

WASHINGTON HIGH SCHOOL

STUDENT HANDBOOK

400 S. ELM STREET WASHINGTON COURT HOUSE, OHIO 43160

(740) 636-4221 -- Phone

(740) 636-4261 -- Fax

Colors: Blue and White

Team Name: Blue Lions

Sports Affiliation: Frontier Athletic Conference

High School Administration

<u>Principal's Office</u>	<u>Counselor's Office</u>	<u>Athletic Department</u>
Principal: Brady Streitenberger	Counselor for Last Names A-K: Elizabeth Yazell	Athletic Director: Joe Kimling
Assistant Principal: Scott Landrum	Counselor for Last Names L-Z: Lisa Hoppes	
Secretaries: Jeri Sword Tara Bivens	Secretary: Sara Pfeifer	Secretary: Tina Wilson

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

School Calendar

August 11-12:Teacher In-Service (No Classes)
August 13: Teacher Work Day (No Classes)
August 14-15:Individual Entry Meetings
August 18: First Day for Students
September 1: Labor Day
October 10: End of 1st Quarter
October 13: Start of 2nd Quarter
October 31: Teacher In-Service (No Classes)
November 26-28: Fall Break (No Classes)
December 19: End of 2nd Quarter
December 22-January 2: Winter Break
January 5: Teacher Work Day (No Classes)
January 6: School Resumes (Start of 3rd Quarter)
January 19: Martin Luther King Day (No Classes)
February 6: Teacher In-Service (No Classes)
February 16: President's Day (No Classes)
March 6: End of 3rd Quarter
March 9- March 13: Spring Break
March 16: Start of 4th Quarter
April 3: Good Friday- No School
April 6: Teacher In-Service (No Classes)
May 21: Last Day of Classes
May 22: Teacher Work Day
May 22: Graduation 7:00pm

Grading Periods

1st Nine Weeks: August 18 - October 10
2nd Nine Weeks: October 13 - December 19
3rd Nine Weeks: January 6 - March 6
4th Nine Weeks: March 16 - May 22

Grade Reporting

1st Nine Weeks Grade Cards: October 17
2nd Nine Weeks Grade Cards: January 9
3rd Nine Weeks Grade Cards: March 20
4th Nine Weeks Grade Cards: Week of June 2

Parent Teacher Conferences (4pm-7:30pm)

September 18, 2025
January 29, 2026

STUDENT INFORMATION

This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails. Copies of current Board Policies and Administrative Guidelines are available on the District Website.

Welcome to Washington High School

The entire staff of Washington High School welcomes you to the 2025-2026 school year. We are committed to building strong academic, artistic, and athletic traditions that have existed in our school community for many years. We count on YOU to carry on those traditions. Our staff stands ready to assist you in your efforts to gain a quality education. If you ever have any questions, please be sure to talk with your teachers, guidance counselor, or building principals.

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

Student Government Forum

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

General Supplies

Textbooks are purchased and furnished free to students by the Washington City Board of Education. Each student is issued a chrome book. Students will be assessed a flat fee of \$30 for all technology.

Personal Property

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

Lost and Found

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

Lockers

Lockers and locks will be loaned to students to keep books, coats and personal property. Keep in mind that lockers are the property of the school and you may do nothing which would alter the condition of or damage

the locker. Students who lose their locks will be charged \$5.00 to replace it. In addition, the locker and its contents thereof are subject to random searches at anytime without regard to any reasonable suspicion. It is imperative that you keep your combination a secret and that you not change lockers without permission from the assistant principal. Lockers are provided during physical education classes. It is strongly recommended that students provide their own lock as they are responsible for their belongings during physical education class. Students exploring other student's lockers should be reported to the office immediately. Problems concerning lockers should be reported to the assistant principal.

Video Surveillance

For the safety and welfare of our student video surveillance cameras are placed throughout the building, school grounds and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action.

Clinic Use

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

Telephone Use

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

Student Parking

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

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

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

Student Visitor Passes

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

Buses

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

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

Cafeteria

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

Open Campus Lunch

Students will have the ability to earn the reward of Open Campus Lunch. The school administration will communicate the stipulations for this reward. This may be tied to GPA, attendance and good behavior. Students must have parent permission and must return to school on time. Administration reserves the right to revoke this privilege and it will be reassessed each quarter.

Student Work Permits

To secure a working permit during the school year for part-time work, a student needs to pick-up the necessary paperwork from the Principal's Office. Completed paperwork must be turned back into the Principal's Office. All students under the age of 18 must obtain a work permit in order to be allowed to work. This status will be evaluated regularly and can be revoked if expectations are not met.

Guidance Services

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

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

Student Directory Information

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

Fire Drills

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

Tornado Drills

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

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

Transportation To and From Extra-Curricular Activities

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

Alternative School

Students that exhibit chronic or serious disruptive behaviors, which hinder the learning process, may be assigned to the Washington Court House City Schools Alternative School. The school is under the auspices of the WCHCS and will stress education, along with other educational components such as counseling, rehabilitation, career-education and chemical awareness.

Advertising Outside Activities

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

Dances

Homecoming

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

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

Junior-Senior Prom

To attend the Washington High School Prom, a student must be a junior or senior at Washington High School, a Washington High School student enrolled at Laurel Oaks, or the date of a junior or senior at Washington High School or Laurel Oaks, who is currently enrolled in high school. A student must be in at least the ninth grade to attend as an eligible date of a junior or senior. Prior to purchasing a prom ticket, students must ensure that they are in good academic/attendance/behavior standing. Any date attending the prom who does not attend Washington High School must be pre-registered with the Prom Advisors during ticket sales.

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

Rules for Dances:

1. Students are encouraged to dance (in socially appropriate ways), chat with friends, and enjoy the music. Students should not run, rough house, or dance inappropriately.
2. There is to be no promiscuous or provocative dancing. All violators will be given one warning. Repeat offenders may be asked to leave and may be asked to not attend future dances at WHS. The expectation is for everyone to have fun and be safe.
3. Attire worn to the dance must remain on and worn as intended.
4. No items are permitted on the dance floor: food, drink, furniture, props, etc.

Early Graduation

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

- A. Students must have the permission of their parents/guardians unless they are 18 years of age and have submitted their adult student paperwork.

