

# WASHINGTON HIGH SCHOOL

## STUDENT HANDBOOK

2018-2019

400 S. ELM STREET WASHINGTON COURT HOUSE, OHIO 43160

(740) 636-4221 -- Phone

(740) 636-4261 -- Fax

### About Our School

Colors: Blue and White

Team Name: Blue Lions

Sports Affiliation: Frontier Athletic Conference

### High School Administration

<u>Principal's Office</u>	<u>Counselor's Office</u>	<u>Athletic Department</u>
Principal: Tracy Rose	Counselor for Last Names A-K: Amy Vernon	Athletic Director: Mark Bihl
Assistant Principal: Beth Day	Counselor for Last Names L-Z: Lisa Hoppes	Assistant Athletic Director: Sam Adams
Secretary: Kylie Lanman Nyleah Trimmer	Secretary: Regan Fabb	Secretary: Tina Wilson

### Who to Contact

<u>Type of Concern</u>	<u>Contact 1</u>	<u>Contact 2</u>	<u>Contact 3</u>
Academic/Curriculum	Classroom Teacher	Principal	Superintendent
Administration/Policy	Principal	Superintendent	School Board
Athletics/Extra-Curriculars	Head Coach/Director	Athletic Director	Principal
Discipline	Classroom Teacher	Assistant Principal	Principal
Food Service	Food Services Director	Superintendent	
School Staff Member	Principal	Superintendent	School Board
Special Education	Classroom Teacher	Principal	Special Education Director
Transportation	Transportation Director	Superintendent	

## Table of Contents

Bell Schedule	3	Tobacco	15
School Calendar	4	Shakedown and/or Strongarm	15
<b>Student Information</b>	5-7	School Sponsored Events	15
Welcome to the High School	5	Hazing	15
Student Government	5	Damage or Destruction of Property	15
General Supplies	5	Unauthorized Touching	16
Personal Property	5	Assembly Seating and Conduct	16
Lost & Found	5	Public Display of Affection	16
Lockers	5	Sportsmanship	16
Clinic Use	5	Profanity/Obscene Language	16
Telephone Use	5	Gym Bags and Bookbags	16
Student Permits/Parking	5	Cell Phones/Communications	16
Student Visitor Passes	6	Assembly	17
Buses	6	School Publications	17
Cafeteria	6	Bullying/Anti-Harassment Policy	17
Work Permits	6	Adult Student Guidelines	17
Guidance Services	6	Internet Usage	17
Directory Information	6	Search & Seizure	18
Fire Drills	6	Chemical Use	18
Tornado Drills	6	Use of Medications	19
Transportation/Extracurricular	7	Due Process	19
Alternative School	7	Procedure for Suspensions	19
Advertising Outside	7	Emergency Removal	19
Dances	7	Procedures for Expulsion	19
Early Graduation	7	Suspension of Bus/Transportation	20
<b>Academics/Records</b>	8	Appeal Procedure	20
Grade Cards	8	Civil Rights Compliance Officers	20
Class Rank	8	Disclaimer	20
Honors with Distinction	8	<b>Athletics</b>	21-22
Honors Diploma	8	Athletic Code of Conduct	21
Academy of Scholars	8	General Eligibility	21
Dropping a Course	8	Prohibition from Extracurriculars	22
AIR Testing	8	High School Eligibility	22
Grading System	9	Payment of Fees	22
Student Records	9	Changing of Sports During Season	22
General Records	9	General Discipline	22
Confidential Records	9	Public Attendance at School Events	22
Student Privacy	10		
Post-Secondary Enrollment	10		
Homebound Instruction	10		
Graduation Requirements	10		
<b>Attendance</b>	11		
Procedures	11		
Guidelines	11		
Compulsory Attendance	11		
Definitions	12		
Truancy/Truancy Intervention	12		
Blue Passes	12		
Tardy to School	12		
Extracurricular Activities	12		
College/Military Visits	12		
Saturday School	13		
<b>Student Discipline Code</b>	14		
Suspended or Expelled	14		
Inciting Others/Disruption	14		
Corridor Conduct	14		
Dress Code	14		
Fire/False Alarm	15		
Theft	15		
Weapons	15		
Insubordination	15		
Cheating/Academic Dishonesty	15		
Sexual Harassment	15		

# BELL SCHEDULES

## Regular Schedule

ENTER BUILDING	7:38
WARNING BELL	7:44
Period 1	7:45-8:33
Period 2	8:37-9:25
Period 3	9:29-10:17
Period 4	10:21-11:10
Period 5	11:14-12:44-Lunch
1st Lunch: 11:14-11:44 2nd Lunch: 11:44-12:14 3rd Lunch: 12:14-12:44	
Period 6	12:48-1:37
Period 7	1:41-2:30
Office Hours M,T,TH,F	2:30-3:00

## Homeroom Schedule

ENTER BUILDING	7:38
WARNING BELL	7:44
Homeroom	7:45-7:55
Period 1	7:59-8:46
Period 2	8:50-9:36
Period 3	9:40-10:26
Period 4	10:30-11:16
Period 5	11:20-12:50-Lunch
1st Lunch: 11:20-11:50 2nd Lunch: 11:50-12:20 3rd Lunch: 12:20-12:50	
Period 6	12:54-1:40
Period 7	1:44-2:30
Office Hours M,T,TH,F	2:30-3:00

## 2-Hour Delay Schedule

ENTER BUILDING	9:38
WARNING BELL	9:44
Period 1	9:45-10:13
Period 2	10:17-10:45
Period 3	10:49-11:17
Period 4	11:21-11:50
Period 5	11:54-1:24-Lunch
1st Lunch: 11:54-12:24 2nd Lunch: 12:24-12:54 3rd Lunch: 12:54-1:24	
Period 6	1:28-1:57
Period 7	2:01-2:30
Office Hours M,T,TH,F	2:30-3:00

# **School Calendar**

**August 13-14:** Teacher Workdays (No classes)  
**August 15:** First day for Students  
**September 3:** Labor Day (no classes)  
**September 21:** Waiver Day (No classes)  
**October 6:** Homecoming Dance -- 8:00-11:00 p.m.  
**October 26:** Professional Development Day (No classes)  
**November 19-20:** Teacher In-Service (No classes)  
**November 21-23:** Fall Break (No classes)  
**Dec. 24-Jan. 4:** Winter Break  
**January 7:** Teacher Workday (No classes)  
**January 8:** School Resumes  
**January 16:** 2-Hour Early Release for Students  
**January 21:** Martin Luther King Day (No classes)  
**February 13:** 2-Hour Early Release for Students  
**February 18:** President's Day (No classes)  
**March 13:** 2-Hour Early Release for Students  
**April 10:** 2-Hour Early Release for Students  
**April 19-26:** Spring Break  
**May 4:** Prom Dance -- 8:00-11:00 p.m.  
**May 8:** 2-Hour Early Release for Students  
**May 23:** Last Day of Classes  
**May 24:** Teacher Workday  
**May 24:** Graduation -- 7:00 p.m. at WHS Gymnasium

## **Grading Periods**

**1<sup>st</sup> Nine Weeks:** August 15 – October 12  
**2<sup>nd</sup> Nine Weeks:** October 15 – December 21  
**3<sup>rd</sup> Nine Weeks:** January 8 – March 15  
**4<sup>th</sup> Nine Weeks:** March 18 – May 23

## **Grade Reporting**

**1<sup>st</sup> Nine Weeks Grade Cards:** October 19  
**2<sup>nd</sup> Nine Weeks Grade Cards:** January 11  
**3<sup>rd</sup> Nine Weeks Grade Cards:** March 22  
**4<sup>th</sup> Nine Weeks Grade Cards:** Week of June 3

## **Parent-Teacher Conferences**

**4:00 p.m. to 7:30 p.m.**  
**1<sup>st</sup> Nine Weeks:** September 20  
**2<sup>nd</sup> Nine Weeks:** November 15  
**3<sup>rd</sup> Nine Weeks:** February 7  
**4<sup>th</sup> Nine Weeks:** April 11

## **Mid-Term Reports**

**1<sup>st</sup> Nine Weeks:** September 19  
**2<sup>nd</sup> Nine Weeks:** November 14  
**3<sup>rd</sup> Nine Weeks:** February 6  
**4<sup>th</sup> Nine Weeks:** April 10

## **STUDENT INFORMATION**

### **Welcome to High School**

The entire staff of Washington High School welcomes you to the 2018-2019 school year. We are committed to building strong academic, artistic, and athletic traditions that have existed in our school community for many years. We count on YOU to carry on those traditions. Our Staff stands ready to assist you in your efforts to gain a quality education. If you ever have any questions, please be sure to talk with your teachers, guidance counselor, or building principals.

