

# **West Branch Local Schools**

## **Handbook**



**2024 - 2025**

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<b>NOTE:</b>	This Student/Parent Handbook is based in significant part on policies adopted by the Board of Education and Administrative Guidelines developed by the Superintendent. Those Board Policies and Administrative Guidelines are incorporated by reference into the provisions of this Handbook. The Policies and Administrative Guidelines are periodically updated in response to changes in the law and other circumstances. Therefore, there may have been changes to the documents reviewed in this Handbook since it was printed in <b>August 2024</b> . If you have questions or would like more information about a specific issue or document, contact your school principal or access the document on the District's website: <a href="http://Westbranch.k12.oh.us">Westbranch.k12.oh.us</a>
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## Student/Parent Handbook

for the

# West Branch Local School District

*Welcome to West Branch Local Schools. We are pleased to have you as a student and will do our best to help make your experience here as enjoyable and successful as you wish to make it. To help provide a safe and productive learning environment for students, staff, parents and visitors, the Board of Education publishes this updated Student/Parent Handbook annually to explain students' rights, responsibilities and consequences for misbehavior.*

*Parents are encouraged to take a few minutes to review and discuss the information in this Handbook with their school-age children. Administration and teachers will also review this Handbook with students at the beginning of the school year.*

*Thank you for taking the time to become familiar with the important information in this Handbook. If you have any questions, please feel free to contact your building principal. The contacts to the building principals may be found below.*

*Sincerely,*

Micki Egli, Superintendent

**Brian Coffee**, High School Principal  
14427 Main Street  
Beloit, Ohio 44609  
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14409 Beloit-Snodes Rd  
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**330.938.4500**

Adopted by the Board of Education in June 2024.

Student Code of Conduct (including Student Discipline Code) adopted by the Board of Education in June 2024.

## FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 20, 2024. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available from the building principal and on the District's web site.

## MISSION OF THE SCHOOL DISTRICT

*The mission of the West Branch Local School District is to prepare all students for their tomorrow, today.*

## EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students. Any person who believes that s/he has been discriminated against on the basis of his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Angeline Theis, Title IX Coordinator/Curriculum Director

Complaints will be investigated in accordance with the procedures established by board policy and/or administrative guidelines. Any student making a complaint or participating in a school investigation will be protected from retaliation. The Compliance Officer(s) can provide additional information concerning equal access to educational opportunity.

## SCHOOL DAY

### HIGH SCHOOL – REGULAR SCHEDULE

PERIOD	TIMES	PER	TIMES
	Warning Bell @ 7:27	5B	11:35-11:59
1ST/HR	7:30 – 8:25	6A	12:03-12:26
2ND	8:28-9:18	6B	12:30-12:53
3RD	9:21-10:11	7TH	12:57-1:47
4TH	10:14-11:04	8TH	1:50-2:45
5A	11:07-11:31	DETENTION	2:50-3:30

**MIDDLE SCHOOL (Grades 6-7) – REGULAR SCHEDULE**

6th Grade	7th Grade
<b>ARRIVAL</b> 7:15 - 7:28	<b>ARRIVAL</b> 7:15 - 7:28
<b>WARNING BELL</b> 7:28	<b>WARNING BELL</b> 7:28
<b>TARDY BELL</b> 7:30	<b>TARDY BELL</b> 7:30
<b>HOMEROOM</b> 7:30	<b>HOMEROOM</b> 7:30
<b>PERIOD 1</b> 7:30-8:13 (43min.)	<b>PERIOD 1</b> 7:30-8:13 (43min.)
<b>PERIOD 2</b> 8:16-8:56 (40min.)	<b>PERIOD 2</b> 8:16-8:56 (40min.)
<b>PERIOD 3</b> 8:59 - 9:39 (40 min.)	<b>PERIOD 3</b> 8:59 - 9:39 (40 min.)
<b>PERIOD 4</b> 9:42-10:22 (40 min.)	<b>PERIOD 4</b> 9:42-10:22 (40 min.)
<b>PERIOD 5</b> (Lunch) 10:25-10:55 (30 min.)	<b>PERIOD 5</b> 10:25-11:05 (40 min.)
<b>PERIOD 6</b> 10:58 - 11:38 (40 min.)	<b>PERIOD 6</b> (Lunch) 11:08-11:38 (30 min.)
<b>PERIOD 7</b> 11:41-12:23 (42 min.)	<b>PERIOD 7</b> 11:41-12:23 (42 min.)
<b>PERIOD 8</b> 12:26-1:09 (43 min.)	<b>PERIOD 8</b> 12:26-1:09 (43 min.)
<b>PERIOD 9</b> 1:12-1:54 (42 min.)	<b>PERIOD 9</b> 1:12-1:54 (42 min.)
<b>PERIOD 10</b> 1:57-2:45 (43 min.)	<b>PERIOD 10</b> 1:57-2:45 (43 min.)

**SCHOOL DAY FOR WEST BRANCH HIGH SCHOOL**

The school day for West Branch High School is 7:30 a.m. - 2:45 p.m. Supervision of students is not available until 7:10 am when they may enter the building. Students must be out of the building or into their designated area by 2:55 pm.

**SCHOOL DAY FOR WEST BRANCH MIDDLE SCHOOL (Grades 6-7)**

The school day for the West Branch Middle School School for Middle School students is 7:30 a.m. - 2:45 p.m. Supervision of students is not available until 7:00 am (drop off in the rear of the school) when they may enter the building. Parents must call the school office no later than 2:00 p.m. if they plan to pick-up their child.

**SCHOOL DAY FOR WEST BRANCH MIDDLE SCHOOL (Grades 3-5)**

The school day for the West Branch Grades 3-5 students is 8:45 a.m. - 3:30 p.m. Supervision of students is not available until 8:20 am when they may enter the building. Parents must call the school office no later than 2:00 p.m. if they plan to pick-up their child.

**SCHOOL DAY FOR EARLY LEARNING CENTER**

The school day at West Branch for elementary students is 8:55 – 3:20 p.m. Students may begin to enter the building beginning at 8:25 AM. The tardy bell is at 8:55 AM. Car line begins at 3:10 PM.

**STUDENT RESPONSIBILITIES**

The School’s rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members’ directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the Principal or his/her designee.

Adult students (age 18 or older) must follow all school rules.

If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, access is provided to their child's progress online. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via email and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

#### **STUDENT WELL BEING**

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

#### **INJURY AND ILLNESS**

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day must request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. No student will be released from school without proper parental permission.

### **SECTION I - GENERAL INFORMATION**

#### **ENROLLING IN THE SCHOOL**

In general, State law requires students to enroll in the school district in which their parent or legal guardian resides unless enrolling under the District's open enrollment policy or enrolling and paying tuition.



New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

- A. a birth certificate or similar document
- B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
- C. proof of residency
- D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The principal or his designee will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-in-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent shall offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

- A. an updated copy of the student's transcript;
- B. a report of the student's behavior while in DYS custody;
- C. the student's current IEP, if one has been developed for the child; and
- D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

### **SCHEDULING AND ASSIGNMENT**

#### Elementary Level

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

#### Secondary Level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Department. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

### **EARLY DISMISSAL**

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

During exam days, students are required to be present the entire scheduled day. Appointments are not to be scheduled during this time. A matter of convenience is not to be interpreted as an emergency situation. Students will not be excused from school by a phone call during the course of the day, unless it is an emergency. Written verification will be required from the doctor, dentist, or place of appointment for the time away from school to be excused. Students are discouraged from leaving the building during school hours. Excessive abuse may result in an office referral.

### **WITHDRAWAL/TRANSFER FROM SCHOOL**

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student

who otherwise withdraws from school shall be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the parents' notice or request.

### **IMMUNIZATIONS**

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chickenpox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. Any questions about immunizations or exemptions should be directed to the school nurse.

### **EMERGENCY MEDICAL AUTHORIZATION**

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

### **USE OF MEDICATIONS**

Students who must take prescribed medication during the school day, must comply with the following guidelines:

- A. Parents should determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.
- B. The appropriate form must be filed with the respective school nurse before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.
- C. All medications must be registered with the school nurse and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.
- D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the school nurse by the

student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine autoinjectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.

- E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.
- G. The school nurse will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

### **Non-prescribed (Over-the-Counter) Medications**

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize the administration of a non-prescribed medication on forms that are available from the school nurse. Physician authorization is not required in such cases.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the school nurse while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

Students shall be permitted to possess and self-administer over-the-counter topical sunscreen products while on school property or at a school-sponsored event provided the student has submitted prior written approval of his/her parent/guardian to the school nurse.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the school nurse.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

### **CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES**

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be limited to the contagious period as specified in the School's administrative guidelines.

