

ADMINISTRATIVE STAFF

Dr. Bruce Hatton	Superintendent
Mrs. Rebecca Dayton	Assistant Superintendent
Mr. Gary Puckett	Administrative Assistant
Mr. Paul White	Principal
Mr. Levi Yowell	Assistant Principal
Mr. Gene Miiller	Athletic Director
Mrs. Maria Killion	Director of Counseling (Sr.)
Mr. Tony Barnard	Academic Advisor (So. & Jr.)
Mrs. Cathy Stenftenagel	Counselor (Fr.)

SPECIAL SERVICES

Mrs. Rae Ann Brown	E.C.A. Treasurer
Mr. Dave Graf	Corporation Technology Director
Mrs. Kathy Finn	High School Technology Director
Mr. Todd Riker	Information Technology Assist.
Mrs. Gill Smeltzer	Library/Media Specialist
Mrs. Sandy Williams	Secretary to Principal
Mrs. Beverly Spillman	Student Activities Secretary
Mrs. Lori Zeller	Athletic Secretary
Mrs. Montez Brashear	School Nurse
Mrs. Delora Lamb	Counseling Secretary
Mrs. Gwyn Morton	Head Matron
Mrs. Holly Payton	Book Rental Clerk/Computers
Mr. DJ Bechtel	Maintenance/Supervisor

BOARD OF EDUCATION

Jay Armes
Pam Bartlett
Steve Bouchie
Vicki Bubalo
Steve Frette
Peg Stephens
Michael Traylor

LETTER FROM THE PRINCIPAL

Welcome to Washington High School!! We are proud of our great history and tradition, and we are excited about who we are as a school and where we are going. Strong academics, striving for improvement and your preparation for post high school success is our focus. We take great pride in our academic, co-curricular, and extra-curricular programs.

This handbook is designed to be a reference and resource for you. Please take the time to read through this handbook and familiarize yourself with its content.

Finally, BE PROUD TO BE A HATCHET!! You will get out of your high school experience what you put into it. Washington High School is a special place with unique traditions, excellent programming for student success, and positive community support. We are behind you and here to help you succeed. Take positive advantage of the opportunities available to you at WHS, and make this school year a great one!!

WASHINGTON HIGH SCHOOL MISSION STATEMENT

All staff members, parents, and community members share in the responsibility to guide students in their pursuit of academic, social, creative, and physical growth regardless of their diversity and talents. All students will be given the opportunity to receive the best education possible. Students and parents share in this mission and must be encouraged to be active participants in this process.

EQUAL OPPORTUNITY STATEMENT

Washington Community Schools has a policy of providing equal opportunity. All courses are open to all students regardless of race, color, gender, handicapping conditions or national origin. Educational services, programs, instruction and facilities will not be denied to anyone in the Washington Community Schools as the result of his or her race, color, gender, handicapping conditions, or national origin. For further information, clarification, or complaint, please contact Superintendent's Office, 301 E. South Street, Washington, IN 47501, phone (812) 254-5536.

NOTICE (RELEASE) OF DIRECTORY INFORMATION

The Family Educational Rights and Privacy Act (FERPA), a Federal law, requires that Washington High School, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's educational records. However, Washington High School may disclose appropriately designated "directory information" without written consent, unless you have advised the school to the contrary in accordance with District procedures. The primary purpose of directory information is to allow Washington High School to include this type of information from your child's educational records in certain school publications. Examples include:

A playbill, showing your student's role in a drama production;

The annual yearbook;

Honor roll or other recognition lists;

Graduation programs; and

Sports activity sheets, such as for wrestling, showing weight and height of team members

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the Elementary and Secondary Education Act of 1965 (ESEA) to provide military recruiters, upon request, with three directory information categories—names, addresses and telephone listings—unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent.

If you do not want **Washington High School** to disclose directory information from your child's education records without your prior written consent, you must notify the Washington High School in writing within **30** days after enrollment. **Washington High School** has designated the following information as directory information:

Address, Telephone listing, Electronic mail address, Photograph, Date and place of birth, Major field of study, Dates of attendance, Grade level, Participation in officially recognized activities and sports, Weight and height of members of athletic teams, Degrees and Diplomas, honors, and awards received, The most recent educational agency or institution attended. Student ID number, user ID, or other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password, etc. (A student's SSN, in whole or in part, cannot be used for this purpose.) Source: United States Department of Education

REGISTRATION INFORMATION

Students select their classes in the spring of each school year. The completed schedules are then mailed to students at the end of July. Recognizing that there may be conflicts, counselors are available on scheduled dates. These days are one week before school begins in the fall. In order to better serve students and parents, we ask that you please call the counseling department to set up an appointment with their respective counselor for these dates. **Student Initiated** second semester adjustments must be made before the end of November.

STUDENT ENROLLMENT

A student who wishes to enroll at Washington High School should contact the counseling office to arrange for an appointment. Any student re-enrolling, after being expelled or withdrawing the previous semester, may be required to enter into an enrollment probation agreement after a meeting between the student, his/her parent/guardian and an administrative representative from Washington High School. Any parent and student who wish to appeal the administrative decision may do so in accordance with the provisions set out in Indiana Code 20-33-8-20.

LATE ENROLLMENT

Any student **enrolling** after the **fifth required date of school attendance** may not be eligible to receive high school credit for the current semester, unless he/she can verify that he/she has been enrolled in another school, or has been ill, or was unable to enroll earlier because of some unusual circumstance. School officials will make the final decisions as to enrollment.

GRADUATION REQUIREMENTS

The following diplomas are awarded at WHS: Core 40, Core 40 with Academic Honors, and Core 40 with Technical Honors. Students select a curriculum lane, with an emphasis on their Career Major selected from the Indiana Career Clusters. Meetings will be scheduled to discuss graduation options for students unable to meet the requirements for the Core 40 Curriculum. A detailed curriculum and course description guide is available in the counseling office and on the school's web site: www.washingtonhatchets.org. Please contact the student's counselor to receive more detailed information.

REPORT CARDS

WHS has a cumulative grading system in which the final grade is calculated from the student's accumulation of points during the semester. Final exams are calculated in this accumulation of points. Under this system, it is important to understand that the student's performance is based upon their progress throughout the length of the class.

Final letter grades will be recorded on the student's official transcript. Honor roll and accumulated GPA, along with class rankings will be calculated at the end of each semester.

WHS GRADING POLICY

Numerical Value	Letter Grade	GPA
100	A+	4.0
94-99	A	4.0
90-93	A-	3.75
87-89	B+	3.5
83-86	B	3.0
80-82	B-	2.75
77-79	C+	2.5
73-76	C	2.0
70-72	C-	1.75
67-69	D+	1.5
63-66	D	1.0
60-62	D-	0.5
0-59	F	0.0

Additional Marks: WD - Withdrawal while passing (doesn't count as credits attempted)

WF - Withdrawal while failing or removed from class (does count as credits attempted)

WEIGHTED GRADES:

The following courses are designated as courses that are weighted at WHS:

Geom H	Eng 9 H	WrldHist H/WrldHist EC	Bio H
Alg II H	Eng 10 H	Gov H/ Econ H	Chem I/Chem II
PreCalc/Calc Prep	Eng 11 H	US Hist H/AP	Anatomy EC
Calculus AP	VU Comp	Spanish or French IV	Adv Bio EC
Physics AP			Earth Science EC

The number of weighted classes that a student can be credited for is capped at 16 (32 possible weighted semesters/credits). Students may still take additional classes that fall under the weighted category, but once passing the 32 weighted semesters, these courses will receive no additional weight.

Once a student completes a weighted class receiving a grade of "C" or above, they will receive an additional .015625 points added directly to their cumulative GPA.

Sample: GPA: 4.0 (all A's) + 32 weighted credits * .015625 = 4.5 (weighted GPA)

The weighted grades policy allows for current WHS students to take advantage of the new policy as well. However, weights will only be applied to future eligible classes that students take. Because of this policy implementation, the cap numbers will also be altered:

Class of 2014: 24 weighted semesters allowed

Class of 2013: 14 weighted semesters allowed

Class of 2012: will be unaffected by weighted grades.

ACADEMIC HONORS DIPLOMA:

Currently, the two most common diploma types for Indiana graduates include the Core 40 diploma and the Academic Honors Diploma. In order to receive an Academic Honors Diploma, students must complete all of the Core 40 diploma requirements and meet some additional requirements. These requirements include: completing Pre-Calculus, completing at least 3 years of a foreign language, maintaining a 3.0 GPA, and receiving no grade below a "C." All Academic Honors Diploma candidates are also required to receive four credits from AP/Dual Credit classes OR achieve predetermined scores on the ACT or SAT.