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

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

ACADEMICS/RECORDS
Grade Cards

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

Class Rank

The total number of quality points during four full years of high school will be used to make the calculation to determine class rank.

Honors With Distinction

Washington High School will honor any student who meets the established criteria as students who achieve "Honors With Distinction." This is the highest academic accolade at Washington High School. These criteria are:

- 1) earning an Honors Diploma from the State of Ohio
- 2) an ACT score of at least 27, or equivalent SAT score of 1280
- 3) earning at least 25 credits
- 4) a G.P.A. of no less than 4.0 on a 5.0 scale
- 5) passing at least one weighted class in each core content area throughout their high school career. For college application purposes, class rank will be determined in the same way as listed above.

Honors Diploma

A. English	4 units
B. Math	4 units- 4th must be > Algebra 2
C. Science	4 units (Including 2 units of advanced science)
D. Social Studies	4 units

E. Foreign Language	3 units of one language or 2 units each of two languages
F. Fine Arts	1 unit
G. G.P.A.	3.5 on a 4.0 scale
H. ACT or SAT	27 ACT /1280 SAT (excluding score from writing section)
I. Seal Requirement	Earn two additional diploma seals, not including Honors Diploma Seal
J. Experiential Learning	Field Experience & Portfolio, OhioMeansJobs Readiness Seal, or Work-Based Learning* (Students can use OMJ Readiness Seal in 2 additional seal requirements if not used in Experiential Learning.)

Academy of Scholars

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

Methods of Dropping a Course

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

State Testing

Assessments by Grade Level:

9th - Algebra I

10th - English, Biology, Geometry, American History

11th - Government

Grading System

The grading system for Washington High School is as follows:

A:	100-90
B:	89-80
C:	79-70
D:	69-60

F:	59 and below
I:	Incomplete

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

Late Work Policy

Assignments submitted after the submission deadline will incur a 25% grade deduction. After the deadline, students will have 14 calendar days to turn in their assignment late. After 14 days, the assignment will be marked as a 0.

No late work will be accepted after the end of the school day on the last day of the grading window. This policy ensures teachers have enough time to grade and record all assignments. This deadline is necessary to finalize course assignments promptly so that all students receive their grade reports on time, and any exceptions must be approved by the administration.

Students who miss class when an assignment is due are responsible for submitting the work the first day they return.

Homework Policy

Homework is only assigned when it is critical for student understanding or allows students to practice skills that build throughout the year. Homework in grades 6-12 will not count for more than 20% of a student's grade for the quarter. Homework in grades K-5 will not impact the student's grade.

In grades 6-12, homework is limited by class to no more than an average 20 minutes per class per night. If a student is taking an AP, CCP, or honors class, additional homework or out-of-classwork may be required to meet the expectations of that class. Homework will consist only of practice of already mastered skills, independent reading, hands-on projects demonstrating knowledge, and completion of assignments already started in class. Students should utilize available time already built into the day to complete homework, such as allocated class time, study time, office hours, etc.

Student Records

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

Access to records is granted:

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

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

General Records

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

Confidential Records

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

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

Student Privacy and Parental Access to Information

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

- A. Political affiliations or beliefs of the students or their parents
- B. Mental or psychological problems of the students or members of their family
- C. Sex behavior or attitudes
- D. Illegal, anti-social, self-incriminating, or demeaning behavior

- E. Critical appraisals of others with whom they have a close family relationship
- F. Legally recognized and privileged and analogous relationships (i.e. lawyers) Religious practices, affiliations, or beliefs of the students or their parents

Flexible Credit Program

The Washington Court House Local School District recognizes that an effective educational program is one that accepts alternative learning experiences as a way for students to earn high school credit. As a result of Senate Bill 311, the WCHCS District now offers Credit Flexibility through Board-approved educational opportunities that count toward graduation requirements. This is a shift of focus from “seat time” to performance. Students can earn units of high school credit based on an individually approved credit flexibility plan where they demonstrate their knowledge and mastery of skills. The intent of credit flexibility is to meet increased expectations for high school graduation while supporting individual student needs.

All high school students have the opportunity to submit an application for Flexible Credit.

The two Flexible Credit options are:

- Credit by Subject Area Competency through Assessments
- Credit by Educational Option

The requirements of Credit by Subject Area Competency through Assessment vary from course to course. Flexible Credit by Educational Option consists of a student developing his/her own proposal describing in detail how they will demonstrate proficiency of the academic content standards/grade level indicators of the identified course.

Please contact the Assistant Principal to complete an individually approved flexible credit plan.

Post Secondary Enrollment

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

Homebound Instruction

The Board may provide individual instruction to students who are unable to attend classes because of accident, illness or disability. Applications must be approved by the Coordinator of Special Education. Documentation of the enabling condition shall be done by a physician licensed to practice in this State who shall:

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

Graduation Requirements

Graduation requirements are established by the State of Ohio and the Washington Court House City School District Board of Education. In order to graduate from Washington High School, a senior must have completed a minimum of twenty-one (21) credits. The State Department of Education and the Washington Court House BOE require that each prospective graduate must successfully complete the following seventeen (20) credits:

English	4 credits
Math	4 credits
Social Studies	3 credits
Science	3 credits
Electives	5 credits
Health	½ credit
Physical Education	½ credit

Earning 21 credits is the first of three requirements for graduation; the second requirement is to meet ODE graduation requirements.

These requirements vary by graduation year and can be found at <http://education.ohio.gov/Topics/Ohio-s-Graduation-Requirements> *Please see your guidance counselor for clarification or for questions about these requirements.

ATTENDANCE

Washington Court House City Schools is committed to providing a quality education to its students. To achieve this goal, students must consistently be in attendance at school during the days and hours that school is in session. Attendance and promptness to class are the responsibility of students and their parents/guardians. Continuity in the learning process is seriously disrupted through absenteeism. Make-up work does not always adequately substitute for the time missed within the classroom setting. Students with good attendance generally achieve higher grades, enjoy school socially, and are more employable after graduation.

