MISSION
The mission of Washington Junior High School is to develop the human potential in all of our students.

TECHNOLOGY VISION
The vision of Washington Community Schools is to utilize technology in a manner that empowers students to actively and meaningfully engage in the world.

STUDENT TECHNOLOGY
Washington Junior High School is a 1:1 school. The technology handbook, including terms and agreements, will be made available for parents and students. Students are expected to have their Chromebooks charged and with them each day. Students are required to have their Chromebooks in the protective case at all times.

WELCOME
Washington Junior High School is an exciting place. Many new opportunities and experiences are waiting just for you. Take advantage of these and enjoy your time at our school. It is time for you to take on more responsibilities for yourself. Do what you know is right, work hard and success will surely come to you. Please take the time to review this handbook. It will help you stay on the right track. I am here to help you in any way I can.

Mr. Arnold, Principal

DAILY MORNING PROCEDURE
1. All students may enter the building at 7:50 a.m. All students arriving before 7:50 will meet in the junior high gym. Parents are asked to cooperate by not sending children too early.
2. From 7:50 to 8:05 a.m. students may go where they wish within the building. Students shall respect other students and teachers in regards to traffic.
3. Students are not to enter the office until 7:50 a.m.
4. All stand-still traffic in the halls should be to the side, leaving the center for free traffic.
5. All students are to be seated in their assigned classroom at 8:05 a.m.

W.J.H.S. ATTENDANCE GUIDELINES
All students, in order to receive the maximum benefits from the educational program of Washington Junior High School (W.J.H.S.), must be in attendance on all prescribed school days except those exempted by law or by policies of the school. Regular school attendance is the direct responsibility of students and parents. Parents are required to call the school each day to report student absences.

REGULATIONS
To reach our goal of 95% attendance, a student should miss no more than nine days of school for the year.

EXCUSED ABSENCES
1. Student is ill and parent/guardian contacts the school. (up to ten days)
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 General assembly.
8. Funeral of immediate family member.
9. School sponsored events.
10. Administrative suspensions.
11. Working the polls on Election Day with approval.
12. Documented court appearances.
14. Extenuating circumstances as determined by the administration.

UNEXCUSED ABSENCES
1. Truancy-failure to report to school or be in an assigned area without permission.
2. Oversleeping.
3. Absence from school without parents contacting school to verify absence.
4. Leaving school without permission.
5. No transportation.
6. Babysitting or caring for parent.
While good attendance is essential for success in school, students should not be in attendance when they are sick. **Parents must** call the school when their child is absent or send a note explaining the reason for the absence upon return.

The State of Indiana stresses the importance of maximum student attendance. In fact, each Indiana school is evaluated by the attendance rate of its students. The state views an average student attendance rate of 97% as a minimum target. Only in extreme cases should a student miss more than ten days during the school year. If a student misses more than ten days the Child Protective Services and or probation may be contacted by the school for further investigation.

Absences after ten (10) will be marked as unexcused without a doctor’s statement.

Medical notes must be brought to school no later than two days after the absence. Backdated medical notes will not be accepted.

**REASONS FOR ABSENCE FROM SCHOOL**

While attendance is important there are some reasons when a child should stay home from school. Following the guidelines of the Daviess County Health Department, some reasons for not attending school are: 1) contagious disease 2) temperature over 100 degrees (may return after 24 hours fever free without fever reducing medicine), 3) Impetigo, 4) Pediculosis (Lice), 5) Conjunctivitis (Pink eye), 6) Tinea (Ringworm). Other reasons may include recuperating from surgery or other medical procedure which may render the student immobile or bed fast.

If your student reaches **2 unexcused** absences, a letter may be sent to explain the Indiana Compulsory Attendance Law and the consequences for violating the law.

If your student reaches **4 unexcused** absences, the parent/guardian may be required to meet with the school administrator and the Daviess County Juvenile Court may be notified.

If your student reaches **7 unexcused** absences, you may be scheduled to appear in Daviess County Juvenile Court.

Cases will be determined on an individual basis by the school administration.

A student who is absent from school without good cause will be considered to be truant. Truancy may be handled in the following manner:

a. **First offense**
   - Extended Day and parent notification.

b. **Second offense**
   - Appropriate punishment, parent conference, and notification of juvenile authorities.

c. **Third offense**
   - A conference with parent/guardian will be held to determine course of action.

School officials reserve the right to investigate a student’s absences as part of their responsibilities under state attendance law.

**TARDY POLICY**

A student will be considered tardy if he/she is not in the classroom when the bell rings at the beginning of each class period. A tardy will be **excused** if a student has a pass signed by a teacher, the nurse or the office.

Students with multiple/excessive tardiness may be subject to disciplinary action ranging from loss of privileges, detention, extended day or up to suspension/expulsion.

**CLOSED CAMPUS**

During the hours of the school day, no student is to leave school without permission from the office. Parents are asked to notify the school in writing if it is necessary for their child to leave.
school for a doctor’s appointment; this includes lunch time. Students leaving campus will be released to parents or guardians only unless prior arrangements have been made. The person picking up a student must enter the building and sign the student out. Upon arrival in the morning, students are not to leave the campus.

