

# **WEST LAFAYETTE HIGH SCHOOL STUDENT HANDBOOK**

## **2020-2021**

### **I. HIGH SCHOOL STUDENT COUNCIL**

*Welcome to another exciting year at West Lafayette High School! It is going to be another fun school year. There are many opportunities awaiting you. One way to get involved is to join a club, activity, or organization. Memberships to these are open to all students in grades 9-12 unless otherwise stated. The Student Council puts on a Club Rush where all clubs are offered a time to promote themselves to the high school student body and announce their callout times. Have a great year!*  
--WLHS Student Council

The Student Council is an organization comprised of elected individuals from among their peers through which students' ideas and opinions may be presented for faculty and administrative action. The Student Council serves as a governing body for the development, promotion, and administration of student affairs. The Student Council also provides student support and funds toward educational, recreational, social, and charitable activities initiated and sponsored by the school.

#### **Student Council**

**Sponsor:** Mrs. Sheffield

#### **Executive Board Officers**

Co-Presidents: Hamza Ali, Jackie Shan

Vice-President: Gretchen Bauman

Secretary: Madeeha Sadiq

#### **Members**

##### **Senior Class (2021)**

Sponsors: Mrs. Sheffield, Mrs. Gruss, Mrs. Dobson

President: Fall Elections

Vice-President: Fall Elections

Secretary: Fall Elections

Representatives: Fall Elections

##### **Junior Class (2022)**

Sponsor: Mrs. Hembrough, Mrs. Swanson

President: Fall Elections

Vice-President: Fall Elections

Secretary: Fall Elections

Representatives: Fall Elections

##### **Sophomore Class (2023)**

Sponsor: Mrs. Blaisdell

President: Fall Elections

Vice-President: Fall Elections

Secretary: Fall Elections

Representatives: Fall Elections

##### **Freshman Class (2024)**

Sponsor: TBA

President: Fall Elections

Vice President: Fall Elections

Secretary: Fall Elections

Representatives: Fall Elections

### **II. SCHOOL CLUBS, ORGANIZATIONS AND ACTIVITIES**

#### **School Clubs**

There are a myriad of opportunities to join different clubs at West Lafayette Jr/Sr High School. Clubs are student-led groups sponsored by at least one teacher and are subject to review by the Student Council if requirements are not met. The creation of any new or prospective clubs will be considered by the Student Council only within the first two (2) weeks of each semester.

**American Sign Language Club (ASL) #wlsignfam**

Sponsor: Mr. Hembrough

President: Sarah Kurtz

Vice-President: Kendall Tran

American Sign Language is a complete complex language that employs signs made by moving the hands combined with facial expressions. American Sign Language Club at Westside is dedicated towards the learning and spreading of ASL. The club meets every week to discuss upcoming events that are partnered with Deaf Kids Code and/or the Purdue ASL Club and to learn the new vocabulary for the week.

**Anime Club**

Sponsor: Mrs. Stephens

President: fall election

Vice-President: fall election

Anime Club is a social club where we get together to watch anime, eat, and discuss.

**Art Club**

Sponsor: Mrs. Yoder, Mrs. Kincaid

Officers: elected in Fall

- This club promotes the appreciation of art in our world. Fieldtrips and other activities may occur throughout the school year.

**Astronomy Club**

Sponsor: Mr. Whitcomb

President: Fall Elections

Vice-President: Fall Elections

Secretary: Fall Elections

The Astronomy Club is a group that is dedicated to all things astronomy, from recent news about space exploration or faraway discoveries to cosmic events like meteor showers and eclipses. The club meets Mondays in Mr. Whitcomb's room (3219) to study and discuss modern Astronomy. Students in Astronomy Club often provide refreshments and informal presentations concerning recent events in Astronomy.

**Blood Drive 352 Club**

Sponsor: Ms. Huckstep

Officers: *Fall Elections*

The Blood Drive Club organizes and runs the three annual blood drives held after school in the HS Cafeteria. The club also helps educate and advocate for blood donation issues and events. Elections are held in the fall and the club is open to all high school students.

**Boys Organization for Student Services (BOSS)**

Sponsor: Mr. Ho

President: Fall Elections

Vice President: Fall Elections

Secretary: Fall Elections

Executive Board Members: Fall Elections

The purpose of B.O.S.S. is to provide opportunities for boys of West Lafayette High School to become involved in school and community services, to develop leadership skills, and to recognize the needs of others. B.O.S.S. presents the John Freehafer Award to the Most Outstanding Senior Boy.

**Chess Club**

Sponsor: Mrs. Porterfield

President: *Fall Election*

Chess Club meets after school to allow beginning and experienced players a chance to improve their game.

**Debate Team**

Sponsor: Mr. Smith

President: Fall Election

Debate Club facilitates competitions and participation in the NFL (National Forensics League), our national organization.

**Environmental Consciousness Organization (ECO)**

Sponsor: Mrs. McClure

President: Fall Election

Secretary: Fall Election

Vice President: Fall Election

Treasurer: Fall Election

ECO Club is a group for environmentally considerate students who want to work together to make the use of resources at School and in our Community more sustainable. We recycle at school, participate in community volunteer opportunities and help educate ourselves and others about the environment. All high school students are welcome to join.

**French Club**

Sponsor: Mr. Ohlhaut

President: Fall Elections

Vice President: Fall Elections

Secretary/Treasurer: Fall Elections

French Club promotes the French language and culture by sponsoring numerous opportunities such as movies, breakfasts, dinners, and concerts. French Club is involved in student life by participating in the Homecoming Parade and sponsoring the Language Club Ski Trip.

**Future Business Leaders of America (FBLA)**

Sponsor: Mr. Cullen

Officers: Fall Elections

FBLA is the high school division of Future Business Leaders of America-Phi Beta Lambda, Inc. FBLA helps high school students prepare for careers in business through academic competitions, leadership development, and educational programs. Students develop the leadership skills and business knowledge they need to excel in any career.

**Generation to Generation Art Club**

Sponsor: Mrs. Kincaid

Officers: Fall Elections

Students use their creativity, innovation, and responsibility to contribute to the citizens who reside at Westminster Village, as well as the community around them. Students will serve the community as well as address the issue of funding research for Alzheimer's disease. This gives students the opportunity to serve others and use their talents and abilities to aid in the therapeutic process that is inherent in creating art works. They will learn to collaborate with community leaders, as well as with the residents at Westminster.

**German Club**

Sponsor: Herr Studt

President: Fall Elections

Vice President: Fall Elections

Secretary: Fall Elections

Senior Rep: Fall Elections

Junior Rep: Fall Elections

Sophomore Rep: Fall Elections

Freshman Rep: Fall Elections

German Club provides an outlet to explore the German-speaking world outside the classroom with film nights, field trips, and other club participation. Kaffeestundes for all German students are organized by German Club officers to allow for speaking German and earning extra credit.

**G. S. A.**

Sponsors: Mrs. Espinoza

President: Fall Elections

The WL Gay-Straight Alliance (GSA) aims to provide a safe, judgment-free environment for LGBTQ students, as well as to educate about the LGBTQ community and promote and advocate for the community's rights.

**Hack Club**

Sponsor: Mr. Cullen

Officers: Fall Elections

Hack Club is based off a global network of high school programming clubs where members learn to code through tinkering and building projects. It is a student-led club and members work at their own pace making websites, apps and games, and sharing them with the group. Come join in on the fun!

**HOSA (Health Occupation Students of America)**

Sponsor: Ms. Croy

President: Siya Goel

Vice-President: Irene Bhunia

Secretary: Zoe Zhang

HOSA invites students to explore health-related careers. Students will have opportunities to learn more about health care professions by listening to guest speakers, attending medical conferences and practicing skills such as suturing. The club meets on the first Tuesday of every month in Rm. 3204.

**Model UN**

Sponsor: Mr. Levy

President: Fall Elections

Vice Present of Conferences: Fall Elections

Vice President of Internal Affairs: Fall Elections

Model United Nations is a simulation of the UN General Assembly and other multilateral bodies. In Model UN, students

step into the shoes of ambassadors from UN member states to debate current issues on the organization's agenda. While playing their roles as ambassadors, student "delegates" make speeches, prepare draft resolutions, negotiate with allies and adversaries, resolve conflicts, and navigate the Model UN conference rules of procedure - all in the interest of mobilizing international cooperation to resolve problems that affect countries all over the world.

#### **Mu Alpha Theta**

Sponsor: Mrs. Porterfield

President: Fall Elections

Secretary: Fall Elections

Vice President: Fall Elections

Mu Alpha Theta is a national math honorary society that recognizes outstanding math students. We have math lectures and members participate in math contests at state and national levels.

