Wooster High School

Student Handbook

A. Important Telephone Numbers:

Wooster City Schools: 330-988-1111

Extensions List

Main Office: 3001
Attendance: 3011
Guidance: 3400
Athletics: 3030
Transportation: 1600
Food Services: 3023

WHS Fax: 330-345-3501

Gault Recreation Center: 330-345-4700

B. Wooster High School - Hours of Operation 7:15 a.m. through 3:30 p.m.

C. Wooster High School Web Page School information, news, calendars, including all activities and athletic events, are available on the WHS web page: **Wooster High School.**

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WOOSTER HIGH SCHOOL DAILY BELL SCHEDULE

REGULAR SCHEDULE

Period	Start	End	Time	Notes
1	8:05	8:53	0:48	Attendance
2	8:57	9:43	0:46	
3	9:47	10:33	0:46	
4a	10:37	11:03	0:26	
4b	11:07	11:33	0:26	
4c	11:37	12:03	0:26	
5	12:07	12:53	0:46	
6	12:57	1:43	0:46	
7	1:47	2:33	0:46	

2 HOUR DELAY

Period	Start	End	Time	Notes
1	10:05	10:33	0:28	Attendance
4a	10:37	11:03	0:26	
4b	11:07	11:33	0:26	
4c	11:37	12:03	0:26	
2	12:07	12:33	0:26	
3	12:37	1:03	0:26	
5	1:07	1:33	0:26	
6	1:37	2:03	0:26	
7	2:07	2:33	0:26	

PEP ASSEMBLY

Period	Start	End	Time	Notes
1	8:05	8:46	0:41	Attendance
2	8:50	9:31	0:41	
3	9:35	10:16	0:41	
4a	10:20	10:46	0:26	
4b	10:50	11:16	0:26	
4c	11:20	11:46	0:26	
5	11:50	12:31	0:41	
6	12:35	1:16	0:41	
7	1:20	2:01	0:41	
Assembly	2:05	2:33	0:28	Dismissed by PA

ATTENDANCE (BOE POLICY 5200)

A. Reporting Absences from School

The Attendance Office phone number--330-988-1111, ext. 3011

- When a student is absent from school, parents must notify the school of the reason for the absence in one of two methods.
- # 1--The parent/guardian of the student who is absent must notify the school prior to 8:30 a.m. on the day of the absence. The attendance phone line is available 24 hours a day with voice mail.
- # 2--Please send a written statement to school with the student on the next day of attendance to verify the absence. Notes must be turned in within a week of return to school.

Either a phone call or written statement is needed.

B. Student Absences and Excuses

An excused absence from school may be approved on the basis of any one or more of the following conditions:

- Personal illness
- Illness in the family
- Quarantine of the home
- Death of a relative
- Observance of religious holidays
- Emergency or set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school.
- Special circumstances with prior notice to the attendance office and in writing to the principal requesting permission

C. School Notice of Absences

In compliance with Ohio law, letters of notification will be sent home notifying parents of **unexcused** student absence at:

- 30 unexcused hours
- 42 unexcused hours
- 72 unexcused hours

In compliance with Ohio law, letters of notification will be sent home notifying parents of **excused** student absence at:

- 30 excused hours
- 42 excused hours
- 65 excused hours
- 72 excused hours

Students arriving late or leaving early from school will have hours counted towards total hours of school missed.

Students who have exceeded the allowable hours of absence will be referred to the Absence Intervention Plan process, as mandated by Ohio Revised Code. Students who do not meet the expectations of the Absence Intervention Plan may be referred to juvenile court.

D. Planned Absences

Absences due to unusual circumstances will include absences of a responsible nature such as structured educational experiences, vocational planning, visitation to college campus, registration, testing, and college interviews for seniors, but will not include absence for recreation or convenience purposes, etc., such as hunting, shopping, sporting events.

E. Vacation Request and Procedure

Consideration will be given to those families, who because of unavoidable circumstances, must take their vacation during the school year. Prearranged, approved vacations will not exceed a total of five (5) school days during the school year.

The vacation days may be granted under the following conditions:

A. The student has continually demonstrated a good attendance record.
B. The days missed by a student will not be detrimental to their academic standing in their current courses or educational program.
C. At least one (1) parent/guardian will be accompanying the student during the vacation, unless extenuating circumstances deemed appropriate by the principal.
D. Any vacation days must be approved at least two (2) weeks in advance of the beginning date of the vacation.
E. Students must make up work missed according to a schedule of one (1) day per each vacation day granted.
F. Failure on the part of the student to make up work will result in a grade of zero (0) for the work missed.
G. Days missed in excess of the prearranged vacation will be unexcused.
H. Vacation days will not be granted (marked unexcused) during state mandated tests or during school calamity makeup days.

F. College Visitation and Career Experience Absences

Students will be permitted three (3) college visitation days per year. All college visits and orientations must be pre approved by the Attendance Office in order to be excused absences from school. Only students having a scheduled tour/meeting/job shadowing, verified by the university or business in advance will be eligible for a prearranged excused visit.

In order to have an excused absence for a college visit or career shadow, a note from the institution on official paper (including the date/time of the visit), must be presented upon return to WHS.

The college visit request must be made at least three (3) school days prior to the planned visit. Upon receipt of a note requesting a college visitation from the parent, the student will receive a college visitation pre arranged absence form from the attendance office. Absences for college visits where the prearranged approval process was not followed will be recorded as unexcused.

Students may request one day per year for career related experiences such as job shadowing or internships. The college visitation procedures are to be followed when requesting absence for career experiences (see above).

G. Make-Up Work for Absences

It is the responsibility of the student to request their assignments before, during, or immediately upon return when absent. The minimum number of days to be given for make-up work is to be equal to the number of school days the student was excused absent. A teacher may allow more than this if it is deemed necessary.

Students and teachers should make specific plans for all make-up work following absences in order to avoid misunderstandings or misinterpretations of the section.

H. Tardiness to School

Students who report to school after 8:05 a.m. will be considered tardy to school. Students who have the Late Arrival Option will be considered tardy if they have not arrived to their first scheduled class on time.

The bell rings at 8:05 a.m. and students should be in their first period classroom by that time. Tardiness to school will be calculated on a quarterly basis. Tardies due to personal or family illness or emergency will be excused if a note is sent or a phone call made.

NOTE: Failure to comply with being in school by 8:05 a.m. will result in the following disciplinary consequences being issued for tardiness to school each quarter or grading period:

Tardy Policy and disciplinary consequences - tardies to school will be calculated on a nine-week basis.

- 1-3 warning
- 4-5 one after school detention
- 6-7 Saturday school
- 8+ referral to administrator for further consequences.

NOTE: Any student refusing to serve the consequence assigned or failing to appear in detention will meet with an administrator and have an additional consequence issued which may include any consequence or a combination of consequences.

I. Tardiness to Class

Tardiness to class is defined by the student not being in the designated area as defined by the teacher/staff when the tardy bell rings. Students are expected to be at each class on time. If students are detained by a teacher or the office, a pass must be issued to admit the students to enter class without being considered tardy.

NOTE: Failure to comply to being in the assigned area when the tardy bell rings will result in the following disciplinary consequences, all teachers will follow the established plan listed below:

Tardies are accumulated by quarter.

- 1st and 2nd tardy to class: verbal warning by teacher/staff.
- 3rd & 4th tardy to class: teacher issues detention AND will contact the parent and guardian.

- All tardiness after 5: referral to administration

Periodic hall sweeps may be conducted by the staff and administration to address students who are in the halls without permission. Automatic consequences will be assigned for students caught in the hall sweep.

J. Cutting Class

If a student is more than 5 minutes late to class, they are considered skipping class and will be assigned an appropriate consequence.

K. Partial Day Absence

All partial day absences are reported in hours and students must meet attendance hour requirements. Students are to be in school for 4 consecutive periods of the school day in order to participate in that evening's extracurricular activity.

L. Signing In and Out of School

NOTE: This section applies to all students, ***including students who are 18 years of age or older.***

- A note from the guardian or parent must be presented to the attendance office before school begins on the day of the appointment.
- The note should contain the name of the student, date, destination, time of return, signature of the parent/guardian, if applicable the name of the doctor and the doctor's office telephone number, or other appropriate information for any type of appointment.
- The student will be given a release slip to show their classroom teacher. At the time of the dismissal the student must then report to the attendance office to SIGN OUT from school. Any student not transporting themselves MUST have a parent/guardian pick their student up in the office.
- Students returning to school following a scheduled appointment must SIGN IN at the attendance office immediately upon their arrival back to school. A pass will be issued for admittance to class.

