

***STUDENT HANDBOOK***

***WADSWORTH HIGH SCHOOL***

***2023-2024 SCHOOL YEAR***



*“Where Quality Education is a Community Tradition”*

**WELCOME TO WADSWORTH HIGH SCHOOL  
Administrative Team**

Dr. Vincent Suber, Principal  
Mr. Rich Berlin, Associate Principal  
Mrs. Keri Hamsher, Assistant Principal  
Mr. Chris Sieber, Assistant Principal  
Mr. Brad Musgrave, Athletic Director

**IMPORTANT TELEPHONE NUMBERS**

**Area Code (330)**

Main Office: 335-1400 WHS FAX 335-1376  
Attendance Office: 335-1370  
Athletic Office: 335-1372  
Athletic Office FAX: 335-0189  
Transportation: 336-3571  
Board Office: 336-3571

**Wadsworth High School hours of operation: 7:00 a.m. to 3:30 p.m.**

**STUDENT HANDBOOK RATIONALE**

**The Wadsworth High School Student Handbook has been designed to meet the needs of all students in grades 9-12 who are enrolled in classes at Wadsworth High School, through our Four Cities Compact, or the College Credit Plus Program. Since all young men and women who attend this institution are considered students, they are all subject to the rules and regulations found in these pages regardless of age. The student handbook, its rules and regulations, applies to all Wadsworth City Schools' property, and vicinity, employees, employees' property, and all school related activities, both home and away. If an offense in this code occurs when school is not in session, or just before school (example: summer or vacations), the action or penalty will begin when school resumes if permissible.**

**While many of the handbook policies and procedures are outlined, the administration reserves the right to adjust, add, modify, or delete policies or procedures during the school year if it serves the best interest of Wadsworth High School.**

## **WADSWORTH HIGH SCHOOL WEB PAGE**

<https://www.wadsworth.k12.oh.us>

School information, news, calendars, including all activities and athletic events, are available on the WHS web page listed above.

Please also refer to the Wadsworth City Schools web page for the following information that supports this student handbook:

Wadsworth City Schools' Board of Education  
Policies and Guidelines: <http://www.neola.com/wadsworth-oh>

### **District Calendar**

<https://www.wadsworth.k12.oh.us/Content2/322>

### **ALMA MATER**

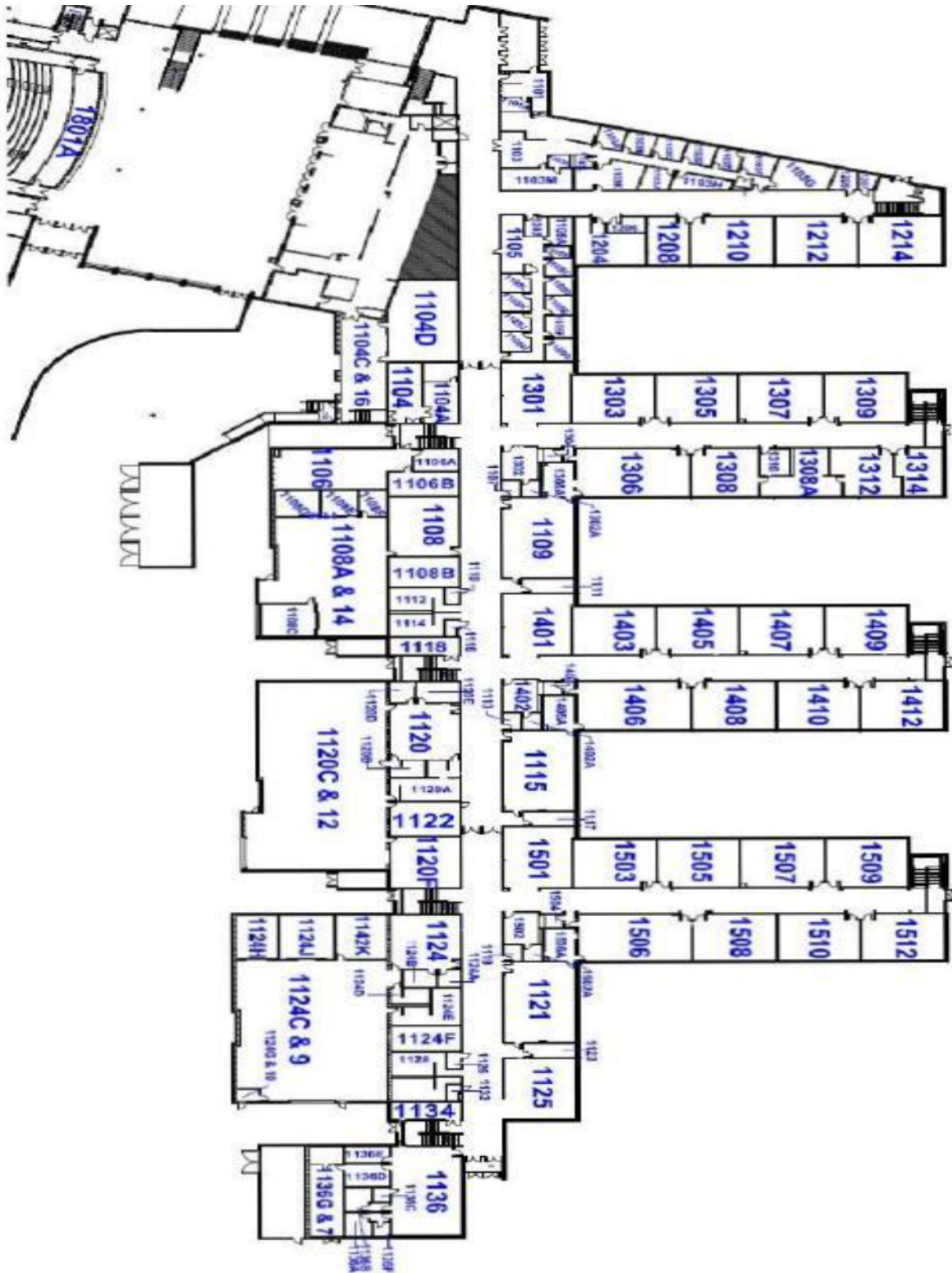
To you, Alma Mater,  
We always will remain so true.  
Our hearts and our loyalty  
Will ever be in thought of you.  
To you we owe our happiness  
And all of our success.  
Forever will your banner be our pride  
Success to you, dear Wadsworth High.



**WHS Fine Arts/Music, Gym/Field House, Athletics**



# WADSWORTH HIGH SCHOOL, First Floor



WADSWORTH HIGH SCHOOL, Second Floor





## LOCKER LOCATIONS

First Floor		Second Floor	
1000 to 1092	1200 Hallway	2000 to 2099	2200 Hallway
1100 to 1325	1300 Hallway	2100 to 2331	2300 Hallway
1400 to 1631	1400 Hallway	2400 to 2631	2400 Hallway
1700 to 1931	1500 Hallway	2700 to 2931	2500 Hallway

## A.L.I.C.E. Safety Procedures

**A- Alert:** Admin will make an announcement to **ALERT** students about the situation.

- Listen to instructions from the PA system and teachers.
- Knowing what is going on and being able to keep a level head will increase chances of survival.
- Do not panic, you only need to focus on staying safe for around five minutes before help arrives.

**L- Lockdown:** If leaving is not safe or possible you must **LOCKDOWN**.

- If the threat is too close to evacuate, barricade the doors and windows.
- Turn off the lights.
- Remain both calm and quiet.

**I- Inform:** Staff will continue to **INFORM** students about the situation.

- As the situation evolves you will be informed via the PA system.
- Continue to make decisions as more information becomes available.

**C- Counter:** If your room is invaded, **COUNTER** and distract the attacker.

- If your room is invaded and you cannot escape, throw items at the attacker.
- Stay low to avoid the line of fire.
- A moving target is harder to hit.
- Remember countering an attacker should only be a last resort.

**E- Evacuate:** **EVACUATE** the building as soon as SAFE as POSSIBLE.

- Do not push or shove others. We are all in this together.
- If one exit is too crowded to evacuate, find or create another one.
- Go to the predetermined rally point, if it is safe. If not, go to another safe spot.

**Remember:** it only takes 3-5 minutes for help to arrive! When law enforcement arrives it is better to show, not tell, you are not part of the threat. Put your hands in the air, fingers spread.



## QUICK REFERENCE GUIDE

Accident/Emergency Situations	Teachers, Administration
Activities Account	Mr. Berlin
Activities Assessment	Athletic Office
Athletic Program	Mr. Musgrave
Attendance Secretary	Mrs. Workman
Awards Policy	Dr. Suber
Career Tech Information	School Counselors
Class Change Request	School Counselors
Co-Curricular Activities	Mrs. Hamsher
College Applications	School Counselors
College Day Procedures	Mrs. Workman
Community Agency Referrals	School Counselors
Compact Student/CCP Release Form	Mrs. Caskey
Credits/Transcripts	School Counselors
Discipline	Mr. Berlin (12)
	Mrs. Hamsher (11,10)
	Mr. Sieber (9)
Educational Planning for Students	School Counselors
Entry or Withdrawal of Students	Administration
Extracurricular Program	Mr. Berlin
Field Trips	Mr. Berlin
Flex Pass	Dr. Suber
Fliers/Signs	Dr. Suber
Food Service	Mrs. Gnap
Fund Raising	Mrs. Hamsher
Grade Changes	Classroom Teachers
Home Instruction	School Counselors
Homeroom Assignments	School Counselors
Injuries/Medical	Teacher, Administration
Locker Assignment/Maintenance	Guidance Office
Locker Policy	Mr. Sieber
Lost and Found	Attendance Office
Parking Permit	Main Office
Policy Clarification	Administration
Psychological Referrals	School Counselors
Receipt & Disbursement of Monies	Activity Advisors
Records	School Counselors
Scheduling Events & Use of Building	Mr. Berlin
Scheduling Students	School Counselors
School Counselor Programs and Policies	School Counselors
Security	Mr. Wyrick
Stolen Materials & Theft Report	Administration
Student Council	Mr. Hamilton, Mrs. Davis
Summer School	Mr. Berlin
Traffic Control	Mr. Wyrick/Officer Smith
Tutors	School Counselor
Vacation Requests	Dr. Suber
Work Permits	Main Office

**SECTION I  
ATTENDANCE INFORMATION**

**SECTION II  
DISCIPLINE INFORMATION**

**SECTION III  
ACADEMIC INFORMATION**

**SECTION IV  
SCHOOL COUNSELING DEPARTMENT  
INFORMATION**

**SECTION V  
GENERAL INFORMATION**

**SECTION VI  
ATHLETICS & ACTIVITIES**

**SECTION VII  
DIRECTORY & CONTACT INFORMATION**

## **SECTION 1 - ATTENDANCE**

**(BOE Policy 5200)**

**REPORTING ABSENCES FROM SCHOOL  
ATTENDANCE OFFICE PHONE NUMBER  
(330) 335 - 1370**

**or**

**We have started to implement a new attendance system, in which you can report your child's absences, to help us keep better track of attendance. To help this process along, please download an app to your cell phone (you can use your student ID but the app goes a lot quicker). The app is from our partner VisitU and can be found at this link:**

**PARENT OR GUARDIAN MUST CALL (OR USE THE VISITU APP) TO REPORT  
STUDENT ABSENCE BEFORE 9:30 a.m.**

### **ATTENDANCE POLICIES/PROCEDURES**

#### **LEGAL RESPONSIBILITIES OF SCHOOL ATTENDANCE**

Section 3321.01 Ohio Revised Code states that any child between 6 and 18 years of age, inclusive, is of compulsory school age. The parents, guardian, or any other person having care of a child of compulsory school age shall cause such child to attend school or participate in a special education program, that conforms to the minimum standards by the State Board of Education, unless the child is employed on an age and schooling certificate with the permission of the Wadsworth City Board of Education.

