

# WHITEHALL CITY SCHOOLS

Student Handbook

2025-26

## Beechwood & Etna Road Elementary

ELEMENTARY SCHOOL





**BEECHWOOD ELEMENTARY SCHOOL**

455 Beechwood Road  
Whitehall, OH 43213

**Phone:** 614-417-5300

**Fax:** 614-417-5304

<b>Principal:</b>	614-417-5301
<b>Assistant Principal:</b>	614-417-5303
<b>Secretary:</b> Debbie Lee	614-417-5300



**ETNA ROAD ELEMENTARY SCHOOL**

4531 Etna Road  
Whitehall, OH 43213

**Phone:** 614-417-5400

**Fax:** 614-417-5410

<b>Principal:</b> Tanisha Brown	614-417-5401
<b>Assistant Principal:</b> Damita Peery	614-417-5405
<b>Secretary:</b> Becky Alcorn	614-417-5400



## **WHITEHALL CITY SCHOOLS**

### **Motto**

***“We are relationship-driven, resilient, resourceful, and ready!”***

### **Vision**

Whitehall City Schools will ignite a passion for innovation to grow resourceful, resilient, and future-ready students.

### **Mission**

Whitehall City Schools maximizes relationships and innovation to empower growth, adaptability, positivity, creativity, and accountability for all.

### **Whitehall City Schools Board of Education**

Darryl Hammock, Jr. | President

Lorena Lacey | Vice President

Mike Adkins

Jayne Shannon

Zachary Wright



*We are relationship-driven, resourceful, resilient, and ready!*

**Dear Parents, Guardians, and Students,**

**Welcome to the 2025–2026 School Year!**

We are excited to welcome you to a new year of learning and growth in the Whitehall City School District! As a district, **our mission is to maximize relationships and innovation to empower growth, adaptability, positivity, creativity, and accountability for all.** Our work is guided by our vision to **ignite a passion for innovation to grow resourceful, resilient, and future-ready students.**

Our elementary schools offer a well-rounded education that nurtures the whole child—academically, socially, physically, and creatively. Through a strong curriculum, dedicated staff, and a focus on student well-being, we aim to provide an engaging and supportive learning environment where every student can thrive.

We believe that strong partnerships between school and home are essential. Please take a moment to review the student handbook with your child, as it contains important information about school policies, procedures, and expectations.

Together, we can ensure a successful and fulfilling school year. If you have any questions or need support, please do not hesitate to reach out. We are here to help.

**We are relationship-driven, resourceful, resilient, and ready!**

Let's make it a great year—together!

Sincerely,

Dr. Sharee Wells, Superintendent

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625 S. Yearling Rd    Whitehall, OH 43213    P: 614.417.5000    F: 614.417.5023    WCSRams.org

C. Ray Williams  
ECC  
4738 Kae Ave  
614.417.5680

Kae Avenue  
Elementary  
4750 Kae Ave  
614.417.5600

Beechwood  
Elementary  
455 Beechwood Rd  
614.417.5300

Etna Road  
Elementary  
4531 Etna Rd  
614.417.5400

Rosemore Middle  
School  
4800 Langley Ave  
614.417.5200

Whitehall-Yearling High  
School  
675 S. Yearling Rd  
614.417.5100

# ELEMENTARY PARENT/STUDENT HANDBOOK

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## DIRECTORY INFORMATION

The Whitehall City School District designates the following items as directory information: student name, address, date of birth, participation in officially recognized activities and sports, weight and height of members of athletic teams, and achievement awards and honors. The district is also required by law to provide student names, address and phone numbers to military recruiters when requested.

The district will disclose any of these items without prior consent, unless notified in writing to the contrary by September 16, 2025. Written notification for non-disclosure must be submitted each new school year. Send written requested to:

Office of the Superintendent  
Whitehall City Schools  
625 South Yearling Road  
Whitehall OH 43213

## LANGUAGE ASSISTANCE

**Attention parents and guardians:** Whitehall City Schools provides free language interpreting and translation services for those who need assistance. This free service is available for any parent or guardian whose skills are limited in any of the following areas: speaking, comprehending, reading, and writing. If you require language assistance for a school program or activity, **for Spanish, please contact Nicolas Rosales at (614) 417-5018 or [rosalesn@wcsrams.org](mailto:rosalesn@wcsrams.org)**, for all other languages please contact Mary Huggins at (614) 417-5013 or [hugginsm@wcsrams.org](mailto:hugginsm@wcsrams.org).

## **BREAKFAST, ARRIVAL & DISMISSAL TIMES**

<b>School</b>	<b>Breakfast</b>	<b>Start Time</b>	<b>Dismissal</b>
Beechwood	8:00 a.m.	8:25 a.m.	2:55 p.m.
Etna Rd	8:20 a.m.	8:45 a.m.	3:15 p.m.

## **ABSENCES**

### **Student Absences and Excuses (Policy JED)**

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be medically excused include, but are not limited to:

1. personal illness of the student;
2. illness in the student's family necessitating the presence of the child;
3. quarantine for contagious disease or;
4. emergency or other set of circumstances in which the judgment of the Superintendent constitutes a good and sufficient cause for absence from school, which may include but not be limited to absences due to documented medical, behavioral or dental appointments.

Reasons for which students may be non medically excused include, but are not limited to:

1. needed at home to perform necessary work directly and exclusively for parents or legal guardians for a limited period of time when approved in advance by the Superintendent (applies to students over 14 years of age only when all statutory obligations have been met for such excusal);
2. death in the family (applies to absences of up to 18 school hours unless a reasonable cause may be shown for a longer absence);
3. observance of religious holidays consistent with the truly held religious beliefs of the student or the student's family;
4. traveling out of state to attend a Board-approved enrichment activity or extracurricular activity (applies to absences of up to 24 school hours);
5. college visitation;
6. Pre-enlistment reporting to military enlistment processing station;
7. absences of a student of a military family for purposes of visiting their parent, legal guardian or custodian who is an active duty member of the uniformed services that has been called to duty for, is on leave from, or immediately returned from deployment to a combat zone or combat support posting;
8. absences due to a student's placement in foster care or change in foster care placement or any court proceedings related to their foster care status;
9. absences due to a student being homeless or;
10. as determined by the Superintendent.

The District makes an attempt to contact the parent, guardian, or other person having care of a student who has not notified the school of the student's absence that day regarding that student's absence without legitimate excuse within 120 minutes of the start of the school day. The Board authorizes the Superintendent to determine and use the appropriate notification procedure and methods consistent with State law.

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up for missed work. Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s). Students who are absent due to an in-school or out-of-school suspension are permitted to make up missed classroom assignments in accordance with District level policies and procedures. Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness in accordance with procedures and timelines defined in District level policies and procedures.

The Board does not believe that students should be excused from school for vacations or other nonemergency trips. The responsibility for such absences resides with the parent(s), and they must not expect any work missed by their child to be retaught by the teacher. If the school is notified in advance of such a trip, reasonable efforts are made to prepare a general list of assignments for the student to do while he/she is absent.

The Board authorizes the Superintendent to establish a hearing and notification procedure for the purpose of denying a student's driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than 60 consecutive hours during a school month or a total of at least 90 hours during a school year.

Last Revised: October 8, 2020

### **Excused Absences**

The only reasons for which absences will be considered excused include:

- Personal illness of the student
- Illness in the student's family
- Death in the family
- Quarantine for contagious disease
- Religious reasons
- As determined by the superintendent

Excessive absences will require a doctor's admit slip for verification and documentation. Excessive absences are defined as 10 or more days absent (excused or unexcused).

### **House Bill 410**

Passed by the Ohio General Assembly in December 2016 House Bill 410 encourages and supports a preventative approach to excessive absences and truancy. Missing too much school has long-term, negative effects on students including lower achievement and graduation rates. Beginning in the 2017-18 school year several changes took effect:

Regular attendance is an important ingredient in students' academic success. Excessive absences interfere with students' progress in mastering knowledge and skills necessary to graduate from

high school and prepare for higher education and the workforce. The district will partner with students and their families to identify and reduce barriers to regular school attendance. The district will use a continuum of strategies to reduce student absence including but not limited to:

- Notification of student absences to the parent and guardian
- Development and implementation of an absence intervention plan, which may include supportive services for students and families
- Counseling
- Parent education and parenting programs
- Mediation
- Intervention programs available through juvenile authorities and,
- Referrals for truancy, if applicable

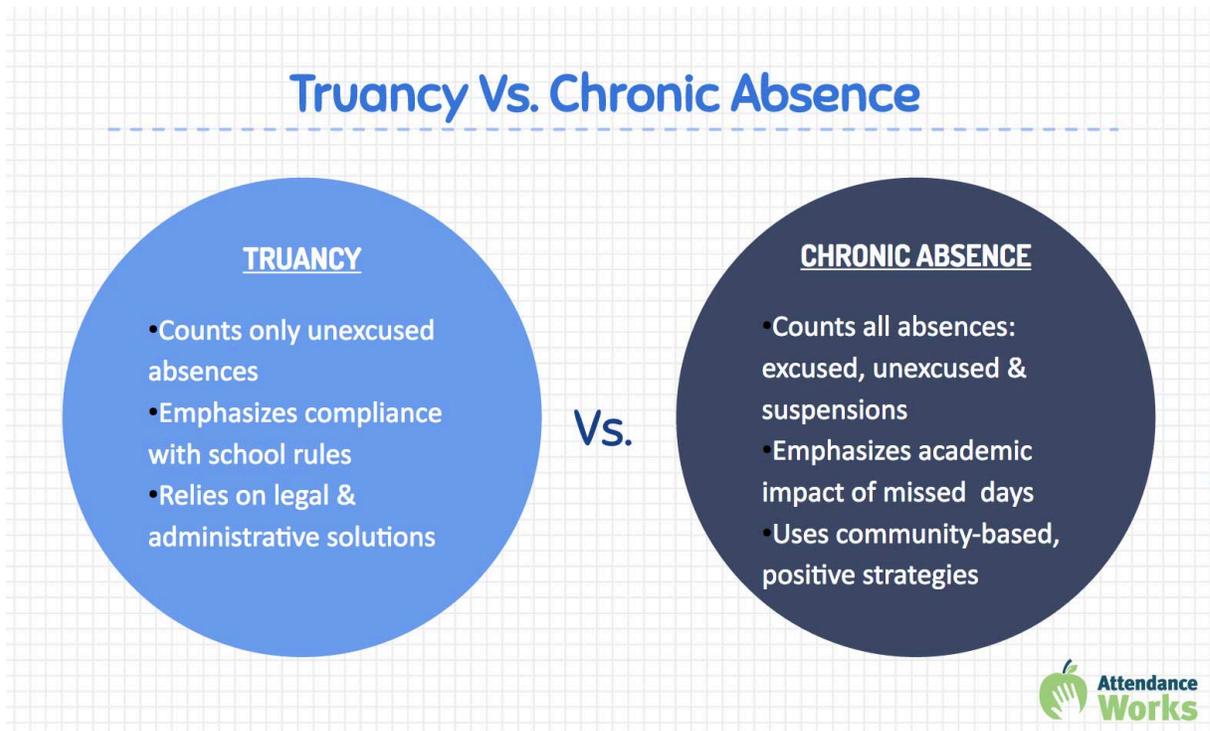
### **Multi Day Illness**

- If a student is anticipated to be absent for multiple days, it is the parent's responsibility to contact the school for daily assignments.
- Parents must give teachers a 24-hour notice to prepare homework assignments for ill children.
- Teachers will select assignments that should be made up and how much review and remedial work will be required.
- Parents are encouraged to help with directions and give examples, but all work must be done independently.

### **Extended Illness/Recovery**

- If a student requires an extended period of absence due to chronic illness or the need to recover from an injury or surgery, the district can provide virtual home instruction to assist the student in staying current with school work.
- A letter from a medical professional is REQUIRED. The letter must include a general description of the condition making home instruction necessary and an estimated date of return to school.
- To initiate this process, please contact the Special Services office at (614) 417-5013.

## Definition of Truancy and Chronic Absences



**What is the difference between chronic absenteeism, excessive absences, and habitual truancy?**

Below is a breakdown of how different types of absenteeism compare.

