

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



**Wyoming Middle School**

17 Wyoming Avenue

Wyoming, OH 45215

Main Office: 513-206-7170

Fax: 513-206-7245

**Principal: Dr. J. Brian Bocian**

**Assistant Principal: Jamie Hayner**

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 to 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. throughout the school year.

### **Daily Schedule**

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

<b>DAILY SCHEDULE</b>	
RELEASE TO BUILDING	7:50 a.m.
WARNING BELL	7:58 a.m.
HOMEROOM	8:00-8:05 a.m.
BELL 1	8:08-8:51 a.m.
BELL 2	8:54-9:37 a.m.
BELL 3	9:40-10:23 a.m.
BELL 4	10:26-11:09 a.m.
BELL 5	11:12-11:56 a.m.
LUNCH/RECESS GR 5/6	11:12-11:52 a.m.
BELL 6	11:56 a.m.-12:39 p.m.
LUNCH/RECESS GR 7/8	11:59 a.m.- 12:39 p.m.
BELL 7	12:42 - 1:25 p.m.
BELL 8	1:28 - 2:11 p.m.
BELL 9	2:15 - 3:00 p.m.

Students are allowed into the building beginning at 7:50 a.m. The tardy bell rings at 8:00 a.m.

The school day concludes at 3:00 p.m. The students are expected to leave school promptly unless they are supervised by an adult staff member or volunteer.

### Positive Behavior Support (PBIS)

Wyoming Middle 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.

### Wyoming Middle School PBIS Matrix

*Wyoming Middle School is a community of engaged learners who always show integrity.*

	Integrity	Community	Engaged
<b>Hallway</b>	<ul style="list-style-type: none"> <li>Treat others with respect</li> <li>Use appropriate language</li> <li>Keep hands and feet to yourself</li> </ul>	<ul style="list-style-type: none"> <li>Maintain appropriate voice level</li> <li>Maintain a clean environment</li> <li>Respect others' property</li> <li>Keep voice at respectful volume during class changes</li> </ul>	<ul style="list-style-type: none"> <li>Use a hall pass</li> <li>Walk on the right side</li> <li>Take care of personal needs at the start of the bell after checking in with your teacher</li> </ul>
<b>Classroom, Small Group Rooms, and ELA</b>	<ul style="list-style-type: none"> <li>Complete all assignments</li> <li>Follow adult directions</li> <li>Keep classroom environment clean</li> <li>Do your own work and give your best effort</li> </ul>	<ul style="list-style-type: none"> <li>Wait to be called on by teacher</li> <li>Use polite language and respectful, quiet tone</li> <li>Follow safety procedures</li> <li>Support and encourage others</li> <li>Respect school property and the belongings of others</li> </ul>	<ul style="list-style-type: none"> <li>Be an active participant</li> <li>Have materials ready for class (including computer charger)</li> <li>Work "bell to bell"</li> <li>Use student planner</li> <li>Check Canvas and/or Abre regularly</li> </ul>
<b>Stairwell</b>	<ul style="list-style-type: none"> <li>Use appropriate language</li> <li>Keep hands and feet to yourself</li> <li>Use stairwell closest to your destination</li> <li>Walk on the right side</li> </ul>	<ul style="list-style-type: none"> <li>Walk on the right side</li> <li>Move quietly without disrupting others</li> <li>Walk one step at a time</li> <li>Maintain a clean environment</li> </ul>	<ul style="list-style-type: none"> <li>Continue moving to destination</li> </ul>
<b>Outside</b>	<ul style="list-style-type: none"> <li>Keep hands, feet and objects to yourself</li> <li>Stay in assigned area</li> <li>Use appropriate language</li> <li>Return equipment to the bin</li> </ul>	<ul style="list-style-type: none"> <li>Share and include everyone</li> <li>Use appropriate entrances and exits</li> <li>Ask an adult for help if needed</li> <li>Respect other's property</li> <li>Help take care of outdoor equipment and space</li> </ul>	<ul style="list-style-type: none"> <li>Follow the game rules</li> <li>Listen for the bell</li> <li>Move quickly at the end of recess and promptly return to class</li> </ul>
<b>Cafeteria</b>	<ul style="list-style-type: none"> <li>Patiently wait in line and pay for your food</li> <li>Clean up after yourself</li> <li>Keep hands, feet and objects to yourself</li> <li>Use appropriate language</li> </ul>	<ul style="list-style-type: none"> <li>Recycle</li> <li>Allow any student to sit next to you</li> <li>Ask an adult for help if needed</li> <li>Maintain appropriate voice level</li> </ul>	<ul style="list-style-type: none"> <li>Use time to take care of personal needs</li> <li>Move to designated areas</li> <li>Remain in seat during lunch</li> </ul>
<b>Technology</b>	<ul style="list-style-type: none"> <li>Report damage immediately</li> <li>Cite your sources</li> <li>Use tools responsibly to support learning</li> </ul>	<ul style="list-style-type: none"> <li>Use appropriate tools for activity</li> <li>Comment thoughtfully and respectfully</li> </ul>	<ul style="list-style-type: none"> <li>Work "bell to bell"</li> <li>Remember you are not anonymous</li> <li>Keep personal information private</li> <li>Engage responsibly by thinking before posting or sharing</li> <li>Ensure your device is charged each day</li> </ul>
<b>Restroom</b>	<ul style="list-style-type: none"> <li>Report damage or misbehavior immediately</li> <li>Treat others with respect</li> <li>Wait patiently in line</li> </ul>	<ul style="list-style-type: none"> <li>Maintain clean environment</li> <li>Wash hands before returning to class</li> <li>Maintain quiet voice level</li> </ul>	<ul style="list-style-type: none"> <li>Use restroom closest to classroom</li> <li>Take care of personal needs at the start of the bell after checking in with your teacher</li> <li>Use a hall pass</li> </ul>