#### **National Honor Society**

Sponsor: Mrs. Helton

President: Fall Elections

Secretary/Treasurer: Fall Elections

Vice-President: Fall Elections

National Honor Society selection takes place in the second semester of the school year. Juniors and Seniors who meet the GPA requirement and are interested in being considered for this Faculty honor should attend an informational meeting to learn about the selection process. Students selected for NHS have been deemed outstanding in scholarship, leadership, character and service. NHS serves the community and school through tutoring services and other service projects. Interested students should consult the school's NHS web page for more information.

#### **Perfect Pitches/Priority Male**

Sponsor: Mr. Bennett

President: Fall Elections

West Lafayette's A Capella club.

#### **Physics Club**

Sponsor: Mr. Whitcomb

President: Fall Elections

Vice-President: Fall Elections

Physics Club is for students interested in academic competitions such as Physics Olympiad, Physics Bowl, and National Science Bowl. This group will also have regular, casual meetings about general topics in Physics including debunking events often portrayed in movies.

#### **REACH**

Sponsor: Ms. Croy

President: Jackie Shan

Secretary: Raiyana Alam

Project Planners/Coordinators: Siya Goel, Katharine Schertz

Vice-President: Hamza Ali

Treasurer: Cara Penquite

REACH is an organization that strives to make our school community a safe and drug-free place to live. REACH works with children in West Lafayette Elementary and West Lafayette Intermediate schools to educate them about the dangers and negative effects of drugs. REACH organizes many projects that are beneficial for all West Lafayette students. REACH is open to everyone who wants to make a difference in our school community.

#### **Robotics TEAM 461 WESTSIDE BOILER INVASION**

Sponsor: Mr. Whitcomb, Mr. Thompson

Co-Presidents: Fall Elections

Treasurer: Fall Elections

Vice President: Fall Elections

We are a school club that participates in extracurricular competitions. We compete as Westside Boiler Invasion Team 461 in the international FIRST Robotics Competition (FRC). We have a long history of excellence in robotics and engineering experience.

#### **Shakespeare Society**

Sponsor: Ms. Dixon

Co-Presidents: Fall Elections

Secretary: Fall Elections

The Shakespeare Society fosters celebration of William Shakespeare, including reading, performing, and attending adaptations of his plays.

#### **SheDevils Dance Team**

Sponsor: Mrs. Wilcoxson

The She-Devils Dance Team performs at fall and winter home athletic events, pep sessions and competitions in the Indiana High School Dance Team Association.

#### **Spanish Club and Spanish Honor Society**

Sponsor: Mrs. Espinoza

President: Fall Elections

Vice-President: Fall Elections

Secretary: Fall Elections

Spanish Club focuses on cultural activities and things we can do to help the Latino community here and in other countries. We sponsor a child through Children International. The chief aim of this club is to promote the understanding and study of the Spanish language and cultures.

#### **TEC Club**

Sponsor: Mr. Standish, Mr. Abrams

Officers: fall elections

TEC Club gives students the opportunity to work and compete in STEM-based events. Anyone who is interested in design, technology, manufacturing, engineering, architecture, problem-solving is welcome to be a part of this club.

#### **Theatre Arts**

Sponsor: Ms. Dixon (musical), Assistants: Mrs. Letcher, Mr. Bennett

President: TBA

Vice-President: TBA

Secretary: TBA

During the school year a musical, a dramatic play, and a student directed children's play may be performed. Participation in these productions is open to any student in the school. Try-outs are always announced for these shows. Student involvement includes actual performance, set construction, publicity, ticket sales, costumes, make-up and ushering.

#### **UNICEF Club**

Sponsor: Mrs. Creech

Officers: TBD

This is a club dedicated to raising awareness and funds to help advocate for the protection of children's rights and meet their basic needs.

#### **UNIFIED TRACK & FIELD**

Sponsor: Mr. Joest

Officers: TBA

In 2012, the IHSAA and Special Olympics formed a partnership to prompt the inclusion of all students in interscholastic sports. The first sport to come from this partnership was Unified Track & Field. Teams are made up of approximately 50% general education students and 50% students with intellectual or developmental disabilities and compete against many of the more than 100 Unified teams of the state.

#### **VISTA**

Sponsor: Mrs. Espinoza

Executive Board: Fall Elections

Vista plans, decorates, and puts on two semi-formal dances.

#### **West Lafayette Dance Marathon Club (WLDM)**

Sponsors: Ms. Huckstep

President: Fall Elections

Vice-President: Fall Elections

Morale: Fall Elections

Jr. Morale: Fall Elections

Secretary: Fall Elections

Treasurer: Fall Elections

Design & Twitter: Fall Elections

Design & Instagram: Fall Elections

Senior Representatives: Fall Elections

Junior Representatives: Fall Elections

Sophomore Representatives: Fall Elections

West Lafayette Dance Marathon is a student-driven, year-round commitment to generate funds for Riley Hospital for Children. The club meets on a monthly basis, conducts various fundraising activities throughout the school year, and culminates in a continuous, multi-hour fundraising event in the spring which blends games, music, dancing and philanthropy into one experience.

#### **WL eSports**

Sponsor: Mr. Cullen

Officers: Fall Elections

WL eSports participates in the High School eSports League (HSEL), which is currently the largest high school eSports league in the US. HSEL delivers high school level competition across more than 13 different games. Aside from just playing for fun, club members will also be able to participate in competitive tournaments both individually and in teams. The eSports league also offers a variety of potential scholarships and job opportunities.

#### **West Side Fencing Club (WSFC)**

Sponsor: Mr. Levy

Epee Captain: Fall Elections

Sabre Captain: Fall Elections

Foil Captain: TBD

Armorer: Fall Elections

Asst. Epee Captain: Fall Elections

Asst. Sabre Captain: Fall Elections

Asst. Foil Captain: TBD

Asst. Armorer: Fall Elections

The purpose of this organization shall be to allow members to participate in the sport of fencing.

#### **West Side Game Club**

Sponsor: Mr. Levy

President: Fall Election

West Side Game Club is a social club that meets weekly to play board or card games. We usually eat lunch together while engaging in a competitive board game. We learn new games, master old games, and enjoy each other's company. In the spring, we host a game convention to raise funds for charity.

#### **West Side Service Organization (WeSSO)**

Sponsor: Mrs. Bushong

President: Alyson Haehl

Executive Board: TBA

The purpose of WeSSO (West Side Service Organization) is to increase individual's awareness and concern for the needs of others and to serve the school and the community. Activities vary from year to year based on the needs of the community and school. Service hours and attendance are mandatory to become and remain an active member. The club presents Diamond Member Awards to the WeSSO and WeSSO-to-b'er members with the most service hours.

#### **West Side Unified**

Sponsors: Mrs. Boyd, Mrs. Eubank, Mr. Joest, Mrs. Scherrer

Student Leadership: Lenny Witt, Annabelle Prokopy, Amelia Simpson, Lily Shen – room for more

West Lafayette Best Buddies merged with Special Olympics Unified Sports to create one club to promote friendship among students with and without intellectual disabilities. The club will include social activities, leadership opportunities in planning events and fundraising, sports teams and clinics, and musical practices and performances, and more. Join us on this new adventure -- everyone is welcome, grades 7-12.

#### **We Empower (WE)**

Sponsor: Mrs. Creech

President: Fall Elections

Secretary: Fall Elections

Vice-President: Fall Elections

We Empower (WE) was founded to discuss and address issues in our community and in the world. Members attend meetings where we talk about current events and participate in a variety of activities, such as workshops with guest speakers, self-defense courses, and collecting items and money for shelters.

### **SCHOOL ACTIVITIES**

#### **Academic Super Bowl**

Coordinator: Mark Pugh

Coaches: Mrs. Forbes (English), Mr. Pugh (Social Studies), Mrs. Blaisdell (Math), Ms. Croy (Science), Mrs. Yoder (Fine Arts)

West Lafayette HS boasts Academic Super Bowl teams in English, Social Studies, Math, Science, and Fine Arts.

Traditionally, these teams have done very well in regional and state competition. Interested students are given information to study and are taught by coaches. The final team is usually decided prior to competition through a test given by each coach.

#### **Scarlette**

Sponsor: Ms. Dixon

Co-Editors: TBA

*The Scarlet* is the high school newspaper, which is produced by the student staff regularly throughout the year and distributed to all students. *The Scarlet* staff also maintains a website with additional content and features at [www.scarletteonline.com](http://www.scarletteonline.com). All students in the school are encouraged to participate by submitting news tips, letters to the

editor, and comments.

