

**Wyoming High School
Student and Parent Handbook
2026-2027**



Wyoming High School
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Wyoming City Schools has a long history of commitment to the education and welfare of our children. We believe that an effective school acts in partnership with students, parents, and the community. Our role represents a shared trust; our job is to live up to this ideal by providing your child with a safe, supportive, and stimulating environment in which to learn and grow. We also believe that communication, involvement, and commitment are important keys making this happen. We hope this handbook is helpful in explaining school, procedures, and policies. We look forward to the privilege of working with you and your child.

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DISTRICT VISION

Engaged learners empowered with the knowledge, perspective, and skills essential for success in a rapidly-changing world.

DISTRICT MISSION

In partnership with families and community, Wyoming City Schools cultivates innovative, student-centered educational programs and opportunities that foster the academic growth and personal development of every child.

GENERAL SCHOOL INFORMATION

We welcome you to communicate with the office staff during school office hours, which are 7:30 a.m. until 3:30 p.m. during the school year.

In order for your child to effectively participate in school, they should know the typical schedule followed each school day:

Daily Schedule

Regular Schedule		Flex schedule		2-Hour Delay Schedule	
Warning Bell	7:55 a.m.	Warning Bell	7:55 a.m.	Warning Bell	9:55 a.m.
Period 1	8:00-8:55 a.m. (55)	Period 1	8:00-8:44 a.m. (44)	Period 1	10:00-10:34 a.m. (34)
Period 2	9:00-9:50 a.m. (50)	Period 2	8:49-9:33 a.m. (44)	Period 2	10:39-11:13 a.m. (34)
Period 3	9:55-10:45 a.m. (50)	Period 3	9:38-10:22 a.m. (44)	Period 3	11:18-11:52 a.m. (34)
Period 4	10:50-11:40 a.m. (50)	Flex	10:27-11:09 a.m. (42)	Period 4	11:57 a.m.-12:31 p.m. (34)
Period 5	11:45 a.m.-1:10 p.m.	Period 4	11:14-11:58 a.m. (44)	Period 5	12:36-1:44 p.m.
Lunch 1	11:45 a.m.-12:15 p.m. (30)	Period 5	12:03-1:22 p.m.	Lunch 1	12:36-1:06 p.m. (30)
Class	12:20-1:10 p.m. (50)	Lunch 1	12:03-12:33 p.m. (30)	Class	1:11-1:44 p.m. (33)
Class	11:45 a.m.-12:35 p.m. (50)	Class	12:38-1:22 p.m. (44)	Class	12:36-1:09 p.m. (33)
Lunch 2	12:40-1:10 p.m. (30)	Class	12:03-12:47 p.m. (44)	Lunch 2	1:14-1:44 p.m. (30)
Period 6	1:15-2:05 p.m. (50)	Lunch 2	12:52-1:22 p.m. (30)	Period 6	1:49-2:22 p.m. (33)
Period 7	2:10-3:00 p.m. (50)	Period 6	1:27-2:11 p.m. (44)	Period 7	2:27-3:00 p.m. (33)
		Period 7	2:16-3:00 p.m. (44)		

Field Trips

Field trips build on classroom instruction, enhance understanding of topics, build cultural awareness and tolerance, and expose students to worlds outside themselves. Curricular related field trips may be scheduled during the school year. When a field trip is planned, parents are informed about the nature and date of the field trip. For planning purposes and safety, permission slips must be signed and returned to school before a student can participate in the activity. Fees for admission may be collected for certain field trips. Special arrangements may be made in hardship circumstances.

When attending an overnight trip that is school affiliated, the supervisor has the authority to make the final decision on rooming assignments. Additionally, with overnight trips, supervisors may arrange study tables/opportunities to help students keep up with their missed work.

If a student is failing any course that is considered a graduation requirement, they may lose the privilege of attending a field trip. For egregious disciplinary issues, students may also lose the privilege of attending field trips/overnight trips. In these instances, a family's financial payments will not be reimbursed.

Positive Behavior Support (PBIS)

Wyoming High School has an unwavering belief in the ability of every student to achieve success. By developing Positive Behavioral Interventions and Supports (PBIS), we have a range of systematic and individualized strategies for achieving positive social and learning outcomes in our school community.

WHS Matrix

	P reparation	R espect	I ntegrity	D iligence	E ngagement
Classroom	<ul style="list-style-type: none"> Bring pertinent materials Be timely with assignments Arrive on time Be ready to learn 	<ul style="list-style-type: none"> Use appropriate language Listen when others are speaking Appreciate others properly 	<ul style="list-style-type: none"> Do your own work Honor others' work/effort Take ownership 	<ul style="list-style-type: none"> Do your best Challenge yourself Encourage others 	<ul style="list-style-type: none"> Actively participate Remain on task and in the room Use technology appropriately Ask for help
Cafeteria	<ul style="list-style-type: none"> Arrive on time Remain in the appropriate space 	<ul style="list-style-type: none"> Use appropriate language Be patient and courteous Treat others with kindness 	<ul style="list-style-type: none"> Pay for food Consume your own food 	<ul style="list-style-type: none"> Clean up your space 	<ul style="list-style-type: none"> Be inclusive
Hallway	<ul style="list-style-type: none"> Have a pass during class time Store personal belongings in lockers (hats, backpacks) 	<ul style="list-style-type: none"> Use appropriate language Honor personal space and property 	<ul style="list-style-type: none"> Be courteous of hallway displays 	<ul style="list-style-type: none"> Go directly and promptly to intended destination 	<ul style="list-style-type: none"> Treat others with kindness Ask for help
Restroom	<ul style="list-style-type: none"> Use during class changes 	<ul style="list-style-type: none"> Use appropriate language Appreciate property 	<ul style="list-style-type: none"> Use for intended purposes Honor privacy of others 	<ul style="list-style-type: none"> Keep space clean Use proper hygiene 	<ul style="list-style-type: none"> Report any supply or mechanical needs
School Events	<ul style="list-style-type: none"> Arrive on time Bring required ticket/pass (if applicable) Dress appropriately 	<ul style="list-style-type: none"> Use appropriate language Be positive Exhibit "sportsmanship" 	<ul style="list-style-type: none"> Make good social choices before, during, and after events 	<ul style="list-style-type: none"> Hold each other accountable 	<ul style="list-style-type: none"> Attend events Participate

Instructional Fees

Each year, students will have academic fees based on grade level and coursework. Fees can be paid online using [Wyoming PaySchools portal](#) account or students can bring a check (made out to Wyoming City Schools) or cash (using exact change) to the school front office. Instructional fees will be sent from your child's school and available for payment on approximately September 1 each year. Wyoming City Schools strives for financial stewardship and wants to partner with families to ensure fees are paid in a timely manner. Fees are due by October 31st and school buildings will send fee reminders throughout the year. Instructional fee waivers are processed for those students who qualify for free lunch and complete the paperwork required for fee waivers. Applications for free lunch are available [here](#) through our nutrition services partner, Milford City Schools.

Student Dress Code

Students are expected to dress in a manner appropriate for school and conducive to a healthy, safe and orderly environment. Students have the right to dress in accordance with their gender identity within the parameters of the dress code. We understand that fashion is ever evolving and includes trends and fads that may not be captured here. Appropriate dress:

1. encourages students' safety, health and welfare;
2. reduces the possibility for disruption or interference with the educational process;
3. protects students from inflammatory situations such as clothing with offensive/obscene/vulgar words, phrases, or illustrations; derogatory statements toward the purpose of education, political, religious, racial, or national groups; references to drugs, alcohol, weapons, violence, gangs; sexual references; and/or advertises any product or service not permitted to minors by law.

A determination will be made by an administrator whether a student's dress or garments meet the school's requirements. If a student arrives at school dressed inappropriately, we will partner with parents to arrange for suitable clothing. Continued instances of dressing inappropriately may result in discipline consequences.

Graduation Dress Code

In order to preserve the beauty and tradition of our Wyoming graduation ceremony, there are formal dress requirements for all graduates. Students have the right to dress in accordance with their gender identity within the parameters of the dress code. Please wear appropriate undergarments so clothing is not transparent.

For those wearing dresses:

- White full-length dress OR
- White pantsuit OR
- White jumpsuit

All of the above options must also fulfill these requirements:

- Be white
- Be no more than 2-3 inches above the ankle
- Have straps
- Be worn with white, dressy heels, sandals or flats

For those wearing tuxedos:

- White tuxedo jacket with black tuxedo pants and black dress shoes
- All students must wear the same style, shirt and black shoes (no flip-flops) received from the tuxedo company. Tuxedo arrangements must be made by each student through the school.

All Graduation Participants:

The following are distractions during the ceremony and students should refrain from wearing/having the following:

- Sunglasses
- Hats or visors
- Personal fans
- Regalia (sashes, cords etc.)
- Clogs, tennis shoes, or flip-flops

Student Searches

Our utmost priority is student wellbeing, meaning we must ensure that what is on school property is safe and appropriate for the environment.

School authorities may search the person or property, including vehicles, of a student, with or without the student's consent, whenever they reasonably suspect that the search is required to discover evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age.

Contents of personal communication devices may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

Random searches of lockers, vehicles, and personal belongings may include the assistance of dogs trained to detect the presence of drugs.

Student cars are subject to search and seizure at all times.

BUILDING-SPECIFIC INFORMATION

Athletic and Extracurricular Activities Interscholastic Eligibility Requirements

Per the Ohio High School Athletic Association requirements, in order for a student to be eligible for athletics, the student must have received passing grades in a minimum of five one credit courses, or the equivalent, in the immediately preceding grading period. There is no appeal for an athlete who does not meet this requirement each quarter.

Student-athletes must also have a weighted 1.6 Grade Point Average (GPA) for the preceding quarter. The students' GPA for athletic eligibility purposes will be calculated by dividing the total credits by grade values. In a pass/fail course, a passing grade (P) will be assigned a 1.0 value. If the student does not meet the GPA requirement, then they are ineligible. There is, however, an appeal procedure available for those students affected. Appeal procedure: After interim grades are submitted, the student may appeal the ineligible status to the Athletic Director. They will review the student's performance and communicate with applicable teachers and/or counselors to see if needed improvements have been made. A ruling will be made on the student's eligibility and reported to the Principal, and the Principal's decision is final. The student may appeal only once

per quarter, per year. If eligibility is reinstated, the student may begin participation immediately.