## **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.

For egregious disciplinary issues, students may lose the privilege of attending field trips/overnight trips and a family's financial payments will not be reimbursed.

## **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.

## **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 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.

## **BUILDING SPECIFIC INFORMATION**

### **Athletic and Extracurricular Activities Interscholastic Eligibility Requirements**

The Ohio High School Athletic Association has the responsibility to establish the eligibility criteria for junior high school students who participate in interscholastic athletics in the state of Ohio. Wyoming Middle School, as a member of the OHSAA, is required to comply with those eligibility requirements. Our school district has the authority to establish additional eligibility standards, including academic and codes of student or athletic conduct.

Middle school athletic activities are secondary to academics in importance, and are a privilege for those students who take part in them. Therefore, the following guidelines will be used to determine a student's athletic eligibility. Eligibility will be reviewed bi-weekly during the sports season. Coaches will have access to any team member's grades at any point during their athletic season.

A student enrolling in the seventh grade for the first time will be eligible for the first grading period regardless of previous academic achievement. Thereafter, in order to be eligible, a student in grades 7 or 8 must be currently enrolled in the school; additionally, the student must have received passing grades during the grading period in four out of five of the following graded courses: Math, Science, Social Studies, English, and Literature. If a student is new to the district, to be eligible a student-athlete must have received passing grades in a minimum of five of all subjects in which enrolled the immediate preceding grading period. Eligibility will be checked on a bi-weekly basis from the beginning of the quarter.

### **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.

## Outside Food for Lunch

To ensure a safe and distraction-free environment for all students and staff:

- Food delivery from outside vendors (such as DoorDash, GrubHub, Uber Eats, etc.) is not allowed at school.
- Families may only bring outside fast food for their own child during lunchtime and may not provide it for other students.

## Rules for Dances

1. No guests are allowed at the middle school dances.
2. Once a student leaves the dance, they may not re-enter.

## ACADEMICS

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:

### Grading Scale

A =	93.00-100.00	Excellent
A- =	90.00-92.99	Excellent

B+ =	87.00-89.99	Above Average
B =	83.00-86.99	Above Average
B- =	80.00-82.99	Above Average
C+ =	77.00-79.99	Average
C =	73.00-76.99	Average
C- =	70.00-72.99	Average
D+ =	67.00-69.99	Below Average
D =	63.00-66.99	Below Average
D- =	60.00-62.99	Below Average
F =	00.00-59.99	Failing
P =		Passing
I =		Incomplete

\*The following code letters will also be used for the purpose of reporting pupil progress: P=Pass, F=Failure, and I=Incomplete.