### **Science Olympiad**

Sponsor: Mr. von Werder

Science Olympiad is an academic competition consisting of 23 different events across 5 disciplines in science and technology. The team is made up of 15 students who team up in pairs to prepare and practice for the events at invitational, regional, and state tournaments.

### **Trident**

Sponsor: Ms. Dixon

The Trident is West Lafayette High School's yearbook. Activities, academics, the album, clubs, and athletics are the sections represented in the yearbook. The Trident staff writes and assembles the book. During the fall term, the theme of the book is determined, general layout prepared, advertising secured, and a sales campaign is conducted. From December to June the actual pages of the book are completed. The yearbook is usually distributed during August of the following school year. Students apply to be on the Trident staff.

## **III. SCHOOL TRADITION**

West Lafayette Jr/Sr High School is sometimes referred to as West Side. Its mascot is the Red Devil, and its colors are scarlet and grey.

### **SCHOOL SONGS**

<p><b><i>Scarlet and Grey</i></b> Now again while we're together, Let us loud our praises raise, For the school we love so dearly, As the scarlet and the grey. May we never once forget her, Or the emblem of the grey. Nor the color of gay scarlet, That her spirit does portray. We'll all stand by the scarlet and grey, the colors we love best of all... We never know fright with a team that will fight, As they hasten to victory's call Rah! Rah! Rah! And as they fight with a vim and a might, We'll stand by them come what may, To prove that we are loyal to the colors Scarlet and Grey!</p>	<p><b><i>Fight Song</i></b> Oh, Scarlet and Grey, We love our Scarlet and Grey. We sing our song of West Side High Where're we go, And fight for victory against her every foe. Oh, Scarlet and Grey, We pledge our loyalty to you. And on the field of battle we will prove our mettle for our West Side High.</p>
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## **IV. SCHOOL PROCEDURES**

The policies of West Lafayette High School are printed in the Code of Conduct and revised each year. A copy is provided in this docket for each student. It should be read carefully by every student and parent/guardian.

### **Special Fees**

Students may purchase special items during registration time at the start of the school year.

- 1) Book rental and Laboratory Fees – Books, laboratory equipment and supplies are charged to students according to use. Actual cost is determined by the specific courses in which students are enrolled. The cost varies depending on the courses taken and the charge for each course is listed on the student's fee statement.
- 2) Activity Ticket - This pass admits a student to all JH/HS home athletic events, excluding I.H.S.A.A. tournaments. This is a real bargain for all students. The cost for a student activity ticket is \$55.00.
- 3) Docket - This is a weekly planner for the entire school year, which identifies school team competitions and special events.
- 4) Trident - The high school's yearbook.

- 5) **Student ID** - A student ID must be purchased during school registration. The ID card contains the official student number and is used as an identification card, school library card, and bus pass. In addition, if an athletic pass is purchased, it is marked on the front of the ID card. If an ID is lost, a replacement may be purchased for \$5.00.

#### **Emergency Procedure and Severe Weather Drills**

Periodic fire drills and severe weather drills are required by state law. Cards are posted in each room giving evacuation procedures. Please observe the following additional points during a drill:

- 1) Walk rapidly in a single file. Do not run.
- 2) Take valuables with you.
- 3) Students are still under the supervision of the teacher. Do not leave the designated emergency areas of the building until the all clear sounds.
- 4) Do not block roadways or entrances to the building.

#### **Leaving School Grounds**

In the event that it becomes necessary for a student to leave the school grounds during class time, parent permission must be reported to the attendance office before the student can leave. Any student who leaves school before the time of dismissal without permission subjects him/herself to disciplinary action. This is exclusive of lunch hour unless the student is leaving during the lunch hour for an afternoon appointment. If that is the case, the student must sign out in the Attendance Office before they leave. The Attendance Office is located in the Jr/Sr High School Office.

#### **School Closing**

In the event of severely inclement weather or mechanical breakdown, the school may be closed or the starting time delayed. School closing, delayed starting time, or early dismissal will be announced over the School Corporation website, various social media applications, local radio stations and television station WLFI. If no report is heard, it can be assumed that school will be in session. **Please do not call the school.** Telephone lines must be kept open for emergencies.

#### **Lost and Found**

The lost and found is located in the hallway outside Room 3124 (3rd floor.) Unclaimed items will periodically be donated to charity. Ms. Huckstep maintains the lost and found and can be emailed at [huckstepk@wl.k12.in.us](mailto:huckstepk@wl.k12.in.us).

#### **Lunch**

A lunch account for each student is created in Skyward. Lunch is served in the Cafeteria and the Grab & Go daily from 11:40 am until 1:30 pm. Tray lunches are available in the cafeteria and other lunch items include a salad bar, sandwich, and sub shop. A total cost is based on items selected. Students pay for items at the end of each serving line. Free and reduced price lunches are available, but only after a State of Indiana application has been submitted and approved. Applications are available at the time of school fees collection prior to the first full day of school.

#### **Vending Machines**

The Student Council and other departments have provided you with soft drink and snack machines. Items available for purchase will conform with Indiana Code. The revenue generated is put back into student projects. The privilege of using these machines is yours as long as everyone follows the simple rules below:

Vending Machine Hours: Closed 8:00am-11:45 am and 1:25pm-3:20 p.m.

#### **School Announcements/Posters**

Announcements concerning school activities are read at the beginning of first period each day and will be posted on the student bulletin board near the school office and also electronically on Commons area tv monitors. Brief announcements, signed by the organization sponsor, must be in the high school office before 7th period on the day prior to the announcement. Outside groups wishing to display posters must first be approved by the Principal. An indication of the approval must be displayed on the poster or announcement. The individual(s) responsible for the poster/announcement is to remove them as well.

### **V. STUDENT ACTIVITIES**

#### **A. CONVOCATION POLICY**

Convocations are arranged by the Student Council in cooperation with the administration. They are intended to be educational as well as entertaining, and are designed for the benefit and enjoyment of the students and faculty. All those presenting convocations are the guests of the student body and faculty. Those making presentations will receive courteous attention and the respect of the audience.

Unless otherwise directed by the administration, students will attend and sit at convocations with their assigned instructor for that period. The attendance policy for convocations is the same as that for regular classes and will be recorded by the instructor. Any student found to be disruptive or discourteous to others during a convocation will be subject to disciplinary action up to and including suspension and expulsion from school.

#### **B. DANCES**

Like athletic and music events, school dances (Rat Traps, VISTA semi-formals, and Prom) are a part of a large program of extra-curricular activities designed to benefit all students of the high school. Participation in the preparation and presentation of these events is encouraged, but is voluntary.



These events provide an opportunity for extensive student input and emphasize the school's sense of community. They also provide the opportunity for students to develop leadership and skills, as well as the opportunity to experience the pleasures of working toward tangible common goals.

The responsibility for the conduct of the event and the welfare of the participants rests with the school administration.

## **RULES**

All school dances are considered authorized school functions. Unless otherwise announced, all events are for students of West Lafayette High School only. JH students are not permitted to attend high school dances. Student entrance is by way of identification card. As announced, guest passes may be secured from the main office before the evening of the dance.

Sponsors and adequate teacher and parent chaperones must be provided by the group sponsoring the activity.

All provisions of the West Lafayette Jr/Sr High School Code of Conduct apply to all student participants and their guests as well as the performers and D.J.'s. Performers/D.J.'s are to be informed at the time of contract agreement of the nature of these regulations and of their obligation to follow them. Only face-to-face dancing will be permitted at WL school dances.

Students violating dance and school behavioral expectations may be asked to leave the dance with no ticket refund.

All tickets for semi-formals and Prom must be purchased in advance of the dance. No tickets will be sold at the door (except for Rat Traps.) With ticket purchase, students will sign an agreement to abide by all dance and school policies.

Decorations and props for these events should abide by the spirit of the Code, e.g., they shall not include alcoholic beverage containers. Guests from other schools are allowed for semi-formals and Prom but must have a guest form on file prior to the dance date with administrator signature indicating enrollment in good standing. Guests older than high school age are permitted with an approved guest form.

## **C. SCHOOL SPIRIT**

Competition of school teams of all varieties provides an opportunity to develop personal talents, learn social skills, and gain recognition. Positive school spirit which encourages a student's or a team's best effort is desirable. Such spirit should be seen in the preparation for, participation in, and observance of games, sporting events, music contests, and all other activities through which students represent themselves and the school. The conduct of players, students and fans in attendance at these events represents and reflects upon the entire student body. Enthusiastic participation and visible pride in the students and their efforts reflect good sportsmanship. The following guidelines were developed to insure that all types of interscholastic competition bring benefits to the student participants and their schools.