TELEPHONES
The telephones in the offices at school are to be used for school business and emergencies. Students should not ask to use the school phones unless it is an emergency. Students are to make telephone calls during home room at the teachers’ discretion.

CELL PHONES/ELECTRONIC DEVICES
Cell phones are to be out of sight/silent inside the school building during school hours. This includes but is not limited to: classrooms, hallways, stairwells, gym, etc. Cell phones are strictly prohibited from office areas, restrooms/locker rooms and any other area deemed private by school officials. These guidelines also pertain to other electronic devices excluding school issued Chromebooks.

Cell phones may be in your locker, Chromebook case or pocket, etc. Cell phones may not be openly carried in your hand or placed on your desk. Answering texts/calls is not an acceptable reason to have your phone out. Parents are to be contacted through the office, not with student phones.

Students in violation are expected to turn over their phones when requested. Failure to do so, will be considered insubordination and may result in suspension from school.

1st Offense - Device is confiscated and returned to the student at the end of the day.
2nd Offense – Device is confiscated. Device returned to parent. Student is assigned an Extended Day.

Excessive cell phone offenses will be handled at the discretion of the administration.

While on school grounds, during school hours or at school functions, students are not allowed to record in any form (audio, video, still photography) without prior permission from school personnel. Washington Junior High School is not liable for the theft or damage of electronic devices brought into the school by the student.

ILLNESS AT SCHOOL
Any student who becomes ill while in school should report to the office. All students must get a pass from the junior high office before going to the health suite. No student will be allowed to remain in the health suite for more than an hour. After this time the parent will be contacted and asked to come and take the student home.

USE OF MEDICATIONS
The School Board shall not be responsible for the diagnosis and treatment of student illness. The administration of prescribed medication and/or medically-prescribed treatments to a student during school hours will be permitted only when failure to do so would jeopardize the health of the student, the student would not be able to attend school if the medication or treatment were not made available during school hours, or the child is disabled and requires medication to benefit from his/her educational program.

For purposes of this policy, "medication" shall include all medicines including those prescribed by a physician and any non-prescribed (over-the-counter) drugs, preparations, and/or remedies. "Treatment" refers both to the manner in which a medication is administered and to health-care procedures which require special training, such as catheterization or intravenous or intramuscular injection.

Before any prescribed medication or treatment may be administered to any student during school hours, the Board shall require the written prescription from the child's physician.
accompanied by the written authorization of the parent. This document shall be kept on file in the office of the principal, and made available to the persons authorized to administer medication or treatment. The prescription must be in its original container, labeled with the student’s name and the exact dosage. At no time is the school to administer a dosage other than that authorized by the physician’s prescription.

Before any non-prescribed medication or treatment may be administered, the Board shall require the prior written consent of the parent. These documents shall be kept in the office of the principal. No student is allowed to provide or sell any type of over-the-counter medication to another student.

Medication that is possessed by a school for administration during school hours or at school functions, for students in grades K-8 may be released only to the student's parent or to an individual who is eighteen (18) years of age or older and who has been designated, in writing, by the student's parent to receive the medication.

The school nurse retains the discretion to administer a non-prescribed medication with approved documentation.

FOOD SERVICE COLLECTION

Free and Reduced Lunch Student
Free Meal benefit status students will not be allowed to have a negative meal account balance. Free lunch status allows a child to receive one (1) free breakfast and lunch every day. Ala carte items are not part of the USDA program and are not allowed to be charged. Reduced Meal benefit status students will be allowed to have a negative account balance up to a maximum dollar equivalent of $10.00. Ala Carte items are not part of the USDA program and are not allowed to be charged.

All Other Students
Students and adults are expected to pay cash daily or pay in advance for all food purchases. It is the responsibility of the family to keep their lunch account up to date. Charging can be embarrassing to the students. We encourage the parents/guardians to maintain their child's account throughout the school year.

The Washington Community School Corporation recognizes that on occasion, students may forget to bring meal money to school. To ensure that students do not go hungry, but also to promote responsible student behavior and minimize the fiscal burden to the Food Service Department, the District will enforce the following policies by grade level:

SECONDARY SCHOOLS (Grades 7-12):

Secondary school students are expected to remain aware of their meal account balance and to bring deposits as necessary. Cashiers remind students daily when their account is low or overdrawn. Students whose account has reached $0.00 or below will not be allowed to purchase meals unless they deposit money in their account or pay for the meal with cash.

Students with any negative balance will not be allowed to purchase ala carte items, including milk. If a student still forgets to bring money when needed, s/he must deal with the situation BEFORE going to the cashier with a full tray of food and no money.

The Food Service Department is not required by State or Federal law, or by Board policy, to provide a meal at no charge to students. Parents are responsible for all meals charged to their child's account. No ala carte snacks, beverages, or second meals may be charged resulting in a negative balance.

After thirty (30) days of any negative balance, collection procedures will be initiated on all negative balance accounts. If there is no response to letters and after it is judged that the usual methods to collect the money owed the District have failed, then action will be taken to collect in small claims court or turned over to a professional collection agency.
Emergency Meals:

An emergency meal is necessary when a student wants a meal but does not have money to pay for it. Elementary and secondary schools have procedures in place to ensure students do not go without a meal as outlined above.