Due, in part, to changes in Indiana DOE policies, all incoming freshmen will now have the option of receiving an Academic Honors diploma without taking ALL honors classes at WHS, **as long as they meet all state requirements**. Students in the class of 2012 and 2013 will also be eligible under these conditions. These students may need to alter their four year plans if they wish to take advantage of this opportunity. Students in the class of 2012 will not be affected.

WHS HONORS INFORMATION

***SENIORS**

***VALEDICTORIAN**

- Academic Honors Diploma required
- Based on accumulated GPA at the end of 7 semesters
- Highest Accumulated GPA

***SALUTATORIAN**

- Academic Honors Diploma required
- Based on accumulated GPA at the end of 7 semesters
- Second Highest Accumulated GPA

***ACADEMIC HONORS DIPLOMA**

- Based on 8 semesters
- Accumulated GPA = B (3.0) or above
- Must have completed the minimum of 47 credits and no course with a grade lower than a C may count as part of the minimum 47 earned credits
- Additional requirements involving Early College courses, AP courses or ACT/SAT scores.

***HIGH HONOR STOLE**

- Based on accumulated GPA at the end of 7 semesters senior year
- Accumulated GPA = A- (3.75) or above
- No semester grade below a B

*REGULAR HONOR STOLE

- Based on accumulated GPA at the end of 7 semesters senior year
- Accumulated GPA = B+ (3.50) or above
- No semester grade below a C

HIGH HONOR ROLL

- Based on each semester
- GPA = A- (3.75) or above
- No grade below B- (2.75)

HONOR ROLL

- Based on each semester
- GPA = B- (2.75) or above
- No grade below C- (1.75)

ACADEMIC HONORS CEREMONY

Accumulated GPA for honorees

- Seniors- 3.5 or above (based on 7 semesters)
- Juniors- 3.6 or above (based on 5 semesters)
- Sophomores- 3.7 or above (based on 3 semesters)

END –OF-COURSE ASSESSMENTS (beginning with the class of 2012)

Along with meeting credit requirements for graduation, students from Washington High School must meet the academic standards of the End of Course Assessments in Algebra I and English 10.

Students not passing the ECAs may meet the criteria for a waiver through:

- a. Participation in remediation opportunities offered by the school.
- b. Taking the test in the subject area(s) that the student has not passed at least once every year, following the initial year in which the student first takes the exam.
- c. Maintaining a 95% attendance rate.
- d. Maintaining a C average in the courses comprising the credits specifically required for graduation.

FINAL EXAMS

Students are required to take their "Final Exams" only on the date scheduled by administration. Exceptions to this policy must be approved by the principal.

SUSTAINED SILENT READING/STUDY HALL -ACADEMIC SUPPORT

Washington High School recognizes the need to support student reading development and individual academic progress. With these goals in mind, students will have the opportunity to read for enjoyment two days per week and participate in a homeroom study hall three days per week. The following expectations will be met by all students. Failure to fulfill these expectations may result in - Administrative Intervention.

SUSTAINED SILENT READING

1. Students will bring their own reading materials or read what is provided by the teacher.
2. Novels, magazines, newspapers, and comic books are permitted if school appropriate. Reading material must have paragraph text. Catalogs are not permitted.
3. Students will actively read. Page flipping, sleeping, doing homework, and talking off-task are not permitted.
4. Actively participate in school led SSR activities such as book talks, contests, events, etc.

5. School textbooks may be read if approved by SSR supervisor.
6. Reading on computer by teacher permission only.

STUDY HALL

1. Students are responsible to bring school work and necessary materials to homeroom.
2. Students must actively work on school work (sleeping, off-task talking, refusal to work are not permitted).
3. Students will not leave homeroom for tutoring or other school activities without prior approval and must carry special "Homeroom Pass" issued by homeroom teacher or office.
4. Students must work independently unless other is permitted by homeroom teacher. Group working must be done quietly.

WHS ATTENDANCE

Attendance Philosophy

Washington High School staff and administrators have a pro-active philosophy toward student attendance. For your student to maximize their learning experience at WHS, attendance is vital. The WHS faculty takes pride in developing students' habits of responsibility, punctuality, and self-discipline. Student attendance is a requirement under the laws of Indiana as expressed in the Compulsory Attendance Statute (I.C. 20-8.1-3). A partnership with students, school personnel, and parent/guardians is essential for the success of a child's education.

Tardies

Students are expected to be in their class when the bell rings. A tardy is defined as a student not being in the classroom when the tardy bell begins to ring. Any student more than 5 minutes late for class **must** have a pass from the Attendance Office or a tardy pass from a teacher. Tardiness beyond 15 minutes will be counted as an absence for that class. Tardy accumulation will be counted per class and is reset to zero at the beginning of the second semester.

OFFENSE

1st – 3rd Tardy: Individual teacher's classroom policy

4th Tardy: After school detention

5th Tardy: Saturday School

6th Tardy: Phone call to parents and after school detention

7th Tardy: ISS (In School Suspension)

8th Tardy: At discretion of administration

Truancy

Actions taken on truanancies are as follows:

- | | |
|-------------|--|
| 1st truancy | Saturday School and Thursday Detention. Parents will be notified by phone, e-mail or mail . |
| 2nd truancy | Lunch Detention for one full week. Parents will be notified by phone, e-mail or mail . Student will be given a WARNING about invalidation of driver's license, learner's permit and/or work permit. |
| 3rd truancy | The students Driver's License, Learner's Permit, and/or Work Permit will be revoked . One Day in Suspension Alternative Program. If the student is under 16, a referral shall be made to juvenile court. Other legal measures involving parental responsibilities may be exercised. A parent conference will be required. Parents will be notified by phone or mail. |
| 4th truancy | Five days of Out-of-School Suspension. The school may request expulsion of the student for the remainder of the semester. A parent conference will be required. Parents will be notified by phone or mail. |

ABSENCES

All students are expected to attend school regularly and to be on time to classes in order to receive maximum benefit from the instructional program. Good attendance is extremely important. There is a close correlation between attendance and achievement in school; therefore, students should not be absent unless it is absolutely necessary. Whether they are excused or unexcused, they are all days absent from class/school; thus, the student missed instruction. When a student is absent 11 days or more in any class and there are no extenuating circumstances that the Attendance Review Board discovered or was informed about, the student will receive an "F" with the comment of "Failure Due to Unacceptable Attendance on his/her report card for that class. Family vacations do not warrant an extenuating circumstance.

If a parent does not send the student to school because of the student's illness or mental or physical incapacity, it is unlawful for the parent to fail or refuse to produce a certificate of the illness or incapacity for an attendance officer not later than six (6) days after the certificate is demanded. The certificate must be signed by: (1) an Indiana physician; (2) an individual holding a license to practice osteopathy or chiropractic in Indiana; or (3) a Christian Science practitioner who resides in Indiana and is listed in the Christian Science Journal.

An "*" next to an enumeration means that the student will not be counted absent (exempt), in accordance with: IC 20-33, Sec. 14, 15, 16, and 17.

EXCUSED ABSENCES

1. Student is ill and parent/guardian calls 254-8350. **If no phone is available, parent/guardian must contact the SAC to make other arrangements
2. Student is sent home by the nurse
3. Funerals of non-immediate family member or friend
4. Doctor's appointments
5. Pre-arranged absences
6. *Hospitalization
7. *Serving as a page in the Indiana General Assembly
8. Funeral of an immediate family member (father, mother, grandparent, brother or sister)
9. *School sponsored events
10. *Administrative suspensions or SAP
11. *Working polls on Election Day with prior approval from SAC
12. *Documented court appearances
13. *College visitation, which is limited to senior students and two (2) days per year (must be approved by senior counselor)
14. Doctor excuses for extended illnesses
15. Driver's License Test - limited to one per student
16. Extenuating circumstances determined by the Attendance Review Board

UNEXCUSED ABSENCES

1. Truancy - Truancy is defined as an act of skipping a class or part of a class, failure to report to an assigned area, being outside the building during the school day without permission, or other similar actions where permission is not granted.
2. Oversleeping
3. Student initiated visit to the nurse
4. Absence from school without permission of parent/guardian or school administrators
5. Car trouble before school or returning from lunch
6. Senior Skip Day

7. Parents have 24 hours to notify the school in order to change an unexcused absence to an excused absence. Parents may call (812) 254-8350 (this number is available 24 hours a day, 7 days a week) and leave a message. Students returning to school after an absence **must bring a written excuse signed by the parent.** This is in addition to any previous telephonic notification to the attendance office. Failure to comply will result in an unexcused absence.