Code Of Conduct For Wyoming Athletic Department And/Or Extracurricular Activities

In addition to the regular student Code of Conduct, the following rules and regulations constitute violations of the Code of Conduct for student athletes and extra-curricular participants of Wyoming City Schools. The Code of Conduct for Athletics and Extracurricular Activities applies to students 24 hours a day, 7 days a week during their respective season. Curricular-related and extra-curricular activities and eligibility standards established for participation in these activities are available to students. Participation in these activities is a privilege and not a right, and a student may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights (See Policy 5610.05 - Prohibition from Extra-Curricular Activities). Whereas the circumstances surrounding suspected violations must be examined, the coach or advisor must use their judgment in determining discipline, which should be consistent with the team or organization's overall disciplinary code.

A student who is disciplinarily removed from, who quits a sport or activity after the season has begun, or is determined to be academically ineligible, will forfeit the right to any awards connected with that program and is ineligible to participate in other sports, conditioning programs, or other extra-curricular activities until the end of that season unless approved by the Athletic Director.

Specific Rules and Regulations

The types of conduct prohibited by this code of regulations are as follows:

1. Failure to maintain training rules, which prohibit the possession or use of tobacco (including smokeless tobacco), e-cigarettes, alcoholic beverages, or underage drugs at any time during the athletic season.
2. Failure to maintain or return equipment and uniforms owned by the athletic department of the Wyoming City Schools.
3. Disrespect to officials or other school personnel before, during, or after an athletic contest/extracurricular activity.
4. Inappropriate use of social media.
5. Refusal to use transportation provided to and from athletic contests/extracurricular activities.
6. Failure to attend required practices, meetings, activities, performances, or athletic contests at the specified time, or on a specific date.
7. Disregard of reasonable directions or commands by school authorities.
8. Conviction for violation of any state or community laws.
9. Any activity and/or involvement with behavior that reflects negatively on Wyoming City Schools.

In addition to these regulations, each coach or activity sponsor may have additional regulations, which will be explained and distributed to each participant.

Underage Drugs (Including Look-Alike Drugs), Alcohol, Tobacco, or E-cigarettes (Vapes)

The Code of Conduct prohibits the possession, distribution, or use of tobacco products (including smokeless tobacco), e-cigarettes, alcoholic beverages, or illegal drugs, 24 hours a day, 7 days a week, from the date of the first official practice until the end of last the contest under which a student is competing/participating. These infractions compound throughout any entire academic year. Any violation of the Code of Regulations will result in the following specified consequences:

- A. *First Violation*—The student must complete a diagnostic assessment, which must be submitted to the administration prior to reinstatement to a team, club or group. Additional consequences will be determined by the administration based on the particular circumstances of the situation. The minimum consequence will be the denial of participation in two games, practices, meetings or performances.
- B. *Second Violation*—The student must also complete a diagnostic assessment, which must be submitted to the administration prior to reinstatement to a team, club or group. The student is removed from participation for the remainder of the season in which the infraction occurred.
- C. *Subsequent Violations (3 or more)*—The student will be denied the privilege of participating in athletics or extracurricular activities for the remainder of the school year.

The above violations of tobacco, alcohol, and underage drug policy will be maintained continuously throughout a student's building enrollment. However, for the participation in athletics and extracurricular activities, these violations start over at the start of each academic year.

Denial of Participation in Athletics and Extracurricular Activities

When a student is suspected of having violated the Code of Conduct of the Wyoming Athletic and Extracurricular Department, a disciplinary hearing will be held with the Athletic Director or Principal.

At this time, the student will be informed of the specifics of the suspected violation(s) and will have the opportunity to present information on their own behalf. Due process rights will be afforded the student athlete or extracurricular activity participant.

1. Any pupil determined to have engaged in the types of conduct either specifically or generally like the kinds of conduct listed above will be subject to disciplinary action, which may include denial of participation or removal from the team/organization.
2. A denial of the privilege of participating in athletics or extracurricular activities is a total restriction of activity. Students, during the period of denial, will not be permitted to attend practice, use school transportation provided for the activity, sit on the team bench, or any other similar activity.
3. The denial of the privilege of participation extends through the evening hours of a school day. If a weekend separates school days of denial of the privilege of participation, the student MAY NOT PARTICIPATE during the weekend. If the denial of the privilege of participation extends through Friday, the student MAY PARTICIPATE beginning Saturday morning.
4. A student denied the privilege of participating in athletics or extracurricular activities during a period of tryout, or similar activity for an upcoming sport or organization, will, as a consequence of this policy, be denied the privilege of participating in the activity determined by the tryout, etc.

Cafeteria

To maintain a safe and distraction-free environment for all students and staff, food delivery from outside vendors (DoorDash, GrubHub, etc) is not allowed. Students may go outside in designated areas or to the gym during lunch provided there is supervision by lunch duty personnel. In order to maintain the cleanliness of areas, food and drink should be limited to the cafeteria and Pendery Lobby.

Rules for Dances

1. In order to attend a dance that falls on a school day, a student must be in attendance for at least 5 out of 7 bells.
2. Dances on a Saturday require 5 out of 7 bell attendance on the Friday immediately preceding the Saturday dance, unless the absence is excused (with the exception of ISD/OSS).

3. To ensure everyone's safety, once students leave the dance, they will not re-enter the building.
4. Students will submit to drug/alcohol screening, including the use of a portable breathalyzer, upon the request of school authorities.
5. Students will comply with all school rules, regulations, and reasonable requests from school authorities.
6. The dance is open only to Wyoming High School students and one invited guest with approved guest form.
7. A photo I.D. is required of all guests.
8. Appropriate behavior is expected at all times.
9. Students are responsible for their own possessions (e.g. purses, cell phones, smart watches).

Signage and Posters

We want to uphold the overall aesthetic of our building and ensure we have high-quality signage and posters; therefore, all signage and posters have to be cleared by administration and have a specific date they will be removed.

Student Parking

Every available parking spot at Wyoming High School will be assigned to a staff member or student. Seniors are guaranteed a spot with the proper paperwork and paid fee. Junior spots are obtained through a lottery, the corresponding paperwork and paid fee. These assigned student and staff parking spots will only be guaranteed to students during the school-day hours. The only available remaining parking spots during the school day would be the Visitor Spots in the front of the building which will continue to only be open to visitors. Parking spots are determined in the spring of the previous school year. If available, additional parking spots will be made available to eligible drivers. If additional spots are available at the start of the school year, students may apply by completing the corresponding paperwork and paying the parking fee.

This means that not all students will have a spot in the school parking lot, but this does not mean they cannot drive to school. Each day they need to give themselves the time to do so. Another option is to carpool with a student who has an assigned spot.

If a student who does not have an assigned spot parks in the school lot, or a student with a spot parks in the wrong spot, they will first receive a warning (discipline consultation) from the Assistant Principal and their car would have to be moved. If a second infraction occurs with the student, then their car (which would be in a spot for which they did not pay for the second time) will be towed, at the owner's expense. The towing company is Millennium Towing (513-769-6626). It costs \$129 for the tow and an additional \$17/day for impound.

Student cars are subject to search and seizure at all times. The District is not responsible for any damage or loss to the vehicles while parked on property owned or controlled by the District.

Symbolic Expression

Symbolic expression is defined herein as that type of expression which conveys the personal ideas, feelings, attitudes, and opinions of an individual in a manner more remote, but no less valid, than verbal expression itself. Under this definition, some element of subjectivity is attached to the concept of symbolic expression. If some form of symbolic expression is used, consideration must be given to the intention of the person who is expressing themselves in a symbolic manner.

1. Symbolic expression through buttons and badges:

- a. Students have the right to wear any insignia so long as it does not cause disruption of the educational process.
 - b. The wearing of any insignia with obscene or libelous words, phrases, or pictures is not allowed.
 - c. Only flags or banners approved by the Board of Education, or its designated agents, may be flown from the flagpole or publicly displayed.
2. Symbolic expressions through physical gestures:
- a. Gestures, which convey a connotation of obscene or highly disrespectful acts, or which infringe on the rights of others, are forbidden.
 - b. Politically oriented gestures are acceptable, unless such gestures are given to call or begin an overt and immediate disruption of the educational process.
 - c. A student has the right to refrain from saluting the flag, repeating the Pledge of Allegiance, singing The National Anthem, or standing during any of these activities. However, a student does not have the right to prevent others from participating in these activities.

Written Expression

The Horizon and *Icarus* provide an authorized outlet under faculty supervision for students with an interest in creative writing, research, and publication.

Only school-approved literature may be distributed on school property.

ACADEMICS

Class Rank

Since we want students to focus on their personal best, class rank will be used for internal purposes only in determination of Valedictorian and Salutatorian. Valedictorian and Salutatorian GPAs will be truncated to the third decimal point, and no rounding will occur. The GPA for the Valedictorian and Salutatorian will be determined by the end of the year grades. To be considered for Valedictorian and Salutatorian, one must be a Wyoming student for their full junior and senior years.

Ohio Governor's Merit Scholarship and Ohio Admission Guarantee

Under Ohio Revised Code § 3345.06, students who meet certain academic criteria are entitled to admission at Ohio's public colleges and universities. Additionally, some of Ohio's private colleges and universities may choose to participate in the OGA program (a current list of the eligible colleges and universities is available at <https://highered.ohio.gov/guaranteedadmission>). The benefits of the OGA program are: Students ranked in the top 10% of their high school class are guaranteed admission to any Ohio public college or university if a student meets the institution's unconditional admission standard. If the student does not meet the unconditional admission standard, they may be admitted to a regional or branch campus.

Students in the top 5% of their class are nominated for the Governor's Merit Scholarship and guaranteed undergraduate admission to the main campus of any Ohio public college or university and participating private colleges and universities, provided they meet application deadlines.

The GPA's to determine program eligibility will be weighted, truncated to the third decimal point, and no rounding will occur. The GPA will be determined by grades earned through the end junior year,

In the event of a tie, eligibility will first be determined by the State ACT administered at WHS during the junior year. If a tie persists, the PSAT taken at WHS in the sophomore year will serve as the next criterion. Should a tie still remain, the Pre-ACT administered in the spring of the sophomore year will be used to determine eligibility.