#### **REQUIREMENTS**

Regular attendance by all students of the Wadsworth City School District is very important. There is a direct correlation between attendance at school, and performance; therefore, it is imperative that a student be in attendance at school. All students will be urged to make doctor appointments, do personal errands, etc., outside of school hours.

Sound attendance patterns are essential; therefore, students will be expected to be on time and to attend every day unless given an excused absence for a legitimate reason.

## **NOTIFICATION LETTERS**

When a student of compulsory school age is absent from school with combined nonmedical excused absences and unexcused absences in excess of thirty-eight (38) or more hours in one (1) school month, or sixty-five (65) or more hours in a school year, that student is considered “excessively absent” from school. The District or school shall notify the child’s parent or guardian of the child’s absences, in writing, within seven (7) school days after the date of the absence that triggered the notice requirement. At the same time written notice is given, any appropriate intervention action listed herein may be taken.

Please review Excessive Absences in the board policy in the link below.

**[\(BOE Policy 5200\)](#)**

## **ABSENCES**

### **Types of Absences:**

**Excused Absence:** an absence that fits into category 4, 6, 7, 8, 9 or 10 above;

**Medical Excused\*:** an absence that fits into category 1, 2, 3 or 5 above.

**Medical Partial Excused\*:** an absence for part of a school day that fits into category 1, 2, 3 or 5 above.

**Unexcused Absence:** an absence that is reported by the parent/guardian but does not fit into one (1) of the ten (10) categories described above or an out-of-school suspension that does not involve us providing instruction to the student;

**Truant:** an absence that was not reported by the parent/guardian or there is no follow-up by the parent/guardian when contacted about their child’s absence;

**Tardy:** a student is late to school per the details found in the Student Handbook for the building in question; and

**Non-Absence:** alternative placement of a student; field trip; home instruction; and in-school detention.

\*For Medical Excused and Medical Partial Excused, a written statement from a physician or other official may be needed, but is not required for these codes to be used. If a parent/guardian gives a reason for the student’s absence that falls into a category under these codes (1, 2, 3, 5), the student should be marked excused with the correct code. The principal will decide when written documentation is required for a particular student. In making the determination if written documentation is required, the principal will consider factors like a student’s attendance history, the amount of time that a student will miss due to the illness, etc.

When you return to school after an absence, follow this procedure:

1. Reported absence – parent contact is made – go directly to class
2. Unreported absence (no call)
  - a. Take note to attendance office on the day you return to school between 7:25 to 7:35 a.m. to pick up an admittance slip.
  - b. You must have a note within 2 days of return to school. Any student returning to school without a verification of his/her absence will be called to the attendance office. Should a student's absence be classified as truant, that student may be subject to the Absence Intervention Team, and possible intervention action, as well as discipline from the administration.

### **EXCUSED**

Absence from school may at times be necessary. Below are acceptable reason to be excused for missing school as prescribed by statutes of the State of Ohio and the Wadsworth City School Schools.

1. Illness of the child.
2. Illness in the family necessitating the presence of the child.
3. Quarantine of the home.
4. Death of a relative.
5. Medical or dental appointment.
6. Observance of religious holidays.
7. College visitation.
8. Absences due to a students' placement in foster care or change in foster care placement or any court proceedings related to their foster care status; or
9. Absences due to a student being homeless; or
10. Emergency or other set of circumstances in which the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school

### **UNEXCUSED**

When a student's absence(s) from school becomes chronic, a student may be referred to the building Attendance Intervention Team and disciplinary actions may be taken by the school system. Discipline may include court referral as the parent has a legal obligation to see that the child attends school.

### **ATTENDANCE (ELIGIBILITY)**

To be eligible for extracurricular activities, students must be present for four (4) full class periods.

## **CLASSROOM ATTENDANCE - CLASS CUTTING**

Students are expected to attend classes daily. Teacher passess to go to another classroom, media center, or study hall are valid for only one (1) class period. Failure to report to a designated area will count as truancy. Skipping or cutting class may result in disciplinary action by the administration. Progressive discipline will be used in the event a student does not change their behavior.

## **COLLEGE VISITATION PROCEDURE**

Prior to visiting a college, the child's parent must complete the form below and submit documentation from the college visit to the attendance office. The form should be submitted at least two (2) school days prior to the scheduled visit. Permission for college visitations during the month of May, may be granted by the high school principal.

[College/Career Visitation Form](#)

## **EARLY DISMISSAL FROM SCHOOL**

Any student who must leave school early (before 2:34 p.m.) for appointments must call (330) 335-1370, bring a written request by a parent or guardian, or report in the VisitU app on the day you wish to have early dismissal. This request should state the reason for, time of desired dismissal, tentative time of return, and phone number where the parent may be reached.

## **EARLY RELEASE/LATE ARRIVAL/FLEX PASS**

To be eligible for a Flex Pass (early release/late arrival) students must first be considered in good standing (see good standing requirements below) and have the flex pass completed and signed by both the student and their parent/guardian. Please review and sign the Flex Pass in the link provided.

### [FLEX PASS](#)

Flex Pass privileges must be approved by the administration. Any student who receives the early release or late arrival privilege must have transportation home and **MUST LEAVE AND ARRIVE SCHOOL PROPERTY AT THE DESIGNATED TIME**, unless approved by an administrator. A student who obtains a Flex Pass **MAY NOT COME BACK** to school to ride the bus. Any student who does not follow these guidelines may lose the privilege. Once in school, students are encouraged to complete the day.

## **GOOD STANDING**

In order to apply for a Flex Pass and attend extracurricular activities (homecoming, prom, etc...), students must be in good standing. Good standing is defined as:

1. Passing 5 Classes
2. Past Due School Fees Paid

3. Discipline Served
4. Met attendance requirements for excessive absences and/or tardies.

## **ENTERING/LEAVING THE BUILDING**

Students entering the building prior to 7:35 may do so through the main entrance doors (Door 1 and Door 18) and the bus entry door at the end of the 1100 hallway (Door 6). Students leaving the campus prior to 2:34 must exit through the attendance office. Students who have a Flex Pass, enrolled in Compact or CCP courses must exit through the main entrance door (Door 1) using the VisitU app.

Students having valid reasons to be excused during school hours must bring a note from a parent or guardian, or complete the VisitUapp to the attendance office before the start of school.

**Students must be in attendance for four (4) full periods to be eligible for practice and/or competition.**

The request must include the following information:

1. Student name and grade
2. Reason for request to be excused
3. Dismissal times and time of return (if applicable)
4. Parent's or guardian's signature and telephone numbers

(Following approval to leave during school hours, a high school student will be issued an exit pass. This pass permits a student to leave class and the building at the time specified. During school hours, all students leaving Wadsworth High School must have a pass)

**When you return to the building, you must check in at the Attendance Office and receive an admit slip. You may not leave the building for any reason without permission from the Attendance Office or an administrator.** Again, all students must exit and enter the building during the school day (7:35 - 2:34) through the main entrance (Door 1). Any student leaving the building without this permission will be considered truant. **Excuses received after a student has left the building will not be accepted.**

## **MAKE-UP WORK-HOMEWORK POLICY FOR EXCUSED AND UNEXCUSED ABSENCES**

1. For absences (both excused and unexcused), it is the responsibility of each student with either absence upon their return to school to immediately make arrangements with their teacher(s) to make up the work, and assignments that have been missed. The length of time for completion of make-up work shall be commensurate with the length of the absence.
2. A student will be given one day to make up work for each day missed. Scheduling make-up work is at the teacher's discretion. If the work is not made up, zeros can be given. Whenever students are not required to make up work for excused absences they are excluded from the missed work. The grades computed for nine (9) weeks can only reflect the work completed.



3. Please contact the School Counseling Office (on the third day of absence) with any questions or concerns regarding make-up work or homework policy for prolonged absences of five (5) days or more. School Counselors will request assignments from teachers and teachers will have 24 hours to respond.

## **TARDINESS TO CLASS**

Students will be given a demerit for each tardy (see Demerit System below). Beyond six (6) tardies the administration will consider additional consequences.

## **TARDINESS TO SCHOOL**

The Attendance Office will keep a record of each student's tardiness to school. The school will take action for all unexcused tardies (see below). Students who are tardy five (5) or more times per grading period may be subject to disciplinary action.

Students who come to school later than their normal start time will be required to sign in at the Attendance Office. You are considered tardy to school if you are not in your assigned class when the late bell rings.

## **VACATION**

Students are permitted to go on vacation during the school year without penalty. Please avoid taking vacation the week ending each semester and End of Course Testing Weeks). The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family. Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence. The District will only approve a student's absence for a vacation when the student will be in the company of their own parent or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

If a student is absent for any other type of vacation, they will be considered an unexcused absent from school. The student may be given approximate assignments and materials and pages to be completed. The time missed will be counted as an authorized, unexcused absence, but shall not be a factor in determining grades unless make-up work is not completed.

In order for the vacation to be excused prior to the vacation, parents / guardians must notify the principal before leaving on vacation to receive approval.

## **CAREER TECH STUDENTS**

All vocational students who attend compact schools must either ride the bus or complete the driving permission form signed by their parent/guardian. Students who do not have a signed driving permission form must ride the Compact Bus. All students must sign an attendance roster

daily upon arrival. When the home school and the compact schools are on different schedules due to varying vacation periods, the vocational students will be expected to attend all classes that are in session.

Wadsworth students who attend classes at Wadsworth High School as well as classes at other compact schools must follow the attendance procedures of both schools.

Students may obtain the permission form for driving through this link:

[Compact Driving Form](#)

## **SECTION II – DISCIPLINE**

### **STUDENT CONDUCT**

Good conduct is based on the respect and consideration of the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. Students of the Wadsworth City School District will conform to school regulations and accept directions from authorized school personnel. A student who fails to comply with established school rules, or with any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations.

Every student who gives evidence of a sincere desire to remain in school and to be diligent in his or her studies will be given every opportunity to profit by the educational experiences provided and will be assisted in every way possible to achieve scholastic success.

1. Students shall respect constituted authority. This shall include conformity to school rules, and regulations and those provisions of law, which apply to the conduct of students. Constituted authority includes any adult connected with the school; whether it is administrators, teachers, monitors, custodians, secretaries, cooks, or bus drivers.
2. Student conduct shall reflect consideration for the rights and privileges of others.
3. High personal standards of courtesy, dress, decency, morality, clean language, honesty, integrity, and wholesome relationship with others shall be maintained. Public display of affection is distasteful to some people and generally unacceptable. Students using poor judgment in this matter will be referred to a counselor. Parents will be notified if the conduct continues. Respect for real and personal property, pride in one's work, and achievement in one's ability shall be expected of all students.