Absenteeism Type	Consecutive Hours	Hours per School Month	Hours per School Year
Chronic Absenteeism	NA	NA	10% of total hours either <i>excused</i> or <i>unexcused</i>
Excessive Absences	NA	38 excused or unexcused hours absent <i>unless</i> the absence is medically excused	65 excused or unexcused hours absent <i>unless</i> the absence is medically excused
Habitual Truancy	30 hours <i>without</i> a legitimate excuse for the consecutive absences	42 hours <i>without</i> legitimate excuses for absences	72 hours <i>without</i> legitimate excuses for absences

## **District Responsibilities**

When a student is excessively absent from school, the following will occur:

1. The district will notify the student's parents in writing within seven days of the triggering absence
2. The student will follow the district's plan for absence intervention The student and family may be referred to community resources

If you have questions or concerns about your student's attendance, please reach out to the school office.

## **ATTENDANCE**

Regular attendance is a most important factor in the establishment of a good scholastic record. To obtain perfect attendance, a student must be at school every day with no tardies or early dismissals. Work missed through absences is difficult to make up. There is no substitute for the actual participation in the daily classroom discussion and work. Excessive absences are a contributing factor when considering the retention of a child.

If a child is absent, parents are required to call the school before 9:00 a.m. to inform us of the child's absence. School telephone numbers are listed after the cover page. A message can be left on voicemail, as it is checked regularly. Parents shall also send a note explaining the absence to the child's teacher when the child returns to school. In that note, parents should state if the child is contagious or needs special attention. Notes will also provide attendance documentation for the building staff.

If a child arrives after the start of school, he/she must report to the office before going to the classroom. If it is necessary for a child to leave school before dismissal time, a note is required and an adult must sign the student out through the office. Please do not interrupt your child's class by going to the classroom.

It is important for our students to follow the routine upon dismissal. Please ensure that your child is picked up at the appropriate dismissal time.

- Be sure to communicate all routine dismissal information to your child's teacher in writing.
- We understand that emergencies happen and changes to dismissal may be needed, however rare. If your child is to be dismissed differently for the day, please send written communication of the change to your child's teacher.
- If there is an emergency change to your child's dismissal and you are unable to send written documentation, please call the office as soon as possible **and no later than one hour prior to school dismissal (Beechwood-1:55 pm, Etna-2:15 pm)**. We may not be able to change dismissal for students with less than one hour's notice.

**Students should not arrive at school before the start of breakfast. Teachers and staff are not on duty and there will be no adult supervision. Children are expected to leave the building and school grounds immediately upon dismissal.**

***Board Policy: JED***

## **BANNED ITEMS**

For the safety of our students and staff, the following items are not to be brought to school. Please keep in mind that this list is not all-inclusive.

- Toys
- Chewing gum
- Skateboards/Scooters/In-Line Skates/Wheelies
- Trading Cards
- Laser Pointers
- Radios, CD Players, MP3 Players and I-Pods
- Guns and knives or anything that could be used as a weapon (including toys)
- All electronic games
- Drugs, alcohol, tobacco or related paraphernalia

***Board Policy: KGC***

## **BICYCLES**

Bicycle riders are required to abide by the same laws as those governing cars and other vehicles. All bicycles must be walked on school property and parked and locked in the racks provided.

## **BUSES**

*(See Student Code of Conduct)*

## **CAFETERIA**

The Whitehall City Schools are committed to providing nutritious meals daily. All cafeteria meals must meet USDA nutritional standards. Therefore, students are not permitted to bring non-nutritious foods such as sodas.

Students with dietary restrictions must provide medical authorization for nutritional modifications.

We urge all students to use the cafeteria as it is intended. Students are expected to use good table manners and positive behavior at all times. Disruptions and behavior that are not within school behavioral guidelines will not be tolerated. Students are expected to clear the table where they have eaten and exit the cafeteria in an orderly fashion. Food and drinks are not permitted outside the cafeteria at any time.

The school has a closed campus for lunch. Children will not be sent home for lunch. If you want

your child to come home for lunch, you must come to the office and sign your child out. This is for your child's safety.

Breakfast and lunches are free for all students. Breakfast is served in the cafeteria 25 minutes prior to the opening of school. **Adult lunches are \$4.00.** Extra milk is .50 cents. Menus are posted in each classroom and are published.

At the beginning of each school year, or at the time of enrollment, parents are responsible for communicating any special dietary needs or food allergies, to the school. Substitutions for medical reasons to regular school meals can be made for students when that need is certified, in writing, by the student's physician.

Parents who wish to eat lunch with their child at school may be asked to eat with their child in an alternate location. Parents are discouraged from bringing in purchased fast food for their children. If parents choose to do so, they may only bring in food for their own children.

***Board Policy EF, EFB***

## **CELEBRATIONS**

Please refrain from sending balloons, gifts, or cards to your child at school. If you send food or a treat, it must be store-bought and pre packaged. Please coordinate this ahead of time with the classroom teacher.

## **CHANGES IN INFORMATION**

If you experience changes throughout the year in telephone numbers, address, place of employment, or emergency notification, you must contact the school office immediately. It is imperative that your child's information is up-to-date. Updated information is especially important in case of illness or injury. It is your responsibility to make sure your information is up to date in Infinite Campus. If you need assistance with this, please contact your school building.



# Student Code of Conduct

Whitehall City School District (WCS) celebrates and rewards respectful, accountable, motivated and safe behavior within its schools. We believe that when students are aware of what is expected of them, the great majority of our students will make wise choices. Per the Ohio Department of Education, WCS has established a PBIS Plan (Positive Behavior Interventions and Support). However, when a student fails to meet expected standards of behavior, the student will be held accountable for their behavior. The Whitehall City Schools Student Code of Conduct enables students, families, and staff to learn District expectations. The examples of offenses listed in the WCS Code of Conduct are not intended to provide a complete list of offenses that may result in disciplinary action. Any act that disrupts learning and threatens the order, the safety of students, and/or the school environment will be considered for disciplinary action.

## **Student Rules of Conduct First Warning**

Your acknowledgment of these rules constitutes a first warning. You will be given no further warnings. It is your responsibility to familiarize yourself with these rules and the consequences of violating them. The rules herein apply to all students when on all school premises, at all school-sponsored activities, and when aboard a school bus or other Board-owned vehicle. The application of policies in this handbook applies to all Whitehall City Schools activities.

## **Availability of Board of Education Policies**

The Board of Education has established policies and procedures that pertain to students, staff, and school operations. These policies and procedures can be found via links on the District website.

## **Notice of Language Assistance**

Whitehall City Schools will take reasonable steps to ensure that persons with Limited English Proficiency (LEP) have meaningful access and an equal opportunity to participate in all services, activities, and programs available throughout the district. It is the policy of WCS to ensure meaningful communication with LEP students and families and to communicate information related to the education of all students. All services needed to comply with this policy will be provided for students and their families in need of such assistance free of charge. For assistance, please call 614-417-5000.

## **Rights of Students and Parents/Guardians**

In public schools, parents/guardians and students have certain rights given by federal and state laws and Board of Education policies. Nevertheless, the individual rights of students will be weighed against the safety and welfare of the majority of students in the schools.

### **Whitehall City Schools believes that:**

- Students have the right to learn.
- Students have the right to feel safe.
- Students have the right to be treated fairly.
- Students have the right to respectfully express their thoughts, feelings, and opinions.
- Students have the right to feel valued & affirmed.
- Students have the right to learn and grow from their mistakes.
- Students have the right to be engaged & involved in their own learning.

### **Due Process of Law**

As a WCS student and parent/guardian, you have the right to due process of the law. Before a student is suspended, the student has the right to receive written notice of the reason for the intended suspension and has an opportunity for an informal hearing. Before a student is expelled, the student and the parent/guardian, have the right to receive written notice of the reason for the proposed expulsion and have an opportunity for an informal hearing before the Superintendent or Designee.

### **School's Right to Search**

Lockers are assigned to students for their personal belongings, but are considered school property. Sharing of lockers is prohibited. The locker and its contents maybe searched at the Administrator's discretion. All lockers must be locked.

Lockers, desks, and any storage place provided for student use is, and remains at all times, property of the Whitehall City School Board of Education. These areas and the contents therein are subject to search at any time, pursuant to board policy. Students' vehicles at school or at a school function may also be searched pursuant to board policy. The regulation also applies to the use of any school district equipment including furniture, computers, and related accessories. The Board also authorizes the use of devices and canines trained in detecting the presence of drugs when the Administration has reasonable suspicion that illegal drugs or devices may be present in a school.

There are certain circumstances in which school officials may be authorized to conduct a search of a student or a student's personal property based on individualized reasonable suspicion. School officials may conduct a search of a student's person or property if they have

reasonable suspicion that the search will turn up evidence that the student has violated or is violating the law or school rules and regulations.

## **Rights and Responsibilities of Students**

As a WCS Student, you have the responsibility:

- To know and follow the rules and regulations of Whitehall City Schools;
- To do your part to create a positive environment at your school by working toward academic excellence, striving for perfect attendance, and participating in school activities;
- To respect the dignity and worth of yourself, your fellow students, your teachers, and the school staff;
- To respect the authority of teachers, school administrators, and other authorized personnel in maintaining discipline;
- To behave in a way that does not disrupt the educational process or lead to physical or emotional harm;
- To learn problem-solving skills to effectively handle conflict situations in an effort to avoid disrespectful and harmful behaviors.

**STUDENTS ARE PERSONALLY AND SOLELY RESPONSIBLE FOR THE CARE AND SECURITY OF THEIR PERSONAL BELONGINGS AND THE SCHOOL ITEMS ISSUED TO THEM. THE WHITEHALL CITY SCHOOL DISTRICT AND BOARD OF EDUCATION ASSUME NO RESPONSIBILITY FOR THE LOSS, THEFT, DAMAGE, OR VANDALISM OF A STUDENT'S PERSONAL OR SCHOOL-ISSUED PROPERTY.**

## **Consequences and Strategies to Correct Behavior**

All students have the right to learn. No student has the right to disrupt the learning activities of others. The safety and security of your child is our highest priority. We are committed to providing a safe learning environment. The WCS staff is responsible for providing corrective instruction to students who fail to meet the behavioral expectations. Multiple options for correcting student behavior may be selected depending on an individual student's needs.

Considerations for action include: the age and grade level of the student, disabilities, student's history of misbehavior, specific offense, and its seriousness in nature.

Each building establishes its own school-wide PBIS Plan that includes activities for teaching and encouraging expected behaviors. The school principal and staff communicate the school-wide PBIS Plan to parents/guardians and students on an annual basis, as well as to new student enrollees.

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

The most important goal of the WCS District extra-curricular program is to provide every participant the opportunity to grow mentally, morally, physically, and emotionally, and to further provide for the safety, health, and welfare of the participant. It must be remembered

that participation in extracurricular activities is not a right but a privilege that may be regulated. Therefore, all students who participate in interscholastic athletics or other extra-curricular activities at any time must meet the WCS Code of Conduct and the conditions that apply which are outlined in this manual.

## **Behavioral Intervention Strategies in our District**

An intervention strategy is an action designed to help a student overcome academic and/or behavioral barriers to learning. School personnel will use intervention strategies to help prevent or reduce negative behaviors. This list is not inclusive of all interventions that a team or administrator may decide to provide for a student.

### **1. Parent/Guardian Contact/Conference**

Notification and a conference with the parent(s)/guardian(s) should take place regarding the student's behavior for disciplinary actions.

### **2. School-Based Behavioral Interventions**

Examples of interventions include strategies such as the creation of a behavioral contract with the student, participation in anger management training, loss of privilege, office time-out, loss of recess, re-teaching the behavioral expectation, referral to a school counselor, referral to the school's health lab, other support services, and development of a community service plan or a behavior improvement program/plan.

### **3. Detention**

A student may be required to stay after school or be assigned to lunch detention as a consequence of their behavior. The detention may include lessons in behavior management created to help a student learn problem-solving skills that will lead them to make positive choices.