PARENT EXPECTATIONS

1. When a student is absent from school, parents/legal guardians must notify the school by calling WHS at (740) 636-4221, no later than 8:10am on the day of absence. If no call is received from the parents/legal guardians, the student is automatically marked unexcused. When calling the school, please include the following information: your name, child's name, current date, day(s) of absence, and reason for absence.
2. If a phone call is not made to the school by the parent/legal guardian on the day of absence, then the student must bring a written excuse when they return to school the very next day.
3. Phone calls need to be directed to front office staff at (740) 636-4221).
4. Parents/legal guardians may fax (740) 636-4261) or drop off doctor's excuses to our front office staff.
5. Because of the Missing Children Law, we are required to notify a parent/legal guardian when a child is not at school. This will occur through an auto-dialer within two hours of the start of the school day. To avoid being called, the parent/legal guardian must notify the school on the day of the absence prior to 9:00 am.

6. It is the responsibility of the parents/legal guardians to ensure students who are absent communicate with their teachers in order to receive missing assignments.

ATTENDANCE GUIDELINES

1. A student may have up to ten (10) excused absences (as noted in the table below) with a phone call or note from the parent/legal guardian. Absences not reported will be automatically considered unexcused.
2. A signed statement by a medical professional is necessary for a student to be medically excused.
3. Students with excessive absences throughout the year, especially with unexcused absences may be considered for retention.
4. The assigning of after-school detention or Saturday school may be used with excessive absences/excessive tardies.
5. The District Administration reserves the right to use discretion and judgment based upon extenuating circumstances and unusual circumstances.
6. The District reserves the right to verify statements provided and investigate the cause of each absence. This investigation may be conducted by a designated District employee.
7. Repeated infraction of House Bill 410 may result in a District Administrator filing a complaint against the parent and/or the student in juvenile court.

COMPULSORY ATTENDANCE

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

School administration will make the final determination as to whether an absence is excused or unexcused. The following reasons may be considered as EXCUSED absences.

<p>Personal Illness The District Administration may require a doctor's confirmation if s/he deems it advisable. This includes recovering from an accident as well as student pregnancy.</p>	<p>Family Illness or Injury necessitating the presence of the child The District Administration may require confirmation from a doctor and an explanation for the child's absence.</p>
<p>Appointment with a Health Care Provider This will only be considered MEDICALLY excused with an excuse from the health care provider.</p>	<p>Death in the family This is limited to family such as a parent, sibling, or grandparent for a period of three (3) days unless a reasonable cause may be shown for a longer absence.</p>
<p>Health Department Notices This includes but is not limited to quarantine and head lice (maximum of 3 days). Parents must provide documentation from the Fayette County Health Department.</p>	<p>Court Required Absences This includes mandated court appearances and situations involving foster care placement. Parents must provide summons and</p>

	documentation from the court and/or children's protective services.
District Pre-Approved Vacation with Parent/Legal Guardians Please see the Vacation section below for details.	Emergency or Other Set of Circumstances The District Administration shall determine whether the reason for the absence constitutes good and sufficient cause.
Observation/Celebration for Religious Expression Days The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or legal guardian within 14 days of the start of the school year or fourteen (14) days after a student is enrolled in the District.	College Visits/Armed Services tests The District requires verification of the date and time of the visitation by the college, university, technical college, or armed service branch. Students must provide a one week notice prior to the day in order to seek Principal approval. These are limited to Juniors/Seniors and to two (2) days per school year.

UNEXCUSED absences include, but are not limited to the following: missing the school bus, experiencing transportation issues, oversleeping, not having appropriate attire for school, personal business, not submitting absence excuses within the five (5) day period following the absence, etc.

HOUSE BILL 410

The State of Ohio defines "excessive absences" as

- a. Absent 38 or more hours in one school month with or without a legitimate excuse;
- b. Absent 65 or more hours in one school year with or without a legitimate excuse.

The State of Ohio defines "habitual truant" as:

- a. Absent 30 or more consecutive hours without a legitimate excuse;
- b. Absent 42 or more hours in one month without a legitimate excuse;
- c. Absent 72 or more hours in one year without a legitimate excuse.

Once a student is considered at the "habitual truant" threshold, an absence intervention team meeting will be scheduled and an absence intervention plan will be created.

TARDY TO SCHOOL/PARTIAL ABSENCES

1. Any student will be considered tardy who arrives after 7:50 a.m., but before 8:50 a.m.
2. Students with excessive tardies may be required to make up missed work during lunch, recess, after-school or Saturday School.
3. Parents/Legal guardians will be responsible for transportation home from detentions.
4. Parents/Legal guardians need to sign child in at the office before the student is admitted to school.
5. Partial absences are counted for students who miss more than one hour a day. Parents/Legal guardians should refer to the above list of excused/unexcused reasons.

EXCUSING STUDENTS DURING THE SCHOOL DAY

If it is necessary for a student to arrive late or leave school early because of an appointment or other obligation he/she must have a written note from a parent/legal guardian. The student should show the note to the teacher at the beginning of the school day. In addition, the parent/legal guardian must stop by the office to sign the student in or out. If the child returns during the same school day, the parent must stop by the office to sign him/her in. No one other than the parent/legal guardian can sign a student out unless the parent/legal guardian has given permission in writing or by telephone. We encourage you to make as many appointments after school as possible.

VACATION WITH PARENTS

Whenever a proposed absence-for-vacation is requested, parents must complete the vacation request form and submit it to the Principal two (2) weeks prior to the vacation. The request form must be completed in its entirety and the length of absence should be clear. Principal approval is necessary for the vacation time to be considered excused. Without Principal approval, any vacation time will be considered unexcused.

The District will only consider a student's absence for a vacation when s/he will be in the company of his/her own parent but not other students' parents, unless there are extenuating circumstances deemed appropriate by the Principal. If a student is absent for any other type of vacation, s/he will be considered unexcused from school and subject to truancy regulations.

Please refer to the homework policy concerning missed work. It is suggested that students request assignments that will be missed in advance of the vacation in order to create a plan for submitting their work upon their return. The decision as to how much work the student will be held responsible for will rest with the teacher(s). Vacation time is recorded as an excused (up to 5 days) or unexcused absence depending on Principal approval.

Blue Passes

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

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

Tardy To School

If a student arrives after the 7:20 a.m. tardy bell and before 8:20 a.m., they are to report to the office for a late pass. Tardies will be excused four times each quarter. Each tardy after four and up to seven will result in 30 minutes of detention after school. Any further tardies during the semester may result in the student being assigned Saturday School or alternative consequences.