Your high school years should be four of the best and most active years of your life. Your involvement and participation in school activities will leave a lasting impact on your life. You will create memories that will last forever. Make your mark here and take charge of your life. Take the initiative to get involved! Have a wonderful, successful school year!

### **Student Government Forum**

The Student Government Forum is the student leadership body that will be responsible for making things happen in our school. The forum will work jointly with faculty members to make the high school a better place to grow and learn for the future. This Forum will be composed of representatives from each grade level from which a class chairperson will be elected to direct class activities.

### **General Supplies**

Textbooks are purchased and furnished free to students by the Washington City Board of Education. Life expectancy for textbooks is five years with proper care. Students will be assessed for excessive wear or lost books issued them Workbook and Supplemental Books are required in several courses that the students will be expected to purchase. These become the property of the student at the conclusion of the school year. Prices of such will be announced at the beginning of the school year. Fees are assessed in certain classes such as science classes, art, classes etc., for the use of equipment and materials.

### **Personal Property**

Students are discouraged from bringing large sums of money, iPhones, or other expensive equipment to school. Besides having a distracting potential, they could get damaged or stolen. Students will not be allowed to use such items on school premises during the school day due to their distracting potential. The school will not be responsible for such items if stolen, lost or damaged.

### **Lost and Found**

Any article lost or found should be reported and/or turned in immediately to the office. Articles may be claimed upon proper identification. Articles not claimed in 30 days will be disposed of.

### **Lockers**

Lockers and locks will be loaned to students to keep books, coats and personal property. Keep in mind that lockers are the property of the school and you may do nothing which would alter the condition of or damage the locker. Students who lose their locks will be charged \$5.00 to replace it. In addition, the locker and its contents thereof are subject to random searches at anytime without regard to any reasonable suspicion. It is imperative that you keep your combination a secret and that you not change lockers without permission from the assistant principal. Lockers are provided during physical education classes. It is strongly recommended that students provide their own lock as they are responsible for their belongings during physical education class. Students exploring other student's lockers should be reported to the office immediately. Problems concerning lockers should be reported to the assistant principal.

### **Clinic Use**

Students becoming ill during the school day are to report directly to the counselor's office after receiving permission from their respective teachers. Students will be permitted to remain in the clinic for a short time, and if not improved within a one-period length of time, arrangements will be made to get the student home.

### **Telephone Use**

The office telephones are intended for school business calls. Students will be called from class to the phone only in emergencies; messages will be delivered to the student at the end of the class period. Students needing to call a parent/ guardian should use lunchtime and study hall. Students may not leave class to use the phone except in an emergency. After school telephone use will be provided by the supervisor in charge of the student's activity. Students are not to use the phones in teacher's classrooms.

### **Student Parking**

Student parking on the school parking lot during school hours is limited to only those student who sign a "Parking Authorization Form" and obtain a parking permit after paying the \$1.00 fee.. School parking is a privilege and students may forfeit that privilege for reasons including but not limited to:

- Unsafe operation of the vehicle
- Placing passengers and/or pedestrians at risk
- Failure to follow parking rules and/or procedures

In parking on school property, it is also understood that students will permit their car to be opened and inspected as stated on the "Parking Authorization Form".

## Student Visitor Passes

All visitors are asked to check in at the office. Arrangements for visitors should be made in advance. No student visitors will be allowed during the last week of classes due to student examinations. Students from other schools in session will not be permitted unless authorized by that student's principal. Due to proximity, Miami Trace students are not permitted to visit

## Buses

Students should understand that riding a bus to school is a privilege and that as riders they are under the direct supervision of the bus driver and the building principal. They must follow all regulations as established by the Board of Education and the State of Ohio. Basic rules are as follows:

1. Buses may stop only at regularly scheduled stops as established with the transportation supervisor.
2. Eating, drinking, littering, smoking and use of profane language are prohibited.
3. The driver may assign seats or allow students to sit where they please. However, they must stay seated when the bus is in motion.
4. Noise should be kept to a minimum except at railroad crossings where absolute quiet is the law.

## Cafeteria

Our school operates on a closed lunch period, meaning all students eat at school during a 30-minute lunch period. Two types of lunches may be purchased; the school lunch or individual a-la-carte items. All food is to be consumed within the confines of the cafeteria proper. Students must either bring their lunches from home or purchase them in the school cafeteria. Ordering food at nearby restaurants will not be allowed. Students must remain in the cafeteria and use the restroom next to the cafeteria if needed.

## Student Work Permits

To secure a working permit during the school year for part-time work, a student needs to pick-up the necessary paperwork from the Guidance Office or from the Superintendent's Office on Highland Avenue. Completed paperwork must be turned into the Superintendent's Office. All students under the age of 18 must obtain a work permit in order to be allowed to work.

## Guidance Services

The major purpose of the Guidance Department is to assist you, the student body. The many services available are listed below:

- A. Personal-social adjustment: Many problems of a personal-social nature arise throughout the year, which you need to discuss with someone. When in this position, feel free to consult with your counselor.
- B. Educational: Subject selection, major and minor fields of study, study-habits, and scheduling are areas in which our counselors can be of value to you.
- C. Vocational: Information relevant to new vocations and occupational openings, job trends, vocational preparation and supply and demand of the labor force will be available.
- D. General: In addition to the above areas, our counselors can assist you in the areas of testing, college selection, college preparation, scholarships, financial aids and college entrance exams.

## Student Directory Information

Student directory information includes a student's name, address, phone number, and grade level. This information will not be released to "for profit" businesses and organizations. This information is made available to the U.S. armed forces and post-secondary institutions upon request. Parents or guardians may sign a waiver in the counselors' office if they do not want this information to be shared.

## Fire Drills

Fire drills are mandated by State Law. Please make note of proper exit routes posted in each room. At the sound of the fire alarm and upon direction of teacher each student is to leave the building following the directions posted in the rooms. All doors and windows should be closed, lights turned off. Students should leave the building quickly and quietly and remain with their respective group to facilitate attendance checking. Return to the building will be done after proper notification.

## Tornado Drills

Periodically tornado drills will be held. Please make note of the proper shelter areas for each room you attend. At the sound of the tornado drill and upon direction of the teacher please move quickly and quietly to the appropriate shelter area for your room. Please make note of the following in regard to tornado drill procedures:

- A. Alarm System: the P.A. system if operative or air horns if P.A. is inoperative
- B. General Guidelines:
  1. Under no circumstances should you leave the building.
  2. Areas to stay out of completely - gym, cafeteria, library, lobbies and adjoining corridor.
  3. Time permitting, evacuate second floor according to plan.
  4. If tornado is coming and there is insufficient time to reach shelter - use common sense and:
    - a. get into corridor, restrooms or stairways
    - b. go to interior wall, get down on hands and knees or under a desk
    - c. know an alternative shelter area in case first one is full

## **Transportation To and From Extra-Curricular Activities**

All students participating in a school-sponsored activity shall ride to and from activities in the transportation provided by the school. Any exceptions to this policy must be submitted in writing on a Travel Release Form and approved in advance by the administration.

## **Alternative School**

Students that exhibit chronic or serious disruptive behaviors, which hinder the learning process, may be assigned to the Fayette County Alternative School. The school is under the auspices of the Fayette County Juvenile Court and will stress education, along with other educational components such as counseling, rehabilitation, career-education and chemical awareness including drug/alcohol screening.

