

WASHINGTON MIDDLE SCHOOL

**500 S. Elm Street
Washington Court House, Ohio 43160**

STUDENT HANDBOOK 2026-2027

Middle School Office 740-335-0291

Guidance Office 740-335-0291

Fax -740-333-3606

TABLE OF CONTENTS

WASHINGTON MIDDLE SCHOOL STAFF.....	3
IMPORTANT DATES.....	4
MISSION STATEMENT.....	5
DAILY SCHEDULES.....	7
ARRIVAL AND DEPARTURE TIMES.....	11
SCHOOL CANCELLATION.....	11
ATTENDANCE.....	11
HOMEWORK POLICY.....	15
GRADES.....	16
SCHOOL SERVICES.....	17
EMERGENCIES.....	20
STUDENT INFORMATION.....	21
STUDENT DISCIPLINE CODE.....	25
CODE OF CONDUCT.....	30
BOOK BAGS/CELL PHONES.....	30
ATHLETIC CODE OF CONDUCT.....	38

Washington Middle School Staff

<u>Name</u>	<u>Responsibility</u>		
Anthony Amore	PLTW/Robotics	Chris McAndrew	Assistant Principal
Darrian Anders	7th Grade - ELA	Anita Miller	8th Grade ELA
Dustin Bair	Health/PE	Katie Montgomery	Counselor
Paige Baxter	6th Grade ELA	Scott Neff	6th Grade-Social Studies
Keturah Bennett	7th Grade SS	Traci Pabst	6th Grade- Science/SS
Megan Boyle	6th/7th/8th Gifted Math	Tracy Parks	Special Education
Teresa Brown	Cafeteria	Kristin Preston	Music
Julie Carter	Cafeteria	Matt Henry	7th Grade- ELA
Hannah Chrisman	Counselor	Kasi Rickman	Custodian
Olivia Clay	Counselor	Robin Riley	Educational Aide
Brandi Collins	Administrative Assistant	Lindsay Rose	Nurse
Maveric Collins	Educational Aide	Amanda Runk	7th Grade - Science
John Denen	At Risk Remedial Tutor	Jill Sestina	Cafeteria
Eric Downey	Head Custodian	Darian Sizemore	7th Grade- Math
Tracy Fliehm	8th Grade - Science	Marisa Smith	Educational Aide
Nic Frazier	Gifted ELA/CCP	Susan Spears	Cafeteria
Dee Funari	Intervention Specialist	Jerrica Stackhouse	8th Grade - Math
		Carter Stanley	Educational Aide
		Joy Storey	Intervention Specialist
Meghan Griffith	Principal	Pam Strahler	Custodian
Deanna Hecoax	At Risk Remedial Tutor	Ben Streitenberger	Band
Sarah Helsel	6th Grade - ELA	Corey Thomas	6th Grade - Math
Brynn Hieronymus	8th Grade - History	Leandra Thompson	Intervention Specialist
Mike Holley	6th Grade-Science	Jennifer Updike	6th-12th Curriculum
Pam Hostettler	Cafeteria	Alana Walters	Administrative Assistant
Katy Joseph	Special Education	Kacey Woodbridge	Intervention Specialist
Katie Kasberg	Art	Shelly Wyman	8th Grade ELA
Krystal Matthews	8th Grade - Math	Ashley Young	7th Grade-Math

Civil Rights Compliance Officers:

Brady Streitenberger 740-636-4221

Megan Anderson 740-335-3370

IMPORTANT DATES: (Reference important information at www.wchcs.org)

2026-2027 School Calendar

August 10th Teacher Professional Development
August 11th-Teacher Workday
August 12th-13th Entry Year Meetings
August 14th-First Day for Students 6th, 7th and 8th
September 4th-Teacher Professional Development **No School**
September 7th Labor Day **No School**
October 1st-Parent Teacher Conferences
October 2nd-District Pep Rally
October 8th Ag Day-End of first quarter Teacher Professional Development **No School**
October 9th and 12th-Fall Break **No School**
October 13th-Beginning of second quarter
October 21st-October 23rd 8th Grade Trip to Washington DC
October 30th-Professional Development Day for Staff **No Students**
November 25th-27th Thanksgiving Break
December 18th-End of second quarter
December 21st-January 4th-Winter Break
January 4th-Teacher Work Day **No Students**
January 5th-Classes resume, Beginning of third quarter
January 18th-MLK Day **No School**
February 15th-Presidents Day **No School**
February 25th-Parent Teacher Conferences
March 4th-End of third quarter
March 5th-Teacher Professional Development **No School**
March 8th-Beginning of the fourth quarter
March 26th-April 2nd-Spring Break **No School**
May 25th-Last Day of School for students
May 26th-Teacher Work Day
May 21st-Graduation

Grade Period and Grade Reporting Schedule:

1st 9-Weeks: Aug. 12th-Oct. 7th Report Cards on Oct. 16th	3rd 9-Weeks: Jan. 5th-March 4th Report Cards on March 12th
2nd 9-Weeks: Oct. 13th-Dec. 18th Report Cards on Jan. 8th	4th 9-Weeks: March 8th-May 25st Report Cards mailed May 28th

Parent/Teacher Conferences: October 1st and February 25th 4-7:30pm

Fall School Pictures: September 9th Retakes: October 20th

Parents can reference important dates, time, and information at our school website www.wchcs.org.

WELCOME

Welcome to a new school year at Washington Middle School! We are thrilled to have you as part of our school family. At Washington Middle, we deeply value the partnership between our school, our families, and our community. Together, we build strong academic foundations and uphold meaningful traditions that lie at the heart of who we are.

Your involvement is essential to both your individual success and the success of our school community. We encourage you to take an active role in school life, and we look forward to working together to ensure a positive and productive year.

This handbook is designed to serve as a guide for both students and parents/guardians. It outlines the procedures, expectations, and policies of Washington Middle School. Familiarizing yourself with its contents will help everyone have a smooth and successful school year. Please take time to read the handbook carefully and discuss it as a family.

Please note: This handbook supersedes all previous handbooks and other written materials covering the same topics. While it is not an irrevocable contractual agreement, it does reflect the current policies and school rules as adopted by the Board of Education. If there are any updates to the policies or administrative guidelines referenced, the most current version will always prevail. Up-to-date copies of these policies and guidelines are available on the district website.

We are excited to begin this journey with you and look forward to an outstanding school year at Washington Middle School!