### **CONTROL OF NON CASUAL-CONTACT COMMUNICABLE DISEASES**

The School District has an obligation to protect staff and students from non casual-contact communicable diseases. When a non casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.

Non Casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

### **CONTROL OF BLOOD-BORNE PATHOGENS**

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to bloodborne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precautions to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.

Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.

Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the school nurse and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 Exposure Report).

The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or your local health department. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.

The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.

The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV viruses either in cooperation with his/her physician or your local health department.

The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational records in accordance with Federal and State laws concerning confidentiality.

### **STUDENTS WITH DISABILITIES**

The Americans with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

- A. Has a mental or physical impairment that substantially limits one or more major life activities;
- B. Has a record of such an impairment; or
- C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the Special Services Director, Jeff Novak at 330.938.4490 or email to inquire about evaluation procedures, programs, and services.

### **HOMELESS STUDENTS**

Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the district office.

### **CHILDREN AND YOUTH IN FOSTER CARE**

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District.

### **PROTECTION AND PRIVACY OF STUDENT RECORDS**

The School District maintains many student records including both directory information and confidential information.

Directory information includes: a student's name; address; telephone number; date and place of birth; major field of study; participation in officially-recognized activities and sports; height and weight, if a member of an athletic team; dates of attendance; date of graduation; or awards received.

The Board designates school-assigned e-mail accounts as "directory information" for the limited purpose of facilitating students' registration for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

School-assigned email accounts shall not be released as directory information beyond this/these limited purpose(s) and to any person or entity but the specific online educational service provider and internal users of the District's Education Technology.

Directory information can be provided upon request to any individual, other than a for profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board's annual *Family Education Rights and Privacy Act* (FERPA) notice which can be found on the district website.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student requests that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the building Principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

- A. political affiliations or beliefs of the student or the student's parents;
- B. mental or psychological problems of the student or the student's family;
- C. sex behavior or attitudes;
- D. illegal, anti-social, self-incriminating or demeaning behavior;



- E. critical appraisals of other individuals with whom respondents have close family relationships;
- F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
- G. religious practices, affiliations, or beliefs of the student or his/her parents;  
or
- H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the building Principal to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

- A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
- B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office  
U.S. Department of Education  
400 Maryland Avenue, SW 20202-4605  
Washington, D.C.  
[www.ed.gov/offices/OM/fpc](http://www.ed.gov/offices/OM/fpc)

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

[FERPA@ED.Gov](mailto:FERPA@ED.Gov); and  
[PPRA@ED.Gov](mailto:PPRA@ED.Gov).

## **STUDENT FEES AND FINES**

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, West Branch Local School District charges specific academic fees and materials used in the course of instruction. A copy of specific fees can be found at PaySchools Central.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship.

Students can avoid late fines by promptly returning borrowed materials.

Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

## **STUDENT FUND-RAISING**

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

Crowdfunding activities are governed by Policy and Administrative Guideline 6605.

Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.

Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.

Students may not participate in fund-raising activities off school property without proper supervision by approved staff or other adults.

Students may not engage in house-to-house canvassing for any fundraising activity.

Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.

Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

## **STUDENT VALUABLES**

Students should not bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like, are tempting targets for theft and extortion. The School is not liable for any loss or damage to personal valuables.

## **MEAL SERVICE**

The School participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the Treasurer's Office.

Classes are in session throughout the school, thus hall traffic must be limited. No food or drink (with the exception of water) is to be carried from the cafeteria. Students are not permitted to use the pop machines during lunch periods. Deliveries are not permitted.

## **SAFETY AND SECURITY**

- A. All visitors must report to the office when they arrive at school.
- B. All visitors are given and required to wear a building pass while they are in the building.
- C. Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
- D. Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
- E. All outside doors are locked.
- F. Portions of the building that will not be needed after the regular school days are closed off.
- G. All District employees are to wear photo-identification badges while in District schools and offices or on District property.

## **FIRE, TORNADO, AND SAFETY DRILLS**

The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases.

Safety drills will be conducted throughout the school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

## **EMERGENCY CLOSING AND DELAYS**

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the television stations, place information regarding the cancellations or delays on the district webpage, post information on social media, and will utilize the current call-out system. Parents and students are responsible for knowing about emergency closings and delays.

## **PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS**

The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

## **VISITORS**

Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to present valid state ID, sign in and obtain a pass. Any visitor found in the building without signing in or having a pass shall be escorted to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.

Students may not bring visitors to school without prior written permission from the Principal.

## **USE OF THE LIBRARY**

The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of time. To check out any other materials, contact the librarian.

In order to avoid late fees, all materials checked out of the library must be returned to the library within the allotted amount of time given to the students by the librarian aide.

### **USE OF SCHOOL EQUIPMENT AND FACILITIES**

Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

### **LOST AND FOUND**

The lost and found area is in the cafeteria at the high school, middle school, intermediate school and the Early Learning Center. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity at the close of the school year.

### **WIRELESS COMMUNICATION DEVICES**

Cell phones, personal laptops/electronic devices/wireless earbuds are not permitted to be used during the school day. Students must keep their device powered off and stored in their locker or cubby. Nothing in this policy prohibits a student from using a cell phone for a purpose documented in the student's individualized education program developed under Chapter 3323 of the Ohio Revised Code or a plan developed under section 504 of the "Rehabilitation Act of 1973," 29 U.S.C. 794. A student may use a cell phone to monitor or address a health concern.

**Violations of this policy may result in disciplinary action and/or confiscation of the device.**

#### **Track 1: Gives the device to the faculty member**

First Offense: Verbal warning - device returned by administration at the end of the day

Second Offense: lunch detention- device returned by administration at the end of the day

Third Offense: After School detention -device returned at the end of the day. Notify Parent/Guardian

Fourth Offense: In-School and administration holds device until parent picks it up

Fifth Offense: Principal Discretion

#### **Track 2: Refuses to give the faculty member the device when asked**

1st Offense: In-School Assignment 1 day

2nd Offense: In-School Assignment 3 days

3rd Offense: OSS 3 days

4th Offense: OSS 5 days

5th Offense: OSS 10 day with expulsion hearing

## **ADVERTISING OUTSIDE ACTIVITIES**

Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal. The Principal will attempt to respond to a request for approval within 1 school day of its receipt.

## **SECTION II - ACADEMICS**

### **COURSE OFFERINGS**

A current list of course offerings may be found on our district web page.

### **FIELD TRIPS**

Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

Attendance rules apply to all field trips.

While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.

Students who violate school rules may lose the privilege to go on field trips.

Students who have accumulated an excessive number of absences, have failing grades, and/or have excessive incomplete assignments, as determined by the administration, will not be permitted to attend field trips/school activities.

### **GRADES**

West Branch Local schools have a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

Students in grades 3-12 applies the following grading system:

100 to 90 = A = Excellent achievement  
89 to 80 = B = Good achievement  
79 to 70 = C = Satisfactory achievement  
69 to 60 = D = Minimum-Acceptable achievement  
59 to 0 = F = Unsatisfactory

I = Incomplete  
P = Acceptable achievement  
NA = Not yet Assessed

Students K-2nd grade receive a standards-based report card:

4 = I can show that I understand, and I can explain my thinking  
3 = I can show that I understand, but I still might make some mistakes  
2 = I'm beginning to understand, but I need help from my teacher.  
1 = I do not understand

Advanced Placement courses are given the following additional weight:

100 to 88 = A = Excellent achievement  
87 to 75 = B = Good achievement  
74 to 67 = C = Satisfactory achievement  
66 to 60 = D = Minimum-Acceptable achievement  
59 to 0 = F = Unsatisfactory

### **Grade Point Average**

To calculate a grade point average (G.P.A.), assign a weighted point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be  $.5 \times 2 = 1$ . Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year or for a series of school years.

### **Grading Periods**

Students will be able to access a report card at the end of each 9 week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

### **Schedule Adjustments**

After the first 8 days of a class, any student dropping a class will receive an "F" for the course unless one of the following applies:

1. Technical error beyond the student's responsibility
2. Change in the student program
3. Teacher recommendation in writing, after consultation with student, parent, and counselor
4. Counselor recommendation in writing, after consultation with student, parent, and teacher

The student is responsible for the proper completion of the Application for Schedule Adjustment form.

### **PROMOTION, ACCELERATION, AND RETENTION**

The Board of Education recognizes that the personal, social, physical, and educational growth of children will vary and that they should be placed in the educational setting most appropriate to their needs at the various stages of their growth.

It is the Board's intent that each student be moved forward in a continuous pattern of achievement and growth that is in harmony with his/her own development.

Such a pattern should coincide with the system of grade levels established by this Board and the instructional objectives established for each.