## **Advertising Outside Activities**

No announcements or posting of outside activities will be permitted without the approval of the superintendent. A minimum of 24 hours notice is required to ensure that the principal has the opportunity to review the announcement or posting. The school has bulletin boards in the hallways, which may be used for posting notices after receiving directions from the principal.

## **Dances**

### **Homecoming**

Since the Homecoming Dance is part of the Homecoming Weekend festivities that are designed to celebrate our students and alumni, attendance at the Homecoming Dance will be limited to students in grades 9-12 who are currently enrolled at Washington High School, and Washington High School students who are currently enrolled at Laurel Oaks, and Washington High School graduates at the discretion of the Administration. Any student who meets the above criteria who wants to bring a date from another school must meet the following criteria:

1. the date must be a currently enrolled high school student
2. the date must present proof of enrollment on school letterhead signed by an administrator from their school

### **Junior-Senior Prom**

To attend the Washington High School Prom, a student must be a junior or senior at Washington High School, a Washington High School student enrolled at Laurel Oaks, or the date of a junior or senior at Washington High School or Laurel Oaks, who is currently enrolled in high school. A student must be in at least the ninth grade to attend as an eligible date of a junior or senior. Any date attending the prom who does not attend Washington High School must be pre-registered with the Prom Advisors during ticket sales.

Anyone attending a dance, who does not meet the appropriate attendance criteria, will be asked to leave the dance immediately. In this instance, no refunds will be made for the tickets purchased.

## **Early Graduation**

Students who complete all of their graduation requirements prior to the beginning of the second semester of their senior year may choose to graduate early as long as they meet the following criteria:

- A. Students must have the permission of their parents/guardians unless they are 18 years of age and have submitted their adult student paperwork.
- B. Students intending on graduating early should notify their counselor of this intention by the last day of school their junior year. Requests to graduate early that are received during the summer and during the senior year may be approved, but the decision will be predicated on the schedule and course availability. Classes will not be moved or overloaded to accommodate a request to graduate early once the original master schedule is completed.
- C. Students who begin a semester after their graduation requirements have been met, then decide to graduate early may do so with the understanding that a grade of "I" for incomplete will appear for each course that is not completed. These grades of "I" will appear on the final transcript.

Students who meet these criteria must understand that they are choosing to finish their career at the high school. They will receive a copy of their final transcript once their final grades have been posted and they may have their diploma when it arrives at school. Students who graduate early are no longer students and this precludes them from participating in school functions that includes, but is not limited to sports, clubs, and assemblies. A student may participate in prom and graduation.

## ACADEMICS/RECORDS

### **Grade Cards**

Grade cards will be issued to students the week following the end of a grading period. The grade cards will be passed out at the end of the day. Progress reports and midterms are given to the students as well on the days listed on page 4. Parents and guardians may request a copy of midterms or final report cards be mailed by calling the Guidance Office.

### **Class Rank**

The total number of quality points during four full years of high school will be used to make the calculation to determine class rank. The maximum number of credits that can be earned in a year is equal to a full schedule with no study halls. No more than this will be used in a given year to calculate class rank. Thus, 31.5 credits is the maximum number of credits that can be used to calculate class rank.

### **Honors With Distinction**

Washington High School will honor any student who meets the established criteria as students who achieve "Honors With Distinction." This is the highest academic accolade at Washington High School. These criteria are: 1) earning an Honors Diploma from the State of Ohio, 2) an ACT score of at least 27, or equivalent SAT score of 1280, 3) earning at least 28 credits, 4) a G.P.A. of no less than 4.0 on a 5.0 scale, and 5) passing at least one weighted class in each core content area throughout their high school career. For college application purposes, class rank will be determined in the same way as listed above. Due to the change from eight periods per day to seven, the maximum number of credits that can be earned in one full year has changed from eight to seven. Thus the number of credits used to determine Honors with Distinction will be as follows:

Class of 2019 - 28    Class of 2020 - 27    Class of 2021 - 26    Class of 2022 - 25

### **Honors Diploma**

To be awarded an honors diploma a student must meet 7 of the following 8 criteria:

A. English	4 units
B. Math	4 units
C. Science	4 units (Including 2 units of advanced science)
D. Social Studies	4 units
E. Foreign Language	3 units of one language or 2 units each of two languages
F. Fine Arts	1 unit
G. G.P.A.	3.5 on 4.0 scale
H. ACT or SAT	27 ACT /1280 SAT (excluding score from writing section)

### **Academy of Scholars**

The Academy of Scholars is a program that recognizes students making outstanding achievement in scholarship. Students are selected to membership based on their academic achievement. Students in grade nine who have achieved not less than a 3.5 grade-point-average based upon the year-end grades and students in grade 10-12 who have achieved not less than a 4.0 grade point average based upon the year end grades for the current school year will be granted membership in the Academy through an appropriate ceremony, which will be held in September. Seniors will be recognized at graduation.

### **Methods of Dropping a Course**

Each student will be held responsible for his or her own schedule; therefore, no schedule changes will be made after a course has begun except under the following conditions: 1) Class dropped because of low enrollment, 2) Over-enrollment in a class, 3) Complete change in a student's career plans which requires a change in curriculum, or 4) Recommendation of classroom teacher.

### **AIR Testing**

Students must accumulate at least 18 total points from seven (7) different assessments (2 English, 2 Math, 2 Social Studies, 1 Science) and points must be accumulated in the following categories:

At least 4 points in English

At least 4 points in Math

At least 6 points in Science/Social Studies

At least 4 additional points

Each assessment is worth a maximum of 5 points.

#### **Assessments by Grade Level:**

9<sup>th</sup>: English, Algebra I

10<sup>th</sup>: English, Biology, Geometry, American History

11<sup>th</sup>: Government



## Grading System

The grading system for Washington High School is as follows:

<b>A:</b>	100-90
<b>B:</b>	89-80
<b>C:</b>	79-70
<b>D:</b>	69-60
<b>F:</b>	59 and below
<b>I:</b>	Incomplete

It should also be noted that certain projects, papers and course work must be completed in order to receive credit in the course regardless of the grade average. This work will be identified in the course syllabus. Students failing to complete course requirements may be given an Incomplete for the course until all of the necessary work has been completed.

## Student Records

Student files contain information that is necessary to record the experience of the student while enrolled in Washington City Schools. The information is classified by statute as general or confidential for recording purposes. Entries into the files will be identified by date and source of information as routine procedure.

Access to records is granted:

1. To the staff of the Schools with a stated legitimate educational interest.
2. To parents or the designated legal guardian.
3. To students eighteen years of age or older.
4. By court order or subpoena.
5. To other person or agencies as requested in writing by parents, guardian or 18 year old or older student.

The law permits up to forty-five days to provide access, but files will be made available at the earliest convenience by the responsible school official. Files will be shared in compliance with school regulations only when the appropriate school official, as designated by the building principal, is present to interpret the contents of the files.

## General Records

1. Identification data	6. Consent for release of information	11. Employment
2. Attendance records	7. Medical and dental information	12. School activities and honors
3. Report cards and grades	8. Immunization records	13. Photographs
4. Interim reports	9. Emergency medical authorization	14. Disciplinary reports
5. Parent conference records	10. Standardized test data	15. Speech program card

## Confidential Records

1. Psychological Reports
2. Consent for release of confidential information
3. Guardianship - custodial care
4. Special education placement forms
5. Confidential medical reports

When an actual request is received to forward a student's records to a designated source, any or all of the following entries under the general records may be sent: 1,2,3,6,7,8,10,13 and 14.

## Student Privacy and Parental Access to Information

The school district respects the privacy rights of parents and their children. No student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult or emancipated minor) or the student's parent (if a minor), to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. Political affiliations or beliefs of the students or their parents
- B. Mental or psychological problems of the students or members of their family
- C. Sex behavior or attitudes
- D. Illegal, anti-social, self-incriminating, or demeaning behavior
- E. Critical appraisals of others with whom they have a close family relationship
- F. Legally recognized and privileged and analogous relationships (i.e. lawyers) Religious practices, affiliations, or beliefs of the students or their parents

## Post Secondary Enrollment

The Board will allow students who meet the criteria, to enroll in approved post secondary programs while in attendance in the District. Students will be eligible to receive secondary credit for completing any of these programs providing they meet the established requirements. Classes will count towards class rank with the understanding that no more than a year's worth of credit will be used in the calculation of class rank. A more specific explanation will be given to those who attend the post-secondary enrollment meeting each February. No student may participate without the written consent of parents, if under the age of eighteen and participation in the counseling services offered in relation to this education option.