MISSION STATEMENT

The mission of the Washington Court House City Schools is to create an environment that develops within our students the skills, attitudes, ethics, and knowledge necessary to become contributing, responsible members of our community. Building a "Tradition of Excellence" by Engage - Inspire - Grow



Washington Middle School

Regular Bell Schedule 26 - 27

(3 minutes between classes)

Students enter Gym/Cafe at 7:05 and dismiss to Homeroom at 7:15
Warning Bell will ring at 7:19

Homeroom	7:20 - 7:32		
1st Period	7:35 - 8:18		
2nd Period	8:21 - 9:04		
3rd Period	9:07 - 9:50		
4th Period	9:53 - 10:36		
5th Period	6th Grade	7th Grade	8th Grade
5A	<u>Lunch</u> 10:39 - 11:09	<u>TEAM</u> 10:39 - 11:09	<u>Class</u> 10:39 - 11:22
5B	<u>Class</u> 11:12 - 11:55	<u>Class</u> 11:12 - 11:55	<u>Lunch</u> 11:25 - 11:55
5C	<u>TEAM</u> 11:58 - 12:28	<u>Lunch</u> 11:58 - 12:28	<u>TEAM</u> 11:58 - 12:28
6th Period	12:31 - 1:14		
7th Period	1:17 - 2:02		

Meetings/TBTs will take place from 2:05 - 2:35

Washington Middle School

2 Hour Early Release Bell Schedule 26 - 27

(3 minutes between classes)

Students enter Gym/Cafe at 7:05 and dismiss to Homeroom at 7:15
Warning Bell will ring at 7:19

Homeroom	7:20 - 7:25		
1st Period	7:28 - 7:54		
2nd Period	7:57 - 8:23		
3rd Period	8:26 - 8:52		
4th Period	8:55 - 9:21		
6th Period	9:24 - 9:50		
5th Period	6th Grade <u>Lunch</u> 9:53 - 10:23 <u>Class</u> 10:26 - 10:56 <u>TEAM</u> 10:59 - 11:29	7th Grade <u>TEAM</u> 9:53 - 10:23 <u>Class</u> 10:26 - 10:56 <u>Lunch</u> 10:59 - 11:29	8th Grade <u>Class</u> 9:53 - 10:23 <u>Lunch</u> 10:26 - 10:56 <u>TEAM</u> 10:59 - 11:29
7th Period	11:32 - 12:02		

Washington Middle School

2 Hour Delay Bell Schedule 26 - 27

(3 minutes between classes)

Students enter Gym/Cafe at **9:05** and dismiss to Homeroom at **9:15**

Warning Bell will ring at **9:19**

Homeroom	9:20 - 9:25		
1st Period	9:28 - 9:54		
2nd Period	9:57 - 10:23		
3rd Period	10:26 - 10:52		
4th Period	10:55 - 11:21		
5th Period	6th Grade	7th Grade	8th Grade
5A	<u>Lunch</u> 11:24 - 11:54	<u>TEAM</u> 11:24 - 11:54	<u>Class</u> 11:24 - 11:54
5B	<u>Class</u> 11:57 - 12:27	<u>Class</u> 11:57 - 12:27	<u>Lunch</u> 11:57 - 12:27
5C	<u>TEAM</u> 12:30 - 1:00	<u>Lunch</u> 12:30 - 1:00	<u>TEAM</u> 12:30 - 1:00
6th Period	1:03 - 1:29		
7th Period	1:32 - 2:02		

Meetings/TBTs will take place from 2:05 - 2:35

Washington Middle School

Event Bell Schedule 26 - 27

(3 minutes between classes)

Students enter Gym/Cafe at **7:05** and dismiss to Homeroom at **7:15**

Warning Bell will ring at **7:19**

Homeroom	7:20 - 7:32		
Event	7:35 - 8:20		
1st Period	8:25 - 8:55		
2nd Period	8:58 - 9:28		
3rd Period	9:31 - 10:01		
4th Period	10:04 - 10:36		
5th Period	6th Grade <u>Lunch</u> 10:39 - 11:09 <u>Class</u> 11:12 - 11:55 <u>TEAM</u> 11:58 - 12:28	7th Grade <u>TEAM</u> 10:39 - 11:09 <u>Class</u> 11:12 - 11:55 <u>Lunch</u> 11:58 - 12:28	8th Grade <u>Class</u> 10:39 - 11:22 <u>Lunch</u> 11:25 - 11:55 <u>TEAM</u> 11:58 - 12:28
6th Period	12:31 - 1:14		
7th Period	1:17 - 2:02		

School Cancellation

Occasionally, bad weather prevents us from having school during normal hours. If you suspect school will be closed or opening times changed, turn your radio to WCHO 105.5 FM. Announcements will be given over the radio if there are any changes or if school is closed. Also, please reference our website at www.wchcs.org. Do not call the school. We will not have any information that is not on the radio.

Arrival and Departure Times

The school doors open at 7:14 am and school starts at 7:20 am. Students should not arrive before 7:00 am because the school cannot be responsible for the supervision of students before this time. After 7:00, if the weather is below freezing or raining, students may stand inside.

Attendance

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

PARENT EXPECTATIONS

1. When a student is absent from school, parents/legal guardians must notify the school by calling 740-335-0291, before **9:20 am** on the day of absence. If no call is received from the parents/legal guardians, the student is automatically marked unexcused. When calling the school, please include the following information: your name, child's name, current date, day(s) of absence, and reason for absence.
2. If a phone call is not made to the school by the parent/legal guardian on the day of absence, then the student must bring a written excuse when they return to school the very next day.
3. Phone calls need to be directed to front office staff at **(740-335-0291)**.
4. Parents/legal guardians may fax **(740-335-3606)** or drop off doctor's excuses to our front office staff.
5. Because of the Missing Children Law, we are required to notify a parent/legal guardian when a child is not at school. This will occur through an auto-dialer within two hours of the start of the school day. To avoid being called, the parent/legal guardian must notify the school on the day of the absence prior to **9:20 am**.
6. It is the responsibility of the parents/legal guardians to ensure students who are absent communicate with their teachers in order to receive missing assignments.

ATTENDANCE GUIDELINES

1. A student may have up to ten (10) excused absences (as noted in the table below) with a phone call or note from the parent/legal guardian. Absences not reported will be automatically considered unexcused.

2. A signed statement by a medical professional is necessary for a student to be medically excused.
3. Students with excessive absences throughout the year, especially with unexcused absences may be considered for retention.
4. The assigning of after-school detention or Saturday school may be used with excessive absences/excessive tardies.
5. The District Administration reserves the right to use discretion and judgment based upon extenuating circumstances and unusual circumstances.
6. The District reserves the right to verify statements provided and investigate the cause of each absence. This investigation may be conducted by a designated District employee.
7. Repeated infraction of House Bill 410 may result in a District Administrator filing a complaint against the parent and/or the student in juvenile court.