The promotion and retention provisions of this policy shall be in compliance with the terms of Ohio's Third Grade Reading Guarantee (Policy 2623.02).

#### **Promotion:**

A student will be promoted to the succeeding grade level when s/he has:

- A. completed the course and State-mandated requirements at the presently assigned grade;
- B. in the opinion of the professional staff, achieved the instructional objectives set for the present grade;
- C. demonstrated sufficient proficiency to permit him/her to move ahead in the educational program of the next grade;
- D. demonstrated the degree of social, emotional, and physical maturation necessary for a successful learning experience in the next grade.

#### **Academic Acceleration:**

Academic acceleration may involve whole-grade acceleration or individual subject acceleration. Academic acceleration occurs when a student is not only doing the caliber of work necessary to be promoted to the next grade or enrolled in the next course in the academic sequence, but also demonstrates the ability to do the caliber of work required of students in that next grade level/subject/course. An acceleration evaluation committee will determine whether the student will be permitted to skip a grade level



(i.e., whole-grade acceleration), or take a subject at a higher grade level or skip a course in the usual and customary academic sequence (i.e., individual subject acceleration).

Any student may be referred by a staff member or a parent/guardian to the principal of his/her school for evaluation for possible accelerated placement. Students may refer themselves or a peer through a staff member who has knowledge of the referred child's abilities. Copies of referral forms for evaluation for whole-grade or individual subject acceleration will be available at each school building.

Students referred for accelerated placement will be evaluated in a prompt manner. The building principal will schedule the evaluations. Normally, changes in a student's schedule will occur only at the start of a semester.

Before a student is evaluated for accelerated placement, the principal (or his/her designee) shall obtain written permission from the student's parent/guardian.

Evaluations related to referrals that occur during the school year will ordinarily be completed and a written report issued within forty-five (45) calendar days. Evaluations related to referrals that occur at the end of a school year or during the summer will be completed and a written report issued either before the end of the school year, if possible, or within forty-five (45) calendar days of the start of the next school year.

Upon referral, the student's principal (or his/her designee) shall convene an acceleration evaluation committee to determine the appropriate learning environment for the referred student. This committee shall include the following:

- A. a parent/guardian, or a representative designated by that parent/guardian
- B. a gifted education coordinator or gifted intervention specialist, or if neither is available, a school psychologist or guidance counselor with expertise in the appropriate use of academic acceleration may be substituted
- C. a principal or assistant principal from the child's current school
- D. a current teacher of the referred student
- E. a teacher at the grade level or course to which the referred student may be accelerated

The acceleration evaluation committee shall be responsible for conducting a fair and thorough evaluation of the student. The acceleration evaluation committee will consider the student's own thoughts on possible accelerated placement in its deliberations. In the event that career-technical programs are considered for acceleration, a career-technical educator shall be consulted as a part of the evaluation.

Students considered for whole-grade acceleration will be evaluated using an acceleration assessment process approved by the Ohio Department of Education.

Students considered for individual subject acceleration will be evaluated using a variety of data sources, including measures of achievement based on State academic content standards (in subjects for which the State Board of Education has approved content standards) and consideration of the student's maturity and desire for accelerated placement.

The acceleration evaluation committee shall issue a written decision on the outcome of the evaluation process to the principal and the student's parent/guardian. This notification shall include instructions for appealing the decision.

Appeals must be made in writing to the Superintendent within thirty (30) calendar days of the parent/guardian receiving the committee's decision. The Superintendent or his/her designee shall review the appeal and notify the parent/guardian of his/her decision within 30 calendar days of receiving the appeal. The Superintendent or his/her designee's decision shall be final.

If the student is recommended for whole-grade or individual subject acceleration, the acceleration evaluation committee will develop a written acceleration plan. The parent/guardian shall be provided with a copy of the plan. The plan shall specify:

- A. placement of the student in an accelerated setting;
- B. strategies to support a successful transition to the accelerated setting;
- C. requirements and procedures for earning high school credit prior to entering high school (if applicable); and,
- D. an appropriate transition period for accelerated students.

A school staff member will be assigned to oversee implementation of the acceleration plan and to monitor the adjustment of the student to the accelerated setting.

At any time during the transition period, a parent/guardian of the student may request in writing that the student be withdrawn from accelerated placement. In such cases the principal shall remove the student from the accelerated placement without repercussions.

At any time during the transition period, a parent/guardian may request in writing an alternative accelerated placement. In such cases, the principal shall direct the evaluation committee to consider other accelerative options and to issue a decision within thirty (30) calendar days of receiving the request. If the student will be placed in a different accelerated setting from that initially recommended, the student's acceleration plan shall be revised accordingly, and a new transition period shall be specified.

At the end of the transition period, the accelerated placement shall become permanent. The student's record shall be modified accordingly, and the acceleration implementation plan shall become part of the student's permanent record to facilitate continuous progress through the curriculum.

**Retention:**

A student may be retained at his/her current grade level when s/he has:

- A. failed to demonstrate proficiency in the core subjects of math, science, reading, writing, and social studies;
- B. based upon data from:
  - a. district assessments or diagnostics
  - b. state assessments
  - c. Light's retention Scale, as appropriate

A student may be placed at the next grade level when retention would no longer benefit the student.

The Superintendent shall develop administrative guidelines for promotion, placement, and retention of students that:

- A. require the recommendation of the relevant staff members for promotion, placement, or retention;
- B. require that parents are informed in advance of the possibility of retention of a student at a grade level;
- C. assure that efforts will be made to remediate the student's difficulties before s/he is retained;
- D. require that a student be retained if s/he has failed at least two (2) courses of study, unless the principal and the teachers of the failed subjects determine that the student is academically prepared to be promoted;
- E. provide parents the opportunity to request the promotion, placement, or retention of their child;
- F. provide parents the opportunity to appeal the decision about their child's promotion, placement, or retention.

**GRADUATION REQUIREMENTS**

A diploma shall be awarded to students meeting the curriculum credit requirements and who achieve one of the following three options: a cumulative passing score with the required number of points in each area on end of course exams, earn the required points on the WorkKeys assessment and an approved industry-recognized credential, or earn a remediation-free score in English language arts and mathematics on the ACT or SAT, subject to limitations on assessments as outlined below.

The requirements for graduation from high school include passing the graduation tests required by the State Board of Education or meeting the alternative pathway to graduation, and earning twenty-one (21) units of credit in grades nine through twelve as follows:

<b>Subject</b>	<b>Units Required</b>
English Language Arts	4.0
Health	0.5
Physical Education	0.5
Mathematics (must include 1 unit algebra II or equivalent of algebra II)	4.0
Science (must include 1 unit physical sciences, 1 unit of life sciences, and 1 unit advanced study in one or more of: chemistry, physics, other physical science, advanced biology or other life science, physical geology or other earth or space science.)	3.0
Social Studies (must include 1/2 unit of American history and 1/2 unit of American government)	3.0
Fine Arts, including music 6.0 electives (must include one (1) or any combination of foreign language, fine arts, business, career-technical education, technology, agricultural education, or English language arts, mathematics, science, or social studies courses not otherwise required)	

All students must receive instruction in economics and financial literacy during Grades 9 – 12. Additionally, all students must receive instruction in cardiopulmonary resuscitation and the use of an automated external defibrillator from an approved source during Grades 9-12, unless the student is exempted from such training due to disability or by written request of the parent.

Students who have participated in interscholastic athletics, marching band, or cheerleading for at least two (2) full seasons as defined on the PE Waiver form found on the West Branch High School Counseling Department webpage, while enrolled in grades 9 through 12 and as documented by the Athletic Department may be excused from the high school physical education requirement. Students electing such an excuse shall complete one-half (1/2) unit of at least sixty (60) hours of instruction in another course of study which is designated by the Board as meeting the high school curriculum requirements.

### **Regular Diploma**

Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must pass all assessment tests required by the Ohio Department of Education (ODE) for graduation or the State-approved alternative pathway, meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team. Please contact Special Services for additional information.

## **Honors Diploma**

The West Branch Local Schools shall award the Diploma with Honors to any student who has successfully completed all requirements. Requirements can be found on the West Branch High School Counseling Department Website.

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met.

## **Graduation Honors and Bonus Point System**

[W GRADUATION HONORS AND BONUS POINT SYSTEM.docx](#)

A link to the Ohio Department of Education Graduation Requirements(most recent) can be accessed here:

[Ohio Graduation Requirements](#)

## **EARLY GRADUATION**

Students who wish to apply for early graduation should apply to the high school principal at the completion of their sophomore year but no later than June 15th. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

## **EDUCATIONAL OPTIONS**

West Branch Local Schools provide alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals.

A list of the approved Educational Options are available in the Guidance Office.

