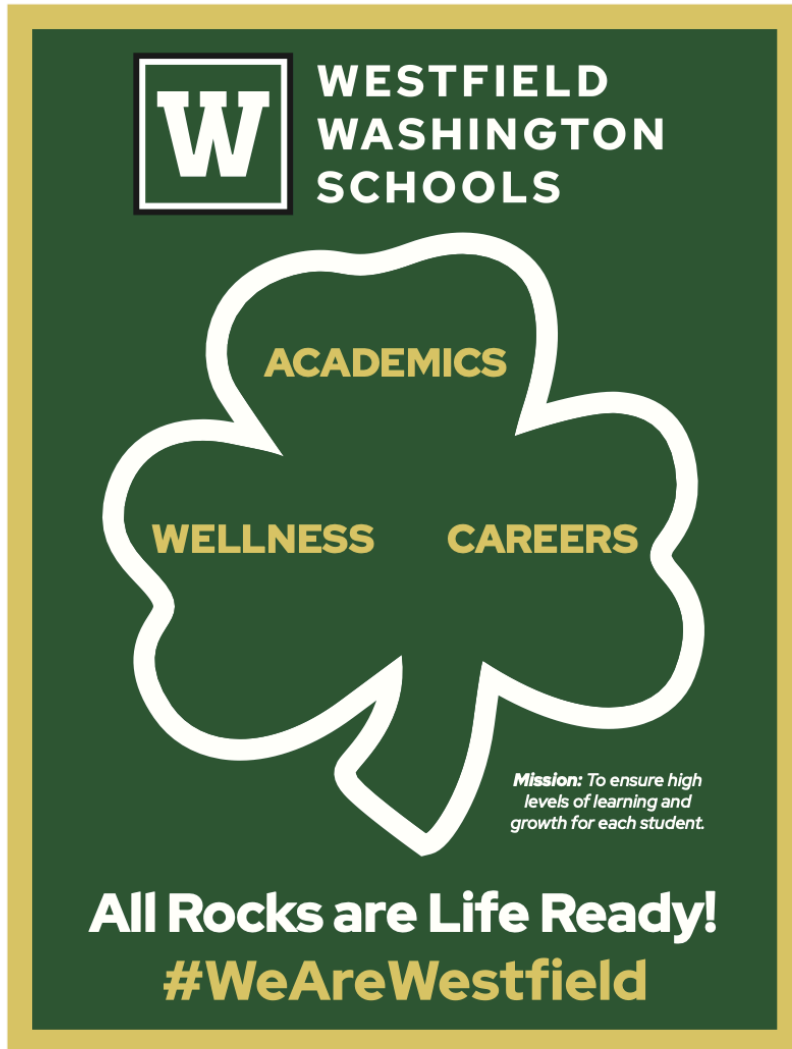
Period 4			
7 th Grade		8 th Grade	
If you have B lunch...	If you have D lunch...	If you have A lunch...	If you have C lunch...
11:55-12:18 SRT (23 min)	11:55-12:18 SRT (23 min)	11:55-12:18 A Lunch (23 min)	11:55-12:47 Period 4 (52 min)
12:23-12:47 B Lunch (24 min)	12:23-1:16 Period 4 (53 min)	12:23-1:16 Period 4 (53 min)	
12:52-1:45 Period 4 (53 min)	1:21-1:45 D Lunch (24 min)	1:21-1:45 SRT (24 min)	12:52-1:06 C Lunch (24 min)
			1:21-1:45 SRT (24 min)

1:50-2:15	Period 3	25 minutes
2:20-2:45	Period 5	25 minutes
2:50-3:15	Period 6	25 minutes
3:20-3:45	Period 7	25 minutes

2026-27 6TH GRADE CAMPUS SCHEDULE

Each of the eight Sixth Grade teams operate on a slightly different bell schedule. Core academics (ELA, Math, Science, Social Studies) are in 65 minutes in length, and exploratory course rotations (Computer Science, PE, Art, STEM) are 40 minutes in length. On Wednesdays, students will see a reduction of approximately 5 minutes per class.	SAMPLE BELL SCHEDULE		
	Period	Start	End
	Exploratory	8:55	9:35
	WINN	9:40	10:20
	CORE 1	10:25	11:30
	CORE 2	11:40	12:45
	LUNCH	12:50	1:20
	CORE 3	1:25	2:30
	CORE 4	2:35	3:45

☘ 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.

PURPOSE OF STUDENT HANDBOOK

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

☘ WELCOME FROM STAFF

The staff of Westfield Middle School would like to take this opportunity to express its desire that all students have a successful and rewarding middle school experience. The middle school years are a time when adolescents begin to come into their own and explore their independence. This handbook is to help aid your child in being accountable for their education and, most importantly, their success. We encourage you, the parent/guardian, to become active participants in this journey your child is undertaking. A strong, collaborative partnership between home and school is critical to the success your child will experience here at WMS and will help lay the groundwork for future social and academic endeavors.

We are excited to welcome 6th grade students to WMS! As our community continues to grow and the construction project for our second middle school campus continues through the 20260-27 academic year, 6th graders will remain in the Cool Creek Elementary School building, formerly known as Westfield Intermediate School. The staff at WMS is committed to the continued support of our 6th grade students through the transition next year and into the future.

WESTFIELD MIDDLE SCHOOL PHILOSOPHY

The middle school provides the opportunity for students to explore and discover their interests, skills, needs, and capabilities.

The program at the middle school emphasizes the teaching of executive function skills and provides opportunities to make those basic skills functional for every student. The middle school curriculum emphasizes the teaching of a combination of academics, executive functioning skills, and social emotional learning that will ultimately lead to a democratic way of life. In order to do so, WMS commits to:

1. Provide a climate in which the student can demonstrate his/her ability to practice self-discipline;
2. Provide opportunities for the student to make choices and assume responsibilities;
3. Maintain an atmosphere that provides each student with a feeling of security and individual worth;
4. Encourage the student to act toward others with intelligence and understanding;
5. Help each student to develop personal and social values;
6. Provide opportunities for creative expression;
7. Provide opportunities for the student to participate and share in community life;
8. Help each student discover his/her own particular aptitudes, interests, and needs;
9. Encourage each student to think critically;
10. Help each student master the academic and social skills necessary for success;
11. Recognize and provide for individual differences;
12. Build and foster a close trusting relationship with an adult in the building to serve as an advocate for the student;
and
13. Provide the tools necessary to lead a healthy, active lifestyle.

SCHOOL HOURS

STUDENT HOURS

Mondays, Tuesdays, Thursdays, and Fridays

For both WMS Main and 6th Grade Campuses, the instructional day runs from 8:45 a.m. – 3:35 p.m.. From 8:25 a.m. – 8:35 a.m., students must remain in the cafeteria or LGI at the main campus and may not be in the hallways. From 8:35 a.m. – 8:45 a.m., students may be in the hallways to get prepared for the day and report to their first class.

Late Start Wednesdays

The instructional day runs from 9:15 am – 3:35 pm. From 8:55 a.m. – 9:05 a.m., students must remain in the cafeteria or LGI and may not be in the hallways. From 9:05 am – 9:15 am, students may be in the hallways to get prepared for the day and report to their first class.

On all days, from 3:35 – 3:45 p.m., students may be in the hallways to gather their belongings and get to their after school destination (bus, parent pick up, practice/rehearsal). Students riding a bus should be on the bus no later than 3:45 p.m.. Students who remain in the building after 3:45 p.m. must be under the supervision of an adult.