On the 5th, 8th, and 12th day of absence, parents will be notified by letter from the assistant principal that their student is in serious danger of not receiving their credit and receiving an "F" on their report card for their respective class(s). At the conclusion of the semester, the Attendance Review Board will review the student's attendance. The board will review all excused and unexcused absences. **Extenuating circumstances will be considered at this time.** The Attendance Review Board will make a decision on whether or not the student will receive appropriate grade based on attendance. The decision of the Attendance Review Board will be final. **It is imperative for parents and students alike to understand that attendance must be a priority.**

VERIFICATION OF STUDENT ABSENCES

The school shall make every reasonable effort to verify a student's unexplained absence from school during any part of the day, if any of the following conditions apply:

1. The student or the student's parent/guardian had not made prior arrangements for the student to be absent during the time not in attendance.
2. No other known reason exists for the student to be absent, i.e. late bus arrival, approved late arrival.
3. The student's absence from the school has not been verified through regular attendance procedures, i.e., no preapproved absence from class such as a field trip.

When the above conditions apply, the school shall attempt to contact the student's parent or guardian by telephone at a daytime number and state why the contact is being made. During the conversation, it should be ascertained as to why the student is not at school. If contact is not made on the first attempt, a second and, if necessary, a third attempt shall be made. Leaving a message with an adult person is sufficient when it is apparent the parent or guardian cannot be contacted personally.

PROCEDURES FOR LEAVING THE BUILDING

1. Parent must notify the Attendance Office. 812-254-8350
2. **Student must obtain an outside pass from an administrator, administrative secretary, or the school nurse.** These are the only personnel authorized to write such passes.
3. Student must present their outside pass to their teacher to leave class.
4. **Upon return the student must report to the Attendance Office immediately.**
(See Below)

***An appointment card to verify the appointment time must be presented to the Attendance Office upon return.

WHS DISCIPLINE PROCEDURES

In order to maintain an environment for learning, **students will be held accountable for their own actions that occur either at school, school-related functions or during travel to or from a school activity.**

****The below general guidelines are expected to be followed. Any non-compliance to these guidelines is grounds for disciplinary consequences.**

General Information

1. Students are responsible for learning and following all classroom/teacher rules.
2. No students are allowed in the building after 3:30 unless with an adult (preferably a faculty member).

3. In order to attend or participate in extracurricular activities students must have attended school that day according to the athletic code.
4. Students are responsible for paying for any damages to school property they may cause.
5. Keep hallways and stairways open to traffic by walking to the right. Do not block traffic by standing in groups or sitting on the floor.
6. Move through hallways quietly. Be considerate of others at all times.
7. Discard trash in containers provided within the building and on the campus.
8. Once in a classroom you may not leave without obtaining a proper pass from your teacher.
9. Profanity, smoking and fighting are prohibited on school property and at school activities.
10. Disrespect will not be tolerated.
11. Throwing of any objects (snowballs, etc.) is not permitted.
12. All classes are dismissed by the teacher; not by the bell.
13. If you are suspended or expelled you will not be permitted to attend or participate in any extracurricular activities.
14. High School students are not to be in the Jr. High hallways or gymnasium.
15. No backpacks are to be carried into classroom. All backpacks must be kept in the locker.
16. Students are not allowed to run out of the building when leaving for lunch.
17. Students are not allowed to leave the building without permission from the Attendance Office.
18. **No food or drink allowed in school or classroom without administrator/teacher permission This does not apply to a student's lunch container.**

CELL PHONES/ELECTRONIC DEVICES

Students are not allowed to carry or use cell phones, or any other electronic device (does not apply to classroom necessities such as calculators, etc..) inside the school at any time. Should a parent have a need to contact their student at school, they should do so through the main office at (812) 254-3860, and the appropriate message will be delivered to the student in an expeditious manner. Should a student need to contact a parent, they may do so in the main office or the Attendance Office. When a cell phone is confiscated, it must be turned in intact with the battery and sim card. Failure to do so will be considered a refusal to comply.

First Offense Device is confiscated and returned only to the parent at the end of the school day. Student is assigned a Thursday Detention.

Second Offense Device is confiscated and returned only to parent at the end of the school day. Student is assigned a Saturday school.

Third Offense 3 Days Out of School Suspension

Fourth Offense Expulsion Filed due to repeated failure to follow directions

Refusal to Surrender Phone: One week (1) lunch detention, this is in addition to punishment issued for offenses 1-4.

PERSONAL APPEARANCE/DRESS CODE

Any student who distracts others from class work or disrupts the purposes of school by his/her personal or physical appearance or actions will be directed to dress in an appropriate manner. **Low and/or revealing necklines, bare midriffs, bare backs, bare shoulders, half shirts, tank tops, sagging pants, pants with holes above the knee, pajama pants, sleeveless tops, hat/caps, bare feet, extreme hairstyles and extreme piercings will not be allowed. Flip-flops (sandals) are not a recommended footwear due to safety concerns.** Blouses, Tops, and T-Shirts that are worn must have the capability to be tucked in if requested. If the article cannot be tucked in, in order to cover abdominal skin, it will be in violation. **Skirts, dresses or shorts which have their hem line (lowest point) more than 4 inches above the top of the knee is in violation of the dress code.** Please dress in a manner that is appropriate for the occasion. Clothing or jewelry that advertises alcohol,

tobacco, promotes drug usage, has obscenities or is sexually explicit is not permitted. Hats are not allowed to be carried, and must be placed and remain in the student's locker during the school day. A minimum of one Saturday School will be assigned for non-compliance to dress code.

PUBLIC DISPLAY OF AFFECTION

Physical contact such as kissing, hugging, and embracing on the school grounds is not permitted.

DISCIPLINE BY TEACHERS

Teachers are responsible for and in charge of the school discipline policies and rules within their classrooms. They also exercise responsibility for discipline at all times they are on duty on school property. Teachers may suspend students from the classroom for violating classroom and/or school rules.

The following are classroom management violations. They become discipline violations after the student has failed to respond to the teacher's requests for cooperation.

- A. Consistently not doing assigned work
- B. Consistently not bringing supplies to class
- C. Consistently making no effort in the classroom
- D. Consistently chewing gum or eating candy or food in class when prohibited by the teacher
- E. Tardiness to class
- F. Consistently talking without permission
- G. Cheating on tests or assignments
- H. Disruption of school or school events

Students found guilty of the preceding violations will be subject to the following penalties (depending upon the seriousness of the violations in question and the total discipline record of the student for the school year):

- A. Parents contacted by classroom teacher
- B. Detention (after school, noon, or morning) assigned by classroom teacher
- C. One day out of class assigned by classroom teacher
- D. Saturday School assigned by administration
- E. One to five days' suspension assigned by administration
- F. Expulsion proceedings for the rest of the semester or school year

LUNCH DETENTION

Guidelines for Lunch Detention/Closed Campus:

1. Report to the detention room (to be determined) for accountability purposes, students will be given permission to get their lunch at this time.
2. One student per table, facing the front of the room.
3. No talking or gesturing between tables.
4. A student will be given one warning about guideline infractions. The second violation will result in the student receiving an additional one day assignment to lunch detention.
5. Severe disruption will result in an office referral.
6. Failure to attend lunch detention will result in further disciplinary action to include possible out-of-school suspension.

THURSDAY DETENTION HALL

For violation of school rules and individual classroom rules, a student may be assigned a Thursday Detention (Cafeteria, 3:20-4:30). The assignment of Saturday School, Closed Campus, Suspension Alternative Program, In-School Suspension, or Out of School Suspension will result if the student does

something to warrant more than one Thursday Detention. The constant re-assignment and/or adding on will not be practiced.

Progression of Discipline – Order of Sequence for Thursday Detention:

Step #1 The Student Is Assigned 1 Thursday Detention. Failure to Serve Step #1, next step

Step #2 The Student is Assigned 1 Saturday School. Failure to Serve Step #2, Parent will be contacted, next step

Step #3 The student is assigned 1 day Suspension Assignment Program. Refusal will result in a 1 Day Out of School Suspension. Parent will be contacted.

WASHINGTON HIGH SCHOOL SATURDAY SCHOOL RULES AND GUIDELINES

No student will be allowed to accumulate more than 1 Saturday School to be served in a term (9 weeks). The constant re-assignment and/or adding on will not be practiced. There is a progression, very much like that of Thursday Detentions, which will be followed.