## Homebound Instruction

The Board may provide individual instruction to students who are unable to attend classes because of accident, illness or disability. Applications must be approved by the Coordinator of Special Education.

Documentation of the enabling condition shall be done by a physician licensed to practice in this State who shall:

- A. Certify the nature of the medical disability
- B. State the probable duration of the confinement
- C. Certify the student's ability to profit from an educational program.

## Graduation Requirements

Graduation requirements as established by the Washington Court House Board of Education: Students must earn 21 credits that include the following:

English	4 credits
Math	4 credits
Social Studies	4 credits
Electives	4 credits
Science	3 credits
Fine Arts	1 credit
Health	0.5 credit
Physical Education	0.5 credit

## **ATTENDANCE**

Washington Court House City Schools is committed to providing a quality education to its students. To achieve this goal, students must consistently be in attendance at school. Attendance and promptness to class are the responsibility of students and their parents/guardians. Attending classes and being on time allows students to benefit from the school's program in addition to developing sound vocational habits. Continuity in the learning process is seriously disrupted through absenteeism. Make-up work does not always adequately substitute for the time missed with the teachers. Students with good attendance generally achieve higher grades, enjoy school more, and are more employable after graduation.

### **Attendance Procedures**

1. When a student is absent from school, parents must notify the school by calling the office at 636-4221, preferably by 9:00 a.m. If notification is not made, then the school will attempt to contact the parent.
2. A written statement must be turned into the office when the student returns to school.
3. All calls on matters of attendance should be directed to the Assistant Principal.
4. Students who are absent need to consult with their teachers to get missing assignments. Using e-mail may be the most efficient means of communication.

### **Attendance Guidelines**

1. With a written statement from a parent/guardian (not including medical/legal statement), students may be absent up to 10 days for the school year.
2. A signed statement by a medical or legal professional may be required.
3. Within the school year, after five (5) days of unexcused absences, a notice will be sent to the Attendance Officer who will inform parent/guardian by mail or personal contact.
4. After ten (10) days of unexcused absences, a notice will be sent to the attendance officer. He will inform parent/guardian by personal contact and set up a meeting with the parent/guardian, student & administration.
5. To work cooperatively between the school and home, Saturday School is used as a Truancy Prevention program. Any student who has an unexcused absence may be assigned Saturday School in order to make-up the missed time and/or assignments.
6. The administration reserves the right to use their judgment for extenuating circumstances for unusual situation.

### **Compulsory Attendance**

Section 3321.04 of the Ohio Revised Code provides that every parent, guardian, or other person in charge of any child of compulsory school age must send each child to school which conforms to the minimum standards prescribed by the State Board of Education for the full-time the school attended is in session. The ORC classifies absences from school as excused and unexcused. The following reasons are considered excused absences from school:

1. Illness	5. Required court appearance
2. Medical, Dental, Legal appointments	6. College visits/Armed Services tests
3. Religious observations	7. Family situations as approved by the parent and the school
4. Death in the family/funeral	

## Attendance Definitions

Excused -- absences for the reasons listed above with parent/guardian communication with the school. Students may have 10 for the entire school year.

Unexcused -- absences with parent consent for an unacceptable reason to the school, an absence with no parent contact, and/or absences after 10 for the school year without a medical or legal note. Unexcused absences may result in the following: Saturday School, Alternative School, Complaint Filing with Juvenile Court.

Truancy -- absences from school without parent/guardian knowledge.

Planned Absence -- absences of 5 or more days with written authorization from a physician. Every effort will be made to provide the student with a school tutor to make-up missed work.

Planned Vacation Absence -- Students are permitted to go on vacation throughout the school year without penalty. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year because of company (industry) policies and the desire to enjoy that time as a family.

- One-time Maximum 5-Day Absence will be excused
- Assignments and classwork missed is the responsibility of the student and will be made up within a period of time will be made up equal to the amount of school days missed.

Habitual Truant -- A student who is absent without legitimate excuse for 30 consecutive hours, 42 hours in a month, or 72 hours in one year (HB 410).

Excessive Absences -- A student who is absent 38 hours or more hours in one school month with or without a legitimate excuse or absent 65 hours or more in one school year with or without a legitimate excuse (HB 410). A notice from the Attendance Officer will be given to parents after these thresholds.

Intervention Attendance Team -- After habitual truancy is surpassed, an intervention team will convene to develop a plan to reduce further student absences.

## Truancy and Truancy Prevention

Truancy is defined as being absent from school without an acceptable reason and/or your parents' knowledge. Any student found to be truant from school is in violation of ORC 3321.01 and HB 410. Truancy could result in a complaint of unruly child being filed in Juvenile Court.

## Blue Passes

Occasionally, a student may have to leave school due to certain situations, i.e., medical appointments or family emergencies. The procedure is:

- A. A note from home must be brought to the office before first period class the days the student is to leave early. The note should provide a phone number where their parent can be reached to verify the early dismissal.
- B. Only adult students will be permitted to sign themselves out.
- C. However proof of an appointment will be required. Failure to do so will result in the absence being deemed unexcused.
- D. Parental consent is required for any student to leave the building.

## Tardy To School

If a student arrives after the 7:45 a.m. tardy bell and before 8:45, they are to report to the office for a late pass. Tardies will be excused four times each semester. Each tardy after four and up to seven will result in 30 minutes of detention after school. Any further tardies during the semester will result in the student being assigned Saturday School.

\*\*If a student is tardy to class during the school day, the individual classroom teacher will deal with the situation according to individual classroom rules.

## Extra-Curricular Activities

Students absent from school due to illness are not expected or allowed to attend or participate in extracurricular activities. Students must be in attendance the entire day in order to practice, rehearse or participate in any event. Students who are tardy after 8:45 will be denied participation that day. In some non-illness cases, this rule may be waived by the administration.

## College or Military Visits (Junior and Senior Students Only)

Juniors or Seniors who are absent due to a college or military visit are to notify the assistant principal at least one week prior to the visit or interview. Requests with shorter notice may be approved. Verification of this absence will be required upon return of the student. No more than two students will be permitted to visit the same school on the same day.

## **Saturday School**

Students may be assigned Saturday School for attendance, disciplinary, or academic reasons. The following guidelines are to be followed by students:

1. Students must report promptly between 8:00-8:15 to the high school rotunda on the parking lot side of the building.
2. Students are to sit quietly in their seats and not create a disturbance of any kind. No talking is permitted. No sleeping is permitted.
3. No food or drink is permitted in Saturday School.
4. Students tardy to Saturday School will not be granted admission. They will be reassigned another date as well as an additional date for not coming on time.
5. Students who are truant from Saturday School the first time will be reassigned another date as well as an additional date. Additional instances of truancy will result in suspension, expulsion, or a placement at the Alternative School.
6. Students must bring assigned work from their classes and/or acceptable reading material. Sitting and doing nothing will not be acceptable.
7. Students will be given a 3-minute restroom break around 10:00 a.m.
8. Students who violate these guidelines will be dismissed from Saturday School. They will be reassigned another date as well as an additional date.
9. Students may never accumulate more than 3 Saturday Schools at one time. At this point, suspension, expulsion, or the Alternative School will be used.

To be excused from a Saturday School assignment and be reassigned to another date, the following guidelines are to be followed:

1. Students may be excused from a session beforehand for just cause and another date will be rescheduled as determined by the administration. Such requests to be excused must come from the parent prior to the date of Saturday School. Students may reschedule one Saturday School per semester.
2. In case of illness or family emergency on the day of the assigned Saturday School, a parent/guardian should call the high school office between 8:00-8:15 at 636-4221. The Saturday School will be rescheduled and students may do this one time per semester. Additional instances will be at the discretion of a principal.
3. In the rare circumstance where a parent/guardian is unable to attempt to call the school on Saturday morning, the school must be notified at the beginning of the next school day.