Failure to follow proper procedures may result in disciplinary action.

M. Special Notation About Appointments

All students must present to the attendance office a note from the doctor, dentist, or from a court appearance upon returning to school to receive an excused absence for the time they were not in school. Failure to do so will result in an unexcused absence. The note must be turned in within one week of the absence.

Release for hair appointments, job interviewing, driving exams, child care and most other outside activities, are not excused under Ohio school law and will not be permitted.

Appointments of a sensitive or personal nature should be handled by calling administration to make the necessary arrangements.

N. Late Entry/Early Release Option

This option is a privilege for eligible students only. Students must remain in good standing in the following areas: academic, attendance, tardies, and behaviors to maintain this option. A parental consent form must be on file with the school for students to participate in the late entry/early release option. An administrator can revoke this option at any time.

Late Entry is for eligible students who have a study hall first period. Early Release is for eligible students who have a study hall 7th period. A student cannot have both. Some students may not be able to fit either option into their schedule due to class requests. Eligible students are not required or entitled to this option. All eligible students must maintain six classes on their schedule unless assigned to a special program. All eligible students are required to sign in or sign out depending upon what option they have.

DISCIPLINE INFORMATION (BOE Policies: 3217, 5136, 5500, 5511, 5515, 5516, 5517, 5600, 5610, 5611, 5850, 7440)

A. Student Code of Conduct

It is necessary in all well-organized communities for certain policies and procedures to be followed by everyone. Wooster High School utilizes a school-wide system for Positive Behavioral Interventions and Supports (PBIS) that is a proactive approach to improve school safety and promote positive behavior. Wooster High School displays behavioral expectations throughout the building in all areas (restrooms, Commons, hallways, and classrooms) aligned to our PBIS framework: Respect, Integrity, Safety, and Engagement (RISE). Wooster High School recognizes students who display behavior aligned to our framework weekly, monthly, and each semester with a school-wide event. Since our school is a rather large and closely knit community, it is especially important that everyone be aware of what is expected of him or her as a member. The following policies and procedures pertain to the entire building and grounds, all classrooms and hallways, school provided transportation, established bus stops, and extracurricular events. It must be understood that rules apply to any and all school activities. In addition, classroom teachers, monitors, aides and other staff will have specific rules and regulations that they will enforce.

B. Assembly Procedures

School-wide assemblies will be scheduled periodically for both curricular and co-curricular activities. Students' responsibilities during assemblies are as follows:

- All students must attend unless their absence has been approved by administration.
- Students will sit in their appropriate assigned area if requested.
- Courteous and respectful behavior is expected at all times.
- Students whose religious or cultural beliefs prohibit them from attending assemblies may get advanced permission from a principal to go to an alternate supervised area.

C. Breakfast/Lunch Guidelines

- All food/beverages must be consumed in the cafeteria area. Food/beverages may not be taken outside. Students must be seated at tables and remain seated until the bell rings ending the lunch period. The classroom areas and hallways of the building are off limits for students during lunch periods.
- With administrative permission, food may be consumed in the academic area or designated classrooms, or special areas such as the PAC, LGIR, and/or Library.
- Food must be packed and brought from home or purchased in the high school cafeteria. Outside food is not permitted to be delivered during the lunch period.
- NO cutting in line or saving places for other students. Students are to clean up their table when they have finished eating. All trash and food items must be properly disposed of and trays, dishes and utensils returned to the appropriate areas.
- Throwing of any items is strictly prohibited.
- No outside guest will be permitted in the commons during lunch.
- Students are not to leave the school building during lunch periods due to a closed lunch policy.

NOTE: Violations of the breakfast/lunch guidelines may result in disciplinary action.

D. Bus Safety and Rules

The Board of Education requires that student safety and welfare be ensured during the time students are being bused to school. The Board holds that busing is a privilege, not a right, which may be removed from any student who violates the rules of the District, or who conducts himself/herself in a manner which is considered dangerous to persons or property or a threat to the safe operation of the school bus.

The school bus driver shall be responsible for discipline of students while they are being transported to or from school. When a problem in student conduct requires stringent discipline, the driver shall report it in writing to the building principal. A student may be suspended from bus transportation by the principal for disciplinary reasons, in which case the parents are responsible for the student's transportation.

BUS SAFETY AND RULES

Wooster City Schools provides bus transportation for many of its students. It is the goal of the Wooster Board of Education to provide transportation to and from school in a safe and efficient manner. For the safety of all, the following behaviors are expected of students:

Prior to loading (on the road and at school) each student shall:

- Be on time at the designated loading zone 5-10 minutes prior to scheduled time.
- Stay off the road at all times while walking to and waiting for the bus
- Line up single file off the roadway to enter
- Wait until the bus is completely stopped before moving forward
- Refrain from crossing a highway until the bus driver signals it is safe
- Go immediately to a seat and be seated.

During the trip each student shall:

- Obey the instructions of the driver
- Go directly to his/her assigned seat
- Observe classroom conduct
- Not eat, drink, or chew gum
- Not use profane language
- Not use of any type of tobacco products
- Keep head, hands and feet inside the bus
- Not shout or throw objects out the windows
- Keep the aisles clear and the bus clean

Leaving the bus each student shall:

- Remain seated until the bus has stopped
- Cross the road, when necessary, at least 10 feet in front of the bus, but only after the driver signals that it is safe
- Be alert to a possible danger signal from the driver
- Enter school immediately upon arrival

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

A student who becomes a discipline problem on the bus shall be subject to the appropriate consequences which may include among others: parent contacts, referral to the principal, detention, alternative room placement, and temporary or permanent suspension of riding privileges.

Very serious problems, such as fighting on the bus, disrespect, or refusal to listen to the driver may result in the dispatching of the Wooster City Police and bus suspension, even for a first offense.

If a student is suspended from the bus his/her parent(s) shall be required to furnish transportation to and from school during the entire period of suspension. Parents' cooperation in working with the schools will help create a safe and pleasant bus riding experience for the students.

VIDEOTAPES ON SCHOOL BUSES - The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the administration and may be used as evidence of the misbehavior.

E. School Sponsored Dances

Students' guests must be currently attending another high school or at most age 20 and must provide proof of picture identification for admission to the dance. Students' guests must be registered with the school using the approved form. No one younger than 9th grade will be permitted to attend HS dances. Any 8th grade dances held will be open only to WHS 8th graders. Students and guests attending WHS sponsored dances are subject to being screened for alcohol/drug use. In addition, students entering the dance are subject to search and seizure policies. The Administration has the right to deny student attendance at dances based upon disciplinary issues and attendance.

- The regular high dances shall begin no later than 8pm and end at 11pm.
- Each dance must be sponsored by a school organization, and the advisor of the group sponsoring the dance shall make arrangements and be present to take care of the admissions, decorations, and chaperones.
- The doors will be closed to admission at 9pm. Dance attendees may leave the dance at any time, must sign out, and will not be readmitted.
- During dances, all school rules apply. Students are expected to follow the directions of all adults in attendance. Anyone violating the rules in the code of conduct will be removed from the dance, may be subject to further disciplinary action, and will not be given a refund.
- Dancing while on someone's shoulders is prohibited. Additionally, "moshing" and "grinding" and similar styles of dancing that encourage pushing, throwing, and unacceptable contact are not permissible, including provocative dancing.
- Students' behavior should not endanger or bother other students.

Dance Dress Code:

At Prom, suits or tuxes are requested. For Homecoming and Winter Dance, please follow the school dress code as the minimum requirements. Undergarments should not be visible.

F. Dress Code

The Wooster City Schools Board of Education recognizes the rights of a student with regard to expression and to regulate his or her appearance within the bounds and standards of common decency and modesty. Therefore, regulations covering student dress and expression including, but not limited to, hair, clothing, physical gestures, written materials, and other symbols and expressions shall be aimed at minimizing and/or preventing those situations that negatively impacts the learning environment.

Dress, grooming, and hygiene are items that need to be addressed by the parent/guardian and student every day BEFORE arriving at school. Any item listed or addressed that does not meet our school dress policy, or that disrupts the education process, or constitutes a threat to the safety and health of the student or other students is in violation of the Ohio Revised Code. Any type of gang related items of any kind will be strictly prohibited.. Costumes are prohibited. All clothing with hateful rhetoric, speech or symbols is prohibited.

The administration reserves the right to judge what is acceptable or not acceptable.

When students arrive at school, staff will attempt to address immediately any student not dressed in an acceptable manner. To address the issue, we have several options:

1. We will call the parent/guardian to notify and ask that the parent/guardian deliver a change of clothing. Until the clothing arrives the student will sit in a designated area.
2. We will provide alternative clothing to wear if the student cooperates with us.