In order to participate in an Educational Option, the student must first submit an application for approval by the Guidance Office, Special Services Office, or Building Principal. Students under the age of 18 may only participate with the written consent of their parent or guardian. Applications are available in the Guidance Office. Credit will be granted upon the successful completion of an approved program and will be assigned according to student performance relative to stated objectives of the approved instructional and performance plan and in accordance with District policy and established administrative guidelines.

## **COLLEGE CREDIT PLUS PROGRAM**

Any student in grades 7 through 12 may enroll in a postsecondary program provided s/he meets the requirements established by law and by the participating college or university. A student may be denied high school credit for any portion of or for the entire class if taken during a period of expulsion. Student participation requires written consent of the Superintendent and, for students under 18, written consent of the parents or attendance in counseling services offered with this educational option. Any

interested student should contact the Guidance Office to obtain the necessary information.

### **CAREER ADVISING PROGRAM**

Career advising is an integrated process that helps students understand how their personal interests, strengths and values might predict satisfaction and success in school and related career fields, as well as how to tie these interests and strengths to their academic and career goals. Students need to have access to comprehensive resources and support to prepare for their future success. Through relevant classroom instruction, career-related learning experiences, and a program of counseling and advising, students can discover their interests and explore academic and career pathway options. (See Policy 2413)

### **RECOGNITION OF STUDENT ACHIEVEMENT**

Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the Building Principal. These recognitions consist of Honor Roll (s), Athletic Awards, and various special awards.

### **HONOR ROLL(S)**

Middle School and High School

Honor Roll will be determined by nine-week point averages. The following groups of students will be identified and communicated to the media for publication:

1. Students with a 4.00 (All-A's)
2. Students with 3.75-3.99 (Honor).
3. Students with 3.5-3.74 (Merit)

### **HOMEWORK**

Homework will be assigned. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the assessment tests and graduation.

### **COMPUTER TECHNOLOGY AND NETWORKS**

The District provides Internet services to its students. The District's Internet system has a limited educational purpose, and has not been established as a public access service or a public forum. Student use of the District's computers, accounts, network and Internet services/connection ("Network") are governed by the following principles and guidelines, and the Student Code of Conduct. Users have a limited privacy expectation in the content of their personal files and records of their online activity while on the Network.

Each device or accessories assigned to an individual student should never be “swapped” or “shared” with another student, friend, or sibling. Responsibility of damages or missing devices/accessories falls on the individual that was assigned to the device/accessories.

Parents and students are advised that the Board may not be able to technologically limit access through the Board's Internet connection to only those services that have been authorized for the purpose of instruction, study and research related to the curriculum. Because it serves as a gateway to any publicly available file server in the world, the Internet opens classrooms and students to electronic information resources that have not been screened by educators for use by students of various ages. The District utilizes a Technology Protection Measure, which is a specific technology that will protect against (e.g., filter or block) access to visual displays/depictions that are obscene, pornographic, and materials that are harmful to minors, as defined by the Children's Internet Protection Act [(Pub. L. No. 106-554 and 47 USC 254(h))]. At the discretion of the Board or the Superintendent, the Technology Protection Measure may be configured to protect against access to other material considered inappropriate for students to access.

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

Students are encouraged to use the "Network" for educational purposes. Use of the Network is a privilege, not a right. When using the Network, students must conduct themselves in a responsible, efficient, ethical, and legal manner. Students are responsible for good behavior on the District's computers/network and the Internet just as they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. Unauthorized or inappropriate use of the Network, including any violation of these rules, may result in cancellation of the privilege, disciplinary action consistent with the Student Code of Conduct, and/or civil or criminal liability. Prior to accessing the Network, students must sign the Student Network and Internet Acceptable Use and Safety Agreement. Parent permission is required for minors. Parents are encouraged to discuss their values with their children so that students can make decisions regarding their use of the Network that is in accord with their personal and family values, in addition to the Board's standards.

Students must complete a mandatory training session/program regarding the appropriate use of technology and online safety and security as specified in Policy 7540.03 – Student Network and Internet Acceptable Use and Safety before being permitted to access the Network and/or being assigned an email address.

Smooth operation of the Network relies upon users adhering to the following guidelines. The guidelines outlined below are not exhaustive but are provided so that users are aware of their general responsibilities.

- A. Students are responsible for their behavior and communication on the Network.
- B. Students may only access the Network by using their assigned Network account. Use of another person's account/address/password is prohibited. Students may not allow other users to utilize their account/address/password. Students may not go beyond their authorized access.
- C. Students may not intentionally seek information on, obtain copies of, or modify files, data or passwords belonging to other users, or misrepresent other users on the Network.
- D. Students may not use the Network to engage in "hacking" or other illegal activities (e.g., software pirating; intellectual property violations; engaging in slander, libel, or harassment; threatening the life or safety of another; stalking; transmission of obscene materials or child pornography; fraud; sale of illegal substances and goods).
- E. Transmission of any material in violation of any State or Federal law or regulation, or Board policy is prohibited.
- F. Any use of the Network for commercial purposes (e.g., purchasing or offering for sale personal products or services by students), advertising, or political lobbying is prohibited.
- G. Use of the Network to engage in cyberbullying is prohibited. "Cyberbullying" involves the use of information and communication technologies such as email, cell phone and pager text messages, instant messaging (IM), defamatory personal Web sites or Social Media accounts, and defamatory online personal polling Websites, to support deliberate, repeated, and hostile behavior by an individual or group, that is intended to harm others." For further information on cyberbullying, visit <http://www.cyberbullying.ca>

Cyberbullying includes, but is not limited to the following:

1. posting slurs or rumors or other disparaging remarks about a student or school staff member on a web site, social media or on a blog;



2. sending email or instant messages that are mean or threatening, or so numerous as to drive up the victim's cell phone bill;
3. using a camera phone(or other device) to take and send embarrassing photographs/recordings of students or school staff members or post these images on video sharing sites;
4. posting misleading or fake photographs of students or school staff members on web sites.

To the extent permitted by the First Amendment, instances of cyberbullying off school grounds that disrupt the school environment or interfere with the learning process will be considered violations of the Student Code of Conduct.

H. Students are expected to abide by the following generally-accepted rules of network etiquette:

1. Be polite, courteous, and respectful in your messages to others. Use language appropriate to school situations in any communications made through the Network. Do not use obscene, profane, lewd, vulgar, rude, inflammatory, sexually explicit, defamatory, threatening, abusive or disrespectful language in communications through the Network (including, but not limited to, public messages, private messages, and material posted on web pages).
2. Do not engage in personal attacks, including prejudicial or discriminatory attacks.
3. Do not harass another person. Harassment is persistently acting in a manner that distresses or annoys another person. If a student is told by a person to stop sending him/her messages, the student must stop.
4. Do not post information that, if acted upon, could cause damage or a danger of disruption.
5. Never reveal names, addresses, phone numbers, or passwords of yourself or other students, family members, teachers, administrators, or other staff members while communicating on the Internet. This prohibition includes, but is not limited to, disclosing personal identification information on commercial web sites.
6. Do not transmit pictures or other information that could be used to establish your identity without prior approval of a teacher.

7. Never agree to get together with someone you "meet" on-line without parent approval and participation.
  8. Check email frequently and diligently delete old mail on a regular basis from the personal mail directory to avoid excessive use of the electronic mail disk space.
  9. Students should promptly disclose to their teacher or other school employee any message they receive that is inappropriate or makes them feel uncomfortable, especially any email that contains pornography. Students should not delete such messages until instructed to do so by a staff member.
- I. Malicious use of the Network to develop programs that harass other users or infiltrate a computer or computer system and/or damage the software components of a computer or computing system is prohibited. Students may not use the Network in such a way that would disrupt its use by others. Students must avoid intentionally wasting limited resources. Students may not bypass or attempt to bypass the District's Technology Protection Measure. Students must immediately notify the teacher, principal, or technology department if they identify a possible security problem. Students should not go looking for security problems, because this may be construed as an unlawful attempt to gain access.
  - J. All communications and information accessible via the Internet should be assumed to be private property (i.e. copyrighted and/or trademarked). All copyright issues regarding software, information, and attributions/acknowledgement of authorship must be respected. Rules against plagiarism will be enforced.
  - K. Downloading of information onto the Board's hard drives is prohibited. If a student transfers files from information services and electronic bulletin board services, the student must check the file with a virus-detection program before opening the file for use. Only public domain software may be downloaded. If a student transfers a file or software program that infects the Network with a virus and causes damage, the student will be liable for any and all repair costs to make the Network once again fully operational.
  - L. Students must secure prior approval from a teacher or the technology department before joining a Listserv (electronic mailing lists) and should not post personal messages on bulletin boards or "Listservs."
  - M. Students are prohibited from accessing or participating in online "chat rooms" or other forms of direct electronic communication (e.g., instant messaging) (other than e-mail) without prior approval from a teacher. All such authorized communications must comply with these guidelines.

