

Warren Central High School Walker Career Center

Parent/Guardian Handbook

2015-2016



Our purpose in Warren schools is...

“to prepare our students to be self-directed learners who are literate, creative, critical thinking, civic-minded democratic citizens who do meaningful and productive work in school and for post-school life.”

~Adapted from Larry Cuban



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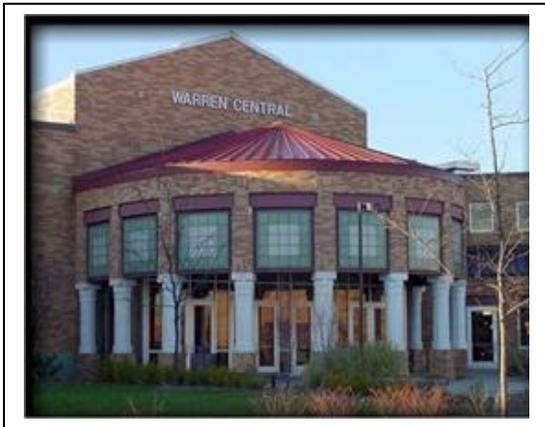
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School Profile

Warren Central High School and Walker Career Center are educational institutions that can trace their beginnings in Indianapolis back more than a century.

Consolidated from two overcrowded schools in 1924, Warren Central High School and Walker Career Center have a strong history of excellence. Warren Central was created as a merge of the Shadeland and Cumberland schools, two schools which catered to junior and senior high school students until the construction of the new high school. Today, Warren Central High School and the Walker Career Center cover almost one million square feet "under one roof."

Since 1983-84, Warren Central High School has been officially recognized as a "National School of Excellence" and as an Indiana Blue Ribbon School. Warren graduates have earned National Merit and other scholarships that have enabled them to achieve their goals. Co-curricular activities and student involvement in these activities are unparalleled in the state of Indiana. Championship caliber performing arts programs and athletic teams have been the rule not the exception. The school newspaper and yearbook have received national accolades. Individual students consistently win awards in academic and performance competitions. Warren Central's Alumni Hall of Fame is laced with local and nationally renowned individuals.



The WCC serves students from Warren Central, New Palestine, Greenfield and Mt. Vernon High Schools. The career center offers more than twenty different programs that utilize state-of-the-art equipment and technology that meet or exceed industry standards. The career center has something for every student! WCC programs serve those students who choose to go directly into the world of work and those students who choose to go on to a two or four year college or technical program training. WCC programs offer dual college credit from a number of colleges and universities and industry certifications.

Purpose and Vision

Purpose

Our purpose in Warren schools is to prepare our students to be self-directed learners who are literate, creative, critical-thinking, civic-minded democratic citizens who do meaningful and productive work in school and for post-school life.

WCHS/WCC Vision

All Warren Central students will meet both township and state graduation requirements in four years and proceed to their post-secondary educational/career pathways.

Contact Info

Warren Central High School
9500 E. 16th Street
Indianapolis, IN 46229
(317) 532-6200
FAX (317) 532-6459

Academy
9500 E. 16th Street
Indianapolis, IN 46229
(317) 869-4600
FAX (317) 869-4699

Walker Career Center
9651 East 21st Street
Indianapolis, IN 46229
(317) 532-6150
FAX (317) 532-6199

Mascot and School Colors

The Warriors

Black & Gold



**Superintendent of MSD Warren Township Schools
Dena Cushenberry, Ed.D**

Board of Education

Rachel Burke

Randy George

Julie French

Anthony R. Mendez

Susan P. Switzer

Ruth Ann Walker

Michelle Wright

Communication

Warren Central/WCC believes that communication between school and home is extremely valuable. Please keep communication lines open throughout the school year as opportunities present themselves. We look forward to a successful school year and thank you for your support.

Phone

Call 532-6200 and listen to the Auto Attendant for office options. If you need to be connected to a particular staff member’s voicemail, hit * and the extension or press 0 for the receptionist. All direct extensions are listed on our website at <http://wchs.warren.k12.in.us/>.

Email

All staff email addresses are listed on our website <http://wchs.warren.k12.in.us/>.