An emergency breakfast consists of graham crackers and milk. An emergency lunch will consist of a peanut butter or cheese sandwich and a carton of milk. The cost of the emergency meals shall be fifty percent (50%) of the cost of a regular school meal. The cost of the emergency meal provided at this rate shall be added to the sum owed by and due from the student.

Notification:

Parents are encouraged to sign-up for the Harmony notification to monitor their child's account balance. This may be accomplished by going to "My Notification Profile" under Café Account. Daily and/or weekly notices may be sent via text and/or email.

SCHOOL DELAYS OR CANCELLATIONS

In addition to local media announcements, households will be notified by phone of school delays or cancellations using the Global Connect Notification System.

Social Probation

A student who has two failing grades for a grading period will be placed on social probation for the next grading period. Repeated discipline violations may result in social probation. Students will not be allowed to attend the next dance. The administration reserves the right to place students on social probation as the situation warrants.

Athletic Social Probation

Two failing grades in a grading period will result in ineligibility for the following grading period. Athletes who are assigned an Extended Day or more severe discipline may be suspended for a minimum of one contest.

The administration reserves the right to suspend athletes from multiple contests as the situation warrants.

GUIDANCE AND COUNSELING

The guidance office has been created primarily for one reason, to help the student. The office is open to all students, any time, before school, after school, and free time. Interviews with the counselor are scheduled to discuss personal problems, to plan programs, or to help in finding information.

SCHEDULE CHANGES

All students have been assigned to their classes with deliberation and balance. Changes in the immediate school year are discouraged. A student must have the approval of the principal or a counselor before dropping or enrolling in a class. A seventh grade student who is enrolled in honors classes and chooses to drop an honors class will NOT be allowed to enroll in the eighth grade honors class they dropped in seventh grade. (For example, if you drop seventh grade honors social studies, you will not be allowed to take eighth grade honors social studies. This could also affect enrollment in other honors classes.)

HONOR ROLL

Honor roll will be computed at the end of each grading period. High honors will consist of all A’s. Honors will consist of all A’s and B’s. Academic award recognition will be based on the first three nine-weeks average.

GRADING SYSTEM

Washington Junior High School operates on the semester plan with two nine-week grading periods. Report cards are usually issued the Friday following the end of the grading period. Washington Junior High School operates on the following grading system.

<table>
<thead>
<tr>
<th>Score Range</th>
<th>Grade</th>
<th>G.P.A.</th>
</tr>
</thead>
<tbody>
<tr>
<td>100-100</td>
<td>A+</td>
<td>4.0 G.P.A.</td>
</tr>
<tr>
<td>94-99</td>
<td>A</td>
<td>4.0</td>
</tr>
<tr>
<td>90-93</td>
<td>A-</td>
<td>3.75</td>
</tr>
<tr>
<td>87-89</td>
<td>B+</td>
<td>3.5</td>
</tr>
<tr>
<td>83-86</td>
<td>B</td>
<td>3.0</td>
</tr>
<tr>
<td>80-82</td>
<td>B-</td>
<td>2.75</td>
</tr>
</tbody>
</table>
ATHLETIC ELIGIBILITY
Two failing grades in a grading period will result in athletic ineligibility for the following grading period.

ELEARNING POLICIES

- All students are expected to participate in eLearning days used for lost instructional days due to inclement weather and/or planned PD days
- Parents/Students will be notified through School Messenger, TV/Radio (inclement weather), and via WCS website of eLearning days. For pre-planned eLearning days, teachers will communicate information to their students as well.
- Students must show proof of participation on eLearning days by satisfactorily completing eLearning day assignments within two school days following the eLearning day
  - Students will be counted present if school work is successfully completed on time. If work is not turned in at the end of the second day the student will receive an unexcused absence for the class periods/day the work is missing.
  - Teachers are responsible for keeping track of the day each assignment was assigned for record keeping purposes.

LOST OR DAMAGED BOOKS
Books rented to students are the responsibility of the student. Books which are torn up or stolen must be paid for by the student to whom the book was issued. Each book is numbered, and the book turned in at the end of the year must contain the number that was in the book issued to the student.

NON-CUSTODIAL PARENTS
A non-custodial parent, unless restricted by a court order, will be given access to all student report cards, student records, and disciplinary actions. The parent will also be allowed to participate in conferences, classroom visitations, and all other school activities.
A certified copy of a court order restricting the rights of the non-custodial parent shall be provided to the principal should a custodial parent wish to prohibit the distribution of information to, and the school visitations of, the non-custodial parent.

WASHINGTON JUNIOR HIGH SCHOOL DISCIPLINE
The purpose of our school is to provide the best possible educational environment for the students of our community. The student’s prime responsibility is to secure an education. We feel that this can occur only when an orderly atmosphere is maintained throughout the school environment.

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 20-8.1.5.1, the Board of School Trustees authorizes administrators and staff members to take the following actions:

1. REMOVAL FROM CLASS OR ACTIVITY-TEACHER: 1) A high school teacher will have the right to remove a student from his/her class or activity for a period of up to one (1) school day if the student is assigned regular or additional work to be completed in another school setting.
2. **SUSPENSION FROM SCHOOL - PRINCIPAL:** 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 ten (10) school days.

3. **EXPULSION:** 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 grounds for Suspension and Expulsion in this policy.