Progression of Discipline - Order of Sequence for Saturday School:

Step #1 The Student is Assigned 1 Saturday School. Failure to Serve Step #1, next step

Step #2 "Lunch Detention" will be assigned – Minimum of 1 week. Failure to Serve Step #2, Parent will be contacted, next step

Step #3 The Student will be assigned to the Suspension Alternative Program for 1 day or 1 Day Out of School Suspension should the student/parent not participate in the SAP.
Parent will be contacted.

The following rules and guidelines will be in effect during Saturday School:

1. **Saturday School is from 8:00 AM until 10:00AM.**
2. Students are to enter school at Gate 6 at the prescribed time. This is on the Saturday School form.
3. Students are to sign in and remain until dismissal to be counted as completing the Saturday School Session.
4. Students are to remain in their assigned area (table or desk) during the session except for breaks designated by the supervisor.
5. All school rules regularly in effect during the school day are to be followed by students attending Saturday School.
6. The WHS dress code will be enforced.
7. Students will not be allowed to sleep.
8. Students will not be allowed to communicate with other students. (This includes passing notes)
9. **Students will not be allowed to go to their locker. Students must bring all materials needed.**
10. Students will not be allowed to chew gum or consume food/drink.
11. Students must bring pencil/pen and paper.
12. Students will be provided with a break.
13. Students are expected to follow the directions of the supervising authority.
14. Student transportation will not be provided by the school corporation.
15. Saturday School must be completed on the day assigned by the building administrator. A student who fails to attend because of personal illness or death in the family must have a parent contact the school within 48 hours.

STUDENT DISCIPLINE POLICY

Recognizing that the behavior of some students may be so disruptive that it interferes with school purposes or educational functions of the school corporation, school officials may find it necessary to remove a student from the school. In this event and in accordance with the provisions of IC 20-33-8, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY - TEACHER:

A high school teacher has the right to remove a student from his/her class or activity for one class period if the student is assigned regular or additional work to be completed in another school setting.

2. SUSPENSION FROM SCHOOL - ADMINISTRATOR:

A school principal (or designee) may deny a student the right to attend school or take part in any school function for a period of up to five (5) days.

3. EXPULSION - ADMINISTRATOR:

In accordance with the due process procedures defined in this policy, a student may be expelled from school for a period no longer than the remainder of the current semester plus the following semester, with the exception of a violation of rule 13 listed under the ground of Suspension and Expulsion in this policy.

4. ADMINISTRATION:

The school administration reserves the right to issue alternative punishment/consequences for any violation of the student code of conduct.

GROUND S FOR SUSPENSION OR EXPULSION

In accordance with I.C. 20-33-8 Washington High School's discipline rules apply when a student is on school grounds before, during, and after school hours, off school grounds at a school activity or function, or traveling to or from school or a school activity or function including summer school. Grounds for suspension or expulsion are student misconduct or substantial disobedience. The following include examples of student misconduct or substantial disobedience, but are not limited to

1. Using violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other comparable conduct constituting an interference with school purposes, or urging other students to engage in such conduct. The following enumeration is only illustrative and not limited to the type of conduct prohibited by this subdivision:
 - a. Occupying any school building, school grounds, or part thereof with the 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 damaging any school building or property.
 - d. Prevention of or attempting to prevent by physical act the convening or continued functioning of any school or educational function or of any meeting or assembly on school property.
 - e. Continuously and intentionally making noise or acting in any manner so as to interfere seriously with the ability of any teacher or any of the other school personnel to conduct the education of this 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. **Hazing Prohibited:** "Hazing" means any intentional, knowing, or reckless act meant to induce

physical pain, embarrassment, humiliation, deprivation of rights that creates physical or mental discomfort, and is directed against a student for the purpose of being initiated into, affiliating with, holding office in, or maintaining membership in any organization, club, or athletic team, sponsored or supported by the school corporation and whose membership is totally or predominately other students from the Washington Community School Corporation.

Soliciting, encouraging, aiding, or engaging in "hazing" on or in any school property at any time, or in connection with any activity supported or sponsored by the Washington Community School Corporation, whether on or off school property, is strictly prohibited. IC 35-42-2-2

5. **Bullying/Harassment is prohibited at Washington High School.** Bullying is defined as overt, repeated acts or gestures, including:
 - (1) verbal or written communications transmitted;
 - (2) physical acts committed; or
 - (3) any other behaviors committed; by a student or group of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm another student. This would include behaviors involving the use of computers provided by the school. (I.C. 20-33-8-0.2)

Washington High School is committed to educating all students on the causes and effects of bullying, including: reporting procedures, interventions, investigation, and parental involvement.

6. Intentionally causing or attempting to cause physical injury or intentionally behaving in such a way as could reasonably cause physical injury to any person. Self-defense or reasonable action undertaken on the reasonable belief that it was necessary to protect some other person does not, however, constitute a violation of this provision.
7. Threatening or intimidating any student for the purpose of, or with the intent to obtain money or anything of value from the student.
8. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon.
9. Possessing, using, transmitting, or being under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, alcoholic beverage, or intoxicant of any kind. The use of a drug authorized by a medical prescription from a physician is not a violation of this subdivision.
10. Engaging in the unlawful selling of a controlled substance or engaging in a criminal law violation that constitutes a danger to other students or constitutes an interference with school purposes or an educational function.
11. 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. This would include the use of profanity by the student.
12. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
13. Violating or repeatedly violating any rules that are reasonably necessary in carrying out school purposes or an educational function and are validly adopted in accordance with Indiana law, including, but not limited to
 - a. engaging in sexual behavior on school property
 - b. disobedience of administrative authority
 - c. willful absence or tardiness of students
 - d. possessing, using, or transmitting, or being under the influence of caffeine-based substances, substances containing phenylpropanolamine (PPA), or stimulants of any kind, be they available with or without prescription.

14. Possessing or using on school grounds during school hours an electronic paging device or a handheld portable telephone in a situation not related to a school purpose or educational function.
15. Student will be recommended for expulsion upon being withdrawn failing from a class for the third time during any semester.
16. **POSSESSION OF A FIREARM**
 - a. No student shall possess, handle or transmit any firearm on school property in or on property that is being used by a school for a school function, or on a school bus.
 - b. The penalty for possession of a firearm: five (5) days suspension and expulsion from school for one calendar year. The superintendent may reduce the length of the expulsion if the circumstances warrant such reduction.
 - c. The superintendent shall notify the county prosecuting attorney's office when a student is expelled under this rule.
17. The grounds for suspension or expulsion listed above apply when a student is
 - a. On school grounds immediately before, during, and immediately after school hours and at any other time when a school group is using the school.
 - b. Off school ground at a school activity, function, or event, or
 - c. Traveling to or from school or a school activity, function, or event.
18. Should the school administrators find it necessary to conduct a search of a student (in accordance with Indiana Code), and the student refuses to comply, the student will be immediately suspended from school pending expulsion. Law enforcement will be notified and they will escort the student from the premises.
19. Any student who is expelled or suspended from attending WHS cannot be within 1000 feet of school property during school hours while their suspension or expulsion is in effect. Failure to comply will result in additional disciplinary action and possible trespassing charges.

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

Students found guilty of the preceding violations may be subject to the following penalties (depending upon the seriousness of the violations in question and the total discipline record of the student for the school year):

- a. Detention (after school, noon, or morning)
- b. Saturday School
- c. One to five days' suspension (out of school)
- d. Expulsion from school for the remainder of the semester or the school year

SUSPENSION ASSIGNMENT PROGRAM (S.A.P.)

This program is an alternative to Out of School Suspension. At present, when a student is suspended from school they are sent home for the duration of the suspension. With this program, when a student is suspended they are referred to the Community Corrections Department or the Washington Carnegie Public Library, where they report for a community service work assignment. While assigned to this program, the student will work manual labor at one of the approved, not-for-profit, work sites for the duration of the suspension.

Key Points of Program

- Parental consent from the suspended student parents/guardian must be secured. If consent is

not granted, normal, Out of School Suspension guidelines apply.

- The administration will refer the student to either the Community Corrections Department for site/work assignment, or the Washington Carnegie Public Library.
- By participating in this program, the student and their parents/guardian will benefit in the following ways:
 - the suspension **will not** be entered into their permanent file.
 - when the student comes back to school, they **will be allowed** to make up any schoolwork missed during their suspension.
 - the parents/guardian of participating student will know where they are at and what they are doing while out of school.
- This program is available only **ONE** time for a student. If a student is suspended after they have participated in this program or consent is not granted, the suspension will be the normal, Out of School Suspension. It **will be** entered into their permanent file and they will be removed from school to do as they and their parents see fit.