4. Wadsworth High School is your school; therefore, you should have a certain pride of ownership. The students who follow you in the future will appreciate your care and courtesy. Waste paper and other trash belong in the wastebaskets. A special effort must be made to keep all woodwork, walls, lockers, and desks free from unsightly marks. Persons who cause damage to school property will be required to pay for the damage.

## **DRESS AND GROOMING**

Refer to [Board Policy 5511](#).

## **5610 - REMOVAL, SUSPENSION, EXPULSION, AND PERMANENT EXCLUSION OF STUDENTS**

The Board of Education recognizes that exclusion from the educational program of the schools, whether by emergency removal, out-of-school suspension, expulsion, or permanent exclusion, is the most severe sanction that can be imposed on a student in this District, and one that cannot be imposed without due process. However, the Board has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

No student is to be removed, suspended out-of-school, expelled and/or permanently excluded unless the student's behavior represents misconduct as specified in the Student Code of Conduct/Student Discipline Code approved by the Board. The Code shall also specify the procedures to be followed by school officials when implementing such discipline. In determining whether a student is to be suspended or expelled, District Administrators shall use a preponderance of evidence standard. In addition to the procedural safeguards and definitions set forth in this policy and the student/parent handbook, additional procedures and considerations shall apply to students identified as disabled under the IDEA, ADA, and/or Section 504 of the Rehabilitation Act of 1973. (See Policy 5605 "Suspension/Expulsion of Disabled Students.")

Students may be subject to discipline for violation of the Student Code of Conduct/Student Discipline Code even if that conduct occurs on property not owned or controlled by the Board but where such conduct is connected to activities or incidents that have occurred on property owned or controlled by the Board, or conduct that, regardless of where it occurs, is directed at a District official or employee, or the property of such official or employee.

For purposes of this policy and the Student Code of Conduct/Student Discipline Code, the following shall apply:

- A. "Emergency removal" shall be the exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process provided by the District. (See Policy 5610.03- Emergency Removal)

- B. "Suspension" shall be the temporary exclusion of a student by the Superintendent, principal, assistant principal, or any other administrator from the District's instructional program for a period not to exceed ten (10) school days. Suspension shall not extend beyond the current school year if, at the time a suspension is imposed, fewer than ten (10) days remain in the school year.

The Superintendent may instead require a student to participate in a community service program or another alternative consequence for a number of hours equal to the remaining part of the period of the suspension. The student shall be required to begin such community service program or alternative consequence during the first full week day of summer break.

The Superintendent may develop a list of appropriate alternative consequences, and set forth such list in the applicable guidelines.

In the event, the student fails to complete the required community service or the assigned alternative consequence, the Superintendent may determine the next course of action. Such course of action, however, shall not include requiring the student to serve the remaining time of the suspension at the beginning of the following year.

The procedures for suspension are set forth in the Student Code of Conduct/Student Discipline Code and Policy 5611 - Due Process Rights.

Students are permitted to make up all work missed during a suspension for full credit.

- C. "Expulsion" shall be the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that gives rise to the expulsion takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct/Student Discipline Code. Only the Superintendent may expel a student. The procedures for expulsion are set forth in the Student Code of Conduct/Student Discipline Code and Board Policy 5611- Due Process Rights. When making a determination whether or not a student will be expelled or permanently excluded under this policy, the Superintendent shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

### **1. Firearm or Knife**

Unless a student is permanently excluded from school, the Superintendent shall

expel a student from school for a period of one (1) year for bringing a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except that the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. Similarly, the Superintendent shall expel a student from school for a period of one (1) year for possessing a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at interscholastic competition, an extra-curricular event, or at any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, except the Superintendent may reduce this period on a case-by-case basis in accordance with this policy. The expulsion may extend, as necessary, into the school year following the school year in which the incident that gives rise to the expulsion takes place. The Superintendent shall refer any student expelled for bringing a firearm (as defined in 18 U.S.C. 921(a)(3)) or weapon to school to the criminal justice or juvenile delinquency system serving the District.

A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to any explosive, incendiary, poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter (1/4) ounce, mine, or other similar device.

A knife capable of causing serious bodily injury is defined as any weapon or cutting instrument consisting of a blade fastened to a handle; a razor blade; or any similar device (including sharp, metal martial arts weapons such as ninja throwing stars) that is used for, or is readily capable of, causing death or serious bodily injury.

The Superintendent may, in the Superintendent's sole judgment and discretion, modify or reduce such expulsion in writing, to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.
- b. the degree of culpability given the age of the student and its relevance to the misconduct and/or punishment and/or evidence regarding the probable danger posed to the health and safety of others, including evidence of the student's intent and awareness regarding possession of the firearm or knife capable of causing serious bodily injury and/or
- c. applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);

## **2. Violent Conduct**

If a student commits an act at school, on other school property, at an interscholastic competition, extra-curricular event, or any other school program or activity and the act:

- a. would be a criminal offense if committed by an adult;
- and
- b. results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5), or to property as defined in R.C. 2901.01(A)(6)

The Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in the Superintendent's sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, upon consideration of the following:

- a. applicable State or Federal laws and regulations relating to students with disabilities (for example, where the incident involves a student with a disability and the misconduct is determined by a group of persons knowledgeable about the child to be a manifestation of the student's disability);
- or
- b. other extenuating circumstances including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

### **3. Bomb Threats**

If a student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat, the Superintendent may expel the student for a period of up to one (1) year. The Superintendent may extend the expulsion into the next school year or reduce the expulsion as necessary on a case-by-case basis as specified below. The student need not be prosecuted or convicted of any criminal act to be expelled under this provision.

The Superintendent may, in the Superintendent's sole judgment and discretion, reduce such expulsion to a period of less than one (1) year, on a case-by-case basis, for the following reasons:

If at the time of the expulsion, there are fewer days remaining in the school year than the number of days of the expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

- a. for students identified as disabled under the IDEA, ADA, and Section 504 of the Rehabilitation Act of 1973, upon recommendation from the group of persons knowledgeable of the student's educational needs;
- or



- b. other extenuating circumstances, including, but not limited to, the academic and disciplinary history of the student, including the student's response to the imposition of any prior discipline imposed for behavioral problems.

D. "Permanent exclusion" shall mean the student is banned forever from attending a public school in the State of Ohio. (See Policy 5610.01- Permanent Exclusion of Nondisabled Students)

If a student is expelled for more than twenty (20) school days or for any period of time that extends into the next school year, the Superintendent shall provide the student and the student's parents/guardians with the names, addresses, and telephone numbers of those public or private agencies in the community which offer programs or services that help to rectify the student's behaviors and attitudes that contributed to the incident(s) that caused the expulsion.

### **Suspension or Expulsion of Students in Grades Pre-Kindergarten through Three (3)**

Except as permitted by law, suspension or expulsion proceedings shall not be initiated against a student in any of grades Pre-kindergarten through three unless the student has committed the following acts:

- A. The student brings a firearm or knife capable of causing serious bodily injury to a school building or on to any other property (including a school vehicle) owned, controlled, or operated by the Board, to an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board, or possesses a firearm or knife capable of causing serious bodily injury at school or on any other property (including a school vehicle) owned, controlled, or operated by the Board, at an interscholastic competition, an extra-curricular event, or any other school program or activity that is not located in a school or on property that is owned or controlled by the Board.
- B. The student commits an act at school, on other school property, an interscholastic competition, an extra-curricular event, or any other school program or activity and the act: 1) would be a criminal offense if committed by an adult; and 2) results in serious physical harm to person(s) as defined in R.C. 2901.01(A)(5) or to property as defined in R.C. 2901.01(A)(6).

- C. The student makes a bomb threat to a school building or to any premises at which a school activity is occurring at the time of the threat.
- D. The student engages in behavior of such a nature that suspension or expulsion is necessary to protect the immediate health and safety of the student, the student's fellow classmates, the classroom staff and teachers, and/or other school employees.

Prior to suspending or expelling a student in any of grades Pre-K through three (3), the Principal shall, whenever possible, consult with a mental health professional under contract. If the events leading up to the student's suspension or expulsion from school indicate that the student is in need of additional mental health services, the student's Principal or the District's mental health professional shall assist the student's parent or guardian with locating providers or obtaining such services, including referral to an independent mental health professional, provided such assistance does not result in a financial burden to the District or the student's school.

If a student in any of grades Pre-K through three (3) is suspended or expelled, the student shall be afforded the same notice and hearing, procedural, and educational opportunities as set forth in Board policy and the law. The suspension or expulsion of a student in any of grades Pre-K through three (3) shall not limit the Board's responsibilities with respect to the provision of special education and related services to such student in accordance with Board policy and the law. Further, the Board shall not be limited in its authority to issue an in-school suspension to a student in any of grades Pre-K through three (3), provided that the in-school suspension is served in a supervised learning environment.

If the Superintendent or other designated District personnel determines that a student's behavior on a school vehicle violates school rules, the Superintendent may suspend the student from school bus-riding privileges for the length of time deemed appropriate for the violation and remediation of the behavior. Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel.

The Board authorizes the Superintendent to provide options to suspension/expulsion of a student from school which may include alternative educational options.

The Superintendent shall initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion must be imposed for the same duration it would have been had the student remained enrolled.

The Board may temporarily deny admittance to any student who has been expelled from the schools of another Ohio district or an out-of-state district if the student's expulsion period set by the other district has not expired. The expelled student shall first be offered an opportunity for a hearing. This provision also applies to a student who is the subject of a power of attorney designating the child's grandparent as the attorney-in-fact or caretaker authorization affidavit executed by the child's grandparent and is seeking admittance into the schools of this District in accordance with Policy 5111.

The Board may temporarily deny admittance to any student who has been suspended from the schools of another Ohio district if the student's suspension period set by the other district has not expired. The suspended student shall first be offered an opportunity for a hearing.

When a student is expelled from this District, the Superintendent shall send written notice to any college in which the expelled student is enrolled under the College Credit Plus Program at the time the expulsion is imposed. The written notice shall indicate the date the expulsion is scheduled to expire.

If the expulsion is extended, the Superintendent shall notify the college of the extension.

The Superintendent may require a student to perform community service in conjunction with or in place of a suspension or expulsion. The Board may adopt guidelines to permit the Superintendent to impose a community service requirement beyond the end of the school year in lieu of applying the expulsion into the following school year.

### **Searches**

In accordance with Policy 5771, school officials may search a student or a student's property when there are reasonable grounds to suspect the presence of contraband that violates the law or school rules. Dogs trained in the detection of illegal drugs and/or weapons may patrol school facilities and premises. A dog altering to an object is considered reasonable grounds for a search. Vehicles on school property are also subject to search. Student lockers are the property of the Board and are subject to search based on reasonable suspicion of the violation of the law or school rules and to random searches without regard to reasonable suspicion.