Students arriving after the instructional day has started must enter at the **main entrance** (Door 1) and report to the main office for an admittance slip.

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.

ACADEMICS, CURRICULUM & 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.

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](#).

CURRICULAR MATERIALS & 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.

LOST OR DAMAGED 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.

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)

Each grade level may plan field trips that relate directly to the curriculum being studied. A fee is assessed for admission and transportation costs. 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 and/or guardian and returned by the day of the trip unless otherwise designated by the teacher. When space allows, there may be opportunities for parents/guardians to chaperone field trips. All parents/guardians serving as chaperones must complete the Safe Visitor background check as described in the "School Visitor" section. For safety and supervision reasons, younger siblings are not permitted to attend field trips.

Children who have failed to return a signed permission slip will remain at the building and will be assigned alternative work. *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. Disciplinary action during the school year may result in restrictions for attendance on field trips.

A student who has accumulated five (5) absences for the current quarter may not be permitted to participate on a field trip. The Administrator when making this decision will consider extenuating circumstances. Administrators reserve the right not to allow a student to go on a field trip due to issues such as attendance, tardies, or discipline.

GRADING SCALE

A	=	93%-100%
A-	=	90%-92%
B+	=	87%-89%
B	=	83%-86%
B-	=	80%-82%
C+	=	77%-79%
C	=	73%-76%
C-	=	70%-72%
D+	=	67%-69%
D	=	63%-66%
D-	=	60%-62%
F	=	59% & below

GRADE REPORTING

PowerSchool will be used to report and communicate grades to students and parents/guardians. Parents should contact the Counseling Secretary or stop by the office to receive a User ID and Password.

Report cards are sent out via PowerSchool. Throughout the quarters, parents/guardians should check their child's progress in PowerSchool and talk to their child about their social, emotional and academic progress. If you feel that a conference to discuss your child's progress is needed, please contact your child's teacher.

LATE WORK POLICY

Late work will only be accepted through the summative assessment for full credit. Any assignments not handed in during the time allotted, will be coded as missing or not handed in. Students and parents are responsible for following PowerSchool and Canvas to monitor any late or missing assignments that need to be completed.

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 and building administrator/principal.

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 actions should occur:

- 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.
- 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.
- 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 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 include 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) include the district website, district videos, podcasts, and interviews with local news media for broadcast such as TV or radio.

Parents/Guardians 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 a parent/guardian 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.

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, 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 (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 48 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 either 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, and extended medical absences. Any possible external verification for these types of absences is encouraged.

- a. Parents/guardians are expected to plan vacations 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 days 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 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 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. Duty with the Indiana National Guard (maximum 10 days)
5. Duty with the Indiana wing of civil air patrol
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 or assistant 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.

TARDY TO SCHOOL

Tardiness is disruptive to the educational process and is considered to be a serious matter. WMS believes that timeliness is a life skill and students are responsible for their own tardiness to school. When students arrive at school after the 8:45 a.m. (except Wednesdays when students arrive after 9:15 a.m.) bell has rung, they should report directly to the office. Students are to sign in with the secretary in the main office. Parents/Guardians must notify the school office by note, phone call or in person when a student is tardy to school. Failure to inform the school office will result in the child's arrival being counted as unexcused. A tardy will follow the same criteria listed under absences. Reasons such as, but not limited to, car trouble, traffic, oversleeping, missing the bus, school closing assumptions, or parent taking responsibility will result in an unexcused tardy to school.

TARDY TO CLASS

Tardiness is disruptive to the educational process and is considered to be a serious matter. WMS believes that timeliness is a life skill and students are responsible for their own tardiness. Students who arrive after the bell should arrive with a pass. Students who do not arrive with a pass will be marked as tardy. Tardies are indicated in PowerSchool and should be reviewed throughout the week. Students who are tardy to class without a pass are subject to consequences.

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 Code	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) Vacation - Excused (absence numbers are lower/remain lower than 7)
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 the type of absence Indiana Code 20-18-2-2.4)

In grades 5-12, students who are absent from school for more than three periods may not attend or participate in any extracurricular activities on the day of absence without administrative approval.

WESTFIELD WASHINGTON SCHOOLS TRUANCY PREVENTION POLICY ([C175](#))

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 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 four 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, *et al.*

A student who has accrued five or more absences in any given grading period 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 grading period 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.*

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.

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 initially be addressed with school discipline in the form of detention.

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. Referral to the Bureau of Motor Vehicles of invalidation of driver's license
3. Placement on an attendance contract
4. Referral to Hamilton County ACES
5. Referral to DCS
6. Filing of truancy with the Hamilton County Prosecutor's Office
7. Suspension and/or expulsion

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. Referral to the Bureau of Motor Vehicles of invalidation of driver's license

7. Requirement for medical notes upon future absences.
8. Wellness check through WPD
9. Referral to DCS
10. Referral to Hamilton County ACES
11. Filing of truancy with the Hamilton County Prosecutor's office.
12. Suspension and/or expulsion

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.

CODE OF CONDUCT

CODE OF STUDENT CONDUCT PHILOSOPHY

We believe that a safe, respectful, and inclusive learning environment is essential for student success. Our Code of Conduct is rooted in the belief that every student has the right to learn, grow, and thrive in a supportive community. We are committed to fostering a culture of responsibility, integrity, and empathy, where students are empowered to make positive choices and develop the skills needed to be Life Ready.

We recognize that learning extends beyond the classroom, and we encourage students to take ownership of their actions, learn from their experiences, and contribute to a positive school culture. Through high expectations, clear guidelines, and restorative practices, we strive to help students build character, resolve conflicts, and develop the social and emotional skills necessary for success in school and beyond.

Our goal is not just to enforce rules, but to guide students in becoming respectful, responsible, and engaged members of their school and community. By working together—students, staff, and families—we can create an environment where all students feel valued, supported, and inspired to reach their full potential.

WMS STUDENT CONDUCT AND PROCEDURES

The following are in addition to the policies of Westfield Washington Schools and are specific to Westfield Middle School.

Behavioral Expectations

Students at Westfield Middle School are expected to act in such a manner as to maintain the high expectations held for their behavior by the community. Student supervision is the responsibility of the staff, students, and parents/guardians

subject to IC 20-33-8 and the guidelines presented therein. The goal of student discipline at Westfield Middle School will be to:

1. aid students in the development of self-discipline through their understanding of the expectations held by the school for their behavior;
2. teach students that inappropriate behavior has consequences;
3. foster an atmosphere of consideration and respect for other people and property; and
4. create an atmosphere in which learning can occur.

These expectations apply when students are the responsibility of the school and are coming to school, at school, going home from school, staying after school, or participating in or attending a school activity. As a general rule, students will be expected to have proper materials and to conduct themselves in a manner that demonstrates respect for themselves, for others, for the staff, and for school and private property. Students whose behavior does not meet these expectations may be subject to disciplinary actions, which include detention, After School Detention, Suspension or Expulsion.