\*See CCP Link for more information about CCP grading, specifically withdrawals (W), withdrawal fails (WF), and monetary and/or academic implications.

### **Homework and Tests**

Homework is an extension of the classroom. Promptness is important and is expected in completing homework assignments. Each child should keep a record of their assignments in their assignment notebook. The amount and consistency of homework depends on the unit and subject being studied. If a parent feels that their student is consistently spending excessive amounts of time on homework, please contact the teacher.

Major tests are defined as tests covering a unit of instruction. Every attempt is made to avoid having more than two major tests scheduled on the same day. Students should advise teachers in advance if this limit is exceeded.

### **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**

- Be enrolled as a full-time student at Wyoming High School.
- All required applications/paperwork must be submitted by April 1 of the preceding school year.
- 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.

### **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 1<sup>st</sup> 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](#).

## **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:

- identify those categories of employees whose duties create a reasonable anticipation of exposure to blood and other infectious materials;
- provide for inoculation of the Hepatitis B vaccine at no cost to the staff member and in accordance with Federally- mandated scheduling;
- ensure proper training in the universal precautions against exposure and/or contamination including the provision of appropriate protective supplies and equipment;
- establish appropriate procedures for the reporting, evaluation, and follow-up to any and all incidents of exposure;
- 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 includes 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.

### **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](mailto:simmonse@wyomingcityschools.org)  
420 Springfield Pike  
Wyoming, OH 45215

Director of Pupil Services  
Dr. Regina Kirchner  
513-206-7022  
[kirchnerr@wyomingcityschools.org](mailto: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.

The educational program offered by the District is based upon 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.

### **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 and supervision of all students, Wyoming Middle School operates as a closed campus. Students may not leave school grounds during the school day, even with parent or guardian permission, to go home for lunch or to purchase and return with food.

Students participating in approved community resource programs, volunteer opportunities, independent study, or special projects outside the school building may be permitted to leave campus during the school day to fulfill those commitments. These arrangements require written parent or guardian permission and prior approval from the Assistant Principal or Principal, in coordination with the appropriate staff member.

All other students are expected to remain on campus for the duration of the school day. Students who leave school grounds without authorization may be subject to disciplinary action.

### **Make-Up Work**

For each day of a school-approved excused absence, a student is granted one day to complete make-up work. For example, if a student is absent for two days, the student will have two days to complete missed assignments without penalty.

It is the student's responsibility to contact teachers to arrange for make-up work. Assignments that were due prior to the absence are due on the day the student returns. Tests and quizzes should be completed upon the student's return or as otherwise determined by the teacher. A student who is absent the day before a scheduled test, and who was aware of the test in advance, may still be expected to take the test as scheduled.

Students with a school-approved excused absence on the day of a test will be provided an opportunity to make up the assessment. In cases of extended absences, students may, at the discretion of the teacher(s), be granted additional time to complete work beyond the standard grading period. Unless otherwise approved, all make-up work should be completed by the end of the current quarter.

Make-up privileges may be extended by administration for certain absences that are not classified as excused. Requests for such consideration must be submitted in writing to the Assistant Principal in advance of the absence. In all cases, arranging for make-up work remains the responsibility of the student and should be done in consultation with teachers whenever possible prior to the absence.

Make-up privileges will not be provided for students whose absences are unexcused, unless otherwise approved by administration.

### **School Attendance for Extracurricular Activities**

A guiding principle regarding absence from school is that if a student is too ill to attend school, the student is also too ill to participate in extracurricular activities.

Additionally, if a student serves an out-of-school suspension, the student may not participate in extracurricular activities on that same day, including sports, concerts, field trips, dances, or similar events. The student may resume participation on the first day following the conclusion of the suspension.