Report Cards

Grading period windows are set by our District Calendar Committee and are available at our district website www.warren.k12.in.us. Report cards are mailed at the conclusion of each 9 weeks and at the end of the semester. Midterms are sent home with students 4 - 5 weeks into each term. If you have questions at any time, please contact the Counseling Services Center for additional information. <http://wchs.warren.k12.in.us/counseling-services>

Parent Portal

Parents/Guardians may access their child’s grades at any time on the Parent Portal. The Portal is an excellent method of staying up to date on your child’s academic progress and attendance and can be used to cross references with the report cards and midterms. Applications are available at <http://wchs.warren.k12.in.us/parent-portal> or at our receptionist’s desk. Passwords are mailed directly to the parent/guardian upon application approval.

Appointments and Lobby Guard

Upon entry into the building, all visitors must produce a State-issued ID to be checked through our Lobby Guard before a visitor’s badge and entry may be obtained. Classroom visits must be approved by an administrator with at least 24 hours notice given to the teacher. When making appointments to speak with an individual teacher, please remember that our teachers have full teaching schedules and only one period in which they are not responsible for student supervision. Please be considerate of teachers obligated teaching times and work with them on appropriate and mutually convenient times to meet and discuss particular concerns.

Emergencies

If your child needs to be removed from school for a family emergency, please remember that only adults listed on the Student Contact Screen may pick up your child.

Communication (continued)

For the safety and security of all children, there are no exceptions to this policy. Forms to update your emergency contacts are available at our receptionist’s desk.

Early Dismissals

To request an early dismissal for your child, please send a note with your child or call in advance. Secretaries are responsible for locating each student and ensuring that your child is notified to report to the office as requested. Students must be signed out by an adult, who is listed on the school’s contact list, unless they are a driver with a current registered WCHS parking permit. Drivers may sign themselves out, but the school reserves the right to verify these dismissals with parents and or guardians.

Absentee Notes

When your child is absent please call the appropriate grade level office, or send a note with them upon returning to school. Oftentimes, students are excited about getting back into the routine of their school schedule and forget to turn in these notes to the office. Parents and guardians are encouraged to verify with the appropriate grade level office after a note has been sent in excusing or explaining an absence. Please include any medical or court documentation that would excuse the absence. Students are allotted 11 excused or unexcused absences prior to being subject to a credit denial, so please remember to provide official documentation of any medical absences.

PTSA and Dads Club

Our Parent Teacher Student Association and our Dads Club are effective ways for parents and guardians to become involved in WCHS/WCC. Sign-up forms are available at the receptionist’s desk.

Boosters

Many of our athletic teams, performing arts groups, WCC Robotics and other competitive organizations have Parent Booster Groups. See your child’s coach or sponsor for more information.

Conferences

The Board of Education believes that the education of children is a joint responsibility, one it shares with the parents of the school community. To ensure that the best interests of the child are served in this process, a strong program of communication between home and school must be maintained. Therefore, WCHS/WCC schools offer parent-teacher conferences once each semester. These are publicized in advance via phone calls, our website, and mailers home. Other conferences may be arranged by contacting the teacher or staff member directly via phone or email; stay connected!

Communication (continued)

Open House/Showcase/Career Fest

Our school organizes an Open House in the fall and the Showcase/CareerFest in the spring. These events are effective opportunities for you and your child to explore academic and extracurricular opportunities.

Performing Arts and Athletic Events

See our website for dates of performing arts and athletic events.

<http://wchs.warren.k12.in.us/>

Follow us on Twitter @WCHS Warriors
 @WCHS WCC
 @WarriorNation_1

Student and Parent/Guardian Expectations

WCHS/WCC truly values our students and their future contributions within society. Please use the following information as parental guidelines and topics to discuss with your child as we embark on this educational and social journey together.

Discipline

“The best discipline is in the kind nobody notices – not even the one being disciplined.”

Discipline is a tool for teaching responsibility. The ultimate goal of discipline is self-discipline – the kind of self-control that underlies voluntary compliance with expected standards. Parents/Guardians please continue talking with your child/children about their social responsibility of complying with school rules and regulations. This will be of great importance as we work together to maximize positive interactions in school and prevent discipline issues from arising.

The superintendent, principal, administrative personnel, teacher or any support staff member of the Warren Township community shall be authorized to take action in connection with student behavior reasonably desirable or necessary to help any student, to further school purposes or to prevent any interference with the normal purpose of school. Disciplinary actions may include, but are not limited to, in school interventions such as counseling with a student or Short Term Removal from a classroom. If deemed to be a necessary intervention, to maintain the safety and security of the school, a student may be separated from the school on suspension up to 10 consecutive days.