RULE OF THUMB - IF A STUDENT IS UNSURE ABOUT WHETHER OR NOT THE ITEM(S) BEING WORN ARE ACCEPTABLE OR NOT, THEN THEY SHOULD NOT WEAR THAT ITEM.

- Students are not to wear clothing that represents or implies alcohol, tobacco, drugs, weapons or inappropriate/vulgar language or design.
- Students are not to wear clothing that promotes hateful, intimidating or violent words or images.
- Students are not permitted to wear hats, caps, head coverings, hoods, bandannas, make-up that covers features of the face or disguises the identity, or sunglasses inside the school building between the time the student arrives until 2:33 pm, nor at any educational assembly or program.
- Students are to dress so that undergarments are not exposed.
- Student attire must not show excessive skin. (Tops/bottoms must overlap or be tucked in and must be worn in the bounds of common decency and modesty.)
- No article of clothing shall be worn that distracts from the educational process.
- Shoes are required at all times. (Slippers and cleated shoes are not considered appropriate school attire.)
- Chains and jewelry that can be harmful to other students are not acceptable attire.
- Students are not permitted to use airpods or other types of headphones at any time without permission from a staff member or administrator.

ATHLETIC/ACTIVITY CODE OF DRESS

Students participating in athletics or activities may wear athletic attire as approved by the director of athletics and administration. The Athletic/Activity Code of Conduct Handbook addresses the parameters and limitations of “Game Day” approved apparel. Students are expected to follow the head coach or activity director’s guidelines prior to wearing any kind of apparel that signifies their membership to a specific group or team. In all instances, the school dress policy will be enforced. Uniform tops or team t-shirts may be worn.

G. Personal Communication Devices

Wooster High School is committed to helping students learn to utilize their personal electronic devices effectively and responsibly. In order to accommodate 21st Century technology, allow parents/guardians an opportunity to contact their children during the school day, and teach students responsible use of PCD’s, our PCD guidelines allow students to use their devices in the cafeteria/commons and hallways. Teachers also have the option to allow students to use their devices in class for academic purposes.

Students may not use their PCD’s in any way that violates school policies, including bullying, intimidation, inappropriate photos/games, or cheating (texting, recording, or photographing academic material).

Students using photo devices to record events that are disruptive or violate BOE policies and guidelines and school rules are subject to discipline and device confiscation. In addition, the student may face consequences, whether the action took place on school property or the result of the action created a disruption on school property. Cyber-bullying in the form of

text, picture, e-mail, or internet/social media (Facebook, Twitter, etc.) will not be tolerated. The school will discipline these acts when it can be determined that the harm or disruption occurred with a student.

PCD's are to be used in the commons, hallways, classroom (w/ teacher permission), study hall (w/ teacher permission), and library (w/ teacher permission). Misuse of these devices may result in disciplinary consequences, including confiscation of the device. Consequences are as follows:

- 1st offense – student instructed to put device away, student issued an after school detention by the teacher
- 2nd and following offense of misuse – student instructed to put device away, discipline referral created by the staff member for administrative intervention

NOTE: Teachers may confiscate devices and hold them to the end of the period for any violation of the personal communication device policy or the teacher's expectation of device use for their classroom.

Any act of insubordination involving a PCD will result in discipline referral, possible device confiscation, and disciplinary consequences.

Wooster High School is NOT responsible for any item stolen, broken, or damaged. Investigations will not be conducted by administration. Students are responsible for their own personal communication devices.

Students are not permitted to listen to music in the hallways or in any academic area, unless provided permission from the teacher. Additionally, all headphones and ear buds are not permitted to be worn during the school day (unless permission has been granted). Wearing them and failure to comply with directions to put away may lead to confiscation and/or disciplinary consequences.

H. Book Bags, All Large Bags, Oversized Purses

Book bags, shoulder bags or any type of large bags and oversized purses used for personal or school property will not be permitted to be carried during the school day and must be stored in the student's assigned locker. Purses/bags should be large enough to carry necessary personal items and not used as a book bag.

The administration reserves the right to search the student, locker, bags, coats or any person and possessions who enters Wooster High School at any time, while representing Wooster High School at any site off of school grounds, or while on Wooster City Schools' transportation. Students and parents should check their book bags, large bags, purses, or persons for inappropriate items before arriving at school.

I. Hall Conduct

Students are expected to conduct themselves in an orderly fashion in the halls before school, after school, and during class changes.

- Students running, horse-playing, shoving, yelling, using inappropriate language and gestures, and loitering may receive disciplinary action.
- Food and/or beverages should only be consumed in the commons unless special permission is granted from administration.
- Students must secure a hall pass from the staff member giving permission to be in the halls during class time.
- Students should report to class/study hall to receive permission before reporting to the office and/or clinic.
- Students are not permitted to have headphones or earbuds on/in their ears while in the hallways.

J. Loitering

- All students can enter the academic areas of the building at approx. 7:55 a.m.
- Students can arrive at WHS starting at 7:40 a.m., but must remain in the Commons, unless arrangements have been made with a staff member.
- Breakfast will be available between 7:40 and 8:00am.
- A staff member will collect students who must be in the academic area prior to 7:55am.
- Students are expected to move directly to their next class period/lunch without delay.
- Students are not permitted to loiter on school grounds or in the school hallways when school is not in session.
- Students are to leave the school premises within a half hour of dismissal, (approx. 3:03 PM) unless involved in a supervised school activity or waiting for a school bus.

K. Parking

Note: Driving to school is a privilege, not a right.

- Student parking is permitted only in the designated area of the west parking lot on a first come, first served basis.
- Senior citizens, Student(s) of the Month, and faculty parking spaces are to be reserved for their designated purposes.
- No student is to park in the Kean Elementary school spaces during school hours. Violation of this rule will result in the issuance of a $10.00 parking ticket and may result in other disciplinary actions.
- As with all handicapped parking spaces in the state of Ohio, these spaces are reserved for those displaying the state issued handicap-parking permit. Violation of this rule will result in the issuance of a Wooster Police parking ticket and the vehicle may also be towed at the owner's expense.
- All vehicles must be parked within the confines of one marked parking space. No vehicle shall be parked in or on any parking divider. Violation of this rule will result in the issuance of a $10.00 parking ticket and may result in other disciplinary actions.
- Cars that are parked or left on school property unattended for a prolonged period will be subject to towing at the owner's expense.
- The speed limit on school property is 15 miles per hour.
- All vehicles are to yield to school buses and pedestrians at all times.
- In cases where parking privileges are being suspended, a vehicle towed, a parent or guardian will be notified of the action taken.
- Vehicles can be searched by school officials, without warning, when there is reasonable suspicion to believe that a potentially dangerous object(s), contraband and or a criminal offense as described in the Ohio Revised Code may exist.
- The Wooster City Schools and the Wooster City School Board does not accept any responsibility for theft or damage to any vehicle parked on school property. Vehicles are parked at owners' own risk.

L. Academic Integrity

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

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

- To help the students develop and express concepts, knowledge, and skills
- To inspire creative thinking and work
- To provide the teacher with feedback revealing whether or not students grasp the material presented

- To provide a record of the student's progress
- To promote the learning of new material and to reinforce old material

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

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

Quotations must be placed within quotation marks, and the source must be credited. All paraphrased material also must be correctly cited.

The extent to which working with others is permitted in the completion of assignments can vary, depending upon the policy set by the teacher. Students must assume that working with others in the completion of assignments and tests is not allowed unless specifically stated by the teacher.

A paper or other work normally is submitted to only one course. If the same or similar work is then submitted to any other course, the prior written permission of the teachers involved must be obtained.