COMPULSORY ATTENDANCE

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

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

Personal Illness The District Administration may require a doctor's confirmation if s/he deems it advisable. This includes recovering from an accident as well as student pregnancy.	Family Illness or Injury necessitating the presence of the child The District Administration may require confirmation from a doctor and an explanation for the child's absence.
Appointment with a Health Care Provider This will only be considered MEDICALLY excused with an excuse from the health care provider.	Death in the family This is limited to family such as a parent, sibling, or grandparent for a period of three (3) days unless a reasonable cause may be shown for a longer absence.
Health Department Notices This includes but is not limited to quarantine and head lice (maximum of 3 days). Parents must provide documentation from the Fayette County Health Department.	Court Required Absences This includes mandated court appearances and situations involving foster care placement. Parents must provide summons and documentation from the court and/or children's protective services.
District Pre-Approved Vacation with Parent/Legal Guardians Please see the Vacation section below for details.	Emergency or Other Set of Circumstances The District Administration shall determine whether the reason for the absence constitutes good and sufficient cause.

Observation/Celebration for Religious Expression Days The Principal will approve up to three (3) religious expression days per school year after receiving a written request from the student's parent or legal guardian within 14 days of the start of the school year or fourteen (14) days after a student is enrolled in the District.	College Visits/Armed Services tests The District requires verification of the date and time of the visitation by the college, university, technical college, or armed service branch. Students must provide a one week notice prior to the day in order to seek Principal approval. These are limited to Juniors/Seniors and to two (2) days per school year.
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UNEXCUSED absences include, but are not limited to the following: missing the school bus, experiencing transportation issues, oversleeping, not having appropriate attire for school, personal business, not submitting absence excuses within the five (5) day period following the absence, etc.

HOUSE BILL 410

The State of Ohio defines “**excessive absences**” as

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

The State of Ohio defines “**habitual truant**” as:

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

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

TARDY TO SCHOOL/PARTIAL ABSENCES

1. Any student will be considered tardy who arrives after **7:20 a.m.**, but before **8:20 a.m.**. Any arrival after **8:20 am** is considered a ½ absence.
2. Students with excessive tardies may be required to make up missed work during lunch, recess, after-school or Saturday School. Excessive tardiness is identified as 4 or more.
3. Parents/Legal guardians will be responsible for transportation home from detentions.
4. Parents/Legal guardians need to sign the child in at the office before the student is admitted to School.
5. Partial absences are counted for students who miss more than one hour a day. Parents/Legal guardians should refer to the above list of excused/unexcused reasons.

EXCESSIVE TARDINESS

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

EXCUSING STUDENTS DURING THE SCHOOL DAY

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

VACATION WITH PARENTS

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

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

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

Extra Curricular

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

Withdrawal from School

Any student planning to withdraw from school should report to the Counselors' Office. A withdrawal form will be completed to insure return of all school property such as text books and library books, and payment of all fees, etc. A parent signature is required before any student can be withdrawn. Students must remain attending Washington Middle School until officially enrolled within another district.

Class and Band Withdrawal

Students wishing to drop or change a class need to meet with a counselor. Most classes are required, so few changes are needed.

The dropping /removal of Band and Choir will be handled on a case by case basis with parent, teacher, administrator, and student.

Homework Policy

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

When Homework Will Be Assigned?

Homework will vary with each class. Each classroom teacher will give an explanation or handout that expresses what will be expected in their particular subject area.

Late Work Policy

Any student absent from class has the opportunity to make up missed work. Assignments submitted after the submission deadline will incur a 25% grade deduction. After the deadline, students will have 14 calendar days to turn in their assignment late. After 14 days, the assignment will be marked as a 0.

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

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

If a Student Chooses not to Complete Their Homework, It Will Reduce Their Grade and the Following Consequences May Occur:

The student may be given an assignment sheet and the parent will be asked to sign each individual completed homework assignment each night.

Students may be required to complete homework in an after-school detention.

Students may also be considered for Alternative School.

Students may be sent to the office or safe room to complete assignments.

Teacher's Responsibilities:

Teachers will check homework and keep a record of assignments completed and not completed. Teachers will post homework assignments on the Middle school webpage weekly. You can find the Homework page under Family Resources on the Middle School website.

There is an annual \$30.00 due for technology use/ chromebooks There are no other fees except for extra activities which may include music, athletics, or other special programs.

GRADES

Grading Scale

<u>Percentages</u>	<u>Letter Grade</u>	<u>Grade Points</u>
93-100	A	4.00
90-92	A-	3.67
87-89	B+	3.33
83-86	B	3.00
80-82	B-	2.67
77-79	C+	2.33
73-76	C	2.00
70-72	C-	1.67
67-69	D+	1.33
63-66	D	1.00
60-62	D-	0.67
59 or below	F	0.33

Grade Cards/Honor Roll

Report cards are issued on Friday following the end of the nine weeks period. In order to be eligible for the honor roll, a student must receive a 3.00 grade point average for the nine week grading period. The grade point average is based on a weighted grade point system where classes that meet more often receive a higher value. Students should check the list if they feel they are eligible so errors can be corrected. Questions concerning the honor roll should be directed to the Counselors' Office.

The honor roll will be calculated on nine weeks grades at the end of each grading period. Eligible students are all who are registered as students at Washington Middle School and have been enrolled for at least five of the nine weeks of the grading period. The minimum GPA for the eligibility is 3.00. Any student receiving an “I” in any subject is ineligible. An “E” grade will not be counted in the calculation.

Retention

Any student that fails 2 or more core academic subjects for the year will be a candidate for retention.

Academy of Scholars

Any student that has a cumulative grade point average of 3.5 or higher at the end of the school year is eligible for the Academy of Scholars. The ceremony for the Academy will be held in the fall of the next school year.

Ohio Assessment/AIR

Ohio Assessments/AIR are designed to determine how well students are progressing toward meeting the academic content standards. Parents will receive results on how their child did on each test when the results become available.

SCHOOL SERVICES

Guidance and Counseling

Guidance in the Middle School is designed to make the education experience more personally meaningful to the student. The counselor is available to help students with concerns which are either school related or personal in nature.

The counselors work with students in several areas such as attendance, scheduling, course selection and testing. The counselor will work with groups of students and individuals.

Teachers and parents may refer a student to the counselor, but most often the student stops by the counselors' office and makes their own appointment. If a concern can wait, the counselor will talk with the student during a study period and will always be available before and after school.

Student Records

Student files contain information necessary to record the experience of the student while enrolled in Washington City Schools. The information is classified by statute as general or confidential for recording purposes (see list below). Entries into the files will be identified by date and source of information as a routine procedure. Access to records is granted:

1. To the staff of the Washington City School district with a stated legitimate educational interest.
2. To parents or the designated legal guardian.
3. To students 18 years of age or older.
4. By court order or subpoena.