Course Credit

We want students to understand how credits are earned in order to ensure they are on track for graduation. In order to be granted credit in a semester course, a student must earn a semester average of 60 percent or better AND pass the second quarter of the course or the final exam. In order to be granted credit in a year-long course, a student must earn a yearly average of 60 percent or better, a second semester average of D- or better. If a course does not have a semester exam(s), the grade will be calculated to just include the student's grade average.

The final grade for each class is computer generated based on the formula:

Full Year Course:

Q1	Q2	S1 Exam		Q3	Q4	S2 Exam
45%	45%	10%	+	45%	45%	10%

Semester Long Course:

Q1/Q3	Q2/Q4	S1/S2 Exam
45%	45%	10%

If a student withdraws at the semester from a year long course, they will not receive a .5 credit.

An Advanced Placement (AP) exam is the culminating event for an AP course; therefore, in order to receive credit in an AP course, a student must take the corresponding AP exam. If a student does not take the corresponding exam, they will not receive credit for the course and that course will not appear on the transcript. If a student is failing the AP course and does not take the exam, the course will remain on their transcript as an F.

College Credit Plus

College Credit Plus (CCP) creates a pathway to potentially earn high school and college credit simultaneously by completing college courses. Students must be in grades 7-12 and considered college-ready by their desired universities' standards. Students are permitted to take up to 30 college credit hours per school year, but not more than 120 credits throughout their high school career. The 30 credit calculation also includes high school credits taken during the planned CCP school year. Any student admitted to a course by an institution of higher education will be required to perform at the same level as the institution's regular students. No special courses will be designed for high school or middle school students. Students can participate in CCP only if they have been accepted by a college or university in accordance with guidelines set up by the individual colleges and universities.

All Option B CCP courses will figure into the student's high school and college GPA. CCP courses will calculate into the high school GPA at the same rate as an AP course in the same subject area. However, colleges do not weigh courses and a college transcript will not reflect any weight. In accordance with ORC, the district will cover the cost of tuition, books, and fees for Ohio public colleges and universities. The student is responsible for their own transportation to and from the institution. Should a student choose to attend a participating private college or university, the student's tuition rate will not exceed \$166.55/credit hour.

Students/parents must submit a College Credit Plus letter of intent to the school by:

- April 1st to be eligible for CCP participation in the subsequent summer, fall and/or spring terms.
- November 1st to be eligible for CCP participation in the subsequent spring terms

For more information on CCP at Wyoming visit [CCP at Wyoming](#).

Credit Flexibility

[Credit Flexibility](#) is offered by Wyoming City Schools in accordance with state guidelines to customize educational delivery to the learning styles and interests of individual students. When approved, Credit Flex plans permit students access to learn subject matter and earn course credit in ways not limited solely to "seat time" or the walls of a school building.

Eligibility

- A. Be enrolled as a full-time student at Wyoming High School.
- B. All required applications/paperwork must be submitted by April 1 of the preceding school year.
- C. All Credit Flex proposals are subject to district review and must be approved to be awarded credit.

The district [Credit Flexibility Processes and Procedures](#) contains complete information about this course credit option.

Credit Recovery

If a student fails a course during the school year, the course credit may be made up through an accredited credit recovery program, with the approval of the student's counselor or the high school principal. Both grades will remain on the transcript and both will be calculated into the cumulative GPA.

Please note that although Honors or AP credit can be earned through credit flex, no additional weight will be calculated in the GPA. APEX credit will also not receive additional weight.

Grade Levels

In order for students to remain in their proper developmental sequence, the academic and elective courses are offered for specific grade levels. Except in unusual cases, students take only those courses designed for the grade level in which they are enrolled.

In order to participate in the grade level events, students must have earned the minimum number of credits:

- Grade 10: 4 credits
- Grade 11: 10 credits
- Grade 12: 15 credits

This is of particular importance for grades 11 and 12 when there are specific grade level events such as prom and the senior trip. A student who has not earned enough credits will not be able to participate in grade level activities.

Students will be assigned to homerooms/flex on the basis of grade level (e.g. grade 9, grade 10, etc.).

To maintain senior privileges (e.g. late arrival, early dismissal, senior trip), a student must be enrolled and pass all graduation required courses. Habitual attendance or discipline situations can result in the loss of the privilege.

To maintain Fire Cadet privileges, a student must be passing all core content courses. Additionally, they cannot be credit deficient, have excessive absences (unexcused or excused), or have discipline challenges.

Grade Point Average (GPA)

For current Wyoming High School students, courses completed through Wyoming High School (taught on campus by Wyoming High School instructors) and courses taken through the Flexible Credit program will be considered when determining the student's grade point average. New enrollees' records will be evaluated and included in grade point averages. At Wyoming High School, students who successfully complete Honors and AP courses and CCP courses in the same subject area will receive additional "weight" to their GPA: honors courses will receive additional weight of .045 for each course and AP courses will receive additional weight of .045 for each semester long AP course and .09 for each year long AP course. GPAs are calculated at the end of the year.

Grading Scale

The purpose of the grading scale is to clearly, accurately, consistently, and fairly communicate learning progress and achievement to students and families. All subjects will use the following grading standards on progress reports:

93.00-100.00	A = 4.0	3.80-4.00
90.00-92.99	A- = 3.65	3.50-3.79
87.00-89.99	B+ = 3.35	3.20-3.49
83.00-86.99	B = 3.0	2.80-3.19
80.00-82.99	B- = 2.65	2.50-2.79
77.00-79.99	C+ = 2.35	2.20-2.49
73.00-76.99	C = 2.0	1.80-2.19
70.00-72.99	C- = 1.65	1.50-1.79
67.00-69.99	D+ = 1.35	1.20-1.49
63.00-66.99	D = 1.0	0.80-1.19
60.00-62.99	D- = 0.65	0.50-0.79

00.00-59.99	F/WF = 0	0.00-0.49
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The following code letters will also be used for the purpose of reporting pupil progress: P=Pass, NP=non-passing, F=Failure, W=course withdrawal, WF = withdrawal/failure**, and I=Incomplete.

*A withdrawal (W) will not be included in the calculation of the student's GPA.

**A withdrawal/failure (WF) will be calculated as an F.

A quarter should reflect the grade in its entirety; therefore, once a quarter has ended, no late work will be accepted. In special cases, students may, at the discretion of the school team, be granted an "incomplete" window extending beyond the conclusion of the quarter. An "I" will be used as the course grade placeholder until the conclusion of the incomplete window. Whether or not a quarter grade is rounded is at the discretion of each teacher. Please see their policies stated in each of their syllabi and/or posted on Canvas.

Graduation Credit Requirements

In order to earn a high school diploma students must meet requirements in all three areas:

1. Course Completion
2. Demonstrate Competency (Testing Requirements)
3. Demonstrate Readiness (Graduation Seals)

Graduation Course Requirements

A minimum of 21.5 credits is required for graduation for the class of 2026 and beyond, 15 of which must be in academic units. As a part of the credit requirement, a student must receive full credit for:

- 4 units of English
- 4 units of Mathematics - one unit must be Algebra II or an equivalent
- 3 units of Science (one being a physical science and one being a biological science)
- 4 units of Social Studies (Modern World History I, Modern World History II, CP United States History or A.P. United States History, CP American Government or AP U.S. Government & Politics *and* AP Comparative Government)
- 1/2 unit of Financial Literacy (class of 2026 and beyond)
- 1/2 unit of Oral Communications
- 1/2 unit of Physical Education
- 1/2 unit of Health
- 4 ½ units of student electives
 - Elective units must include one or any combination of world language, fine arts, business, career-technical education, technology, or English language arts, mathematics, science or social studies courses not otherwise required.
 - For college admission purposes, it is strongly suggested that students complete two units of the same world language and a unit of fine arts and chemistry.
 - At least 2 semesters of fine arts courses (visual or performing) must be taken in grades 7-12.

All students must take, and earn a passing score (684), on the following state tests:

- Algebra I
- ELA II

Students must earn a Competency Score of 684 on the Algebra 1 AND ELA 2 End-of-Course exams. Students failing to meet the Competency requirement in one or both areas after a second attempt with remediation may utilize one of Ohio's [alternate demonstrations of competency](#).

Demonstrate Readiness by Earning Two Seals

In addition to fulfilling curriculum requirements and meeting the competency requirements above, students must also show they are prepared for their next steps after high school. State law created 12 diploma seals for students to demonstrate academic, technical and professional readiness for careers, college, the military or self-sustaining professions. Students will demonstrate readiness by earning at least 2 diploma seals, one of which must be state defined.

- OhioMeansJobs Readiness Seal (Ohio)
- Industry-Recognized Credential Seal (Ohio)
- College-Ready Seal (Ohio)
- Military Enlistment Seal (Ohio)
- Citizenship Seal (Ohio)
- Science Seal (Ohio)
- Honors Diploma Seal (Ohio)
- Seal of Biliteracy (Ohio)
- Technology Seal (Ohio)
- Community Service Seal (Local)--see Graduation Seals Tracking Guide
- Fine and Performing Arts Seal (Local)--see Graduation Seals Tracking Guide
- Student Engagement Seal (Local)--see Graduation Seals Tracking Guide

For detailed information regarding graduation requirements please see the [Ohio Department of Education's website](#) or the district's [Graduation Pathway information](#).

Graduation requirements for students who attend Great Oaks are listed in the Course Guide. Great Oaks students must successfully complete their career block program in order to receive a diploma based upon the 21 credit requirements. Great Oaks students who fail to successfully complete their 5 career blocks are subject to the graduation requirements for students who remain on campus at Wyoming High School.

Requirements to Participate in Commencement Ceremony

Commencement is the pinnacle event of thirteen years of education. In order to participate in the Commencement ceremony a senior must:

- Complete **all** academic requirements for graduation as previously stated in the Graduation Requirements section.
- Meet one of the following three:
 - Earn a cumulative passing score on all end-of-course exams. The scores will be set by the State Board of Education.
 - Earn a "remediation-free" score on a nationally recognized college admission exam such as ACT or SAT. The state of Ohio will pay for all 11th grade students to take the exam free of charge.
 - Earn a State Board of Education-approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

- Participate in graduation rehearsals scheduled by the building principal; **rehearsals are mandatory for participation in the actual ceremony** so that students are aware of their role and events go as smoothly as possible.
- Adhere to the dress code for graduation.