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

1. ***Intentional Plagiarism*** *occurs when writers or researchers are aware that they are using someone else's words or ideas as their own. Some specific examples of intentional plagiarism include but are not limited to the following:*
    - Using pre-written papers from the Internet or other sources and claiming them as your own.
    - Copying an essay or article from the Internet, on-line source, or electronic database without quoting or giving credit, regardless of the language.
    - Cutting and pasting text or graphics to create a paper/project without quoting or giving credit.
    - Borrowing words or ideas from other students or sources without giving credit.
    - Allowing someone else to complete any part of an assignment given to an individual.
    - Presenting a technology-based foreign language translation as one's own work.
2. ***Unintentional Plagiarism*** *occurs when writers or researchers unwittingly use the words or ideas of others by failing to give credit to the source. When in doubt, students must check with their teacher. Some specific examples of unintentional plagiarism include but are not limited to the following:*
    - Paraphrasing poorly: changing a few words rather than taking notes and rewriting the material.
    - Quoting poorly: putting quotation marks around part of a quotation but not around all of it or putting quotation marks around a passage that is partly paraphrased and partly quoted.
    - Citing poorly: omitting an occasional in-text citation or citing inaccurately.
3. ***Cheating*** *is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating in Wooster City Schools includes but is not limited to the following:*
    - Copying, in part or in whole, from another's test or other evaluation instrument.
    - Submitting work previously presented in another course, without the written permission of both teachers.
    - Using or consulting during an examination sources or materials not authorized by the teacher (for example, saving examination information on a calculator).
    - Altering or interfering with grading.
    - Sitting for an examination for someone else or allowing it to happen.
    - Stealing a test, quiz, etc.
    - Committing any other act in the course of his or her academic work, which defrauds or misrepresents, including contributing to or sharing in any of the actions defined above.

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

Consequences for Violating Policy

- 1st offense - Students will be able to redo the assignment for partial credit and the teacher notifies the parent and administrator.
- 2nd offense-"F" on test or assignment and teacher notifies the parent and administrator.
- 3rd offense-referral to the office for disciplinary action at the discretion of the administrator

NOTE: Any form of cheating may lead to removal from leadership positions and/or membership in the National Honor Society.

M. Surveillance Cameras

PLEASE BE ADVISED: All persons are duly informed that their behavior and movement may be monitored on school property and/or adjacent property by security cameras for purposes of safety of person, personal property, and Board of Education property.

N. Student Conduct Off of School Grounds

Students are subject to the WHS Code of Conduct levels of discipline for misconduct regardless of where it occurs if the misconduct is directed at a district official or employee, or the property of such official or employee.

O. Discipline/Consequences

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of the Wooster City School District will conform with school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations. The Board of Education has a "zero tolerance" for violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student Code of conduct. The Board also has a "zero tolerance" for excessive truancy, and truancy from school, classes or study hall will result in disciplinary action as set forth in the Board's Student Attendance Regulation.

Misconduct will be categorized into minor or major offenses.

Minor Offenses are handled by teachers.
Consequences for minor offenses may result in the following:

- Warning(s)
- Parent/Guardian Contact(s)
- Teacher assigned detention
- Ongoing misbehavior may result in an office referral (major offense).

Major Offenses are strictly handled by an administrator.

Consequences for major offenses may result in the following:

- Parent/Guardian Contact(s)
- Behavior Contracts
- Behavioral Education
- Detention
- Saturday School
- Suspension of Driving and/or Bus Riding Privileges
- Placement in the Corrective Learning Center (CLC)
- Emergency Removal from school
- Out of School Suspension(s)
- Out of School Suspension with Recommendation of Expulsion

Major offenses will be categorized into three levels.

- Consequences for level one offenses may be parent/guardian contact, behavior contracts, behavioral education, detention, Saturday School, suspension of driving and/or bus riding privileges, and placement in the corrective learning center (CLC).
- Consequences for level two offenses may result in emergency removal from school and/or suspension from school.
- Consequences for level three offenses may result in emergency removal from school and/or a suspension from school with a recommendation of expulsion.
- Multiple and/or repeated offenses may result in a higher level of discipline.

Types of conduct that may result in assigned consequences:
(Administrators also may contact local law enforcement for intervention in cases where there is a violation of Ohio Revised Code.)

Level One Major Offenses

1. Truancy, leaving school during regular school hours without permission from the office, missing a scheduled class without permission, being in an unauthorized area or other attendance related offenses
2. Inappropriate comments toward a fellow student, visitor, teacher, employee, or administrator
3. Taking part in disruptive behavior
4. Insubordination to school personnel
5. Use or display of profane language, symbols or gestures
6. Use or display of racially and/or ethnically divisive language, symbols, or gestures including but not limited to the confederate flag are prohibited. This includes but is not limited to: display on clothing and accessories, school supplies, vehicles, flags, backpacks, patches, jewelry.
7. Violation of the electronic device policy
8. Operation of a motor vehicle in a reckless manner on school property
9. Violation of the student dress code
10. Trespassing or loitering
11. Attempts to mislead school personnel
12. Inappropriate Behavior
13. Excessive Plagiarism
14. Repeated violation of the student conduct code
15. Failure to serve/complete other school discipline
16. Other similar types of conduct not specified

Level Two Major Offenses

17. Fighting
18. Harassment, intimidation, hateful rhetoric, or hazing a fellow student, visitor, teacher, employee, or administrator
19. Bullying a fellow student, visitor, teacher, employee, or administrator
20. Provoking or threatening a fellow student, visitor, teacher, employee, or administrator
21. Creating a disturbance
22. Disregard for authority
23. Smoking, use of tobacco, or possession of tobacco or any tobacco paraphernalia in school buildings or on school premises
24. Use of any type or brand of E-cigarette or vapor cigarette, or possession of any type or brand of E-cigarette or vapor cigarette, or any vapor cigarette paraphernalia in school buildings or on school premises
25. Possession, use, evidence of consumption, or under the influence of narcotics, marijuana, look-alike drugs, alcoholic beverages, or other dangerous substances or possession of drug-related paraphernalia, i.e. roach clips, syringes, etc. [Whenever a student is suspended or expelled from school for the possession of alcohol or drugs, the superintendent may notify the registrar of motor vehicles and the juvenile judge of the county, of the suspension or expulsion. After receiving such notification the registrar of motor vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or license. Driving privileges may be restored once the superintendent notifies the registrar that the student has satisfied any condition established by the superintendent.]
26. Theft, obtaining or attempting to obtain another person’s property, or breaking and entering or attempting to break and enter the school or private property.
27. Destruction or defacing of school or personal property
28. Repeated violation of the student conduct code
29. Failure to serve/complete other school discipline
30. Other similar types of conduct not specified

Level Three Major Offenses

31. Assaulting a fellow student, visitor, teacher, employee, or administrator
32. Supplying or selling of chemicals or any "look-alike" or counterfeit drug
[The principal/assistant principal will refer the case to the proper legal authorities for court action.]
33. Purposely setting off a false fire alarm
34. Inducing panic
35. Possession of a weapon or look-alike weapon of any type
36. Sexual Misconduct
37. Repeated violation of the student conduct code
38. Other similar types of conduct not specified

CLARIFYING STATEMENT: The previous stated infractions apply to school activities on or off campus.

Behavior Contracts

Behavior contracts are developed by administrators to help students reach behavior goals aligned to the Student Code of Conduct.

Behavioral Education

Behavioral education is assigned by administrators to help students better understand behavioral expectations aligned to the Student Code of Conduct.

After-School Detention

- During an After-School Detention Placement, the student will be required to report to the assigned room before 2:45 p.m.
- Transportation is the responsibility of the student and parents.
- Students are to come with enough school work to keep working during the entire session.
- Students may not bring non-educational materials to After-School Detention.
- Students will be expected to follow all school rules. Unsatisfactory completion may result in further disciplinary action.

Saturday School

Rules for Saturday School:

- Appropriate dress is required. The WHS dress code is in effect for Saturday detentions.
- Cell phones are not permitted. Students who bring cell phones to the detention will be required to turn them into the teacher/administrator who is in charge.
- Students must bring schoolwork to the Saturday school.
- If all schoolwork is caught up, then it is recommended that you bring a book to read, study for a test, or work on a project.
- Sleeping, or appearing to sleep, is prohibited.
- Talking is prohibited.
- Students will sit as assigned by the monitor.
- Students who are asked to leave due to non-compliance will be subject to additional consequences to be determined by administration.

Saturday School contract:

- A contract will be presented to the student detailing additional rules, procedures, and consequences involving Saturday School.
- Parents and students will be given 24-hour notice by the assigning teacher/principal at time of notice. Parents/Students may agree to waive notice for immediate response to serve Saturday school.

Failure to serve will result in additional disciplinary action.

Bus Suspension

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

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the principal will provide a student with notice of a possible suspension and an opportunity to appear before the superintendent or other designated district personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the superintendent or other designated district personnel.

Corrective Learning Center (CLC)

- Students assigned to the Corrective Learning Center (CLC) must report to the designated room by 8:05 a.m. with textbooks and materials for the entire school day.
- Cell phones must be left in the students locker or surrendered to the staff member in charge at the beginning of the day.
- Silence will be maintained unless permission to speak is given by the supervising staff member.
- Restroom privileges will be given by the staff member in charge.
- Lunch will be eaten in CLC.
- If the student is absent on the day scheduled for he/she will serve the penalty on the first day in attendance, or when assigned by an administrator.
- Students must be doing school work at all times. When all assignments are completed to the satisfaction of the staff member in charge, students may be assigned other available materials.
- Students participating in work-study programs may not go to work.
- Fire or disaster drill--students are to remain in a group with the supervising staff member.