5. To other persons or agencies as requested in writing by a parent, guardian, or 18 years old or older student.

The law permits up to 45 days to provide access, but the files will be made available at the earliest convenience by the responsible school official. Files will be shared in compliance with school regulations only when the appropriate school official, as designed by the building principal, is present to interpret the contents of the files.

General Records

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

Confidential Records

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

When an actual request is received to forward a student's records to a designated source, any or all of the following entries under the general records may be sent: 1, 2, 3, 6, 7, 8, 10, 12 and 13.

Lockers

Student lockers, desks, cabinets, and similar properties are the property of the Washington Court House Board of Education and are provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc and their contents are subject to search by school authorities at any time and without warning. Any student who wishes to opt out of using the school provided lock is permitted to use their own lock, with the understanding that it may need to be removed by the school if necessary. The school is not responsible for lost or stolen items.

Lost and Found

A lost and found area is located in the office. Any article found should be reported and/or returned immediately to the office. Articles may be claimed upon proper identification. Articles not claimed within 30 days will be given away.

Visitors

Parents of our students are welcome to visit their children's classes. Parents and guardians who wish to observe classes should make arrangements with the Principal's Office and teacher(s) 24 hours prior to the date of visitation. Visiting students will be kept to a minimum and will only be allowed for educational purposes.

Media Center

We hope the Media Center will be one of your favorite areas of the school. It is for all of our students who wish to use it. The Media Center is open from 7:20 a.m. until 2:35 p.m. each school day. A pass must be issued by your class or study hall teacher. The rules for Media Center conduct and procedures will be explained by your teachers and the librarian. Students failing to follow these rules may be denied the use of the Media Center and/or otherwise disciplined.

Use of Medications/Or Treatment

The medications and/or treatments which may be administered are defined in Policy 5330. In those circumstances where a student must take prescribed medication during the school day, the following guidelines are to be observed:

- A. Parents should determine with their physician's counsel whether the medication or treatment schedule can be adjusted to avoid administering medication or treatment during school hours.
- B. Authorization for Medication or Treatment Form 5330 F1 must be filed with the respective building nurse before the student will be allowed to begin taking any medication during school hours.
- C. All medications that will be administered during school hours must be registered with the principal's office.
- D. Medication that is brought to the office will be properly secured. Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance. Two to four week supply of medication is recommended. Medication MAY NOT be sent to school in the child's lunch box, pocket, or other means on or about his person. An exception to this would be prescriptions for emergency medications for allergies and/or reactions.
- E. For each prescribed medication, the container shall have a pharmacist's label with the following information: 1) student's name 2) physician's name 3) date 4) pharmacy name and telephone 5) name of medication 6) prescribed dosage and frequency 7) special handling and storage instructions.
- F. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.
- G. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time, and the child has the responsibility for both presenting himself/herself on time and for taking the prescribed medication. \

- H. A log for each prescribed medication shall be maintained which will note the personnel giving the medication, the date, and the time of day. This log will be maintained along with the physician's written request and parent's written release.
- I. Form 5330 F1 shall be completed and signed by the principal authorizing the person(s) who may administer the medication or procedure.
- J. Written documentation of any training provided for each person authorized to administer a prescribed medication or treatment will show: 1) what training was given 2) the trainer's name and professional status 3) when the training was given 4) the duration of the training 5) those trained and those in attendance
- K. Dispensing of non-prescribed, over-the-counter (OTC) medication by district employees to students served by the district is prohibited unless given parent permission. Where investigation confirms such allegations, prompt, corrective action shall be taken up to and including dismissal.

Cafeteria

Our school operates on a closed lunch period which is divided into three sections of thirty two minutes – one for each grade level. Type "A" lunches are provided and are based on the nutritional values as set by the U.S. Department of Agriculture.

Student Telephone

With permission, students may use the telephone in the Office. The purpose and person to be called should be stated. Students will be called from class only in emergencies and messages will be delivered to the student at the end of the class period.

Clinic Use

Students becoming ill during the school day are to report to the School Nurse after receiving permission from their teacher. Students will be permitted to remain in the clinic for a short time and if not improved arrangements will be made to get the student home.

Fines

Student grades may be withheld until items such as lost school books, library books, band and music, clothing, etc, and lunch charges are paid. Any outstanding fines will carry over to Washington High School.

EMERGENCIES

Fire Drill Procedure

There will be several fire drills held throughout the year as required by law. Be sure that you know the proper exit routes which are posted in each room. When the alarm sounds, and upon teacher direction, each student is to leave the building quickly and quietly following the posted exit routes. The teacher is to take the roll book along and check the roll once all students have exited. All doors and windows should be closed and lights turned off. Once roll is taken, teachers should send word to the designated area on either side of the building that all students are accounted for.

Tornado Drill Procedure

Periodically tornado drills will be held. Please make a note of the proper shelter areas for each room you attend. At the sound of the tornado alarm and upon the direction of the teacher, please move quickly and quietly to the appropriate shelter area for your room.

A. Alarm System:

1. Air horns
2. Teachers adjacent to the restroom are to check and notify students in those areas.

B. General Guidelines:

1. Under no circumstances should you leave the building.
2. Move to designated shelter areas.
3. Time permitting, evacuate the second floor according to plan.
4. If a tornado is coming and there is little time to reach a shelter, use common sense and:
 - a. Reach the first floor if possible
 - b. Get into lower corridors
 - c. Stay away from all windows
 - d. Go to an interior wall, get down on hands and knees
 - e. Seek an alternative shelter if the first one is full.

School Lockdown and Evacuation

School lockdown and evacuation procedures will be explained and practiced at the start of every school year. When announced, students will move quickly and quietly to the appropriate area and await further instruction.

STUDENT INFORMATION

All students who ride bicycles to school are urged to be extremely careful and observe all traffic rules. At dismissal time bicycles are to be walked, not ridden, to the street. Bicycles are not to be ridden on school grounds before or after school. Racks are provided for bicycles on the school grounds. All bicycles are to be kept in the racks provided. Do not leave your bicycle on the lawn, sidewalk, or driveway. In your best interest, it is recommended that you keep your bike locked when not in use. Once you arrive at school, you should park your bicycle and leave it there. Skateboards and rollerblades are not permitted at school.

Detention

Detention may be assigned by the principal, assistant principal, or staff member relative to general school discipline or in relation to attendance. Students are to bring class work and proper materials. Students will be kept after school. Every attempt will be made to notify the parent. Teachers may also assign detention and may supervise their own detention. Failure to serve detentions is a violation of the Student Conduct Code and may result in additional assigned administrative detentions and/or time assigned to the DLD room or OSS.

Gambling

Gambling will not be permitted at school. All gambling devices will be confiscated.