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

Attendance Affecting Extracurricular Activities

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

Adult Student Guidelines

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

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

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

Personal Communication Devices

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

private network (i.e 3G, 4G, LTE). Violation of this policy may result in disciplinary action, including possible confiscation of the PCD. The district is not responsible for stolen, lost, or damaged PCDs.

Gym Bags and Bookbags

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

- A. Bookbags must be able to hang from the student desk/chair and remain out of the aisles.
- B. Bookbags are subject to random search.
- C. Students who bring any item(s) to school deemed inappropriate by the staff or administration will be confiscated and released to parents only.
- D. Administration reserves the right to revoke the privilege of carrying gym bags/bookbags throughout the day.

PBIS

According to House Bill 318, Positive Behavioral Interventions and Supports (PBIS) are a requirement of each school in the state of Ohio. Desired outcomes of PBIS are: Preventing chronic behavioral challenges. Providing early intervention for children and youth displaying minor but repeated patterns of problem behavior. Providing proactive support to children and youth at risk and those with emotional disturbances to allow them to successfully remain in the general education environments with the appropriate support, and Providing instruction, practice and reinforcement for students regarding expected behaviors in the various school settings. Washington High School’s PBIS Matrix allows behaviors to fall under one of the following categories:

- Be Responsible
- Be Respectful
- Be Safe
- Be Willing

Students may earn rewards/points that can be redeemed at the discretion of WHS staff. These rewards/points will be managed through a program called PBIS Rewards. There are smartphone applications for both students and parents as well as a website that can be accessed to monitor student progress/behavior.

STUDENT CODE OF CONDUCT

WCH Code of Conduct

Tiered Offenses & Definitions

Category I Offenses

Category I infractions are behaviors that do or could impede the orderly operation in any school setting. A category I offense is corrected by the teacher or supervising adult in the setting where the misbehavior occurs. If a pattern of these offenses persists, setting up a corrective plan may be necessary.

Out of Area

Students must stay in designated areas of the school building to which they are enrolled or have been assigned. Students must attend assigned classes and not skip - i.e., not going to an assigned classroom during school hours.

Disobedience

Students are expected to do what school adults tell them to do and to act in accordance with reasonable requests. School adults include administrators, teachers, paraprofessionals, secretaries, security personnel, custodians, bus drivers, lunchroom workers and school volunteers. Students must not argue with adults. Students are expected to follow all WCH district- and building-wide routines, procedures, and protocols.

Students are not expected to obey any directives by an adult that would cause the students harm or are of a sexual nature. A student who feels uncomfortable with an adult's directive should report the incident to a trusted adult, such as a parent or principal.

Disruptive Behavior

Students are expected to follow school wide behavioral expectations and abide by classroom rules, routines and procedures. Students must not interrupt the learning of others or behave in a manner that causes disruption to the school environment. If a teacher or other school adult is prevented from starting an activity or lesson, or has to stop what s/he is doing to try to stop the student's behavior, the behavior is considered disruptive. For example, if a student causes a disruption in the classroom by talking, making noises, throwing objects, play-fighting, horseplay, or otherwise distracting one or more classmates, the student is engaging in disruptive behavior.

Inappropriate Communication

Students are expected to speak respectfully to others. Examples of inappropriate communication include put-downs, or making fun of or negatively talking about a person or their family. This includes written, electronic, and verbal communication.

False Identification

Students are expected to be honest. Students must not trick, or cause someone to be tricked, by not telling the truth. Students must not sign or give a name other than their own.

Gambling

Students must not play games of cards, chance or dice for money or other items, except if such games are played at a school-sponsored activity for educational purposes.

Electronic Communication Devices

Students must act in accordance with district and school policies regarding the use of electronic communication devices brought to school.

Academic Dishonesty

Students are expected to do their own work. Students must not use, submit or attempt to obtain data or answers dishonestly, by deceit or by means other than those authorized by the teacher. Examples of acts of Academic Dishonesty include any appropriation, literary theft, falsification, counterfeiting, piracy, fraud or unsupervised possession of any federal-, state- or district-mandated tests. Plagiarism includes, but is not limited to, copying word for word from references such as books, magazines, research materials or the Internet.

Profanity or Obscenity

Students are expected to use appropriate language. Students must not verbally, electronically or by written words, photographs or drawings direct profanity to anyone in the school environment. Students must not insult anyone by obscene gestures.

Excessive Tardiness

Students must report to school and assigned/designated areas of the school building. Repeated failure to report, without an acceptable excuse, to school or classroom or other instructional area after the “tardy bell” is defined as excessive tardiness.

Dress Code

Students are expected to follow the dress code in applicable buildings. Dressing and grooming guidelines are set on a building-level in order to promote discipline, maintain order, secure the safety of students, and provide a healthy environment conducive to academic purposes.

Parking and Traffic Violations

Students are expected to follow all building-level parking expectations and drive in a legal, safe manner while on any district property and vicinity.

Category II Offenses

Students will receive consequences and corrective instruction when they commit, attempt to commit, or participate in committing any of these infractions. In most cases, Category II infractions are corrected by the building principal or another administrator at the building level - who shall choose a corrective strategy. Students may be subject to suspension or referred to the Alternative School - especially for repeated or egregious Category II behaviors. The time while a student is in an alternative program will be used to plan the corrective instruction and the supports necessary to change the pattern of behavior.

Present without Authorization

Students must have permission from a building administrator, or be escorted by a parent/caregiver or emergency contact person, to enter any school building other than their own. Students must not return to any school or any school event while assigned to the Alternative School, or under suspension, expulsion or removal, except with permission from a building administrator and under escort by a parent/caregiver or emergency contact person. During alternative placement, students may not go to any school, or school activity, other than to the school to which they are assigned, except with specific permission and supervision as described in this paragraph.

Leaving without Authorization

Students must not leave school property during the school day without the authorization of a building administrator or being escorted by a parent/caregiver or emergency contact person.

Tobacco/Smoking

Students are expected to protect their own health and safety, and the health and safety of others. Students must not possess, smoke or use any kind of tobacco product or associated paraphernalia including e-cigarettes or vaping devices.