### **Times and Places Applicable**

Unless otherwise noted in the individual section, this code shall be applicable to any conduct: on school grounds or property adjacent to school grounds; during, before and after school hours, on school grounds at any other time when the school or the school grounds are being used by a school-related group; off school grounds at a school-sponsored activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school. The rules and standards also apply to conduct off school premises which is connected to activities or incidents that have occurred on school property. The rules and standards also apply

to any misconduct, regardless of where it occurs, that is directed at a District employee or official or the property of such employee or official.

### **Substantive Provisions**

Misconduct for which suspension/expulsion may be imposed:

- A. Tobacco: students shall not possess, use, transmit, conceal or sell cigarettes or tobacco. State law prohibits students from smoking in any school building. This includes possession or the use of matches and/or lighters. No warning will be given for smoking violations. A student is considered smoking when seen with a cigarette, leaving a discarded one or any other evidence indicating smoking. The term "tobacco" includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs").
- B. Dress and Appearance: Students shall not violate school rules relating to dress and appearance. Students shall attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not distract from the educational environment.
- C. Truancy, Tardiness or Class Cutting: Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent. A student is considered tardy to first period if s/he is not in his/her assigned seat when the late bell rings.
- D. Profane, Vulgar or Improper Language or Gestures: Students shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language, or use profane, vulgar or other improper inappropriate gestures or signs or engage or attempt to engage in profane, vulgar or other improper or inappropriate actions. Student attire containing profanity or obscenity is prohibited.
- E. Insubordination (also referred to as Failure to Comply with Directives): This is defined as failing to follow the directives of school personnel or otherwise acting in defiance of school authority. Students shall comply with directives, requests and orders of teachers, student teachers, substitute teachers or other appropriate school personnel.
- F. Failure to Accept Discipline or Punishment: Students shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals or other appropriate school personnel.
- G. Harassment, Hazing and/or Sexual Harassment: Students shall not threaten, act or participate in or attempt to threaten, act or participate in an act or acts that injures,

degrades, disgraces or tends to injure, degrade or disgrace any student. This includes any unwanted sexual advances which may be verbal, visual or physical contact.

- H. Violations of School Bus Conduct Requirement: Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance, including, but not limited to, failing to remain seated, throwing objects as passengers, the driver or out of the window, extending arms or objects out of the window, shouting and other disorderly conduct which could cause physical harm, emotional stress or diversion of the driver's attention.
- I. Disrespect: Students shall not act so as to intimidate, insult or otherwise abuse, orally or in writing, any member of the school staff or student body.
- J. Disruption of School: Students shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance or any other conduct, cause, attempt or threaten to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting or threatening to cause the disruption or obstruction of any lawful mission, process, activity or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:
  - 1. occupying any school building, school grounds or part thereof;
  - 2. blocking the entrance or exit of a school building or corridor or room therein;
  - 3. setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property;
  - 4. making, by telephone call, letter or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function or event on or off school grounds. Any bomb threat to a school building, or to any premises at which a school activity is occurring will subject the offender to a one-year (1) expulsion;
  - 5. activating or attempting to activate an emergency alarm system in the absence of an emergency;
  - 6. preventing or attempting to prevent by physical act or verbal utterance the convening or continuing function of any school, class or activity or any lawful

meeting or assembly on or off the school property;

7. preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;
  8. except under the direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored activity or event; or
  9. continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extracurricular activity.
- K. Damage, Destruction, Theft or Unauthorized Removal of School Property: Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or engage in or attempt to engage in or participate or attempt to participate in the unauthorized removal of school property.
- L. Damage, Destruction, Theft, or Unauthorized Removal of Private Property: Students shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property or engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property.
- M. Physical or Verbal Assault on or Abusive Language Toward a School Employee, Authorized Visitor or Another Student: Intentionally or recklessly causing or threatening physical or emotional harm to another student or behaving in such a manner as to present an imminent risk of such harm. Students shall not use vulgar, profane or abusive gesture toward any school employee, authorized school visitor or another student, not cause or attempt to cause physical injury, or behave in such a way as could threaten to cause physical injury to a school employee, authorized school visitor or another student.
- N. Weapons, Dangerous Instruments, Fireworks and Explosives: Students shall not violate this District's policy against dangerous weapons in school Policy 5772. Students shall not use, possess, handle, transmit, sell, conceal or barter for, or bring upon school grounds, to a school activity or on to a school vehicle any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage. Items that have the appearance of a weapon or dangerous instrument are also prohibited.

Students shall not possess, handle, transmit, conceal, sell or barter for, or bring upon school grounds, to a school activity or on to a school vehicle any fireworks, explosives, inflammables, munitions or other objects that could cause physical harm or property damage. Students shall not ignite, explode, detonate or attempt to ignite, explode or detonate fireworks, explosions, munitions, inflammables or other objects that could cause physical harm or property damage.

Violations of this section of the Student Code of Conduct may be subject to a one-year (1) or more expulsion as detailed in policy 5772. Violations of this section will also result in notification to the registrar of motor vehicles and the county juvenile judge.

O. Narcotics, Alcoholic Beverages, Look-Alike Drugs and Stimulant or Depressant Drugs:

1. Students shall not possess, use, transmit, sell, conceal, or consume any alcoholic beverage or intoxicant or any of the drugs of abuse while on school property and/or involved in school activities. Likewise, students shall not consume or have discernible odor of any alcoholic beverages or intoxicant or drug of abuse at a time before the student's arrival at school or a school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, hemp and hemp products, glue, butane, cocaine, nonmedically prescribed anabolic steroids or other substances that could modify behavior.

Where a student is found to have violated this paragraph by using or consuming unauthorized drugs, drugs of abuse or intoxicants, s/he may be required to submit a letter from a psychiatrist or physician stating that the student is physically and mentally able to resume his/her studies prior to his/her reentry on the school premises or participation in school-related activities.

Use of drugs as authorized by a medical prescription from a licensed physician shall not be considered in violation of this rule provided proper documentation has been completed and filed with the school office. However, selling, transferring or otherwise providing prescription drugs to a student to whom the drugs are not prescribed is a violation of this rule.

2. Students shall not possess, use, transmit, sell, consume or conceal any drug or look-alike drugs of abuse, instruments or drug paraphernalia (i.e., hypodermic needle, syringe, water pipe, roach clip, etc.).



3. Students who are knowingly in the presence of other students who are engaging in substance abuse and who fail to report such substance abuse to school authorities may also be in violation of this policy forbidding alcohol and drug use.
4. Violations of this section may also result in notification to the registrar of motor vehicles and the county juvenile judge.

P. Trespass:

1. Students shall not enter upon school grounds or premises of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate.
2. Students already under suspension, expulsion or emergency removal shall not enter upon grounds or premises of the students regularly assigned or other school buildings without the express permission of the principal.

Q. Misconduct Away From School: Students who sell or transmit any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana or other controlled substance or drug of abuse off school property or at a nonschool-sponsored or related activity, function or event, or on school property before or after school, may in accordance with the procedures set forth in R.C. 3313.66, be subject to suspension or expulsion from school if the Superintendent determines that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others.

Students who engage in an assault upon a school employee or other student off school property, at a nonschool-sponsored or related activity, function or event, or on school property before or after school hours may, in accordance with the procedures set forth in R.C. 3313.66, be subject to suspension or expulsion from school if it is determined that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others.

R. Falsification or Misstatement of Facts or Other Information: Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses or other data on school forms or school-related correspondence. Cheating and/or plagiarism on school assignments is considered fraud. Lying is

considered fraud.

- S. Gambling: Students shall not engage in or promote games of chance, placing bets or risk anything of value.
- T. Obtaining Property or Things of Value by Use of Coercion and Related Misconduct: Students shall not use or attempt to use an express or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student, a school employee or others.
- U. Public Display of Affection or Sexual Acts: Students shall not engage in kissing, embracing or any sexual acts or displays not appropriate to the educational environment.
- V. Repeated Violations: Students who repeatedly engage in acts which violate this code shall be subject to more severe punishment, including suspension or expulsion, for subsequent violations. The District shall be entitled to maintain records of each student's misconduct and consider such records in arriving at the type and severity of punishment to be imposed for a violation of this code.
- W. Violation of Rules: Students shall not violate the policies of the Board, school rules, classroom rules or regulations. Such policies and rules and regulations will be posted in a conspicuous place. Students are responsible for becoming familiar with those items.
- X. Personal Communication Devices: Students are not permitted to use personal communication devices in a manner contrary to Wadsworth City School District Policy 5136: Personal Communication Devices. Personal communication devices include: computers, tablets (e.g., iPads and similar devices), electronic readers ("e-readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.
- Y. Aiding and Abetting: Aiding and abetting any violation of this Student Code of Conduct will result in disciplinary action.
- Z. Failure to Provide Evidence/Providing False Information/Lying: Students are expected to be honest concerning violations of the Code of Conduct and to help school officials establish the truth about a possible violation of the Student Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. Students shall not give or assist in giving false or fictitious accounts to any school official, policy official, fire official or any other person acting in an official or

lawful capacity.

AA. Violating Acceptable Use Policy: Students shall not use school-owned computers in a manner that violates the school's Acceptable Use Policy.

BB. Violation of Student Publications Policy: Students shall not violate the Student Publications Policy, Policy 5722, with respect to content of student and nonstudent publications and requirements before distributing such publications.

CC. Other Misconduct: Any misconduct which is contrary to the school's educational mission is prohibited.

A copy of this policy is to be posted in a central location in each school and made available to students and parent/guardian(s) upon request. Key provisions of the policy should also be included in the student handbook.

#### **5610.01 - PERMANENT EXCLUSION OF NONDISABLED STUDENTS**

In accordance with the law, the Board of Education may seek to permanently exclude a student, sixteen (16) years of age or older, who has been convicted of or adjudicated delinquent for the reason of the following offenses:

- A. carrying a concealed weapon or conveying or possessing a deadly weapon or dangerous ordnance on property owned or controlled by a board of education or at an activity held under the auspices of this Board
- B. possessing, selling, or offering to sell controlled substances on property owned or controlled by a board of education or at an activity under the auspices of this Board
- C. complicity to commit any of the above offenses, regardless of where the complicity occurred

In accordance with law, any student, sixteen (16) years of age or older, who has been convicted or adjudicated delinquent for committing the following offenses may be subject to permanent exclusion:

- A. rape, gross sexual imposition or felonious sexual penetration
- B. murder, manslaughter, felonious or aggravated assault

- C. complicity to commit offenses described in paragraphs A and B, regardless of where the complicity occurs

The above statement of policy on permanent exclusion is to be posted in a central location in each school as well as made available to students, upon request.

If the Superintendent has adequate evidence that a student, sixteen (16) years old or older at the time of the offense, has been convicted of or is an adjudicated delinquent resulting from any of the above offenses, s/he shall submit a written recommendation to the Board that the student should be permanently excluded from the public schools by the State Superintendent of Public Instruction. The recommendation is to be accompanied by the evidence, other information required by statute, and the name and position of the person who should present the District's case to the State Superintendent. The Board, after considering all the evidence, including the hearing of witnesses, shall take action within fourteen (14) days after receipt of the Superintendent's recommendation.