### **RULE**

Good sportsmanship must be practiced. Students will follow the leadership demonstrated by teachers, coaches, cheerleaders, and organized pep clubs in developing positive school rivalries. Negative cheers, negative signs, hostility to opposing teams or fans are unacceptable. Expectations and consequences outlined in the Student Appearance section will be enforced at all extra-curricular venues both at home and away.

Student fans and participants will avoid conduct that reflects discredit upon the school or has a disruptive influence upon the discipline, morale or educational environment of the school.

Acts of vandalism will not be tolerated. Those guilty of acts of vandalism will be expected to make full restitution and may also face criminal procedures.

Student athletes will, in addition to the Code provisions, follow the letter and spirit of the rules as outlined by their coaches, the ECA policies, and those prescribed by the IHSAA. West Lafayette students in violation of this policy may face consequences including suspension and expulsion.

## **D. FINAL EXAMINATIONS POLICY**

Each teacher, as instructional leader, will determine whether a final examination will be given in his/her class after discussion within the department to which he/she is assigned. Final exams are given in two-hour time blocks and students finishing an exam early must stay for the entire scheduled time. A semester final exam shall count for no more than twenty percent (20%) of a student's final semester grade.

Students leaving early for school breaks may not be given Final examinations early. Students with planned absences during final exam week should make teachers aware of that fact well in advance and work with staff to arrange make-up exams within one (1) week of their return from the absence.

Should two examinations be scheduled during the same examination period or more than two exams scheduled on a single day, a student may request one of the exams to be taken during conflict resolution testing time. Students must gain the approval of all teachers involved with the conflict with understanding indicated on a conflict resolution form available in the office. A schedule for the conflict resolution period will be posted in the school office. Teacher and student may also privately arrange for an alternate conflict testing time to be supervised by the teacher.

Regular school attendance rules are in effect during final exams weeks. For example, students who exceed the allotted number of parent approved absences (9 per class/semester) by failing to come to school when no exam is scheduled may receive grade reductions or lose credit in courses if absent during non-testing time slots.

## **E. STUDENT TRANSPORTATION**

### **1. DRIVING AND PARKING MOTORIZED VEHICLES**

**Rationale:** Due to limited on-site parking availability, students are encouraged to walk or bike to school, to use public transportation, or to secure rides with others. Students who must drive a motorized vehicle (including motorcycles) to school and wish to park on school property must register their intent in the high school office during August registration week. A limited number of permits will be issued on a first-come, first-served basis beginning with Seniors and tuition students who are licensed to drive. Because of parking limitations on school property, not all permit requests can be honored. A yearly parking permit fee will be assessed. Students with parking permits must agree to abide by school parking rules and all provisions relating to safe behaviors found in the Student Code of Conduct.

Student permit parking policies apply on school days and are enforced from 7:30 a.m. to 3:30 p.m. Permits must be clearly displayed from the vehicle's interior rear view mirror. It is the permit holder's responsibility to transfer the permit to the vehicle in use to drive to school on a particular day.

Students with permits may park in student parking areas in the south lot or on the north side of Meridian Street for which the City of West Lafayette has given the school permission to issue parking permits. Students parking with a permit on that section of Meridian Street are subject to all City parking laws including being subject to fines.

The School reserves the right to examine the contents of any vehicle parked on school premises when an administrator has reasonable suspicion to believe that the contents of such vehicle may include items or elements which are illegal to possess, have been lost or stolen, or present a threat to the health, safety, or welfare of students or staff. In the permit process, student/parent owners of vehicles with school permits must agree to allow a vehicle to be searched under the descriptions given here.

**Consequences** for unsafe/improper driving and parking with school permit:

*First Offense:* Student will receive a written and/or oral warning of the violation.

*Second Offense:* Student will be assigned a 7:05 a.m. detention and a discipline report will be made.

*Third Offense:* Revocation of parking permit for remainder of school year with no refund of any parking fee.

## 2. BICYCLES AND MOPEDS

Bicycles must be parked in the racks provided and mopeds must be parked in the same area. The use of an appropriate locking system is encouraged.

## 3. BUS TRANSPORTATION

The West Lafayette Community School Corporation provides bus transportation at no cost to students for individuals whose residence is located more than one mile from school. Student drop off and pick up each day will be on the Grant St. driveway entrance to the school. All vehicular traffic in this area will be restricted during bus drop off and loading times (7:30am-8:00am and 3:00pm-3:30pm).

The privilege of riding school-provided bus transportation is subject to the rider maintaining acceptable behavior while boarding, riding, and exiting the bus. Students who violate bus rules or ignore directives issued by the bus driver create a safety concern for all riders.

**Consequences:** Students found to be disruptive or in violation of school or CityBus (contracted bus transportation provider) rules while riding the bus may lose their riding privileges for a period of time up to and including the rest of the school year. Students in violation may also face additional disciplinary consequences at school.

## 4. SKATEBOARDS, SKATES, AND ROLLERBLADES

School Board Policy prohibits use of skateboards, skates, or rollerblades on school property at any time. Violators are considered trespassers on school property and will be subject to police warning and possible arrest. Students found in violation will face school consequences ranging from detention to suspension with possible recommendation for expulsion.

# VI. USE OF FACILITIES

The school facilities (building, equipment, and educational materials) are an integral part of the educational process. They are acquired through use of public monies, and are maintained by the efforts of a caring faculty, staff, and student body often at considerable expenditure of time and money.

Students are expected to keep facilities orderly and clean and to contribute in their maintenance. Students will be responsible for replacement of school property if it is shown that the loss was due to an act of irresponsible behavior. Students committing acts of vandalism to school property will be responsible for assuming the full cost of repair or replacement of the items. In addition, students may face suspension or expulsion from school and possible criminal prosecution if a police report is made.

## A. USE OF THE SCHOOL BUILDING

To insure the safety of the students and to maintain security, the building is open for general use at 7:00 AM and closes at 4:00 PM each school day. Students may not be in the building before or after these hours unless supervised by a member of the faculty, a coach, or an activity sponsor. Support staff and maintenance personnel are not authorized to assume the responsibility of student supervision.

School activities must end by 10:30 PM on nights before school days unless prior administrative approval has been ob-

tained.

#### B. LOCKERS

Each student is assigned an individual locker. Each locker has a combination lock, but security can only be effective if care is exercised to keep it locked and students avoid telling others the combination. The school cannot be responsible for loss of items at school, but your individual locker provides relative security as long as it is kept locked and you don't share the combination. The individual locker, although for your exclusive use, remains the property of the school and is subject to search if the school administration has reasonable cause to think it contains contraband or any illegal material. Lockers are also subject to any emergency search deemed necessary by the administration.

Students may keep book bags, tote bags, etc., on top of their locker during the school day. Students may take book bags, tote bags, and gym bags to individual classrooms. Books, coats, etc. should be kept inside the locker. Items must not be left on top of lockers at the end of a school day.

#### C. LOCKER ROOMS

Both the athletic and swim locker rooms are used for physical education classes throughout the day. The "open-air" lockers are much less secure than the regular school lockers and care should be exercised not to leave materials in these areas overnight. Students should not bring any items of value or cash with them to these locker rooms. Students are required to bring locks or will be issued locks for use on gym lockers. All personal items should be removed each day.

#### D. VISITORS TO SCHOOL

To insure the orderliness of the educational process and the security of the facility, visits by persons other than parents and patrons are generally discouraged. All visitors to the school, i.e., any person not enrolled as a student at West Lafayette Jr/Sr High School or employed by West Lafayette Community School Corporation, must report to the main office of the school, declare his or her business, and obtain permission to be in the building for a fixed period of time. Each visitor must wear an identification tag the entire time he/she is a guest in the building.

Student guest visitors are allowed only if arrangements are made in advance. Visits are limited to one day and must be approved by an administrator and teachers of the host student. In general, visitor approval will only be made if the visiting student's family is considering a move to WLCSC.

#### E. HALLWAY PROCEDURES

Hallway behavior should reflect an attitude of respect for others. Noise, use of profanity, running, or other actions disruptive to the educational process are prohibited. Students must not obstruct the passage of people in the hallways. Classroom rules for courses requiring greater student freedom are in effect in the hallways during class time.

#### F. RESTROOMS

Restrooms are provided on each floor for the convenience of all. Use of the facility should not be abused. Students are expected to assist in keeping the facilities clean and orderly. Restrooms that are in need of repair or attention should be reported to the office.

#### G. ELEVATOR USAGE

School elevators are intended for those transporting supplies or equipment and those physically unable to use the stairs. Students having physical disabilities which limit their access to all levels of the school building may request a key to use the elevators through the Nurse's Office. Appropriate documentation of need is required. When the disability no longer exists, the key must be returned to the office.