The determination of disciplinary action will be made following an examination of the offense, its circumstances, and the guidelines established in IC 20-33-8. Specific expectations for behavior include, but are not limited to:

R.O.C.K.S. are

	Ready	Organized	Connected	Knowledgeble	Successful
Classroom	• Listen to others ideas and opinions • Respect personal space • Express ideas while respecting differing opinions	• Arrive on time with expected supplies and materials • Use class time productively • Work toward goals	• Use appropriate volume and language • Cooperate with others • Participate and engage in class	• Use technology and materials appropriately • Work hard • Know and use safety procedures	• Actively problem solve • Demonstrate a growth mindset • Complete given tasks and activities
Cafeteria	• Follow directions from serving staff and supervisors • Walk • Respect personal space	• Keep food and drink on your tray • Clean up space • Keep serving line clean and wait patiently	• Device-free zone • Use appropriate volume and language • Use good manners	• Get lunch in an orderly fashion • Make healthy choices • Know and use the safety procedures	
Hallway	• Respect personal space • Follow adult requests • Walk	• Store belongings in your locker • Keep the hallway clean	• Device-free zone • Use appropriate volume and language	• Aware of the time and when to be in class • Know and use safety procedures	
Restroom	• Use equipment for intended purpose • Spend minimal time in the restroom	• Clean up after yourself	• Device-free zone • Use appropriate volume and language	• Wash your hands • Know and use safety procedures	

Assertive Discipline Procedure

Classroom teachers will have established rules for their individual classes along with consequences for breaking those rules. Every teacher will make a variety of attempts to deal with problems in the classroom, which will include a student conference and at least two parent/guardian contacts by phone, electronic communication, or letter. Documentation should show verifying attempts to deal with classroom problems, which may include a student conference, parent/guardian contact by phone and a parent/guardian conference, and must accompany a student sent to the office for administrative action. Problems that call for immediate administrative action are to be documented and sent with the student to the office.

Detentions will be assigned by teachers to be served under supervision on any school day. Teachers also have, but are not limited to, the option of removing a student for one day from their class in an appropriate time-out area. The classroom teacher will make contact with the parent/guardian when removal has occurred. If there are continued offenses, administration may use the following options:

1. Conference with guidance or administration.
2. After School Detention
3. In-School Suspension
4. A One-day Suspension
5. A Three-day Suspension
6. A Five-day Suspension, or a written contract
7. A move for expulsion

For minor offenses, steps two through seven will be followed in this order with step number one being used when feasible. For more serious offenses, whose minimum consequences are pre-established, the more serious consequences will be administered. Detention, special work details, or assignments will be used if feasible and if appropriate to the infraction. A student will receive one of these consequences once for behavior problems. The administration, however, reserves the right to deal with each student as an individual in order to attempt to bring about a change in behavior, especially when parents/guardians or counseling are involved. Review the chart below for possible consequences and supportive measures.

In the interest of maintaining an appropriate educational environment as well as student health and safety, and the health and safety of school personnel, the administration reserves the right to conduct searches of school property based upon reasonable suspicion. The nature and manner in which the search is conducted shall be controlled by the circumstances of each particular situation.

Possible Consequences and Supportive Measures

Possible Consequences	Possible Supportive Measures
• Mandatory parent meeting / conference • Detention • Education module • In School Suspension • Out of School Suspension • Suspension pending expulsion hearing • Bus suspension • Schedule alteration • Alternate transportation • No contact contract • SRO Involvement	• Remove respondent, or if requested complainant, from situation to ensure physical and/or psychological safety • Team meeting with teachers • Counseling for complainant or respondent • Referral to school-based mental health provider for complainant or respondent including by not limited to student mentor or social worker • Referral to community resources for complainant or respondent • Education modules for respondent to understand the harm • Restorative practices / conversations • Follow up "check-ins" for complainant/ respondent • Mutual restrictions on contact between parties • Increased supervision of certain areas of campus • Modification to class schedules / placement • Classroom / community meeting • Re-entry plan for complainant or respondent

Detention Procedures

Purpose of Detention: Detention is a discipline situation assigned because the student has failed to abide by the rules and regulations established by the classroom teacher and/or the administration.

Teacher-Supervised Detentions

Detentions will be assigned by individual teachers to be served under their supervision on any school day with a one-day notice to the student. Failure to attend a teacher-supervised detention will result in the student having to make-up the detention plus having an additional detention assigned by the teacher. The second missed detention will be handled by the administration.

Detention Rules

1. Detention will be held on any school day. Parents/Guardians are responsible for bringing or picking up the student if he/she needs transportation.
2. Students are to report to the detention area in a timely fashion.
3. Students are to remain in their seats (or are to be involved in the teacher assigned task) for the entire detention period.
4. Students are to bring appropriate materials (pen, pencil, books, and assignments).
5. Students are to be working on assignments for the entire detention period.
6. No talking will be allowed unless initiated by the supervisor.
7. Entertaining and/or electronic devices are not allowed. The school is not responsible for any electronic devices reported damaged, lost or stolen while on school property or at school events.
8. Detention assignment packets, if available, are to be satisfactorily completed and turned in to the teacher at the end of the detention period.

9. Students are required to attend the detention time they are assigned.
10. Any conflicts with assigned detention time must be discussed with the teacher who assigned the detention prior to seventh period on the day assigned. Failure to attend the assigned detention will result in having to make-up the missed detention plus the following:
 - a. 1st offense: Assigned a second detention.
 - b. 2nd offense and up: To be handled by the administration.
11. Any behavior problems or violation of detention rules will result in further disciplinary action.

In-School Suspension

Purpose of In-School Suspension: In-School Suspension is a discipline situation assigned because the student has failed to abide by the rules and regulations established by the classroom teacher and/or the administration.

In-School Suspension Rules

1. The student is responsible for completing all assignments that are given during the In-School Suspension period.
2. The student is to be alert and working at all times.
3. The student is permitted to talk only if permission has been given.
4. The student will have his/her lunch and eat in the In-School Suspension area. If a student fails to bring a lunch, they will be offered the opportunity to purchase a regular lunch.
5. The student will not eat, drink, (except for lunch) or chew gum in the In-School Suspension area.
6. The student will sit in the seat assigned by the supervisor.
7. The student will not read or write personal material without the permission of the supervisor.
8. The student will remain in the room at all times unless designated otherwise by the supervisor.
9. The student is expected to be on time. Tardies will not be tolerated.
10. Writing or defacing any school property or equipment will not be tolerated.
11. The student is expected to bring study materials to the area and have enough constructive work to do to cover the time of assignment. Students may contact teachers via Canvas if needed. Students may be assigned additional work from administration.
12. The student is excluded from all special programs and convocations until the period of assignment has lapsed. This suspension includes all extracurricular activities and school sponsored activities including athletic events.
13. Any behavior problems or violation of In-School Suspension rules will result in further disciplinary action.

Social Probation

Students who have habitually been involved in infractions of school rules or academic non-compliance may be placed on Social Probation by school administrators, in addition to, or in lieu of, other disciplinary action. The academic team may be involved if behavior is related to problems in the classroom. Social Probation will be for a definite time period during which critical examination and evaluation of the student's progress will take place. During the probation period, the student may be denied the privilege of participating in or attendance of all extracurricular activities (including field trips). If the student is further involved in an infraction of school rules during the probationary period, he/she will be subject to whatever disciplinary action is set forth in the probationary agreement. The parent/guardian will be notified that the student is being placed on Social Probation, including the length of the period, the terms of the probation, and the possible consequences of suspension/expulsion if the student is found in further violation of school rules during probation.

After School Detention Procedures

Purpose of After School Detention: After School Detention is a discipline situation assigned because the student has failed to abide by the rules and regulations established by the classroom teacher and/or the administration. After School Detention is in session weekly on designated days from 3:40 p.m. to 5:00 p.m.