Honors Diploma

High school students can gain state recognition for exceeding Ohio's graduation requirements through one of Ohio' Honors diploma options:

**Additional Honors Diploma options are available. For more information, please visit the [Ohio Department of Education](#) and see your counselor.

Scheduling Policy

In order to allow time for proper planning, students and parents are asked to make course choices well in advance of the next school year. These choices are finalized on the basis of thorough student, teacher, and parent consultation, examination of the Course Guide, and annual staffing and budgeting commitments.

Elective courses are not guaranteed and are offered subject to the number of student requests and other scheduling considerations.

Schedule Policies

- Students may have **one** of the following per semester: study hall, aide, **or** senior privilege.
- Students must be enrolled in six courses with instructional seat time that award credit each semester, unless there is a documented medical reason.
- Once enrolled, students must remain in an Honors or Advanced Placement class through the end of the first semester for year-long courses (the first quarter for semester courses), unless an approved schedule change is made by the school team (teacher/counselor/administration).
- Students are assigned to a lunch based on their 5th period teacher.

Schedule Changes

The master schedule is created based on the scheduling process detailed above; as a result, all schedule changes (start of year and semester change) will only be made under these circumstances:

- an obvious schedule conflict or error, such as an omission of an optioned course.
- inability of school to schedule one or more option courses necessitating alternate selection.

Students may submit requests for a schedule within the first 5 days of each semester. Students may drop elective courses for a study hall within the first 10 days of each semester.

Schedule changes requests will not be approved for:

- changing lunch periods
- changing senior privileges assigned based on schedule requests (late arrival/early dismissal)
- courses that were scheduled at the request of a course override
- removing course(s) that will put a student below a full-time schedule

The school will review teacher/counselor/family initiated conversations that result in a recommendation for any schedule change (ex. drop, add, or change of level). Schedule change requests cannot be guaranteed and are subject to review of the master schedule and course availability.

Inquiries into level changes can only be considered if course support and intervention have been identified and completed. If a change of level occurs, all student grades in the course will also be transferred. GPA weight is awarded upon course completion; partial GPA weight will not be granted.

Course Withdrawal

Courses may only be withdrawn after the course drop date (initial 10 days) with school team approval.

- courses may only be withdrawn if the resulting schedule change maintains full-time student standing.
- A “withdrawal” (W) will be posted on a student’s transcript for courses withdrawn after the drop date.
- A “withdrawal/failure” (WF) will be posted on a student’s transcript for courses withdrawn after the course halfway point (after 1st quarter for semester courses, after 2nd quarter for year-long courses).

Courses may be withdrawn only after the course drop period (the first 10 days) and require approval from the school team.

- A Withdrawal (W) will be posted on the student’s transcript for any course withdrawn after the drop period.
- A Withdrawal/Failure (WF) will be posted on the student’s transcript for any course withdrawn after the course’s halfway point (after the 1st quarter for semester courses or after the 2nd quarter for year-long courses).

ANNUAL NOTICES

Blood Borne Pathogens

The Board of Education seeks to protect individuals within the building who may be exposed to blood-borne pathogens and other potentially-infectious materials in their performance of assigned duties. The Superintendent has implemented administrative guidelines which will:

- A. identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- B. provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally- mandated scheduling;
- C. ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- D. establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- E. provide for record-keeping of all of the above which complies with both Federal and State laws;
- F. develop an exposure control plan.

Drug-Free Schools

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance

as defined by State statute, or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

Non-Service Animals in Schools and Elsewhere on District Property

Animals permitted in schools and elsewhere on district property shall be limited to those necessary to support specific curriculum-related projects and activities, or those trained service animals that provide assistance to a student or staff member due to a disability (e.g., seizure disorder), as required by federal and state law.

A Parent's Right to Know Professional Qualifications

As a parent of a student in Wyoming City Schools, you have the right to know the professional qualifications of the classroom teachers who instruct your child. Federal law allows you to ask for certain information about your child's classroom teachers and requires us to give you this information in a timely manner if you ask for it. Specifically, you have the right to ask for the following information about each of your child's classroom teachers:

- Whether the Ohio Department of Education has licensed or qualified the teacher for the grades and subjects they teach.
- Whether the Ohio Department of Education has decided that the teacher can teach in a classroom without being licensed or qualified under state regulations because of special circumstances.
- The teacher's college major, whether the teacher has earned advanced degrees and, if so, the subject of those degrees.
- Whether any aides or similar paraprofessionals provide services to your child and, if they do, their qualifications.
- For general information about your child's teacher, you may ask the school's principal, or you may talk to your child's teacher about their qualifications.

For detailed information, a formal request must be made in writing to the Wyoming City Schools Assistant Superintendent, 420 Springfield Pike, Wyoming, OH, 45215 or you may call (513) 206-7025.

Public Attendance and Accessibility

For facilities constructed or altered after June 3, 1977, the district will comply with applicable accessibility standards. For those existing facilities constructed prior to June 3, 1977, the district is committed to operating its programs and activities so that they are readily accessible to persons with disabilities. This includes, but is not limited to, providing accommodations to parents with disabilities who desire access to their child's educational program or meetings pertinent thereto. If you require accommodations, please contact the building principal a minimum of 48 hours in advance of the event.

Safer Ohio School Tip Line

To report a tip, call or text: 844-SaferOH or 844-723-3764. This tip line allows students and adults to anonymously share information with school officials and law enforcement about threats to student safety—whether that involves a threatened mass incident or harm to a single student.

Things to report to the tip line include (but are not limited to):

- Bullying incidents;
- Withdrawn student behaviors;
- Verbal or written threats observed toward students, faculty or schools;
- Weapon/suspicious devices on or near school grounds;
- Gang related activities;
- Unusual/suspicious behavior of students or staff;
- Self-harm or suicidal sentiments; and
- Any other school safety related concerns.

Calls or texts to 844-SaferOH (844-723-3764) are answered by analysts within Ohio Homeland Security. If action is needed, the analysts immediately forward information to local school officials, law enforcement agencies and the Ohio School Safety Center (OSSC) for action and follow up. The tip line is an anonymous reporting system that accepts both calls and texts 24 hours a day.

Student Use of Personal Communication Devices (Cell Phones, Smartwatches, etc.)

To support a focused and safe learning environment, student use of personal communication devices (PCDs) is not permitted during the instructional day, unless specifically authorized. Students may use school phones to contact parents/guardians during the school day, depending upon the exigencies of the situation, the location of the students, and the location of the PCD during an active threat or emergency, in accordance with the protocol outlined in the Board-adopted emergency management plan.

Key Expectations:

- Devices must be powered off and kept in lockers during the school day.
- Students may only use devices:
 - When approved by a teacher or principal for instructional purposes
 - During after-school activities or events, as permitted by staff
 - On school transportation, if use does not create a safety concern
- Students may store devices at school, but use during the school day is limited.

Important Exceptions:

- Use may be allowed if required by a student's IEP or Section 504 plan
- Use may be permitted for documented medical needs with physician approval

Prohibited Use:

Students may not use devices to:

- Record, photograph, or video others without permission
- Violate another person's privacy (e.g., locker rooms, restrooms)
- Engage in bullying, harassment, or sexting
- Cheat or access unauthorized information during assessments

- Access inappropriate or blocked content

Consequences:

- Misuse of a device may result in confiscation, loss of privileges, and/or disciplinary action, up to and including suspension or expulsion.
- Illegal activity involving a device may be reported to law enforcement.

Additional Notes:

- Students are responsible for their devices; the school is not liable for loss or damage.
- Families should contact the school office if they need to reach their child during the school day.

Title IX Coordinator(s)

The following individual(s) serve as the District Title IX Coordinator(s) and are responsible for overseeing and coordinating the District's efforts to comply with Title IX and its implementing regulations:

Assistant Superintendent

Dr. Ericka Simmons

513-206-7025

simmonse@wyomingcityschools.org

420 Springfield Pike

Wyoming, OH 45215

Director of Pupil Services

Dr. Regina Kirchner

513-206-7022

kirchnerr@wyomingcityschools.org

420 Springfield Pike

Wyoming, OH 45215

The Title IX Coordinator(s) reports directly to the Superintendent. Questions about Policy 2266 or its corresponding Administrative Guideline should be directed to the Title IX Coordinator(s).

ATTENDANCE

Regular school attendance is an important responsibility for students at all grade levels and is a key factor in academic success. Many studies show a strong connection between consistent attendance and positive school outcomes. When students attend school regularly, the learning process is not interrupted, less time is spent on make-up work, and students benefit from active participation and interaction with teachers and classmates. Many important lessons are learned through participation in classroom discussions, group work, and school activities that cannot be replicated through independent study.

Establishing patterns of good attendance benefits students not only during their school years but also in their future careers. Dependability and punctuality are important workplace skills. One of the most valued qualities employers seek is an employee's reliability in coming to work on time each day. Schools play an important role in helping students develop these habits early.

The educational program offered by the District is based on the presence of students and requires continuity of instruction and classroom participation. Attendance is required of all students enrolled in the schools during the days and hours that school is in session or during the attendance sessions to which they have been assigned.

Recent updates to Ohio attendance reporting require schools to include all absences in the calculation of chronic absenteeism, regardless of the reason. In accordance with Ohio law, the Superintendent may require from the parent or guardian of each student of compulsory school age, or from an adult student, a statement explaining the cause for any absence. The Board of Education reserves the right to verify such statements and to investigate the cause of any absence.

Excused Absences

State law recognizes the following as reasonable excuses for time missed from school:

- Personal illness (a written physician's statement may be required)
- Appointment with a health care provider
- Illness in the family necessitating the presence of the student
- Quarantine of the home
- Death in the family
- Necessary work at home due to the absence or incapacity of a parent/guardian
- Religious expression days, up to three (3) with prior approval by the principal
- Out-of-state travel (up to twenty-four (24) hours per school year) to participate in a District-approved enrichment or extracurricular activity
(Students are responsible for completing missed assignments.)
- Such good cause as may be acceptable to the Superintendent
- Medically necessary leave for a pregnant student in accordance with Policy 5751
- Service as a precinct officer at a primary, special, or general election in accordance with Policy 5725
- College visitation or job shadowing (up to three days per year during the junior and senior years)
- Absences related to a student's foster care placement or court proceedings related to foster care
- Absences related to homelessness

While schools may determine whether an absence is excused or unexcused for recordkeeping purposes, all absences count toward a student's overall attendance rate and potential chronic absenteeism under Ohio law.