## **STUDENT DISCIPLINE CODE**

Students have the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the right to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations and provisions governing the operation of these programs.

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. Additionally this code covers misconduct by a student that, regardless of where it occurs, is directed at a district employee or district official or the property of an official or employee.

The principal assumes responsibility for establishing and enforcing procedures necessary to ensure that the students rights are preserved and that accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming the concurrent responsibility. The principal has the discretionary authority to use or authorize other certificated personnel to use the following disciplinary measures to correct pupil behavior.

1. Assign detention
2. Suspend
3. Recommend to the Superintendent for expulsion
4. Assign Alternative Education
5. Refer to Juvenile Court
6. Arrange pupil conferences
7. Call Juvenile authorities and/or contact Police
8. Deny privileges
9. Assign Saturday School
10. Prescribe other acceptable disciplinary measures
11. Ask parent to remove their child from the school for the protection of the students involved, pending investigation of a situation which may be disruptive to the school program.

### **Students Suspended or Expelled**

Students who are suspended or expelled may not be present on school property, participate or attend any school activities or contests, or be present at any activity or on property controlled by the school district.

### **Inciting others to Violence or Disruption to School**

No student by word or deed will directly incite others to commit violence or a disruption of the atmosphere of order and discipline needed for effective learning. Washington Court House High School is committed to a safe learning environment free from disruption. Any action that endangers the safety or well-being of individuals will not be tolerated. A student shall not by use of violence, force, coercion, threat, noise, passive resistance, false alarm (including fire and bomb threats), or other disorderly conduct cause or attempt to cause material disruption or obstruction to the normal school operations.

### **Corridor Conduct**

Students should not run, push or impede the progress of others in the halls or stairways. Students must refrain from demonstrations of affection, such as kissing, while at school. A student is subject to correction in the hallway by any staff member.

### **Dress Code**

We believe that what a student wears to school can have an affect on behavior and academic success. Therefore, the following school attire guidelines are in place.

1. All shirts or dresses must have sleeves and be worn on the shoulder. No shoulder straps, or cut-off sleeves are allowed.
2. No skin or undergarments may be visible through holes in pants
3. With the exception of physical education classes, shorts or capris pants may be worn at mid-thigh or at least 2" below the longest fingertip while standing and wearing the garment at the waist. No cut-off shorts are allowed.
4. Pants must be worn on the hip with no undergarments showing.
5. Skirt or dress length must be worn at the waist and fingertip length with fingers fully extended while standing at a naturally vertical stance. Leggings/ jeggings are acceptable if worn under clothing that cover to mid-thigh.
6. Sweatshirts with hoods, other "hoodies, bandanas, hats, sweatbands, etc. may not be worn on the head while at school.
7. Shirts must be long enough to be tucked so that no midriff shows.
8. Clothing that displays profanity, sexual innuendos, promotes or advertises alcohol or other mood altering chemicals may not be worn.
9. No sunglasses may be worn (even on the top of the head) at school.
10. V-neck shirts or low cut shirts need to be worn with an undergarment (cami, tank top etc.)
11. No clothing that is used for sleepwear (pajamas, lounge pants, slippers, etc.) may be worn at school.
12. The administration reserves the right to exclude any other attire that is believed to be a distraction or a safety risk.
13. Special days that deviate from this code such as "Hat Day" or "Spirit Week" themes may be approved by the administration.

The administration will utilize consequences ranging from a verbal warning to being sent home for the day for failure to abide by this policy

### **Fire / False Alarm**

Any unauthorized use of fire is prohibited. Students shall not initiate a fire alarm or initiate a report warning of a fire, an impending bombing, or other catastrophe without cause.

### **Theft**

Theft of any kind is prohibited. Theft is defined as any unauthorized possession of another person's property.

### **Weapons**

A student shall not possess, handle, transmit or conceal any object, which could reasonably be considered a weapon or is indistinguishable from a weapon.

This list includes, but is not limited to, knives, guns, explosives, smoke-bombs, fireworks, chains and clubs. This also includes those items that have the appearance of a weapon. Students should also be aware that it is a felony for any person to knowingly convey, attempt to convey or possess any deadly weapon or dangerous ordnance into or on any property owned by or controlled by or to any activity held under the auspices of a school

### **Insubordination**

A student shall not refuse to comply with the directions of teachers, student teachers, substitute teachers, teacher aides, administration, custodial personnel, lunchroom staff or other authorized school personnel during any period of time when the student is properly under the authority of the school.

### **Cheating/Academic Dishonesty**

Teachers will deal with incidents of cheating or academic dishonesty on an individual basis and they will be reported to the office. The administration will deal with students who are reported with multiple incidents. Students may receive a zero on the assignment or may be required to complete another assignment to demonstrate what learning has occurred.

### **Sexual Harassment**

Sexual harassment activities of any type are prohibited at all times. No administrator, faculty member, student or employee of the school district shall encourage, permit, condone or tolerate any form of sexual harassment. Sexual harassment is defined as unwanted sexual advances, which may be verbal, visual or physical contact. The definition is very broad, and include propositioning, making threats of reprisal after a proposition is refused, making actual reprisals after a proposition is refused, displaying sexually suggestive objects, making sexual remarks or gestures, making frequent sexual comments, displaying sexual pictures or cartoons, making derogatory comments or slurs based on sex, making sexual comments about a person's body, touching a person, blocking their exit, or assaulting a person. Administrators, faculty members, other employees or students who fail to abide by this policy may be subject to disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio law.

### **Tobacco**

Students are not permitted to smoke tobacco or use tobacco in the school building, on the school grounds or when under the immediate jurisdiction of the school. This includes e-cigarettes, items that use vapor, or any other tobacco/nicotine products. Students are not to carry lighters, smoking materials, or other tobacco products.

### **Shakedown and/or Strongarm**

Students shall not engage in the act of extortion or borrowing or attempting to borrow any money or thing of value from a person in the school, upon a school vehicle or in attendance at a school sponsored and supervised activity, unless both parties enter into the agreement freely and without the presence of either an implied or an expressed threat.

### **School Sponsored Events**

During all school-sponsored events, students shall accept responsibility to conduct themselves according to all the rules and regulations of the school. This includes all school activities and sporting events that take place at another school or off of school property. It is understood by each student that any teacher or school official has not only the right, but the duty, to insist on proper behavior.

### **Hazing**

No administrator, faculty member, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in hazing. Hazing is defined as performing any act or coercing another, including the victim to perform any act of initiation into any class, team, or organization. Permission, consent or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

### **Damage or Destruction of Property**

A student shall not cause or attempt to cause damage to school property or steal or attempt to steal property, either on the school grounds or during a school activity, function, or event off the school grounds. Likewise, damage to school personnel's private property is also prohibited.

## **Unauthorized Touching**

Students must not engage with the intent or do bodily harm by hitting, unauthorized touching or disrupting while on school premises or buses at any time. Self-defense, upon investigation, shall not be considered fighting. Additionally, a student shall not cause physical injury to another person while on school premises or buses at any time.

The following procedure will be followed in dealing with the above situations:

A. First Offense

1. Principal will attempt to notify the Parent to explain the incident.
2. The Principal may suspend the student for up to 10 days in compliance with the student due process procedures.
3. The Juvenile Court may be contacted and a mediation hearing may be arranged.

B. Second Offense

1. The procedure will remain the same except the Principal will recommend expulsion to the Superintendent of Schools.

## **Assembly Seating and Conduct**

Periodically assemblies will be held in the gymnasium as a contributing and important part of school life. Often times we have guests in the audience as well as speakers and entertainers before us: thus impressions formed by those guests rests solely with the student body. Please move quickly to the gym with your homeroom teacher as seats will be assigned accordingly. Reservations about a certain program should be expressed to the administration prior to the assembly. Homeroom teachers have been asked to sit with their groups. Students do not sit in assigned seats during pep assemblies, but they do sit by grade levels.