After School Detention Rules

1. A designated room at one of the schools will be used.
2. Students are to report by 3:40 p.m. with all class textbooks and study materials (paper, pens, and pencils) to the designated room and are expected to have enough constructive work to do to cover the time of assignment. The supervisor will assign seats upon entrance to the room. Students will not leave seats without permission from the supervisor.
3. Students are permitted to speak only after permission has been given. There is absolutely no talking unless initiated by the supervisor.
4. Students are to be awake, alert, and working on assignments at all times.
5. There will be no eating, drinking, chewing gum, etc.
6. Assignments for the supervision period will be completed by the end of the suspension period or credit will be withheld accordingly.
7. There will be no reading of private material without permission of the supervisor.
8. Tardies will not be tolerated.
9. Restroom privileges will be given by the supervisor.
10. Entertaining and/or electronic devices such as, but not limited to: laser pointers, headphones, radios, TVs, video games, cell phone, PDA's, are not allowed. The school is not responsible for any electronic devices reported damaged, lost or stolen while on school property or at school events.
11. Any behavior problems or violation of the rules will result in further disciplinary action.
12. If an emergency arises and the student cannot attend, you must notify the Assistant Principal by 9:00 a.m. on the assigned school day. Failure to attend the assigned After School Detention will result in having to make-up the missed detention plus the following:
 - a. 1st offense: Assigned a second consequence
 - b. 2nd offense: One (1) day In-School Suspension
 - c. 3rd offense: Three (3) days In-School Suspension
 - d. 4th offense: Out-of-School Suspension

ACADEMIC DISHONESTY: CHEATING AND PLAGIARISM

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) for full or partial creation of assigned work without permission of the teacher (attempted to be passed off as a student's own work)

Cheating, including, but not limited to plagiarism, use of notes without permission, copying from another student or sharing work for the purpose of copying, accessing a device (eg: phone, Meta glasses, etc.) or unauthorized website during a test session, or other forms of such dishonest behavior will be considered a serious violation of acceptable and trustworthy behavior for Westfield Middle School students. Students are expected to perform all tests, projects, and assignments in an honest manner. If concrete evidence is found that cheating has occurred:

1st offense: teacher will contact parents/guardians by phone or TalkingPoints message and a warning will be given to review expectations. Students will be allowed to redo the assignment/assessment for full credit during assigned detention.

Further offenses: will result in a parent meeting with teacher and administrator. Consequences will be reviewed during the meeting and could include but are not limited to a 50% or reduced credit on the assignment/assessment will be put in the gradebook until a parent meeting can be scheduled. Consequences could include but are not limited to, redoing or alternate assignment, lunch detention, After School Detention or in school suspension.

ALTERCATION (VERBAL OR PHYSICAL)

Striking other people carries the risk of injury to one or both parties. Therefore, fighting and/or assault are prohibited while students are under school jurisdiction. Violation will result in the student being assigned suspension plus a report to local authorities.

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's BoardDocs website, <https://go.boarddocs.com/in/www/Board.nsf/Public>.

Anti-Bullying Description

1. We will not bully others.
2. We will help students who are bullied.
3. We will include students who are being left out.
4. If we know that somebody is being bullied, we will immediately tell an adult.

Disciplinary actions for a student found to have engaged in bullying behavior will be handled in the following manner:

1st and 2nd offense: Warning Conference with School Staff

3rd offense: School Counselor Intervention

4th offense: Referral to the Assistant Principal

Continued offenses: Referral to the Assistant Principal and possible suspension

Severity of consequences may be altered at the discretion of school administration due to the nature and level of bullying.

ASSEMBLIES AND CONVOCATIONS

Students are expected to behave in a proper manner and to be attentive during the program. Horseplay of any kind, such as, but not limited to, distracting other students from being able to reasonably pay attention, making unnecessary noises, or throwing projectiles is not acceptable behavior. Students who cannot conduct themselves properly will lose their privilege to attend any assemblies or convocations and will be assigned a study room during those times with the same guidelines as in-school suspension.

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.

DISRESPECT/PROFANITY

Proper respect and consideration should be extended to all Westfield Middle School staff and students. Disrespect or insubordination toward the staff will not be tolerated. Profanity, obscenity, or unacceptable language/images of any kind will not be permitted (including curse words, hurtful words towards others, conversations about illegal substances/topics inappropriate for school). Consequences will be determined based on the severity of the language and topic of conversation.

DRESS CODE

Westfield Middle School expects all students to dress in a manner that is appropriate for the school day and for any school-sponsored event. Student dress choices should reflect the district's commitment to maintaining a community that is inclusive of a diverse range of identities.

Westfield Middle School is responsible for ensuring that student attire:

- Does not interfere with the health or safety of any student
- Does not contribute to a hostile or intimidating atmosphere
- Is enforced in a way that does not marginalize or oppress any group based on race, sex, gender identity, gender expression, sexual orientation, ethnicity, religion, cultural observance, household income, or body type/size

Guidelines

The following dress code guidelines apply to regular school days, summer school days, and all school-related events and activities (including ceremonies, dances, and similar functions).

1. Basic Principle

Certain areas of the body must be covered for all students at all times. Clothing must be worn in a manner that provides full coverage with opaque fabric and remains appropriate for a school setting.

2. Students Must Wear

While following the basic principle above, students must wear:

- A shirt with fabric in the front, back, and on the sides under the arms, extending at least to the waist
- Pants, jeans, skirts, dresses, or equivalent clothing (such as sweatpants, leggings, or shorts)
- Shoes (activity-specific footwear may be required for certain classes, such as athletic shoes for Physical Education or closed-toe shoes when necessary)

3. Students Cannot Wear

In order to maintain and promote student safety, security, and the overall educational goals of Westfield Middle School, restrictions on student attire are necessary.

Students may not wear:

- Clothing that reveals undergarments
- Any item that obscures the student's face
 - Head coverings (hats, hoods, caps, beanies) are permitted as long as the student's face is visible and the item is not disruptive
 - Rolled-up ski masks (worn as hats) are prohibited
 - Novelty head coverings or items that distract from the learning environment are prohibited
 - Teachers may require students to remove head coverings for assessments, safety reasons, or to ensure visibility in the classroom
- Coats and blankets worn inside the building except during arrival and dismissal
- Swimwear (except as required for class or athletic practice)
- Clothing or cosmetics displaying or promoting profanity, violence, or gang-related messages or symbols
Clothing containing sexually offensive or suggestive images, symbols, or messages
- Clothing that advertises, promotes, or depicts alcohol, tobacco, drugs, or other illegal items or activities
- Clothing with images, symbols, or language that creates a hostile or intimidating environment for any protected or marginalized group (including hate speech or symbols such as the Confederate flag)
- Clothing or bags manufactured by or affiliated with companies known to be related to illegal substances or activities
- Clothing or bags with purpose-made concealed compartments

Dress Code Violations

As a result of a dress code violation, students will be provided one of the following options for complying with the dress code during the school day:

1. The student may change into their own alternative clothing if available at school.
2. Temporary school clothing may be provided, if available.
3. A parent or guardian may be contacted to bring appropriate clothing for the student.

If none of these options are available, the student may be required to remain in Counseling Services for the remainder of the day.

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.