Student use of the elevator under these circumstances shall be restricted to transporting only him/herself and designated helper from one floor to another for school-related activities. All other uses or use by others is prohibited.

#### H. TELEPHONES

The office telephones are intended for business use by school employees. An office counter phone is available for student use but may not be used during class hours unless permission is given by a staff member.

Only in case of emergency will students be contacted during school hours. Parents who wish to contact a child about an impending appointment (not reminders for appointments, but re-scheduling, etc.) may call the office with the request to inform their student. The school will attempt to contact the student if requested by a parent, but cannot guarantee delivery.

#### I. MEDIA CENTER

The Media Center is available to all students as an educational resource and for enjoyment. The Media Center is a point of pride in our school and a benefit for all students to protect.

Media Center hours are 7:45 a.m. to 3:45 p.m. Exceptions to these times will be posted. The Media Center is open for legitimate use during lunch periods if possible due to class scheduling although specific reference services might not be available.

By its nature, the Media Center should be a quiet place to study or read for enjoyment. A full explanation of Media Center procedures is provided during orientation and a file detailing those procedures is always available at the circulation desk. Students are expected to follow posted Media Center rules.

**J. LUNCHROOM POLICY**

The school lunch program is designed to provide not only efficient food service but also a relaxed atmosphere for mealtime conversation with others. Cafeteria lunches should be eaten in either the cafeteria or the Commons. Lunchroom rules are posted in the Cafeteria. Failure to follow these rules and procedures may result in disciplinary action. For reasons of health, safety, and cleanliness, students eating in other areas of the building are responsible for clean-up.

**K. SALES AND SOLICITATIONS**

All sales, fundraisers, and solicitations within the school or at school sponsored events by individuals or groups must follow established School Board policy and have the approval of an administrator. A student may not sell any item(s) to any school personnel or another student for individual profit.

**L. TEXTBOOKS**

Textbooks are provided to all students in required subject areas. You are responsible for their condition and security. Should your book become damaged, written in, or lost, you will be required to pay for its replacement promptly.

**VII. COUNSELING DEPARTMENT**

The Counseling Department at West Lafayette Jr/Sr High School helps all students with academic achievement; personal, social, and emotional development; and college and career planning.

The counselors serve as consultants to students, parents, and teachers and are available at any time during the school day by walk-in or appointment.

**VIII. SCHOOL NURSE**

The School Nurse is on duty during the school day with the exception of a lunch period. The Nurse's Office is located in the school's Main Office complex. The Nurse verifies that all state-mandated immunizations are up-to-date for all students. In addition, the Nurse performs and/or assists with screenings as mandated by state law. This includes screenings for control of communicable disease, such as head lice, as appropriate. Any student who becomes ill or is injured should report to the Nurse's Office or the Main Office if the Nurse is not present. The nurse will assess the symptoms and proceed as appropriate. If the Nurse determines that the student needs to leave school, a parent/guardian will be notified. Any student falling into the description made here must report to the Nurse or the Main Office prior to leaving school. Students failing to follow this procedure may be counted as unexcused. Students requiring special medication should make arrangements with the school nurse concerning the dispensing of the medication as prescribed by Indiana Code.

**IX. SCHOOL SAFETY PERSONNEL AND QUEST PROGRAM**

**SAFETY OFFICERS:** The School Safety Officer is an off-duty, active police officer employed by the school corporation to assist in promoting and maintaining safe schools practices, general supervision, and overall security in our schools. While a School Safety Officer will be maintained at the Jr/Sr High School, the Safety Officer of the Day is available to assist at all WLCSC properties under the supervision of district administrators. While Safety Officers will generally perform duties as set forth in "WLCSC Safety Officer Guidelines", each officer retains authority as sworn police officers and will carry out their duties as a Police Officer as emergency situations dictate.

**QUEST PROGRAM:** QUEST is a database for students who are on court-ordered probation or truancy mediation. Information related to attendance, discipline, and grades will be entered into the QUEST database. In addition, the principal may enter information into the QUEST database for students who have been suspended or expelled from school or students who have been arrested for actions related to school incidents. The QUEST database allows officials permitted by the Judge of the Juvenile Court to share information intended to coordinate services for a particular individual or family.

Individuals designated to share information contained in the QUEST database include those representing schools, juvenile probation, Superior Court 3, the West Lafayette Police Department, the Tippecanoe County Prosecutor's Office, Juvenile Alternatives, and Child Protective Services.

**X. VOCATIONAL STUDENTS**

Students participating in any vocational program, where work is completed off site, are obligated to follow all West Lafayette High School guidelines as outlined in our Student Code of Conduct. In addition, all rules and regulations of the host school will be in effect for the periods in which the student is enrolled. As such, WLHS students participating in a vocational program may be suspended and/or expelled from school for violations to school rules committed at the site of a cooperating vocational program.

**XI. DISPLAY OF FLAG AND PLEDGE OF ALLEGIANCE**

Display of the United States Flag

The United States flag shall be displayed in each classroom of every school in the school corporation (I.C. 20-30-5-0.5)

Pledge of Allegiance

Per Indiana Code (I.C. 20-30-5-0.5) we will begin every day with the Pledge of Allegiance and a moment of silence (I.C. 20-30-5-4.5) in each classroom.

A student is exempt from participation in the Pledge of Allegiance and may not be required to participate in the Pledge of Allegiance if:

- a. The student chooses not to participate; or
- b. The student's parent chooses to have the student not participate.

Students who are exempt from reciting the Pledge shall remain quietly standing or sitting while others recite the Pledge and shall make no display that disrupts or distracts other students who are reciting the Pledge.

During the Pledge of Allegiance, students who participate shall stand and recite the Pledge while facing the United States flag with their right hands over their hearts or in an appropriate salute if in uniform.

The student code of conduct applies to disruptive behavior during the recitation of the Pledge in the same manner as provided for in other circumstances of such behavior.

The building principals may establish procedures to implement this policy.

LEGAL REFERENCE: I.C. 20-30-5.0.5.

## **XII. MOMENT OF SILENCE**

In order that the right of each student to the free exercise of religion is guaranteed and the freedom of each student is subject to the least possible coercion from the state either to engage in or refrain from religious observation on school grounds, there shall be a daily observance of a moment of silence in each classroom or on school grounds of each school in the school corporation.

During the moment of silence, the teacher responsible for a classroom shall ensure that all students remain seated or standing and silent during the moment of silence and the students make no distracting display so that each student may, in the exercise of the student's individual choice, meditate, pray, or engage in any other silent activity that does not interfere with, distract, or impede another student in the exercise of the student's individual choice.

This "moment of silence" is not intended to be and shall not be conducted as a religious exercise. This policy precludes students from using the occasion to pray audibly or otherwise speak, singularly or in unison. Building principals and teachers must not allow or tolerate any coercion or overbearing by anyone to force other students to engage in or refrain from prayer or any other permitted activity under this policy.

The student code of conduct applies to disruptive behavior during a moment of silence in the same manner as provided for in other circumstances of such behavior.

The building principals may establish procedures to implement this policy.

LEGAL REFERENCE: I.C. 20-30-5-4.5

## **XIII. INTERSCHOLASTIC ATHLETIC PROGRAM**

West Lafayette High School is a member of the Hoosier Conference. The athletic program consists of ten sports for boys and ten sports for girls. These sports are listed below along with tentative starting dates.

<b>Fall Sports</b>	<b>Winter Sports</b>	<b>Spring Sports</b>
Boys and Girls Cross Country Boys Football Girls Golf Boys and Girls Soccer Boys Tennis Girls Volleyball Cheerleading	Boys Basketball Boys Swimming Girls Basketball Girls Swimming Wrestling Cheerleading	Boys Baseball Boys Golf Boys and Girls Track Girls Softball Girls Tennis

A copy of the schedules for all sports may be obtained in the main office or from the Athletic Director's Office.

### **Advising Students of Ineligibility**

In the middle of each grading quarter, progress reports are sent to the parents of students who are doing unsatisfactory work in class. The coach will counsel those students whose names appear on the list. At the end of the grading period, if a student-athlete has failed to pass five full credit subjects, the coach will notify the athlete that he/she is ineligible to compete.

### **Physical Health Certificate**

All athletes must have a physical examination each school year **before they are permitted to practice**. Students must have a physical in the Athletic Trainer's office if they are participating in any of our summer athletic programs prior to the school year. The examination must be performed by a licensed physician. Many local physicians have established dates to administer athletic physicals. In addition, for the past several years, our Athletics Department has sponsored a "Physical Night" here at school where students may opt to complete this requirement with local physicians who agree to participate. The cost for this evening is very reasonable. Physicals given after April 1 are good for the entire school year.