## **Public Display of Affection**

Public displays of affection are unacceptable and create a very negative reaction among students, staff and guests. Unacceptable public displays of affection are defined as those physical actions, which are contrary to good judgement and public decency in that they create the feeling of inappropriateness and embarrassment among students, staff and guests.

Students who engage in such inappropriate and/or unacceptable public displays of affection will be subject to the intervention of staff and the student will be subject to disciplinary action.

## **Sportsmanship**

One of the main goals of the Ohio High School Athletic Association and the Frontier Athletic Conference is to develop and display good sportsmanship by displaying "generosity, respect and genuine concern for others". The league prohibits cheers directed against individual players, coaches and officials; stomping on bleachers; noise makers, megaphones, derogatory signs/banners, confetti, and antagonistic behavior. Students must refrain from jeering, name calling, throwing objects on the field or court and/or making fun of opponents. Students are expected to display good sportsmanship at all times. Any student being removed from an extracurricular activity will be denied the privilege of attending future activities for a period of time. In addition, other disciplinary action may be taken as deemed appropriate.

## **Profanity/Obscene Language**

The school is not the appropriate time or place for students to express themselves with the use of profanity and/or obscene remarks. Students may not swear, use profanity and/or obscene language.

## **Gym Bags and Bookbags**

Book bags are permitted at Washington High School with the following guidelines:

- A. Bookbags must be able to hang from student desk/chair and remain out of the aisles.
- B. Bookbags are subject to random search.
- C. Students who bring any item(s) to school deemed inappropriate by the staff or administration will be confiscated and released to parents only.

## **Personal Communication Devices**

Students may possess and use personal communication devices (PCDs) on school property, school-provided transportation, or at school sponsored activities only during approved times and for approved purposes. PCD's include, but are not limited to computers, tablets, electronic readers, cell phones, and/or other web-enabled devices of any type. Student use of PCDs on school property is a privilege not a right. This privilege may be revoked by the District at any time. The District reserves the right, in its sole discretion, to determine which types of PCDs it will allow students to use. Such determinations are subject to change. Notwithstanding the foregoing, students may possess and use PCDs on school property and at school sponsored curricular and extra-curricular activities according to the terms set forth in Board Policy 5136. Such use shall not create a distraction, disruption, or otherwise interfere with the educational environment. Authorized student use of PCDs shall include the following: a. Before and after student instructional day; b. During designated lunch periods; c. In between class periods. However, PCDs must be powered off and stored out of sight prior to the start of and during the entirety of any class period; d. During participation in curricular and extra-curricular activities for instructional or educational purposes, and at the discretion of the District Official. E. When authorized pursuant to an Individual Education Plan (IEP), a Section 504 Accommodation Plan, or a Health Care/ Medical Plan with supportive documentation from the student's physician. F. Students shall not use their PCDs to access inappropriate material either stored on the PCD, through the District's network, or through a private network (i.e 3G, 4G, LTE). Violation of this policy may result in disciplinary action, including possible confiscation of the PCD. The district is not responsible for stolen, lost, or damaged PCDs.



## Assembly

Students have the right to assemble peacefully so long as the normal operation of the school or classroom is not disrupted. All organizational meetings and school assemblies in the building or on school grounds will have staff supervision and may function as part of the educational process as authorized by school administrator. The administrator must be informed in advance and may impose reasonable restrictions on the time and place of these meetings.

## School Publications

Publications such as the student newspaper, literary magazine, and yearbook are connected to the overall school program and are subject to editorial control by the school's authorities.

## Bullying / Anti-Harassment Policy

The W.C.H. City School District's Policy #5517.01 states that the Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students and staff. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Bullying, harassment, or intimidation toward a student or staff member whether by a student, staff member, or third party is strictly prohibited and will not be tolerated.

Bullying, harassment, or intimidation is defined as any repeated intentional written, verbal, graphic, or physical act that a student, group of students, staff member, or third party exhibits toward another student, staff member, or third party. This includes gestures, comments, threats or actions which cause or threaten to cause bodily harm or personal degradation. This policy also includes the previously mentioned behaviors that occur within a dating relationship. This policy applies to all activities in the school district, including activities on school property, school sponsored or school approved activities off of school property, or while en route to or from school activities on school transportation. Any student or student's parent/guardian, staff member, or third party who believes they have been a victim of bullying, harassment, or intimidation should immediately report it to a teacher, principal, superintendent, or superintendent's designee. Reporting forms will be provided in each school building. A copy of the entire Policy #5517.01 will be kept in the Principal's Office in each school building. Other questions concerning this policy can be directed to the superintendent or the superintendent's designee.

**Physical Bullying**—The repeated use of force toward a person's body or personal belongings. Examples include, but are not limited to, hitting, punching, shoving, kicking, tripping, spitting, elbowing, shoulder checking, pinching, flicking, throwing objects, hair pulling, restraining, inappropriate touching, and damaging physical property.

**Verbal Bullying**—Repeatedly using negative and/or damaging words (including both spoken and written) toward or in regard to another person. Examples include, but are not limited to, negative comments, name calling, lies, rumors, racial slurs, teasing, cursing, threats, fake compliments and sexual orientation attacks.

**Cyberbullying**— Repeatedly using social media, email or electronic devices in a negative manner toward or in regard to another person. Examples include, but are not limited to, posting negative comments, fake profiles, sexting, making fun of photos, tagging photos, Twitter fights, posting negative videos, texting photos, negative status posts, hate blogs, hate pledges, texting rumors, hacking profiles, nasty e-mails and sending mean forwards

## Adult Student Guidelines

An adult student is defined as any regular student age 18 or over, enrolled at Washington High School. The adult has the right to deal directly with the school without consent and knowledge of parents. If a student chooses to deal directly with the school then they need to be aware of the following:

1. They must complete the appropriate paperwork in the guidance office declaring their choice to deal directly with the school without the consent or knowledge of their parents.
2. Students that wish to write their own notes must have doctor notes after 3 absences in a given semester. Any further absences will be deemed to be truant.

An adult student is defined as any regular student age 18 or over, enrolled at Washington High School. The adult has the right to deal directly with the school without consent of and knowledge of parents. Upon reaching the age of 18 students will be asked to sign a consent form or a waiver form regarding the release of information to their parents. If the student does not authorize the release of information the parent will be notified of this fact. Parents can be kept informed and remain involved and receive information from the school if the adult student signs a written consent authorizing the school to release the same to them. Adult students must comply with all school regulations. An adult student who is absent from a class or classes without prior approval shall be required to submit in writing the reasons for his absence. All consents, waivers, etc., that are normally required of parents of minor students for specific purposes such as immunization, participation in sports or other activities, etc., will be signed by the adult student.

## Internet Usage

All students must take responsibility for appropriate and lawful use of access to the computer network and the Internet. Upon reviewing, signing, and returning a signed Acceptable Use and Internet Safety Policy form as students are directed, they will be able to enjoy this access. If the student is under the age of 18 years old, he or she must have a parent or guardian read and sign the policy as well.

## Search and Seizure

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all its students. Although school authorities will respect the rights of students in their locker and property, it should be made clear to all that lockers are the property of the school. The school reserves the right to search lockers or desks whenever there are reasonable grounds or suspicions for such. A general search of lockers may be conducted to repossess school property. Items which may be used to disrupt or interfere with the educational process may be removed from student possession. Students shall not use their lockers or property:

1. For illegal purposes or for storing illegal materials.
2. In such a way as to interfere with school discipline or the normal operation of the school, including the storage of overdue library books or the unauthorized possession of other school property to endanger the health and safety of other persons.

## Chemical Use

The schools recognize that use by students of mood-altering chemicals (drugs/ alcohol) represents inappropriate behavior that interferes with the learning process and may indicate a primary medical problem (chemical dependency). It is, therefore, the policy of the school to intervene with students whenever behavior is observed or an incident occurs suggesting chemical use. In all cases disciplinary policies will be enforced and violation of law reported.