Reporting an Absence

Parents or guardians must notify the school attendance office when a student will be absent. Acceptable forms of communication include:

- A phone call to the attendance line
- A written note
- An email from a legal guardian

The communication must include:

- The student's name
- The date(s) of absence
- The specific reason for the absence

Ohio law requires us to account for all students within 120 minutes of the start of each school day. If a parent or guardian has not notified the school in advance, the school will attempt to contact the parent or guardian and any emergency contacts through automated call and/or text message. This communication will alert the parent/guardian to contact the school to register the child's absence.

As a reminder, students should be free of vomiting, fever, and diarrhea for 24 hours before returning to school.

Chronic Absenteeism

Ohio law identifies chronic absenteeism as missing 10 percent or more of the total instructional hours in a school year, regardless of whether the absences are excused or unexcused. This is approximately equivalent to about 18 full school days; however, because Ohio tracks attendance by instructional hours, partial days, late arrivals, and early dismissals all contribute to this total.

It is important to note that all absences, whether excused, unexcused, or medically necessary, count toward a student's total instructional hours missed and may contribute to chronic absenteeism.

Chronic absenteeism is an important indicator of student engagement and academic progress. When attendance patterns suggest that a student may be at risk of becoming chronically absent, the school will reach out to families to discuss concerns and provide support.

We will work collaboratively with families to:

- Identify barriers to regular attendance
- Develop strategies to improve attendance
- Provide support through the school's Multi-Tiered System of Supports (MTSS)

These supports are designed to partner with families and help students maintain regular school attendance.

Because attendance is calculated based on total instructional time, every minute of missed instruction matters and contributes to a student's overall attendance rate. Frequent tardiness or early dismissals may accumulate and contribute to a student being identified as chronically absent.

Habitually Truant

A student will be considered habitually truant if the student is of compulsory school age and is absent without a legitimate excuse for:

- Thirty (30) or more consecutive hours
- Forty-two (42) or more hours in one school month
- Seventy-two (72) or more hours in one school year

Legitimate excuses may include, but are not limited to:

- Enrollment in another school district
- Excusal from attendance under Ohio Revised Code 3321.04
- Receipt of an age and schooling certificate

If a student becomes habitually truant, the district will follow the procedures outlined in Ohio law and district policy, which includes filing a complaint in Hamilton County Juvenile Court.

Attendance Monitoring and Supports

The school district maintains the attendance database and monitors patterns of student attendance.

When attendance concerns arise, the school will provide interventions such as:

- Communication with parents or guardians
- Meetings with school counselors or administrators
- Attendance improvement strategies
- Referral to student support teams
- Development of individualized attendance plans

The goal of these supports is to address barriers to attendance and help students remain actively engaged in school. Wyoming City Schools believes in a well-rounded student experience that includes a variety of experiences beyond the classroom. Students who wish to engage in these privileged activities, such as dances, clubs, and field trips, need to be in good attendance standing.

Leaving School During the Day

Students who need to leave school during the day must obtain permission from the main office.

Students may only be released:

- To a parent or guardian
- To a properly identified person authorized by the parent
- For verified emergency reasons

Students may not sign themselves out without verified parental permission, regardless of age.

Students must sign out when leaving and sign in upon returning to school. Failure to follow this procedure may result in the absence being recorded as unexcused and may lead to disciplinary action.

Students arriving late or leaving early for professional appointments (such as medical, dental, or court appointments) should provide documentation upon return to school.

Religious Expression Days

Students may be excused from school for up to three (3) religious expression days per school year. These days may be used to observe religious holidays or to participate in organized activities associated with a student's sincerely held religious or spiritual beliefs.

Request Process:

- A parent or guardian must submit a written request to the Principal identifying the specific date(s) requested.
- Requests should be submitted within:
 - Fourteen (14) days of the start of the school year, or
 - Fourteen (14) days of a student's enrollment in the District.

Approval and Verification:

- The Principal will approve up to three (3) religious expression days per school year.
- The District will not question the sincerity of a student's religious or spiritual beliefs.

- The Principal may contact the parent or guardian to verify that the request was submitted by them.

Academic Expectations and Accommodations:

- Students will not be penalized academically for approved religious expression absences.
- Teachers will provide reasonable accommodations, including opportunities to make up:
 - Examinations
 - Assignments
 - Other academic requirements missed during the absence

Extracurricular Participation:

- Students may still participate in interscholastic athletics and extracurricular activities on days they are absent for an approved religious expression day.

Closed Campus

For the safety of students, Wyoming High School is a closed campus. Students may not leave school, even with parent/guardian permission, to go home for lunch or to get lunch and bring it back into the building. Students involved in community resource programs, community volunteer programs, independent study programs, or special projects outside the school building may be permitted to leave campus during the school day to fulfill their commitments and research needs. With written parental permission, arrangements for these dismissals are made with the appropriate faculty member and the approval of the Assistant Principal or the Principal. All other students are to remain on campus for the entire school day. Students determined to be off school grounds during the school day without authorization could be subject to discipline.

Make-Up Work

For each day of a school-approved excused absence, a student is automatically granted one day for make-up work. For example, if a student misses two days, they will be given two days to complete make-up work without penalty. It is the student's responsibility to contact their teachers to arrange the make-up work. Work that was assigned prior to the absence is due on the day the student returns. Tests/Quizzes are to be taken when a student returns from an excused absence or when determined by the teacher. A student absent the day before the test, who knew of the test plans prior to their absence, may be expected to take the test as scheduled. Make up privileges are extended to students who have a school-approved absence from school on the day of a test. In special cases of extended absence, students may, at the discretion of the teacher(s), be granted make-up privileges for "incompletes" extending beyond the usual two-week period allowed at the close of the grading period. All work and tests are to be made up by the end of the current quarter, unless the professional judgment of the teacher indicates that extra time should be granted.

Make-up privileges may be extended by administration for certain absences, which are not excused absences. Written notification of requests for such absences should be made in advance to the Assistant Principal. In all cases, arrangement for make-up work is the responsibility of the student and should be made in consultation with the teachers in advance of the absence.

A student who skips class to avoid the test is to be marked "0" on the test. This mark is then averaged with other marks for the appropriate grade period.

Make-up privileges will not be permitted for those students whose school absences are unexcused.

School Attendance for Extra Curricular Activities

A guiding principle in terms of absence from school is that “if a student is too ill to attend school, they are too ill to participate in extracurricular activities.” Furthermore, if a student serves an out-of-school suspension, they may not participate in any extracurricular activities that same day (such as sports, concerts, field trips, dances, etc.). However, they may participate on their first day following the conclusion of the out-of-school suspension.

In order to participate in an extracurricular activity on a school day, or the Friday preceding Saturday extra-curricular events, a student must be in attendance for at least 5 out of 7 bells. All other arrangements must be made at the discretion of the principal, athletic director, or activity sponsor.

Tardiness

Being on time matters, and we want students to take ownership of their time and understand the importance of punctuality. Students arriving tardy to school need a note, an email to whs@attendance@wyomingcityschools.org, or a phone call to the attendance line (513) 206-7062. A tardy outside the scope of the aforementioned reasons will be considered unexcused and will result in students not being able to make-up missed school work and disciplinary consequences.

Students arriving between 8:00 a.m. and 9:20 a.m. without an acceptable excuse can be subjected to discipline for skipping class and can result in a “0” being assigned for any class work missed. After 4 unexcused tardies, students will serve an after school detention. Each time a student accumulates 4 additional unexcused tardies, they will serve an after school detention. Consequences could increase in severity if the tardies continue beyond a certain point.

Seniors may lose their senior privileges for excessive tardiness.

Vacations

While students can miss school to take a vacation, these absences are considered unexcused, and in some cases where enough unexcused absences/hours are accumulated, can lead to the truancy process as dictated by Ohio law. Whenever a proposed absence-for-vacation is requested, parents must notify the principal in writing. The purpose and length of the absence should be made clear. Those who would like to discuss a potential absence must request an appointment with the principal.

- Vacations are documented as unexcused absences; however, students may make-up their work. If the make-up work is not completed, this will be reflected in the students’ grades.
- Students will be expected to make up any major tests given during the absence on the first day back in school or at the teacher’s convenience.
- Major papers/projects due during the period of absence must be turned in prior to leaving.
- All missed assignments must be turned in on the first day back in school or at the teacher’s convenience.

College Visitation

College visits are important in helping students determine the best post-secondary placement for those pursuing this avenue. To support this process, seniors and juniors will be given up to three days each year to visit colleges. A College Visit Form, which provides for the name(s) of the college(s), the requested date(s) for the visit, and the parent/guardian signature, is available in the Counseling Office. This form is then given to a

School Counselor or Administrator for approval. The form also explains the procedure for notifying teachers of the college visitation days. The completed form must be submitted to the Attendance Office two days prior to the scheduled college visit to be considered excused.

DISCIPLINE

Good conduct is based on respect and consideration for the rights of others. Students are expected to conduct themselves in such a way that the rights of others are not violated. 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 subject to approved student discipline regulations. Wyoming City Schools will not tolerate violent, disruptive or inappropriate behavior by its students, and such behavior is prohibited as set forth in the Student Code of Conduct.

Due Process Rights

Per Wyoming City Schools Board Policy 5611 it is recognized “that students have limited constitutional rights when it comes to their education”/ therefore due process will be enforced during all disciplinary situations.

Discipline Levels

Wyoming High School uses a system of tiered consequences for its disciplinary action. As educational professionals, every effort is made to consistently support and protect our students. However, there are occasions where the use of flexibility within this plan by the administrative staff will best serve the needs of the individual student and the student population in general.

Through the use of the tiered system, administrators, teachers, and school counselors will work together in an attempt to find causes of student misbehavior so that the students may benefit from the wide range of educational experiences and course offerings. The Wyoming High School staff is always available to provide professional guidance and offer understanding and assistance when necessary.

The Assistant Principal will have the responsibility of working directly with the discipline of student misconduct. Every attempt will be made to communicate to parents all necessary information concerning discipline or attendance problems. Parents and guardians should feel free to contact the Assistant Principal for assistance.