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 Middle School periodically requests the Westfield Police Department to conduct random searches of student lockers. This is done through a modified internal lockdown while students are safely in class. The School Board authorizes the use of specially-trained dogs to locate and detect the presence of weapons and prohibited drugs on school property as directed by the administration. Westfield Middle School treats this type of search as a community partnership with Hamilton County and Westfield law enforcement. Canine searches are treated as a safety drill and there will not be any prior or concluding communication with students, staff, or parents about the drill. This is done to protect the safety of students, staff, law enforcement officials, and canine law enforcement animals.

If a canine indicates a locker, 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.

DUE PROCESS

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, Suspension and Expulsion of Students. 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.

ELECTRONIC DEVICES & WIRELESS COMMUNICATION DEVICE (POLICY [A301](#))/CELL PHONES

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:

- 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.
- As necessary for the management of a documented medical condition pursuant to an order provided by a licensed health care provider.
- As permitted by the student's Individualized Education Program (IEP) or Section 504 Plan.
- 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.

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.

FIRE ALARM/FALSE REPORTS

Pulling a fire alarm unnecessarily is a Class B misdemeanor according to IC 35-44-22-B. This includes dialing 911 emergency numbers unnecessarily. Violation will result in the student being assigned a suspension plus a report to local authorities.

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.

FORGERY

Forgery including, but not limited to notes, passes, or excuses is not acceptable. The consequences for the above named actions will be named at the discretion of building administrations based on the consequences and interventions.

GROUND FORS SUSPENSION OR 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.
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 quarter 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.

HARASSMENT/BULLYING/THREATS/HAZING

Harassment, bullying, or threats directed towards any students or staff will result in the student being disciplined using the school Anti-Bullying Rules. Severity of consequences may be altered at the discretion of school administration due to the nature and level of the incident.

INDECENT EXPOSURE

Causing or attempting to cause indecent exposure or taking indecent liberties is not acceptable. The consequences for the above named actions will be named at the discretion of building administrations.

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.

Procedural Response:

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 in decision making above, 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 without consent (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.

PERMANENT BEHAVIOR RECORD (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.

PUBLIC DISPLAYS OF AFFECTION AND ROMANTIC RELATIONSHIPS

Engaging in any kind of improper touching, PDA (Public Display of Affection, hugging, improper bodily contact, sexual gestures, either verbal or nonverbal) will result in consequences for the action at the discretion of building administration.

RESTROOMS

Restrooms may be used during the school day. To be excused from class time, a student must have a pass from the classroom teacher. Restrooms should be used by students in the area closest to their classroom. Restroom privileges should not be abused. No phone use, picture taking, or videotaping is permitted in restrooms. Every effort should be made to keep the restrooms clean. Students caught or found guilty of vandalizing or defacing restrooms will face appropriate disciplinary action.

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

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.

SMOKING, VAPING, AND TOBACCO PRODUCTS (POLICY [A200](#))

Smoking, vaping, and tobacco use are prohibited in and on school grounds. Tobacco and nicotine-based products and look-a-like products such as electronic cigarettes are specifically prohibited by Indiana Statute and Westfield Washington Schools. Tobacco includes, but is not limited to, cigarettes, cigars, smoking tobacco, smokeless tobacco, nicotine, nicotine-delivering devices, chemicals, or devices that produce the same flavor or physical effect of nicotine substances; and any other tobacco or nicotine innovations. Violations will result in serious consequences as outlined in the due process section of this handbook.

TECHNOLOGY MISUSE

Any damage to, interference with, and/or unauthorized use of computers, software, technology or any related equipment consequences based on the extent of the damages. The consequences for the above named actions will be named at the discretion of building administrations.

USE OF UNAUTHORIZED SUBSTANCES

Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, spice, alcoholic beverages, or intoxicant of any kind will result in a move for expulsion. 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.

- a. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, spice, alcoholic beverages, or intoxicant of any kind will result in a move for expulsion.

- b. Engaging in the unlawful selling or supplying of a controlled substance is a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function will result in a move for expulsion.
- c. Possession of, use, or transmitting drug paraphernalia will result in a move for expulsion.

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

VANDALISM

Vandalism, defacing, or theft of personal property will not be tolerated. Care of the school building and its contents is expected of all students. Vandalism, misuse, defacing or theft of school property will not be tolerated. The consequences for the above named actions will be named at the discretion of building administrations.

WWS BEHAVIOR AND DISCIPLINARY 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:

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

COMMUNICATION

PARENT/GUARDIAN TEACHER CONFERENCES

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 necessary. 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 email to make contact convenient for parents/guardians. Once school begins, contact information will be available.

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.

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 PROCEDURES

STUDENT REGISTRATION

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. ILEARN 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 building secretary. Please call the school office to arrange for a withdrawal.

A parent/guardian may withdraw their child by making an appointment with the guidance office. The appropriate papers will need to be completed. All fees need to be paid in full, all books returned, and Chromebook with charger are to be turned in.

EXTRACURRICULAR ACTIVITIES & STUDENT PROGRAMS

The following are Westfield Middle School activities designed to cultivate the overall development of the student.

- Academic Competition Team
- N.J.H.S. (National Junior Honor Society)
- After School Clubs
- Spell Bowl
- Athletics
- Speech & Debate Team
- Band
- Yearbook
- Choir
- Geography, History, & Science Bee
- Math Counts
- Robotics Team

A complete listing of sports, clubs, and teams is available on the WMS website under Students > Clubs & Activities.

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

Breakfast is served daily. Students who ride the bus should let the bus driver know that he/she would like to exit the bus to eat school breakfast. All food or drink must be finished in the cafeteria and should be disposed of before leaving the cafeteria.

A well-balanced lunch is offered at a reasonable price for all students. In addition, an a la carte lunch is available for students. Lunch accounts can be accessed using www.wws.k12.in.us/Parents/Lunchtime. Parents will have access to viewing what purchases are made and the child's account balance all in real time.

The lunch/breakfast program is on the computer system that records when each child eats and keeps track of the money in his/her account. If your child packs their lunch and buys milk, the milk is charged to their account as an a la carte item. All charges will be the responsibility of the parent/guardian. Students will not be allowed to charge any a la carte items if their account is in the negative. Notification will be sent when negative balances occur. If account balances exceed \$10.00, parents/guardians will be contacted by the Director of Operations. 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 child be denied a full meal.

Any questions or concerns may be directed to the Food Services Director at 317-867-8000 x10060.

CAFETERIA

The school cafeteria is maintained as a vital part of the health program of the school. Students should enter the cafeteria serving lines in an orderly fashion. Reasonable talking is allowed during the lunch hour and students should remain seated during this time except to return their lunch trays. At all times, students should follow the directions of the cafeteria supervisors. Energy boosting or high caffeine drinks, such as Monster, Celsius, and coffee-based drinks are not permitted at school.

Cafeteria Guidelines

1. Students who forget to bring lunch money will be allowed to charge a regular lunch. A maximum credit limit of \$10.00 is allowed.
2. Students should remain in seats unless getting food or returning trays. Students are not permitted to leave the cafeteria without approval from an adult supervising the lunch period.
3. Only reasonable talking is allowed.
4. Do not throw any objects in the cafeteria.
5. Students are responsible for cleaning their tables and the area around their tables. Students will not be dismissed until this is done.
6. Respect and consideration should be extended to all people in the cafeteria. This includes physical contact.
7. Student behavior in the cafeteria should be based on courtesy and cleanliness.
8. Running, pushing, or other boisterous behavior will not be tolerated.
9. Previously opened items should not be brought into the cafeteria.
10. Food or drink is to be finished in the cafeteria.
11. Drinks such as Monster Drinks, those containing energy boosters and any previously opened drinks are not permitted in the cafeteria.