4. **BULLYING:**
   Bullying as defined in State law means overt, repeated acts or gestures, including verbal or written communications transmitted, physical acts committed, 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 other student. This type of behavior is a form of harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing. Any student who believes s/he has been or is currently the victim of bullying should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to a teacher or counselor who will be responsible for notifying the appropriate administrator or Board official. Anonymous reporting can be made at a collection point established in the building. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

   1. This rule applies when a student is:
      A. on school grounds immediately before or during school hours, immediately after school hours or at any other time when the school is being used by a school group (including summer school)
      B. off school grounds at a school activity, function, or event
      C. traveling to or from school or a school activity, function or event
      D. using property or equipment provided by the school

2. Bullying by a student or groups of students against another student with the intent to harass, ridicule, humiliate, intimidate, or harm the other student through overt, repeated acts or gestures, including verbal or written communications transmitted, and/or physical acts committed, or any other similar behavior is prohibited.

3. Parents or students who suspect that repeated acts of bullying are taking place should report the matter to the school principal or designee. School personnel will investigate all report of bullying.

4. Counseling, corrective discipline, and/or referral to law enforcement will be used to change the behavior of the perpetrator. This includes appropriate intervention(s), restoration of a positive climate, and support for victims and others impacted by the violation.

5. Educational outreach and training will be provided to school personnel, parents and students concerning the identification, prevention, and intervention in bullying.

6. All schools in the corporation are encouraged to engage students, staff and parents in meaningful discussions about the negative aspects of bullying. The parent involvement may be through parent organizations already in place in each school.

**GROUNDS FOR SUSPENSION OR EXPULSION**

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, threats, 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 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 education 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 function under 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. Fighting. 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 rule.
5. Threatening or intimidating any student, or staff member, for any purpose, including obtaining money or anything of value from the student.
6. Possessing, handling, or transmitting a knife or any object that can reasonably be considered a weapon, or is represented to be a weapon. Any object includes any item that is considered a weapon but is not a firearm as defined in rule #13 below. HB1093 makes possessing a knife on school property or on a school bus a Class B misdemeanor. Makes the offense a Class A misdemeanor if the offender has a previous unrelated conviction and a Class D felony if the offense results in bodily injury or serious bodily injury to another person. Adds battery against, and the harassment of, a school employee to the list of offenses that must be reported to a local law enforcement agency.
7. Possessing, using, transmitting, or being under the influence of any narcotic drug, tobacco substance, hallucinogenic drug, amphetamine, barbiturate, marijuana, synthetic marijuana, drug paraphernalia, alcoholic beverage, glue sniffing or intoxicant of any kind. Use of drug authorized by a medical prescription from a physician is not a violation of this rule.
8. 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.
9. 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.
10. Engaging in any activity forbidden by the laws of Indiana that constitutes an interference with school purposes or an educational function.
11. 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, engaging in sexual harassment of another person which includes sexually-related verbal statements, gestures or physical contact, engaging in voluntary or consensual sexually-related contact with another person;

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 hair style, which is profane, indecent, lewd, vulgar, or offensive to school purposes.

12. Knowingly 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.

13. **POSESSION OF 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 as defined in Section 921 of Title 18 of the United States Code:

- any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive

- the frame or receiver of any weapon described above

- any firearm muffler or firearm silencer

- 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

- any weapon which will, or which may be readily converted to, expel a projectile by the action of an explosive or other propellant, and which has any barrel with a bore of more than one-half inch in diameter

- 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

c. The penalty for possession of a firearm: ten (10) days suspension and expulsion from school for one calendar year. The length of the expulsion may be reduced by the superintendent if the circumstances warrant such reduction.

d. The superintendent shall notify the county prosecuting attorney’s office when a student is expelled under this rule.

14. Failing to have legal settlement in the attendance area of the school corporation.

The grounds for suspension or expulsion previously listed apply when a student is:

a. On school grounds immediately before, during, and immediately after school hours and at any other time when the school is being used by a school group;

b. Off school grounds at a school activity, function, or event, or

c. Traveling to or from school or a school activity, function, or event.

In addition to the grounds listed above, a student may be suspended or expelled for engaging in unlawful activity on or off school grounds if the unlawful activity may reasonably be considered to be an interference with school purposes or an educational function, or the student’s removal is necessary to restore order or protect persons on school property. This includes any unlawful activity meeting the above criteria 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.

Other disciplinary actions may be taken by Administration staff, a teacher, or other school staff members who have students under their charge to ensure a safe, orderly, and effective educational environment. Disciplinary action under this section may include the following:

1. Counseling with a student or group of students.
2. Conferences with a parent or group of parents.
3. Assigning additional work.
4. Rearranging class schedules.
5. Requiring a student to remain in school after regular school hours to do additional school work or for counseling.
6. Restricting extracurricular activities.
7. Removal of a student by a teacher from that teacher’s class for a period not to exceed one class period if the student is assigned regular or additional school work to complete in another school setting.
8. Assignment by the principal of:
   (A) a special course of study;
   (B) an alternative educational program; or
   (C) an alternative school
   (D) up to 120 hours of community service.
9. Removal of a student from school sponsored transportation.
10. Referral to the juvenile court.