SUSPENSION PROCEDURES

When a principal (or designee) determines that a student should be suspended, the following procedures will be followed:

1. A meeting will be held prior to the suspension of any student. At this meeting the student will be entitled to
 - a. a written or oral statement of the charges;
 - b. if the student denies the charges, a summary of the evidence against the student will be presented; and
 - c. the student will be provided an opportunity to explain his or her conduct.
2. The meeting shall precede suspension of the student except where the nature of the misconduct requires immediate removal. In such situations, the meeting will follow the suspension as soon as reasonably possible following the date of suspension.
3. Following the suspension, the parents or guardians of suspended students will be notified in writing. The notification will include the dates of the suspension, describe the student's misconduct, and the action taken by the assistant principal.
4. Students who are suspended **will be** allowed to make up work during their absence for credit. **IT IS THE RESPONSIBILITY OF THE STUDENT TO REQUEST MAKE UP WORK FROM THEIR TEACHERS.**

SUSPENSION OF A STUDENT WITH DISABILITIES

For students with disabilities, a temporary cessation of educational or related services constitutes a suspension. Before a student can be suspended, the student must be afforded an informal hearing, wherein the student is entitled to a written or oral statement of the charges against him/her; if requested, a summary of the evidence against him/her; and an opportunity to explain his/her conduct. This information hearing shall precede the suspension of a student unless the nature of the misconduct requires removal of the student. For students with disabilities, suspensions may not exceed five (5) consecutive instructional days or ten (10) cumulative instructional days in a school year.

EXPULSION PROCEDURES

When a principal (or designee) recommends to the superintendent (or designee) that a student be expelled from school, the following procedures will be followed:

1. The superintendent (or designee) may conduct an expulsion meeting, or may appoint one of the following persons to conduct the expulsion meeting:
 - a. legal counsel

- b. a member of the administrative staff who did not expel the student during the school year and was not involved in the events giving rise to the expulsion.
2. An expulsion will not take place until the student and the student's parent are given notice of their right to appear at an expulsion meeting conducted by the superintendent or the person designated above. Failure by a student or a student's parent to appear at this meeting will be deemed a waiver of rights administratively to contest the expulsion or to appeal it to the school board.
3. The notice of the right to an expulsion meeting will be in writing, delivered by certified mail or by personal delivery, and will contain the reasons for the expulsion and the procedure for requesting the meeting.
4. At the expulsion meeting, the principal (or designee) will present evidence to support the charges against the student. The student or parent will have the opportunity to answer the charges against the student and to present evidence to support the student's position.
5. If an expulsion meeting is held, the person conducting the expulsion meeting will make a written summary of the evidence heard at the meeting, take any action found to be appropriate, and give notice of the action taken to the student and the student's parent.

EXPULSION OF A STUDENT WITH DISABILITIES

Before a student can be expelled from school, the student and the student's parent shall be afforded the opportunity for a hearing before an appointed hearing examiner. For a student with disabilities, the hearing must be preceded by a case conference committee meeting. At such meeting, the case conference committee shall review the student's behavior and determine whether the behavior is caused by, or is a manifestation of, the student's disability. If the committee determines there is such a causal relationship between the student's behavior and the student's disability, the student may not be expelled. If, however, the committee determines there is no causal relationship between the student's behavior and the student's disability, the expulsion hearing may be initiated. In the event of the expulsion of a student with disabilities, educational and related services shall not cease. The case conference committee shall determine the educational services that will be provided during the expulsion period.

The student or parent has the right to appeal the decision of the person conducting the expulsion meeting to the school board within 10 days of the receipt of notice of the action taken. The student or parent appeal to the school board must be in writing. If an appeal is properly made, the board must consider the appeal unless the board votes not to hear the appeal. If the board hears the appeal, it will consider the written summary of the expulsion meeting and the arguments of both the school administration and the student and/or the student's parent. The board will then take any action deemed appropriate.

LEGAL REFERENCE: 20 U.S.C. 8001 20 U.S.C. 8002 I. C. 20-8.1-5.1-1 et seq.

RANDOM DRUG TESTING POLICY

Washington Community Schools is concerned about the academic, physical and emotional well-being of all its students, and believes it has a responsibility to assist students in dealing with a variety of teen issues including drug and alcohol use. The drug-testing program is only one part of a comprehensive Safe and Drug Free Schools and Community program. It is designed to identify students in need of help and to provide them, and their parents, with the necessary resources to deal with substance abuse and other issues. **This program does not affect the current policies, practices, or rights of Washington High School with drug and/or alcohol possession or use, where reasonable suspicion is obtained by means other than drug testing through this policy. Washington High School reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.**

The drug testing program is not intended to be disciplinary or punitive in nature. Students involved in extracurricular activities need to be exemplary in the eyes of the community and other students. With a program, such as this, Washington High School is "Raising the Bar" on the expectations of

our students. It is the purpose of this program to prevent students from participating in extracurricular activities while he/she has drug residues in his/her body, and it is the purpose of this program to educate, help, and direct students away from drug and alcohol abuse and toward a healthy and drug free participation. No student shall be expelled or suspended from school as a result of any verified "positive" test under this program other than stated therein.

The objectives of this drug-testing program are;

- A. To ensure the health and safety of all students who represent Washington High School in any competitive after school and/or extracurricular activities;
- B. To serve as a deterrent to the use of illegal drugs, performance-enhancing drugs, and/or alcohol among the student body;
- C. To offer students a credible means to resist peer pressure as it relates to the use of illegal drugs, performance-enhancing drugs, and/or alcohol;
- D. To provide a ready source of assistance to any student who may be using illegal drugs, performance-enhancing drugs, and/or alcohol.

The policy covers all students in grades 9-12 who participate or intend to participate in competitive after school, extracurricular activities and/or drive a vehicle to and from school. The school identified activities and organizations are listed in the policy and are on file in the high school office.

****Please note:** In addition to the school-wide list of identified activities to be included in the random drug-testing program, administrators will also identify specific extracurricular activities to be included in the school's random-drug testing program.

In keeping with local guidelines, competitive after school and/or extracurricular activities are defined as school-sponsored, school-related activities, including identified elective offices, or participation in identified clubs, teams, or organizations.

It is mandatory that each student who participates in competitive after school activities, extracurricular activities, or drives to school sign and return the consent form prior to participation in any activity. Failure to comply will result in non-participation. Each participating student shall be provided a consent form, which shall be dated and signed by the participant and by the parent/guardian. In so doing, the student is agreeing to participate in the random drug testing program at Washington High School.

- A. Washington High School will pay for all initial random drug tests. Once a student has a verified positive test result, any future follow up testing that must be conducted will be paid for by the student or his/her parent/guardian. This must be done to remain in good standing and retain the services of the vendor.
- B. A request from a parent or an appeal for another test of a positive urine specimen is the financial responsibility of the student or his/her parent/guardian.
- C. Counseling and treatment by non-school agencies is the financial responsibility of the student or his/her parent/guardian.

Under this drug testing program, any staff, coach, or sponsor of Washington High School who may have knowledge of the results of a drug test will not divulge to anyone the results of the test or the disposition of the student involved, other than in the case of a legal subpoena being made upon that person in the course of a legal investigation. Once again, this will underscore the Washington High Schools commitment to confidentiality with regards to the program.

Drugs to be screened for include, but are not limited to, the following:

1. Amphetamines/Methamphetamines
2. Cannabinoids (marijuana)
3. Benzodiazepines
4. Ethanol (alcohol)
5. Barbiturates
6. Cocaine
7. Opiates
8. Phencyclidine (PCP)

5. Cotinine (nicotine metabolite)

ILLEGAL SUBSTANCES

1. Students suspected of being under the influence of narcotic drugs, marijuana or other illegal substances shall be referred to the office.
2. Local law enforcement will be notified.
3. The parent/ guardian will be notified of the circumstances, and a drug test will be ordered to be performed that same day.
4. A positive result on a drug screen or breathalyzer (or refusal to submit to these tests) may result in an expulsion for the remainder of the academic school year.

TOBACCO POLICY

It is a policy of the Board of Trustees of the Washington Community Schools to ban the use of tobacco by students. The policy is "In order to protect students who choose not to use tobacco from an environment that might be harmful to them, the School Board prohibits the use of and/or possession of tobacco and lighters/matches by students in school buildings, on school buses, while attending any school-related event, or within 1000 feet of school property.