Failure to follow cafeteria guidelines will result in consequence at administrator's discretion.

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.

STUDENT LUNCHTIME ACCOUNT

Lunchtime Finger Scanners will be replacing student PIN numbers at the point of service.

In order to provide the most secure method available for identification of students through the cafeteria serving line, our school has recently implemented a biometric finger scanning solution. This solution will allow students to quickly identify themselves using their finger. A biometric solution is more secure than having students remember a PIN or carry an identification card.

The finger scanning enrollment process works as follows for each finger that is scanned:

- The student scans their index finger three times.
- The computer software develops a grid of intersection points from the ridges and valleys of the scanned image.
- Only specific characteristics, which are unique to every fingerprint, are filtered and saved.
- These specific characteristics are converted to a binary number, which is a series of zeros and ones.
- The binary number is stored in the database as the encrypted biometric key.

No fingerprint image is stored. The only item stored in the database is the series of points which is determined from the ridges and valleys of the scanned image. This data can't be reverse engineered to create a fingerprint.

Once the student completes the enrollment process, they will be able to use their finger as the method of identification when receiving meals and a la carte items from our cafeteria. When the student goes through the line, they will scan their finger (either left or right index) a single time. The software will again build the specific characteristics from the ridges and valleys of the scanned image. These specific characteristics are then converted to a binary number, encrypted and used to search against the encrypted biometric keys in the database to determine a match.

The finger scanning program software was developed by Focal Tech, Inc. of State College, PA. Focal Tech is also the developer of the LunchTime School Lunch Software System which is the cafeteria point of sale system we have implemented in conjunction with the finger scanning program. You can visit the Focal Tech corporate site at <http://www.focaltechinc.com> and the LunchTime product website at <http://www.lunchtimesoftware.com>.

The identification and matching process is extremely fast, secure and accurate. If you have any questions regarding the new biometric process we have implemented, please do not hesitate to ask.

GENERAL INFORMATION

ACCIDENT INSURANCE FOR SCHOOL-AGED CHILDREN

Student accident insurance is an inexpensive type of insurance that should be considered as a supplement to your regular insurance plan since it is very limited in scope. 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 which require medical attention that happen at school and on the bus. An application can be completed on the district website under Parents/Parent Resources.

BOOK BAGS—GYM BAGS

Students who bring book bags or gym bags (which include rope bags) to school must keep them in their assigned locker throughout the school day. Because of safety reasons, students are not permitted to bring book bags or gym bags to class. Students are encouraged to purchase bags that will fit into a locker.

LOCKERS

All students are assigned a hall locker in which their books, materials, coats, etc. are to be placed during school hours. Students are issued a combination for their lockers. It is the responsibility of the student to secure his/her lockers at all times. The care of the locker is the responsibility of the student. Lockers are the property of the school; therefore, students cannot presume an expectation of privacy. Student lockers can be examined by the principal or his/her designee under appropriate circumstances. Listed below are helpful tips in keeping your locker safe and secure:

1. Each student should memorize his/her combination.
2. No student is to disclose the combination to another student.
3. Each student should keep the locker locked to ensure the security of their property. The school is not responsible for items that are lost or stolen.
4. A student should not have access to another student's locker.
5. Under no circumstances can students share the same locker.
6. Students are responsible for the contents in their assigned locker.
7. No items should be attached to the locker door without school administration's prior approval.
8. Students should not pre-set lockers to open or tamper with the locking mechanisms.

MEDIA CENTER

The Media Center is open from 8:45 a.m. to 3:35 p.m., except on Wednesdays when it opens at 9:15 a.m. Students need a pass to go to the Media Center during class time. Students may check out as many books as they desire as long as they do not have any overdue materials or outstanding debts with the Media Center. All general circulation books are checked out for two weeks. Books may be renewed for an additional two weeks.

MONEY

Children are discouraged from bringing money to school unless there is a definite need for it. The school is not responsible for the loss of money.

HEALTH SERVICES

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 permission on the 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 student 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 students 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 illness and injuries that occur during the school day. Please update your student's medical information by logging onto PowerSchool found under PARENTS on your school building website. Every school year 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 exemption 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

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:

- Classroom Parties
- Classroom Volunteers/Helpers/Room Parents
- Field Trip Chaperones

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
- Special Events (Grandparent's Day/Famous Hoosiers/etc.)
- 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.wws.k12.in.us/Page/1474

STUDENT SUPPORT SERVICES

SCHOOL COUNSELING SERVICES

Westfield Middle School counselors work with students individually, in a group setting, and in the classroom. Counselors can be reached via the Counseling Office at (317) 867-6607 should parents have any questions or concerns. Parents and students may reach out to the school counselor for support in areas such as:

- Academic Concerns
- Personal/Social Issues
- Scheduling Classes
- Special Education Testing
- Transition from 6th Grade
- Transition to High School
- Tutoring Information

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.

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.

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 at WWS receive a school-issued device. All 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.

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

TRANSPORTATION

BIKES, SKATEBOARDS & SCOOTERS

Bicycles ridden to school should be placed in the racks provided and not removed until dismissal from school. A lock should be placed on the bicycle for protection against theft. All students who ride bicycles to school should be extremely careful to observe traffic laws and safety rules. Riding “double” is a violation of traffic laws. The parking lot and streets around school are no place to perform “tricks” because of the congestion and traffic. Riding these items must be done on sidewalks. Other wheeled riding objects such as but not limited to skateboards, longboards, hoverboards, motorized scooters etc. are not to be ridden on school property and must be safely stored in a locker or locked on the bike rack.

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 quarter.
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 LOT EXPECTATIONS

Following dismissal from class by the teacher, students will proceed to their lockers in an orderly manner. Once students have obtained the needed materials to go home, they should proceed to the bus lot or pick up line. Students should follow the rules of the hallways and classroom when on the bus lot. Students are asked to go directly to their bus once outside. Students should not wander throughout the bus lot, stand or wait for other students to come out of the building, throw projectiles, PDA, chase or run around or board other buses they are not assigned to. Once on their assigned bus, students are not to get off the bus without permission from their bus driver.

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

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

DROP-OFF AND PICK-UP

At the main campus, parents/guardians who drop off and/or pick up their children should park along the circle drive at either the North Main Entrance or the South Main Entrance. Any parent/guardian who wishes to enter the school building must park in the north side parking lot, enter through the North Main Entrance, and immediately report to the Main Office to sign in with photo identification. Parents/Guardians are not permitted to enter the school through the South Main Entrance during the school day or during drop- off/pick- up times.

At the sixth grade campus, parents/guardians who drop off/pick up students should park along the circle drive of the 6th Grade Campus (Cool Creek Elementary), and report to the main office to sign in with photo identification.

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.

DISTRICT DIRECTORY

Board of School Trustees	School Board Meetings
Mike Steele steelem@wws.k12.in.us Rebecca Ogle ogler@wws.k12.in.us Bill Anderson andersonb@wws.k12.in.us Carrie Larrison larrisonc@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

Westfield Middle School

Athletics

STATEMENT OF PHILOSOPHY

Westfield Middle School believes that the program of student athletics is a vital part of the educational development of the student and functions as an integral part of the total curriculum. Participation in the athletic program is a privilege that carries with it responsibilities to the school, to the athletic program, to the community, and to the participants themselves.