Copies of the Discipline Code and relevant board policies are available in the office, upon request, to students and parents.

These discipline regulations apply to conduct: while school is in session; at school-sponsored activities on school premises; off school premises at any school-sponsored activity or event; in any vehicle, whose use is controlled, organized, or arranged by the school; or at any time when the student is subject to the authority of the Board of Education or school personnel.

During the time of suspension (not to include in-school detention), expulsion, or removal, the parent, guardian, or custodian of the student (or the student if eighteen years of age or older) is responsible for the student. While suspended, expelled, permanently excluded, or removed from school, students are not permitted to attend curricular or extracurricular activities or to be on school premises for any reason unless a prior appointment has been made with school officials.

How The Tiered Consequence Chart Works

Level I: General violations of classroom, bus, and school rules. These offenses are considered minor offenses and ones that can be addressed and corrected by a school staff member (teacher, paraprofessional, and administrator) or a bus driver.

Level II: These offenses require an administrator to address the situation. These behaviors are more escalated than Level I misconduct or have been repeated to the point that a teacher's/ staff member's multiple interventions have not corrected the behavior.

Level III: These offenses significantly disrupt the educational process, school environment, and/or school related activities. They may have repeated Level II consequences and may include, but are not limited to, acts of physical aggression, vandalism, drug/alcohol possession or use, engaging in sexual acts during school/school related functions, and bullying. These acts may receive consequences of in-school detention (ISD) or out of school suspension.

Level IV: Offenses of this nature are considered willful and/or malicious acts that may compromise the educational environment and/or safety for one or more students or staff members. The consequences for Level IV behaviors may include, but are not limited to, out of school suspension and expulsion.

Level of Offense	Consequence
<p>LEVEL I <i>Examples:</i></p> <ul style="list-style-type: none"> ● Disrespect to others ● Horseplay/physical contact ● Insubordination ● Disruptive behavior ● Cheating (minor assignment) ● Personal Communication Device; second offense: cell phone to office) ● Taking another's item ● Electronic device: minor misuse 	<p>Consequence Action: Teacher Response Options</p> <ul style="list-style-type: none"> ● Verbal redirection ● Seat change ● Student/teacher conversation ● Student/counselor conversation ● Teacher/parent conference. ● Student conference ● Loss of privilege ● Writing assignment ● Restorative consequence (i.e. help clean classroom if making a mess) ● Change of seat ● Class detention (teacher maintained) <ul style="list-style-type: none"> ○ Contact with home is required ● Class behavior plan ● Written letter of apology ● Lunch detention <ul style="list-style-type: none"> ○ Phone call home required ● Teacher discretion may allow additional consequences ● Academic consequences may be assigned when cheating, plagiarism, or misuse of artificial intelligence has occurred, as determined by the teacher or administration. <p>If the offense becomes repetitive: If offense continues and a teacher detention has been served and contact home has been made:</p>

	<ul style="list-style-type: none"> ● Office referral <p>*Teachers are not limited to these options.</p> <p>*Skipped detention: the teacher should contact home and attempt to reschedule. A second skipped detention will lead to an office assigned detention. A detention slip sent home with the student does not constitute contact home.</p>
<p><u>LEVEL II</u></p> <p><i>Examples</i></p> <ul style="list-style-type: none"> ● Stealing (item(s) of value) ● Cheating (test, major project) ● Misuse of technology (personal or school) <ul style="list-style-type: none"> ○ Inappropriate website/obscene website, inappropriate communication, etc. ● Harassment ● Insubordination (refusing to listen and leaving a classroom) ● Repeated level I offenses 	<p>Consequence Action: Office Referral</p> <ul style="list-style-type: none"> ● If behavior took place in the classroom, the teacher should contact home and let parents know a referral was placed for behavior. ● Office follows through with discipline in line with offense. Such discipline can consist of: <ul style="list-style-type: none"> ○ Detention ○ Lunch detention ○ In School Detention (ISD) ○ Out of school suspension ○ Administrator-student-parent conference ○ Exclusion from extracurricular/athletic activity ○ Behavior contract ○ Temporary removal of the student from the classroom ● Academic consequences may be assigned when cheating, plagiarism, or misuse of artificial intelligence has occurred, as determined by the teacher or administration.

<p><u>LEVEL III</u> <i>Examples:</i></p> <ul style="list-style-type: none"> ● Bullying/threatening behavior ● Vandalism ● Discrimination ● Fighting ● Repeated/egregious misuse of technology (personal or school) <ul style="list-style-type: none"> ○ Inappropriate website/obscene website, inappropriate communication, etc. ● Harassment based on gender, race, sex, etc. ● Dangerous objects/substances 	<p>Consequence Action: Office Referral The office follows through with discipline in line with offense. Such discipline can consist of:</p> <ul style="list-style-type: none"> ● Detentions ● In School Detention (ISD) ● Out of school suspension ● Exclusion from extracurricular/athletic activity ● Behavior contract ● Expulsion
<p><u>LEVEL IV</u> <i>Examples:</i></p> <ul style="list-style-type: none"> ● Weapon possession and/or use ● Drug and narcotic possession and/or use ● Miscellaneous malicious acts that may compromise the safety of the school community 	<p>Consequence Action: Office Referral The office follows through with discipline in line with offense. Such discipline can consist of:</p> <ul style="list-style-type: none"> ● Exclusion from extracurricular/ athletic activity. ● Behavior contract ● In School Detention (ISD) ● Out of school suspension ● Expulsion

ALL LOCKERS IN THE SCHOOL BUILDINGS OF THIS SCHOOL DISTRICT ARE SCHOOL PROPERTY AND ARE SUBJECT TO SEARCH AT ANY TIME.

Expulsion is a more serious consequence than suspension. Students cannot make-up work missed during the time of their expulsion.

Code of Regulations for Conduct of Pupils

Respect for law and for those persons in authority shall be expected of all students. This includes conformity to school rules as well as general provisions of law affecting students. Respect for the rights of others, consideration of their privileges, and cooperative citizenship shall also be expected of all members of the school community. The Board of Education has zero tolerance of violent, disruptive, or inappropriate behavior by its students.

This code of regulations is adopted by the Wyoming Board of Education pursuant to 3313.661, Ohio Revised Code.

Any pupil engaging in the types of conduct either specifically or generally like the kinds of conduct listed below is subject to expulsion, suspension, emergency suspension or removal from curricular or extracurricular activities pursuant to Ohio Revised Code 3313.661 and Policy 5610 of the Wyoming Board of Education.

The types of conduct prohibited by this code of regulations are as follows:

1. Damage or destruction of school or private property, on or off school property.
2. Unauthorized bodily contact of a school employee on the school premises while in the custody or control of the school.
3. Possession, use, sale or distribution of a firearm on school property, in a school zone, or in any other areas controlled by the school during school activities.
4. Possession, use, sale, or distribution of a dangerous object (which may render physical harm to another improperly used) on school property, in a school zone, or in any other areas controlled by the school during school activities.
5. Possession or use of a "look alike" counterfeit weapon or instrument on school property, in any other areas controlled by the school.
6. Unauthorized bodily contact (Level I, II, III).
The act of physically touching, hitting, or making physical threats to a student or employee of the school system or any other person while on school property or while attending a school sponsored event.
7. Level I--Pushing, shoving, in the grasp
8. Level II--Students have physical altercation, but end the altercation on their own.
9. Level III--Physical altercation had to be ended by bystanders/school personnel or is an act of assault.
Any unauthorized bodily contact may result in an automatic out of school suspension.
10. Provoking, antagonizing, or instigating another student in a manner that may reasonably lead to a physical altercation.
11. Verbal, written, or electronic threatening, defaming, or intimidation of students or other persons on school premises or in the course of a school-related activity.
12. Bullying on school premises or in the course of a school-related activity.
13. Verbal, written, or electronic threatening or intimidation of school employees.
14. Chronic misbehavior which disrupts or interferes with any school activity.
15. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
16. No backpacks, bags, or purses of any kind are allowed in classrooms or hallways during the school day. Students are required to store such items in their school lockers during the school day.
17. Any disruption or interference with school activities (including promposals).
18. Presence in areas during school hours where a student has no legitimate business without permission or supervision of school administrators or teachers.
19. Presence in areas outside school hours where a student has no legitimate business without permission or supervision of school administrators or teachers after 3:05 p.m.
20. The student, staff, and municipal parking lot is off-limits during the school day. Students may go out to their cars with permission from the administration.
21. Leaving school during school hours without permission of the proper school authority/not signing in upon return to the school building.

- 22.** Distribution or placement of pamphlets, leaflets, buttons, signs, insignia, etc. on school property without the permission of the proper school authority.
- 23.** Demonstrations by individuals or groups causing disruption to the school program.
- 24.** Disrespect to a teacher or other school authority.
- 25.** Skipping detention.
- 26.** Refusing to take detention or other properly administered discipline.
- 27.** Falsifying information given to school authorities in the legitimate pursuit of their jobs.
- 28.** Possessing, distributing, transmitting, concealing, consuming, showing evidence of having consumed, using or offering for sale any underage drugs, un-prescribed drugs look-alike drugs or any mind-altering substance while on school grounds or facilities; at school sponsored events; in other situations under the authority of the school or in school-controlled vehicles.
- 29.** Possessing, distributing, transmitting, concealing, consuming, appearing under the influence of, using or offering for sale any tobacco products (including smokeless tobacco), look-alike tobacco products, electronic cigarettes, including any paraphernalia, while on school grounds or facilities, at school-sponsored events, or in other situations under the authority of the school or in school-controlled vehicles.
- 30.** Possessing, distributing, transmitting, concealing, consuming, appearing under the influence of, using or offering for sale any alcoholic beverages including non-alcoholic beers and any paraphernalia, while on school grounds or facilities, at school-sponsored events, or in other situations under the authority of the school or in school-controlled vehicles.
- 31.** Sexual harassment.
Sexual harassment has no place in the Wyoming City School District and will not be tolerated. Examples of sexual harassment-type conduct may include, but are not limited to, unwanted sexual advances; demands for sexual favors in exchange for favorable treatment; repeated sexual jokes, flirtations, advances, or propositions; verbal abuse of a sexual nature; graphic verbal commentary relating to an individual's body, sexual prowess or sexual deficiencies; coerced sexual activities; any unwanted physical contact; sexually suggestive or obscene comments or gestures; or displays of sexually suggestive obscene objects or pictures. Whether any such act or comment may constitute sexual harassment-type conduct is often dependent on the individual recipient.
- 32.** Turning in or threats of false fire, tornado, bomb, or disaster alarms.
- 33.** Extortion of a pupil or school personnel.
- 34.** Forgery of documents.
- 35.** Skipping class
- 36.** Tardy to school
- 37.** Tardy to class
- 38.** Cheating or plagiarizing. (See Code of Academic Integrity)
- 39.** Hazing.
- 40.** Gambling.
- 41.** Public display of affection.
- 42.** Engaging in sexual acts/sexual touching on school premises or school related functions.
- 43.** Unwelcome sexual conduct.
- 44.** Publication of obscene, pornographic, or libelous material.
- 45.** Use of indecent or obscene language in oral or written form or gestures/cursing.
- 46.** Use of offensive language in a discriminatory manner. Federal law protects students from discrimination of race, color, national origin, sex, religion, familial status, and disability. It also protects students who do not conform to stereotypical notions of masculinity and femininity.