For the purpose of this policy, use of tobacco shall mean all uses of tobacco, including cigar, cigarette, pipe, snuff, or any other matter or substance that contains tobacco.

The administration of each school building will take action in cases involving students who use tobacco in violation of this policy."

STATE LAW

Indiana Code 35-46-1-10.5 bans the purchase of tobacco by minors. "A person less than eighteen (18) years of age who (1) purchases tobacco; or (2) accepts tobacco for personal use; commits a Class C infraction." This law may be enforced by any law enforcement officer or court of law.

CONSEQUENCES OF POSSESSION OR USE OF TOBACCO BY STUDENTS

Students who are found in possession of or who are observed using tobacco in violation of School Board policy and State Law are subject to the following disciplinary measures:

Tobacco Offense – On or Off Campus

1. The student will be offered a contractual agreement to attend the Tobacco Education Group (TEG) Program. Failure to attend or complete the program will result in step 2...
2. Community Service: Two Saturdays, 6-8 hours. Failure to comply, step 3...
3. Meeting with all stakeholders to determine an adequate disciplinary intervention(s).

Note: Any tobacco products or paraphernalia will be confiscated; parents notified, and if the situation dictates, law enforcement will also be notified. The TEG program will be enforced throughout the calendar year for all minors in the community. Students who are 18 years of age and older will be accountable to this policy during the school day or during school functions or activities.

AUTHORITY ASSISTANCE

In addition to the above penalties, a situation involving a student found to be in violation of section of 11d of the Indiana code may be handled in the following manner:

1. Police will be called to transport the student to the police station
2. Police will notify parents to report to the police station.
3. School officials will suspend the student and recommend expulsion for the remainder of the current semester and the next full semester with a review of the case between semesters
4. Prosecutor will be notified and may file applicable charges.

Each incident will be investigated by school officials and appropriate action taken based on the evidence found. In all cases a hearing will be held by the Principal or Assistant Principal prior to

any suspension. A parent conference may be required before the student returns to class and juvenile authorities will be contacted if necessary. As soon as reasonably possible a letter will be sent to the parents notifying them of the suspension or pending expulsion.

SCHOOL SEARCHES

If deemed necessary, school officials may, in cooperation with the police and prosecutor, request a canine unit to search school premises. The procedure will be as follows:

1. The searches will be unannounced
2. If students are found to be in possession of, or under the influence of an illegal substance, alcohol, marijuana, etc. procedures described above in Authority Assistance will be followed.

LUNCH/CAFETERIA

Students will be provided with a 30 minute (approximate) lunch period... includes passing period. The school cafeteria is maintained as a vital part of the health program of the school. To encourage good eating habits, nutritious food is offered at reasonable prices. Students may also bring their lunch from home.

RULES:

1. Running in the school and cafeteria is prohibited.
2. Running out of the building is prohibited.
3. Cutting the line is prohibited.
4. Food and drink are to be eaten in the cafeteria.
5. Throw away your trash. Trash should be thrown into trash containers.
6. Return all trays and utensils to the dishwashing area.
7. After eating, students must remain in the cafeteria. This applies to all students regardless of grade level (may be revised by administration to allow upperclassmen the flexibility to leave campus).
8. Students are to maintain a low tone of voice while in the cafeteria. Students who are loud and disruptive will be removed and placed in lunch detention.
9. Students who receive a free or reduced lunch are prohibited from sharing their lunch with their peers.
10. Students who leave the building for lunch (12th grades) must eat their lunch outside of the school building.
11. Students returning from open campus must enter through Gates 1, 4, or 5. Students must remain in the immediate area of Gate 4 and 5 until the bell rings. Students returning from outside will not be allowed to enter the cafeteria, however, may be given permission to sit in an assigned area in the gymnasium.
12. Students will not be allowed to bring drinks or food into the school; however, students are allowed to package their personal lunch at home and bring it to the cafeteria for lunch hour.
13. Open campus is a privilege extended to students in the 12th grades. Failure to follow guidelines may result in a student's open campus being revoked.
14. Any student who leaves closed campus for an appointment must bring written documentation from that facility.
15. Parents of closed campus students are not permitted to take their students to lunch.
16. **Any 12th grade student who leaves for lunch early without authorization from administration will have his/her open campus privileges revoked for the remainder of the academic school year.**

A federally funded free and reduced price lunch program is available to eligible students: information about the program is available in the Main Office.

CLOSED CAMPUS INFRACTIONS

Campus is closed to all 9th, 10th, 11th grade students. Students who violate this policy will be disciplined in accordance with truancy guidelines on page 8.

OPEN CAMPUS GUIDELINES

Students in grade 12 may go to outside facilities to eat or purchase food, but are not to loiter on parking lots, private property or on the sidewalks.

NURSE'S OFFICE

W.H.S. is responsible for the emergency handling of a sudden illness or accident. When a student is injured or becomes ill while at school, it is the responsibility of the student to report to the Nurse's Office. Students will be required to serve an extended day or a Saturday School to make up lost classroom time due to visits to the school nurse. Each student visit will be logged and administration will make the decision on makeup time and dates.

Students feeling too ill to remain in class will be sent home after contact with a parent has been made. Students who sit in the nurse's office for a period or more are considered absent and the absence counts toward the attendance policy.

VALUABLE POSSESSIONS

For your own protection, PLEASE DO NOT BRING VALUABLE ITEMS TO SCHOOL.

LOST AND FOUND

A lost and found area is maintained in the main office. Students who find lost articles are asked to turn these articles in at the main office. Students may claim these articles by properly identifying them. Lost articles not claimed within a reasonable time will be given to charitable organizations.

TEXTBOOKS

All basic texts are rented to students for their use during the school year. Workbooks and other supplies are paid for by the student. Textbooks are to be kept clean and handled carefully.

Please be sure your name is written on the book pocket in case the book is misplaced. You will be required to pay for lost or damaged books. Students who may have a problem concerning payment should contact the Mrs. Holly Payton in the main office. Students are responsible for their books even if they are stolen or lost. If due to a stolen or misplaced book another book is issued, the student will be responsible for payment of both books when books are collected.

BUYING, SELLING OR COLLECTING MONEY

All fund raising projects are to be approved by the Administration and the Board of Education. No private sales are to be made. Any merchandise or items not approved for sale will be subject to confiscation. Only school sponsored sales projects will be approved.

STATEMENT OF LOCKER POLICY

All lockers and desks made available for student use on the school premises are the property of the school corporation. These lockers and desks are made available for student use to store school supplies and personal items necessary for use at school. These lockers and desks are not to be used to store items which cause, or can reasonably be foreseen to cause, an interference with school purposes or an educational function or which are forbidden by state law or school rules.

The student's use of the locker or desk does not diminish the school corporation's ownership or control over these items. The school corporation retains the right to inspect the locker or desk and its contents to insure that the locker or desk is being used in accordance with their intended purpose, and to eliminate fire or other hazards, maintain sanitary conditions, attempt to locate lost or stolen material and to prevent use of the locker or desk to store prohibited or dangerous materials such as weapons, illegal drugs, alcohol or tobacco.

Lockers

Locker spaces with built-in combination locks are provided to each student on a voluntary basis

within the following guidelines:

1. Students sign-up for locker space.
2. Only school issued combination pad locks will be permitted.
3. The school assumes **NO** responsibility for loss or damage to any item in a locker, locked or unlocked.
4. Students are allowed to bring their lunch to school, stored in a leak proof container. The container must be emptied of all food items after lunch and taken home daily for cleaning.

Each student will be assigned a locker at the beginning of the school year. Students **should keep their lockers locked at all times**. Students should not share lockers or use other students' lockers - unless assignment is made by the office. Students should not write in or on lockers. Decals and similar materials are not to be placed inside or outside. Students are encouraged to keep their lockers cleaned out.

Locker Rules

In order to implement the school corporation's policy concerning student lockers, the school board adopts the following rules and regulations:

1. Locks:

The school corporation will retain access to student lockers by keeping a master key. Students may not use their own locks to prevent access to lockers by school officials. Any unauthorized locks may be removed without notice and destroyed.

2. Inspection of All Lockers:

A. An inspection of all lockers and desks in the school, or all lockers and desks in a particular area of the school, may be conducted if the principal, superintendent or assistant superintendent reasonably believes that such an inspection is necessary to prevent, impede or substantially reduce the risk of (1) an interference with school purposes or educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state or school rules. Examples of circumstances justifying a general inspection of a number of lockers or desks include the following:

- (1) When the school corporation receives a bomb threat
- (2) When evidence of drug or alcohol use creates a reasonable belief of an unusually high level of student use
- (3) At mid-term, end of grading period, and before school holidays to check for missing library books, missing materials, lab chemicals, or school equipment;
- (4) Where student violence or threats of violence create a reasonable belief that weapons are stored in the lockers.