Health Curriculum

The State of Ohio mandates that health instruction include topics such as nutrition, harmful effects of drugs, alcohol and tobacco, fire prevention, venereal disease, and CPR. The Board of Education has also selected sex education for inclusion in this curriculum. All students will receive instruction on this topic as well as on the mandated topics for the designated courses or grade levels. The Ohio code gives the parents a right to request in writing that their child be excused from taking CPR instruction, venereal disease education, and sex education. Parents will be notified at least two weeks prior to the beginning of these units of study.

Chemical Abuse

The schools recognize the cultural phenomenon of chemical involvement by young people and have chosen to address the issue with a comprehensive chemical abuse program based on the following policy.

The school recognizes that the use by students of mood altering chemicals (drugs/alcohol) represent inappropriate behavior that interferes with the learning process and may indicate a primary medical problem (chemical dependency). It is, therefore, the policy of the schools to intervene with students whenever behavior is observed or an incident occurs suggesting chemical use.

The school recognizes that chemical abuse by students is a cultural phenomenon that can best be addressed by cooperative efforts of the school, parents/guardians, and the community. The schools will assist (intervene) in identifying chemical use, will help in referring the student/family for appropriate professional assistance, and will assist by supporting those students recovering. The schools recognize that student chemical use is often accompanied by inappropriate behavior that may violate discipline policies. In all cases disciplinary policies will be enforced and violation of law reported.

The schools will establish a Core Assistance team in each building and will provide ongoing staff training and parent information programs. The schools will also provide information about assessment and treatment agencies upon request.

Definitions:

1. Drugs/Alcohol: any mood altering chemical.
2. "Seller", "pusher", a "distributor": a person who has in his/her possession any amount of substance or counterfeit substance for distribution or sale, or a person who has given, distributed, or sold drugs to another person.
3. "User": a student who appears to be under the influence of some substance or is discovered to be in possession or in control of illicit drugs.
4. Paraphernalia: any instrument used for drug abuse, including, but not limited to hypodermic needles, syringes, pipes, roach clips, etc.
5. Prescription drug: a drug authorized by a medical prescription from a licensed physician shall not be considered a violation of this rule so long as a parent's statement, signed physician's statement, and/or prescription label is presented to the school nurse or principal's office. (Such medication shall be kept in the security of school personnel.)

6. Under the influence: manifesting signs of chemical misuse such as staggering, reddened eyes, odor of chemicals, nervousness, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.
7. Inappropriate behavior: Manifesting signs of chemical misuse such as staggering, nervousness, boisterous, nauseous, restlessness, falling asleep in class, memory loss, abusive language, or any other behavior not normal for that particular student.
8. Counterfeit drug: “look-a-likes” of controlled substance or a substance that is represented to be a controlled substance as provided in ORC 2925.37. The law defines counterfeit controlled substance to mean any of the following:
 - a. Any drug that bears or whose container or label bears a trademark trade name, or other identifying mark used without authorization of the owner of rights to such trademark, trade name, or identifying marks.
 - b. Any unmarked or unlabeled substance that is represented to be a controlled substance, manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, backed or distributed it.
 - c. Any substance that is represented to be a controlled substance or is a different controlled substance.
 - d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its markings, labeling, packaging, distribution, or the price for which it is sold or offered for sale.
9. Intervention: the process of identifying students who use chemicals, referring those students and their families to appropriate professional help. The process includes:
 - a. Identification: the process by which the school staff and parents identify behaviors that may indicate chemical use.
 - b. Conference with the parent/guardian and school staff to discuss behavioral data collected and the response decided upon.
 - c. Referral: The school will provide parents with options of qualified professionals in the field of chemical abuse and assist in arranging the initial appointment.
10. Core Assistance Team: The administrative body of the chemical intervention program for a particular school building. Its function is to provide information and in service to staff, assimilate information about a particular student and make a determination if certain behavior suggests chemical use or abuse. Additionally, the Core Team maintains ongoing communication with assessment and treatment centers.
11. Support Group: Groups are used to assist students dealing with chemical problems. They are available to all students experiencing problems with chemicals and are facilitated by trained professional staff. Groups are organized to help students with different types of problems such as recovery, concerned persons, and insight.
12. Intervention Team: The intervention team consists of those people having facts and data relative to a student’s chemical use. It is assembled for the purpose of confronting a student about his or her chemical use. This is done through a specialized interview conferencing technique requiring special skills in the intervention process.

Rules:

A student shall not act in an inappropriate manner due to the misuse of chemicals. Furthermore, a student shall not knowingly possess (includes, but not limited to, purse, wallet, lockers, desks, etc) buy, sell, use, transmit, apply or be under the influence of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, alcoholic beverage, intoxicant, counter “look alike” or mood altering chemicals of any kind. These rules are in effect during school or school sponsored activities, on or around school grounds and on the school bus. They also apply at any other time when the school is being used by any school group, and at any school sponsored activity, function, or event.

The following procedure will be followed in dealing with the above rules:

I. Possession, use, transmission, sharing, under the influence, and counterfeit/ “look alike” (drugs/alcohol).

A. First Offense

1. The principal may suspend the student for ten (10) days in compliance with the student due process procedures and may recommend expulsion to the Superintendent of Schools.
2. The principal will attempt to notify the parent(s)/guardian and explain the incident and arrange a conference.
3. The appropriate law enforcement agency may be notified.
4. The student may be recommended for assessment by a trained chemical dependency counselor or by a licensed physician trained in chemical dependency for a professional opinion concerning use/misuse/addiction. Based upon the following criteria being met, the suspension penalty may be reduced:
 - a. The student is evaluated
 - b. The appropriate procedure agreed upon is being followed.
 - c. Parent(s)/guardian(s) give permission for their child to participate in a support group. In the event that appropriate treatment procedures are not being followed, the original penalty will be reinstated.
5. The principal will notify the school nurse, appropriate counselor, and the building core team.

B. Second Offense

1. The principal may suspend the student for a period of ten (10) days in compliance with the student due process procedures and will recommend expulsion to the Superintendent of Schools unless the following conditions are met:
 - a. The student must agree to be evaluated by a trained chemical dependency counselor or a licensed physician trained in chemical dependency for a professional opinion concerning use/misuse/addiction.
 - b. Appropriate procedures agreed upon are being followed.
 - c. The parent(s)/guardian(s) allow the treating agency to release information to the school.
 - d. The parent(s)/guardian(s) give permission for their child to participate in the group. In the event appropriate treatment procedures are not being followed, the original penalty will be reinstated.