Student and Parent/Guardian Expectations (continued)

In extreme cases, a request for expulsion may be necessary followed by a hearing.

All WCHS/WCC students receive a copy of the *MSD of Warren Student Rights and Responsibilities Handbook* and of the *WCHS/WCC Student Agenda*. Both of these documents explain in detail student due process, discipline codes, and consequences. Please ask your child to share these booklets with you.

Parents/Guardians should speak with a grade level administrator for specific questions or concerns.

<http://wchs.warren.k12.in.us/student-rights-and-responsibilities>

Attendance

“Attendance” as used in this guideline shall mean to be physically present in a school or at another location where the Board’s educational program being offered at the times established by the Board and teacher is being conducted. School attendance is not only required, but is vital for a student’s academic achievement. The Board requires all students enrolled in the schools and programs it offers to attend school regularly in accordance with the laws of the state.

Encouraging Attendance

Promoting and fostering desired student attendance habits requires a commitment from the administration, faculty, and parents. No single individual or group can – in and of itself – successfully accomplish this task.

- A. WCHS/WCC provides meaningful learning experiences every day; therefore, a student who is absent from any given class period would be missing a significant component of that course. Please encourage your child to come to school on a daily basis and to make the most of each learning opportunity.
- B. Parents/Guardians, please speak frequently of the importance of your child being in class, on time, ready to participate.

The Board’s educational program is predicated upon the presence of the student and requires continuity of instruction and classroom participation. The regular contact of students with one another in the classroom and their participation in a well-planned instructional activity under the tutelage of a competent teacher are vital to this purpose.

Excused Absences

Each student absence shall be explained in writing and signed by the student if over 18 and by the student’s parents if the student is not yet 18. The written excuse shall be submitted to the building principal and filed as part of the student’s school record.

Student & Parent/Guardian Expectations (continued)

Absences that do not accumulate against this guideline include field trips and college visits, not to exceed two (2) in number. Students are given the opportunity for making up work missed due to approved absences. The length of time for completion of make-up work will correspond with the length of the absence.

Unexcused Absences

Any absence that is not an excused absence or an exception to compulsory attendance contained in Board Policy 5200 is an unexcused absence.

www.boarddocs.com/in/msdwt/Board.nsf/Public

Truancy

Truancy refers to situations where the student is somewhere in the school without authorization, does not attend class as expected, leaves the school without authorization, or willfully fails to attend school without the parents/guardian’s knowledge. Truancy may be for one class, partial day, or the entire day.

Truancy is a serious barrier to student achievement and represents a waste of scarce resources by failing to utilize instruction and curricular resources reserved for the truant student. Appropriate grade and/or credit reductions may occur based on how late this work is submitted to the instructor, a record of the truancy will be entered in the student’s record file, and a parent conference may be held.

Students Leaving School During School Day

No student shall leave school during the school day without authorization by a staff member. No staff member shall permit or cause any student to leave the school prior to the regular hour of dismissal without approval of the principal and with notice to the student’s parent/guardian. Parents are responsible for contacting the appropriate grade level office to inform the school of any absences or early dismissal needs that may arise during the course of the school year. Students who leave school grounds without prior approval from a school official or administrator will be subject to classroom penalties and possibly additional administrative action.

- Students are not permitted to leave campus for lunch.
- Outside food and or celebratory items are not allowed for delivery to any student without prior permission of the building Principal or grade level Administrator.

Vacations

Parents/Guardians should plan vacations that coincide with scheduled breaks within the school calendar. Permission to be absent from final exams can only be approved by the building principal. Please see the student agenda for additional details on this policy.

Students who miss 12 or more class periods (excused or unexcused) will be subject to a credit denial. Students who miss class should expect to have work and/or assessments to complete. Completing this make up work is an expectation.

Student & Parent/Guardian Expectations (continued)

Grades

Students will be awarded with letter grades and points that reflect the completion of assignments, or mastery of curricular standards within a particular classroom or lab setting. Please use the chart below as a reference guide to the percentage of points, based on 100 percentage points, a student may earn related to work completed and submitted to their teacher/instructor for review.