Fighting

Conflicts must be resolved peacefully. Students must not physically fight with another person. Fighting is defined as hitting, pushing, shoving, tripping and other physical acts. Self-defense will be considered in the investigation. During the investigation, the administrator or designee will consider whether physical contact could have been avoided.

Stealing or Being in Possession of Stolen Property

Students must use only their own belongings unless explicit permission from the owner is given to borrow an item. Students must not take anything that does not belong to them. Students must not have anything that they know, or have reason to know, has been stolen. Students must not use school-owned or personal equipment to conduct illegal activity.

Contributing to a Disruptive Situation

A student shall not cause or threaten to cause the material disruption or obstruction of any function or operation of the school, including curricular and extracurricular activities. This shall include the promotion of misconduct for any purpose, including, but not limited to, promotion via social media.

Damaging/Destruction of Property

Students must be respectful and take care of school property. Students must not damage, break, destroy or misuse school property or anything that belongs to someone else. Examples of this behavior include writing in school textbooks or library books; ruining bulletin boards; damaging desks or computer equipment such as laptops, tablets and e-readers, including installing or downloading unauthorized/malicious software; intentionally clogging the plumbing system; breaking light bulbs or fixtures; or spray-painting surfaces.

Fireworks

Students must obey the law regarding fireworks. Students must not bring to school or possess, handle, transmit, conceal or use any fireworks (poppers, firecrackers, rockets, sparklers, smoke bombs or other types) while at school.

Inappropriate Physical Contact

Students must respect themselves and the privacy of others. Students must not act or behave in an unacceptable way by touching or making reference to, verbally, electronically or in writing, their private body parts or those of another person. Included in sexual misconduct are actions involving touching of a sexual nature.

Bullying-Harassment-Intimidation (HIB)

All communication in the school is to be conducted with respect. Students must not use words (written, verbal, electronic), gestures, photographic images, drawings or any form of communication to intimidate, harass, bully or threaten harm to another person based on race, gender, religious beliefs, nationality, disability, sexual orientation, or gender identity or expression. Appropriate discussions of these issues, in the classroom or other school settings, are encouraged.

Depictions of Prohibited Conduct

Students must not make, produce or distribute videos, images, sound recording or other mediums that show behavior prohibited by the Code of Conduct on school property or at school events, including using school-owned or personal electronic devices (i.e., laptops, iPads, tablets, e-readers, cell phones, or video or still cameras). Depictions of such conduct on social networking sites such as Facebook, YouTube, Instagram, Snapchat or any other similar websites are prohibited. Any representations of prohibited behavior must be immediately turned over to the principal or the principal's designee. Reproduction and distribution of these items will result in disciplinary action.

Forgery/Falsification

Students are to behave in an ethical, honest manner. Forgery/Falsification are acts, including but not limited to, falsifying school records, forging signatures, making or providing false statement(s), counterfeiting, bribery, and/or using an unauthorized computer user ID or passwords are considered to be forgery/falsification.

Inappropriate Internet Usage

All students are required to comply with the district's Acceptable Use Policy, which can be found on the WCHCS website.

Threats

Students must not intentionally threaten by word or action to do violence to another student, staff member, or another person's property; in addition, students must not engage in any act which creates a well-founded fear within the student or staff member of imminent harm to their person or property.

Repeated Category I Violations

Two or more violations of Category I Behaviors, or three or more minor referrals.

Category III

Like Category I and II, there is a Menu of Consequences for Category III Infractions. Administrators have the authority to assign consequences that do not result in school removal. A student charged with behavior that is classified as Category III may be removed from the school immediately and recommended for expulsion. If an administrator determines a criminal offense has been committed, the School Resource Officer or WCH Police may be notified.

Hazing

"Hazing" means committing an act that causes or creates a substantial risk of mental or physical harm to a student as a part of pressuring that student into joining or remaining on, or as a requirement for joining, an

athletic team, school organization, or other school group. Having can occur on or off school grounds, or not within school hours.

Alcohol and Drugs

Students must not bring alcohol or illegal drugs to school or school activities. Students must not use, be under the influence of, or buy or sell alcohol or illegal drugs. This section also applies to any substance made to look like, or represented to be, illegal drugs or alcohol and any related paraphernalia.

Students are permitted to bring prescribed or over-the-counter medication to school only with permission from parents and with the authorization and supervision of their doctor and school administrator or administrator's designee (see Board Policy 5330). Prescribed or over-the-counter medication is for the student's use only. A student must not sell or give prescribed or over-the-counter medication to anyone at school.

Physical Assault

Students must get help when needed to solve problems nonviolently. Students must not physically attack another person. Physical assault is considered unprovoked hitting, kicking, shoving, spitting or otherwise causing physical pain or harm to another, except if all involved are engaged in a fight (see definition of Fighting). This includes student-to-student assaults and student-to-staff assaults.

Serious Bodily Injury

Students must not contribute to or cause bodily injury to themselves or others that involves substantial risk of death; extreme physical pain; protracted and obvious disfigurement; or protracted loss or impairment of the function of a bodily member, organ or bodily capability.

Dangerous Weapons

Students must keep dangerous objects out of school. Students must not possess, handle, transmit or use as a dangerous weapon an instrument capable of harming another person. Dangerous weapons include but are not limited to:

- A. Knives - Students must not possess, handle, transmit, conceal or use knives. NOTE: State law gives the Superintendent the option to expel a student for up to one calendar year for bringing a knife onto school property, into a school vehicle, or to a school-sponsored event.
- B. Defensive Weapons - Students must not possess chemical mace, pepper gas or like substances; or stun guns/tasers.
- C. Other Items - Students must not possess items such as razors, box cutters, hammers, baseball bats, chains, tattoo paraphernalia, bullets or any other items that can be considered a weapon or can be used as a weapon. School supplies (i.e., compass, scissors, pens, etc.) must not be used as weapons.

Firearms

Students must not possess, handle or transmit, conceal or use firearms. Students violating the firearms prohibition must be expelled in accordance with State and Federal laws for one calendar year.