- N. Privacy in communication over the Internet and the Network is not guaranteed. In order to verify compliance with these guidelines, the Board reserves the right to monitor, review, and inspect any directories, files and/or messages residing on or sent using the Network. Messages relating to or in support of illegal activities will be reported to the appropriate authorities.
- O. Use of the Internet and any information procured from the Internet is at the student's own risk. The Board makes no warranties of any kind, either express or implied, that the functions or the services provided by or through the Network will be error-free or without defect. The Board is not responsible for any damage a user may suffer, including, but not limited to, loss of data, service interruptions, or exposure to inappropriate material or people. The Board is not responsible for the accuracy or quality of information obtained through the Internet. Information (including text, graphics, audio, video, etc.) from Internet sources used in student papers, reports, and projects should be cited the same as references to printed materials. The Board will not be responsible for financial obligations arising through the unauthorized use of the Network. Students or parents of students will indemnify and hold the Board harmless from any losses sustained as the result of misuse of the Network by the student. Use of the Network by students will be limited to those students whose parents have signed a release of claims for damages against the Board.
- P. File-sharing is strictly prohibited. Students are prohibited from downloading and/or installing file-sharing software or programs on the Network.
- Q. Students may not establish or access personal web-based e-mail accounts on commercial services through the Network (e.g., Gmail, Hotmail, Yahoo mail, etc.).
- R. Since there is no central authority on the Internet, each site is responsible for its own users. Complaints received from other sites regarding any of the District's users will be fully investigated and disciplinary action will be taken as appropriate.
- S. Preservation of Resources and Priorities of Use: Computer resources are limited. Because space on disk drives and bandwidth across the lines which connect the Network (both internally and externally) are limited, neither programs nor information may be stored on the system without the permission of the technology department. Each student is permitted reasonable space to store email, web, and personal files. The Board reserves the right to require the purging of files in order to regain disk space. Students who require access to the Network for class-or instruction related activities have priority over other users. Students not using the Network for class-related activities may be "bumped" by any

student requiring access for class-or instruction related purposes. The following hierarchy will prevail in governing access to the Network:

1. Class work, assigned and supervised by a staff member.
2. Class work, specifically assigned but independently conducted.
3. Personal correspondence (checking, composing, and sending email).
4. Training (use of such programs as keyboarding tutors, etc.)
5. Personal discovery ("surfing the Internet").
6. Other uses – access to resources for "other uses" may be further limited during the school day at the discretion of the principal or technology department.

T. Game playing is not permitted at any time without permission of a staff member.

For more information on chromebook insurance, guidelines and proper care can be found in the Chromebook Handbook on the school website under the student tab.

### **SOCIAL MEDIA**

Technology is a powerful tool to enhance education, communication and learning. The Board of Education authorizes the use of social media to promote community involvement and facilitate effective communication with students, parents/guardians, staff and the general public. Social media is defined in Bylaw 0100.

Employees, District-approved volunteers who access District-approved social media platforms are expected to conduct themselves in a respectful, courteous, and professional manner. Students and visitors who access District-approved social media platforms are similarly expected to conduct themselves in a respectful, courteous, and civil manner. District-approved social media sites shall not contain content that is obscene; is vulgar and lewd such that it undermines the school's basic educational mission; is libelous or defamatory; constitutes hate speech; promotes illegal drug use; is aimed at inciting an individual to engage in unlawful acts or to cause a substantial disruption or material interference with District operations, or interferes with the rights of others. The District may exercise editorial control over the style and content of student speech on District-approved social media if reasonably related to legitimate pedagogical concerns. Students are personally responsible for the content of their posts. Prohibited content shall be subject to appropriate disciplinary action. Social media is outlined in Board Policy 7544.

Students are prohibited from posting or releasing personal information about students, employees, and volunteers through District-approved social media without appropriate consent. Prohibited posts shall be subject to appropriate disciplinary action.

## **STUDENT ASSESSMENT**

Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences. Testing dates may be found on the District Website or by contacting the Building Principal.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs.

Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives.

Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff.

College entrance testing information can be obtained from the Guidance Office.

## **PUBLIC SCHOOL CHOICE OPTIONS**

Parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in "School Improvement" have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students' grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students' grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as "persistently dangerous" as defined by State law, students have the right to transfer to another "safe" school in the District. If there is not another "safe" school in the District providing instruction at the students' grade level(s), the Superintendent shall contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student's grade level, the Superintendent shall contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student's grade level.

**SECTION III - STUDENT ACTIVITIES**  
**SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

West Branch provides students the opportunity to broaden their learning through curricular-related activities.

Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

**NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES**

Non School-sponsored student groups may meet in the school building during non instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that nonschool persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as prescribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non district-sponsored organization may use the name of the school or school mascot on any materials or information.

**ATHLETICS**

West Branch provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

For further information, contact Ryan Wolf, the Athletic Director, at [Ryan.Wolf@wbwarriors.org](mailto:Ryan.Wolf@wbwarriors.org).

A participation fee is required prior to participating in athletics. For more details see the Pay to Participate form on the West Branch Athletic Website.

## **ACADEMIC ELIGIBILITY**

All students must comply with the rules and regulations of the Ohio High School Athletic Association and also comply with District Policies 2430 and 2431, which may be found in their entirety on the district webpage. Student Athletes must have at least a 1.0 GPA and pass at least 5 credits the previous grading period to be considered eligible. Middle School students (grades 7 and 8) must have 4 passing classes.

## **STUDENT EMPLOYMENT**

It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, s/he must first contact his/her counselor to discuss any legal requirements and to obtain any required documents.

## **STUDENT ATTENDANCE AT SCHOOL EVENTS**

Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

If a student is not present for at least half of the day (3 hours), they may not participate in or attend extracurricular activities that day.

If a student is serving an out of school suspension, they are not permitted to attend any school event or practice.

## **STUDENT PRECINCT WORKERS**

In conjunction with the County Board of Elections, the Board of Education will permit high school students to apply and, if appointed by the Board of Election, to serve as precinct officers at a primary, special, or general election.

To be eligible, a student shall be:

- A. a United States citizen;
- B. a resident of the county;
- C. at least seventeen (17) years of age
- D. enrolled in the senior year of high school

As part of the application process, the student shall declare his/her political party affiliation with the Board of Election. Any student selected shall be excused from school on the day of an election at which the student is serving as a precinct officer.

## **SECTION IV - STUDENT CONDUCT**

### **ATTENDANCE**

#### **School Attendance Policy**

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

Establishing a pattern of good attendance will benefit the student in school and in the workplace. Attendance is important in the development of a high quality work ethic, which will be a significant factor in a student's success with future employers. One of the most important work habits that employers look for in hiring and promoting a person is his/her dependability in coming to work every day on time. This is a habit the School wants to help students develop as early as possible.

Students who do not follow the attendance policies may be given school disciplinary consequences, referred to juvenile court, or the Absence Intervention Team. ~~and/or assigned Wednesday night or Saturday school/community service.~~

#### **Truancy**

Unexcused absence from school (truancy) is not acceptable. **Students who are truant will receive no credit for school work that is missed.** A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, for forty-two (42) or more hours in 1 month, or for seventy-two (72) or more hours in 1 school year.

If a student is habitually truant and the student's parent fails to cause the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

Habitual truancy can also result in:

- A. provide counseling to the student
- B. take appropriate legal action



## **Excused Absences**

Students may be excused from school for one or more of the following reasons and will be provided an opportunity to make-up missed school work and/or tests:

- A. personal illness (a written physician's statement verifying the illness may be required)
- B. illness in the family necessitating the presence of the child
- C. quarantine of the home
- D. death in the family
- E. necessary work at home due to absence or incapacity of parent(s)/guardian(s)
- F. observation or celebration of a bona fide religious holiday
- G. District-approved travel for enrichment or extracurricular activities will be considered a School Activity. Any classroom assignment missed due to the absence is the student's responsibility to make up.
- H. such good cause as may be acceptable to the Superintendent
- I. medically necessary leave for a pregnant student in accordance with Policy 5751
- J. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725

## **Student Credit/Attendance Requirement**

The maximum number of unexcused absences permitted per full year course is twenty (20) and not more than ten (10) days per semester in a full year course; the maximum number of unexcused absences permitted for a semester course is ten (10). Students may receive a grade of NC (no credit) for all courses in which they have twenty (20) unexcused absences/ten (10) unexcused absences in a semester for a year course and ten (10) unexcused absences for a semester course. Upon reaching the 10/20 unexcused absence limit, students and parents are encouraged to arrange an attendance appeal hearing with the Attendance Team. At this time, the Attendance Team will consider the reasons for unexcused absences and determine if an extension is warranted. Daily attendance is kept by both the main office and each classroom teacher. The twenty (20) and ten (10) unexcused absence limit also applies to each scheduled classroom period. A student who is not present in class for a minimum of fifty-percent (50%) of the scheduled class time will be considered absent from that class. Parents and students will be required to meet with the principal or assistant principal when the student's pattern of attendance indicates that this policy may need to be applied to the student.