B. If a general inspection of a number of lockers is necessary, then all lockers in the defined inspection area will be examined. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

3. Involvement of Law Enforcement Officials:

A. The principal, superintendent or assistant superintendent may request the assistance of law enforcement officials to assist the school administrators in inspecting lockers or desks or their contents for purposes of enforcing school policies only if such assistance is required

1. to identify substances which may be found in the lockers
2. to protect the health and safety of persons or property, such as to aid in the discovery and disarming of bombs, which may be located in the lockers.

4. Locker Maintenance:

Nothing in these rules shall affect members of the custodial staff who, at the direction of the

principal, clean out (a) lockers from time to time in accordance with general housekeeping schedule or (b) the locker of the student no longer enrolled in the school. Further, the custodial staff may open a student's locker during any vacation period if they have reason to believe such locker contains rotting, spoiling, or mildewing items such as food, wet clothes, etc.

5. Publication Of Rules:

A copy of these rules shall be provided to each student and his/her parents or guardian at the start of each school year or as soon as practicable after the student's enrollment in the school. Copies of the rules shall be posted in the principal's office and other prominent places generally used for announcements to students.

MEDIA CENTER

Students are encouraged to make proper use of the library to complete lessons, to further their special interests, or to read for enjoyment. Library patrons are expected to conduct themselves in a quiet, orderly manner and return materials to their designated places. The library is available before and after school and during class time on a teacher-arranged basis.

VISITORS

Please do not bring visitors to school with you during school hours. Parents and school officials are always welcome. Visitors must report to the Principal's Office for a visitor's pass.

FIRE DRILLS

A fire drill will be held monthly. Follow the "Fire Drill Procedure" sheet that is posted in each room. It is the responsibility of all students to be familiar with the fire drill route in each of their respective classrooms. Walk quietly; in case an exit is blocked, follow the "alternate exit." In all cases move quickly out of the building. Students are to remain outside the building until a signal is given to return inside.

TORNADO DRILLS

Teachers are instructed to lead their classes to the area assigned in the event of a tornado drill. Students should familiarize themselves with the assigned area before a drill is held. Classroom area assignments are posted in each classroom.

SCHEDULE AND DELAY SCHEDULE

Mon/Wed (SSR)

Period 1: 8:05 – 8:55

Period 2: 9:00 – 9:46

SSR: 9:46 – 10:09

Period 3: 10:14 – 11:01

Period 4: 11:06 – 11:53

Lunch and Period 5 Class: 11:58 – 1:36

Lunch 1: 11:58 – 12:28

(Class: 12:32 – 1:36)

Lunch 2: 12:32 – 1:02

(Class: 11:58 – 12:32 & 1:06 – 1:36)

Lunch 3: 1:06 – 1:36

(Class: 11:58 – 1:02)

Period 6: 1:41 – 2:28

Period 7: 2:33 – 3:20

Tues/Thurs/Fri (Home Room)

Period 1: 8:05 – 8:51

Period 2: 8:56 – 9:42

Home Room: 9:47 – 10:09

25 MINUTE PEP SESSION

Period 1: 8:05-8:50	Period 5 & Lunch: 12:15-1:53
Period 2: 8:55-9:40	Lunch 1: 12:15-12:45 (Class: 12:49-1:53)
Period 3: 9:45-10:30	Lunch 2: 12:49-1:19 (Class: 12:15-12:49 & 1:23-1:53)
Period 4: 10:35-11:20	Lunch 3: 1:23-1:53 (Class: 12:15-1:19)
Period 6: 11:25-12:10	Period 7: 1:58-2:45
	Pep Session: 2:55-3:20

40 MINUTE PEP SESSION

Period 1: 8:05-8:48	Period 5 & Lunch: 12:05-1:43
Period 2: 8:53-9:36	Lunch 1: 12:05-12:35 (Class: 12:39-1:43)
Period 3: 9:41-10:24	Lunch 2: 12:39-1:09 (Class: 12:05-12:39 & 1:13-1:43)
Period 4: 10:29-11:12	Lunch 3: 1:13-1:43 (Class: 12:05-1:09)
Period 6: 11:17-12:00	Period 7: 1:48-2:30
	Pep Session: 2:40 – 3:20

ONE HOUR DELAY

Period 1: 9:05-9:45	Period 5 & Lunch: 12:15-1:53
Period 2: 9:50-10:40	Lunch 1: 12:15-12:45 (Class: 12:49-1:53)
Period 3: 10:45-11:25	Lunch 2: 12:49-1:19 (Class: 12:15-12:49 & 1:23-1:53)
Period 4: 11:30-12:10	Lunch 3: 1:23-1:53 (Class: 12:15-1:19)
	Period 6: 1:58-2:35
	Period 7: 2:40-3:20

TWO HOUR DELAY

Period 1: 10:05-10:35	Period 5 & Lunch: 12:25-2:03
Period 2: 10:40-11:10	Lunch 1: 12:25-12:55 (Class: 12:59-2:03)
Period 3: 11:15-11:45	Lunch 2: 12:59-1:29 (Class: 12:25-12:55 & 1:33-2:03)
Period 4: 11:50-12:20	Lunch 3: 1:33-2:03 (Class: 12:25-1:29)
	Period 6: 2:08-2:38
	Period 7: 2:43-3:20

EXTENDED 40 MIN. HOMEROOM SCHEDULE

Period 1: 8:05-8:50	Period 5 & Lunch: 12:05-1:43
Period 2: 8:55-9:40	Lunch 1: 12:05-12:35 (Class: 12:39-1:43)
HR: 9:45-10:25	Lunch 2: 12:39-1:09 (Class: 12:05-12:39 & 1:13-1:43)
Period 3: 10:30-11:15	Lunch 3: 1:13-1:43 (Class: 12:05-1:09)
Period 4: 11:20-12:05	Period 6: 1:48-2:30
	Period 7: 2:35-3:20

AM CONVOCATION

Period 1: 8:05-8:50	Period 5 & Lunch: 12:15-1:53
Period 2: 8:55-9:40	Lunch 1: 12:15-12:45 (Class: 12:49-1:53)
Period 3: 9:45-10:25	Lunch 2: 12:49-1:19 (Class: 12:15-12:49 & 1:23-1:53)
Period 4: 10:30-11:10	Lunch 3: 1:23-1:53 (Class: 12:15-1:19)
Convocation: 11:15-12:10	Period 6: 1:58-2:35
	Period 7: 2:40-3:20

PM CONVOCATION

Period 1: 8:05-8:47	Period 5 & Lunch: 12:00-1:38
Period 2: 8:52-9:34	Lunch 1: 12:00-12:30 (Class: 12:38-1:38)
Period 3: 9:39-10:21	Lunch 2: 12:34-1:04 (Class: 12:00-12:30 & 1:08-1:38)
Period 4: 10:26-11:08	Lunch 3: 1:08-1:38 (Class: 12:00-1:04)
Period 6: 11:13-11:55	Period 7: 1:43-2:25
	Convocation: 2:30-3:20

SCHOOL CLOSINGS

In case of severe weather - the official announcements for school closings may be heard on the local radio stations WAMW or WWBL. Listen to these stations and do not call the school or administrators.

SUBSTITUTE TEACHERS

These teachers are recognized by the administration the same as the classroom teacher. Students will be expected to afford them the same courtesy and cooperation as the regular classroom teacher.

TELEPHONES

The school telephones are for school business only. Students should not ask to use them unless the need is urgent. Even then, it is necessary to ask permission of the person in charge. **STUDENTS WILL NOT BE EXCUSED FROM CLASS TO ANSWER THE TELEPHONE, EXCEPT IN CASE OF EMERGENCY.** Parents who call should leave messages to be delivered to students.

STUDENT COUNCIL

Our Student Council is charged with the responsibility to guide and represent the best interests of the student body in their best interests, to improve student conditions, and to improve the student-faculty relationship. They are also charged with the responsibility to encourage and guide wholesome student activities. Representatives of the Student Council are selected annually by each class. The administration, faculty and staff look forward to working with the Student Council to improve the quality of the total school program at Washington High School.

STUDENT INSURANCE

Although the school carries Major Liability Insurance, we expect the parent to provide for the child's Accident and Medical Insurance.