WEAPONS

The School Board prohibits students from possessing, storing, making, or using a weapon in any setting that is under the control and supervision of the Corporation for the purpose of school activities approved and authorized by the Corporation including, but not limited to, property leased, owned, or contracted for by the Corporation, a school-sponsored event, or in a Corporation vehicle.

The possession of a firearm in or on school property, in or on property that is being used by a school for a school function, or on a school bus is a felony (I.C. 35-47-9-2) and is prohibited by Board policy. Possession includes storing the firearm in a personal vehicle while on school property. This prohibition applies to all students including those who have a personal protection permit to carry a handgun.

The term "weapon" means any 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 or safety of persons. Weapons include, but are not limited to, firearms, tasers, handguns, stun guns, guns of any type whatsoever, 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 (bombs, incendiary, grenade, Molotov cocktail, 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)

This policy also encompasses such actions as possession of look-alike items, false fire alarms, bomb threats, or intentional calls to falsely report a dangerous condition.

The Superintendent is authorized to establish administrative guidelines on weapons which require students to immediately report knowledge of weapons and threats of violence by students and staff to the building principal. Failure to report such knowledge may subject the student to immediate suspension and potential expulsion from school.

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
Items pre-approved by the building principal as part of a class or individual presentation or a theatrical prop used under adult supervision, if used for the purpose and in the manner approved, would be an exception to this policy; (Working firearms and any ammunition will never be approved as part of a presentation.)

**ANTI-HARASSMENT**

It is the policy of the Washington School Corporation to maintain an education and work environment which is free from all forms of unlawful harassment, including sexual harassment. This commitment applies to all School Corporation operations, programs, and activities. All students, administrators, teachers, staff, and all other school personnel share responsibility for avoiding, discouraging, and reporting any form of unlawful harassment. This policy applies to unlawful conduct occurring on school property, or at another location if such conduct occurs during an activity sponsored by the school corporation.

Then Washington School Corporation will vigorously enforce its prohibition against harassment based on sex, race, color, national origin, religion, disability, or any other unlawful basis, and encourages those within the School Corporation community as well as third parties who feel aggrieved to seek assistance to rectify the problems. Administration will investigate all allegations of harassment and in those cases where unlawful harassment is substantiated; there will be immediate steps taken to end the harassment. Individuals who are found to have engaged in unlawful harassment will be subject to appropriate disciplinary action.

For purposes of this policy, "School Corporation community" means students, administrators, teachers, staff, and all other school personnel, including Board members, agents, volunteers, contractors, or other persons subject to the control and supervision of the Board.

For purposes of this policy, "third parties" include, but are not limited to, guests and/or visitors on School Corporation property (e.g., visiting speakers, participants on opposing athletic teams, parents), vendors doing business with, or seeking to do business with, the Board, and other individuals who come in contact with members of the School Corporation community at school-related events/activities (whether on or off School Corporation property).

**GANGS**

The Washington School Corporation is committed to ensuring the safety of all students and staff and recognizes the rights of students of receive an education. Because the presence of gangs and gang-related activities can cause a substantial disruption of or material interference with the learning process and other school activities by arousing fear, alarm, resentment, anger, hostility or violence, thereby creating an intimidating, threatening or distracting school environment, gang related activities are prohibited in the Washington School Corporation.

No student on school property or at any school sponsored activity shall wear possess, use, distribute, display, or sell any clothing, medallions, or other jewelry, insignia, emblem, badge, patch, symbol, sign, tattoo(whether permanent or temporary)scar or mark, or other elements which identify a gang or which are evidence of membership or affiliation in any gang.

**WASHINGTON JUNIOR HIGH SCHOOL 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 the 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 Junior 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 Junior High School reserves the right to test any student who at any time exhibits cause for reasonable suspicion of drug and/or alcohol usage.

PROGRAM PURPOSE
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 Junior 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.

OVERALL OBJECTIVES OF DRUG-TESTING PROGRAM
A. To ensure the health and safety of all students who represent Washington Junior 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.

SUBSTANCES TO BE SCREENED FOR:
1. Amphetamines/Methamphetamines
2. Cannabinoids (marijuana)
3. Benzodiazepines
4. Ethanol (alcohol)
5. Cotinine (nicotine metabolite)
6. Barbiturates
7. Cocaine
8. Opiates
9. Phencyclidine (PCP)

STUDENTS WHO ARE SUBJECT TO RANDOM DRUG TESTING
All students in grades 7-8 who participate or intend to participate in competitive after-school and extracurricular activities are subject to random drug testing. The school identified activities and organizations include, but are not limited to: (see note below regarding activities specific to a campus)
All Academic Teams
Band
Jr. BETA Club
Cheerleaders (mascots)
Chorus Groups
Community Volunteers
Dance Team
Drama/Theatre
NJROTC
Student Council
W.J.H.S. activities (including: athletics, academic competitions, and fine arts)
21st Century Scholars

**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.

THE DEFINITION OF A COMPETITIVE AFTER-SCHOOL AND/OR EXTRACURRICULAR ACTIVITY
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.
CONSENT FORM
It is mandatory that each student who participates in competitive after-school activities, and/or extracurricular activities to school sign and return the consent form prior to participation in any activity. Failure to comply will result in nonparticipation. 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 Junior High School.