Rules: A student shall not act in an inappropriate manner due to the misuse of chemicals. Furthermore, a student shall not knowingly possess (includes, but not limited to purses, wallets, lockers, desks, etc.) buy, sell, use, transmit, apply or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, alcoholic beverage, intoxicant, counterfeit "look-alike", or mood altering chemical of any kind. These rules are in effect during school or school sponsored activities, on or around school grounds and on the school bus. They also apply at any other time when the school is being used by any school group, and at any school sponsored activity, function or event. The following procedure will be followed in dealing with the above rules.

### I. Possession, use, transmission, sharing, under the influence, and Counterfeit "look-alike" (drug/alcohol)

#### A. First Offense

1. Principal may suspend the student for 10 days in compliance with the student due process procedures and may recommend expulsion to the Superintendent of Schools.
2. Principal will attempt to notify parent to explain the incident.
3. The appropriate law enforcement agency may be notified.
4. The student may be recommended for assessment by a Trained Chemical Dependency Counselor for a professional opinion concerning use/misuse/ addiction. Based upon all the following criteria being met, the suspension penalty may be reduced:
  - a. The student is evaluated.
  - b. The appropriate procedure agreed upon is followed
  - c. The parent will allow the treating agency to release information to the school
  - d. The parent give permission for their child to participate in support group.

\*In the event that appropriate treatment procedures are not being followed, the original penalty will be reinstated.

#### B. Second Offense

The same procedure will be followed as above except that the Principal will recommend expulsion to the Superintendent of Schools unless the student is evaluated by a Trained Chemical Dependency Counselor and follows the guidelines listed above.

1. The Principal will attempt to notify the parent to explain the incident and arrange a conference.
2. The Principal will refer the case to the appropriate law enforcement agency for Court referral.

#### C. Third Offense

1. The Principal will attempt to notify the parents to explain the incident.

#### D. The Principal will recommend expulsion to the Superintendent of Schools

1. The Principal may notify the appropriate law enforcement agency.
2. The Principal may recommend that the police refer the student to Juvenile Court.
3. The school will assist the parent in locating a proper treatment center

### II. Supplying/Sale of Chemicals and Counterfeit "look-alike" drugs (drugs/ alcohol)

- A. Supplying or selling of chemicals will result in a ten-day suspension. A recommendation by the Principal will be sent to the Superintendent of Schools for an expulsion of the student in compliance with student due process procedure.
- B. The Principal will attempt to notify the parent to explain the incident and arrange a conference.
- C. The Principal will refer the case to the appropriate law enforcement agency for Court referral.

III. **Paraphernalia** - A student shall not possess, use, handle, conceal, offer to sell, deliver, transmit, buy or make any instrument used for drug abuse, or paraphernalia (includes but not limited to hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.).

- A. The student may be suspended for this offense. The Principal will notify the designated Core Team Member for possible application of Chemical Abuse intervention Procedures.

## **Definitions:**

1. **Drugs/Alcohol:** Any mood altering chemical
2. **Seller, pusher, distributor:** A person who has in their possession any amount of substance or counterfeit substance for distribution or sale, or a person who has given, distributed, or sold drugs to another person.
3. **User:** A student who appears to be under the influence of some substance or is discovered to be in possession or in control of illicit drugs.
4. **Paraphernalia:** Any instrument used for drug abuse including but not limited to hypodermic needles, syringes, pipes, roach clips, etc.
5. **Under the influence:** Manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.
6. **Inappropriate behavior:** Manifesting signs of chemical misuse such as staggering, nervousness, boisterous, nauseous, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.
7. **Prescription Drug:** A drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule so long as a parent's statement, signed physician's statement, and /or prescription label is presented to the school nurse or Principal's Office.
8. **Counterfeit drug:** A "look-a-likes" of controlled substance or any substance that is represented to be a controlled substance as provided in Ohio Revised Code 2925.37.
  - a. Any drug that bears or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying marks;
  - b. Any unmarked or unlabeled substance that is represented to be a controlled substance manufactured, processed, packed or distributed by a person other than the person that manufactured, processed, packed, or distributed it;
  - c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.

Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.

## **Use of Medications**

Before any medication may be administered to any student during school hours, the student must produce a written prescription from the child's physician accompanied by the written authorization of the parent. This documentation shall be kept on file in the office of the principal. Additionally, students may administer medication or treatment to themselves, if authorized in writing by their parents and a licensed health professional authorized to prescribe drugs, but only in the presence of a designated school employee. 'Medications' shall include all medicines including those prescribed by physicians and any non-prescribed (over the counter) drugs, preparations and/or remedies.

## **Due Process**

### **(Suspension, Expulsion, Appeal Process)**

Major disciplinary actions such as suspensions and/or expulsions from school are used in the most serious disciplinary cases. While it is legally possible for the school principal to suspend a student up to a total of ten school days for an offense, only the Superintendent has the authority to expel a student from school.

## **Procedure for Suspension**

A school administrator will give written notice to the pupil of the intention to suspend and the reasons why. The student will have an opportunity to appear at an informal hearing before an administrator to challenge the reasons for the intended suspension, to produce witnesses, or otherwise explain his actions. If a student is to be suspended, he/she will be told of the suspension and its length. The parent or guardian shall be notified of the suspension by telephone, if possible. An official notice of the action will be mailed to the parent/guardian within 24 hours of the suspension. This notice will contain the reason for the suspension; the right of the student and parent to appeal the decision; the right to be represented at the appeal and to request the hearing on appeal to be held in private.

## **Emergency Removal**

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, a teacher may remove the student from curricular or extracurricular activities under his/her supervision. A due process hearing must be held within 72 hours after removal is ordered from a curricular activity. Procedures for this are the same as a suspension hearing. In an emergency removal, a student can be kept from class until the matter of his/ her misconduct is disposed of either by reinstatement, suspension or expulsion.

## **Procedures for Expulsion**

Upon recommendation of the principal, the superintendent may expel a student from school. The superintendent will give the student and his/her parent written notice of the intended expulsion. This notice is to include the reason for the intended expulsion. Upon request, the student and parent will have an opportunity to appear before the principal to challenge his/her action or to otherwise explain the student's actions. The administrator cannot order such a hearing in the event the student and parent choose not to attend. Written notice of intended expulsion by the superintendent will state the time and place to appear for the hearing. Said hearing must not be less than 3 days, nor later than 5 days after the notice is given. An official notice of the expulsion will be mailed, within 24 hours, to the parent. This notice will include the reason for the expulsion; the right of the student and parent to appeal to the Board of Education; and the right to be represented at the appeal and to request the hearing be held in private.

### **Suspension of Bus/Transportation Privileges**

Students are under the direct authority of the bus/vehicle driver. Refusal to submit to this authority or disorderly conduct will be sufficient reason for a school administrator to suspend transportation privileges for all or part of a school year. Due process and the right to appeal a transportation suspension is the same as listed above for any other Code of Conduct infraction.

### **Appeal Procedure**

Only the superintendent, principal, or assistant principal can suspend a student. However, in the case of an emergency removal, a teacher may remove a pupil, as set forth under the Emergency Removal section.

- Only the Superintendent can expel a student.
- Notice and hearing prior to suspension or expulsion will be given to the student.
- A suspension hearing will be conducted before the principal, assistant principal, superintendent, or superintendent's designee.
- An expulsion hearing will be conducted before the superintendent or his designee.
- A student or his or her parent(s) may appeal a suspension or expulsion to the Board of Education. The Board of Education has designated the superintendent as its representative at all hearings regarding the appeal of a suspension. The Board will hear the appeal of an expulsion.
- The decision of the Board of Education or its designee concerning suspension or expulsion of a student may be appealed to the Court of Common Pleas.
- Further details about the procedures for hearings and appeals are set forth in the Board of Education's Policy on Removal, Suspension, Expulsion, and Permanent Exclusion of students, and are governed by the Ohio Revised Code.

### **Civil Rights Compliance Officers**

The Civil Rights Compliance Officers for the school district are Mr. Tracy Rose, High School Principal (636-4221) and Mrs. Maggie Lyons, Cherry Hill Primary Assistant Principal (335-3370).