If the Board adopts the resolution, the Superintendent shall submit it to the State Superintendent, together with the required documents and the name of the person designated by the Board as its representative to present the case to the State Superintendent. A copy of the resolution shall be sent to both the student and his/her parents.

If the Board fails to pass the resolution, it shall so notify the Superintendent, in writing, who, in turn, shall provide written notification of the Board's action to both the student and his/her parents.

If the State Superintendent rejects the Board's request, the District Superintendent shall readmit the student in accordance with statute and District guidelines.

If the State Superintendent acts on the Board's request, his/her actions and those of the District shall be in accord with the procedures described in statute.

### **Board [Policy 5611](#) - DUE PROCESS RIGHTS**

The Board of Education recognizes that students have limited constitutional rights when it comes to their education.

Accordingly, the Board establishes the following procedures which District Administrators shall use when dealing with students:

- A. Student subject to suspension:

When a student is being considered for an out-of-school suspension by the Superintendent, Principal, or other administrator:

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, Principal, or other administrator will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. Notice of this suspension will also be sent to the:
  - a. Superintendent;
  - b. student's school record (not for inclusion in the permanent record).
6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Principal, Assistant Principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

#### Appeal of Suspension to the Board or its designee

The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.

The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.

While a hearing before the Board may occur in executive session, the Board must act in public.

#### Appeal to the Court

Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.

#### B. Students subject to expulsion:

When a student is being considered for expulsion by the Superintendent:

1. The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
2. The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
3. Within one (1) school day of the expulsion, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

#### Appeal of Expulsion to the Board

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if it is held before the Board.

The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.

While a hearing before the Board may occur in executive session, the Board must act in public.

#### Appeal to the Court

Under State law, the decision of the Board or its designee may be further appealed to the Court of Common Pleas.

#### C. Students subject to emergency removal:

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 - Emergency Removal.

#### D. Students subject to permanent exclusion:

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 - Permanent Exclusion of Nondisabled Students.

#### E. Students subject to suspension from bus riding/transportation privileges:

Student whose conduct warrant suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

In determining whether disciplinary action set forth in this policy is to be implemented, District Administrators shall use a preponderance of evidence standard. Further, any individual charged with making a disciplinary determination under this policy shall retain all documents, electronically stored information ("ESI"), and electronic media (as defined in Policy 8315 - Information Management (i.e. "Litigation Hold")) created and/or received as part of an investigation.

In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely in a supervised learning environment within a school setting. Nor shall these disciplinary alternative procedures apply to students who



are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or non-interscholastic extracurricular activities.

## **Board Policy [5516](#) - STUDENT HAZING**

Hazing activities of any type are inconsistent with and disruptive to the educational process, and prohibited at any time in school facilities, on school property, and/or off school property if the misconduct is connected to or associated with Board-sponsored activities (e.g., extracurricular teams, clubs, or groups) or incidents that have occurred on school property. No administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District shall encourage, permit, authorize, condone, or tolerate any hazing activities. The preceding prohibition includes recklessly permitting the hazing of any person associated with the District. Additionally, no student shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any class, team, or organization or any act to continue or reinstate membership in or affiliation with any class, team, or organization that causes or creates a substantial risk of causing mental or physical harm to any person, including coercing another to consume alcohol or a drug of abuse. No person shall recklessly participate in the hazing of another. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this policy.

Administrators, employees, faculty members, teachers, and other people contracted directly or indirectly (through a third-party provider) with the board of education or volunteers of the District shall be alerted to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, the students involved shall be informed by the discoverer of the prohibitions contained in this policy and shall be ordered to end all hazing activities or planned activities immediately. All hazing incidents shall be reported immediately to the Superintendent. Additionally, no administrator, employee, faculty member, teacher, consultant, alumnus, or volunteer of the District who is acting in an official and professional capacity shall recklessly fail to immediately report the knowledge of hazing to a law enforcement agency in the county in which the victim of hazing resides or in which the hazing is occurring or has occurred. Students, administrators, employees, faculty members, and teachers who fail to abide by this policy may be subject to disciplinary action and may be held personally liable for civil and criminal penalties in accordance with law. Likewise, other people contracted directly or indirectly (through a third-party provider) with the board of education, and volunteers associated with the District who fail to abide by this policy may be prohibited from continuing their involvement and/or participation in activities associated with the District and may be held personally liable for civil and criminal penalties in accordance with law.

The Superintendent shall distribute this policy to all students, Board employees, consultants, and volunteers, and shall incorporate it into building, staff, and student handbooks. It shall also be posted on the District's website. This policy shall be the subject of discussion at employee staff meetings or in-service programs.

Board employees, other people contracted directly or indirectly (through a third-party provider) with the board of education, and volunteers shall not intentionally remain ignorant of hazing or potential hazing activities.

## **DISCIPLINARY CONSEQUENCES**

**TEACHER DEMERITS:** Students may be assigned a demerit by a teacher for violations of the Wadsworth High School Code of Conduct. Consequences may be given based upon the following:

<b><u>Number of Demerit:</u></b>	<b><u>Disciplinary Consequence:</u></b>
3, 4 or 5	Half hour detention
6, 7 or 8	One (1) hour detention
9 or 10	Two (2) hour detention
11 and beyond	Saturday detention or in-school detention

**TEACHER DETENTION:** Students may be assigned detention by a teacher. The length, time and place of the detention will be at the discretion of the teacher. ***Twenty-four (24) hour notice will be given.*** Students are responsible to arrange their own way home.

**MORNING DETENTIONS:** Students assigned morning detentions will serve in a designated area from 7:00 to 7:30 AM. Students will be given a 24-hour notice to provide their own transportation.

**LUNCH DETENTION:** Students assigned a lunch detention will serve in room 1208 during the student's lunch period.

**HALF HOUR/ ONE HOUR / TWO HOUR DETENTION:** Students may be assigned a detention. This detention is served after school. ***Twenty-four (24) hour notice will be given.*** Students are responsible to arrange their own way home.

**IN-SCHOOL DETENTION:** See [Board Policy 5610.02](#)

### **SATURDAY DETENTION:**

WHS maintains a Saturday School program and it consists of two levels that are listed below. Saturday School meets at 8:00 am and on any given Saturday would be no less than 1 hour in length and no longer than 4 hours. Students will be required to bring school work and will be expected to stay on task for the duration of the Saturday School. Before a student is placed in Saturday Detention, the student will be given written notice of the intention to impose Saturday Detention. Failure to serve an assigned Saturday Detention may result in additional detention.

SATURDAY ALTERNATIVE TO OUT OF SCHOOL SUSPENSION(SAS): SAS will meet promptly at 8:00am and can be assigned for 1-4 hours. SAS may be used as an Alternative to Out of School Suspension at the discretion of administration, if deemed appropriate. Before a student is placed in SAS, the student will be given written notice of the intention to impose SAS. Failure to serve an assigned SAS will result in the assignment of an Out of School Suspension the next day that school is in session.

**Students are required to bring study materials with which to work quietly.**

### **Additional Disciplinary Concerns**

**HARASSMENT/HAZING/SEXUAL HARASSMENT - See [Board Policy 5517 - ANTI HARASSMENT](#)**

### **BULLYING AND AGGRESSIVE BEHAVIOR GUIDELINE**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

- A. any intentional written, verbal, electronic, or physical act that a student(s), staff or third parties exhibit toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s), staff or third parties exhibit toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the Building Principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the Building Principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The Building Principal or appropriate administrator shall prepare a written report of the investigation upon completion. Such report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

If, during an investigation of a reported act of harassment, intimidation and/or bullying/cyberbullying, the Principal or appropriate administrator believes that the reported misconduct may have created a hostile learning environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal will report the act of

bullying and/or harassment to one of the Anti-Harassment Compliance Officers so that it may be investigated in accordance with the procedures set forth in Policy 5517 – Anti-Harassment.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

The District shall implement intervention strategies to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the Building Director or appropriate administrator shall notify the custodial parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation, and/or bullying by a specific student are verified, the Building Director or appropriate administrator shall notify in writing the custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such student, a description of such discipline shall be included in the notification.

## **Complaints**

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the Building Director for review, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the

target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the Building Director for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation, and/or bullying.

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

### **Privacy/Confidentiality**

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy shall be maintained as confidential to the extent permitted by law.

### **Reporting Requirement**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

### **Immunity**

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

## **Notification**

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian.

The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

## **Education and Training**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines about aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the Building Director to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

## **SECTION III – ACADEMIC**

### **Wadsworth High School Academic Integrity Policy (Cheating and Plagiarism Policy)**

#### **ACADEMIC INTEGRITY**

**Academic dishonesty demonstrates a lack of character that is inconsistent with the goals of the Wadsworth City School District.**

**Definition of Academic Integrity:** All work that is prepared for evaluation by teachers (i.e., homework, quizzes, take-home exams, in-class examinations, presentations and papers) falls under academic integrity. Students are required to submit such work for evaluation for various reasons:

- To help the students develop and express concepts, knowledge, and skills
- To inspire creative thinking and work
- To provide the teacher with feedback revealing whether or not students grasp the material presented
- To provide a record of the student's progress
- To promote the learning of new material and to reinforce old material

Wadsworth High School students are expected to have high academic standards at all times, with emphasis on the need for attributing credit and for doing independent work when required/expected by the teacher. A violation of academic integrity may impact a student's selection for scholarships, leadership positions, membership in organizations such as National Honor Society, or any other situation in which character is a part of the selection process.

All work submitted to meet course requirements is expected to be a student's own work. In the preparation of work submitted to meet course requirements, students should always take great care to distinguish their own ideas and knowledge from information taken from sources. Whenever ideas or facts are taken from a student's reading and research, the sources must be indicated. The term, "sources" includes not only published primary and secondary material but also information and opinions gained directly from other people. The responsibility for using the proper forms of citation lies with the individual student.

Quotations must be placed within quotation marks, and the source must be credited. All paraphrased material also must be correctly cited. The extent to which working with others is permitted in the completion of assignments can vary, depending upon the policy set by the



teacher. *Students must assume that working with others in the completion of assignments and tests is not allowed unless specifically stated by the teacher.*

**Cheating and plagiarism are forms of Academic Dishonesty, which are defined as follows:**

**Intentional Plagiarism** occurs when writers or researchers are aware that they are using someone else's words or ideas as their own. Some specific examples of intentional plagiarism include but are not limited to the following:

- Using pre-written papers from the Internet or other sources and claiming them as your own.
- Copying an essay or article from the Internet, on-line source, or electronic database without quoting or giving credit, regardless of the language.
- Cutting and pasting text or graphics to create a paper/project without quoting or giving credit.
- Using Cliff's notes, Spark notes, or a similar source, either hard copy or online, without giving credit.
- Borrowing words or ideas from other students or sources without giving credit.
- Allowing someone else to complete any part of an assignment given to an individual.
- Presenting a technology-based foreign language translation as one's own work.