FINANCIAL RESPONSIBILITY
A. Washington Junior High School will pay for all initial random drug tests, all initial reasonable suspicion 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 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.

CONFIDENTIALITY
Under this drug-testing program, any staff, coach, or sponsor of Washington Junior 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 Junior High School’s commitment to confidentiality with regards to the program.

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, or
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 parents 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 parents 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 and present that summary to the Superintendent.

EXPULSION OF A STUDENT WITH DISABILITIES
Before a student can be expelled from school, the student and the student’s parents 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 if the student’s 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 ten days of the receipt of notice of the action taken. The student’s or parents’ 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 the school administration and the student and/or the student’s parents. The board will then take an action deemed appropriate.

MINOR DISCIPLINE VIOLATION PENALTIES
1. Detention (after school/lunch).
2. Reprimand and parents contacted.
3. Extended Day.
5. Saturday School.
6. One to five day suspension (out-of-school).

EXTENDED DAY
A student may be assigned to an Extended School. This will be held after school from 3:20 until 4:00 p.m. Transportation will be the responsibility of the parent or guardian. The Extended School may be rescheduled with prior approval before the assigned day. Students will be responsible for materials to study during this time.

ALTERNATIVE PLACEMENT
Students whose behavior is disruptive to the learning environment may be placed in Alternative Placement. Students will be allowed to make up work if returned at the conclusion of Alternative Placement or by teacher arrangement. The student is responsible for obtaining all work.

DISCIPLINE BY TEACHERS
Teachers are responsible and in charge of the discipline policies of their classrooms plus school and school events.
They also exercise responsibility for discipline at all times they are on duty on school property.
Teachers may suspend students from the classroom for one period for the following reasons:
1. Consistently not doing assigned work.
2. Consistently not bringing supplies to class.
3. Consistently making no effort as far as classroom participation is concerned.
4. Consistently chewing gum or eating candy or food in class.
5. Being late for class.
6. Consistently talking without permission.
7. Cheating on tests or assignments.
8. Committing any of the things considered MAJOR or MINOR discipline violations. Teachers may suspend a student from the classroom for one period. Students suspended from class shall be sent to the principal’s office accompanied by a completed Discipline Referral Form. The principal or his/her designee may suspend the student from the classroom for up to five days.

Students suspended from school (out-of-school) may make up work. Make-up work must be turned in to teachers at the conclusion of suspension day(s). Students who are suspended out-of-school must turn in work on the first day of returning to school to receive credit. Tests will be given on the first day of return unless decided by the teacher(s). It is the responsibility of the student to obtain assignments. A student who has the option of a penalty other than out-of-school suspension and chooses out-of-school suspension will not be allowed to make up work.
DETENTIONS
Detentions may be assigned by teachers or office personnel for a variety of reasons. Students are expected to start serving detentions by the day after they are assigned. **Students who ride buses are not exempt from serving detentions and are expected to make arrangements for transportation.** Failure to attend a detention without prior arrangements will result in an Extended Day.

POSSESSION & USE OF TOBACCO PRODUCTS BY STUDENTS
Parents are responsible for establishing guidelines for their own children regarding smoking and chewing tobacco. However, while at school, the school will establish the guidelines for smoking and chewing tobacco. Use of, or possession of, tobacco products will not be allowed within 1,000 feet of the school or school-sponsored activities. Smoking or chewing will not be allowed in the school building or on the school grounds before or after school, during school hours, at noon hour, during passing periods, or at any school-related activity. These guidelines also apply to all forms of electronic cigarettes, “vapor”, or other substitute forms of cigarettes.

In order to ensure that these guidelines be followed, the possession and/or use of tobacco products in the school building or on the school grounds may result in the following penalties
- Extended Day
- suspension, citation(fine)

Tobacco products will be confiscated, parents and law enforcement will be notified.

GUM
No gum, candy, snacks, or soft drinks are allowed at school without approval.

**DRESS AND APPEARANCE**
We at Washington Junior High School believe that students should be able to dress in a manner which allows for expression and comfort and is also appropriate for school. Shorts are allowed, but they must be no more than 4 inches above the top of the knee. Skirts, dresses, and all outer garments will also conform to this same rule. Rips, frays, and alterations to clothing must also conform to this rule. Pajamas and slippers are not to be worn.

**Tops with low, revealing necklines, are not to be worn.** Halter tops, bare midriff (a garment which cannot be tucked in if requested), tank tops and sleeveless shirts are not permissible. Shirts or tops which advertise or promote drugs, alcohol, or tobacco in any way and clothing with profanity or suggestive phrases are also not allowed. Students are not allowed to wear any form of billfold chain. Students will also be required to wear pants on the hips at all times during the course of the school day (sagging is not allowed). Hats are not to be worn in the building. Any extreme dress or hair style may be determined unacceptable by the administration on an individual basis. Backpacks, book bags, and any type of luggage are not allowed in classrooms.

Body piercings must not be extreme.

Consequences for failing to comply may include:

1. Adjustment of student’s dress code.
2. Changing to acceptable clothing.
3. Student sent home until dress is acceptable.
4. After-school detention.
5. Suspension or Extended Day.
6. Parent Conference. We ask for parents’ assistance, as well as junior high students, in this matter so that a more restrictive dress code will not be needed.