Failure to comply with these rules will result in further consequences and/or additional time in CLC.

Suspension

NOTICE: If a student's behavior is such that it becomes necessary to consider suspension, due process requires that the student and his parents be given oral and/or written notice of the possible suspension and the reasons for it.

HEARING: Should the student deny the charges, she/he will be given an explanation of the evidence which the administration has to support the charges; and the student will also be given the opportunity to present the student's side of the story. This will constitute the informal hearing requirement

APPEAL: An appeal may be addressed to the Superintendent. No suspension shall be for more than ten school days. An appeal will not disrupt or cease the disciplinary action administered.

This policy, like others of the Wooster Board of Education, is applicable to all approved school activities regardless of whether they fall within the regular school day or not.

Expulsion

NOTICE: When it becomes necessary to consider expulsion, a student and his/her parent or guardian must be given written notice of the possible expulsion and the reasons for it.

HEARING: A formal hearing will be held before the superintendent of schools or his/her designee, a written record of which shall be kept and if a parent or guardian or adult student should desire that counsel be allowed to take part in such hearing, such will be allowed.

APPEAL: Should the parent, guardian or adult student wish to challenge the decision of the superintendent after the expulsion hearing, they may do so by appealing in writing to the Board of Education. Parents, guardians and adult students have the right to bring legal counsel. The student or parents may ask for a private hearing before the board, but any action must take place at a public meeting. The reinstatement of a student demands a majority vote of the total board membership.

ACADEMIC INFORMATION (BOE POLICY 2370, 2411, 2460, 3213, 5130, 5420, 5430, 5451, 5460, 5531)

A. Report Cards

All classes run on a semester schedule. Credits are awarded and GPA is calculated at the end of each semester.

Description:

- Scale is set to round up any 0.5 or higher percentage
- Percentage grade for each grading period is translated into a Letter Grade and Point Value
- The final grade is based on the average of the point value received for each grading period - not the average percentage grade received each grading period

For courses with final exams, grading period point values are 90% and exams are 10% of the final grade

Mark	Point Value	Percent Range	Point Range
A+	4*	96.5 - 100	4
A	4	92.5 - 96.49	3.86 - 4
A-	3.7	89.5 - 92.49	3.51 - 3.85
B+	3.3	86.5 - 89.49	3.16 - 3.5
B	3	82.5 - 86.49	2.86 - 3.15
B-	2.7	79.5 - 82.49	2.51 - 2.85
C+	2.3	76.5 - 79.49	2.16 - 2.5
C	2	72.5 - 76.49	1.86 - 2.15
C-	1.7	69.5 - 72.49	1.51 - 1.85
D+	1.3	66.5 - 69.49	1.16 - 1.5
D	1	62.5 - 66.49	0.86 - 1.15
D-	0.7	59.5 - 62.49	0.51 - 0.86
F	0	0 - 59.49	0 - 0.5

B. ProgressBook

Students and parents will have access to online grading and attendance through ProgressBook. Entry pass codes will be provided. The guidance office secretary can assist with any ProgressBook concerns. The Guidance Secretary can be reached at 330/988.111, ext 3400.

C. Academic Progress

Class rank is determined by the final cumulative grade point average as directed by BOE Policy 5430.

D. Academic Recognition

Honor/Merit Rolls: Students must be taking a minimum of three courses at Wooster High School to be considered for honor distinctions.

Distinguished Scholar Roll: Students having a 4.0 grade point average for the grading period.

Honor Roll: Students having a 3.500-3.999 grade point average for the grading period.

Merit Roll: Students having a 3.000-3.499 grade point average for the grading period.

Honor Cords: Graduation Honor Cords are given for the top 30% of the class (This honor is determined with cumulative GPAs after 8 semesters of high school at the end of the senior year.)

Top 10%	Summa Cum Laude
Top 20%	Magna Cum Laude
Top 30%	Cum Laude

Academic Letters: All students in grades 9 through 12 will have an opportunity to earn an academic letter each school year recognizing their academic achievement. Senior students will be given their award at a senior award ceremony.

Student's grades during the previous academic year will be used to determine eligibility for an academic letter. Students earning a 3.5 GPA at the end of the previous year (the yearly GPA is calculated by adding the number of quality points earned for year and dividing it by the number of credits attempted, not the cumulative GPA) will be awarded. The academic certificate/letter awards will include the following:

- First year -- academic letter and honor pin
- Second year -- honor pin
- Third year -- honor pin
- Fourth year – honor pin

National Honor Society Selection:

Membership in the National Honor Society is reserved for WHS juniors and seniors who meet the standards of membership as determined by the National Honor Society's national governing body. High standards of scholarship, character, leadership and service are the four criteria for membership. Initial eligibility for membership is a 3.6 cumulative weighted GPA and qualified juniors and seniors will be notified of their eligibility. If they choose, they can then complete the selection process. The NHS Faculty Council then selects new members based on faculty and applicant input during the fall of the school year. NHS membership is both an honor and a commitment and members are held accountable for maintaining high standards. A student may be dismissed from NHS membership for failure to maintain these high standards. Further information about the selection or dismissal process is available from the principal or the NHS advisor upon request.

Valedictorian and Salutatorian eligibility will be determined with a two-tiered system by identifying the graduate with the highest composite ACT score in the Summa Cum Laude classification. If there is a tie with the highest ACT score, the student with the highest weighted cumulative GPA will be awarded Valedictorian and the student with the second highest weighted cumulative GPA will be awarded Salutatorian. The last ACT score to be considered for Valedictorian and Salutatorian is the December immediately preceding graduation. Students must be enrolled at WHS for a minimum of two (2) semesters to be eligible for Valedictorian and Salutatorian honors.

Commencement Ceremony: Per Board of Education Policy 5460, only those students who have met all graduation criteria to include required credits and State of Ohio mandated testing may participate in the Commencement ceremony. Furthermore, those students who violate school/civil/criminal rules at the end of the school year may be denied the privilege of participating in the Commencement ceremony and awards programs. But, they will not be denied, however, the awards/diploma that they have earned. Eligible senior candidates for graduation must attend graduation rehearsal on the designated date. Failure to attend may result in not participating in Commencement.

E. Special Education

Special Educational programs such as remedial reading, speech and language therapy, developmentally and multiple handicapped programs, learning disabilities tutoring and class placement, psychological services, and counseling services are coordinated throughout the district by the Office of Pupil Services. Criteria for the utilization of these services are dictated by State of Ohio policies and procedures. In all cases, an intervention process followed by a screening and/or evaluation process is required before a child may be considered for special educational program services. By the same token, parent permission is required for school officials to proceed with an evaluation or for school officials to recommend placement in these programs. Because procedures must be followed, it may take an extended period of time before special educational services may be granted for a child. Should parents have any questions regarding special educational services, they may contact the building principal or the Office of Pupil Services, 330-988-1111..

F. Response to Intervention (RTI)

Each building in Wooster City Schools has a Response to Intervention program. Teams are convened as necessary with teachers and other staff who are working with a particular student. The purpose of the team is to assist teachers with intervention strategies that will help the student succeed by meeting the individual needs of the student. The focus of RTI is to improve the student's achievement and/or behavior in the classroom. RTI plans work to find remedies for student's problems instead of or prior to referring a student for a multi-factored evaluation for a suspected disability.

G. Weighted Grades

Wooster High School's grading system will use a weighted grading scale in which AP/CCP classes will be awarded one (1) additional point (excluding an F).

The weighted grade point average will be reported on the student's transcript. Only classes that are reported on the student's high school transcript will count toward their cumulative GPA.

CCP classes/college coursework through approved credit flex will be awarded extra weight based upon the university's transcripted grade that is reflected on the student's high school transcript.

Classes that are Pass/Fail or Satisfactory/Unsatisfactory will not carry extra weight regardless of level of class.

H. Auditing a Course

Students who have completed a course may opt to change the grade to an audit (with no credit and no grade) and retake the course. Students must meet specific requirements in order to be given the opportunity to audit a course that are detailed in the Audit Option Contract. Students should see their guidance counselor for more information. Only **one** high school level course may be audited during a student's time at Wooster City Schools.