2. The principal will attempt to notify the parent(s)/guardian(s) by telephone to explain the incident and arrange a conference.
 3. The appropriate law enforcement agency may be notified.
 4. The principal will notify the school nurse, appropriate counselor, and the building core team.
- C. Third Offense
1. The principal may suspend the student for a period of ten (10) days in compliance with the student due process procedures and will recommend expulsion to the Superintendent of Schools.
 2. The principal will attempt to notify the parent(s)/guardian(s) by telephone to explain the incident and arrange a conference.
 3. The appropriate law enforcement agency may be notified.
 4. The principal may recommend that the police refer the students to Juvenile Court.
 5. The school official will assist the parent(s)/guardian(s) in locating proper treatment centers.
- II. Supplying/Sale of Chemicals and Counterfeit/ "look alike" Drugs (drugs/alcohol):
- A. Supplying or selling of chemicals may result in ten (10) days suspension. A recommendation by the principal will be sent to the Superintendent of Schools for an expulsion of the student in compliance with the student due process procedures.
 - B. The principal will attempt to notify the parent(s)/guardian(s) by telephone to explain the incident and arrange a conference.
 - C. The principal will refer the case to the appropriate law enforcement agency (Juvenile Office) for court referral.
- III. Paraphernalia

A student shall not possess, use, handle, conceal, offer to sell, deliver, transmit, buy or make any instrument used for drug abuse, or paraphernalia (includes, but not limited to hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.)

- A. The student may be suspended for this offense.
- B. The principal will notify the designated core team member for possible application of chemical abuse intervention procedures.

WASHINGTON MIDDLE SCHOOL

STUDENT DISCIPLINE CODE

Disclaimer

It shall be understood that the Board of Education of the Washington C.H. City Schools is not a court of law nor are its employees agents of any court of law and that the rules of civil procedure, criminal procedure, and evidence do not apply to any disciplinary hearing.

Students Rights and Responsibilities

The Board of Education shall, in compliance with state law, provide for the education of all residents between the ages of five and twenty-one with the District. The school shall abide by all the legal rights guaranteed to the students. Each student has a right to all educational resources necessary to operate an instructional and extra-curricular program.

It is in the interest of our school district and it is our firm intent to be in compliance with Title IX of the Education Amendments of 1972. Any inquiries concerning the application of Title IX within this school district should be referred to the Board of Education's Title IX Coordinator, the High School Assistant Principal (740-335-6620).

Students in the school system have a responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity. By accepting the rights of others to participate in school programs on or off school property, the students shall also accept the responsibility to conduct themselves according to the rules, regulations, and provisions governing the operation of these programs.

The school principals assume responsibility for establishing and enforcing procedures necessary to ensure that the students' rights are preserved and that accompanying responsibilities are carried out. Students may forfeit certain rights when it can be demonstrated that they are not assuming the concurrent responsibility. Conversely, an appeal process shall be established for use by those students who believe their rights have been violated.

Assembly

Students have the right to assemble peacefully so long as the normal operation of the school or classroom is not disrupted. All organizational meetings and school assemblies in the building or school grounds will have staff supervision and may function only as part of the educational process as authorized by the school administrator. The administrator must be informed in advance and may impose reasonable restrictions on the time and place of these meetings.

Search and Seizure

Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

Police dogs may be randomly brought in to search for drugs in the school. The search will be at random times and unannounced.

Search and seizure by law enforcement officers may be made on presentation of a search warrant describing the items to be seized or with the valid consent of the student(s) and/or parent(s) or legal guardian(s) who have been advised of their rights and of the legal consequences of the search. In the case of a student of legal age, consent shall be defined as consent given by the student.

Video Surveillance and Electronic Monitoring

Board Policy 7440.01 The Board of Education authorizes the use of video surveillance and electronic monitoring equipment at various school sites throughout the District and on school buses. The video surveillance/electronic monitoring equipment shall be used to protect Board property and assets from theft and vandalism, through deterrence and video documentation.

The system is not designed nor intended to protect individuals from being victims of violent or property crimes, nor to detect other potentially illegal and undesirable activities that may occur, although information may be used as evidence in such cases.

School and Legal Agencies

On occasion, local police in their investigation of an incident will come to the school to question a student. School procedure provides for the presence of a school administrator during any questioning by a police official in most instances. Police may not take students from school without a warrant or notification of the parents. For incidents at the school that are under police investigation, school officials will cooperate with the police. However, a subpoena is required before permanent school records on students will be released to any agency or attorney. In all matters of this nature, an attempt is made by the school to notify the parents as soon as possible of the situation.

DUE PROCESS

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

Procedure for Suspension

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

Emergency Removal

If a student's presence poses a continuing danger to persons or property or an ongoing threat of disrupting the academic process, an administrator may remove the student from curricular or extra-curricular activities under his/her supervision. A due process hearing must be held within 24 hours after removal is ordered from the premises or any curricular activity. Procedures for this are the same as a suspension hearing. In an emergency removal, a student can be kept from class until the matter of his/her misconduct is disposed of either by reinstatement, suspension or expulsion.

Expulsion

Upon recommendation of the principal, the superintendent may expel a student from school. The superintendent will give the student and his/her parent or guardian written notice of the intended expulsion. This notice is to include the reasons for the intended expulsion.

Upon request, the student and parent or representative will have an opportunity to appear before the principal to challenge his actions or to otherwise explain the student's actions. The administrator cannot order such a hearing in the event the student and parent(s) choose not to attend.

The written notice of intended expulsion by the superintendent will state the time and place to appear for the hearing. Said hearing must not be less than three days or later than five days after the notice is given.

An official notice of the expulsion notice will be mailed, within 24 hours, to the parent or guardian. This will include the reason(s) for the expulsion, the right of the student and parent or guardian to appeal to the Board of Education, and the right to be represented at the appeal and to request a hearing to be held in private.

If a student withdraws from school, expulsion procedures may continue until complete.

Hearing and Appeal Procedures

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

Only the Superintendent can expel a student.

Notice and hearing prior to suspension or expulsion will be given to the student. A suspension hearing will be conducted before the principal, assistant principal, superintendent, or superintendent's designee. An expulsion hearing will be conducted before the superintendent or his designee. A student or his or her parent(s) may appeal a suspension or expulsion to the Board of Education. The Board of Education has designated the superintendent as its representative at all hearings regarding the appeal of a suspension. The Board will hear the appeal of an expulsion.

The decisions of the Board of Education or its designee concerning suspension or expulsion of a student may be appealed to the Court of Common Pleas. Further details about the procedure for hearings and appeals are set forth in the Board of Education's Policy on Removal, Suspension, Expulsion, and Permanent Exclusion of students, and are governed by the Ohio Revised Code.

Saturday School

Saturday School is an alternative to out-of-school suspension which may be offered at the discretion of the school administration. Unexcused or non-attendance at Saturday School may result in additional consequences determined by administration.