ATHLETIC ELIGIBILITY

Washington High School will follow the guidelines set forth by the IHSA Handbook Rule C-18-1 page 56.

To be eligible, students must have received passing grades at the end of the previous grading period in at least five full credit subjects (or the equivalent) and must be enrolled in at least five full credit subjects (or the equivalent). Semester grades will take precedence over nine week grades.

SPORTSMANSHIP

Washington High School is proud of its athletic tradition and fan support. Good sportsmanship is expected both at home and at away events for athletes and fans.

CHANGE OF ADDRESS

Any student who has a change of address or phone number after filling out a registration card should notify the office.

WASHINGTON HIGH SCHOOL PROM

The Washington High School Prom has been a festive spring occasion for our students. Juniors and seniors may attend the prom with anyone who is at least a high school student or who has not reached the age of 21 and is in good standing. **Revealing or midriff prom dresses will not be allowed.**

STUDENT/TEACHER PARKING

Students caught parking in a designated visitor(s), student, faculty or staff parking area will be subject to the following procedure:

First offense Warning
Second offense Vehicle towed at owner's expense.

INTERNET POLICY

Policy 61632

Washington Community Schools, Inc.

Acceptable Use Policy on School Corporation-Provided

Access to Electronic Information, Services, and Networks

Washington High School requires all students to have an Acceptable Use Policy (AUP) signed by both a parent or guardian and the student before access will be allowed to the student's individual computer account. There is a two-week grace period at the beginning of school and for new students before the account will be disabled. To have the account re-enabled, a properly-completed AUP must be submitted to the Information Technology department. At the beginning of the school year, all students will receive a copy of the AUP form which must be brought back completed to WHS following the directions on the signature page. Should a student not receive a copy, they are responsible for obtaining one from the principal's office and submitting it by the deadline, or their account will be disabled.

NON-ISSUANCE OR INVALIDATION AND REVALIDATION OF A PERSON'S OPERATOR LICENSE OR LEARNER'S PERMIT

Non-Issuance

A driver's license or learner's permit may not be issued to an individual less than eighteen (18) years of age who meets any of the following conditions:

1. Is a habitual truant as defined in board policy 5119.1
2. Is under at least a second suspension from school for the school year under IC 20-33-8-7
3. Is under and expulsion from school due to misconduct under IC 20-33-8-3
4. Is under and exclusion from school due to misconduct under IC 20-8.1-5-5(1)
5. Has withdrawn from school before graduating in an effort to circumvent the sanctions listed under this subsection as determined by the superintendent of schools in which the student is enrolled. (IC 9-24-2-1)
6. Has withdrawn from school for a reason other than financial hardship.

The school principal is to notify the Indiana Bureau of Motor Vehicles of a student who meets any of the above conditions using Form A: 4/95.

Invalidation

If a person is less than eighteen (18) years of age, a habitual truant, under a second suspension, an expulsion, or exclusion, or has withdrawn from school as described in IC 9-24-2, the Indiana Bureau of Motor Vehicles shall, upon notification by the student's principal, invalidate the person's license or permit. The invalidation will expire

1. The longer of 120 days after the student is suspended or the end of the semester during which the student returns to school.
2. The person becomes eighteen (18) years of age.
3. The suspension, expulsion, or exclusion is reversed after the person has had a hearing under IC 20-8.1-5.

The school principal is to notify the Indiana Bureau of Motor Vehicles of a student who meets any of the conditions listed above using Form A:4/95.

Revalidation

Revalidation of the permit or license is allowed if the following conditions are met:

1. The student has enrolled in a full-time or part-time education program and has participated in 30 or more days in the program
2. The student submits to the Bureau of Motor Vehicles a statement, which contains the verified signature of the principal or board president of the program in which the student is enrolled and notification that the student has complied with the conditions of subdivision

WORK PERMITS

WORKING HOURS RESTRICTIONS

Current working hour restrictions are listed on the "Intention to Employ A/1" form. Limited exemptions to the restrictions are covered by state law. If a minor is working after 7:30 a.m. or before 3:30 p.m. on a school day, the employer must have written permission from the minor's school.

PROHIBITED OCCUPATIONS

Current prohibited occupations are listed on the "Employment Certificate."

DENIAL AND REVOCATION OF WORK PERMITS

The issuing officer, Washington High School, may refuse to issue a work permit if the minor's grades and/or attendance do not meet the school corporation's standards. Once issued, the issuing officer may revoke a work permit for the same reasons. The corporation's standards are

- A. If a student experiences a drop of two letter grades in any subject from one grading period to the next, or if a student fails to pass three subjects, that student's work permit may be revoked.
- B. If a student has five (5) or more unexcused absences in one term, or 10 tardies cumulative in a semester, that student's work permit may be revoked.
- C. If a student misses a full day of school, but works after school, that student's work permit may be revoked.

Should a student have his/her work permit revoked the following actions will take place:

1. The student will be notified in person and in writing. The student will be given the requirements necessary to have the work permit reissued at the earliest possible date.
2. The parent and the employer will be notified in telephonically and in writing that the student's work permit has been revoked.

HISTORY OF WASHINGTON HIGH SCHOOL

The first record of a school in Washington is that of the Seminary located on the corner of Walnut and Fifth Streets in 1837. In 1877, because of inadequate space, this four-room structure was replaced by a three-story brick building. Its loss by fire in 1897 necessitated the building of what was the Walnut Street grade school building. It later served as a combined high school and grade school. Shortly thereafter, an increased enrollment gave rise to the need for additional space. As a

result, a new high school building was constructed in 1913. This building was used for high school classes until 1967, and then was used for junior high classes, until it was razed in 1979. The community gymnasium, now the junior high gym, became a part of the school system in 1925, and the football stadium was completed in 1939.

NORTH CENTRAL ASSOCIATION

Washington High School has been a member school of the North Central Association of Secondary Schools and Colleges since 1904. WHS retains this membership by conforming to rigid requirements set up for membership. It also holds a First Class Commission from the Indiana Department of Education.

We are very proud and pleased to announce that WHS was given "Award of Excellence" in recognition of the school having met, with no deficiencies, all of the standards in the North Central Association Policies and Standards.

Students graduating from WHS find that their credits are recognized and accepted by any college or university.

COUNSELING SERVICES

The Counseling Services at WHS are student-centered with the goal to assist all students in achieving their greatest potential.

Students who wish to meet with a counselor should complete and submit a **Counselor Notice** form. Activities are designed to create experiences that relate to Social-Personal, Educational, and Career Development. Conferences with students receive the first consideration of the counselor's time; individual conferences and group meetings are scheduled on a regular basis or as demand merits.

Social-Personal

Social and personal competencies are of major concerns for the high school student. Counselors stand ready to assist students in developing coping skills to better relate to peers, teachers, and parents. Students who need to express concerns, seek assistance, develop strategies, or desire to reconcile conflicts are encouraged to contact their counselor.

Educational

Each student's progress is monitored as that student moves through his/her educational career. Counselors assist with planning class schedules, developing a four-year program, and evaluating credits earned. The counselor often acts as an information person and consultant to bring together the efforts of students, teachers, and parents to ensure better academic performance and assist students in realizing their potential. Performance is evaluated by achievement tests, grade cards, progress reports, parent-teacher conferences, and interpretation of test scores.

Career Development

Each student is encouraged to develop an appropriate goal beyond high school graduation, whether it is further schooling, full-time employment, or the military. Counselors present information on colleges and technical schools for students who desire further schooling.

Students have opportunities to take interest inventories, in order to learn what types of careers might be appropriate for them. As the cost of post-secondary education continues to rise, considerable effort is made to assist seniors in applying for and obtaining all possible financial aid.

EARLY COLLEGE PROGRAM

Through a partnership with Vincennes University, students at WHS can earn numerous college credits while in high school. Presently courses include: Physical Education, Computer Applications, VU Composition, Human Anatomy, Advanced Biology, French IV and Spanish IV, World History and Earth Science. More information is available in the counseling office.

ATHLETIC CODE OF CONDUCT

All students participating in sport activities are responsible for knowing the code of conduct and the penalties for violations. Each athlete is to have a signed copy on file in the athletic office before participation can occur.

WASHINGTON HIGH SCHOOL FIGHT SONG

Fight, fight for old Washington
Fight until the battle is won
For old gold and black on high
Sing Washington's praises to the sky
Although the odds be great or small
Old Washington will win over all
As our loyal sons and daughters march on to victory

(Hey) Beat'um, Bust'um
Beat'um, Bust'um that's our custom
Fight (Hey), Fight (Hey), Fight, Fight, Fight
(Repeat)