## **Notification of Absence**

**If a student will be absent, the parents must notify the School by 9:30 a.m. and provide an explanation.** It is the responsibility of the parent or legal guardian to notify school officials of the absence and the reason for absence. Notes are to be turned in upon arrival to school. **Parent notes will not be accepted after 48 hours and will result in an unexcused absence.** The note must contain the following information: student's name, date of absence, specific reason for absence, and signature of parent/guardian. Failure to turn in a note on time will result in an unexcused absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is

questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance. **After 10 parent/guardian written excuses, the student may need to bring in a doctor's excuse for illnesses to avoid an unexcused absence.**

A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Parents will be notified by the one call system if a student is absent without prior notification.

If a student is not present for at least half of the day (3 hours), they may not participate or attend extracurricular activities that day.

### **Homebound Instruction**

The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Director of Special Services; Lindsey Szymanski at [Lindsey.Szymanski@wbwarriors.org](mailto:Lindsey.Szymanski@wbwarriors.org)

### **Make-up of Tests and Other School Work**

Students who are absent from school with an excuse shall be given the opportunity to make-up missed work. The student should contact the teacher as soon as possible to obtain assignments.

The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

If a student misses a teacher's test due to an excused absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the Building Principal or Guidance Office to arrange for administration of the test at another time.

### **Suspension from School**

Absence from school due to suspension shall be considered an authorized absence.

A suspended student will be responsible for making up school work missed due to suspension. Assignments will be provided daily by the teachers beginning with the first

day of suspension. Make up of missed tests may be scheduled when the student returns from school. The teacher, at his/her convenience, may administer the test or assign alternate written work in lieu of the test missed.

The student must complete given missed assignments during the suspension and turn them in to the teacher by the time the student returns to school.

The student will be given at least partial credit for properly-completed assignments and will receive a grade for any made-up tests. **Made up assignments will result in 25% grade reduction.**

### **Unexcused Absences**

Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

#### High School

If a student under the age of 18, has 10 or more consecutive or 15 total days of unexcused absences during a semester, s/he will be considered habitually absent and may be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absence.

### **Tardiness**

#### Elementary Level - Grades K-5

A student who is not in his/her assigned location by 8:55 AM at the West Branch Early Learning Center and 8:45 AM at the West Branch Middle School, Grades 3-5 shall be considered tardy. Any student arriving late to school is to report to the School office before going to class.

6 Tardies = Parent Meeting

9 Tardies = 1 Lunch Detention

12 Tardies = 1 After School Detention

15 Tardies = Referral to the Absence Intervention Team

#### Secondary Level Grades 6-12

Each student is expected to be in his/her assigned location throughout the school day. If a student is late arriving at school, s/he must report to the School office before going to his/her first assigned location. Any student who is late to class shall be disciplined by the teacher.

Students who are tardy to school shall be disciplined according to the Student Code of Conduct.

6 Tardies = Lunch Detention

9 Tardies = 1 before/after school detention and Parent/Guardian Notification

12 Tardies = 2 before/after school detentions and Parent/Guardian Notification

15 Tarides = In School Suspension and referral to the Absence Intervention Team/possible referral to juvenile court

\*Every increase of three will result in additional disciplinary actions.

### **Vacations During the School Year**

It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip. It is the responsibility of the student to receive make-up work. Vacations will only be approved as long as the child has not met the threshold for excessive absences. Students will not be excused for vacation unless their parents or guardian accompany them. This rule does not change when a student becomes 18. Vacation requests are highly discouraged during state testing.

## **CODE OF CONDUCT**

A major component of the educational program (at the school) is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

School staff may report suspected criminal misconduct by a student to law enforcement. Law enforcement officers will be permitted to carry out necessary law enforcement functions in the schools, including the removal of a student from school grounds in appropriate circumstances.

### **Expected Behaviors**

Students are expected to:

act courteously to adults and fellow students;

be prompt to school and attentive in class;

work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;

complete assigned tasks on time and as directed;

help maintain a school environment that is safe, friendly, and productive;

act at all times in a manner that reflects pride in self, family, and in the School.

## **Classroom Environment**

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

- A. a teacher to communicate effectively with all students in the class; and
- B. all students in the class have the opportunity to learn.
- C. Water bottles are allowed in the classroom to make the environment more comfortable. Water bottles must be clear, capped and only contain water. No outside drinks, other than water, may be carried with students to class.
- D. No outside deliveries of food or drinks will be accepted. (DoorDash, Uber Eats, etc...)

## **Dress and Grooming**

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. The citizens of the West Branch community take pride in the young men and women who attend their schools and are concerned about their appearance and well-being.

Action will be taken according to the following guidelines:

- 1) Clothing containing pictures and slogans which are suggestive (stated or implied), provocative, obscene, negative, or contains reference to tobacco, alcohol, drugs or are questionable in nature are unacceptable.
- 2) Hair should be cleaned and worn in a fashion that does not hinder sight.
- 3) Low cut tops, sheer and/or fishnet clothing, tank tops, strapped undershirts and improperly fitted clothing, or pajama attire are prohibited. No bare midriff shirts will be allowed. Shoulders must be covered. Undergarments are not to be exposed. Holes, rips or tears in clothing may not expose undergarments or be excessive.
- 4) Shorts, skirts, and pants must be of contemporary length; extremes in length (short or long) will be unacceptable. Shorts, skirts and holes, rips or tears in pants, must be below mid thigh. Shorts, skirts, and pants, must be secured at the waist so that undergarments are covered.
- 5) Footwear is required at all school activities for all students.
- 6) Hats/hoods/bandanas/ head coverings are not to be worn in the building at any time. The only exception to this rule will be on special designated days.
- 7) Students may not display piercings on the face, tongue or other visible areas of the body during regular school hours (or when representing the school in some fashion). Studs may be worn in the nose. Gauges in the ears are not permitted.
- 8) Jackets/coats/book bags/blankets are to be put in your locker upon arrival at school. The mentioned items shall remain in your locker for the day.

- 9) Regulations for dress and grooming for individual classrooms or activities will be governed by the person in charge of the activities under the direction of the Principal.
- 10) It is within the providence of the building Principal to interpret appropriateness in all instances. The administration will be responsible for determining extremes in styles and the determination of what is in compliance with or noncompliance with the dress and grooming code.

### **Dress Code Consequences:**

First Offense: Verbal Warning - Change/correct the infraction

Second Offense: Lunch Detention- Change and Notify Parent/Guardian

Third Offense: Before/After School Detention - Change/correct the infraction

Fourth Offense (and beyond): ISS -Change/correct the infraction

\*If the student continues to receive dress code violations, there will be a team meeting with the parents to discuss consequences moving forward.

Homecoming and Prom Dress Code:

- Clothing must be of contemporary length. Extremes in length (short or long) or exposures will be unacceptable.
- No completely backless dresses. Cut out designs and Vs are acceptable.
- No extremely tight or revealing clothing.
- Formal attire is expected.
- **All attire must be tasteful.**
- The administration will determine what is in compliance for appropriateness. See an administrator if you have questions about the dress code and expectations before purchasing outfits.

Students who are representing West Branch Local Schools at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

### **Gangs**

Gangs that initiate, advocate or promote activities that threaten the safety or well-being of persons or that are disruptive to the school environment will not be tolerated.

Incidents involving initiations, hazing, intimidations or related activities that are likely to cause harm or personal degradation are prohibited.

Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures that symbolize gang membership or causing and/or participating in activities that are designed to intimidate another student will be disciplined. Prohibited gang paraphernalia will be specifically identified and posted by the principal.

### **Care of Property**

Students are responsible for the care of their own personal property. The School is not responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student damages or loses school property, the student and/or his/her parents will be required to pay for the replacement or repair. If the damage or loss was intentional, the student will be subject to discipline according to the Student Discipline Code.

### **BULLYING, HARASSMENT, AND INTIMIDATION**

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 or group of students exhibits 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.

#### **Definitions:**

**“Bullying”** rises to the level of unlawful harassment when one or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and repeated written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

- A. teasing;
- B. threats;
- C. intimidation;
- D. stalking;
- E. cyberstalking;
- F. cyberbullying;
- G. physical violence;
- H. theft;
- I. sexual, religious, or racial harassment;
- J. public humiliation; or
- K. destruction of property.