In order to participate in an extracurricular activity on a school day, a student must attend at least a half-day of school the day of the activity or practice. If a student is absent for more than half of a day of school due to illness, participation in an extracurricular activity is not permitted that day. All other arrangements must be made at the discretion of the principal and the school activity sponsor or coach.

### **Tardiness**

Being on time is important, and students are expected to take responsibility for managing their time and arriving to school promptly.

Students who arrive tardy to school must provide a note from a parent or guardian or have a parent or guardian call the attendance line at (513) 206-7181. Tardies that do not meet acceptable reasons will be considered unexcused and may result in disciplinary consequences and the loss of make-up privileges for missed work.

Students arriving between 8:00 a.m. and 9:20 a.m. without an acceptable excuse will be considered tardy.

### **Vacations**

While students may miss school for vacation, these absences are considered unexcused. In some cases, the accumulation of unexcused absences or hours may lead to the truancy process as outlined in Ohio law. Please refer to the Wyoming Middle School Attendance Support Process for additional information.

When requesting an absence for vacation, parents or guardians must notify the principal or assistant principal in writing, inform the student's teacher(s), and complete the WMS Advanced Absence Form provided by school administration. The purpose and duration of the absence should be clearly stated. Families who wish to discuss a proposed absence may request an appointment with the principal.

Although vacation absences are unexcused, students are permitted to make up missed work. Failure to complete make-up work may result in a negative impact on the student's grades.

Major assignments, including papers, projects, and homework, are due within three (3) days of the student's return to school. Missed tests should be scheduled within three (3) days of the student's return. Students are responsible for contacting their teachers to make these arrangements.

## **DISCIPLINE**

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.

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 Middle 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 Middle 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><b>LEVEL I</b>  <i>Examples:</i></p> <ul style="list-style-type: none"> <li>● Disrespect to others</li> <li>● Horseplay/physical contact</li> <li>● Insubordination</li> <li>● Disruptive behavior</li> <li>● Cheating (minor assignment)</li> <li>● Personal Communication Device; second offense: cell phone to office</li> <li>● Taking another's item</li> <li>● Electronic device: minor misuse</li> <li>● Unauthorized food delivery</li> <li>● Chewing gum</li> </ul>	<p><b>Consequence Action: Teacher Response Options</b></p> <ul style="list-style-type: none"> <li>● Verbal redirection</li> <li>● Seat change</li> <li>● Student/teacher conversation</li> <li>● Student/counselor conversation</li> <li>● Teacher/parent conference.</li> <li>● Student conference</li> <li>● Loss of privilege</li> <li>● Writing assignment</li> <li>● Restorative consequence (i.e. help clean classroom if making a mess)</li> <li>● After-school detention               <ul style="list-style-type: none"> <li>○ Contact with home is required</li> </ul> </li> <li>● Class behavior plan</li> <li>● Written letter of apology</li> <li>● Lunch detention               <ul style="list-style-type: none"> <li>○ Phone call home required</li> </ul> </li> <li>● Teacher discretion may allow additional consequences</li> </ul> <p><b>If the offense becomes repetitive:</b> If offense continues and a teacher detention has been served and contact home has been made:</p> <ul style="list-style-type: none"> <li>● Office referral</li> </ul> <p>*Teachers are not limited to these options.            *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><b>LEVEL II</b>  <i>Examples</i></p> <ul style="list-style-type: none"> <li>● Stealing (item(s) of value)</li> <li>● Cheating (test, major project)</li> <li>● Misuse of technology (personal or school)</li> </ul>	<p><b>Consequence Action: Office Referral</b></p> <ul style="list-style-type: none"> <li>● If behavior took place in the classroom, the teacher should contact home and let parents know a referral was placed for behavior.</li> <li>● Office follows through with discipline in line with offense. Such discipline can consist of:               <ul style="list-style-type: none"> <li>○ Detention</li> <li>○ Lunch detention</li> <li>○ In School Detention (ISD)</li> <li>○ Out of school suspension</li> </ul> </li> </ul>