I. Guidance Services

The Guidance Counselors provide the following services:

- Current information on careers, colleges, vocational and technical schools
- Administer a comprehensive testing program and interpret test results

- Hold individual conferences, student or counselor initiated
- Confer with parents and/or teachers when indicated
- Make schedule changes when advisable
- Sponsor Career Day and College Day programs
- Advise and place vocational students
- Post job placement opportunities
- Provide college information
- Schedule visits from College Admissions' Counselors
- Write letters of recommendation
- Serve as a liaison with community services when indicated
- Conduct 8th grade orientation to high school
- Guide students through use of various group processes
- Arrange student-tutor schedules as needed
- Provide counseling for students with attendance problems

J. School Withdrawal Procedure

If for any reason a student needs to withdraw, the following procedure should be followed: (including Career Center Students)

- Students must first schedule an appointment with the building principal to state reasons and for approval to withdraw from school.
- If approved by the principal, obtain a withdrawal form in the guidance office.
- If the student is under 18 years of age, a parent must sign the form.
- The student will take the form to his/her current teachers for their signature, withdrawal grade, and to show that textbooks have been returned.
- Signatures also need to be obtained from the library (to show there are no books checked out), guidance counselor, and building secretary (to show if fees/fines have been paid).
- Lockers must be cleaned out AND verified by school personnel.
- Completed forms will be returned to the Records' Secretary.
- Records will be released only if all school fees or fines are paid, and all textbooks are returned.

K. Financial Aid and Scholarships

For seniors applying to colleges, financial aid and scholarships are available from a variety of sources; i.e., federal and state governmental programs, private and philanthropic foundations, corporations, private individuals, etc. Students are advised to contact the colleges of their choice in regard to specific college scholarships and aids. Applications for many scholarships are available in the Guidance Office. Please see your guidance counselor for all details regarding financial aid and scholarships.

L. Transcript Requests

A transcript is an official legal record of a student's courses, grades, attendance, and test scores. Transcripts are mailed by the school to colleges, employers, scholarship committees, etc. ONLY when the following procedure is followed:

- Pick up a transcript release form from the guidance secretary or guidance counselor.

- Complete the transcript release form including the address where the transcript is to be mailed and parent's signature if the student is not yet 18 years of age.
- Return the transcript release form to the counselor or guidance secretary at least one week prior to the date it must be received by the college or other agency. Same day requests are not possible.
- Colleges require that a final transcript be sent once a student has graduated. A transcript release form must be completed before final transcripts can be mailed.

M. Schedule Changes

All requests for schedule changes will be governed by the following guidelines for the current school year.

- Students will receive a copy of their schedule for verification in mid-May. Students will have until June 1 for a "change of mind" schedule change. Review both first and second semesters. After June 1, only the following changes will be allowed during the first ten (10) days of school and the first five (5) days of second semester.

a. Upgrading your schedule--adding a class in place of study hall
b. Dropping a class because the student has no study hall
c. Level change--teacher recommendation only, i.e., Honors Geometry to Geometry or a foreign language level adjustment.
d. A sound educational reason as evaluated by the guidance counselor and/or building administrator.

The following scheduling procedures also apply:

- A full time student, according to Board of Education policy 5460, is required to take six courses per quarter whether or not those credits are needed for graduation.
- Students will receive a "WF" on their transcript for courses dropped after the posted deadlines. Students will not be permitted to change to a different teacher for the same course without the consent of the principal.
- Year-long courses will not be split to accommodate schedule changes or course requests.
- Wooster City Schools will accept credit from other public and private high schools. These transcripts, along with those from parochial, military academies, schools abroad, and other special schools will be evaluated with the right of the administration to deny credit for courses which fall outside the bounds of general public school education.

N. Graduation Requirements

All students must earn a minimum of 21 credits for graduation including those who attend the WCSCC. The following courses are required for graduation:

English	4.0 units
Math	4.0 units (inc. Algebra II or equivalency)
Science	3.0 units
Social Studies	3.0 units
Health	0.5 units
PE	0.5 units (PE waiver available)
Financial Literacy	0.5 units

Fine Arts	1.0 units
Electives	4.5 units

Each student shall carry a minimum of six (6) courses each quarter unless otherwise approved by the guidance counselor and principal.

All students are required to take the End of Course Exams in Algebra I, Geometry, Biology, English II, U.S. History, and U.S. Government. Students must show competency in Algebra I and English II. Alternative options are available if students do not show competency after taking the exams twice (enlisting in the military, completing college course work, or completing a credentialed program). Students must also get two Ohio seals or one Ohio seal and one local seal. More information about seals and the information above is available on the ODE website or through the Guidance Department.

For information regarding criteria for diploma with honors contact your counselor.

Early Graduation (BOE Policy 5464) Students are required to submit a letter to their guidance counselor to request early graduation. The counselor will meet with the student to review the request and then meet with administration to determine eligibility for early graduation. Students must submit this letter of intent one year prior to their anticipated graduation date.

O. Educational Options

Educational options in Wooster City Schools may include but are not limited to: independent study, tutorial programs, travel, mentoring, correspondence courses, credit flexibility, and college courses. Application and preapproval for any educational option must be initiated with the student's guidance counselor. Final approval will be determined by the building principal and superintendent after review of the proposed educational options plan. Educational options must adhere to these criteria and be submitted on the appropriate application form available from the guidance counselor:

- The parent(s)/guardian(s) must provide in advance written approval for students under 18 years of age to participate. A copy of the written approval must be retained in the school files. Students 18 years of age or older must submit in advance a written request to participate. This request will be kept on file.

- For independent study, tutorial programs, travel, and mentoring:

a. An instructional plan that contains written performance objectives must be submitted by the teacher/mentor in advance to, and be approved by, the building principal.
b. The instructional plan will include an outline specifying major instructional activities and identifying materials, resources, facilities, and equipment needed to achieve instructional objectives.
c. The instructional plan will include a written plan for the evaluation of student performance.

- In tutorial programs, correspondence courses, and programs of independent study, a certified teacher will provide both the instruction and the evaluation of students. In travel and mentoring programs, a certified teacher or a mentor approved by the Board of Education will provide only the evaluation of student progress.
- Such courses and programs will not compete with courses offered within the regular program of studies unless such are not available for the student when needed or are not being taken for credit.
- The instructional plan will include a written plan, including a timeline for the evaluation of the educational option. Continuance of the option will be determined by the results of evaluation.

- Fees for educational options will be established as needed.
- Participating students will be expected to pay fees upon beginning the option.

P. Satellite Areas: Library/Media Center, General Grounds, Music, Practice Rooms, Computer Lab, Etc.

- Students will go to their assigned study hall before being released to a satellite area.
- Students signed out of study hall to satellite areas are responsible to remain in that area for the entire period unless issued a pass by the person(s) in charge.
- The number of students permitted to go to a satellite area will be monitored by the satellite area supervisor and/or the study hall teacher.
- Satellite areas are places for students to go to enhance and support the learning process.
- Any student who is disruptive or fails to follow the rules of the satellite area is subject to disciplinary action.
- Any time a class is meeting in a satellite area the teacher must accompany and remain with the class to monitor their behavior.
- Satellite areas need to be reserved prior to taking a class to the area.
- Satellite areas will not open to students until five minutes into each period after the bell rings, except to reserved classes.
- Students will not be admitted into a satellite area without a signed pass.

GENERAL INFORMATION (BOE POLICY 5310, 5320, 5330, 5341, 5515, 5516, 5517, 5721, 5771, 5780, 5850, 5900, 8420, 8451, 8531, 9150)

A. Emancipation

Students who are 18 years or older and wish to assume full responsibility for school progress records, attendance, and financial obligations must have on file in the Guidance/Records office a document signed by their parent or guardian. All parents and guardians will be informed of the student's request. An emancipation form must be completed and approved. Board of Education policy forms and requirements must be met.

B. Cafeteria Services

- Wooster City Schools has a CLOSED LUNCH POLICY.
- Consequences will be issued accordingly if students leave campus during their lunch.
- Daily menus are posted at the serving line and are also available online.

C. Free & Reduced Lunch/Breakfast

Wooster City Schools offers free and reduced priced meals for children unable to pay the full price of meals under the National School Lunch and School Breakfast Act. A new application must be completed each school year. Parents may fill out an application on Final Forms to see if they are eligible for free or reduced meals. Notification of eligibility will be sent to parents from the District's Food Service Office.

BREAKFAST

- The WHS cafeteria serves breakfast daily from 7:40 a.m. until 8:00 am.

LUNCH

- Point of Sale is available for students.
- Ala carte food items and beverages will be available.

D. Change of Address/Phone Number

Any time a student changes address or phone number during the year, the change must be reported to the main office and on Final Forms immediately.