47. Indecent exposure.
48. Setting or attempting to start a fire, or using or possessing smoke bombs, fireworks, incendiaries, etc.
49. Possession of a lighter.
50. Theft and/or possession of stolen property.
51. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education.
52. Disobedience of driving regulations while on school premises.
53. Collusion, complicity, attempt, and aiding and abetting in the violation of a provision of the Code of Student Conduct.
54. Compromising the school's safety.
55. Defaming of others (staff or students).
56. Any type of prohibited activity listed herein engaged in by a student on school premises, on a school bus, or in the control or custody of the school district regardless of whether on or off school premises, or at a school-related or extracurricular activity regardless of location.
57. Any other activity by a pupil, which the pupil knows or should know will disrupt the academic process or a curricular or extracurricular activity while in the control or custody of the school district regardless of whether on or off school premises, or at a school-related activity regardless of location.
58. Commission by a pupil of any crime in violation of the Ohio Criminal Code, Ohio Traffic Code, Ohio Juvenile Code, and/or any municipal criminal or juvenile ordinance.
59. Misuse of technology or turning on personal communication devices during school hours when not permitted. Students should have all cell phones off and in their lockers during instructional time. Consequences may be based on the seriousness of the situation dealing with device incidents. For example, a personal communication device used to record during standardized testing, or in a restroom, is a serious offense that carries severe consequences.
60. Aggression towards others.
61. Repeated violation of the Student Dress Code

Permanent Exclusion

When a student commits one of several serious crimes which are specified by law, the Superintendent may seek to have that student permanently excluded from school. The offenses for which permanent exclusion is authorized are as follows:

1. conveying deadly weapons onto school property or to a school function;
2. possessing deadly weapons on school property or at a school function;
3. carrying a concealed weapon on school property or at a school function;
4. trafficking in drugs on school property or at a school function;
5. murder or aggravated murder on school property or at a school function;
6. voluntary or involuntary manslaughter on school grounds or at a school function;
7. assault or aggravated assault on school grounds or at a school function;
8. rape, gross sexual imposition or felonious sexual penetration on school grounds, at a school function or when a victim is a school employee and;
9. complicity in any of the above offenses, regardless of location.

Expulsion is a more serious consequence than suspension. Students cannot make-up work missed during the time of their expulsion.

Administrative Rules for Underage Substances

Student possession, use, selling or distribution of illegal drugs, alcohol, tobacco, or electronic cigarettes in any form, including any paraphernalia, while on school grounds or at a school event constitute(s) a violation of the Code of Student Conduct. All rules and regulations also apply to the parking lot areas and automobiles. Any student determined to be in possession, using, selling or distributing the aforementioned substances will be referred to the administration for discipline.

We do recognize that students may purchase cigarettes, tobacco products, or electronic cigarettes at age 18, but as a federal building such is not allowed on school grounds. This includes any look-alikes.

An administrator will be involved so that necessary steps can be taken to evaluate the condition and behavior of the student and to determine what follow-up action is appropriate. The evaluation of the student should involve observation of the student's general behavior with particular attention given to movement, speech, eyes, and significant odors. If, based upon the assessment, suspicion regarding the use and/or abuse of drugs or alcohol is confirmed, the administrator handling the case will initiate action as dictated by the Administrative Rules section of the Underage Substances policy.

If a student appears under the influence of a substance or there is evidence of usage of intoxicants and/or failing to comply with all rules and regulations, the student will be removed from school and/or the school event. Suspension and/or expulsion from school and/or legal action will follow.

A student's discipline record in regards to underage substances will be maintained continuously throughout a student's building enrollment.

Possession Of Underage Drugs (Including Look-Alike Drugs), Alcohol, Tobacco, or E-cigarettes (Vapes)

First Offense

- A. Student is suspended for three school days or longer, depending on the substance. The substance may constitute a recommendation for expulsion.
- B. Police may be notified.
- C. For drug and/or alcohol violations, a professional evaluation of the student's chemical dependency is required prior to reinstatement along with a written statement from the assessor stating the date of assessment and recommendations.
- D. The student will have a reinstatement meeting with the administration and applicable team members prior to returning to school. A behavior contract will be signed by a parent and student at the reinstatement conference. If applicable, the behavior contract will incorporate the recommendations of the diagnosis and/or treatment center. Failure to follow these regulations will result in a request for expulsion from school.

Second Offense

- A. Student is suspended for five school days or longer, depending on the substance. The substance may constitute a recommendation for expulsion.
- B. Police may be notified.
- C. For drug and/or alcohol violations, a professional evaluation of the student's chemical dependency is required prior to reinstatement along with a written statement from the assessor stating the date of

assessment and recommendations.

- D. The student will have a reinstatement meeting with the administration and applicable team members prior to returning to school. A behavior contract will be signed by a parent and student at the reinstatement conference. If applicable, the behavior contract will incorporate the recommendations of the diagnosis and/or treatment center. Failure to follow these regulations will result in a request for expulsion from school.

Third Offense

- A. Student is suspended for 10 school days or longer with a recommendation for expulsion.
- B. Police may be notified.
- C. For drug and/or alcohol violations, a professional evaluation of the student's chemical dependency is required prior to reinstatement along with a written statement from the assessor stating the date of assessment and recommendations.
- D. The student will have a reinstatement meeting with the administration and applicable team members prior to returning to school. A behavior contract will be signed by a parent and student at the reinstatement conference. If applicable, the behavior contract will incorporate the recommendations of the diagnosis and/or treatment center. Failure to follow these regulations will result in a request for expulsion from school.

Use Of Underage Drugs (Including Look-Alike Drugs), Alcohol, Tobacco, or E-cigarettes (Vapes)

First Offense

- A. Parent notified and student taken to a detox center/hospital/physician or released to parent if a student appears under the influence of a substance or there is evidence of usage.
- B. Student is suspended for five school days or longer, depending on the substance. The substance may constitute a recommendation for expulsion.
- C. Police may be notified.
- D. For drug and/or alcohol violations, a professional evaluation of the student's chemical dependency is required prior to reinstatement along with a written statement from the assessor stating the date of assessment and recommendations.
- E. The student will have a reinstatement meeting with the administration and applicable team members prior to returning to school. A behavior contract will be signed by a parent and student at the reinstatement conference. If applicable, the behavior contract will incorporate the recommendations of the diagnosis and/or treatment center. Failure to follow these regulations will result in a request for expulsion from school.

Second Offense

- A. Parent notified and student taken to a detox center/hospital/physician or released to parent if a student appears under the influence of a substance or there is evidence of usage.
- B. Student is suspended for ten school days or longer, depending on the substance. The substance may constitute a recommendation for expulsion.
- C. Police may be notified.
- D. For drug and/or alcohol violations, a professional evaluation of the student's chemical dependency is required prior to reinstatement along with a written statement from the assessor stating the date of assessment and recommendations.
- E. The student will have a reinstatement meeting with the administration and applicable team members prior to returning to school. A behavior contract will be signed by a parent and student at the

reinstatement conference. If applicable, the behavior contract will incorporate the recommendations of the diagnosis and/or treatment center. Failure to follow these regulations will result in a request for expulsion from school.

Third Offense

- A. Parent notified and student taken to a detox center/hospital/physician or released to parent if a student appears under the influence of a substance or there is evidence of usage.
- B. Student is suspended for ten school days with a recommendation for expulsion.
- C. Police may be notified.
- D. For drug and/or alcohol violations, a professional evaluation of the student's chemical dependency is required prior to reinstatement along with a written statement from the assessor stating the date of assessment and recommendations.
- E. The student will have a reinstatement meeting with the administration and applicable team members prior to returning to school. A behavior contract will be signed by a parent and student at the reinstatement conference. If applicable, the behavior contract will incorporate the recommendations of the diagnosis and/or treatment center. Failure to follow these regulations will result in a request for expulsion from school.

Selling, Dealing, or Giving Away Underage Drugs (Including Look-Alike Drugs), Alcohol, Tobacco, or E-cigarettes

All Offenses

- A. Student is suspended for ten school days with a recommendation for expulsion.
- B. Police may be notified.
- C. For drug and/or alcohol violations, a professional evaluation of the student's chemical dependency is required prior to reinstatement along with a written statement from the assessor stating the date of assessment and recommendations.
- D. The student will have a reinstatement meeting with the administration and applicable team members prior to returning to school. A behavior contract will be signed by a parent and student at the reinstatement conference. If applicable, the behavior contract will incorporate the recommendations of the diagnosis and/or treatment center. Failure to follow these regulations will result in a request for expulsion from school.

A student's disciplinary record in regards to the consequences for violations of drug, alcohol, tobacco, or e-cigarette use/possession/selling will be maintained continuously throughout their high school enrollment.

Code Of Academic Integrity

Through the years Wyoming High School has achieved a reputation for maintaining high standards of academic excellence. This reputation was gained through high levels of student performance and achievement. Although standards are set for groups of students, performance levels are attained by individuals.