General Guidelines:

1. Students must report promptly between 7:45-8:00 a.m. to the Middle School lobby.

2. Students tardy to Saturday School may not be granted admission. Students are to come prepared with work to complete during the duration of Saturday School.
3. No food or drink is permitted in Saturday School.
4. Students who violate these guidelines will be reassigned another date plus an additional date.
5. Additional consequences may be imposed as well. Students may never accumulate more than 3 Saturday Schools at one time. At this point, suspension, expulsion, or the Alternative School may be used. Students may be required to complete a written assignment by the end of each Saturday School.

Excuses:

1. Students may be excused from a session beforehand for just cause (and be assigned a later date) as determined by the administration. Such requests to be excused must come from the parent/guardian, be submitted in writing prior to the date of the session, and state the reason for the request. Students may only reschedule 1 Saturday School per 9 week period.
2. Students will only be excused from a session after the fact for personal illness or family emergency. Students who fail to attend or complete an assigned session without prior approval will have the Saturday School doubled the first time and may be suspended or assigned to the Alternative School for additional times.
3. In case of illness or emergency on the day of the assigned session, parents/guardians should call the school between 8:00-8:15 a.m. at 636-4221 or Washington Middle School at 335-0291. The administration must be notified accordingly. The student will suffer the consequences as outlined above.

Positive Behavioral Interventions and Supports (PBIS)

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

Be Responsible

Be Respectful

Be Safe

Be Willing

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

CODE OF CONDUCT

This Code of Conduct contains the established rules and regulations of Washington Middle School. Administration has the discretionary authority to use or authorize other certified personnel to use the following disciplinary measures to correct student behavior. A violation of any section or rule of this code may result in disciplinary action including verbal or written warning or reprimand, parent conference, detention, community services, emergency removal, deny privileges, deny participation, refer to Juvenile Court/Police Department, suspend, assign to Alternative School, or recommend expulsion to the Superintendent. Anything not listed specifically, but causes a disruption to the educational process may be treated as insubordination. All rules fall under one or more of the following categories: Be Responsible, Be Respectful, Be Safe, Be Willing. The rules are sorted by category.

Bookbags

Bookbags are permitted at Washington Middle School with the following guidelines:

Bookbags must remain in lockers during the school day.

Bookbags are subject to random search.

Bookbags will be confiscated if inappropriate items are carried on school property and confiscated book bags will be released to parents only.

Cell Phone Policy

This policy ensures compliance and is aligned with Ohio law, House Bill 250, regarding student cell phone use during the school day and supports a safe, focused, and productive learning environment for all students.

Cell Phone Expectations

- All cell phones and smart watches must be put away immediately upon entering the school building in the morning.
- Cell phones must remain put away in lockers and not visible at any time during the school day.
- Students may access their phones only after 2:02 PM, at the end of the school day.
- The only exception to this policy is documented use of a cell phone as a medical necessity or emergency tool.

Policy Enforcement

First Offense:

- The device will be confiscated and must be picked up by a guardian.
- The student will receive one (1) day of DLD.

Second Offense:

- The device will be confiscated and must be picked up by a guardian.

- The student will receive two (2) days of DLD.

Third and Subsequent Offenses:

- The device will be confiscated and must be picked up by a guardian.
- The student will receive three (3) days of Alternative School placement.

Link to House Bill 250

https://search-prod.lis.state.oh.us/solarapi/v1/general_assembly_135/bills/hb250/EN/05/hb250_05_EN?format=pdf

Dress, Appearance, and Grooming

We believe that what a student wears to school can have an effect on behavior and academic success. Therefore, the following school attire guidelines are in place:

1. All shirts or dresses must have sleeves. No shoulder straps or cut-off sleeves are allowed.
2. NO SKIN or undergarments may be visible through holes in pants that are above acceptable short length.
3. Pants must be worn on the hip with no undergarments showing.
4. Sweatshirts with hoods, other “hoodies, hats, sweatbands, etc.” may not be worn on the head while at school.
5. Shirts must be long enough to be tucked so that no midriff shows.
6. Clothing that displays profanity, sexual innuendos, promotes or advertises alcohol or other mood altering chemicals may not be worn.
7. No sunglasses may be worn (even on the top of the head) at school.
8. The administration reserves the right to exclude any attire that is believed to be a distraction or safety risk.
9. Special days that deviate from this code such as “Hat Day” or “Spirit Week” themes may be approved by the administration.

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

A student shall not dress or use jewelry in a fashion deemed inappropriate because it either interferes with the student’s health, welfare, and safety of the health, welfare, and safety of others, or causes disruptions and interferes with the education process. No chains are to be worn which includes wallet chains and chains around the neck, wrist or waist.

In addition, this Code of Conduct includes:

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee may be punishable by administration.

Student Code of Conduct

WCH Code of Conduct

Tiered Offenses & Definitions

Category I Offenses:

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

Out of Area

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

Disobedience

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

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

Disruptive Behavior

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

Inappropriate Communication

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

False Identification

Students are expected to be honest. Students must not trick, or cause someone to be

tricked, by not telling the truth. Students must not sign or give a name other than their own.

Gambling

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

Electronic Communication Devices

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

Academic Dishonesty

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

Profanity or Obscenity

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

Dress Code

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

Category II Offenses:

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

Present without Authorization

Students must have permission from a building administrator, or be escorted by a parent/caregiver or emergency contact person, to enter any school building other than their own. Students must not return to any school or any school event while assigned to the Alternative School, or under suspension, expulsion or removal, except with permission from a building administrator and under escort by a parent/caregiver or emergency contact person.

During alternative placement, students may not go to any school, or school activity, other than to the school to which they are assigned, except with specific permission and supervision as described in this paragraph.

Leaving without Authorization

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

Tobacco/Smoking

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

Energy Drinks

All energy drinks of any kind are prohibited at Washington Middle School. Students will not be permitted to bring energy drinks into the building for any reason. This includes breakfast, lunch, and any other time during the school day. Please be aware that disciplinary consequences will be enforced for any student who ignores or fails to follow this rule. Our goal is to ensure a safe, healthy school environment, and cooperation from all students is expected.

Fighting

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

Stealing or Being in Possession of Stolen Property

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

Contributing to a Disruptive Situation

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

Damaging/Destruction of Property

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

system; breaking light bulbs or fixtures; or spray-painting surfaces.

Fireworks

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

Inappropriate Physical Contact

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

Bullying-Harassment-Intimidation (HIB)

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

Depictions of Prohibited Conduct

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

Forgery/Falsification

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

Inappropriate Internet Usage

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

Threats

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

person or property.