E. Health Screenings

Health Screenings are done yearly for most elementary grades and some secondary grades. Health screenings include vision, hearing, height, and weight. Some grades also get additional screenings such as stereopsis, muscle balance, blood

pressure and scoliosis. Parents may receive a referral related to a problem in one or more of these screening areas indicating that further assessment by a physician or specialist may be warranted.

F. Lockers

Students are responsible for the proper upkeep of their ASSIGNED locker. Lockers are the property of WCS. School authorities have the right to inspect or search lockers at any time. Lockers are not to be shared or changed without permission of the office. Valuables should not be brought to school and stored in lockers.

G. Student Publications

Publications such as the student newspaper, yearbook, and literary magazine are part of the overall school program and subject to editorial control by the school's authority. Any publication not authorized by school personnel is not allowed and will result in disciplinary action. Students are not permitted to post any item for public view without the permission of the building principal.

H. Technology Authorized Use Policy (AUP)

Wooster City Schools has provided chromebooks for all students to use. Each year students, staff and volunteers must sign an Acceptable Use Policy (AUP) form on Final Forms that states the user will use the computer within the guidelines set forth by the district. Violations of the AUP may result in loss of technology privileges and disciplinary consequences.

Failure to sign and return the AUP form may result in forfeiture of technology privileges.

I. Telephone Use/Messages/Deliveries

In the event of an emergency, students may request use of a phone in the main office. Phone messages will be delivered to students during the school day only in emergency situations. Other messages and deliveries will not be taken or delivered to students. Please do not have flowers, balloons, etc. delivered to the school to students as they will not be made available to students until the end of the school day.

J. Textbooks

Textbooks will be scanned to students through the high school library. Students are responsible for their own books as well as library books that are checked out in their name. Fines are assessed for damaged and lost books/workbooks.

K. Visitors

All visitors (including parents) must sign in at the office upon entering the school to declare the nature of their business. All visitors are required to sign in and will be issued a temporary pass. Any visit to a classroom must be arranged with the teacher in advance. Such visits must be short in duration and infrequent, because of the possible distraction to students.

Parents are asked not to drop in to talk with their child's teacher during instruction time, so as not to interrupt instruction. Requested conferences with staff should be arranged by appointment at least 24 hours in advance. NO VISITORS WILL BE PERMITTED IN THE CAFETERIA DURING LUNCH TIME.

L. Student Guests

No students' friends, relatives, etc. will be allowed to "shadow" or follow a student during the school day. Refer to BOE Policy and Administrative Guidelines 9150.

M. Lost and Found

Wooster High School is not responsible for lost or stolen items. If something is lost please check at the lost and found in the main office.

N. Loss of Driving Privileges

- Ohio law applies to all persons under age 18 who dropout of school, who are habitually absent from school without legitimate excuse, or who have been expelled or suspended from school for using or possessing alcohol or drugs, or both.
- The school is responsible to notify the Registrar of Motor Vehicles of all students who are dropouts, habitually absent students, or alcohol and drug offenders. The Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or a license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license. Any denial of privileges will remain in effect until the student reaches age 18 or until the denial of driving privileges is terminated for another reason.

O. Field Trips

- Parents and Guardians can elect to pre-authorize all field trips annually. You will be notified of all upcoming field trips that your child may participate in and will not be required to sign additional permission forms. Parents/Guardians who do not pre-authorize will be notified of upcoming field trips and will be required to provide permission for each individual trip.

P. Display of Information/Meetings By Students

Display of information to include posters, signs, etc., and posting and distribution of such, as well as scheduling of student sponsored group meetings must be approved by a principal.

Q. Health and Safety Emergency Information

Parents/guardians must be sure that the school office has a phone number and the name of some other person to call in case of an emergency, when the school is unable to reach the parents/guardians. Also, if there is a change in a phone number or the emergency number, it is important and necessary that parents/guardians notify the school office at once. The school keeps this information and it must be up-to-date at all times. Schools must be able to contact parents or other responsible adults quickly if the need arises.

In the event of an accident/injury to a child, the office will notify parents or emergency contact persons according to the listing from Final Forms. If none of these people can be reached the child will be transported to the hospital emergency room (major injuries).

R. Emergency Exiting (Fire/Tornado Drills, Etc.)

Instructions are posted in each classroom designating appropriate exit from the building in case of emergency. Tornado shelter areas are also posted. Specific instructions will be given to students by the teacher. These instructions are to be taken seriously. Unacceptable behavior will not be tolerated. When each class arrives at its station outside the building, attendance will be taken. An alert will sound indicating either a fire drill or a tornado drill.

In special emergency situations that cause the building to be vacated, parents will be notified of emergency procedures and information by a mass communication from the district.

Students with mobility concerns on the 2nd floor during a drill or emergency are to report to the designated areas.

S. Inclement Weather/Early Dismissal

Parents and children should sign up for district alerts or visit the district's website to get school closing information. A decision to close or delay school is usually made by 6:00 a.m.

T. School Clinic

- All students will be required to have an Emergency Medical Authorization on file in the Clinic each year.
- Students must report to their scheduled teacher to obtain a pass to see the nurse unless there is an emergency. If the nurse believes the student should be sent home, a parent or guardian will be notified. Only the nurses' office, main office or principal can notify a parent or guardian and sign the student out from school. The school nurse and administration will determine if the absence will be excused or unexcused. In the event that the nurse is not in the building, the student should report to the principals' office. Under NO circumstances should an ill student remain in a restroom, or other unsupervised area or leave the school building or grounds without properly signing out at the attendance office. A disciplinary consequence will follow all violations of this rule.
- Staff members of Wooster City schools are not permitted to facilitate telehealth appointments.

U. Immunization

Immunization records are kept by the school. State law requires that pupils must be excluded from school if they have not had the required immunizations. Ohio law requires four-five doses of DPT, three-four doses of Polio, two of each of measles,

mumps, and rubella (can be combined into one shot (MMR)), and three doses Hepatitis B in grades 9 & 10. Parents will be notified if their child needs more immunizations. Pupils will be put out of school if parents do not comply within fifteen days after notification.

V. Lice

Procedures for the detection and treatment of head lice have been developed by Wayne County Health Department along with the schools throughout Wayne County.

W. Non-Prescription Medication

- A student in grades 8-12 may be allowed to possess and self-administer an over-the-counter medication if authorized in writing by the parent or guardian..
- Nonprescription medication must be in their original container.
- There is to be no sharing of medication between students. (O.R.C. 3313.711, 3313.712, 3313.713)
- If a student is found with a medication in their possession their record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the principal for disciplinary action.

X. Prescription Medication

Many students are able to attend school regularly only through effective use of medication in the treatment of health conditions that will not hinder the health or welfare of others. If possible, all medications should be given by the parent at home. If this is not possible, it will be done in accordance to the following:

- The school nurse, the building principal, or the principal's designee will supervise the secure and proper storage and administration of medications. The medication must be received in the container in which it was dispensed by the prescribing physician or authorized healthcare provider with prescriptive authority or the pharmacist.
- Written permission must be received from the parent or guardian of the student requesting that the school district comply with the physician's or other prescribing healthcare provider's order. (Form 5330-A)
- The school nurse, the building principal or the principal's designee must receive and retain a statement which complies with O.R.C. 3313.713 and is signed by the physician or other prescribing healthcare provider.
- The parent, guardian or other person having legal care or charge of the student must agree to submit to the school nurse, the principal or the principal's designee a revised statement signed by the physician or other prescribing healthcare provider if any of the information originally provided changes.
- No employee who is authorized by the board of education to administer a prescribed medication and who has a copy of the most recent prescriptive statement would be liable in civil damages for administering or failing to administer the medication, unless they acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."
- No person employed by the Board of Education will be required to administer a medication to a student except pursuant to requirements established under this policy. The Board of Education shall not require an employee to administer a medication to a student if the employee objects.

Y. Family Concerns

The quality of a student's school work often reflects changes in the family - new baby, illness of a grandparent or other family member, divorce, remarriage, loss of a parent's job, etc. Parents/guardians are encouraged to inform the school of such changes, which may be of deep concern to a child. Confidentiality will be maintained. Knowing a special family circumstance will help the teacher handle the child with extra sensitivity. Please contact your child's school counselor with any family concerns.