Each student at Wyoming High School is responsible for their own academic achievement. Each student is expected to be honest and to avoid any violation of academic trust such as:

1. giving or receiving aid during an examination, test, quiz or similar type of evaluation.
2. using unauthorized learning aids, study materials, cheat sheets, etc., during a test. Proper test taking procedures dictate that students must put all study materials, learning aids, textbooks, etc., out of sight and reach prior to the beginning of testing. A violation of academic integrity may occur if any item such

as those described above is found to be in close proximity to the student during testing, to the extent that the test proctor may be led to believe that cheating may have occurred.

3. obtaining, circulating or using an examination, test, quiz, answer key, etc., without permission.
4. plagiarizing or falsifying information; knowingly providing materials to aid in plagiarism.
5. submitting work prepared by another; copying work prepared by another.
6. using artificial intelligence tools to generate or complete academic work and submitting it as one's own without teacher permission or proper attribution.
7. defacing books or other instructional materials.
8. removing library and department resource materials without authorization.
9. any other action which would not be representative of a student's own academic effort.

Should violations of this Code of Academic Integrity occur, students may expect prompt disciplinary action. A student's status and reputation may be seriously damaged by violations of this nature.

Individual teacher expectations must be explained by the classroom teacher. Since study habits, "paper trail" requirements and procedures, documentation procedures, the kind of collaborative work, etc., may vary from teacher to teacher, these expectations need to be clearly delineated so that students are clear on the Code of Academic Integrity. In cases involving writing, students are expected to document their work by maintaining a "paper trail" of their notes and rough drafts.

Students will be required to sign the Code of Academic Integrity acknowledging receipt and participation at the beginning of each school year.

Harassment, Intimidation, Bullying, and Cyberbullying

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

Use of offensive language in a discriminatory manner is unacceptable. Federal law protects students from discrimination on the basis of race, color, national origin, sex, religion, familial status, and disability. It also protects students who do not conform to stereotypical notions of masculinity and femininity.

To access the entire Board of Education policy on *Bullying and Other Forms of Aggressive Behavior*, which includes electronic bullying, please see the district website under Policies (#1662, 3362, 4362, and 5517) or see the posting in district buildings.

The Wyoming City Schools Civil Rights/Compliance Officer is Assistant Superintendent Dr. Ericka Simmons: simmonse@wyomingcityschools.org or 513-206-7025). The back-up Wyoming City Schools Officer is Director of Pupil Services Dr. Regina Kirchner at kirchnerr@wyomingcityschools.org or 513-206-7022.

Hazing

The Wyoming School District believes that hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times. No administrator, faculty member, coach, or other employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders

of student organizations, shall plan, encourage, or engage in any hazing.

Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

Administrators, faculty members, and all other employees to the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, involved students shall be informed by the discovering school employee of the prohibition and shall be required to end all hazing activities immediately. All hazing incidents shall be reported immediately to an administrator.

In-School Detentions/Out-Of-School Suspension

Students who receive an in-school detention (ISD) will be given full privilege on turning in work and taking quizzes and tests.

Students suspended from school for disciplinary reasons are entitled to make up any exam, test, quiz, homework assignments, etc. missed due to the suspension.

The following rules regarding a student under out of school suspension will apply:

- Students will be expected to make-up any homework, tests, quizzes, or exams during the absence on the first day back in school or at the teacher's convenience.
- Major papers/projects due during the period of absence must be turned in on the first day back in school.
- When given an out-of-school suspension, students must immediately leave school grounds once parents/guardians receive notification from administration. From this point on, students may not participate in any extracurricular activities (such as sports, concerts, field trips, dances, etc.) until the conclusion of the suspension, including the entire last day of the suspension. For example, if a suspension ends on a Monday, the student may not participate in any extracurricular activities until Tuesday.

Student Conduct On School Buses

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

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or 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 Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

Any additional guidelines regarding conduct on school buses/vehicles, as well as general information about the school transportation program, will be made available to all parents and students and posted in a central location.

HEALTH INFORMATION

988 Suicide & Crisis Lifeline

Options for 998:

- Option 1: The 988 Suicide & Crisis Lifeline provides 24/7, free, and confidential support for people in distress, as well as prevention and crisis resources for you or your loved ones. Simply call or text 988 or visit 988lifeline.org to connect with a trained counselor at any time.
- Option 2: If you or someone you know is struggling or in crisis, help is available. You can call or text **988** anytime to reach the Suicide & Crisis Lifeline, where compassionate professionals are ready to listen and provide support in a safe, confidential environment.

Administering Medication To Students

When possible, parents/guardians should administer medications to their child(ren) at home. We understand, however, that many students are able to attend school regularly only through effective use of medication to treat illness and/or health conditions. If a student needs to take physician prescribed or over-the-counter (OTC) medication at school, the parent/guardian understands and will comply with the following guidelines:

- A completed [Medication Authorization Form](#) must be received by the principal or their designee. No medication-prescription or over-the-counter, will be administered without a Medication Authorization Form signed by the prescriber and parent/guardian. Forms may be faxed to the High School (513-206-7132) or hand-delivered to your child's school.
- Parent/guardian authorizes an employee of the school board to administer the medication(s) listed on the Medication Authorization form.
- Prescribed medication(s) must be in the original container and be properly labeled with the student's name, prescriber's name, date of prescription, name of medication, dosage, strength, time interval, route of administration, and the date of drug expiration when appropriate. OTC medication must be brought to school in an original, unopened container/package and should be labeled with the student's name.
- All medication must be delivered to school by a parent/guardian. Please do not send medication to school with your child.
- Parent/guardian will submit additional parent/prescriber signed statements if the medication and/or dosage of medication is changed.
- Parent/guardian authorizes the school's licensed healthcare professional to talk with the prescriber or pharmacist to clarify medication order.
- Controlled substances will be counted and verified by parent/guardian and designated school staff members.
- Medication Authorization Forms expire at the end of each school year and must be resubmitted yearly.
- No employee who is authorized to administer a prescribed drug and who has a copy of the Medication Authorization Form will be liable in civil damages for administering or failing to administer the drug, unless they acted in a manner that would constitute gross negligence or wanton or reckless misconduct.

- No student shall administer any medications to other students.

Food Allergies and Intolerances

We want to be diligent regarding food allergies; therefore, if your child has a food allergy, you are required to provide a physician's note to the school nurse/health specialist. An updated note is required with any change in allergy. Upon receipt of the physician's note, your child's meal account will be noted and food substitution can be offered. If you have any questions, please contact the school's nurse/health specialist for assistance.

For the safety of students, food is limited to the cafeteria. Circumstances do allow for food in the classroom. Here are the [Wyoming City Schools Guidelines for Food in the Classroom K-12 and Allergy Free Food Options](#).

To discuss food allergies and intolerances, please contact the Nutrition Coordinator at 513-576-2294.

TECHNOLOGY

Wyoming City Schools believe access to technology can benefit students and enhance curriculum. Please discuss with your child the privilege of using technology and the responsibility that comes with using this standard of conduct online. Students are expected to maintain a high standard of conduct online.

Wyoming City

Schools uses a filtering system to track and monitor all computer and Internet use on the Wyoming City Schools network. The system is designed to prevent access to educationally inappropriate sites while on Wyoming City Schools networks. It is important to understand that no district's filtering system is perfect. Wyoming City Schools does not filter when the device is not on a Wyoming City Schools network. Due to the nature of the Internet and evolving technology, even with supervision, we cannot guarantee that students will not reach an inappropriate site. It is the student's responsibility to report any inappropriate site to the teacher.

All students will have a laptop provided to them by the district while at school, which will eliminate the need for any outside technology. At Wyoming High School, cell phones are not permitted to be used in academic settings (classrooms, media center, etc). Students are to keep their phones off and in their lockers during instructional time.

Students are responsible for the safekeeping of their personal communication devices (cell phones, headphones, smart watches, video cameras, etc), and their accessories, that are brought to school.

Students may not use personal communication devices to knowingly/unknowingly violate the Code of Regulations for Conduct of Pupils in any way.

Using Wyoming City Schools Technology at Home for Grades K - 12

Wyoming City Schools provides a wide range of technology resources for student use. These technology resources are to be used only for educational purposes. The [Wyoming City Schools Acceptable Use Policy](#) (AUP) agreement outlines appropriate use and prohibited activities when using all technology resources and electronic devices are defined by school administrators. Every student is expected to follow all of the rules and conditions listed in the AUP, as well as those given verbally by Wyoming City Schools teachers and administrators, and to demonstrate good citizenship and ethical behavior at all times. Blatant abuse or misuse will be dealt with like any other violation of school rules and could result in discipline or revocation of network privileges.

Additionally, since the district provides each student with necessary academic technology, it is the responsibility of the student to care for said device. However, we do have procedures and protocols for when technology is lost, damaged, or stolen: [Wyoming City Schools Chromebook or Laptop Take Home Usage & Insurance Agreement](#).

School Telephone Use

Outgoing telephone calls are restricted to emergency or necessary situations only. The school administrative assistant will handle incoming phone messages for teachers and students.

VISITOR POLICY

The Wyoming City School District welcomes and encourages visits to school by parents, guardians, caregivers and other community members.

When visiting our campuses, all visitors are asked to participate in an onsite background check through Raptor Technologies. More information about Raptor Technologies is available [here](#). This visitor management process helps us strengthen our district's program of campus safety for students, faculty, staff and visitors.

A scan of a driver's license (or other state-issued or alternative form of identification) initiates the check against a national sex offender database at the time of the visit to the building. The Raptor system will only record the visitor's name, date of birth and photo for comparison with the national database. No information from the ID scan will be shared with any other agency or authority.

Once entry is approved, a badge that identifies the visitor, the date and the purpose of the visit will be generated. Children under the age of 18 who do not have a valid ID may be allowed to visit as long as they are accompanied by an adult who has completed the check-in process and been issued a badge.

Contractors and subcontractors will be subject to the same procedure as visitors.

A visitor's badge is not necessary for those who visit school buildings simply to drop off or pick up items or students. In the event that a person does not have valid identification, they may still be given access to the building, but will be escorted at all times by a school staff member.

In accordance with the Americans with Disabilities Act, the district will make reasonable accommodations so persons with disabilities may access Wyoming schools and school events. If special arrangements due to disability are necessary, please contact the building principal for assistance.

The visitor management process will only be used during school hours. Attendees at after-hours events such as performances, ceremonies, or academic/athletic competitions will not be required to complete the process.