**"Harassment"** means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

- A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;
- B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or
- C. has the effect of substantially disrupting the orderly operation of a school.

**"Sexual Harassment"**

Pursuant to Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

"Sexual Harassment" means conduct on the basis of sex that satisfies one or more of the following:

- A. A Board employee conditioning the provision of an aid, benefit, or service of the District on an individual's participation in unwelcome sexual conduct (often called "quid pro quo" harassment);
- B. Unwelcome conduct determined by a reasonable person to be so severe, pervasive, **and** objectively offensive that it effectively denies a person equal access to the District's education program or activity; or
- C. "Sexual assault" as defined in 20 U.S.C. 1092(f)(6)A(v), or "dating violence" as defined in 34 U.S.C. 12291(a)(10), "domestic violence" as defined in 34 U.S.C. 12291(a)(8), or "stalking" as defined in 34 U.S.C. 12291(a)(30).

Further references can be found at:

<https://codes.ohio.gov/ohio-revised-code/chapter-2907>

More information on Bullying, Harassment, and Intimidation can be found in Board Policy 2266, 5517 and 5517.01

West Branch Local Schools Title IX Coordinators: Angeline Theis, (330) 938-2183, [angeline.theis@wbarriers.org](mailto:angeline.theis@wbarriers.org)



## **ZERO TOLERANCE**

Students are expected to conduct themselves in such a way that they respect and consider the rights of others. Students of the District must conform to school regulations and accept directions from authorized school personnel. The Board has “zero tolerance” of violent, disruptive or inappropriate behavior, including excessive truancy by its students.

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 is subject to approved student discipline regulations. The Superintendent/designee develops regulations that establish strategies ranging from prevention to intervention to address student misbehavior.

Students and parents annually receive, at the beginning of the school year or upon entering during the year, access to the information on the rules and regulations to which they are subject while in school or participating in any school-related activity or event. The information includes the types of conduct which are subject to suspension or expulsion from school or other forms of disciplinary action. The Board directs the administration to make all students aware of the student code of conduct and the fact that any violations of the student code of conduct are punishable.

If a student violates this policy or the code of conduct, school personnel, students or parents should report the student to the appropriate Principal. The administration cooperates in any prosecution pursuant to the criminal laws of the State of Ohio and local ordinances.

The Student Code of Conduct is available for students/parents and is posted in a central location within each building.

## **STUDENT DISCIPLINE CODE**

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

### **1. Possession/use of drugs and/or alcohol**

Possessing, using, transmitting or concealing, or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, lookalikes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the

test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test. Disciplinary action may range from Out of School Suspension to Expulsion, with referral to the proper authorities.

## **2. Possession/use of tobacco**

Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, and at any interscholastic competition, extra-curricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or look-alike substance that contains tobacco. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

O.R.C. 3313.751 prohibits the use or possession of tobacco (in any form) by pupils in any area under the control of a school district or any activity supervised by any school district.

**1st offense: 2 days Out-of-School and 1 day In-School Suspension, that will include the completion of an educational seminar.**

**2nd offense: 3 days Out-of-School Suspension, that will include the completion of an educational seminar.**

**3rd offense: Out of school suspension not to exceed 10 days with recommendation of expulsion.**

## **3. Use and/or possession of a firearm**

Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy 5610.

Firearm is defined as any weapon (including a starter gun) that 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 firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

## **4. Use and/or possession of a weapon**

A weapon is any device that may be used for offensive or defensive purposes, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury. Disciplinary action may range from detention to expulsion with referral to the proper authorities. Any student in possession of a weapon will receive a 10 day suspension with a recommendation to expel.

#### **5. Use of an object as a weapon**

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

#### **6. Knowledge of dangerous weapons or threats of violence**

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

#### **7. Arson**

Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony. Disciplinary action may range from suspension to expulsion with referral to the proper authorities.

#### **8. Physically assaulting a staff member/student/person associated with the District.**

Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

#### **9. Verbally threatening (either orally, in writing or otherwise expressed) a staff member/student/person associated with the District.**

Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also

prohibited. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

**10. Misconduct against a school official or employee, or the property of such a person, regardless of where it occurs.**

The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

**11. Misconduct off school grounds**

Students may be subject to discipline for their misconduct, even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code. Disciplinary action may range from detention, loss of participation to Expulsion.

**12. Extortion**

Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

**13. Gambling**

Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity. Disciplinary action may range from detention to Expulsion.

**14. Falsification of school work, identification, forgery**

Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as the use of false I.D.'s. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

Plagiarism is defined as “ using someone else's words or ideas and passing them off as your own.” Cheating is another form of falsification and is considered academic dishonesty. Artificial Intelligence or “AI” refers to computer systems or programs that can perform tasks that typically require human intelligence. Students who plagiarize/cheat/inappropriately use AI will be subject to academic penalties as well as disciplinary action.

Artificial Intelligence or “AI”

During some classes the instructor may utilize AI tools to support student learning, provide students with an opportunity to explore how they can be used, and/or better understand the benefits and limitations. Learning how to use AI is an emerging skill. The instructor will always indicate when and where use of AI tools during class sessions is appropriate (and not). Students shall not use AI tools to create work that they will submit for a grade. These tools can make things that seem right, but they might be incomplete, wrong, or taken from other sources without credit. Also, they could have

biases. Students should complete all of their graded work on their own and make sure everything that is submitted is their own work, not from an AI program.

- A. First offense: Parent/Guardian will be notified. Student will be given a verbal warning and education on plagiarism/cheating/AI. Student must redo and resubmit the assignment. Student will receive a 25% reduction on the assignment.
- B. Second offense: Parent/Guardian will be notified. Student will receive a zero on the assignment.
- C. Third offense: Parent/Guardian will be notified. Student will receive a failing grade for the 9 weeks.

### **15. Bomb Threats, and other false alarms and reports**

Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

### **16. Terroristic Threat**

Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

### **17. Possession and/or use of explosives and/or fireworks**

Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

### **18. Trespassing/Loitering**

Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board-owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the

student is prohibited from being present on school property without authorization of the principal. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

**19. Theft, or knowingly receiving or possessing stolen property**

Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. Students should not bring anything of value to school without prior authorization from the school personnel. The School is not responsible for personal property. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

**20. Insubordination**

Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members. Disciplinary action may range from detention to suspension.

**21. Damaging property (Vandalism)**

Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

**22. Absence/tardiness and Truancy**

Failure to comply with the attendance laws of the State of Ohio and the rules of the school district. Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license. Students are not permitted to leave the school building without following protocol as stated in the attendance policy. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

**23. Unauthorized use of school or private property**

Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action. Disciplinary action may range from detention to expulsion with charges being filed.

**24. Refusing to accept discipline**

Students failing to comply with disciplinary penalties may face enhanced penalties for such action. Disciplinary action may range from detention to expulsion.

**25. Aiding or abetting violation of school rules**

Assisting other students in violation of any school rule. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

**26. Displays of affection/sexual activities**

Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action. Disciplinary action may range from detention, possible denial of after school activities to expulsion.

### **27. Possession of electronic equipment**

All electronic equipment except for their school issued Chromebook must remain in a student's locker or cubby during the school day. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken. Disciplinary action may range from detention to expulsion.

### **28. Violation of individual school/classroom rules**

Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code. Disciplinary action may range from a verbal reprimand to expulsion and referral to the proper authorities.

### **29. Violation of bus rules** (see Section V – Transportation)

### **30. Interference, disruption or obstruction of the educational process**

Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events. Disciplinary action may range from detention to expulsion.

### **31. Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying)**

The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

### **32. Hazing**

Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption of risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participants may be. Hazing activities are prohibited at any

time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties. Disciplinary action may range from detention to expulsion with referral to the proper authorities.

### **33. Violent Conduct**

Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property. Disciplinary action may range from detention to expulsion with charges being filed.

### **34. Improper Dress**

Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons. Disciplinary action may range from warnings to expulsion. Students will be required to change into appropriate clothing.

### **35. Careless or Reckless Driving**

Driving on school property in such a manner as to endanger persons or property. Disciplinary action may range from loss of driving privileges / detention to expulsion and referral to proper authorities.

### **36. Burglary**

Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime. Disciplinary action may range from detention to expulsion with charges being filed.

### **37. Fighting**

Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior). Disciplinary action may range from detention to expulsion with charges being filed.

### **38. Lighting Incendiary Devices**

Unauthorized igniting of matches, lighters and other devices that produce flames. Disciplinary action may range from detention to expulsion with charges being filed.

### **39. Possession of Pornography**

Possessing sexually explicit material. Disciplinary action may range from detention to expulsion and, depending on a student's age, referral to proper authorities.