Lessons in sportsmanship, teamwork, competition, and how to win and lose gracefully are an integral part of each team. The athletic program offers opportunities to assist in the development of fellowship and good will, to promote self-realization, all-around growth, and to encourage learning the qualities of good citizenship.

Statement of Objectives

In order to provide a positive image of school athletics at Westfield Middle School, the athletic program will endeavor to provide opportunities for:

1. Physical, mental, and emotional growth and development.
2. Acquisition and development of special skills.
3. Team play with the development of such commitments as loyalty, cooperation, self-sacrifice, fair play, and other positive social traits.
4. Directed leadership and supervision that stresses self-discipline, self-motivation, excellence, and the ideals of good sportsmanship that make for winning and losing graciously.
5. The development of lasting friendships with both teammates and opponents.
6. The development of habits of health, sanitation, and safety.
7. A focus of interest on the athletic program for the student body, faculty and community that will generate a feeling of unity.
8. Provisions for worthy use of leisure time both for the present and the future, either as a participant or spectator.

ATHLETIC PROGRAMS

Westfield Middle School presently offers 22 athletic teams. Teams include participants in grades 6, 7, and 8 unless otherwise specified. The list is as follows:

6th, 7th & 8th grade boys cross country
7th & 8th grade girls cheerleading
6th, 7th & 8th grade girls cross country
6th, 7th & 8th grade wrestling
7th & 8th grade boys football
7th & 8th grade boys and girls golf
7th & 8th grade girls volleyball
7th & 8th grade boys baseball
7th & 8th grade boys and girls basketball
7th & 8th grade girls softball
6th, 7th & 8th grade boys and girls swimming & diving
7th & 8th grade boys and girls tennis
7th & 8th grade boys and girls Track and Field

DUTIES OF COACHES

1. Operate programs within the philosophy of the school.
2. Maintain good public relations within the school, community, and other schools involved.

3. Provide leadership in setting high standards for the athletes involved concerning training rules, school citizenship, academic achievement, and sportsmanship.
 - a. Establish written rules and guidelines with reasonable consequences for participation, dates and times for practice, a bus schedule, and a schedule of events.
 - b. These are to be given to each athlete for his/her signature and his/her parent and/or guardian's signature. Athletes will not be allowed to participate until the signature sheet is turned in to the coach.
4. Be sure that athletes have all required forms properly completed and turned in, as he/she will not be allowed to practice or compete until this is done. Coaches are to collect forms and turn them in to the Athletic Director.
5. Treat opponents as guests at home contests, be courteous, and respect the wishes of the host school when at away contests.
6. Be fully aware of legal responsibilities of your activities, taking precautions against negligence.
7. Be adequately prepared with the knowledge of the sport.
8. Work cooperatively with the middle school Athletic Director, the other coaches, and the administration.
9. Work cooperatively with, and assist the varsity head coach.
10. If responsible for assistant coaches, assign each their specific duties, convey all information and materials to them, and be loyal to them.
11. If an assistant, work cooperatively with, assist and be loyal to the head coach.
12. Make maximum use of practice time and have a detailed plan for each practice.
13. Properly supervise all athletes and managers before, during and after practice, or an athletic event.
14. Properly supervise all athletes and managers during bus trips.
15. Report injuries that require a doctor's treatment to the Athletic Trainer.
16. Administer game details for home and away contests.
17. Properly supervise the facilities that are being used including locker rooms.
18. Properly supervise the care, issuing, and collecting of equipment and uniforms.
19. Be aware of problems in equipment and facilities and make them known to the Athletic Director.
20. Properly inventory and put away all equipment and uniforms at the end of the season.
21. Present a list of awards, award winners, inventory, equipment and uniform needs to the Athletic Director at the end of the season.
22. Any and all other duties assigned by the administration that is related to the sport of which the coach is responsible.

Coaches are to work in a spirit of cooperation with each other and with other school sponsored activities. If conflicts arise that involve an academic activity (e.g. band, choir, and science fair), the academic activity will take precedence.

ELIGIBILITY RULES

AGE

An athlete may not reach their 16th birthday on or before the last competition date or the beginning date of the county tournament of the sport in which they wish to participate.

CHANGE OF SCHOOLS

An athlete must be eligible in the school from which they transfer. The athlete must have been a member of the same sport in the school from which they transfer if our team requires a limit to the number of participants and there is still room for additional participants. There must be at least 50% of the season remaining.

COMPLETION OF REQUIRED FORMS

All athletes who wish to try out/start a sport must be fully registered in FinalForms. Athletes need an uploaded physical in FinalForms dated after April 1st. In addition, all online forms must be completed to be considered fully registered.

CONDUCT

When applicable, IHSA rules will be followed in regards to conduct, character, and discipline.

Students at Westfield Middle School are expected to act in such a manner as to maintain the high expectations held for their behavior by the community. Westfield Washington Schools will treat bullying/hazing as it does intimidation and harassment. Students guilty of bullying/hazing will face the entire gamut of disciplinary actions available to the school including suspension and expulsion.

After school detention and lunch detentions may result in loss of playing or limited playing time. Excessive detentions could result in dismissal from the team. If a student receives an After School Detention they will miss one athletic contest. Multiple After School Detentions may result in dismissal from the team.

An athlete, if Suspended or Expelled from school, will be ineligible for participation until the term of the Suspension or Expulsion has expired. Depending on the nature of the offense, and previous discipline history, the Principal/Athletic Director reserves the right to remove the athlete from the team. In general, the following consequences will be used for Suspensions or Expulsions from school:

1. 1st and 2nd suspension from school (in-school or out-of-school suspension): Suspension from participation in two contests (tournaments count as 1 contest) after the term of the suspension has expired.
2. 3rd suspension from school: Suspension from athletic participation for 45 school days after the term of the suspension has expired.
3. 4th suspension from school and thereafter: Suspension from athletic participation for 180 school days after the term of the suspension has expired.
4. 1st expulsion from school: Suspension from athletic participation for 45 school days after the term of the expulsion has expired.
5. 2nd expulsion from school and thereafter: Suspension from athletic participation for 180 school days after the term of the expulsion has expired.

ENROLLMENT

Athletes must be enrolled in grade seven or eight at Westfield Middle School. Sixth graders may participate in cross country, wrestling and swimming. If special placement requires an athlete to attend another school or attend Westfield Middle School from another school, the athlete may participate at either school.

GRADES

Eligibility will be checked every 4.5 weeks. A student who is failing more than one class is ineligible for the rest of the quarter.

PARTICIPATION

Athletes at Westfield Middle School may not participate in contests designated for grade nine and above. Athletes must have completed 10 separate days of organized practice before they are eligible to participate in athletic contests. Athletes, who have successfully completed a sport and are within at least one week of beginning another sport, must have completed 5 separate days of organized practice before they are eligible to participate in athletic contests.

SCHOOL ATTENDANCE

An athlete must attend school the day of a game or contest. This means that the athlete must be at school by 12:00 p.m. If an athlete leaves school ill after 12:00 p.m. they may not participate in contests or practice that evening. This rule does not apply to those individuals who have a prearranged excuse from their parent/guardian to leave school. Any exception to this rule must have prior approval of the Athletic Director or Principal.

If a student does not participate in PE classes, he/she will not be able to participate in athletic activities that evening.