Firearms are any weapon (including starter guns) that will, or are designed to or may readily be converted to, expel a projectile by explosion (gunpowder) including the frame or receiver of any weapon and any firearm mufflers or silencers or any destructive devices (as defined in 18 U.S. Code § 921), which include any explosives, incendiary or poisonous gas bombs, grenades, rockets having a propellant charge of more than four ounces, missiles having an explosive or incendiary charge of more than four ounces, missiles having an explosive or incendiary charge of more than one quarter ounce, mines or devices similar to any of the devices described above.

NOTE: Federal law requires the Superintendent to expel a student for one calendar year if the student brings a gun onto school property, into a school vehicle, or to a school-sponsored event.

Firearm Look-Alikes

Students must not possess, transmit or conceal any item that resembles a firearm. Firearm look-alikes can propel an object or substance with force by spring load or air pressure (i.e., toy guns, cap guns, BB guns, pellet guns).

False Fire Alarms or Bomb Reports/Tampering with Fire Alarm System

Students must obey laws regarding fire safety. Students must not set off fire alarms at any time unless there is an emergency. Destroying or damaging a fire alarm is prohibited. Tampering with the fire alarm means setting off the squeal alarm or the actual alarm when there is not an emergency. Students must not make false or inappropriate 911 calls. Students must not make bomb threats, or threats of any kind, either verbal or written, including over social media, against any school- or district building.

Sexual Assault

Students must protect the safety, and respect the rights of others. Students must not sexually attack nor sexually abuse another person.

Sexting

Students are prohibited from engaging in sexting, which means sending sexually explicit images through electronic media, such as text messaging.

Stealing by Force or Threat

Students must not take another person's property. Students must not take or attempt to take from another person any property by force or threat of force.

Extortion

Students must accept "no" for an answer when making a request of another person. Extortion means getting money or a promise by using threat or force. Students must not make people do anything they do not want to do by using threat or force.

Starting a Fire

Students must protect the safety of themselves and others. Students must not start, or help to start, a fire that may harm any person or property. Students must not create, set off, attempt to set off, or possess any type of explosive device.

Breaking and Entering

Students must stay out of locked or private areas. Students must not force their way into places or onto property where they do not belong. Examples of such property include lockers belonging to other students and staff, science labs and supply cabinets.

School Disturbance

Students must not engage in acts which cause disruption of the school environment and/or threaten the safety or well-being of other students and/or staff, which may include, but is not limited to, walk-outs, sit-ins, rioting, picketing, trespassing, reckless or careless operation of a vehicle on or near school property or near a school bus, or inciting disturbances, threats to the school, pranks or actual violence during a period of disruption, or actions resulting in a school lockdown.

Repeated Tier II Violations

Two or more violations of Tier II Behaviors.

Other Items Not Covered in the Code of Conduct

Dress Code

We believe that what a student wears to school can have an affect on behavior and academic success. It is the policy of the Washington Board of Education to recognize the rights and privileges of each student in the matters of dress and appearance to the extent that the exercise of that does not interfere with the orderly process of education.

1. Sweatshirts with hoods, other "hoodies, bandanas, hats, sweatbands, etc. may not be worn on the head while at school.
2. Shirts must be long enough to be tucked so that no midriff shows.
3. No undergarments showing
4. The administration reserves the right to exclude any other attire that is believed to be a distraction or a safety risk.
5. Special days that deviate from this code must be approved by the administration.

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

Search and Seizure

Students possess the right of privacy of person as well as freedom from unreasonable search and seizure of property. This individual right, however, is balanced by the school's responsibility to protect the health, safety and welfare of all its students. Although school authorities will respect the rights of students in their locker and property, it should be made clear to all that lockers are the property of the school. The school reserves the right to search lockers or desks whenever there are reasonable grounds or suspicions for such. A general search of lockers may be conducted to repossess school property. Items which may be used to disrupt or interfere with

the educational process may be removed from student possession. Students shall not use their lockers or property:

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

Due Process (Suspension, Expulsion, Appeal Process)

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

Procedure for Suspension

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

Students who are suspended out of school or expelled may not be present on school property, participate or attend any school activities or contests, be present at activities or on property controlled by the school. While suspended from school students may make up missing work and tests.

Emergency Removal

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

Procedures for Expulsion

Upon recommendation of the principal, the superintendent may expel a student from school. The superintendent will give the student and his/her parent written notice of the intended expulsion. This notice is to include the reason for the intended expulsion. Upon request, the student and parent will have an opportunity to appear before the principal to challenge his/her action or to otherwise explain the student's actions. The administrator cannot order such a hearing in the event the student and parent choose not to attend. Written notice of intended expulsion by the superintendent will state the time and place to appear for the hearing. Said

hearing must not be less than 3 days, not later than 5 days after the notice is given. An official notice of the expulsion will be mailed, within 24 hours, to the parent. This notice will include the reason for the expulsion; the right of the student and parent to appeal to the Board of Education; and the right to be represented at the appeal and to request the hearing be held in private.

Suspension of Bus/Transportation Privileges

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

Appeal Procedure

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

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

Civil Rights Compliance Officers

The Civil Rights Compliance Officers for the school district are Mr. Brady Streitenberger, High School Principal (740-636-4221) and Megan Anderson, Assistant Principal at Cherry Hill Primary (740-335-3370). It shall be understood that the Board of Education of the Washington City Schools is not a court of law nor are its employees of any court of law and thus the rules of civil procedure, criminal procedure, and evidence do not apply to any disciplinary hearing.

Children and youth in Foster Care Notice

Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District. For additional information see Policy 5111.03.

Control of Casual-Contact Communicable Diseases

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice. Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments. Any removal will be limited to the contagious period as specified in the school's administrative guidelines.

Control of Non Casual-Contact Communicable Diseases

The school district has an obligation to protect staff and students from non-casual contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The school will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion. Non casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health. As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child bleeds at school and students or staff members are exposed to the blood. Any testing is subject to laws protecting confidentiality.

Control of Blood Borne Pathogens

The school district seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precautions to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection. Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify any staff members. The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or County Health Department. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment. The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV either in cooperation with his/her physician or County Health Department.

Students with Disabilities

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

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

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

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

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

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEA and A.D.A. Section 504) and State law. Contact your building principal to inquire about evaluation procedures, programs and services.