### **Disclaimer**

It shall be understood that the Board of Education of the Washington City Schools is not a court of law nor are its employees of any court of law and thus the rules of civil procedures, criminal procedures, and evidence do not apply to any disciplinary hearing.

## ATHLETICS

Participating in athletics at Washington High School is a privilege and any student who accepts who participates must accept the responsibility of good citizenship and representing the district in a positive manner. A denial of participation in athletics may be imposed for students who do not accept or adhere to such responsibilities. The following rules and regulations shall govern all students who participate under the sponsorship of the Washington Athletic Department, beyond those rules established for the general student body.

### **Athletic Code of Conduct**

The following additional items apply to an athlete in-season for a school-sponsored activity at Washington High School. In-season is defined as the beginning of the first official start date of practice as defined by OHSAA and ends when the last contest is played for that in-season sport. During that period, student-athletes are subject to the Athletic Code of Conduct.

- A. Possession of, use of, or being under the influence of tobacco (nicotine)/alcohol/chemicals (also as defined by the chemical abuse policy) and/or items used to deliver said products such as but not limited to pipes, vaporizers, cigarettes, e-cigarettes, syringes, etc. is prohibited.

The following procedure will be followed in dealing with the above situation:

#### **First Offense:**

+Ninety (90) day denial of participation in athletic contests\*

\*if an athlete enrolls in a tobacco /nicotine cessation or approved administrative equivalent thereof or a chemical use program and successfully completes the program the penalty will be reduced to thirty (30) days. Failure to successfully complete the program will result in the balance of the sixty (60) day denial of participation being served.

+Periodic drug testing as directed by Athletic Director for one (1) calendar year

#### **Second Offense:**

+Ninety (90) day denial of participation of athletic contests, practices, and conditioning programs.

+Periodic drug testing as directed by Athletic Director for one (1) calendar year

#### **Any Additional Offenses:**

+Loss of eligibility for one (1) calendar year

- A. The sale or supply of drugs, illegal chemicals, tobacco (nicotine), or items used to deliver said products such as but not limited to pipes, vaporizers, cigarettes, e-cigarettes, syringes, etc. is prohibited.

The following procedure will be followed in dealing with the above situation:

#### **First Offense:**

+ Immediate denial of participation of athletic contests, practices, and conditioning programs for one (1) school year

#### **Second Offense:**

+ Denial of participation of athletic contests, practices, and conditioning programs for the remainder of their high school attendance.

- A. Any conduct (other than traffic related) that result in the involvement of the law enforcement or courts may be grounds for denial of participation in athletic contests and/or practices.

The following procedure will be followed in dealing with the above situation:

#### **First Offense:**

+Athletic Director may deny athletic participation in contests, practices, or conditioning programs for a period not to exceed one (1) calendar year.

#### **Second Offense:**

+Athlete may lose eligibility for entire high school career

A. Additional Provisions

1. Any athlete reporting a chemical/alcohol/tobacco (nicotine), use problem to the Athletic Director will not be denied participation provided he/she follow the school policy for treatment or cessation and agrees to periodic drug testing by the Athletic Director for one(1) calendar year. The reporting must be by the athlete and not the result of being caught prior to the reporting in order to save eligibility. If the athlete does not wish to follow the policy or fails to complete it, he/she will be denied participation in contests and practices for ninety (90) days beginning with their non-compliance with the prescribed program.

### **General Eligibility**

The constitution and rules of the Ohio High School Athletic Association must be followed by all athletes at Washington Senior High School. The principal of the school, working through the athletic director, is responsible to see that these rules are enforced. Copies of the constitution and rules are available in the offices of the principal and athletic director. Any loss of eligibility under these rules will be determined by the coach and the athletic director after a hearing with the athlete. The principal will act as the source of appeal for those violating athletic department rules. Parents will be given the opportunity to appear with their son or daughter at appeals before the principal. Any reasonable training rules may be established by the head

coaches as long as they are not in conflict with athletic department policy. Any appeal to the decisions of the principal should be made to the board of education. Rules of the athletic department do not apply to middle school students.

The middle school principal and the coach involved will determine discipline and eligibility for middle school students.

#### **Prohibition from Extra-Curricular Activities**

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes school personnel to prohibit a student from participating in any particular or all extra-curricular activities of the District for offenses or violations of the Student Code of Conduct or Student Discipline Code for a period not to exceed the remainder of the school year in which the offense or violation took place. In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any sport for violations therein. Students prohibited from participation in an extracurricular activity are not entitled to further notice, hearing, or appeal rights

#### **High School Eligibility**

The constitution and rules of the O.H.S.A.A. must be followed by all athletes at Washington High School. The principal of the school, working through the athletic director, is responsible to see that these rules are strictly enforced. Copies of the constitution and rules are available in the office of the athletic director.

\*\*\*Before any student will be allowed to participate in tryouts, practices, scrimmages, or contests, proof of a physical and proof of insurance must be on file with the athletic director. If either of these is not provided, a student will be denied participation. The Washington C.H. Board of Education has established the following criteria:

- + For the purpose of eligibility, a grading period is the semester.
- + Student must have earned a 1.0 G.P.A. in the immediately preceding grading period.
- + Meet the criteria established by the O.H.S.A.A. as stated below:

#### **O.H.S.A.A. Criteria:**

A student must be currently enrolled in school and have received passing grades in a minimum of five (5) one credit courses, or the equivalent, in the immediately preceding grading period. This means Washington High School students need to be enrolled and received passing grades in a minimum of 2.5 credits in the previous 9-week grading period, or the equivalent to be eligible by O.H.S.A.A. standards. This means that a typical Washington High School student needs to be enrolled and receive a passing grade in a minimum of 5 periods of academic coursework.

Please keep in mind that physical education courses are only 1/4 credit, so in order to reach the 2.5 credit requirement, a student needs to be passing 5 academic courses, not counting physical education.

\*For eligibility purposes, summer school grades may not be used to substitute for failing grades received the final grading period of the regular school year or for lack of enough subjects taken the preceding grading period.

Also, a grade of "Incomplete" is calculated the same as an "F" for eligibility purposes even though the grade may be earned and changed at a later date for academic purposes. This means athletes need to complete all coursework by the end date of each semester.

#### **Payment of Fees**

All fees and financial obligations must be paid to the satisfaction of the athletic director prior to any participation in a game or contest. The purchase or proof of insurance must be paid before you can practice or play on any team.

#### **Changing of Sports During Season**

Before the sixth (6) practice session an athlete may change sports at will. If an athlete wishes to change sports after five (5) practice sessions the coach of the sport that he is playing will be given a chance to decide whether he wants to release the player. If not, the athlete may go to the athletic director to make the decision.

#### **General Discipline**

The coaches of each individual sport along with the athletic director may establish any reasonable training rules for their athletes. Any breach of any individual coach's training rules which may result in a denial of participation as a team member will be submitted to the athletic director for a decision.

#### **Public Attendance at School Events**

The Board of Education welcomes and encourages members of the community to attend athletic and other public events held by the schools in the District. Due to the need to maintain order and preserve the facilities of the District during the conduct of such events, the School Board retains the right to bar the attendance of or remove any person whose conduct may constitute a disruption at a school event. School administrators are expected to call law enforcement officials if a person violates posted regulations or does not leave school property when reasonably requested. If a student or adult is asked to leave or is removed from a school event, no admission fees will be refunded.

No alcoholic beverage or other controlled substance may be possessed, consumed, or distributed at any function sponsored by the District and/or at any function occurring on Board property. Smoking and/or the use of tobacco and or tobacco substitute products is prohibited at any time within any enclosed facility owned, leased, or contracted for by the Board, and in areas directly or indirectly under the control of the Board immediately adjacent to locations of ingress or egress to such facilities. Such prohibition also applies to school grounds.

In accordance with state and federal law, the District will provide reasonable accommodations to persons with disabilities who wish to attend and/or participate in school events. Such individuals should notify the building principal if they require a reasonable accommodation.