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

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**

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. Level I--Pushing, shoving, in the grasp
7. Level II--Students have physical altercation, but end altercation on their own.
8. 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.*
9. 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.
10. Bullying on school premises or in the course of a school-related activity.
11. Verbal, written, or electronic threatening or intimidation of school employees.
12. Chronic misbehavior which disrupts or interferes with any school activity.
13. Disregard of reasonable directions or commands by school authorities including school administrators and teachers.
14. No backpacks or bags 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. Any disruption or interference with school activities.
15. Presence in areas during school hours where a student has no legitimate business without permission or supervision of school administrators or teachers.
16. 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.

- 17.** The staff parking lot is off limits during the school day.
- 18.** Leaving school during school hours without permission of the proper school authority/not signing in upon return to the school building.
- 19.** Distribution or placement of pamphlets, leaflets, buttons, signs, insignia, etc. on school property without the permission of the proper school authority.
- 20.** Demonstrations by individuals or groups causing disruption to the school program.
- 21.** Disrespect to a teacher or other school authority.
- 22.** Skipping detention.
- 23.** Refusing to take detention or other properly administered discipline.
- 24.** Falsifying information given to school authorities in the legitimate pursuit of their jobs.
- 25.** 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.
- 26.** 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.
- 27.** 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.
- 28.** 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.
- 29.** Turning in or threats of false fire, tornado, bomb, or disaster alarms.
- 30.** Extortion of a pupil or school personnel.
- 31.** Forgery of documents.
- 32.** Skipping class.
- 33.** Tardy to school
- 34.** Tardy to class.
- 35.** Cheating or plagiarizing. (See Code of Academic Integrity)
- 36.** Hazing.
- 37.** Gambling.
- 38.** Public display of affection.
- 39.** Engaging in sexual acts/sexual touching on school premises or school related functions.
- 40.** Unwelcome sexual conduct.
- 41.** Publication of obscene, pornographic, or libelous material.
- 42.** Use of indecent or obscene language in oral or written form or gestures/cursing.

43. 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.
44. Indecent exposure.
45. Setting or attempting to start a fire, or using or possessing smoke bombs, fireworks, incendiaries, etc.
46. Possession of a lighter.
47. Theft and/or possession of stolen property.
48. Failure to abide by reasonable dress and appearance codes set forth in student handbooks or established by administration or the Board of Education.
49. Collusion, complicity, attempt, and aiding and abiding in the violation of a perversion of the Student Code of conduct.
50. Compromising the school's safety.
51. Defaming others (staff or students).
52. 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.
53. 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.
54. 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.
55. Misuse of technology or turning on personal communication devices during school hours when not permitted. Cell phone and smartwatch use is prohibited in WMS. Students are required to keep their cell phones and smartwatches in their lockers.
56. 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**

In the event that a student is suspected of using drugs or alcohol, 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.

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

All rules and regulations also apply to the parking lot areas and automobiles. Testing positive for the use of intoxicants and/or failing to comply with all rules and regulations will result in removal from the event (if applicable), suspension and/or expulsion from school, and/or legal action.

### **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 Middle 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 Middle 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. defacing books or other instructional materials.
7. removing library and department resource materials without authorization.
8. 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 en route 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](mailto: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](mailto: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 Detention/Out-of School Suspension**

Students who receive In-School Detention (ISD) will be given full privilege to turn in work and to take quizzes and tests.

Students suspended from school for disciplinary reasons are entitled to make up any exams, tests, quizzes, homework assignments, etc. missed.