Protection and Privacy of Student Records

The Washington School Board of Education is required to follow Ohio and federal law as to the maintenance and release of student records. The school district maintains many student records including both directory information and confidential information. Directory information can be provided upon request to any individual, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all “directory information” upon written notification to the Board. For further information about the items included within the category of directory information and instructions on how to prohibit its release you may consult the Board’s annual Family Education Rights and Privacy Act (FERPA).

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the school district is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13. Confidential records include test scores, psychological reports, behavioral data, disciplinary records and communications with family and outside service providers. Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records, please provide a written notice identifying requested student records to the building principal. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records. Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student’s privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter. Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required as a part of the school program or the District’s curriculum, without prior written consent of the student (if an adult or an emancipated minor) or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

1. political affiliations or beliefs of the student or the student’s parents;
2. mental or psychological problems of the student or the student’s family;
3. sex behavior or attitudes;
4. illegal, antisocial, self-incriminating or demeaning behavior;
5. critical appraisals of other individuals with whom respondents have close family relationships;
6. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;

7. religious practices, affiliations, or beliefs of the student or his/her parents; or
8. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis or evaluation. Please contact the Superintendent or designee to inspect such materials. Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled: activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and the administration of any survey by a third party that contains one or more of the items described in A through H above.

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

Family Policy Compliance Office

U.S. Department of Education

400 Maryland Avenue, SW 20202-4605 Washington, D.C. www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses: FERPA@ED.Gov; and PPRA@ED.Gov.

IMMUNIZATIONS

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

Title IX Compliance Officers

Megan Anderson, CH Assistant Principal

740-335-3370

720 Oakland Avenue

megan.anderson@wchcs.org

Brady Streitenberger, WHS Principal

740-636-4221

400 S. Elm Street

brady.streitenberger@wchcs.org

Recent trainings: “Title IX for Compliance Officers and Administrators” - August 6, 2020 - provided by the law firm of Ennis Britton Co., LPA, “Title IX Updates” - June 24, 2020 - provided by SOESC and the law firm of Ennis Britton Co., LPA, Conducting and Adjudicating Title IX Hearings: An OCR Training Webinar

Athletics

Guidelines & Standards For Student Participation (revised 2025)

INTRODUCTION

The purpose of this handbook is to give all students participating in athletic programs and all other interested persons a guide to the operation of the interscholastic athletic program of the Washington Court House City Schools District. The coaches of the various teams/activities within the district’s athletic program will explain specific rules, regulations, policies and procedures, but also to those special rules set forth for each sport.

All student athletes are expected to follow the student “Code of Conduct” as outlined in the Student and Parent Handbook, which was revised in June 2024.

It must be understood by all students and their parents/legal guardians that a condition to participating in the Washington Court House City School District athletic program is a commitment to follow the rules, regulations, policies and procedures established by the district for the implementation of its athletic program. It must also be understood that the students who violate these rules, regulations, policies and procedures may face disciplinary action.

ATHLETIC DEPARTMENT CONTACT INFORMATION

Athletic Director: Joe Kimling CMAA Administrative Assistant: Tina Wilson
Direct Line: (740) 636 4221 ext 4127 (740) 636 4221 ext 4420
joe.kimling@wchcs.org tina.wilson@wchcs.org

Social Media/Communication Resources

X / Instagram: @joekwchad
Washington City Schools <https://www.wchcs.org>
Washington Athletic Department <https://schools.snap.app/WashingtonCity>
OHSAA www.ohsaa.org
Frontier Athletic Conference www.fac.com
Southeast District Athletic Board <https://www.ohsaa.org/sedab>

SPORTSMANSHIP, ETHICS AND INTEGRITY

The National Federation of High School Associations views good sportsmanship as a commitment to fair play, ethical behavior and integrity. In perception and practice, sportsmanship is defined as those qualities, which are characterized by generosity and genuine concern for others. The ideals of sportsmanship apply equally to all activity disciplines. Individuals, regardless of their role in activities, are expected to be aware of their influence on the behavior of others and model good sportsmanship.

PHILOSOPHY OF ATHLETICS

Interscholastic athletics at Washington Court House City Schools serve as an extension of the classroom, emphasizing the development of student leadership skills and behaviors through a positive and supportive

culture. This culture is characterized by engaging students, maintaining high expectations, acting with purpose, and inspiring personal and team growth. We strive to create an inclusive environment where every student feels welcomed and valued, promoting both individual and collective excellence.

REQUIREMENTS FOR PARTICIPATION

ATHLETIC FORMS

Before a student may participate in any sport, tryouts, and practices, he/she must provide the following information to the athletic office, as well as, be registered for a sport(s) on the Final Forms System.

1. The Ohio High School Athletic Association Health Questionnaire and Physical Examination Form with student, parent and physician signature. OHSAA bylaws addressing physical exams are the same for students in grades 7-8 and grades 9-12.
2. Emergency Medical Form
3. Authorization for Participation in Interscholastic Athletics
4. All releases
5. Additional forms by individual sport

Students may be added to the roster up to the 1st scheduled team competition if all requirements are met.

OHIO HIGH SCHOOL ATHLETIC ASSOCIATION ELIGIBILITY

The student must meet all Ohio High School Athletic Association Eligibility Standards: Transfer, Scholarship (academic), Age, Residency, Enrollment, Amateur Status

Detailed information regarding a student's eligibility can be found at www.ohsaa.org/eligibility

ACADEMIC ELIGIBILITY STANDARDS

High School Eligibility Bylaw 4-4-1 - High School Scholastic Standard. This bylaw reads as follows: In order to be eligible in grades 9-12, a student must be currently enrolled and must have been enrolled in school the immediately preceding grading period. For the purpose of this Bylaw 4, the term "grading period" is defined as the school's Board-adopted calendar (e.g. six week, nine week, 12 week or semester) and does not mean an interim marking period. Furthermore, during the preceding grading period, the student must have received passing grades in a minimum of five (5) one-credit courses or the equivalent, each of which counts toward graduation.

Middle School Eligibility Bylaw 4-4-5 is the standard 7th and 8th grade eligibility rule. It is based on a school's grading period and requires a student to have received, when that grading period is concluded, passing (not necessarily a letter) grades in five subjects during that grading period.