Secondary Grading Scale

Letter Grade	Percentage Points	4 Pt Scale
A	100 – 93	4.00
A-	92 – 90	3.67
B+	89 – 87	3.33
B	86 – 83	3.00
B-	82 – 80	2.67
C+	79 – 77	2.33
C	76 – 73	2.00
C-	72 – 70	1.67
D+	69 – 67	1.33
D	66 – 63	1.00
D-	62 – 60	0.67
F	59 – 0	0.00

Dress Code

We are concerned about the personal appearance of our students. We strive to be the best high school in the state, and we expect our students to look and act the part. We do not intend to necessarily dictate the type of clothes to be worn to school, but occasionally find it necessary to say what shall NOT be permitted. We expect students to wear appropriate school clothes, in a professional manner, and to be dressed for a professional learning environment.

Students whose appearance interferes with the educational process by drawing undue attention of other students or school personnel, by posing as a potential safety hazard to themselves or others, or by being interpreted by school personnel to be offensive in either the message that is implied or the parts of the body that are revealed will be assigned to the short term removal room for the remainder of the day or until a parents/legal guardian brings a change of clothes. If the situation becomes a perpetual issue, additional and more severe consequences may be assigned. Simple guidelines for school-appropriate dress and personal appearance can be reviewed in the WCHS/WCC Student Agenda or online.

<http://wchs.warren.k12.in.us/dress-code-policy>

Student and Parent/Guardian Expectations (continued)

The school shares in the responsibilities of student dress code and appearance with the parent/guardians and the individual student in the area of health, safety and cleanliness of person and apparel. If there is a question as to whether or not any student’s apparel or appearance is appropriate for school, school officials will make the final decision. We grant our students the flexibility of enjoying the latest fashion trends, but not dress in a manner as to attract undue attention and take away from the learning environment and professional atmosphere.

Technology/Electronics

Devices used for individual listening, entertainment, or personal communication may be used during passing periods, lunch time, or with teacher approval in their classroom. Any electronic device which creates a disruption to the educational process or at a school-sponsored event or function is not allowed and may be confiscated by an administrator. Electronic devices that contain illegal activity, on or off campus, may be confiscated and used for future disciplinary proceedings. A student's electronic privileges may be suspended for violations of these expectations. The student assumes all risk of bringing his/her electronic device to school. The school corporation is not responsible for these electronic devices and may not pursue the theft, loss, damage or disappearance of these devices, confiscated or otherwise. Responsible electronic usage includes keeping the volume at a level low enough that a student can hear and respond to directives in any location, hallway, cafeteria, classroom, or other areas on campus. Students are encouraged to keep personal electronic items on their person or in a secure location at all times.

Transportation

All WCHS/WCC students receive the *MSD of Warren Student Rights and Responsibilities Handbook* and the *WCHS/WCC Student Agenda*. Both of these documents explain in detail student due process, discipline codes, and consequences for bus riders. For drop off/pick up questions, please call Transportation at 532-2820.

Parents wishing to pick up/drop off students to and from school, please be aware of the posted signage on campus. We want to ensure all students are safe in the various parking lots and connecting streets, so please proceed with caution and adhere to the posted speed limits and parking lot instructions. Failure to do so can lead to your license plate number and description of your vehicle being reported to Warren Police.

Homework/Extended Illness Homework

Homework is a daily expectation for high school students. The *WCHS/WCC Student Agenda* is an effective tool for tracking due dates and assignments. Students who miss five or more consecutive days may contact the Counseling Service Center at 532-6226 to request extended illness homework collection.

Student and Parent/Guardian Expectations (continued)

Standardized Testing

When the school administers standardized testing, it is important that students come prepared to do their best. Please talk with your child about getting the proper amount of rest the leading up to their respective testing dates and be mindful of their nutritional intake. Students who are testing should come with two sharpened pencils and a calculator (if applicable). As a reminder, food and drinks are not permitted into the testing areas unless authorized by Administration or the proctoring teacher.

Resolving Problems or Conflicts – Discipline

Parents/Guardians who have a question regarding a student disciplinary situation should first contact the teacher or staff member involved in the situation. If resolution is not reached, the parent/guardian should contact the Department Chair or the grade level Administrator. If resolution is still not reached, the parent/guardian should contact the building Principal.

Resolving Problems – Scheduling

Students may submit a scheduling change request, within the designated time during at beginning of the semester, with their counselor and wait to be called down to the CSC. Parents/guardians are welcome to contact the counselor directly for questions or concerns.