**Unintentional Plagiarism** occurs when writers or researchers unwittingly use the words or ideas of others by failing to give credit to the source. When in doubt, students must check with their teacher. Some specific examples of unintentional plagiarism include but are not limited to the following:

- Paraphrasing poorly: changing a few words rather than taking notes and rewriting the material.
- Quoting poorly: putting quotation marks around part of a quotation but not around all of it or putting quotation marks around a passage that is partly paraphrased and partly quoted.
- Citing poorly: omitting an occasional in-text citation or citing inaccurately.

**Cheating** is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating in Wadsworth High School includes but is not limited to the following:

- Copying, in part or in whole, from another's test or other evaluation instrument.

- Submitting work previously presented in another course, without the written permission of both teachers.
- Using or consulting during an examination sources or materials not authorized by the teacher (for example, saving examination information on a calculator).
- Altering or interfering with grading.
- Sitting for an examination for someone else or allowing it to happen.
- Stealing a test, quiz, or removal of an item from the classroom without permission.
- Committing any other act in the course of his or her academic work, which defrauds or misrepresents, including contributing to or sharing in any of the actions defined above.

**Homework Copying** occurs when students misrepresent their own work by copying from another student. In cases of homework copying, both the student who copies the homework and the student who allowed his or her work to be copied may be considered to have violated the policy.

**NOTE:** Any form of cheating, plagiarism, or academic dishonesty may lead to removal from leadership positions and/or membership in the National Honor Society, and other student organizations from which the person is a member.

Each instance of cheating, plagiarism or academic dishonesty will be reviewed by the classroom teacher and then reported to the school's administration.

***The lowering of a student's grade as a means of disciplinary action cannot take place. However, if a student receives a zero (0) on an assignment in which they have cheated, or plagiarized, and that results in a grade being lowered, this is permitted.***

Our consequences for cheating, plagiarism, and academic dishonesty are:

- |                 |  |
|-----------------|--|
| First Offense:  | <p>The student may receive a zero (0) for the assignment.</p> <p>Parent contact by the teacher involved--must be a phone call.</p> <p>Refer the situation to the student's appropriate administrator.</p> <p>Possible action taken by the administration could include: After School Detention, Saturday School Detention, or In School Detention.</p> <p>Document incident in Progress Book / DASL.</p> |
| Second Offense: | <p>The student may receive a zero (0) for the assignment. Disciplinary action will be taken by the administration. A second offense may receive a Saturday School Detention, In School Detention, or Out of School Suspension. This will be determined by the administrator investigating the issue. In addition, there may be a loss of leadership roles</p>  |

in student organizations, as well as membership in student organizations or honor societies (this could impact potential scholarship opportunities). This would include both academic, as well as athletic positions of leadership. Document incident in Progress Book / DASL. The parent will be notified by the administrator of the consequences received. In addition, there will be a call made from the student's teacher.

Third Offense: The student may receive a zero (0) for the assignment. Disciplinary action will be taken by the administration. A third offense may receive an In School Detention, Out of School Suspension, and/or up to a Recommendation for Expulsion. In addition, there may be a loss of leadership roles in student organizations, as well as membership in student organizations or honor societies (this could impact potential scholarship opportunities). This would include both academic, as well as athletic positions of leadership. Document incident in Progress Book / DASL. The parent will be notified by the administrator of the consequences received. In addition, there will be a call made from the student's teacher.

### ***SCHOLASTIC ACHIEVEMENT RECOGNITION***

*Exemplary scholastic achievement is encouraged and recognized at Wadsworth Senior High School. In an effort to achieve this goal, eligible pupils are named to the honor roll each grading period; eligible pupils will be recognized using the Cum Laude, Magna Cum Laude, and Summa Cum Laude honor system.*

#### ***HONOR ROLL***

*Each grading period, pupils with high achievement will be named to the honor roll at one of three levels: 4.0 Excellence Level, 3.5-3.9 Honor Level and 3.0-3.5 Merit Level.*

#### ***ACADEMIC RECOGNITION ASSEMBLY***

*Students are recognized at an awards ceremony for students maintaining a 3.7 average for the school year.*

#### ***CALCULATION FOR RECOGNITION***

Honor's Diploma recognition is calculated at the end of the 7<sup>th</sup> semester. Senior graduation honors cords are calculated at the end of the 8<sup>th</sup> semester.

## HIGH SCHOOL GRADING SYSTEM

Wadsworth High School's grading system uses a weighted 4.0 scale to calculate grade point averages. An example of the grading system is listed below:

		College Prep	Honors	A.P.
A	93-100	4.0	4.5	5.0
A-	90-92	3.7	4.2	4.7
B+	87-89	3.3	3.8	4.3
B	83-86	3.0	3.5	4.0
B-	80-82	2.7	3.2	3.7
C+	77-79	2.3	2.8	3.3
C	73-76	2.0	2.5	3.0
C-	70-72	1.7	2.2	2.7
D+	67-69	1.3	1.3	1.3
D	63-66	1.0	1.0	1.0
D-	60-62	.7	.7	.7
F	59 (or below)	0.0	0.0	0.0

\*These points are earned for each course worth one full credit. For any course worth a fraction of a credit, take that fraction and multiply it by the grade point value (for example: an "A" in a  $\frac{1}{4}$  credit P.E. course would be worth  $\frac{1}{4} \times 4 = 1$  grade point).

## EXAM POLICY

All students in one semester courses will take an exam at the conclusion of the course, regardless if the class is taken the first or second semester.

Students deliberately not taking a final exam will receive an incomplete grade. Incomplete grades, if obligations are not fulfilled, will be converted to an "F."

## SENIOR EXAM POLICY

Seniors who achieve a grade of an A (regular class), or a B in an Honors or Advanced Placement Class, in a yearlong class and have not received a discipline, may be excused from their Final Exams. (Seniors may choose to take their Final Exams in order to improve their Final grades)

## HIGH SCHOOL ACADEMIC ELIGIBILITY

To be academically eligible for participation in co-/extracurricular activities, students must pass the required number of courses the preceding grading period to make them eligible according to the [Ohio High School Athletic Association eligibility requirements](#). In addition, the Wadsworth City School District Board of Education requires students who participate in extracurricular activities to obtain, at minimum, a grade point average that makes them eligible for participation

according to the Ohio High School Athletic Association requirements. **Refer to the [Curriculum Guide](#).**

- A. IEP students must meet this standard in all adjusted coursework or comply with specifications of IEP.
- B. Students who receive an incomplete may be ineligible until they meet the academic standard outlined above.
- C. Students will also need to meet academic eligibility requirements as outlined by the Ohio High School Athletic Association (OHSAA). Basically, this requires passing grades (the previous grading period) in a minimum of five one-credit courses or the equivalent, which counts towards graduation. (See examples below).
- D. Summer school grades earned may not be used to substitute for failing grades from the last grading period of the regular school year.
- E. All athletes are expected to attend school at least  $\frac{1}{2}$  day in order to participate in practice sessions or game contests. Exceptions must be approved by an administrator.
- F. It is the student's responsibility to select a course schedule which meets eligibility requirements.
- G. Computer based credit must be approved by the Principal. Students must remain on pace and successfully complete the course in order to maintain eligibility.

To determine credit equivalency, multiply full-year courses by a factor of 1 and semester courses by a factor of 2.

## **NATIONAL HONOR SOCIETY**

National Honor Society is an organization that seeks to honor those students who have exhibited excellence in classroom leadership, service, character, and scholarship. The following criteria have been adopted to enable the faculty council to select new members of the National Honor Society.

### **SELECTION PROCEDURES FOR NATIONAL HONOR SOCIETY**

1. A list of all juniors and seniors with at least a 3.5 grade point average is compiled. Only these students listed will be considered for membership.
2. Announcements are made informing the students of their eligibility and time of an informational meeting.
3. Students will get an activity sheet at the information meeting. If a student is interested in becoming nominated, they will fill out this sheet listed extracurricular activities. If a student does not complete an Activity Sheet, they will not be considered for membership.
4. The completed Activity Sheet must be returned to the School Counselor Office or to the National Honor Society advisor. The students are given two (2) weeks to complete the

Activity Sheet. Any student failing to turn in a sheet by the given date and time will not be accepted.

5. A list of students is made up from all the Activity Sheets turned in. Each teacher will be given a list in which they must evaluate the student's character. Character ratings and activity sheets are then presented to the faculty council who make final selections for membership.

### **Dismissal Procedures:**

1. Members who fall below the standards which were the basis for their selection shall be promptly warned in writing by the chapter advisor and given a reasonable amount of time to correct the deficiency. In the case of flagrant violation of school rules or civil laws, a member does not necessarily have to be warned.
2. The faculty council shall determine when an individual has exceeded a reasonable number of warnings.
3. In all cases of impending dismissal, a member shall have a right to a hearing before the NHS faculty selection council.
4. A member who has been dismissed may appeal the decision of the faculty council, under the same rules for disciplinary appeals, as set within the school district. The appeal is with the high school principal.
5. The National Council and the NASSP shall hear no appeals in dismissal cases.

### **NATIONAL TECHNICAL HONOR SOCIETY**

The preliminary search is based upon a GPA of 3.25 average. The GPA is figured by the following; Junior: based on all courses taken in Sophomore year and first semester of Junior year. Senior: based on all courses taken in Junior year and first semester of Senior year. Other qualifications for membership are a desire to study toward your vocational technical career, leadership, skill, responsibility, citizenship, service, honesty and loyalty.

### **INCOMPLETE GRADES**

Incomplete grades must be made up before the end of the first week of the next grading period. An exception may be made if a student is absent in the last week of a grading period. In that case a student may have until the end of the second week of the next grading period. Incomplete grades not made up within this period of time will be recorded as an "F".

## **SECTION IV**

### **SCHOOL COUNSELING DEPARTMENT**

 WHS Curriculum Guide 2023-2024 2.0.pdf

**Please refer to the school counseling webpage:**

**<https://www.wadsworth.k12.oh.us/1/Department/24>**

## **SECTION V – GENERAL**

### **ANNOUNCEMENTS AND BULLETINS**

All regular announcements will be made on a consistent basis. Announcements are also posted on the school web page each day.

### **ASSEMBLIES**

Assemblies are presented periodically for the purpose of recognizing special achievements, presenting speakers, and encouraging school spirit. Attendance at all assemblies is required. Students must exhibit behavior that is appropriate and courteous at all times. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. The conduct of the student body at assemblies conveys an important message to the speaker and to the public. Students should report to assemblies promptly and sit where designated. It is recommended that students do not leave valuables in your classroom. Stopping at vending machines, general misconduct, and throwing items of any kind during assemblies is prohibited.

### **BREAKFAST**

Breakfasts are served each school day from 7:10-7:30 a.m. in the Commons. We serve a wide variety of choices.