Z. Aggressive Behaviors

Harassment

General Statement of Policy

Offensive speech and conduct are entirely inappropriate in the Wooster City Schools. It is a violation of board policy for any pupil, teacher, administrator, or other school personnel to harass a pupil, teacher, administrator, or other school personnel in any of the following ways:

A. Sexual Harassment

- **Verbal:** The making of offensive written or oral sexual innuendos, suggestive comments, jokes of a sexual nature, sexual propositions, or threats toward a fellow staff member, student, or other person associated with the Wooster City Schools.
- **Nonverbal:** Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school or work environment, or making of offensive sexually suggestive or insulting gestures, sounds, leering, and the like to a fellow staff member, student, or other person associated with the Wooster City Schools.
- **Physical Contact:** Threatening, causing, or attempting unwanted touching or contact, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow staff member, student, or other person associated with the Wooster City Schools.

B. Racial/Gender/Ethnic/Religious/Disability and Other Harassment

- **Verbal:** Making oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, race, national origin, religious beliefs, etc. that are offensive to a fellow staff member, student, or other person associated with the Wooster City Schools.
- **Nonverbal:** Placing objects, pictures, or graphic commentaries in the school environment, or making insulting or threatening gestures that are offensive to a fellow staff member, student, or other person associated with the District.

Reporting Procedures

- Any person who believes he or she has been the victim of sexual, racial, or other forms of harassment by a student, teacher, administrator, or other person associated with Wooster City Schools must report the alleged act immediately to the immediate supervisor or student's teacher, counselor, or principal. If the immediate supervisor or student's teacher, counselor, or principal is the alleged harasser, the staff member or student should contact the Title IX Coordinator or the Section 504 Coordinator, as appropriate. If the alleged harasser is a student of the district, the supervisor, if not the student's principal should immediately inform the student's principal of the alleged harassment. The school district encourages the complainant to use the available report form, but oral reports will be considered complaints as well.

- The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.
- A written summary of each report is to be prepared promptly by the staff member receiving the report and forwarded to the Title IX Coordinator or the Section 504 Coordinator, as appropriate.

Investigation

- Investigation of a complaint will begin immediately and will normally include conferencing with the parties involved and any named or apparent witnesses. The investigation may be conducted by Wooster City Schools' officials or by a third party designated by the school district.
- In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents, past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred.
- The investigation will be completed as soon as practicable. The Title IX or 504 Coordinator will make a written report to the Superintendent upon completion of the investigation.

School District Action

- If the investigation reveals that the complaint is valid, the Wooster City Schools will promptly take appropriate action to prevent the continuance of the harassment or its recurrence. This may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation or termination. Any form of sexual harassment of a student is considered a form of child abuse and the abuser will be reported immediately.
- The complainant will be notified of the completion of the investigation in accordance with state and federal law regarding records privacy.

Reprisal

- Wooster City Schools will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged harassment or any person who testifies, assists or participates in an investigation. Retaliation includes, but is not limited to, any form of intimidation, coercion, reprisal, or harassment.

Hazing of Students

- Hazing means doing any act of coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.
- NO PERSON shall participate in the hazing of another.
- Those found guilty of hazing, a misdemeanor of the fourth degree, may be subject to school disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio Law.

Bullying

Definitions of Terms:

- "Harassment, Intimidation, or bullying" means any intentional written, verbal, graphic, or physical act that a student or group of students, exhibited toward another particular student more than once and the behavior both:

A. Causes mental or physical harm to the other student; and

B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

- "Harassment, Intimidation, or Bullying" also means electronically transmitted acts i.e., Internet, cell phone, etc. that a student has exhibited toward another particular student more than once and the behavior both:

A. Causes mental or physical harm to the other student; and

B. is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student.

- In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

Bullying Matrix

Conflict	Rude	Mean	Bullying
Occasional	**Occasional**	**Once or Twice**	**Is REPEATED**
Not planned; in the heat of the moment	**Spontaneous; unintentional**	**Intentional**	**Is planned and done on purpose**
All parties are upset	**Can cause hurt feelings; upset**	**Can hurt others deeply**	**The target of the bullying is upset**
All parties want to work things out	**Based in thoughtlessness, poor manners or narcissism**	**Based in anger; impulsive cruelty**	**The bully is trying to gain control over the target**
All parties will accept responsibility	**Rude person accepts responsibility**	**Behavior often regretted**	**The bully blames the target**
An effort is made by all parties to solve the problem			**The target wants to stop the bully's behavior, the bully does not**
Can be resolved through mediation	**Social skill building could be of benefit**	**Needs to be addressed/ should NOT be ignored**	**CANNOT be resolved through mediation**

ATHLETICS & ACTIVITIES (BOE POLICY 2430, 5730)

The complete athletic handbook is available in the athletic office and on-line.

A. Athletic/Activity Code of Attendance

- Students must be in the building for 4 full consecutive periods during the day in order to participate in any manner with any school sponsored athletic team or activity.
- Any student leaving school because of illness is not eligible to participate in any school sponsored athletic team or activity unless approved by the principal or his designee.
- Students must be passing 5 one credit courses (or equivalent) in order to participate in any manner with any school sponsored athletic team or activity.
- The student athlete code of conduct policy applies at all times. Students who are subject to school discipline are also subject to athletic discipline.

B. Available Athletics and Activities

- The following extracurricular activities are available to all students at Wooster High School. Some are district sponsored and some are non-district sponsored. Students are encouraged to participate in activities to create a balance in their educational program.

District Sponsored Activities/Clubs

ATHLETICS:

- Baseball
- Basketball (Boys, Girls, Wheelers)
- Bowling (Boys & Girls)
- Cheerleading
- Cross Country (Boys & Girls)
- Football
- Golf (Boys & Girls)
- Gymnastics
- Lacrosse (Boys & Girls)
- Softball
- Soccer (Boys & Girls)
- Swimming (Boys & Girls)
- Tennis (Boys & Girls)
- Track (Boys & Girls)
- Volleyball
- Wrestling

ACTIVITIES:

- Academic Challenge
- Creative Writing Club/Power of the Pen
- Drama Club
- History Club
- International (Foreign Language) Club
- National Junior Honor Society – 8th grade
- National Honor Society
- ONE Club (Social Justice)
- Science Club
- Speech and Debate
- Student Council & Class Officer

MUSIC CO-CURRICULAR PROGRAMS:

- Marching, Symphonic, Concert,
- Freshman and Jazz Band, Orchestra, and Choir
- Other Music: Flag Corps, Majorettes

OTHER CO-CURRICULAR ACTIVITIES:

- Newspaper, The Wooster Blade; Yearbook, Legacy and Robotics
- Non-District Sponsored Activities/Clubs (BOE Policy 5730)
- Other Non-Curricular Groups
- Upward Bound

C. Guidelines for Students in Multiple School-Sponsored Activities

- The advisors and coaches will cooperate and eliminate as many conflicts as possible. Communication and cooperation from the staff will aid the situation.
- Athletic contests and musical performances will prevail over practice sessions.
- Every effort will be made in the scheduling process to eliminate gross conflict between different activities.
- In the event that students participating in multiple activities creates a situation in which one or more of the activities cannot function without their participation, then the students must choose prior to the beginning of the season which activity they plan to be active in.
- When all efforts have failed to resolve the above conflicts the matter shall be directed to the Athletic Director and Principal. The Athletic Director and Principal shall resolve the issue in question and the decision shall be final and binding on all parties.

D. Student Co-Curricular Code of Conduct

Copies will be available in the school office or on the website. All students to whom this applies will receive an official copy.

- The Board believes that school co-curricular activities are an important part of the school program and adherence to appropriate standards of behavior by students representing the District through participation in elective co-curricular student activities is important for the success of the program in the Wooster City School District.
- Students do not have absolute rights to participate in student activities, including athletic and other co-curricular programs. Such participation is a privilege accorded to students that is encouraged by the Wooster City Schools and the Community.

DIRECTORY & CONTACT INFO (BOE POLICY 2260, 8330)

A. District Information

Central Office

Wooster City Schools

144 N. Market Street Wooster, OH 44691

Phone - 330-988-1111

Central Office Hours of Operation--8 a.m. through 4:30 p.m. M-F.

B. School Board Meetings

School Board meetings (time and place) can be found on the district website. The public is invited.

C. Family Education Rights & Privacy Act (FERPA)

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

D. Directory Information

The law states that schools must provide "directory-type" information about students upon request from anyone asking for this information. The directory information would include items such as name, address, telephone number, age, etc. If parents do not want this information given out, the law states that they must make their wishes known in writing. Please present your request to the Records Secretary.

E. Title IX and Section 504 Coordinator

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

- The Title IX Coordinators, as compliance coordinators, are responsible to insure that federal and state regulations relative to Title IX and Section 504 are complied with and that any complaints are dealt with promptly in accordance with the law. Please reach out to Central Office and ask to speak with a Title IX Coordinator if you have any questions or concerns.

F. Equal Education Opportunity

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