### **Insurance**

All athletes should possess adequate family insurance. The Athletics Department does not offer coverage. The West Lafayette Jr/Sr High School will be participating in a voluntary insurance program. More information on this topic can be obtained from the Athletics Department office or the school office.

### **Athletics Lettering System**

The intent of varsity letters is to reward varsity athletes for participation in interscholastic varsity competition. It is the intent of the Athletics Department that these letters:

- 1) should be "earned" each year and not just "given" to varsity athletes.
- 2) are to be "earned" each year. The winning of an athletic letter one year does not guarantee future letters will be won by an individual in that sport.
- 3) should have some continuity from sport to sport as to how letters are "earned."

The cost of a letter jacket is the responsibility of the student/athlete. Letter winners must present their award certificate to the athletic office to collect an embroidered varsity letter. Only one embroidered varsity letter will be issued per student/athlete in their WLHS athletic career (under extreme and unusual circumstances, an embroidered varsity letter will be reissued). An approved listing of patches is available in the Athletics Office. The cost of patches is the responsibility of the student/athlete.

The following participation standards have been established to determine which varsity athletes have earned letters in their respective sports.

- 1) Participation points will be awarded and accumulated from year to year towards attaining a letter. In each sport, 20 participation points per year are awarded, thus making it more difficult for a freshman than a senior to letter.
- 2) Means of earning points in addition to participation have been established for each sport (so many per quarter, varsity points earned in a meet, etc.)
- 3) To letter in a sport 100 points are required.
- 4) Coaches' discretion may be used sparingly to handle "special cases" with the athletic director's approval. This would include injured athletes, move-ins during the season, and "late-bloomers" such as a JV performer who wins a sectional golf meet. THIS DISCRETION MUST BE VERY LIMITED AND MUST HAVE THE APPROVAL OF THE ATHLETICS DIRECTOR.

### **Point System for Each Sport:**

**Cheerleading:** Lettering for cheerleading will be left to the discretion of the head coach and athletics director. A cheerleader must serve for two sport seasons in order to receive their first letter award. No more than one letter award may be earned in a school year.

**Baseball:** 20 points per year participation and 1 point per inning played (1/2 point per 1/2 inning)

**Boys and Girls Basketball:** 20 points per year participation and 5 points per quarter played

**Boys and Girls Cross Country:** 20 points per year participation and 6 points per meet if the athlete is one of WL's top seven finishers. WL runners who participate but don't finish in the top seven receive 3 points per meet entered.

**Football:** 20 points per year participation and 5 points per quarter played

**Boys and Girls Golf:** 20 points per year participation, 5 points per dual meet and 10 points per invitational, conference, or state tournament

**Boys and Girls Soccer:** 20 points per year participation and 7 points per half played

**Softball:** 20 points per year participation and 1 point per inning played (1/2 point per 1/2 inning)

**Boys and Girls Swimming:** 20 points per year participation and meet points earned for team (relay members receive 1/4 of point total earned)

**Boys and Girls Tennis:** 20 points per year participation and 5 points per varsity match played

**Boys and Girls Track:** 20 points per year participation, 2 points per meet and meet points for team (relay members receive 1/4 of point total earned)

**Volleyball:** 20 points per year participation and 3 points per match played

**Wrestling:** 20 points per year participation, 5 points per dual meet and 12 points per invitational, conference, or state tournament

**Student Managers:** Letters should be given to full time varsity managers. This area will be left to the discretion of the varsity coach and the athletics director. A guideline might be to give a manager a letter after his/her second year as a manager.

**Student Athletics Trainer:** Lettering for student athletic trainer will be left to the discretion of the head athletics trainer and athletics director. A student athletics trainer must serve as a student trainer for two sport seasons in order to receive their first letter award. There can be no more than one letter award earned in a school year.

### **Varsity Letter Winner:**

**Varsity Award:** A varsity letter winner will be issued a certificate from the Athletics Department to signify their "earned" reward for participation and completion of the sport season.

Students must bring their certificate to the Athletics Office to claim the "WL" patch that goes on a letter jacket. Each student may claim only one "WL" patch

Students are responsible for ordering and purchasing their own letter jacket. The West Lafayette Athletics Department does not provide letter jackets for any of the students. Jackets may be purchased at The Athlete in Lafayette.

Students are responsible for ordering and purchasing their own individual sport patches. The West Lafayette Athletics Department does not order, purchase, or pay for any patches. For the last several years, the West Lafayette Athletics Department has had arrangements with The Athlete for students to purchase patches. Students may pick up "The Athletic Patch Order Form" in the athletics office or at The Athlete. Students must take the form to The Athlete to purchase patches. The form is a guideline for acceptable patches.

## **WEST LAFAYETTE JUNIOR HIGH SCHOOL STUDENT HANDBOOK 2020-2021**

### **ACTIVITIES AND CLUBS**

The Junior High Student Council plans various activities during the school year. These activities may be joint or for individual grade levels and range from social activities to fund raising projects for charity. The Student Council is also the clearinghouse for all student organizations. Students with a particular extra-curricular interest should petition the Student Council. These organizations and activities include: Academic Super Bowl, Art Club, Astronomy Club, Book Club, Chess Team, Drama Club, History Club, Lego Robotics, Science Fair, Spell Bowl, Mathematics Challenge, Science Olympiad, State Music Contests, Student Ambassador Club and other clubs and organizations as interest and sponsorship permits. All clubs and organizations must have adult sponsors and the head sponsor must be a staff member of the West Lafayette School Corporation. Any club or organization activity must have adult chaperones and the head chaperone must be a staff member at the West Lafayette Junior High School.

The sponsor for the Junior High Student Council is Mrs. Mills. In the 2020-21 school year, the officers and representatives will be elected in the fall.

Students may purchase Athletics passes at any time during the year. These passes admit students to all home athletics events except IHSAA tournament or conference championship events. The Student Pass costs \$55.00 for all Junior High and High School athletics events. If a student does not have an athletics ticket, he/she must pay for the athletics event separately.

### **ANNOUNCEMENTS**

Announcements are emailed to all teachers prior to the first period class each day. Copies are available in the office for anyone wanting a personal copy. Items to be included must be turned in to the office by 1:30 P.M. the day prior to publication. A three ring binder containing previous printed announcements is available in the office. Students are responsible for reading the announcements.

### **ATHLETICS/INTERSCHOLASTIC SPORTS**

**Basketball:** Both boys and girls have teams at each grade level. The boys utilize the early winter season while the girls play during the late winter period. Whenever possible, "A" and "B" schedules are also developed through the Athletics Director to provide greater opportunity for participation.

**Cheerleading:** Junior High cheerleader tryouts will be held in the spring of the year preceding the upcoming cheering season. Twelve girls will be selected by a panel of qualified school personnel for each grade; six to serve as football cheerleaders and six for boys basketball at each grade level. Girls may not participate in a sport simultaneously to the season in which they are cheering. This will apply to the fall season where there are direct time conflicts between volleyball and cheerleading. All twelve girls may attend practices, summer camp/clinic, and special clinics. All twelve girls may have the opportunity to participate in competitions (ICA and Home Hospital Fair, etc.), and the Lafayette Christmas Parade.

**Cross Country:** A fall cross country program is offered for a combined boys and girls team. The season begins with a call-out at the start of school and lasts until October. The team participates in invitational meets within our area.

**Football:** A single team is fielded for each grade level with a call-out and practice the week prior to the start of school in August. Football is a fall sport and the season extends to the middle of October. Practices and home games are played at the Leslie Field facility.

**Golf:** A spring golf program is offered for a combined boys and girls team. The season begins in April and concludes in May.

**Insurance:** Athletics insurance is mandatory for all boys and girls who participate in athletics as a part of the interscholastic sports program. If a family has sufficient coverage, no additional insurance is required. A supplementary insurance program is available. Additional information is mailed to each student K-12 and can also be picked up in the School Office and in the Athletics Office.

**Track:** A spring track program is provided for both boys and girls with both seventh and eighth graders participating on one team for boys and one team for girls. The season begins in March and concludes in May. Practices and meets are scheduled for immediately following the close of the class day. Practices are run on the Leslie Field track located at the high school. Meets are run on the track at the Athletic Complex, located at the intersection of Salisbury St. and Cumberland Ave.

**Volleyball:** Volleyball teams for girls are formed at both seventh and eighth grades, with "A" and "B" schedules developed at each level. Volleyball is a fall sport with a call-out and practice the week prior to the start of school in August. The season extends to the middle of October.

**Wrestling:** One Junior High School Wrestling Team is formed and functions as a late winter sport. The team consists of both seventh and eighth graders with meets and practice sessions scheduled for the Junior/Senior High School wrestling practice area or JH Gym.