## BUS TRANSPORTATION

Although the Wadsworth City School District furnishes transportation in accordance with State law, it does not relieve the parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

*Students who ride the bus to school are expected to ride the assigned bus to and from school. The driver of the bus will be responsible for the orderly conduct of the students. Improper conduct could result in the loss of this service. **Any misbehavior that distracts the driver is a very serious violation and jeopardizes the safety of everyone. While on the bus, students are under the authority of the driver. The driver reports all discipline cases to the transportation supervisor who will consult with an administrator.** The above rules of conduct are for your own safety as well as that of your fellow students. It is the responsibility of the student to get to school if he/she misses the bus. Students will be expected to enter the building immediately upon arriving at school. Students will not be permitted to go to the student parking lot if they ride to school in a bus or walk to school. **Violations:** Any student persistently violating essential bus rules may be denied the privilege of riding the bus and may be required to furnish their own transportation.*

A full list of transportation rules and procedures can be found by visiting the Wadsworth City School District Transportation Department homepage at <http://www.wadsworth.k12.oh.us/administration/12>

## CAFETERIA REGULATIONS/PROCEDURES

Students may purchase a lunch or ala Carte items at the cafeteria. There are different serving areas for lunch. Serving areas include a pizza station, grill station, main entrée station, sub station, and salad station. **Do not leave purses or other personal items of value unattended.** No commercialized lunches will be permitted. Students may not call out for lunch, nor have food brought into the lunchroom. All food and drinks purchased in the cafeteria must be consumed in that area, unless given special permission from a staff member. Snacks and drinks purchased in the commons should be consumed in the commons. No glass containers are to be brought to school. Each student must use their own ID # to be provided with a lunch. Students are not permitted to share their ID numbers with each other.

Students are permitted to charge lunches to their account if they do not have money. All charges owed at the end of the school year will be added to a student's outstanding fees.



## CLASS DISMISSAL

Classes are dismissed by the teacher and not the bell. There are four minutes between each class, which allows ample time to reach any section of the building. Students are expected to be in their designated classroom seats at the beginning of the period.

## CLINIC

The clinic is located in the Main Office. When a student is too ill to attend class or becomes injured, the student should get a pass from their teacher and report to the Main Office.

Permission to release students from school will be allowed by office personnel after parents or their designee has granted authorization. **Illness will not be accepted as a reason to loiter in a restroom or around other parts of the building.** The school is not allowed to dispense medicine; first aid will be given as needed.

## CLOSING SCHOOL

In the event of school closing, accurate information will be made available to parents and staff members through AlertNow and local radio/TV will broadcast announcements. Announcements will be made only when our school will be closed. Should the Superintendent determine school will be delayed two hours refer to [Two Hour Delay Bell](#) schedule.

## DRIVING AND PARKING REGULATIONS

Driving to school is a privilege. Seniors and Juniors will be eligible for a permit. Sophomores may be eligible if parking spots are available and will be required to park in the lot adjacent to the outdoor pool. Each student accepts the responsibility to drive safely and to observe the rules and regulations of the school. The administration will suspend the driving privileges of students who cannot accept the responsibility of safe driving, cannot get to school on time, or follow other school rules.

The student parking lot is located on the north side of the building. Students are expected to park in the assigned parking lot and park within the spaces outlined in white. Students are to drive with extreme care when leaving or entering the parking lot and should stop at any crosswalk on school grounds.

Pupils who drive to school must park in the student parking lot then enter the school immediately after parking. Do Not Park behind the school, in the Faculty Lot, visitors parking areas, or in Community Center. If students park in a prohibited area or refuse to purchase a parking pass, they will first be given a warning. Subsequent violations may result in receiving a wheel locking device that renders the vehicle unmovable. You must speak with a principal to get the device removed.

Students must register all vehicles with the office. There will be a limited number of permits sold. One and only one permit will be issued to each qualified student. A valid Ohio driver's license, a registration certificate, and a completed parking pass request sheet signed by parent are needed to purchase a permit. Cost of the permit is \$30. Lost or stolen permits will be reissued at a cost of \$5.

## **ELECTRONIC DEVICES**

**Please be advised** that all information transmitted via the WCS wireless system is subject to search and seizure. This includes any holding/transmitting device and its contents are not held to any expectation of privacy of the data contained. Information may be searched if the Administration feels it is necessary for the safety and security of the student in our School.

## **FEES—FINES**

Any monies owed to the school will be recorded as soon as students incur the debt. Report cards, records, credits, transcripts, and/or diplomas may be withheld until fees and fines are paid. In addition, students may NOT receive a schedule for next year's courses until all obligations are paid. All fine/fee monies and other financial obligations are to be paid in full at the Main Office; no cash or checks should be given to any of your teachers.

## **HALL PASS**

Students are to use a pass given to them by their teachers. Students found to be abusing the hall pass privilege may lose this privilege.

## **LOCKERS**

Lockers are the property of the school and therefore may be entered by the administration at any time. The right of inspection of students' school lockers or articles carried upon their person and interrogation of individual students is inherent in the authority granted school boards and administrators. Thus, it should be conducted to assure parents that the school, in exercising its "in loco parentis" relationship with their children, would employ every safeguard to protect the well-being of those children. This authority is to be reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of educational responsibility. Any illegal materials found in the lockers will be confiscated, and if necessary, law enforcement agencies will be notified. (Refer to [Board Policy 5771](#)) Students who are staying after school for practices, to assist teachers, etc., are to take all coats and books with them since sections of the building may be closed. Keep lockers locked at all times and do not disclose your combination to

anyone. Sharing of a locker is strongly discouraged. It is recommended that students **not** keep items of high value (musical instruments, calculators, jewelry, etc.) in lockers. The Board of Education does not provide insurance or assume responsibility for items missing or stolen.

Students will furnish their own padlocks for physical education, athletics, auto mechanics, and other similar classes. Students are responsible for their personal items and for having a lock on their locker. Report any problems with lockers to the main office immediately.

## **LOST AND FOUND**

All articles found should be turned in to the Attendance Office. Students losing articles should check the Attendance Office to see if their articles were turned in for the owner to claim.

## **OVER THE COUNTER MEDICATION**

All over the counter medication must be kept in the main office and must have a completed Over the Counter Medication Form on file. The student may take the medication as needed during the school day in the presence of school personnel.

***Students are not allowed to carry medication.***

## **PRESCRIPTION MEDICATIONS**

All prescribed medications that students must take during the school day require a note from the student's doctor. The Main Office must have a completed Medical Dispense Form, on file, for all prescribed medicine. The prescribed medication must be brought to school by the parent and picked up at the end of the prescribed period by the parent.

## **RESTROOM POLICIES**

Loitering in the restrooms is not permitted. **If ill, report to the clinic; do not stay in the restroom.** Disciplinary action may be taken with students who insist upon loitering in the restrooms.

## **SCHOOL HEALTH SERVICES**

### **Screenings**

This school year, vision and hearing screenings will be done in 9<sup>th</sup> and 11<sup>th</sup> grade. These are state mandated screenings for all students in these grades. Vision or hearing screenings may also be done as a result of a school staff or parent referral in any grade and band members will have their hearing screened because of the exposure to noise. For more information on school screenings,

go to [www.wadsworth.k12.oh.us](http://www.wadsworth.k12.oh.us), click on “Departments”, then click on “Health Services” on the district main web page.

### **Screening Exemption**

Any child may be exempted from the school hearing screening by providing proof to the school by September 15<sup>th</sup> that they have been examined by a physician within the past 12 months with a note stating your request. A child may be exempted from the school vision screening by providing proof to the school by September 15<sup>th</sup> that they have been examined by a physician or optometrist within the past 12 months with a note stating your request.

### **Health Aides**

There will be a School Health Aide in the clinic for several hours a day. The School Health Aide has been trained in basic first aid, will administer medications and do vision and hearing screenings. The School Nurse will supervise the School Health Aide. Please contact the School Nurse by calling 330.335.1400, extension 21009, if you have questions or concerns about your child’s medical condition.

## **SECURITY OF PERSONAL PROPERTY**

As it does elsewhere, theft may occur at school; however, by applying preventive measures, it can be kept minimal. It is advisable that students not:

1. Have large sums of money in their possession.
2. “Share” hall or physical education lockers
3. Leave any locker unlocked
4. Leave valuables, purses, books, etc., unattended in the cafeteria, restrooms, classrooms during assemblies, etc.

Once a theft occurs, recovery of stolen items is very difficult. Without eyewitnesses or positive evidence, it is next to impossible.

Remember to apply preventive measures and use common sense. Report any thefts to the main office immediately.

## **SECURITY MONITORS (VIDEO SURVEILLANCE AND ELECTRONIC MONITORING)**

Wadsworth School District has video surveillance and/or electronic monitoring equipment at the high school to monitor the building and grounds. The purpose is to assist the school in providing a safe and secure environment for its students, staff, and general public. In order to be both proactive and preventive, cameras and recording devices will be used on a 24-hour basis throughout the school year, and may be used while school is not in session.

The school reserves the right to use tapes in disciplinary occurrences. School authorities may include tapes, as part of the disciplinary investigation, to show rule violations to hearing officers, police and court authorities, parents/guardians and/or students. Recorded video surveillance and /

or electronic monitoring may be stored by the school system on their secure server for future reference. Only necessary authorized staff will observe video surveillance and / or electronic monitoring.

When school authorities observe any behavior that may be in violation of the law by any person, including students, school authorities may contact our local authorities to determine if such incident is sufficient to warrant criminal charges. If the authorities recommend that the video surveillance and / or electronic monitoring warrant law enforcement action, the central office and the proper authorities will be notified of this decision.

Law enforcement agencies may request viewing of video surveillance and / or electronic monitoring to assist them in their investigative responsibilities after completion of the proper request form.

Questions about the surveillance system, both audio or video are to be directed to the building administration, or superintendent's office.

## **SENIOR COMMONS**

The Senior Commons of the high school is a reserved section of the building for members of the Senior Class only. Underclassmen are not allowed to eat lunch, attend study hall, or to loiter in this section of the building during the school day.

## **STUDY HALL PROCEDURES**

### **Freshman, Sophomore and Junior Study Hall**

- a. Students are to be in their assigned seats before the tardy bell rings.
- b. No talking, card playing, or sleeping will be permitted.
- c. No student shall leave the study hall at any time without a hall pass or a written pass previously obtained from a teacher.
- d. Students are to bring and use study materials to all study halls.

### **Senior Study Hall**

- a. Seniors must report to the commons study hall on time and sign the attendance roster.
- b. The attendance roster must also be signed near the end of the period to verify presence.
- c. Students may sign out **only** after checking and signing out with the commons supervisors. Seniors are not permitted in any other parts of the building without a previously obtained written pass from a teacher, counselor, or administrator. **Violation of study hall rules will result in the loss of the senior privilege.**
- d. **Any SENIOR FAILING a course will be reassigned to a quiet study hall for the next nine weeks. Students may not withdraw (WP/WF) to avoid being assigned to quiet study hall.**

- e. **Any senior on Early Release or Late Arrival that is failing a course will have their privilege removed and be placed in a quiet study hall.**

## **STUDENT RIGHTS AND RESPONSIBILITIES**

All students have the right to an education. That right carries with it responsibilities; primarily, to respect the rights of others. This includes the avoidance of any discrimination in regard to race, color, national origin, sex, religion, or handicap.

## **TECHNOLOGY USAGE**

All students are expected to use the technology provided to Wadsworth City Schools in an approved, ethical manner in accordance with [Board Policy 7540.03](#) for completion of classroom assignments. Students who misuse technology through damage, maliciousness, non-educational use, cheating, bypassing the Internet content filter or excessive printing will be subject to immediate disciplinary action.