ATHLETIC EXPECTATIONS FOR ATHLETES

It is a privilege to compete in athletics, therefore; our athletes must subscribe to certain expectations. The following expectations of conduct are in effect for student athletes when they are "in season". "In-season" is defined by the OHSAA calendar.

Player Conduct: We believe that as student athletes, we are held to a higher standard: a standard of character, behavior, and respect. As student athletes, we understand that our character should not be called into question, our behavior should always be above reproach, and we should show respect to the faculty, the student body, or

opponents, officials, coaches and teammates. The athletes conduct should be in line with the standards of the community and the school we represent. We understand any behavior deemed unbecoming of a Blue Lion athlete may be subject to disciplinary action from the athletic department.

Conduct such as but not limited to:

- Violations of the law
- Possession, consumption, or sale of alcohol, tobacco, e-cigarettes, illegal drugs, or the misuse of prescription drugs
- Violations of the Student Code of Conduct
- Misuse of social media
- Suspensions from school
- In-school detention
- Violations of team rules
- Hazing and bullying
 - Hazing is Defined: Any activity expected of someone joining a group (or to maintain full status in a group) that humiliates, degrades or risks emotional harm and/or physical harm regardless of the person's willingness to participate
 - Bullying is Defined: Any intentional written, verbal, electronic (i.e., internet, email, cellular telephone, personal digital assistance (PDA), or wireless handheld device), graphic or physical act that a student or group of students exhibits toward another particular student(s) and the behavior both causes mental or physical harm to the other student (s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student (s); or actions which are considered to be slanderous or degrading in nature, words or phrases which could be considered, menacing, or indicates an intent to cause harm to person or property, and/or words or phrases which are obscene or profane as defined by the majority of society.

Consequences may range from team-issued action to denial of participation or removal from the team.

First Offence (Grades 7-12)

*Level 1: Denial of Participation:

- Violations of the law
 - Consequences will be determined based on the investigation of the incident and the findings.
- Possession, consumption, or sale of alcohol, tobacco, e-cigarettes, illegal drugs, or the misuse of prescription drugs. Failure or refusal of the drug test.
 - 40% of regularly scheduled competitions
 - Self disclosure of any Drug / Alcohol / Tobacco violation may result in a reduction of the denial of participation not to exceed 10%. The self disclosure exception may only be used on the first offence and prior to an investigation pertaining to the incident.
- Violations of Hazing / Bullying

- Consequences will be determined based on the investigation of the incident and the findings.

*Level 2: Denial of Participation- Change in Player Status- Reduction of Playing Time

Consequences will be determined based on the investigation of the incident and the findings.

- Violations of the Student Code of Conduct
- Misuse of social media
- Suspensions from school
- In-school detention
- Alt school Assignment
- Violations of team rules

*Level 3: Denial of Participation- Change in Player Status- Team Issued Consequences.

Consequences will be determined based on the investigation of the incident and the findings.

- Suspensions from school
- In-school detention
- Alt School assignment
- Violations of team rules

Second Offence (Grades 7-12)

Level 1 = Denial of Participation (1 season or the equivalent)

Level 2 and Level 3 = *Consequences will be determined based on the investigation of the incident and the findings.*

Consequences for Violations of the Law, and Bullying and Hazing Incidents will be determined based on the investigation of the incident and the findings.

Additional Offences (Grades 7-12)

Level 1 = Denial of Participation (1 Calendar Year)

Level 2 and Level 3 = *Consequences will be determined based on the investigation of the incident and the findings.*

Consequences for Violations of the Law, and Bullying and Hazing Incidents will be determined based on the investigation of the incident and the findings.

Drug Testing Policy

Washington C.H. City School Board has approved a drug testing policy (2431.02) that was recommended to them by the Strategic Planning Committee on drugs and alcohol. The policy provides for the random testing of all athletes during the season(s) in which they participate. A copy of the entire policy may be obtained from the athletic department or Education Service Center.

Student Self Disclosure

If a student discloses his/her violation of a level 1 offence to a member of the coaching staff or athletic department, the student may be subject to a reduction in the consequence not to exceed a 10% reduction. This provision may only be used for the first offence.

ADDITIONAL EXPECTATIONS

Team expectations for each specific sport may be developed by the coach and approved by the athletic director. Such expectations shall be formally issued to each athlete. Team expectations, signed by both the athlete and parent/guardian, must be returned to the head coach/sponsor before the student is allowed to practice or compete. Each coach may impose reasonable consequences on the athletes violating the team expectations.

ATTENDANCE Athletes must be at school before the end of homeroom (7:32am) to practice or compete in an athletic event that day. Exceptions may be granted by the principal or designee.

MULTIPLE EXTRA-CURRICULAR ACTIVITIES

The Athletic Department realizes that a school system with a small student population and a full complement of extra curricular activities must at times share participants. Recognizing that each student will have the opportunity for a broad range of experiences in the area of extra curricular activities. Both student and sponsor/coach, before multiple participation in contests must meet the following guidelines or practice can take place:

1. The activity/team rules for each activity must be signed by both the student and parents. A sport of choice must be declared. This will be used to help avoid conflicts in scheduling.
2. When an athlete is attempting to participate on two athletic teams during the same season and one of the teams requires a tryout, "cuts" as part of its team selections, a student's availability for practices, games and team events may be considered for team selection. This may also be used as criteria in determining whether or not it is in the best interest of the student athlete to participate in multiple sports. When conflicts do arise, the sponsors/coaches and the athletic director will attempt to resolve the conflict in the best interest of the teams involved. If a solution cannot be found, then the principal will have to make the decision.

PARENT REGISTERING A CONCERN

1. Contact the head coach and seek a resolution (following the 24-hour rule).
2. If unresolved, contact the athletic director.
3. If still unresolved, pursue further through school administration.

HIGH SCHOOL AWARDS

Varsity Awards:

All high school athletes and cheerleaders shall receive a certificate for participation on all athletic teams: 1st, 2nd, 3rd and 4th year awards

FAC Scholar Athlete:

The athlete must earn a varsity letter and have a 3.25 G.P.A. during that season.

Sub Varsity Awards:

Athletes in good standing shall receive a certificate for participation on all athletic teams.

NCAA Clearinghouse Information

Please go to www.ncaa.org for clearinghouse regulations and requirements.