UNAUTHORIZED POSSESSION OF SCHOOL OWNED EQUIPMENT

No athlete shall have in his/her possession any school owned equipment from this school or any other school, athletic department or otherwise, other than that which is to be worn or used for practice, games, or meets. The athlete will be on indefinite suspension until the equipment is returned in good condition or replaced if the equipment is lost, stolen, or damaged. This policy will carry over from Westfield Middle School to Westfield High School.

VIOLATIONS INVOLVING TOBACCO/HARMFUL INHALANTS/DRUGS/ALCOHOL/COURT SUBSTANTIATED CRIMINAL ACTS/ARRESTS

The Principal/Athletic Director reserves the right to remove an athlete from the team. In general, the following consequences will be used for the above stated violations:

1. On the first offense, an athlete will have to join a counseling/rehabilitation program. In addition, the athlete will miss 20% of his/her season.
2. On the second offense, the athlete will be ineligible for one (1) year.
3. On the third offense, the athlete will be permanently suspended from WMS athletics.

GENERAL ATHLETIC POLICIES AND PROCEDURES

ATHLETIC AWARDS

To receive an award, an athlete must successfully complete the sport of participation. This includes turning in to the coach all school issued equipment in good condition and/or paying replacement costs of any lost, stolen, or damaged school equipment.

Each athlete will receive a participation certificate. Each sport will be allowed to hand out individual award certificates determined by the coach. Special awards may be allowed for tournament champions and/or undefeated seasons if special awards have not already been provided.

ATHLETIC FACILITIES USAGE

At no time is it permissible for individuals or groups to use athletic facilities without authorized supervision or permission, or while teams are having an official practice session. Athletes and coaches using athletic facilities for practice will refrain from using equipment not specifically for their sport.

ATHLETIC INSURANCE

Westfield Middle School does not provide athletic insurance. All medical expenses will be assumed by the parents/guardians. Athletes may obtain applications for supplemental insurance from the main office; however, Westfield Middle School is not an agent for any insurance company.

ATTENDANCE OF PRACTICE

Athletes are responsible for being present at all set meetings or practice sessions unless excused by the coach prior to the practice or meeting. A medical statement or excuse does not excuse an athlete from attending all meetings or practices if physically able.

BUS TRIPS

All athletes are to ride to and from the contest site on school approved transportation. Any exception must first be cleared with the coach in charge by the parent/guardian in person.

CELL PHONES AND CAMERAS

The use of cameras or cell phones (whether it has a built in camera or not), may not be used inside a locker room or offices in the locker room for any purpose. This means no texting, no calling and no pictures. This rule applies to all players, managers, and coaches (coaches may use a cell phone outside the locker rooms only). No other exceptions are permitted. Should an athlete receive a call or text while in the locker room, the athlete should take their backpack, book bag, gym bag, etc., which contains the phone out to the hall before removing the phone. Cameras and cell phones may not be in use or out in view in the locker room for any reason at any time.

Any violation of this rule will result in immediate discipline, which could include dismissal from the team. If a photograph is taken, the matter will be turned over to the legal authorities for possible prosecution.

CHANGING SPORTS

Athletes will be allowed to transfer from one sport to another during a given season only upon mutual agreement of both coaches and the approval of the Athletic Director. There must be room for additional participants and at least 50% of the season remaining.

Athletes will not be able to quit a team during a season then attempt to join another team that is currently in that same season. If an athlete quits or is dismissed from the team, they will not be able to join another sport until the next season.

CHEERLEADERS

Cheerleaders will abide by the guidelines established within this handbook and also the guidelines established within the Cheerleader Handbook. In the case of overlapping guidelines, the more stringent guideline will be followed.

DROPPING A SPORT

An athlete is to notify the coach immediately in person. An athlete should be responsible enough to face the coach and explain to him/her the reasons for quitting. The athlete is to turn in all school equipment that has been issued and pay replacement cost of any lost, stolen, or damaged equipment. The athlete is responsible for all school equipment issued to

him/her. All awards that would have been earned had he/she completed the season will be forfeited. An athlete who quits a squad during the season will not be allowed to join another sport until the above responsibilities are fulfilled.

EQUIPMENT STORAGE ROOMS

All athletic equipment will be stored in and issued from the equipment rooms of each respective sport. At no time are there to be unauthorized personnel in these rooms. Authorized personnel are defined as school employees, athletic staff and certain specified student managers with athletic staff supervision.

GENERAL CONDUCT

Horseplay will not be tolerated at any time. Athletes must maintain clean locker, room habits, keeping their bodies as well as their athletic equipment clean. All athletes are to be properly attired before leaving the locker room.

Profane language will not be tolerated at any time. Since athletes represent their school and community, they should be neatly groomed and properly dressed at all times. They should endeavor to set a positive example of behavior both during and outside of school. Athletes are to develop good study habits and work to their maximum scholastically.

INDIVIDUAL ATHLETIC TEAM RULES

Coaches are responsible for having specific written rules, guidelines, and procedures for each athlete in their particular sport. These are to be cleared by the Athletic Director.

INJURIES AND TRAINING FACILITIES

The coach is to know the health status of their athletes at all times. Athletes are to keep their coach immediately informed of any injuries that have occurred, treatment outside of school, and any recurring injuries. Be sure that all injuries are given proper attention.

All school first aid materials are to remain in the proper storage area or in the first aid kits under the direction of the trainer, student trainer, or coach at practices or contests. At no time is there to be first aid materials in an athlete's locker. All treatments and rehabilitation procedures are to be designated by the athlete's doctor, sports medicine doctors, or sports medicine trainers.

PARTICIPATION

Boys are not allowed to participate on any girls teams. Where similar programs are available for both boys and girls, girls may not participate on the boys teams. Athletes may not participate in more than one school sport per season of those that are occurring simultaneously (e.g. boys cross country and football, girls cross country and girls volleyball, boys basketball and boys swimming, boys track and golf, girls track and golf, cheerleading and all fall and winter sports).

Athletes may participate in more than one sport per season of those whose ending and starting times overlap (e.g. boys' basketball and wrestling, boys swimming and wrestling, girls swimming and girls' basketball). Coaches involved are to mutually work out practice and contest conflicts. As a general rule, if practice interferes with a contest, the contest takes precedence. If two contests conflict, the sport in which the athlete was first participating takes precedence. If practices conflict, the sport in which the athlete was first participating takes precedence unless coaches come to a mutual agreement.

PAYMENT FOR MEDICAL ASSISTANCE

All expenses for medical assistance will be assumed by the parents/guardians.

PUBLICITY

By participating in athletics at Westfield Middle School, the athlete's name, grade and photo will appear on the team roster and in programs distributed at sporting events. Some rosters will be found online. In wrestling, the athlete's weight will be listed.

All sports are covered by the local news media and results of contests are printed along with athlete's names and photos.

SPORTSMANSHIP

Good sportsmanship will be encouraged both in victory and defeat. There must be respect for constituted authority both on and off the field of play. Foul and/or abusive language and fighting will not be tolerated at any time.

Coaches will be expected to address violations of sportsmanship within their guidelines for their teams. If the athlete and/or parent/guardian are uncooperative in this matter, the situation will be reviewed by the coach, Athletic Director and parent/guardian to determine whether the athlete will continue to participate.

SUPERVISION

Athletes must be supervised at all times while under the jurisdiction of a coach. This includes while in the locker room, on the field of play, and on the bus as it travels to and from the contest site. At athletic contests, in the absence of the principal or athletic director, the coach is the acting authority for the school system.