### **4. Emergency Removal**

Exclusion of a student who poses a continuing danger to District property or persons in the District or whose behavior presents an ongoing threat of disrupting the educational process provided by the District. The emergency removal may be for part of a day and does not count toward suspension days.

### **5. In-School Suspension**

Reassignment of the student from the classroom to an alternative setting will take place. Students assigned to in-school suspension will be excluded from extracurricular activities until the next school day following the completion of their suspension.

## **6. Out-of-School Suspension**

Removal of a student from school for a period of one to ten days will be decided based upon the level of offense. While students are suspended from school, they may have the opportunity to work on class assignments. During the suspension, students are not permitted to participate in extracurricular activities, be on any school property, or ride in any school bus/vehicle. Appeal procedures are available at any school building upon request and are included in the notice of suspension. Classwork will be provided when the outcome decided upon is an out-of-school suspension. Students in kindergarten through third grade will receive out-of-school discipline aligned with the current laws of the State of Ohio.

## **7. Expulsion**

Removal of a student from school for a period of eleven school days to one calendar year will occur based upon the severity of the offense. Students expelled from the district are not permitted to participate in extracurricular activities, be on any school property, or ride in any school bus/vehicle. Expulsion may result in the loss of credit for courses being taken at school, at the Eastland-Fairfield Career & Technical Schools, or at any college or university, whether under an Education Option, CCP, or at the student's own expense. Expulsion may extend into the following school year. Additionally, any student expelled will not have access to the School of Choice, Community Choice, or Open Enrollment Lottery Process for transfer between schools upon their return the following school year, and are not permitted to be on other school campuses that serve as an extension to our program (college campus, career centers, etc.).

## **8. Individualized Plan**

Grades and related academic credit(s) are awarded to students upon successful completion of their assignment.

## **9. Use of Outside Agencies**

School buildings may also utilize outside agencies to provide services and positive behavior interventions.

## **10. CORPORAL PUNISHMENT WILL NOT BE PERMITTED**

### **Student Bus Conduct**

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student. A student may be suspended from school bus/vehicle

riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or conduct occurring on the bus/vehicle in violation of the Student Code of Conduct. Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated personnel.

### **Surveillance Equipment**

The WCS District is dedicated to a safe and secure school system. For student safety and welfare, video surveillance equipment and other devices are placed throughout the buildings and school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

### **School Resource Officers**

The School Resource Officer program is a cooperative agreement between the Whitehall City School District and the City of Whitehall. This program assigns Police Officers to support the Whitehall City School District. In addition to their law enforcement duties, the School Resource Officers provide mentoring to students, interact with faculty, and participate in the classroom as guest speakers. The addition of the School Resource Officers has not only provided a safe school environment but also enhances a positive relationship between students and the police.

### **Anonymous Safety Reporting**

Please report all safety issues to the office. Students who feel uncomfortable reporting this information to the office may see an administrator, teacher, or counselor. Additionally, concerns can be reported to the Safer Ohio School Tipline by calling 844-723-3764. Calls to the Safer Ohio School Tipline can be made anonymously.

### **Student Infractions**

The goal of all discipline is to correct and modify behavior to ensure a safe and positive learning environment. The district will utilize both supportive and corrective measures to address student misbehaviors. Multiple options for correcting student behavior may be selected depending on individual student needs including the age and grade level of the student, history of misbehavior, and seriousness of any specific offense.

Infractions are generally classified into three categories:

**Level I: Minor Offenses**

- Violations that have the potential to negatively impact the safe learning environment.

**Level II: Moderate Misconduct or Repeated Level I Offenses**

- Violations that may cause harm or potential harm to person or property.

**Level III: Serious Misconduct or Repeated Level I or Level II Offenses**

- Violations of serious misconduct, illegal offenses, health-threatening offenses that may cause harm or potential harm to a person or property

The level of infractions and potential school and district responses are outlined in the WCS Infraction Matrix section below. The matrix is followed by a description of each infraction. Both the matrix and descriptions serve as a general guide. Infraction classifications and disciplinary consequences may vary as determined by the school or district administrator.

# WCS Infraction Matrix

## Level I: Minor Offenses

- Violations that have the potential to negatively impact the safe learning environment.

## Level II: Moderate Misconduct or Repeated Level I Offenses

- Violations that may cause harm or potential harm to person or property.

## Level III: Serious Misconduct or Repeated Level I or Level II Offenses

- Violations of serious misconduct, illegal offenses, health-threatening offenses that may cause harm or potential harm to a person or property

**Corrective Measures:** Multiple options for correcting student behavior may be selected depending on individual student needs including the age and grade level of the student, history of misbehavior, and seriousness of any specific offense.

SUMMARY OF STRATEGIES & CONSEQUENCES												
Student Code of Conduct Infractions	Code of Conduct Infraction Number	Infraction Level			Support Initiatives			Corrective Measures				
		Level 1: Minor Infraction	Level 2: Moderate Infraction	Level 3: Serious Infraction	Parent & Student Conference	School Based Intervention	Referral to Student Support Programs	Detention	Community Service	In School Suspension	Out of School Suspension or PALS	Referral for Expulsion
Alcohol and Drugs	1			X	X	X	X			X	X	X
Counterfeit Substances	2		X		X	X	X			X	X	X
Smoking or Use of Tobacco	3				X	X	X			X	X	
Committing a Felonious Act or Other Violation of Law	4			X	X	X	X				X	X
Possession or Use of Weapons or Dangerous Instruments	5			X	X	X	X				X	X
Inducing Panic	6		X	X	X	X	X			X	X	X
False Alarms and Reports	7		X	X	X	X	X			X	X	X
Inappropriate Behavior - Disturbance/Horseplay/Loitering	8	X	X		X	X	X	X	X	X	X	
Unauthorized Touching or Hitting or Throwing	9	X	X	X	X	X	X	X	X	X	X	X
Disruptive Behavior	10	X	X	X	X	X	X	X	X	X	X	X
Bullying and Hazing (Harassment and Intimidation)	11			X	X	X	X				X	X
Disrespect	12	X	X		X	X	X	X	X	X	X	
Insubordination	13	X	X		X	X	X	X	X	X	X	
Damage to School Property/Vandalism	14		X	X	X	X	X		X	X	X	X
Extortion	15		X	X	X	X	X			X	X	X
Fires	16		X	X	X	X	X			X	X	X
Theft or Possessing Stolen Property	17	X	X	X	X	X	X	X	X	X	X	X
Public Display of Affection (P.D.A.)	18	X			X	X	X	X	X	X		
Sexual Misconduct	19		X	X	X	X	X			X	X	X
Pornography & Sexting	20			X	X	X	X				X	X
Presence in an Unauthorized Area or Trespassing	21	X	X	X	X	X	X	X	X	X	X	X
Truancy/Missing from Class	22	X	X	X	X	X	X	X	X	X	X	X
Tardiness	23	X			X	X	X	X	X	X		
Driving Regulations/Use of Auto/Illegal Parking	24	X	X		X	X	X	X	X	X	X	
Gambling	25	X	X		X	X	X	X	X	X	X	
Use of Property	26	X	X		X	X	X	X	X	X	X	
Bus Behavior	27	X	X		X	X	X	X	X	X	X	
Academic Dishonesty	28	X	X	X	X	X	X	X	X	X	X	X
Creating a Safety Hazard	29	X	X	X	X	X	X	X	X	X	X	X
Dress Code Violation	30	X			X	X	X	X	X	X		
Improper Possession and/or Use of Electronic Equipment/Devices	31	X	X	X	X	X	X	X	X	X	X	X
Inappropriate Material	32				X	X	X	X	X	X	X	X
Inappropriate Use of Social Media	33	X	X	X	X	X	X	X	X	X	X	X

## Substance Use Matrix

This matrix serves as an additional guide for substance use infractions. Early intervention and drug screening are embedded to best support and educate students. Interventions and consequences to substance use infractions may include mandatory individual and/or family-based education, counseling, small group discussions, etc.

Tobacco/Vaping (non-drug)	Drugs and/or Alcohol	Disciplinary Strategies and Consequences
1st Offense	N/A	Up to 10-day suspension without an expulsion. Can be reduced to 3 days (1 day OSS, 2 days ISS/PALS) with completion of drug screen and intervention deemed necessary.
2nd Offense	1st Offense	Up to 10-day suspension without an expulsion. Can be reduced to 5 days (2 days OSS, 3 days ISS/PALS) with completion of drug screen and intervention deemed necessary.
3rd Offense	2nd Offense	Up to 10-day suspension (7 days OSS, 3 days ISS/PALS) without an expulsion. Referral to an outside agency.
N/A	3rd Offense	Up to 10-day suspension with recommendation for expulsion.

## Code of Conduct Infraction Descriptions

### 1. Alcohol and Drugs

- a. For purposes of this section of the Code of Conduct, the term "Substance" shall include, but not be limited to the following: alcohol; illegal drugs; medications; narcotics; hallucinogens; amphetamines; barbiturates; marijuana; steroids; caffeine tablets; K2, spice, posh, "legal weed", or any other marijuana substitute; look-alike drugs; or any substance that is represented to be, to contain, to mimic, or be used to produce the same or similar effects as illegal drugs, narcotics, hallucinogens, amphetamines, barbiturates, marijuana, edibles, alcohol, CBD products, stimulants, depressants, or other intoxicants; or any other controlled substance as defined under the laws of Ohio or federal law. E-cigarettes, vaping, juuling, IQOS, or the use of other similar devices used to inhale or ingest foreign substances will be treated as a drug violation.
- b. A student shall not possess, solicit, use, conceal, sell, distribution, offer to sell, purchase, be under the influence of, show evidence of consumption, supply, distribute, or transmit any substance, or otherwise violate Board Policy.

- c. "Possession" includes, but is not limited to, retention of a Substance on the student's person or in a bag, purse, wallet, locker, desk, or vehicle. Included in this prohibition is the possession of drug paraphernalia, which includes, but is not limited to rolling papers, and other items used to inject, inhale, administer, deliver, ingest, or otherwise consume a substance.

## **2. Counterfeit Substances**

- a. No student shall possess any counterfeit "Substance," as the term is defined under "Alcohol and Drugs,". No student shall possess any counterfeit money, nor shall any student make, sell, offer to sell, give, package, conceal, supply, transmit, or deliver a counterfeit Substance. Possession is defined under "Alcohol and Drugs."
- b. No student shall directly or indirectly represent a counterfeit Substance as a Substance that is prohibited by the Code of Conduct by describing, either with words or conduct, its effects as being the same or similar to the physical or mental effects associated with the use of a Substance.
- c. No student shall directly or indirectly represent a counterfeit Substance as a Substance that is prohibited by the Code of Conduct.
  - i. Any Substance that bears, or whose container or label bears, a trademark, trade name, or other identifying mark used without authorization of the owner or rights to such trademark, trade name, or identifying mark;
  - ii. Any unmarked or unlabeled contraband that is represented to be a Substance prohibited by the Code of Conduct, which is manufactured, processed, packaged, or distributed;
  - iii. Anything that is represented to be a Substance prohibited by the Code of Conduct but does not fall within the definition of a "Substance."
  - iv. Anything that a reasonable person would believe to be a Substance prohibited by the Code of Conduct because of its similarity in shape, size, color, markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale

## **3. Smoking or Use of Tobacco**

- a. Ohio law prohibits pupils from smoking and/or using and/or possessing and/or selling tobacco in any area under the control of the school district or at any activity supervised by any school in that district.
- b. E-cigarettes, vaping, juuling, IQOS, or the use of other similar devices used to inhale or ingest foreign substances will be treated as a drug violation.

- c. Therefore, a student shall not smoke, otherwise use, possess, buy, sell, attempt to sell, distribute, or burn tobacco in any form, including, but not limited to, cigarettes, electronic cigarettes/vaporizers, vaping devices, cigars, clove cigarettes, chewing tobacco, snuff, and any other nicotine products.
- d. Students may be assumed to be smoking if any one of the following conditions exists;
  - i. odor of smoke present,
  - ii. more than one person in a restroom stall,
  - iii. or refusing to come out of the stall if asked.