Repeated Category I Violations

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

Category III:

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

Hazing

“Hazing” means committing an act that causes or creates a substantial risk of mental or physical harm to a student as a part of pressuring that student into joining or remaining on, or as a requirement for joining, an athletic team, school organization, or other school group. Having can occur on or off school grounds, or not within school hours.

Alcohol and Drugs

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

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

Physical Assault

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

Serious Bodily Injury

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

Dangerous Weapons

Students must keep dangerous objects out of school. Students must not possess, handle, transmit or use as a dangerous weapon an instrument capable of harming another person.

Dangerous weapons include but are not limited to:

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

Firearms

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

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

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

Firearm Look-Alikes

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

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

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

Sexual Assault

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

Sexting

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

Stealing by Force or Threat

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

Extortion

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

Starting a Fire

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

Breaking and Entering

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

School Disturbance

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

Repeated Tier II Violations

Two or more violations of Tier II Behaviors.

Athletic Code of Conduct

WCH Athletic Code of Conduct

Any student who accepts the privilege of participation in athletics must also accept the responsibility of good citizenship. A denial of participation in any athletic activity may be imposed for a student who does not accept such responsibility.

The following rules and regulations govern all students who participate under the sponsorship of the Washington Middle School, beyond those rules established for the general student body.

A. Possession of or use of tobacco is prohibited.

The following procedure will be followed in dealing with the above situation:

I. First Offense:

- A. Ninety (90) day denial of participation in athletic contests. *If an athlete enrolls in a tobacco cessation program and successfully completes the program, the penalty will be reduced to thirty (30) days. Failure to complete the program will result in the balance of the sixty (60) day denial of participation being served.

II. Second Offense During the Probation Period:

- A. Ninety (90) day denial of participation in athletic contests and practices. One year probationary period.
- B. **Offense During One Year Probationary Period:** Loss of athletic eligibility for one (1) calendar year.

B. Possession of, use of, or being under the influence (as defined in the school chemical abuse policy) of a chemical/alcohol is prohibited.

The following procedure will be followed in dealing with the above situation:

I. First Offense:

- A. Ninety (90) day denial of participation in athletic contests. *If an athlete follows the school policy for the treatment of chemical use, the penalty will be reduced to thirty (30) days. Failure to complete the prescribed program will result in the balance of the sixty (60) day denial of participation being served.

II. Second Offense:

- A. Ninety (90) day denial of participation in athletic contests and practices. One year probation period.
- B. **Offense During Probationary Period:** Loss of athletic eligibility for one (1) calendar year.

C. The sale or supply of illegal chemicals by an athlete is prohibited.

The following procedure will be followed in dealing with the above situation:

I. First Offense:

- A. Immediate denial of participation in athletic contests and practice for one (1) school year.

D. Any conduct (other than traffic related) that results in involvement of law enforcement or courts may be grounds for denial of participation in athletic contests and/or practices.

The following procedure will be followed in dealing with the above situation:

I. First Offense:

- A. Principal may deny athletic eligibility for a period not to exceed one (1) years time.

II. Second Offense:

- A. Athletes may lose eligibility for the entire middle school career.

E. Any school suspension during a school year period will result in denial of participation in athletic contests and/or practices.

The following procedure will be followed in dealing with the above situation:

I. First Offense:

- A. Denial of participation in athletic contests and practices will be equivalent to the time suspended from school.

II. Second Offense:

- A. Denial of participation in athletic contests and practices will be equivalent to the time suspended from school plus probation for the remainder of the school year.
- B. Suspension during Probationary Period: Sixty (60) day denial of participation in athletic contests and practices One (1) year probationary period.

General Code of Conduct Expectations

1. For participation for the remainder of the school year. The remainder of the penalty will be served starting the beginning of the first official day of practice the next year or the first day of school if the person is not a fall athlete.
2. Any athlete breaking rules as mentioned in the athletic code of conduct in the summer (after the last official day of school and before the first official day of school) will have his or her penalty start on the first official day of practice of the next school year (if a fall athlete) or the first full day of school (if not a fall athlete).
3. Any athlete reporting a chemical/alcohol use problem to the principal will not be denied participation provided he or she follows the school policy for treatment of chemical use. Their reporting must be voluntary and not just an attempt to save athletic eligibility. If the athlete does not wish to follow the policy or fails to complete it, he or she will be denied participation in contests and practice for ninety (90) days beginning with their noncompliance with the prescribed program.
4. The School District/Athletic Department will not be responsible for the payment for physical examinations.

Ohio High School Athletic Association (O.H.S.A.A)

The constitution and rules of the O.H.S.A.A. must be followed by all athletes at Washington Middle School. The principal of the school is responsible to see that these rules are strictly enforced. Copies of the constitution and rules are available in the office of the principal. Any loss of eligibility under these rules will be determined by the coach and the principal for a decision. The coaches of each individual sport along with the principal may establish any reasonable training rules for their athletes. Any breach of an individual coach's training rules which may

result in a denial of participation as a team member will be submitted to the principal for a decision.

Eligibility

To be eligible, the Washington Court House Board of Education has established the following criteria:

1. Student must maintain a 1.00 Grade Point Average
2. Meet the criteria established by the Ohio High School Athletic Association as stated below:
3. A student must be currently enrolled in school and have received passing grades in 4 classes in the immediately preceding grading period. For eligibility purposes, summer school grades may not be used to substitute for failing grades received in the final grading period of the regular school year or for lack of enough courses taken the preceding grading period.

Changing Sports During Season

Before the sixth (6) practice session, an athlete may change sports at will. If an athlete wishes to change sports after five (5) practice sessions, the coach of the sport he/she is playing will be given a chance to decide whether he wants to release the player to play another sport during the season. If not, the athlete may go to the principal to make the decision.

Special Education Record of Destruction Notification

In accordance with OAC 3301-51-04 and 34 CFR 300.624, this notification is to inform parents and eligible students when personally identifiable information that is collected, maintained, or used under OAC 3301-51-04 is no longer needed to provide educational services to a student.

Individual special education records which have been maintained by the Washington Court House City School District are maintained in accordance with the school district's records retention schedule, a copy of which can be accessed here:
<https://www.wchcs.org/our-district/board-of-education>. Special education records are addressed in the records retention schedule under the heading "Special Needs Records".

The School District will destroy such records in accordance with its records retention schedule unless an eligible adult former student or eligible parent/guardian notifies the school district otherwise. If you are interested in receiving a copy of your special education records prior to destruction, please notify the Director of Special Education at stephenie.starkey@wchcs.org before the records are scheduled for destruction pursuant to the records retention schedule.

The Washington Court House City School District will permanently maintain a record of the student's name, address, phone number, grades, attendance record, classes attended, grade level completed, and year completed. Please note that certain records may be needed by a former student, parent or guardian for social security benefits or other purposes.