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

- Students will be expected to make up any major tests, quizzes, 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 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. The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver, and other drivers on the road, and to ensure the safety and proper maintenance of school buses. Students have duties and obligations, which will contribute to a safe and orderly bus ride, and therefore, are responsible for complying with the following rules. The failure of a student to follow these regulations may result in the loss of bus privileges:

1. Be careful in approaching bus stops; walk on the left toward oncoming traffic; be sure the road is clear both ways before crossing the roadway.
2. Be on time for the bus.
3. Sit in their seats. Bus drivers have the right to assign a student to a seat to assure reasonable conduct.
4. Remain seated while the bus is moving.
5. Obey the driver promptly; realize that they have an important responsibility and that it's everyone's duty to help. Students should not talk to the driver unless necessary while on the route.
6. No student will enter or exit from the bus through the emergency door unless specifically instructed to do so by the driver. The exit must always remain free of obstructions.
7. Keep the bus clean. No chewing gum, candy, etc., is permitted on the bus.
8. Refrain from disruptive behavior.
9. Students shall not be loud or use improper language.
10. Students may carry on the bus only objects that can be held in their laps (i.e. large musical instruments such as the cello or bass are at the discretion of Petermann).
11. Students are never permitted to transport animals, glass objects or other potentially dangerous objects on the school bus. No balloons shall be permitted on the bus.
12. No skateboards, scooters, or hockey sticks on the bus.
13. Keep your head, arms, and hands inside the bus at all times.
14. Be courteous to fellow students and the bus driver.
15. Treat bus equipment properly.
16. Remain seated until the bus stops to unload, wait for the sign from the bus driver, and then cross in FRONT of the bus.

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.

Students will be picked up and dropped off at their appointed bus stops. Students should arrive at pickup points no more than 10 minutes prior to the scheduled time of the arrival of the school bus. All students who cross the roadway to board or depart from the bus shall wait for the driver to signal them to cross. The student shall then cross and stay at least 10 feet from the front of the bus.

Students waiting at school for pickup will be the joint responsibility of the administrator of that school and the school the student attends.

Arrangements for a different pick-up or drop-off are not permissible. If there are extenuating circumstances, changes in bus transportation must be pre-approved through building administration. Notes written to the bus driver will not be accepted. Riding the bus to school is a privilege and convenience.

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](http://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 Middle School (513-206-7245) 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, the parent is required to provide a physician's note to the school 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 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 the 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 students 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. In grades 5-8, cell phones or personal devices should be kept in students' lockers during the school day. All students will have a laptop provided to them by the district while at school. Since all students will have access to all necessary academic/instructional technology, personal communication devices are not allowed in classrooms, locker rooms and bathrooms. If a parent permits a student to bring a personal communication device to school, the device must be turned off and placed in their locker during the instructional day 8:00 a.m.-3:00 p.m. Examples of personal communication devices include but are not limited to: iPods, iPads, cell phones, smart watches, and video cameras. If a student uses a personal communication device during this time, the personal communication device will be sent to the office for the remainder of the school day. It is the student's responsibility to claim the device at the end of the school day. After the first occurrence, the parent will be contacted and asked

to claim the device. A classroom teacher may request students bring devices to school for special projects.

### **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.

## **TRANSPORTATION**

To ensure the safe arrival and departure of our children to and from school, certain procedures must be followed.

1. Children walking to or from school must follow common safety rules and obey the traffic guards along the route. (Always cross in designated crosswalks) Children must be instructed to respect private property and other children on their way to and from school.
2. For the safety of the children, the driveways are limited to school bus traffic only.
3. Students using bus transportation service are limited to established pick-up/drop-off assignments.
4. At dismissal time, students will use their usual mode of transportation unless otherwise advised with a note in advance from home. If other arrangements need to be made (i.e. emergency), please call the office before-2:50 p.m. so that the student's teacher may be informed. A student requesting a change in plans without a note, or a call from parents, will be sent home using their usual mode of transportation.
5. Children riding bicycles to and from school must park them in the racks. BICYCLES SHOULD BE PROPERLY LOCKED. The school is not responsible for damaged or lost bicycles.

The District provides transportation for all students in grades K-8 who live outside of 1.25 miles from their respective school. School bus service is provided by Petermann Transportation on behalf of the District. In accordance with State of Ohio transportation regulations, each student who is eligible for transportation will be automatically routed and will be assigned to a specific bus stop. Route information, including bus stop locations and pick-up times are updated annually on the District website the first week of August. District communication will be distributed to families regarding transportation details.

## **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.