**Eligibility:** (See Section on GRADE ELIGIBILITY).

**Physical Examinations:** West Lafayette Community School physical forms must be signed by both parent and physician and be on file at the school before a prospective athlete is permitted to practice or participate. The physical examination must have been completed on/after April 1 for participation in the next school year.

## **BOOK RENTAL AND LABORATORY FEES**

Books, laboratory equipment and supplies are charged to students according to use. Actual cost is determined by the specific courses in which students are enrolled. The cost varies depending on the courses taken and the charge for each course is listed on the student's fee statement.

## **CURRICULAR PROGRAM**

Core curriculum classes meet daily for the full year. A student has a choice of fine arts classes in both seventh and eighth grades. The practical arts selection for seventh grade is predetermined but eighth graders have a choice from several courses.

### 7th Grade

English

Science

Practical Arts (12 week rotations)

Mathematics

Social Studies

Physical Education/Health (1 semester)

World Languages (1 semester)

Fine Arts: Students either select Art, Band, Choir, or Orchestra.

Practical Arts: Students have 12 weeks each of Family/Consumer Science, Technology Education, and Computer Applications.

### 8th Grade

English

Science

Mathematics

Social Studies

Physical Education/Health

**Group 1:** One semester is required but more may be taken. Students may select from the following courses:

#### One Semester

Art 8

Creative Writing

Orchestra

#### Full year

Band

Choir

**Group 2:** One semester is required but more may be taken.

Students may select from the following courses:

#### One Semester

#### Full Year



French I, German I, Spanish I      Current Events  
 Technology Education  
 Family and Consumer Science

Honors sections in mathematics are offered for students who meet the criteria for entry.

Basic sections are offered for students in Math. This course is for students who have had academic difficulty or scored below grade level on standardized tests.

A Basic Skills Development is provided for students in special education.

More detailed information is available from the JH Counselor about each of the courses and programs offered.

English as a New Language (ENL) classes are also provided for students needing special attention.

## **DISPLAY OF FLAG, PLEDGE OF ALLEGIANCE, AND MOMENT OF SILENCE**

Per Indiana Code, we will begin each school day with the Pledge of Allegiance (I.C. 20-30-5-0.5) and a moment of silence (I.C. 20-30-5-4.5) in each classroom. In addition, the United States flag will be displayed in each classroom (I.C. 20-30-5-0.5). Indiana Code also provides that any student disruptive of any of these Indiana codes will be subject to disruptive behavior portions of our student handbook.

## **FACILITIES**

The school facilities (building, equipment, and educational materials) are an integral part of the educational process. They are acquired through use of public monies, and are maintained by the efforts of a caring faculty, staff, and student body often at considerable expenditure of time and money. Students are expected to keep facilities orderly and clean and to contribute in their maintenance. The student assumes the full cost of repair or replacement of any facilities damaged or lost by the student.

### Use of the School Building

To insure the safety of the students and to maintain security, the building is open for general use during limited hours.

The building is open at 7:00 A.M. and closes at 4:00 P.M. for the formal school day.

Practices should not exceed 9:00 P.M. on nights before school days. There shall be no team practices or meetings on Sundays.

Any students in the building before 7:00 A.M. or after the afternoon buses depart must be supervised by a member of the faculty, coach, or activity sponsor. Support staff and maintenance personnel are not authorized to assume this responsibility of supervision.

## **GRADE ELIGIBILITY AND EXTRACURRICULAR PARTICIPATION**

Junior High students must be passing in all classes in order to participate in all extracurricular activities (interscholastic sports, cheerleading, Student Council, and clubs). Ineligibility is determined at the midpoint and at the end of each grading period, and becomes effective the day that grades or progress reports are delivered to students or parents. Ineligible students have two weeks to turn failing grade(s) into passing grade(s) in class(es) that ineligibility was determined. Ineligibility is for all events and games of the extracurricular activity. Students who are ineligible may practice or take part in meetings, but students may not participate in games or events (i.e. student may attend Student Council meeting but may not vote). An ineligible student who does not participate in practices while ineligible may be permanently dropped from the team. Also, an ineligible student who does not regain eligibility at the first opportunity (two weeks after becoming ineligible) may be eliminated from the team. While still on the team, an ineligible athlete may travel to an event with the team, but the ineligible athlete may not be in uniform for the event.

1st grading period	4 ½ weeks	–	eligibility check from teacher reports
	6 ½ weeks	–	eligibility check for ineligible students
	9 weeks	–	eligibility check from grade cards
2nd, 3rd & 4th grading periods	2 weeks	–	eligibility check for ineligible students
	4 ½ weeks	–	same as 1st grading period
	6 ½ weeks	–	same as 1st grading period
	9 weeks	–	same as 1st grading period

An incomplete grade on a grade card or progress report counts as a failing grade until the work is made up and the grade is given.

A student who is absent from school for more than two periods due to illness or injury may not participate in any extracurricular activity competition on that day.

Student athletes and cheerleaders are expected to participate in physical education class during the day of a competition. If the student is unable to participate due to illness, there will be no participation in the athletic competition as an athlete or cheerleader.

## **GRADING SYSTEM**

Letter grades are utilized for all classes based on: "A" excellent, "B" above average, "C" average, "D" below average, "F" failing. Each of these grades may have a "+" or "-" to indicate the level of achievement within a letter grade range. "INC" Incomplete, "NG" No Grade, "PAS" Pass, "SAT" Satisfactory, "UNS" Unsatisfactory, "WD" Withdrawn, "WF" Withdrawn Failure, "WP" Withdrawn Passing are also grades used on grade reports. Numerical values may vary slightly with individual teachers and those criteria are to be explained in the initial class sessions. Grade reports are provided at the conclusion of each nine week grading period. Additional reports are to be sent to parents at the end of the mid-nine week period for students who are failing or in danger of failing.

## **HEALTH AND FIRST AID INFORMATION**

The school health clinic is accessible to students in grades 7-12. If a student is ill or injured, he/she should visit the clinic. The School Nurse will contact the parent as necessary.

The School Nurse is the person designated to administer medications needed at school. If the School Nurse is unavailable such as in the case of a field trip, an alternate designee of the Administration may administer medications.

The parent must consult with the School Nurse before any medication will be given at school. The parent must transport all medication to and from school. Over the counter medications require parent written permission. Prescription medications require physician and parent written permission. Medication must be in the original package or pharmacy labeled bottle, respectively. In general, a student is not allowed to carry medication on school grounds.

If a student must carry emergency, life sustaining medication on his/her person such as an epi-pen, inhaler or insulin, please contact the School Nurse. The appropriate paperwork must be completed to be in compliance with Indiana State Law.

Vision, scoliosis and hearing screenings are administered in accordance with Indiana State Law.

## **HIGH SCHOOL CREDIT**

Students who take Algebra I Honors, Algebra I, French I, German I, Spanish I and/or Health will receive High School grade, credit and grade point averaging will apply. With the exception of Health for 8th graders, entry to these courses requires that students meet certain qualifications and prerequisites. Enrollment in Algebra I Honors or Algebra I requires completion of Math 7 Honors and recommendation from a seventh grade math teacher.

## **HONORS**

Awards earned during the school year are recognized at the end-of-year JH Awards Program. The Lafayette Kiwanis Club honors the boy and girl with the highest grade point standing after two years of the junior high. The Lafayette Optimist Club presents an Outstanding Citizen Award to the boy and girl selected by the student body as an effective leader and good citizen. The Dottie Koh Memorial Award is presented in memory of a former student. The Bob Troyer Award is presented annually to two 8th grade student-athletes (one boy, one girl) who are true leaders in the school and set positive examples through teamwork, respect, effort, and attitude. Several other academic and extra-curricular awards are also given each year.

An Honor Roll is published each nine week grading period with two divisions to honor students with outstanding scholarship. Students with all "A" grades (with no incompletes) comprise one division while students with "A" and "B" grades (with no incompletes) are included on the second.

A Grade Improvement Honor Roll will be published at the end of the second, third, and fourth grading periods. Students will be recognized who have improved their grade averages at least a half letter grade from the previous grading period.

## **LOST AND FOUND**

A box for items lost and/or found is maintained outside Rm 3124 (3rd floor.) Unclaimed items are donated to charity at the end of a reasonable period of time. Owners of identifiable items are notified so it is a good idea to label your personal items with your name. Ms. Huckstep maintains the Lost & Found and can be emailed at [huckstepk@wl.k12.in.us](mailto:huckstepk@wl.k12.in.us).