#### **4. Committing a Felonious Act or Other Violation of Law**

- a. A student shall not commit any act not listed herein that constitutes a felony, misdemeanor, or violation of an ordinance.

#### **5. Possession or Use of Weapons or Dangerous Instruments**

- a. A student shall not possess, transmit, or conceal a dangerous weapon, dangerous instrument, or “look-alike” counterfeit weapon or instrument. Such items include, but are not limited to, explosives, bullets, fireworks, mace and/or pepper spray, firearms, knives, BB or pellet guns, tasers or any object that can reasonably be considered a dangerous instrument. Look-alike weapons include but are not limited to, any object a reasonable person might consider, under the circumstances, to be a weapon or dangerous instrument, this includes toy look-alike guns.
- b. Additionally, [O.R.C. Sec. 2923.122](#) makes it a felony for any person to knowingly convey, attempt to convey, or possess any deadly weapon or dangerous ordinance onto or on any property owned by or controlled by, or to any activity held under the auspices of, a school. A violation may result in the student being expelled for a period of one calendar year. Violators of the Code of Conduct may be referred to civil authorities. Whenever a student is suspended, expelled, or permanently excluded from school for a Code of Conduct violation involving a firearm, knife, or other weapons, the student may lose or be denied a driver’s license.

#### **6. Inducing Panic ([ORC 2917.31](#))**

- a. No student shall induce panic, i.e., cause the evacuation of any school building or otherwise cause serious public inconvenience or alarm, by:
  - i. Initiating or circulating a report or warning of an alleged or impending fire, explosion, crime, or other catastrophes, knowing that such a report or warning is false. Examples include, but are not limited to, pulling a fire alarm when you know there is no fire, making a bomb threat when you know there is no bomb, and making a fake “hit list”.

- ii. Threatening to commit an offense of violence, as that term is defined in O.R.C. Section 2917.31. Examples include, but are not limited to, threatening to kill, assault, kidnap, rape, or rob someone, to commit extortion, to provoke a riot, to commit arson, or to discharge a firearm at or into the school.
- iii. Committing any offense with reckless disregard for the likelihood that its commission will cause serious public inconvenience or alarm. For purposes of this policy, reckless disregard means perversely disregarding a known risk that your conduct is likely to cause serious public inconvenience or alarm, and being heedlessly indifferent to the effects of your actions on others.
- iv. Any student who violates this rule will be subject to school discipline, in accordance with board policy and the Code of Conduct. In addition, any student who violates this rule may be referred to the authorities. Under Ohio law, any person who “induces panic” is guilty of a felony, regardless of whether anyone is hurt or the school suffers economic harm.
- v. Students may be expelled for one calendar year. (See ORC Section 2917.31)

#### **7. False Alarms and Reports**

- a. A student shall not initiate a fire alarm or initiate a report warning of a fire, bombing, bomb threat, or other catastrophe or emergency without cause, or give false information or falsely report school incidents. A violation may result in the student being expelled for a period of up to one calendar year.

#### **8. Inappropriate Behavior - Disturbance/Horseplay/Loitering**

- a. A student shall not be involved in any type of inappropriate behavior, including but not limited to excessive noise and blocking/loitering in hallways, which will also include excessive noise for electronic devices and/or speakers.
- b. DISTURBANCES: Students causing disturbances on school premises (i.e. insubordination to teachers or other school employees or possession of firecrackers, smoke bombs, etc.) or having possession of, or threatening with, any type of weapon may be suspended from school.

#### **9. Unauthorized Touching or Hitting or Throwing**

- a. This is the act of physically touching or hitting, or making physical threats to a student or employee of the school system, or any other person while on school property or at a school event. This includes spitting or forcing bodily fluid onto a person. Charges may be filed in the event of an assault. A violation may result in the student being expelled for a period of up to one calendar year.

## **10. Disruptive Behavior**

- a. A student shall not disrupt, attempt to disrupt, or urge others to disrupt the educational process, normal school operations, or any school or school-sponsored activity by violence, force, noise, coercion, threat, intimidation, fear, passive resistance, or other disorderly conduct.

## **11. Bullying and Hazing (Harassment and Intimidation)**

- a. Ongoing and/or pervasive harassment, hazing, intimidating, bullying, and/or dating violence behavior by any student in the District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. Harassment, hazing, intimidation, bullying, and/or dating violence means any intentional written, verbal, electronic, graphic, or physical acts, including electronically transmitted acts, either overt or covert, by a student or group of students toward other students or school personnel with the intent to haze, harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity; in any District publication; through the use of any District-owned or operated communication tools, including but not limited to District e-mail accounts and/or computers; on school-provided transportation; or at any official school bus stop.
- b. Bullying is defined according to [ORC 3313.666](#)
- c. Ongoing and/or pervasive hazing, harassment, intimidation, bullying, or dating violence can include many different behaviors. Examples of conduct that could constitute prohibited behaviors include, but are not limited to:
  - i. physical violence and/or attacks;
  - ii. threats, taunts, and intimidation through words and/or gestures;
  - iii. extortion, damage, or stealing of money and/or possessions;
  - iv. exclusion from the peer group or spreading rumors;
  - v. repetitive and hostile behavior with the intent to harm others through the use of information and communication technologies and other web-based/online sites (also known as cyberbullying), such as the following:
    - 1. posting slurs on web sites, social networking sites, blogs or personal online journals;
    - 2. sending abusive or threatening emails, web site postings or comments and instant messages;
    - 3. using camera phones to take embarrassing photographs or videos of students and/or distributing or posting the photos or videos online and

4. using web sites, social networking sites, blogs or personal online journals, e-mails or instant messages to circulate gossip and rumors to other students.

## **12. Disrespect**

- a. A student shall not use abusive, obscene, profane, or offensive language, gestures, or signs toward another student, school employee, or adult.
  - i. excluding others from an online group by falsely reporting them for inappropriate language to Internet service providers.

## **13. Insubordination**

- a. A student shall not fail to comply with reasonable requests or directives of adults or school employees.

## **14. Damage to School Property/Vandalism**

- a. A student shall not knowingly cause or attempt to cause physical damage to any school building or school property or private property of another, including the private property of school employees on school property. Parents, guardians, or custodians shall be held financially responsible for any such property damage, by their child, pursuant to O.R.C. [3109.09](#), [2307.70](#), and any other applicable sections of law. The building administrator will determine the extent of the damage and will assign discipline.

## **15. Extortion**

- a. Extortion is defined, by Ohio Revised Code, as expose or threaten to expose any matter tending to subject a person to hatred, contempt, or ridicule, or to damage any person's personal or business repute, or to impair any person's credit.
- b. A student shall not commit an act of extortion, threatened extortion, or threaten reprisals in order to secure an object, benefit, or service from another person.

## **16. Fires**

- a. A student shall not burn or attempt to burn any part of any building or objects, or any other property belonging to another person or to the Whitehall City Schools, unless authorized by school personnel.

## **17. Theft or Possessing Stolen Property**

- a. A student shall not steal or attempt to steal property. If a student finds an item that does not belong to him/her, they must immediately turn it into a staff member. A person commits a theft when he/she:
  - i. obtains or exerts unauthorized control over the property of the owner (including computer software or copyrighted material); or
  - ii. obtains by deception control over the property of the owner; or

- iii. obtains by threat control over the property of the owner; or
- iv. obtains control over stolen property, knowing the property to have been stolen or under circumstances, as would lead him/her to reasonably believe that the property was stolen, and he/she:
  - 1. intends to deprive the owner of the use or benefit of the property; or
  - 2. knowingly uses, conceals, or abandons the property in such a manner as to deprive the owner of such use or benefit; or
  - 3. uses, conceals, or abandons the property, knowing such use, concealment, or abandonment probably will deprive the owner of such use or benefit.

**18. Public Display of Affection (P.D.A.)**

- a. Students shall not have physical contact including but not limited to: cuddling, kissing and/or any other intimate touching.

**19. Sexual Misconduct**

- a. Students shall not engage in sexual misconduct on school grounds or at school-sanctioned events as defined in Ohio Revised Code ([ORC 2907.01](#)), including but not limited to fondling, sexual contact, sexual activity, intercourse, masturbation, nudity, prostitution, sexual acts that are harmful to juveniles.

**20. Pornography & Sexting**

- a. The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images or photographs.
- b. Whether by local storage or electronic data transfers or otherwise (commonly called texting, emailing, posting on social media, etc.) may constitute a crime under state and/or federal law.
- c. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under this Code of Conduct and may be reported to the appropriate law enforcement agencies.

**21. Presence in an Unauthorized Area or Trespassing**

- a. A student shall not be on school grounds or in any unauthorized area of school grounds or any Whitehall City Schools building without permission.
- b. A student shall not be outside the building without permission.
- c. A student shall not leave school grounds without permission.

## **22. Truancy/Missing from Class**

- a. Refer to the attendance section of the handbook and the Whitehall City Schools board policy [JEDA](#) and [Ohio House Bill 410](#).
- b. A “habitual truant” is any child of compulsory school age who is absent without a legitimate excuse for 30 or more consecutive hours, 42 or more hours in one month or 72 or more hours in a school year.
- c. School administrators will begin this process with the School Absence Intervention Team.
- d. If a student fails to attend an assigned period without an excuse, the absence will be counted as unexcused.

## **23. Tardiness**

- a. Students are expected to arrive at school on time.
- b. Students are expected to abide by the school's class schedule and schedule, arriving to class on time.
- c. Tardiness to School: Refer to the attendance section of the handbook and the Whitehall City Schools board policy [JEDA](#).
- d. Tardiness to Class: If a student arrives late to class without a pass or excuse, the student will be considered tardy to class and may be referred to the office for additional discipline.

## **24. Driving Regulations/Use of Auto/Illegal Parking**

- a. Students are not permitted to park in designated staff, visitor, and/or handicapped spaces, or improperly use an automobile to and from school and on school property, or be in violation of the parking code.

## **25. Gambling**

- a. Students may not gamble anywhere on school grounds or a school event.

## **26. Use of Property**

- a. Students may not use any school-owned property or another student’s property without permission.

## **27. Bus Behavior**

- a. A student shall not violate the bus rules listed in below. All bus discipline will be reported to the transportation supervisor and school administrator. (Refer to the School Bus Conduct section)
- b. Inappropriate behavior on bus/school transportation may result in suspension from riding privileges.

**c. STUDENT CONDUCT ON SCHOOL BUSES**

- i. The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver and other drivers on the road and to ensure the safety and proper maintenance of school buses.
- ii. Students will:
  - 1. Railroad Crossing - Be quiet, do not talk when the bus is approaching a railroad crossing or highway intersection
  - 2. Seats -Remain seated in assigned seats. Fighting also will not be permitted.
  - 3. Windows- Keep hands, heads, books and miscellaneous objects inside the bus, never outside the windows. Windows are to be opened only by approval of the driver.
  - 4. Eating –Eating or drinking on the bus is not permitted.
  - 5. Quiet -Talk quietly -no yelling inside the bus or out the windows.
  - 6. Throwing Objects -Do not throw objects inside the bus or out the bus windows.
  - 7. Bus Stops -Wait until bus stops and driver gives the signal for crossing before leaving the residence side to board the bus. .
  - 8. Crossing-Cross in front of the bus ONLY, approximately ten feet in front of the bus.
  - 9. Time -Will be at designated pick-ups on time in the mornings and in the evenings when school is dismissed.
  - 10. 10. Profanity – the use of profanity or smoking, while on the bus, is not permitted
- iii. In general, students riding school buses shall be expected to conduct themselves in the same manner as in the classroom.
- iv. Students are always under the direction of the driver while on the school bus.
- v. Riding to school is a privilege and convenience. The failure of a student to follow these regulations may result in his forfeiting the privilege of transportation by school bus.
- vi. Prior to the start of school: Bus rules will be sent home to students/parents.
- vii. The following disciplinary procedure will be used on school buses:
  - 1. FIRST INCIDENT: The driver provides a formal warning to the student and issues a student misconduct report to the building principal or designee.