The school reserves the right to modify the dress code should problems occur. The dress code applies to school, school functions, and field trips unless prior approval is granted.

**INAPPROPRIATE DISPLAYS OF AFFECTION**
Physical contact such as kissing, handholding, and embracing on school grounds is not permitted.

**SEARCHES**
Students or their possessions may be searched by the principal or his/her designee when it is thought the student may possess items which would interfere with the safety of the school or items which may violate state law. Searches will be conducted with student safety in mind.
LOCKERS
All lockers made available for student use of the school premises (including lockers located in the physical education and athletic dressing rooms, industrial and agricultural education classrooms) are the property of the Washington Community School Corporation. These lockers are made available for student use in storing school supplies and personal items necessary for use at school; but the lockers 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.

Changing of lockers after assignment will warrant disciplinary action. No sharing of lockers will be allowed. The student’s use of the locker does not diminish the school corporation’s ownership or control of the locker. The school corporation retains the right to inspect the locker and its contents to insure that the locker is being used in accordance with its 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 to store prohibited or dangerous material such as weapons, illegal drugs, or alcohol.

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

Lockers are not to be used to store any items that should not be in the possession of the student. This includes, but is not limited to, drugs, alcohol, unreturned school equipment, stolen items, obscene material, or tobacco products including matches or lighters.

The school corporation retains the right to inspect lockers to insure that they are being properly maintained. All inspections of student’s lockers shall be conducted by the principal or a member of the administrative staff designated by the principal.

The inspection of a particular student’s locker will not be conducted unless the principal or his designee has a reasonable suspicion to believe that the locker to be inspected contains 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.

An inspection of all lockers in the school, or all lockers in a particular area of the school, may be conducted if the principal or 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 an educational function, (2) a physical injury or illness to any person, (3) damage to personal or school property, or (4) a violation of state law or school rules. Students will not necessarily be given the opportunity to be present while a general inspection is being conducted.

If the principal or superintendent has a reasonable suspicion that a locker or lockers contain illegal drugs, illegal paraphernalia, weapons, a bomb, explosive chemicals, or stolen property, he may request law enforcement assistance in making an inspection of a locker or lockers. If a law enforcement official requests to inspect a student’s locker or its contents, a search warrant must be produced before allowing such official to inspect. The principal shall deny any requests from law enforcement officials to search a locker unless the officials give rise to a reasonable suspicion that a locker or lockers contain contraband.

Nothing in this policy shall affect members of the custodial staff, who, at the direction of the principal, cleans out (1) lockers from time to time in accordance with a general housekeeping schedule, or (2) 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.

PHYSICAL EDUCATION
Pupils may be excused from physical education when a signed and dated excuse is provided by a doctor. The school principal may grant a temporary excuse for illness or
other transient condition. Too many temporary excuses may result in failure of physical education.

Gym clothes are required and “dressing out” is part of the student’s grade.

Students participating in physical education classes at W.J.H.S. use facilities at several locations throughout the Washington area. When utilizing Allen Field, Lena Dunn, and Laurel Lanes, buses will be used to transport the students. (The student will be asked to pay the cost of bowling when the class is transported to Laurel Lanes.) When utilizing the facilities at North Elementary School and the tennis courts adjacent to the golf course, students and teachers will walk.

LIBRARY SERVICES
The junior high school library is open from 7:50 a.m. to 3:30 p.m. daily. Become acquainted with it and use it frequently.

Students are responsible for materials borrowed from the library. Lost or damaged books must be paid for to the satisfaction of the librarian.

A fine of $.05 for each day (school day) a book is overdue is charged. Students with fines or having overdue books may lose the privilege of using the library. Students are solely responsible for returning materials to the library on time. In the case of fines not being paid or books long overdue, parents may be contacted. We ask all those involved to help meet the responsibility.

HEAD LICE POLICY
Responsibility of the School Nurse
The WCS registered nurses are a health care professionals who will communicate with and act as a consultant for the staff, family and students. The nurse will provide instruction and support to the student and family.

Responsibility of the School
1. Any student within the school corporation suspected of having head lice may be examined.
2. Any sibling or close contact of the infected student who is within the school corporation may be examined.
3. Confidentiality will be maintained.
4. An individual will be sent home upon evidence of living lice.

5. Instruction in treatment with an FDA approved product will be provided to the caregiver for any student sent home.
6. When the individual returns to the school after a substantiated case of head lice, and proper treatment has been given, he or she should be examined by the school nurse.

STUDENT NETWORK AND INTERNET ACCEPTABLE USE AND SAFETY
Advances in telecommunications and other related technologies have fundamentally altered ways in which information is accessed, communicated, and transferred in society. Such changes are driving the need for educators to adapt their means and methods of instruction, and the way they approach student learning, to harness and utilize the vast, diverse, and unique resources available on the Internet. The School Board is pleased to provide Internet services to its students. The Corporation’s network has not been established as a public access service or a public forum. The Corporation has the right to place restrictions on its use to assure that use of the Corporation’s network is in accord with its limited educational purpose. Student use of the Corporation’s computers, network and internet services (Network) will be governed by this policy and the related administrative guidelines, and the Student Code of Conduct. The due process rights of all users will be respected in the event there is a suspicion of inappropriate use of the Network. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

The Board encourages students to utilize the Internet in order to promote educational excellence in our schools by providing them with the opportunity to develop the resource sharing, innovation and communication skills and tools that are essential to both life and work. The instructional use of the Internet will be guided by the Corporation’s policy on instructional materials.
The Internet is a global information and communication network that provides students and staff with access to up-to-date, highly relevant information that will enhance their learning and the education process. Further, the Internet provides students and staff with the opportunity to communicate with other people from throughout the world. Access to such an incredible quantity of information and resources brings with it, however, certain unique challenges and responsibilities.