**General school rules for behavior and communication apply. The Board does not sanction any use of the Internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted access to the Internet through the Board's Technology assume personal responsibility and liability, both civil and criminal, for uses of the Internet not authorized by this Board policy and its accompanying guidelines.**

## **VISITORS**

All visitors to Wadsworth Senior High School are required to report to the attendance office. Visits with teachers and students are discouraged during the normal school day unless an appointment has been previously scheduled. All visitors must sign in and may be issued a visitor's pass. Student visitors must have prior approval from the administration.

## **SECTION VI – ATHLETICS & ACTIVITIES**

### **ACTIVITIES ASSESSMENT FEE**

**A fee will be assessed for various athletics and activities offered at the high school. The athletic and activity application form is available in the athletic office, main office, and on the school web page. Included on this form is a listing of sports clubs activities and their associated costs.**

### **ACTIVITIES**

The following activities are available (depending on student interest) to Wadsworth High School students. We strongly encourage students to become involved in the extracurricular activities such as:

Academic Challenge	Mentoring
Athletics	NFL - Speech & Debate
Art Club	Peer Tutoring
Band – Marching & Concert	Spectrum
Cheerleading	Student Council
Chess Club	
Choir - Concert & Show	
Off Broad Street Players	
Grizzly Leader Academy	
Huddle	
International Club	
Interact	
Intramural Athletics	

### **ATHLETICS**

The following sports are available to Wadsworth High School students. Students are encouraged to become involved in the sports programs.

<b>Male</b>		<b>Female</b>	
Baseball	Lacrosse	Basketball	Softball
Basketball	Soccer	Bowling	Swimming
Bowling	Swimming	Cross Country	Tennis
Cross Country	Tennis	Golf	Track
Football	Track	Gymnastics	Volleyball
Golf	Wrestling	Lacrosse	Soccer

## **NCAA Division I and II Eligibility Standards and Procedures:**

Student-athletes planning to play NCAA Division I and Division II sports need to register with the Eligibility Center (formerly known as the Clearinghouse) during their junior year. The website is (<https://web3.ncaa.org/ecwr3>). During the online registration, print Copy 1 and Copy 2 of the transcript release form. Sign the transcript release forms, and give both to your counselor. Also, prospective student-athletes must complete the amateurism questionnaire when they register with the Eligibility Center.

The NCAA Division I and II require 16 core courses. Wadsworth's NCAA approved core courses are on the Eligibility Center Website (<https://web3.ncaa.org/ecwr3>) and are listed in the Curriculum Guide.

Either the ACT or SAT scores must be reported directly to the NCAA Eligibility Center by the testing agency. Test scores that appear on the transcript will not be used. When registering for the ACT or SAT, use the Eligibility Center code 9999.

Division I and Division II have a sliding scale for test scores and core grade point average. The minimum GPA for Division I is 2.3, and for Division II is a 2.2. Dependent upon a student's GPA will determine what they will need on their ACT or SAT score.

### **Co-Curricular and Extra-Curricular Code of Conduct**

#### **SPECIAL NOTICE**

**"The student has received notification of this policy through the student handbook which the student acknowledges through their signature upon receiving the student handbook."**

This policy is applicable to students in non-credit, co-curricular, and extra-curricular activities in grades 7 through 12 in which students participate as players, members, performers, officers and/or chairpersons, including instrumental music during the marching and competition seasons. **(Does not pertain to activities related to the curriculum.)**

A student participating in co-/extra-curricular activities represents not only themselves, but also Wadsworth City Schools and community. The Wadsworth City School District believes that student participation in extra-curricular and co-curricular activities is a privilege. The district also believes that participation in such activities demands that students maintain sound physical and/or mental condition.

Coaches/advisors are responsible for managing student behavior and handling discipline problems that occur within their range of responsibility. Coaches/advisors may call on other school personnel to help in discharging their responsibilities. They may refer students to the



athletic director and/or building administrator who are then responsible for determining further disciplinary action.

### **ATHLETIC CODE/EXTRACURRICULAR ACTIVITIES *RANDOM ALCOHOL, DRUG AND NICOTINE TESTING OF STUDENTS***

Wadsworth City School District Board of Education [Policy 5512.01](#), Random Alcohol, Drug and Nicotine Testing of Wadsworth City School District Students, will be followed.

If a student participating in athletics or extracurricular activities not tied to an academic grade is found to have used alcohol, drugs or nicotine outside of the of the random testing process described above, they will be subject to the same positive result choices/consequences found in Wadsworth City School District Board of Education [Policy 5512.01](#). This provision is in effect 24 hours per day, 7 days per week, every day of the year.

### **Team Rules and Regulations**

All team rules and regulations determined by the coach/advisor will be enforced and are supported by the athletic department and the building administration.

### **Added Requirements for Athletic Participation**

Athletes may not be eligible to participate until the following items have been completed (forms can be picked up in the athletic office):

1. Physical Examination Form – completed and on file in the athletic office.
2. Emergency Medical Form – completed and on file in the athletic office.
3. Academic Eligibility requirements have been satisfied.
4. Activity Assessment.

### **Risk of Participation in Athletics**

All athletes and parents must realize the risk of serious injury that may be a result of athletic participation. We sincerely hope no serious injury will occur. We feel there is a responsibility to athletes and parents to make them aware of the potential risks that may exist. The Wadsworth School District will use the following safeguards to make every effort to eliminate injury:

1. Conduct pre-season meetings to fully explain the athletic policies and to advise, caution, and warn parents/athletes of the potential for injury.
2. Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills, as well as being certified through Sports Medicine programs and CPR classes.

## **Due Process**

If it is the intention of a coach/advisor to deny participation to a student, the coach or advisor will hold a hearing and inform the student of such intention. The coach/advisor will make a record of the hearing in writing noting the student's name, activity, infraction, date of infraction, date of hearing, and results of the hearing. The student and their parent(s)/guardian(s) will have the right to appeal the action of the coach/advisor in writing to the Assistant Principal. The Assistant Principal will head an Appeal Board consisting of the Assistant Principal, Athletic Director, and a teacher appointed by the Principal. The Appeal Board will hear the appeal within three days after receipt of the appeal requests. Its decision will be rendered within two days after the appeal hearing.

## **SECTION VII**

### **DIRECTORY & CONTACT INFO**

#### **DISTRICT INFORMATION**

#### **DISTRICT TELEPHONE NUMBERS & ADDRESSES**

#### **OF CENTRAL OFFICE PERSONNEL**

#### **WADSWORTH CITY SCHOOLS**

330-336-3571

Central Office Hours of Operation---7:30 a.m. to 4:00 p.m.

Dr. Andrew J. Hill, Superintendent  
Mr. Steve Moore, Assistant Superintendent  
Dr. Michele D. Evans, Director of Instruction and Professional Development  
Mrs. Joyce Walker, Director of Pupil Services  
Mr. Doug Beeman, Treasurer  
Mr. Roger Wright, Director of Career and Technical Education  
Mrs. Jessica Widmer, Transportation Supervisor  
Mr. Scott Larch, Maintenance / Custodial Supervisor  
Mrs. Kelly Gnap, Food Service Supervisor

#### **FAMILY EDUCATION RIGHTS & PRIVACY ACT (FERPA)**

The Family Education Rights & Privacy Act (FERPA) provides parents the opportunity to review their child's school records. Requests to review records should be made directly to the principal who will make the necessary arrangements.

#### **PARENT/STUDENT RIGHT TO FILE A COMPLAINT**

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520".

#### **STUDENT PRIVACY AND PARENTAL ACCESS TO INFORMATION**

According to Wadsworth City Board of Education [Policy 2416](#): Student Privacy and Parental Access to Information, the Board respects the privacy rights of parents and their children. No student shall be required, as part of the school program or District's curriculum, without prior written consent of the student or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals certain information that is detailed

in this policy. Parents also have the right, upon request, to inspect any instructional material used as part of the educational curriculum of the student.

## **WADSWORTH CITY SCHOOLS PARENT’S RIGHT TO REQUEST EDUCATIONAL PROGRAM AND STAFF INFORMATION**

According to Wadsworth City Board of Education [Policy 2261.02](#): Title I-Parent’s right to Know and in accordance with the requirement of Federal law, for each school receiving Title I funds, the Superintendent shall make sure all parents of students in that school are notified that they may request, and the Board will provide the following information on the student’s classroom teachers:

Whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.

Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.

The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.

The qualifications of any paraprofessionals providing services to their child(ren).

In addition, the parent **shall** be provided:

1. Information on the level of achievement of their child(ren) on the required State academic assessments;
2. Timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

## **DIRECTORY INFORMATION BOE POLICY**

According to Wadsworth City School District Board of Education [Policy 8330](#): Student Records, the District intends to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name. Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of this communication.

Directory Information – WHS requirement in addition to regular Directory Information statement. In accordance with Federal and State law, the Board shall release the names,

addresses, and telephone listings of secondary students to a recruiting officer for any branch of the United States Armed Forces or an institution of higher education who requests such information. A secondary school student or parent of the student may request in writing that the student's name, address, and telephone listing not be released without prior consent of the parent(s)/eligible student by contacting the high school principal.

## **PARENTS RIGHT TO INSPECT, REVIEW, AND REQUEST AMENDMENTS TO STUDENT EDUCATIONAL RECORDS**

A parent or adult student has the right to:

- A. Inspect and review the student's education records within forty-five (45) days after the School receives a request for access or within such shorter period as may be applicable to students with disabilities. The School has a form that can be used to submit such a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student's education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.
- B. Request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent's or adult student's satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. The hearing will be conducted by a hearing officer who will submit his/her findings to the Superintendent. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form that may be used to identify which information in the record the parent

or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.

## **TITLE IX AND SECTION 504 COORDINATOR**

As part of the compliance program of the Wadsworth City Schools to identify, remedy, and prevent discrimination on the basis of race, color, national origin, sex, handicap, and age, the following persons have been designated as coordinators of Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973:

1. Coordinator, Title IX: Director of the Four Cities Compact, 524 Broad St., Wadsworth, OH 44281, 330-336-3571.
2. Coordinator, Section 504: Director of the Student Services, 524 Broad St., Wadsworth, OH 44281, 330-336-3571.

The above persons, as compliance coordinators, are responsible to insure that federal and state regulations relative to Title IX and Section 504 are complied with and that any complaints are dealt with promptly in accordance with the law.

## **EQUAL EDUCATION OPPORTUNITY**

### **BOE Policy**

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all children to achieve their maximum potential through the curriculum offered in this district regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background.

According to Wadsworth City School District Board of Education [Policy 2260](#):

Nondiscrimination and Access to Equal Educational Opportunity, the following person has been designated to handle inquiries regarding the nondiscrimination policies of the District: Director of the Four Cities Educational Compact, 524 Broad St., Wadsworth, OH 44281, 330-336-3571.

## **INSPECTION OF INSTRUCTIONAL INFORMATION**

The Director of Instruction and Professional Development is responsible for coordinating inspections of instructional materials at each school. The Director of Instruction and Professional Development's office is located at 524 Broad St. Wadsworth, OH 44281 and can be reached at 330-336-3571.