2. SECOND INCIDENT: The driver issues a bus conduct report which includes up to a three-day suspension from bus transportation. \*Parents will be notified of a loss of transportation privileges. The principal will set up a meeting with the parent, student and driver to discuss the problem.
  3. THIRD INCIDENT: The driver issues a bus conduct report which includes up to a ten-day suspension from bus transportation. \*The parents will be notified of the loss of transportation privileges. The parents and student will meet with the principal prior to reinstatement to the bus. An intervention plan will be developed to prevent future misconduct.
  4. FOURTH INCIDENT: The driver issues a bus conduct report which includes up to a 30-day suspension from bus transportation. \*Parents and students will be required to attend a conference with the principal to determine if/when riding privileges may be reinstated based upon meeting specific criteria.
  5. FIFTH INCIDENT: The driver issues a bus conduct report which includes a loss of transportation privileges for the remainder of the school year. Parents will be notified of the loss of transportation privileges.
- viii. The following severe inappropriate behavior may result in the loss of transportation privileges for the remainder of the year at the time of the incident:
1. Fighting on the bus during the route.
  2. Throwing an object at the bus driver during the route.
  3. Using profanity at the bus driver during the route.
  4. Willfully causing damage to the school bus.
- ix. Prior to implementing a suspension from the bus, it is necessary for the building administrator to contact parents/guardians. As some families do not have phones, the administrator may need to rely on mailing a notification of suspension to the home. In order to better communicate with the driver, the administrator will indicate the start and end date for the suspension on the bus misconduct form and fax it to the driver.

## **28. Academic Dishonesty**

- a. A student shall not cheat or use unauthorized materials on tests or other schoolwork.

b. Academic Dishonesty is failure to appropriately acknowledge another's intellectual property in one's own work, to falsify facts or misuse information, to use unauthorized materials during a test, quiz, or exam, or to assist or contribute to another's academic misconduct. If a student is concerned that his or her work may violate academic integrity, then it is the responsibility of the student to confer with the teacher prior to submitting work for credit.

i. Definitions

1. *Cheating*: The act of deception by submitting work as one's own. This includes, but is not limited to copying another student's assignment either all or in part, or supplying a student with another's assignment. Cheating also includes using unauthorized materials such as notes, books, prohibited technology, calculators, or computers during a test, quiz, exam, or project. Students may not share information on tests, quizzes, and projects unless the teacher has explicitly given permission to do so.
2. *Plagiarism*: The act of presenting the published ideas or words of another as one's own. This includes but is not limited to books, poems, speeches, films, TV, newspapers, magazines, and Internet media. Using information from such sources requires proper citations and formatting in order to give credit to the author or speaker.
3. *Forgery*: The act of altering signatures, school-related forms, documents, or records (either paper or electronic form) for academic advantage.
4. *Stealing*: The act of taking academic information for personal gain. Examples include, but are not limited to, taking another student's work without permission, taking an exam key, removing a test from a teacher's room without permission, obtaining electronic material from a teacher's computer, or keeping test booklets instead of returning them to the teacher.
5. *Inappropriate Use of Technology* - I will not pass off work created by artificial intelligence as my own. This includes using artificial intelligence to generate responses to prompts, write essays, produce content, or solve problems. Doing so constitutes academic dishonesty.

## 29. Creating a Safety Hazard

- a. Student shall not create a safety hazard.

### **30. Dress Code Violation**

- a. A student shall not violate the dress code. ([Refer to the Dress Code section](#))

### **31. Improper Possession and/or Use of Electronic Equipment/Devices**

- a. Please refer to the following board policies - Computer/Online Services - Acceptable Use and Internet Safety ([EDE](#)), Bring Your Own Technology Program ([EDEB](#)), Use of Electronic Communications Equipment by Students ([JFCK](#)), and [Personal Communication Devices](#).
- b. This infraction includes all personally owned devices, including cell phones.
  - i. Students will use approved devices only for an educational purpose, and only when directed by a classroom teacher or administrator.
  - ii. Students must keep devices turned off and stored away when not directed to use them.
- c. All electronic devices may be searched if there exists a reasonable suspicion that they may have been used in an activity prohibited by the Code of Conduct.
- d. Students are expected to use technology in a responsible way that does not violate academic dishonesty infraction (#28).

### **32. Inappropriate Material**

- a. Students are not to possess, bring, make, transmit, conceal, sell, or offer to sell inappropriate material or items. Example: pornographic or obscene material.

### **33. Inappropriate Use of Social Media**

- a. Care must be taken on social media to maintain an atmosphere of respect consistent with the behavior expected of students in school.

*Note: This is a representative listing of rules and violations. It is not a complete listing of all acts of misbehavior that may require disciplinary action. The Whitehall City Schools administration reserves the right to take disciplinary action as the situation warrants.*

In addition to these items, a student may be subject to school disciplinary action, for misconduct that occurs off school property to the extent that the misconduct, regardless of when it occurs, is directed at a district official (or employee or the property of such official or employee.) Such action is deemed appropriate by the Board of Education because disrespectful acts could negatively affect student behavior at school and thereby cause deterioration in the learning environment. See ORC 3313.661(A).

Certain violations of the Code of Conduct involving firearms, knives, bomb threats, or serious physical harm to persons or property can result in the student being expelled for a period of up to one calendar year or being permanently excluded from school. See board policy.

Given a specific set of circumstances, charges may be filed against anyone who has violated the law in addition to school punishment.

The Code of Conduct shall apply to conduct not specifically set forth herein which substantially and materially disrupts or interferes with good order, discipline, or operation of the academic or educational process taking place in the school, or which substantially and materially is, or poses a threat to, the safety of persons or property.

Whitehall City Schools comply with all requirements of state and federal law in regard to the discipline of disabled students.

All Student Handbook policy references were current at the time of publication. Policies are subject to change as the Board of Education updates policies throughout the year. All discipline and policy enforcement will be based on current Board of Education policy located on the District website and/or at <https://go.boarddocs.com/oh/whitehall/Board.nsf/Public>. Please refer to board policies online for the most recent version.

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

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

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely in a supervised learning environment within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in cocurricular, interscholastic, and/or non-interscholastic extracurricular activities.

## **Board of Education Procedures and Rules**

It is not the intention of this manual to be all-inclusive of the District's policies. The procedures listed below are for reference only and can be obtained in their entirety at the WCS district office. Board policies are available on the WCS website.

**Due Process Rights** – Policy [JFA](#) Student Suspension and Expulsion Procedures The Board of Education recognizes that students have limited constitutional rights when it comes to their education. Accordingly, the Board establishes the following procedures which Administrators shall use when dealing with students:

### **Students Subject to Suspension**

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

1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
4. Within one (1) school day of the suspension the Superintendent, Principal, or other administrators will notify the parents, guardians, or custodians of the student. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within ten (10) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
5. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the Principal, assistant Principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.

## **Appeal of Suspension to the Board or its Designee**

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

A verbatim record will be kept of the hearing which will be held in a private session at the request of the student, parent, or guardian. The procedure to pursue such an appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within ten (10) calendar days after the date of the notice to suspend.

## **Appeal to the Court**

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

## **Students Subject to Expulsion**

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

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

## **Appeal of Expulsion to the Board**

A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer

of the Board or the Superintendent within fourteen (14) calendar days after the date the expulsion begins. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.

A verbatim record will be kept of the hearing which will be held in private session at the request of the student, parent, or guardian.

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

### **Appeal to the Court**

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

### **Students Subject to Emergency Removal**

Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy [JGDA](#) - Emergency Removal.

### **Students Subject to Permanent Exclusion**

Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy [JEGA](#) - Permanent Exclusion.

### **Students Subject to Suspension from Bus Riding/Transportation Privileges**

Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy [JFCC-R](#) (also see [EEACC-R](#)) Student Conduct on District Managed Transportation

## **COMPUTERS - INTERNET - E-MAIL**

With the implementation of technology in our district, it is important for students to realize there are strict laws governing the use of our electronic equipment. Misuse of this equipment could result in disciplinary action. A signed Acceptable Use Policy (AUP) must be on file before a student can receive a user account and password.

Computers are accessible to students for their use during the school year. Your child is responsible for the appropriate use of computers. If your child damages a computer, you are responsible to pay for the replacement or repair.

## **CONCERNS/QUESTIONS**

The district encourages parents to first work with their child's teacher(s) to address concerns or resolve conflicts. If you have further concerns after meeting with the teacher(s), contact the school's administration.

## **DISTRICT-WIDE TESTING**

The types of district-wide tests at the elementary level are:

- Kindergarten Readiness Assessment (KRA)
- Diagnostic Assessments (Reading, Math) All Grades
- Ohio's State Tests
  - Grade 3 English Language Arts (fall & spring) & Math
  - Grade 4 English Language Arts, Math
  - Grade 5 English Language Arts, Math, Science
- OLSAT Assessment of Cognitive Abilities Grades 2 and 5
- Ohio English Language Proficiency Assessment (OELPA) for all students designated as Limited English Proficient

## **DRESS CODE**

Part of the total educational process for students is learning to dress appropriately and behave responsibly in a variety of situations. Students are expected to dress in a manner appropriate to the school environment which does not cause disruption to the academic process. Research has shown a correlation between appearance and behavior, especially in the school setting.

These regulations will assist parents, students, faculty, and administrators in determining appropriate student standards for dress while at school or school-sponsored activities.

These regulations will assist parents, students, faculty, and administrators in determining appropriate student standards for dress while at school or school-sponsored activities.

1. Students are responsible for dressing according to the approved dress code.
2. Parents/guardians are also responsible for ensuring students are dressed appropriately for school.
3. Administration and faculty, together, are responsible for the enforcement of the dress code. The dress code is enforced at school and school functions are not open to the public. The decision of the principal is final with regard to dress code violations.
4. When dress or grooming interferes with the cleanliness, health, welfare, or safety of students, or when dress or grooming disrupts the educational process by being distracting, indecent or inappropriate, it is prohibited. Clothing must be worn as designed.

5. Sponsors and teachers of elective programs (such as vocational classes) or elective activities (such as sports and music) may require more strict standards regarding dress and appearance for participants in their program or activity.
6. As new trends in fashion or dress emerge or become out of date, the District reviews and revises the dress code to reflect the standards of the community.

**Students shall adhere to the following guidelines for dress and appearance:**

1. All clothing must conceal undergarments at all times. Shirts that reveal undergarments, cleavage, bare chests, or excessive skin, whether due to the transparency, length, fit, or lack of coverage of the shirt, are not permitted
2. Skirts, shorts, and dresses must be at mid-thigh or below. Garments may not be form-fitting unless covered by an appropriate loose-fitting garment that completely covers both the front and rear private and buttocks areas.
3. Shorts, skirts, and pants must be appropriately sized for the student and worn at the waist. Biking pants or spandex are not allowed. Leggings and other form-fitting bottoms will not be permitted unless worn with a loose-fitting top that completely covers both the front private and rear buttocks area.
4. Tank tops, tube tops, halter tops, spaghetti straps, muscle shirts, and any shirt revealing cleavage, midriffs, backs, or chests are not allowed. No transparent or open mesh garments or garments with large open sides may be worn without an underliner. Undergarments must not be exposed.
5. Shoes must be worn at all times and must not present a safety hazard. No flip-flops or slippers. Safety considerations may dictate the type of footwear worn in specific classes or school settings.
6. Headcoverings, sleepwear, and outerwear including but not limited to hats, hoodies, bandanas, sunglasses, masks, sweatbands including arm and leg bands, and other outdoor or head apparel are not permitted. Exceptions may be made by an administrator for religious, medical, or safety reasons. Headwear of any type that obstructs one's identity or makes it difficult to identify an individual will not be allowed.
7. Hooded articles of clothing may be permitted at the high school only but only if hoods are down and not worn on the head.
8. Clothing or accessories that could be interpreted as promoting hate or communicating negative, profane, or vulgar messages, or which advertise or are in any way related to alcohol, tobacco, drugs, or weapon; or have sexual, vulgar, suggestive, or objectionable messages (explicit or implied) are not permitted.