**40. Unauthorized use of vehicles**

Occupying or using vehicles during school hours without parental permission and/or school authorization. Disciplinary action may range from loss of driving privileges /detention to expulsion.

**41. Obscene Language**

The use of profane, indecent, obscene, or disrespectful language, verbal or written, including the use of obscene gestures, signs, pictures, or any publications toward or in description of any student, teacher, or any other person. Disciplinary action may range from lunch detention to expulsion.

**42. Outside Access**

Students are not permitted to allow outside access to the building. Doors should never be propped open. Disciplinary action may range from warnings to expulsion.

**43. False Testimony**

False testimony to school personnel. Lying may be interpreted as obstruction of school business. Students engaged in such activity may be subject to disciplinary action. Disciplinary action may range from detention to expulsion.

**44. Habitual Offender**

Students who repeatedly violate school rules are showing a blatant disregard for the right of other students to receive a quality education. This will result in the acceleration of the normal system of enforcement methods or disciplinary consequences. The student could be suspended or expelled.

**45. Disrespect**

Students must be polite, well-mannered at all times. Students must not act in a rude or disrespectful manner towards staff or other students. Disciplinary action may range from warnings to expulsion.

**DISCIPLINE**

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

Two (2) types of discipline are possible, informal and formal.

### **Informal Discipline**

Some disciplinary consequences which may be used but are not limited to:

1. Parent meeting and conferences
2. Before School, Lunch or Afternoon detentions
3. Reduced schedule (shortened school days)
4. Behavior contracts/Bullying Contracts
5. Denial of participation from school programs, special events and extracurricular activities-School or District Wide
6. Special programs (before, during and after school).
7. In-school assignments, Saturday School and out-of-school suspensions, expulsions, emergency removal from class, and police referral may be consequences for more serious infractions.
8. After-School Tutoring—Homework Violations
9. Writing assignments
10. Change of seating or schedule

### **In-School Discipline**

A student missing any portion of his/her assigned time in Detention, In-School Discipline, Saturday School may be given an additional discipline. Failure to timely serve Detention, In-School Discipline Assignment(s) may lead to suspension from school for a period not to exceed 10 days. Any such suspension shall be in accordance with District guidelines on suspension and expulsion.

The following rules apply to Detentions and In-School Discipline:

Students are required to have class assignments with them.

Students are not to communicate with each other unless given permission to do so.

Students are to remain in their designated seats at all times unless permission is granted to do otherwise.

Students shall not be allowed to put their heads down or sleep.

No electronic communication devices shall be allowed in the room.

No food or beverages shall be consumed.

Any student who has not passed all of the State-mandated assessment tests will be required to work on a study packet for one or more of the unpassed tests.

Students may be required to do a Warrior Reflection or an alternative education seminar/class.

### **Formal Discipline**

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

### **MS PBIS and Rewards**

MS students in Grades 3-7 participate in Ohio's PBIS initiative. Students receive rewards such as slushies, t-shirts, tokens, etc. and are recognized for their excellence in citizenship. Students in Grades 3-7 have quarterly reward activities. All students start a grading period eligible to attend the quarterly reward activity. Any student who earns 4 points is eliminated from the quarterly reward activity. Points are issued for the following.

- 1 point for a Lunch Detention
- 2 points for an After School Detention
- 3 points for ISS suspension
- 4 points for OSS suspension

\* During the fourth nine weeks, Grades 6 and 7 students work for a day-long field trip for the quarterly reward activity. Grades 3-5 students work towards attending field day for the quarterly reward activity. In grades 3-5, students miss 15 minutes of the field day if they earn 4 points. They lose an additional 15 minutes for every additional point greater than 4.

### **8th Grade Washington DC Trip**

A point system will be utilized to determine trip eligibility that will be presented at a parent meeting.

### **DUE PROCESS RIGHTS**

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

### **Suspension from School**

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 5 days after receipt of the suspension notice, to the Superintendent. The request for an appeal must be in writing.

During the appeal process, the student shall not be allowed to remain in school.

If the appeal is heard by the Board's designee, the appeal shall be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal shall be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

### **Emergency Removal**

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from

curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held on the next school day after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

#### Students in Grades Pre-K through 3

A student in any of grades pre-kindergarten through 3 may be removed only for the remainder of the school day, and shall be permitted to return to any curricular and extracurricular activities on the next school day (following the day in which the student was removed or excluded). When a student in any of grades pre-kindergarten through 3 is removed and returned to his/her curricular and extracurricular activities the next school day, the Principal is not required to hold a hearing (or provide written notice of the same).

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

#### **Expulsion from School**

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, 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 will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 14 days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

### **Permanent Exclusion**

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

- A. conveying deadly weapons onto school property or to a school function;
- B. possessing deadly weapons onto school property or at a school function;
- C. carrying a concealed weapon onto school property or at a school function;
- D. trafficking in drugs onto school property or at a school function;
- E. murder, aggravated murder on school property or at a school function;
- F. voluntary or involuntary manslaughter on school grounds or at a school function;
- G. assault or aggravated assault on school property or at a school function;
- H. rape, gross sexual imposition or felonious sexual penetration on school

grounds, or at a school function, when the victim is a school employee;

- I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

### **Discipline of Students with Disabilities**

Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973.

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

When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

## **SEARCH AND SEIZURE**

Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted. Metal detectors may also be used.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law, and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

### **INVESTIGATION OF VIOLATIONS OF LAW BY LAW ENFORCEMENT AGENCIES**

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged **criminal violation**, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

### **STUDENT RIGHTS OF EXPRESSION**

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non sponsored, noncommercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

- A. Material cannot be displayed if it:
  - 1. is obscene to minors, libelous, or pervasively indecent or vulgar;
  - 2. advertises any product or service not permitted to minors by law;
  - 3. intends to be insulting or harassing;
  - 4. intends to incite fighting; or
  - 5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.



- B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the building principal twenty-four (24) hours prior to display.

## **SECTION V - TRANSPORTATION**

### **Bus Transportation to School**

The School provides transportation for all eligible students K-12 who reside in the district. The transportation schedule and routes are available by contacting the Transportation supervisor at (330) 938-6246.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The principal may approve a change in a student's regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

### **Bus Conduct**

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with all of the District's code of conduct regulations.

Students must comply with the following basic safety rules:

#### Prior to loading (on the road and at school)

Each student shall:

1. be on time at the designated loading zone (5 minutes prior to scheduled stop);
2. stay off the road at all times while walking to and waiting for school transportation;
3. line up single file off the roadway to enter;

4. wait until the school transportation is completely stopped before moving forward to enter;
5. refrain from crossing a highway until the driver signals it is safe to cross;
6. properly board and depart the vehicle;
7. go immediately to a seat and be seated.

Drivers will not wait for students who are not at their designated stops on time.

### During the trip

Each student shall:

1. remain seated while the school transportation is in motion;
2. keep head, hands, arms, and legs inside the school transportation at all times;
3. not push, shove or engage in scuffling;
4. not litter in the school vehicle or throw anything in, into, or from the vehicle;
5. keep books, packages, coats, and all other objects out of the aisle;
6. be courteous to the driver and to other riders;
7. do not eat or drink unless medically necessary;
8. do not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
9. do not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

### Exiting the school vehicle

Each student shall:

1. remain seated until the vehicle has stopped;
2. cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
3. be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

### **Video Cameras on School Buses**

The Board of Education has installed video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded on videotape, the tape will be submitted to the Building Administration and may be used as evidence of misbehavior.

Parents are not permitted to view videos due to student and staff privacy rights.

### **Penalties for Infractions**

A student who misbehaves on the bus shall be disciplined in accordance with the Student Discipline Code of Conduct and may lose the privilege of riding on the bus.

## **Transportation of Students By Private Vehicle**

When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

## **Self-Transportation to School**

Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

The following rules shall apply:

Students under age 18 must have written parent permission prior to driving to school.

Student Drivers will be part of Random Drug Testing as provided by the school.

Students and their parents shall complete the Student Vehicle Form – Application to Drive Vehicles On School Property and provide evidence of:

driver's license;

insurance certificate;

vehicle registration.

Students are required to obey the parking lot speed limit of five(5) mph.

The student must obtain a permit from the main office and pay a fee of \$30.00 for the entire school year or \$15.00 per semester. Reserved parking is \$50.00 per year or \$25 per semester.

If a student's parking permit is suspended, no fees will be refunded.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.

When the School provides transportation, students shall not drive to school-sponsored activities.

unless the student's parents provide written authorization for the student to drive and release the Board from liability using Form 5515 F2 Parental Authorization and Release From Liability Form – which is approved by the principal.

An approved student driver may not transport other students to a school sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form - which is approved by the principal.

All vehicles entering school property are subject to search and inspection.