Student Records

Transcripts - A student or parent/guardian may request a transcript of his/her record be sent to a college, university, or place of employment. Transcript requests should be made to www.parchment.com. Other educational records pertaining to your child or children can be obtained in the respective cohort offices.

- | | | |
|---------------|---------|--------------------------------------|
| ○ 6242 / 6215 | Side B | Students with the last name (A – D) |
| ○ 6159 / 6158 | WCC | Students with the last name (E – K) |
| ○ 6264 / 6243 | Side A | Students with the last name (L – Ro) |
| ○ 4601 / 4602 | Academy | Students with the last name (Ru – Z) |

Food Allergies

If your child has a severe food allergy, an emergency care plan must be filled out at the beginning of each new school year. Parents/Guardians are required to complete these forms and sign in the appropriate places. Forms will be filed and kept for one school year.

Injury

When your child returns to school following a fracture or severe injury, please provide a physician’s note if activity restrictions apply. The physician needs to specify dates the restriction apply. Parents/Guardians are responsible for providing a wheelchair or crutches if they are needed. If an elevator key is needed, please contact the Nurse at 532-6202.

Student and Parent/Guardian Expectations (continued)

Graduation Requirements

Warren Central required 42 credits to graduate. The Indiana minimum requirements are listed below. For specific questions regarding credits and requirements please contact your child’s counselor or call the Counseling Service Center for more information.

www.doe.in.gov/achievement/curriculum/indianas-diploma-requirements



Effective beginning with students who enter high school in 2012-13 school year (class of 2016).

Course and Credit Requirements	
English/ Language Arts	8 credits Including a balance of literature, composition and speech.
Mathematics	6 credits (in grades 9-12) 2 credits: Algebra I 2 credits: Geometry 2 credits: Algebra II <small>Or complete Integrated Math I, II, and III for 6 credits. Students must take a math or quantitative reasoning course each year in high school.</small>
Science	6 credits 2 credits: Biology I 2 credits: Chemistry I or Physics I or Integrated Chemistry-Physics 2 credits: any Core 40 science course
Social Studies	6 credits 2 credits: U.S. History 1 credit: U.S. Government 1 credit: Economics 2 credits: World History/Civilization or Geography/History of the World
Directed Electives	5 credits World Languages Fine Arts Career and Technical Education
Physical Education	2 credits
Health and Wellness	1 credit
Electives*	6 credits <small>(College and Career Pathway courses recommended)</small>
40 Total State Credits Required	

Schools may have additional local graduation requirements that apply to all students

* Specifies the number of electives required by the state. High school schedules provide time for many more electives during the high school years. All students are strongly encouraged to complete a College and Career Pathway (selecting electives in a deliberate manner) to take full advantage of career and college exploration and preparation opportunities.

12-07-2012

CORE40 with Academic Honors (minimum 47 credits)

For the Core 40 with Academic Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 2 additional Core 40 math credits.
- Earn 6-8 Core 40 world language credits (6 credits in one language or 4 credits each in two languages).
- Earn 2 Core 40 fine arts credits.
- Earn a grade of a “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following:
 - A. Earn 4 credits in 2 or more AP courses and take corresponding AP exams
 - B. Earn 6 verifiable transcribed college credits in dual credit courses from the approved dual credit list.
 - C. Earn two of the following:
 1. A minimum of 3 verifiable transcribed college credits from the approved dual credit list,
 2. 2 credits in AP courses and corresponding AP exams,
 3. 2 credits in IB standard level courses and corresponding IB exams.
 - D. Earn a combined score of 1750 or higher on the SAT critical reading, mathematics and writing sections and a minimum score of 530 on each
 - E. Earn an ACT composite score of 26 or higher and complete written section
 - F. Earn 4 credits in IB courses and take corresponding IB exams.

CORE40 with Technical Honors (minimum 47 credits)

For the Core 40 with Technical Honors diploma, students must:

- Complete all requirements for Core 40.
- Earn 6 credits in the college and career preparation courses in a state-approved College & Career Pathway and one of the following:
 1. State approved, industry recognized certification or credential, or
 2. Pathway dual credits from the approved dual credit list resulting in 6 transcribed college credits
- Earn a grade of “C” or better in courses that will count toward the diploma.
- Have a grade point average of a “B” or better.
- Complete one of the following,
 - A. Any one of the options (A - F) of the Core 40 with Academic Honors
 - B. Earn the following scores or higher on WorkKeys; Reading for Information – Level 6, Applied Mathematics – Level 6, and Locating Information-Level 5.
 - C. Earn the following minimum score(s) on Accuplacer: Writing 80, Reading 90, Math 75.
 - D. Earn the following minimum score(s) on Compass; Algebra 66 , Writing 70, Reading 80.