9. Sleepwear including but not limited to pajamas, bonnets, blankets, and slippers is not permitted to be worn in school.
10. Hair must be clean and groomed.
11. Accessories that could be dangerous to persons or destructive to school property are not allowed.
12. The presence of any apparel, jewelry, accessory, or manner of grooming which, by virtue of its color, arrangement, trademark, or any other attribute, denotes membership in a gang is not permitted.
13. The length and style of hair (both facial and head) and jewelry shall be limited if it constitutes a health or safety hazard, a distraction, or harmful to the building or equipment. In both cases, the student may be required to wear a protective covering or remove jewelry.
14. Clothing with large or inappropriately placed tears and holes are not allowed.
15. All clothing must be appropriately sized.
  - a. Pants/skirts must be cut to fit and worn at the waist.
  - b. Pants should not drag on the ground.
  - c. Pants worn low are prohibited.
  - d. No skin-tight clothing.
16. Wearing outdoor jackets/coats/hoodies in the building is not permitted in the middle school.

Violation of the dress code can result in exclusion from class until the violation can be resolved and/or disciplinary action is taken. In case of questionable dress (not explicitly covered in these guidelines), the problem will be discussed with the student, and appropriate corrective and/or disciplinary action may be taken. When necessary, a home contact seeking parental cooperation and assistance will be made. Repeating infractions will result in appropriate discipline. Exceptions to these guidelines may be made by building principals for activities such as proms, physical education, and other special events.

## **EMERGENCY CLOSING INFORMATION**

### **Full-Day Closure Procedure**

1. **Decision Process**
  - a. When conditions necessitate, the Superintendent may decide to close/cancel school for the entire day.

2. **Notification Methods** The Superintendent will initiate these measures to ensure families and staff are informed quickly and efficiently:
  - a. Local radio and television stations will be notified promptly.
  - b. Updates will be posted on the Whitehall City Schools website and social media accounts.
  - c. Automated phone calls will be sent to households.

### **Early Release Due To Weather Or Other Emergency Situations**

These steps are designed to ensure timely communication and safety during unforeseen events.

1. **Decision Process**
  - a. If conditions warrant closing schools early, the Superintendent may authorize an early release.
  - b. This decision is reserved for extreme circumstances only.
2. **Notification Methods**
  - a. Automated phone calls will be sent to households with accurate contact information.
  - b. Updates will be posted on the Whitehall City Schools website and social media accounts.
  - c. Local radio and television stations will be informed as early as possible.

## **EMERGENCY PROCEDURES**

*(Fire, Tornado & other Safe School Drills)*

Specific procedures are posted in each classroom. A schedule of practice drills will be established by each building.

## **INTRA-DISTRICT OPEN ENROLLMENT**

Parents who wish to have their child enrolled at another Whitehall City Schools elementary building need to fill out an open enrollment application. Open enrollment applications are to be completed on our website ([www.wcsrams.org](http://www.wcsrams.org)). Those applications are available April 15 (unless it falls on a weekend, then the following Monday) until 3:00 pm on the last day of school.

## **FEES**

Students enrolled in district schools will be furnished ID Cards without cost. Replacement cost for ID cards is \$3.00.

## **FIELD TRIPS**

Any student attending a field trip must have a completed field trip permission form on file at school. *(See Annual School Trip Permission Form in the appendix.)*

## **FIRE DRILLS**

*(See Emergency Procedures)*

## **HEAD LICE (PEDICULOSIS)**

There are occasional cases of head lice within our student population. This can happen in any institution where people come in close contact with one another. Parents will be given information on the treatment and follow-up for head lice. Immediate treatment is essential to control this condition. If a student has been identified as having live lice on 3 or more occurrences, it will be considered chronic and at that time a meeting between the parent, school nurse, social worker and anyone else that it pertains to will be called. At the meeting a plan will be set up to help the family eradicate the lice infestation.

## **ILLNESS OR INJURY AT SCHOOL**

In the event of serious illness or injury, emergency medical services will be called. Attempts will be made to contact a child's parents when serious illness or injury occurs at school.

Please keep your school informed if you change your place of employment, your sitter, or any of your emergency contacts. Ill or injured elementary students will not be sent home alone.

At Whitehall City Schools, we take the health and well-being of our students seriously. The goal of the nursing staff is to keep students healthy and in school. There are occasions when students will be sent home or asked to remain out of school. These include:

- Vomiting – A student will be sent home and may return to school once he or she has been free from vomiting for 24 hours without the use of medication or with a physician's note deeming the student is not contagious. Exceptions are made for students with a related documented medical condition on file.
- Diarrhea – A student will be sent home if he or she is complaining of persistent diarrhea and may return after the student has been free from diarrhea for 24 hours without the use of medication, or with a physician's note deeming the student is not contagious. Exceptions are made for students with a related documented medical condition on file.

- Fevers – A student will be sent home with a temperature of 100.4 or higher. A student may return when he or she is fever free for 24 hours without the use of fever-reducing medication (Tylenol and Ibuprofen).
- Any symptoms/illness that significantly impairs a student’s ability to learn at the discretion of the nursing staff.

Parents will be asked to pick up students that are displaying any of the above symptoms. The nursing staff advises having back-up plans for sick students and updated contact information in Infinite Campus. If a student is displaying any of the above symptoms prior to the start of the school day, please call and speak to your students’ nursing team member for directions. If there are any questions regarding these procedures, please reach out to your students’ nursing team members.

### **IMMUNIZATION**

Students eligible for kindergarten and students new to the district must present written evidence of immunizations, or written evidence to indicate that they are in the process of receiving such immunizations. These should be completed no later than the day of entrance. Students failing to complete such immunizations within 14 days after entering are not permitted to return to school.

### **INHALERS FOR ASTHMA**

Children who require asthma inhalers are now allowed to carry them at school. In order to do so, the school must receive the written permission of the parent and the written approval of the child's physician.

***HB 121 (See Medical Form in appendix.)***

### **LOST AND FOUND**

Students finding items at school should place them in the Lost and Found where the owner can claim them. Students losing items should check the Lost and Found frequently when attempting to find a lost item. Parents/guardians are encouraged to mark coats, jackets, hats, boots, lunch boxes, etc. with the student's name. Unclaimed items will be given to a charitable organization after a reasonable length of time. The school is not responsible for lost or stolen items.

### **LUNCHES**

(See Cafeteria)

## **MEDICATION POLICY**

All prescription and over-the-counter medications can only be administered when the Whitehall City Schools medication form is completed and signed by the parent/guardian and the child's physician.

All medication must be in the original container with the original prescription label intact.  
(See school nurse or office for medication form)

***Board Policy JHCD-R, ORC 3313.713***

## **NONDISCRIMINATION/EQUITY IN EDUCATION**

"It is the policy of the Whitehall City School District not to discriminate, in violation of federal or state law, on the basis of race, color, national origin, ancestry, sex, age, veteran's status, religion, or disability in admission to, access to, participation in, or employment in any service, program, or activity sponsored by the Whitehall City Schools."

***(See appendix for Board Policy AC)***

## **OFFICE HOURS**

Beechwood 7:15 a.m. - 3:45 p.m.

Etna 7:30 a.m. - 4:00 p.m.

## **OPEN ENROLLMENT**

*(See Enrollment)*

## **PARENT-TEACHER CONFERENCES**

*(See Report Cards)*

## **PHYSICAL RESTRAINT/REDIRECTION OF A CHILD**

A student may need to be physically redirected or restrained in order to prevent them from harming themselves or others. Staff members may use prudent judgment when the need arises to touch a student who is creating a safety problem.

***Board Policy JF***

## **PLAYGROUND RULES**

- All students are to remain in the designated supervised area.
- Hazardous games or activities are not permitted.
- Once outside, students will remain outside until recess ends or a teacher instructs otherwise.

- Horseplay or throwing of dangerous objects will not be tolerated.
- No play fighting is allowed. If it looks like fighting, it's fighting, and must be stopped.
- Tackle and wrestling type activities are not permitted.

## **PARENT/TEACHER ORGANIZATION**

Our Parent teacher organizations have shown excellent support for our school by providing classroom parties, fund-raising projects, scholarship programs and a multitude of other activities. You are encouraged to join and support the parent/teacher groups.

## **PROMOTION/RETENTION**

By law any student who has been truant for ten percent or more of the days school is in session cannot be promoted unless the principal and teacher agree that the student is academically prepared to proceed to the next grade. State of Ohio law requires students to attend school ninety percent of the day's school is in session.

***Board Policy IKE, ORC 3313.609***

Due to the state law referred to as Third Grade Reading Guarantee, a student must meet the promotion benchmark on the 3rd Grade English Language Arts Assessment. If a student does not reach that score, the student may still move on to fourth grade if he/she qualifies for a retention exemption, per ODE guidelines. If the student is not eligible for an exemption, but the student can demonstrate reading proficiency on the state assessment by the end of the summer, the student will be promoted to the fourth grade. If the student does not demonstrate proficiency in reading during the summer on a state approved assessment, then the student will be considered a retained student. The student will enter the third grade for the second time. Any promotion after the start of the school year, even as early as September, would be considered a mid-year promotion. ([www.ode.state.oh.us](http://www.ode.state.oh.us))

## **ARRIVAL/DISMISSAL/RECESS WEATHER POLICY**

Please dress your child for the weather. All children will be expected to go outside for arrival/dismissal/recess unless a doctor's note is provided. However, if the wind chill temperature is below 25 degrees Fahrenheit arrival/dismissal/ recess may be held indoors.

## **RECORDS, ACCESS TO STUDENT**

Parents, legal guardians, and school personnel are the only persons permitted access to your child's records unless a signed release from the parent or legal guardian is secured.

## **REPORT CARDS AND TEACHER CONFERENCES**

An excellent way of understanding your child's progress is by meeting with your child's teachers. The district schedules parent-teacher conferences twice a year. The teaching staff always encourages parent-teacher communication and will schedule conferences for parents as needed.

Progress reports are published on the Parent Portal 4 times per year for elementary school students. As a rule, reports are published one week after the end of the grading period. Student achievement in grades Kindergarten through Four will be reported in terms of Proficient, Basic, or Limited. Fifth grade students receive traditional letter grades.

Academic success is a result of several factors, including school attendance, positive school attitude, class participation, and test performance.

## **SIGNING A CHILD OUT EARLY**

*(See Visitation)*

## **STUDENT INSURANCE**

Student accident insurance is available to students of the Whitehall City Schools, at the financial responsibility of the parent. The insurance provides 24-hour coverage. Contact the school for more information on student insurance.

## **TEACHER CONFERENCES**

*(See Report Cards)*

## **TELEPHONE-STUDENT USE IN EMERGENCY**

Office phones are for school business; therefore, we must use discretion before permitting students to make calls. Students may use the phone after they have received permission from the school secretary or other office personnel.

**Students may be allowed to possess pagers, cellular telephones and other electronic communications devices while on school property or while attending school-sponsored activities on or off school property, as long as these devices are turned off during school hours unless authorized by a school administrator.** Students are not permitted to call home for band instruments, P.E. clothes, homework, etc. Students are not allowed to receive phone calls at school. Should you need to reach your child, please call the school office and we will get a message to the student. ***Board Policy JFCK***

## **TEXTBOOKS, LIBRARY BOOKS, OR OTHER CLASSROOM BOOKS**

All books are loaned to students for their use during the school year. Your child is responsible for all loaned books. If your child loses, misplaces, or damages a book, you are responsible to pay for the replacement.

## **TORNADO DRILLS**

*(See Emergency Procedures)*

## **VISITATIONS TO SCHOOL**

Safety and security is of the utmost importance. If there are sensitive issues regarding access to your child during the school day, please make sure the classroom teacher, the school secretary, and the building principal are aware of the situation. Visitors will not be allowed to enter the building and walk to classrooms with students during arrival. All classroom observations and/or visits shall be by appointment only.

All visitors are required to report to the office, sign-in and pick up a visitor's pass.

## **VOLUNTEERS IN EDUCATION**

Parents and other interested adults are welcome to take part in helping our children. If you would like to participate in this program, please call your child's school.