First, and foremost, the Corporation may not be able to technologically limit access, to services through the Corporation's Internet connection, to only those that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, will open classrooms and students to electronic information resources which have not been screened by educators for use by students of various ages.

The Corporation has implemented the use of technology protection measures which are specific technologies that will protect against (e.g. filter or block) access to visual displays/depictions that are obscene, child pornography, and materials that are harmful to minors, as defined by the Children’s Internet Protection Act. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

The Corporation utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that a determined user may be able to gain access to services on the Internet that the Corporation has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/Guardians assume risks by consenting to allow their child to participate in the use of the Internet. The Board supports and respects each family's right to decide whether to apply for independent student access to the Internet.

Pursuant to Federal law, students shall receive education about the following:

A. Safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications;
B. The dangers inherent with the online disclosure of personally identifiable information;

C. The consequences of unauthorized access (e.g., "hacking"), cyber bullying and other unlawful or inappropriate activities by students online; and

D. Unauthorized disclosure, use, and dissemination of personal information regarding minors.

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while in school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of the Internet. All Internet users (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students and staff members are responsible for good behavior on the Corporation's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Corporation does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students shall not access social media for personal use from the Corporation’s network, but shall be permitted to access social media for educational use in accordance with their teacher’s approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.

The Board designates the Superintendent and the Assistant Superintendent as the administrator responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of the Network.

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.

MEDIA RELEASE
Parents or guardians who do not wish their child’s name to be released to the media, to be published, or pictures to be used for non-harmful purposes should contact the school.

NOTIFICATION OF AVAILABILITY OF ASBESTOS MANAGEMENT PLAN:
The 1987 Asbestos Hazard Emergency Response Act (AHERA) required asbestos inspections of all public and private schools (K-12 grades). To ensure that the identified asbestos containing materials are maintained in
a safe condition, AHERA also requires that the asbestos materials be checked every 6 months by trained school personnel and by an IDEM accredited inspector every three years. The Management Plan for all of the schools in the school corporation is available for your viewing in the Superintendent’s Office. It may be copied at a nominal fee of 15 cents per page, by notifying the office.

**PEST CONTROL POLICY**
Washington Community Schools is committed to providing students a safe environment. It seeks to prevent children from being exposed to pests and pesticides. While pesticides protect children from pests that may be found in the school and its surrounding grounds, under some circumstances they may pose a hazard to children. Therefore, pest control practices may involve a variety of chemical and non-chemical methods that are designed to control pests effectively while minimizing potential pesticide exposure to children.

Pesticides will be applied by certified pesticide applicators and when students and staff members are not present such as during non-instructional time or school vacations. (The use of weed/brush killing products and/or any type of turf fertilizer is under this pest control policy as well.)

Advanced notice is not required for the following pesticide applications: 1) When used in normal cleaning activities: germ killers, disinfectants, sanitizing agents, water purifiers, and swimming pool chemicals; 2) personal insect repellents when self-applied; and 3) gel baits or manufactured enclosed insecticides when used where students and staff members do not have access to the insecticides; 4) immediate student health threat situations (i.e. stinging wasps and bees); 5) areas completely away from student-occupied buildings and areas; 6) those made more than 48 hours before a scheduled school day.

In case of emergency pesticide applications because of immediate threat to the public health, the school shall give written notice as soon as possible.

**VISITORS - GUESTS**
1. All visitors and guests are to report to the office when they arrive at school.
2. Students are not to bring friends who are not enrolled at Washington Junior High School to school with them.
3. Students who have withdrawn from school or have been suspended or expelled are not allowed to visit the school or be on school grounds except with permission from the Principal.

**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.

**2020-2021**

**ADMINISTRATIVE STAFF**
Dr. Daniel Roach - Superintendent
Kevin Frank - Assistant Superintendent
Mr. Mark Arnold - Principal

**SPECIAL SERVICES**
Mr. Scott Neidigh - Academic Advisor
Mrs. Shelby McDannald - Social Worker
Mr. Zach Lacy – Technology Director
Mr. Mason Bateman – Technology
Mr. Cody Purcell - Technology
Mr. Gabriel Martin - Technology
Mrs. Kathy Finn – Records/State Reports
Mr. Larry Cochren - Athletic Director

**OFFICE STAFF**
Ms. Jennifer Filangeri – Secretary
Mrs. Taylor Gray - Secretary

**BOARD OF EDUCATION**
2020-2021

Mr. Jay Armes
Mrs. Pam Bartlett
Mr. Randy Bouchie
Mr. Steve Bouchie
Mr. Steve Frette
Mrs. Peg Stephens
Mr. Michael Traylor