## **LUNCH PROCEDURE**

Junior High School students are expected to remain on school grounds and under the supervision of school personnel during

the lunch period. Parents who wish to grant permission for their student to leave our campus during the lunch period may inform the school using the form provided in the registration mailing all parents receives prior to the start of the school year.

Students are expected to form orderly lines and avoid cutting in line. Those using the cafeteria facility are expected to return soiled dishes and plastic utensils on the Dish Return. Paper goods should be placed in garbage cans located near the Dish Return. All students are expected to conduct themselves in a responsible manner during the lunch with the loss of cafeteria use as a penalty for failure to follow the rules. Students may remain in the cafeteria to study, read, or visit as long as behavior is acceptable. Students may take food to JHS Locker Bay unless privilege is abused because of improper disposal of food items or containers. Waste containers are also located just outside the cafeteria for trash disposal. You may also leave campus for lunch, but are reminded to be good neighbors to those residents living around the school. Keep away from private property, keep noise levels at reasonable standards, keep the grounds clean and free of litter, and treat your fellow students the same way you would like to be treated.

## **MAKE-UP WORK**

Students absent for a single day should obtain homework assignments from a friend in the same class in order to complete the work upon return to school. Make up work for students out for a prolonged time can be obtained by calling the office (746-0400) prior to 9:00 A.M. and requesting homework assignments. It is the responsibility of the student to arrange and complete all make up work as quickly as possible. Students are allowed a minimum of one day for make-up work to be completed for each day missed due to illness and/or death in the family. Work missed during planned appointments and planned absences should be submitted upon returning to class.

## **SKYWARD**

Parents may now sign up for an online account called Skyward. This account will allow parents 24/7 access to their student's grades, attendance, and discipline. Sign up information is included in the school opening mailing of information that parents and students receive in August.

## **VISITORS**

All visitors to the school, i.e., any person not enrolled as a student at West Lafayette Junior/Senior High or employed by WLCSC, should report to the office, declare his or her business and obtain permission to be in the building for a fixed period of time. Classroom visitors must be issued visitation passes. Arrangements for guests of West Lafayette students must be approved in advance with school administration and should be limited to one day. Students on vacation from neighboring school corporations are not permitted to visit.



# **West Lafayette Community School Corporation**

1130 North Salisbury Street West Lafayette, Indiana 47906-2497  
(765) 746-1602 FAX (765) 746-1644

## **NON-DISCRIMINATION ON BASIS OF SEX**

It is the policy of the West Lafayette Community School Corporation not to discriminate on the basis of sex in the educational programs or activities, which it operates.

The Corporation is required by Title IX of the Education Amendments of 1972 and the implementing regulations not to discriminate on the basis of sex. This requirement not to discriminate extends to employment by the Corporation.

Inquires concerning the application of Title IX and the implementing regulations to the Corporation may be referred to Dr. Rocky Killion, Superintendent of Schools, who has been designated by the Corporation as the official responsible for Title IX compliance, or to the Director of the Office for Civil Rights, Department of Health, Education, and Welfare (HEW), Washington, D.C. The Superintendent's office is at 1130 N. Salisbury Street, West Lafayette, Indiana 47906; Telephone (765) 746-1602.

Greater Lafayette Area Special Services  
(GLASS)  
2300 Cason Street  
Lafayette, IN 47904

**SPECIAL EDUCATION**

The Individuals with Disabilities Education Improvement Act of 2004 (IDEIA) is a federal law. This law guarantees all students with disabilities between the ages of 3 and 21 the right to a free appropriate public education designed to meet their individual needs. It also offers protection for the rights of students with disabilities and their parents/guardians or educational surrogate parents.

The Indiana Special Education rules, known as Article 7, Rules 17-31, provide the legislative and Department of Education guidelines for implementing special education programs in Indiana, effective June 21, 2000. Article 7 regulates special education programs and related services provided by the public schools as well as the state operated and state supported programs.

Greater Lafayette Area Special Services, better known as GLASS, is a special education cooperative sponsored by the Lafayette School Corporation, Tippecanoe School Corporation and the West Lafayette Community School Corporation. General educators and special educators work together to implement the responsibilities of public schools defined in Article 7. Parents are also involved in every step of planning educational services for a student with a disability.

Students who are eligible to receive special education services must be evaluated by a multidisciplinary evaluation team and at a case conference, must be determined eligible based on one of the following eligibility categories:

Autism	Hearing Impaired	Other Health Impaired
Communication Disorder	Learning Disabled	Traumatic Brain Injury
Deaf-Blind	Mental Disability	Visual Impairment
Developmental Delay	Multiple Disabilities	
Emotional Disability	Orthopedic Impairment	

The case conference committee, which includes the student's parents, will then develop an individualized education program (IEP). The IEP will be designed to meet the student's unique needs and will include related and other supportive services, as needed, in order to assist a student with a disability to benefit from special education. Each student with a disability should be educated in his/her least restrictive environment. The amount of time the student with a disability spends with students who have no disabilities will be determined on an individual basis.

**Referral Procedures for Educational Evaluation:**

Parents, teachers, school administrators or specialists may initiate an educational evaluation for a student if they suspect the student. Students are referred for an educational evaluation when:

- general education intervention procedures have been exhausted or
- the nature and severity of the suspected disability is such that general education intervention would be of no benefit, or
- review of recent diagnostic and treatment information from a hospital psychiatric unit or residential treatment center by the school psychologist indicates the need for further evaluation, or
- the parent has requested an educational evaluation and does not elect to withdraw or delay the request.

The parent, teacher, school administrator or specialist can obtain a referral form from the principal/designee. This form should be completed and returned to the principal/designee. The parent may also initiate a referral by sending a letter requesting an educational evaluation to the principal or to the GLASS office, 2300 Cason Street. The principal/designee will then schedule a meeting with the parent and the school psychologist to explain the reason for the referral, the assessment techniques to be used and parent rights. A case conference will be scheduled within 60 school days of the parent signing permission to evaluate.

Parents who have questions regarding referral procedures should contact the school principal. They may also contact the GLASS office at 771-6006.

# West Lafayette Community School Corporation

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(765) 746-1602 FAX (765) 746-1644

Dear Parents/Students:

Under the Family Education Rights and Privacy Act of 1974, a school corporation may provide requested information "on enrolled students from various associations, alumni groups, proprietary and/or trade schools, etc." without securing "the prior written consent of the parent/student provided the local school corporation has previously provided parent/student with the required annual notice regarding directory information". The school routinely prepares and publishes lists of student names for such purposes as honor roll, class rosters, athletic eligibility rosters, team rosters, school directories, special program lists, etc. This policy will continue this year, but if you or your parents prefer that your name not appear on any or all of these lists, a note requesting omission should be directed to the principal no later than August 16<sup>th</sup>.

## CONSIDER THIS YOUR NOTICE:

F.E.R.P.A. and its regulations define directory information as including a student's

1. Name, address, telephone number
2. Date and place of birth
3. Major field of study
4. Participation in school activities
5. Dates of school attendance
6. Honors and awards
7. Other similar information; e.g., alumni associations, height and weight of athletes, honor roll members, information generally found in yearbooks.

## **NOTIFICATION OF PARENTS AND STUDENTS OF THE IMPLEMENTATION OF THE FAMILY EDUCATIONAL RIGHTS AND PRIVACY ACT OF 1974**

On August 21, 1984, the United States Congress adopted an amendment to the General Education Provisions Act called "Family Educational Rights and Privacy Act of 1974" dealing with student records. In broad outline, this Act provides for the following:

1. The Act concerns the student records of both elementary and secondary schools.
2. The parents right under this Act extends until the student is 18 years of age, or is enrolled in a post-high school institution; thereafter only the student himself may exercise the rights.
3. Parents have a right to examine their children's records at reasonable times.
4. The parent has a right to have a record corrected if it "is inaccurate, misleading or is otherwise in violation of the privacy or other rights of students".
5. A record must be kept with each student record showing who examined it, the date on which it was examined, and the purpose of the examination.
6. Certain persons may examine student records without a parent's consent. These include school officials, including teachers who have legitimate educational interests; officials of other schools or school systems where a transfer is made; and certain representatives of the state and federal government with various limitations.
7. Any person may receive the records, if the parents execute a written consent specifying the records to be released, the reasons for such release, and the person to whom they are to be released. A copy will be sent to the parents in such case if requested. The parent may also request and receive a copy of any student record forwarded to another school or school system with a transfer.
8. A copy may also be furnished pursuant to a court order or subpoena, but only if the parents are given advance notice.

The Board of School Trustees has adopted a policy implementing the provisions of this Act. A copy of this policy and the Act are on file and available for inspection at the office of the Superintendent of Schools.