## **WHITEHALL CITY SCHOOL COMPLIANCE OFFICER/ CIVIL RIGHTS COORDINATOR**

**Title:** Director of Employee, Legal, and Partnership Services

**Address:** 675 S. Yearling Road, Whitehall, OH 43213

**Phone:** 614-417-5119

**Email:** nondiscrimination@wcsrams.org

*(See appendix for board policy AC-Nondiscrimination)*

# APPENDIX



*We are relationship-driven, resourceful, resilient, and ready!*

2025-2026 School Year

Dear Parents/Guardians and Students,

There is a law regarding truancy in Ohio of which everyone needs to be aware and understand School-aged students are now considered "**habitual truants**" if they are absent **without excuse** for:

- 30 or more consecutive hours
- 42 or more hours in a month
- 72 or more hours in a school year

By Board of Education policy, the only absences that will be considered excused are illness of the student, illness in the family, death in the family, quarantine for contagious disease or religious reasons. All other absences will be considered unexcused. In order for an absence to be excused, a phone call the morning of the absence or a note when the student returns to school is required. Once a student has reached 65 hours of excused absences in addition to the parent notification additional information/documentation may be required.

In an effort to correct truancy problems, parents/guardians will be notified by the school when a student's absence is approaching one of the levels listed above.

If the attendance problem is not corrected once parents/guardians are notified, the Board will direct the administration to develop an intervention strategy to improve the student's attendance.

**If these interventions are not successful, the district will file a complaint with the juvenile court.**

It is very important that students are in school on time all day each and every day. We encourage parents/guardians to make sure that your child is in school or that the school is notified with a reason for any absence.

We appreciate your cooperation in assisting us with the educational progress of your student by encouraging regular attendance.

Sincerely,

Dr. Sharee Wells, Superintendent



*We are relationship-driven, resourceful, resilient, and ready!*

## **Notice of Right to Know Teacher Qualifications 2025-2026 School Year**

Re: No Child Left Behind (NCLB) Act, Section 1111 (h) (6) (A)

Dear Parent/Guardian:

You have the right to know about the teaching qualifications of your child's classroom teacher in a school receiving Title I funds. The Federal No Child Left Behind (NCLB) Act requires that any local school district receiving Title I funds must notify parents that they may ask about the professional qualifications of their child's classroom teacher.

These qualifications include:

1. Whether the teacher has met the Ohio teacher licensing criteria for the grade level and subject areas in which the teacher provides your child instruction.
2. Whether the teacher is teaching under emergency or temporary status that waives the state licensing requirements.
3. The undergraduate degree major of the teacher and any other graduate degree or certification (such as National Board Certification) held by the teacher and the field of discipline of certification or degree.
4. Whether your child is provided services by instructional paraprofessionals and if so their qualifications.

You may ask for the information by returning this letter to my attention at 625 S. Yearling Road, Whitehall, 43213 or by email at [seymourb@wcsrams.org](mailto:seymourb@wcsrams.org). You may also fax to (614-417-5023).

**Child's Full Name:** \_\_\_\_\_

**Parent/Guardian Name:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**City, State, Zip:** \_\_\_\_\_

**School:** \_\_\_\_\_

**Teacher's Name:** \_\_\_\_\_

Sincerely,

***Brian Seymour***

Brian Seymour

Deputy Superintendent

## **NONDISCRIMINATION**

The Board is committed to an environment in which all individuals, including students, staff, job applicants, the general public and individuals with whom it does business, are treated with dignity and respect. The Board prohibits discrimination based on race, color, national origin, ancestry, citizenship status, religion, sex, economic status, age, disability, military status or legally acquired genetic information.

### **District Compliance Officer(s)**

The Board designates the following individual(s) to serve as the District's compliance officer:

**Name:** Doug Shoemaker

**Title:** Director of Employee, Legal, and Partnership Services

**Address:** 625 S. Yearling Road, Whitehall, OH 43213

**Phone number:** 614-417-5119

**Email:** [nondiscrimination@wcsrams.org](mailto:nondiscrimination@wcsrams.org)

The name, title, and contact information of this individual is annually published in District handbooks and on the District website.

The compliance officer is responsible for coordinating the District's efforts to comply with applicable Federal and State laws and regulations, including, but not limited to, Title II of the Americans with Disabilities Act, Title VI and Title VII of the Civil Rights Act of 1964, Title IX of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Discrimination in Employment Act of 1975.

The compliance officer is responsible for addressing any inquiries or complaints regarding discrimination or retaliation in a prompt and equitable manner.

### **Reports and Complaints of Unlawful Discrimination/Harassment**

Individuals who feel they have been subjected to unlawful discrimination or retaliation may file a complaint, either orally or in writing, with the compliance officer or an administrator, supervisor or other district-level administrator. Employees are required to promptly report to the compliance officer or an administrator, supervisor or other district-level administrator when they become aware of incidents of unlawful discrimination or retaliation. All other persons associated with the District are encouraged to promptly report when they become aware of such incidents. Any administrator, supervisor or district-level administrator who receives such a complaint must forward it to the compliance officer.

The Board has developed complaint procedures, which are made available to every member of the school community. The complaint procedures are not intended to interfere with the rights of any individual to pursue action through State and/or Federal law, contact law enforcement, or file a complaint with the United States Department of Education, Office of Civil Rights, the Ohio Civil Rights Commission or the Equal Employment Opportunity Commission.

The Board has adopted separate policies and procedures for sexual harassment, including the identification of the Title IX Coordinator. All sexual harassment reports must be managed in accordance with the sexual harassment policy and procedure.

### **Interim Measures and Responsive Action**

Upon receiving a complaint, the compliance officer will consider whether any interim measures should be taken to restore or preserve equal access to the District's education program or activity without unreasonably burdening the other party, including measures designed to protect the safety of all parties or the District's educational environment, or deter discrimination.

The District shall enforce its prohibitions against unlawful discrimination by taking responsive action reasonably calculated to stop and prevent further misconduct. Employees or students who engage in unlawful discrimination or retaliation may be subject to disciplinary action. The Board has identified disciplinary penalties, which may be imposed on the offender(s).

### **Confidentiality**

Matters, including the identity of both the reporting party and the responding party, are kept confidential to the extent possible.

### **Retaliation**

No one shall retaliate against an employee or student because he/she files a grievance; assists or participates in an investigation, proceeding or hearing regarding the charge of discrimination of an individual; or because he/she has opposed language or conduct that violates this policy. Any administrator, supervisor or district-level administrator who is aware of such retaliation shall forward it to the compliance officer. Reported acts of retaliation will be promptly investigated and addressed.

## **NOTICES**

### **DESIGNATION OF REQUIRED TITLE IX COORDINATOR**

The following individual has been designated to serve as the District's Title IX Coordinator[s]. Such Coordinator[s] is authorized to coordinate the District's efforts to comply with its responsibilities under Title IX.

**Name:** Doug Shoemaker

**Title:** Director of Employee, Legal, and Partnership Services

**Address:** 625 S. Yearling Road, Whitehall, OH 43213

**Phone number:** 614-417-5119

**Email:** [nondiscrimination@wcsrams.org](mailto:nondiscrimination@wcsrams.org)

### **NOTIFICATION OF POLICY**

The District does not discriminate on the basis of sex in its education program or activities, including admission and employment, and is required by Title IX and its implementing regulations not to discriminate in such a manner. Inquiries about the applicability of Title IX and its implementing regulations to the District may be referred to the District's Title IX Coordinator, to the Assistant Secretary for the U.S. Department of Education's Office for Civil Rights, or both.

### **NOTIFICATION OF GRIEVANCE PROCEDURE**

The District has adopted a grievance procedure to provide for the prompt and equitable resolution of student and employee complaints alleging any action that would be prohibited by Title IX and its implementing regulations. This procedure describes how to report or file a complaint of sex discrimination, how to report or file a complaint of sexual harassment, and how the District will respond.

The District's Policy and Procedures can be found at: [BoardDocs® LT](#)

**WHITEHALL CITY SCHOOLS POLICIES** <https://go.boarddocs.com/oh/whitehall/Board.nsf/Public>

## **GUIDELINES FOR PRIVATELY FUNDED OR PRIVATELY PROVIDED PERSONNEL**

These guidelines apply to persons who provide services or supports to students in school or during related activities but who are privately funded or provided. Such persons are not school district employees or agents and are not in any way affiliated with the School District.

These guidelines apply to persons who provide services or supports to students in school or during related activities but who are privately funded or provided. Such persons are not school district employees or agents and are not in any way affiliated with the School District.

1. It is in the sole discretion of the Superintendent or the Superintendent's designee to permit or deny a request by a parent, guardian, or custodian [1] (hereinafter "parent") to allow the parent to privately provide or arrange for a person to provide services or supports to a student in school or during related activities.
2. The Superintendent or Superintendent's designee can terminate any private provider arrangement at any time without cause and prohibit the private provider from continuing to provide services or supports to a student during the school day or on School District property.
3. The private provider will provide a written acknowledgment that they have read and will follow these guidelines and any other information/conditions as deemed appropriate by the School District.
4. Prior to providing services or supports to a student, the private provider and the parent will meet with the Principal and any other administrators, as determined by the School District (e.g., special education coordinator), to discuss the logistics of the services including where and when the service will be provided to the student.
5. A BCI criminal records check, including a fingerprint check, of the private provider must be conducted and shall be paid for by the parent or private provider. Private providers must meet the same criminal records check standards as School District teacher applicants.
6. The private provider shall not interfere or disrupt in any way with School District personnel or the provision of the student's educational program.
7. Private providers shall conduct themselves in an appropriate and professional manner and shall follow all relevant State and Federal laws and regulations and all relevant School District and school building policies, regulations, and requirements. A private provider shall interact and work cooperatively with all School District personnel.
8. The private provider is responsible for maintaining or assuring that he or she is covered by liability insurance in an amount deemed appropriate by the

Superintendent or Superintendent's designee. The private provider is responsible for maintaining or assuring that he or she is covered by medical insurance, as deemed appropriate by the Superintendent or Superintendent's designee. Proof of insurance shall be submitted to the School District, upon request.

9. The private provider shall assume that risk of all accidents, injuries, or property damage caused by the private provider and related in any way whatsoever to the provision of services or supports to a student and shall sign a liability release, as requested by the School District. The parent shall also sign a liability release, as requested by the School District.
10. The parent shall assume all responsibility for any compensation paid to the private provider and for compliance with all legal requirements relating to tax withholding, payroll taxes, Workers' Compensation, Unemployment Compensation, and retirement or Social Security benefits.

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[1] All references to parent, guardian or custodian in these guidelines also incorporate a reference to a student who is 18 years of age or older. When a student is 18 years of age or older, the student, in addition to the parent, guardian, or custodian, assumes the responsibilities of the "parent" pursuant to these guidelines, unless otherwise specifically provided.

## **PROMOTING PARENTAL INVOLVEMENT**

The Board promotes parental involvement in the public school system. The Board directs the Superintendent/designee to develop procedures necessary to comply with the provisions of this policy. This policy is made publicly available and posted prominently on the District's website.

This policy does not prescribe all rights of parents or preempt or foreclose claims or remedies in support of parental rights that are available under the constitution, statutes or common law of Ohio.

Nothing in this policy requires disclosure or activity that is in conflict with or in violation of any of the following:

1. the Health Insurance Portability and Accountability Act (HIPAA) privacy rule;
2. Revised Code (RC) Chapter 3798;
3. RC 2317.02, 4732.19 or 5122.04;
4. the Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. 1232g;
5. the Ohio Constitution, Article I, Section 10a and any laws enacted to implement that section, including RC 2930.07 and 2930.10;

Nothing in this policy requires disclosure or activity in violation of any court order, including any of the following:

1. a condition of bond;
2. a protection order or consent agreement issued pursuant to RC 2151.34, 2903.213, 2903.214, 2919.26 or 3113.31 **or**
3. a condition of a community control sanction, post-release control sanction or parole;

Nothing in this policy requires disclosure or activity in violation of a specific request for nondisclosure made pursuant to a criminal investigation or grand jury subpoena in which the student is the victim and a parent is the alleged perpetrator.

Nothing in this policy prohibits or prevents mandatory reporting under RC 2151.421.

Nothing in this policy prohibits or limits the career and academic mentoring and counseling between teachers and students in the regular course of the school day.