Services

Bookstore

The bookstore carries Warren Central High School spirit items and school supplies. All sales are final. No cash refunds are given. The bookstore is open Monday through Friday, 7:00 a.m. to 2:30 p.m.

Services (continued)

Book Rental

Textbook rental fees and lost book charges are paid in the bookstore. YOU CAN NO LONGER USE THE PARENT PORTAL TO PAY FOR YOUR TEXTBOOKS. If you owe on these fees, you will need to send a check or money order to "MSD Warren Township, 975 N. Post Road ,Indianapolis, IN 46219". All unpaid textbook rental invoices will be turned over to Statewide Collection Association unless you have already spoken to the individual at the Warren Township Administration building who is responsible for textbook rental. Any questions or concerns, please call 317-869-4389.

Free/Reduced Lunch

Applications are available online or in grade level Administration offices.

<http://wchs.warren.k12.in.us/food-service>

Insurance and Physicals

Students needing a physical should pick up information in the Athletic Department Office located just inside of Door #14 across from the pool. Students needing information regarding insurance options should see the nurse, a counselor, or the Athletic Office.

MediaPlex

The MediaPlex is open from 7:15 a.m. to 4:15 p.m. on Monday through Thursday and from 7:15 a.m. to 3:00 p.m. on Fridays. All students must have a pass written by a teacher in their agenda in order to be admitted.



Services (continued)

Counseling Service Center

The Counseling Services Center (CSC) assists students with academic planning, career and post secondary planning, testing, financial aid, personal/social counseling, student recognition, scholarships, enrollments, and transcripts. Students may submit a request to see a counselor at the CSC receptionist desk. Parents/guardians may contact their child’s counselor by email or phone to set up an appointment.

<http://www.in.gov/learnmoreindiana/>

<http://www.in.gov/ssaci/2345.htm>

<https://bigfuture.collegeboard.org/>

<http://wchs.warren.k12.in.us/documents/web-site-listings.pdf>

Nurse

Please make sure that your child has an updated health form with important medical and contact information. Additional emergency cards may be picked up at the receptionist’s desk. Updated communication with our nurses assists us in better care for all children.

Warren Police

The community of Warren Central is very proud of the many services provided by the Warren Police Department. Officers are available to serve students within the school building, as well as, on campus. Warren Police officers provide services that range from student management assistance to the overall safety and security of the entire Warren Campus. For specific concerns please contact the Warren Police at 532-5642.

Jane Pauley Health Clinic & Dental Clinic

A federal grant awarded to Community Health Network Foundation has resulted in a new eastside dental clinic, providing affordable, integrated oral and primary health care to underserved students and adults in Warren Township and surrounding areas. MSD of Warren Township residents may be eligible for services at the Jane Pauley Health Clinic & Dental Clinic. Call **335-9320** for more information.



Services (continued)

English Learners or Special Education Services & Accommodations

Parents/Guardians with questions about eligibility for English Learners or Special Education Services and accommodations should contact their child’s counselor.

Testing

Final Exams

Final exams are administered in classrooms at the end of each semester. These schedules are publicized via announcements and within classrooms the month prior to the end of the semester. See individual teachers for more information.

End of Course Assessment (ECA)

Students take three ECA’s at the end of course completion or at the end of their sophomore year: Biology, Algebra I, and English 10. The State mandates that students pass the Algebra I and English 10 ECA tests for graduation. See your child’s Counselor, Math, Science, or English teacher for additional information regarding testing dates and preparation.

Advanced Placement (AP)

Students completing an AP course are required to take the AP test in that particular subject area. These standardized exams are administered in May by counselors and are scored by the College Board. Scores are released to students and the school typically in July. See your child’s counselor or AP teacher for more information about testing dates and preparation.

Acuity

Acuity is a predictive, standardized test administered three times in Algebra I and sophomore English classes. These tests assist students and teachers in ECA preparation.

ACT/SAT

The ACT and SAT are College Board standardized, secure exams administered at WCHS. Please see your child’s counselor for dates and exam preparation.



Good Luck Warriors!