### **Definitions**

The following definitions apply for the implementation of this policy:

"Biological sex:" the biological indication of male and female, including sex chromosomes, naturally occurring sex hormones, gonads and unambiguous internal and external genitalia present at birth, without regard to an individual's psychological, chosen or subjective experience of gender.

"HIPAA privacy rule:" has the same meaning as in RC 3798.01.

"IEP:" has the same meaning as in RC 3323.01.

"Parent:" has the same meaning as in RC 3313.98.

"Sexuality content:" any oral or written instruction, presentation, image or description of sexual concepts or gender ideology provided in a classroom setting. This does not include instruction or presentations required by State law in sexually transmitted infection education, sexually transmitted infection education emphasizing abstinence, child sexual abuse prevention, sexual violence prevention education or incidental references to sexual concepts or gender ideology occurring outside of formal instruction or presentations on such topics, including references made during class participation and in schoolwork.

"Student's mental, emotional or physical health or well-being:" includes, at a minimum, a student's academic performance; any significant sickness or physical injury, or any psychological trauma suffered by a student; any harassment, intimidation or bullying, as defined by State law, by or against a student in violation of school district policy; any request by a student to identify as a gender that does not align with the student's biological sex; and exhibition of suicidal ideation or persistent symptoms of depression, or severe anxiety, or other mental health issues.

"Age-appropriate content" and "developmentally appropriate content:" activities or items that are generally accepted as suitable for children of the same chronological age or level of maturity or that are determined to be developmentally appropriate for a child, based on the development of cognitive, emotional, physical and behavioral capacities that are typical for an age or age group.

### **Sexuality Content**

The District ensures any sexuality content is age-appropriate and developmentally appropriate for the age of the student receiving the instruction, regardless of age or grade level. The District provides parents the opportunity to review instructional materials that include sexuality content prior to providing instruction or permitting third parties to do so on behalf of the District. Upon request of the parent a student is excused from instruction including sexuality content and is permitted to participate in an alternative assignment.

Instruction including sexuality content is not provided to students in kindergarten through third grade by the District or any third party acting on behalf of the district.

### **Student Health and Well-Being**

The District promptly notifies a student's parent of any substantial change in the student's services, including counseling services, or monitoring related to their mental, emotional or physical health or well-being or the school's ability to provide them a safe and supportive learning environment. The parental notice reinforces the fundamental right of parents to make decisions regarding the upbringing and control of their children and that the District does not inhibit parental access to the student's education and health records maintained by the school.

Notice is provided through the methods the District generally communicates with parents including, but not limited to, email, phone call, letter or other direct forms of communication.

District personnel are prohibited from directly or indirectly encouraging a student to withhold information from a parent concerning the student's mental, emotional or physical health or well-being, or a change in related services or monitoring. District personnel are prohibited from discouraging or prohibiting parental notification of and involvement in decisions affecting a student's mental, emotional or physical health or well-being.

### **Parental Authorization for Student Health Care Services**

The District obtains parental authorization before providing any type of health care services to students, including physical, mental and behavioral health care services and parents can choose whether to authorize the District to provide health care services. The Board directs the Superintendent to adopt procedures to obtain necessary authorization from parents, which may include but is not limited to whatever means the District generally obtains parental authorization.

At the beginning of each school year, the District notifies parents of each health care service offered at, or facilitated in cooperation with, their student's school and their option to withhold consent or decline any specified service. Parental consent to health care services does not waive the parent's right to access the student's educational or health records or to be notified about a change in the student's services or monitoring.

Prior to providing a health care service to a student, the District notifies parents whether the service is required to be provided by the District under State law and if other options for a student to access the service exist. This requirement and other notices outlined in this policy can be satisfied by an annual notice to parents at the beginning of the school year.

Provisions related to parental authorization for student health care services do not apply to emergency situations, first aid, other unanticipated minor health care services or health care services provided pursuant to a student's IEP or section 504 plan.

### **Concerns and Appeals Procedure**

A parent may file a written concern with a school principal or assistant principal regarding a topic addressed in this policy, which must be resolved within 30 days after receipt. Written concerns received by a school principal or assistant principal about this policy are investigated fully and fairly. Anonymous written concerns may not be investigated.

A parent may appeal a principal's or assistant principal's decision to the Superintendent. If a parent appeals a principal's or assistant principal's decision, the Superintendent/designee must conduct a hearing on the decision. Based on the findings of that hearing, the Superintendent decides whether to

affirm the principal's or assistant principal's decision. If the Superintendent does not affirm the decision, they determine the resolution to the parent's concern.

A parent may appeal the Superintendent's decision to the Board. If a parent appeals the Superintendent's decision, the Board must review the Superintendent's decision and, if the Board determines it necessary, hold a hearing on the Superintendent's decision. Based on the findings of that hearing, the Board decides whether to affirm the Superintendent's decision. If the Board does not affirm the decision, it determines a new resolution to the parent's concern.

Nothing in this procedure prevents a parent from contacting a member of the Board regarding the parent's concerns with the operation of a school under its supervision.

The Board directs the Superintendent/designee to develop procedures to ensure prompt and fair attention to written concerns about this policy. The District notifies parents of their right to file a written concern by whatever means the District generally communicates with parents including, but not limited to, email, phone call or other direct forms of communication.

**Board Policy: IGBLA**



Dear Whitehall Families,

We are pleased to share that Whitehall City Schools will continue its partnership with OhioGuidestone to provide vital support services for our students and the broader Whitehall community. In collaboration with the ADAMH Board of Franklin County, OhioGuidestone will deliver prevention services designed to address and reduce behaviors that may place students at higher risk for future life challenges. OhioGuidestone is Ohio's leading provider of community-based behavioral health care.

Their whole-person approach includes school-based and community prevention services, as well as mental health and substance use treatment through both in-person and telehealth options. By working with partners across the state, they connect children and families to the right supports, even when additional services outside their network are needed.

Prevention services may be provided in a variety of ways, including whole-classroom programs, small group sessions, and individual support. OhioGuidestone staff may also offer consultation, crisis intervention, and referrals for further care as needed. In urgent or emergency situations, Whitehall City Schools may share limited parent/guardian contact information (such as name, phone number, address, and student name) with OhioGuidestone to ensure families can be reached and supported appropriately.

We are grateful for this ongoing partnership and look forward to continuing to support the health and well-being of all our students.



## HEART OF OHIO FAMILY HEALTH

Whitehall City Schools – Heart of Ohio Family Health – School-Based Health Center  
Heart of Ohio Family Health (HOFH) and Whitehall City Schools (WCS) have established a partnership to improve the overall health and wellness of students, staff, and families. **As a WCS student, your child will automatically be enrolled with HOFH services.**

School-Based Health Services include and are not limited to the following:

- Referrals to and within HOFH specialties for both student and family
- Enrollment in HOFH's 340B Drug Discount Program
  - Provides a 20-95% discount on prescription drugs
- Sliding Fee Scale Discount Program
  - Places a cap on out-of-pocket payments if patients should lose health insurance
- HOFH Transportation and Telemedicine
  - Telemedicine is an alternative to traditional health care when a patient has time, transportation, or access constraints. These appointments are performed via telephone or video chat.
  - Transportation services to bring patients from other school locations to Whitehall-Yearling High School (or other HOFH clinics, if applicable) for care, and back to school when complete.
- Data Sharing between HOFH and WCS
  - Helps HOFH track health trends and intervention outcomes among the population
  - Can assist with improving the quality of care
- Mentoring and Internship pairings
  - Pairs students with HOFH providers and staff for hands-on educational opportunities through internships and mentor-mentee relationships
  - Ultimate Goal: to pique student interest in clinical careers post-high-school.
- Alternative Penalty Program
  - Utilizes HOFH Behavioral Health services in lieu of (or in addition to) traditional academic penalties such as suspension or expulsion

**Parents and guardians have the right to opt their child out of the service agreement.**

If you ***do not*** want your child enrolled with Heart of Ohio Family Health, you may request a ***School-Based Health Opt Out Form*** from WCS School Nurse, Wendy Siegel at siegelw@wcsrams.org



This health center is a Health Center Program grantee under 42 U.S.C. 254b,  
and a deemed Public Health Service employee under 42 U.S.C. 233(g)-(n).

**Administration:** 5000 E. Main Street, Columbus, OH 43213 • Tel: (614) 235-5555 • Fax (614) 536-1994



*We are relationship-driven, resourceful, resilient, and ready!*

## 2025-2026 Student Handbook Acknowledgement Form

Student Name: \_\_\_\_\_

(Please Print)

I acknowledge that I have received a copy of the Beechwood and Etna Rd. Elementary Schools 2025-2026 Student Handbook which includes the Student Code of Conduct approved by the Whitehall City Schools, Board of Education.

- I understand that it is my responsibility to read and comply with the Code of Conduct and other policies contained in said Handbook.
- I acknowledge that I am expected to conform to the rules contained in the Student Handbook and Code of Conduct.
- I understand the importance of respecting the rights and responsibilities of all students and staff within the building.
- I acknowledge that I understand the expectations of the Acceptable Use Policy (AUP) and agree to abide by the policy.
- The above-mentioned Student Handbook and AUP describe important information and I understand that I should consult an Administrator regarding any questions about said handbook, AUP and their policies.

Therefore, I state, by evidence of my signature below, that I acknowledge receiving a copy of the the 2025-2026 Whitehall City Schools Student Handbook containing the policies and procedures of Whitehall City School District including, but not limited to, the Student Code of Conduct, Dress Code policy, Weapons in School policy, Student Conduct policy, Hazing and Bullying policy and the Technology Acceptable Use policy.

A copy of said handbook was provided to me by the Whitehall City School District.

**Student Signature:** \_\_\_\_\_ **(or written name)**

**Parent/Guardian Signature:** \_\_\_\_\_ **(or written name)**

**Today's Date:** \_\_\_\_\_ **Student's School:** \_\_\_\_\_

Administration Office | 625 South Yearling Road | Whitehall, Ohio 43213



*We are relationship-driven, resourceful, resilient, and ready!*

## 2025-2026 Student Photographs, Videos, Website Publishing, and/or Recordings Opt-Out

Instructions: Please complete all sections of this Opt-Out Form and return the signed form to your child's principal by [Date] of the current school year, or within 30 days of your child's enrollment in school.

A parent may withhold permission to have a student photographed, videotaped, and/or audiotaped during school-sponsored activities, learning experiences, and/or media events. As the parent or guardian of the student identified above, I understand that if I opt-out, my child will not be included in pictures taken by school staff, students, or anyone outside the school, including commercial photographers and the media, nor will my child's picture be part of a school yearbook, memory book, memory video, sports team, club, or any other medium.

**Note: This does not include videotaping by security cameras in school or on school buses.**

If you do not want your child to be photographed, videotaped and/or audiotaped, check the box below and sign:

- DO NOT** allow my child to be photographed, videotaped and/or audio taped during school-sponsored activities and/or learning experiences.

Parent or Guardian Name: \_\_\_\_\_

Parent or Guardian Signature: \_\_\_\_\_

Student's Name: \_\_\_\_\_ Date: \_\_\_\_\_

Student's School: \_\_\_\_\_

Administration Office | 625 South Yearling Road | Whitehall, Ohio 43213



## 2025 - 2026 Annual School Trip Permission Form

A portion of our work with children consists of acquainting them with their community. There is a need for students to make observations and visit places of historical interest. In addition, we want to expose students to community services and cultural experiences. In order to furnish these experiences, it is sometimes necessary to take students away from the school premises.

If you are willing to have your student go on school sponsored trips, please complete this form and return it to the school. We will consider this approval valid for the remainder of the school year. **You will be notified about all field trips prior to them taking place.**

\*\*\*\*\*

Please return this portion to your student's school.

### TRIP PERMISSION SLIP

**Student Name:** \_\_\_\_\_ has my permission to go on trips sponsored by the school.

**Student's Grade:** \_\_\_\_\_

**Student's School:** \_\_\_\_\_

**Parent/Guardian's Signature:** \_\_\_\_\_ **Date:** \_\_\_\_\_

Administration Office | 625 South Yearling Road | Whitehall, Ohio 43213