

Together we cultivate Empathy, Integrity, Communication, Adaptability, Lifelong Learning, and Critical Thinking in our students by championing safe and inspiring schools.



2022-2023

Elementary Student Handbook

The administration of Washington Local Schools welcomes you to our district's educational tradition of excellence with emphasis on ...

Every Student Matters; Every Moment Counts

We look forward to a prosperous partnership with you, as we, together, serve the students entrusted in our care.

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Washington Local Schools has a multicultural environment. The student body, faculty, and staff represent many different backgrounds in race, ethnic groups, and religion. All are welcome and bring cultural-diversity to the school. It is expected that all will make positive contributions to the school community.

<u>IMPORTANT PHONE NUMBERS</u>	<u>Attendance</u>	<u>Principal</u>	<u>Fax</u>
Greenwood Elementary	419-473-8263	419-473-8263	419-473-8264
Hiawatha Elementary	419-473-8265	419-473-8268	419-473-8269
McGregor Elementary	419-473-8276	419-473-8279	419-473-8280
Meadowvale Elementary	419-473-8281	419-473-8284	419-473-8285
Monac Elementary	419-473-8286	419-473-8289	419-473-8290
Shoreland Elementary	419-473-8291	419-473-8294	419-473-8295
Silver Creek Elementary	419-473-8271	419-473-8274	419-473-8275

BOARD OF EDUCATION POLICIES

All Board Policies can be found at:

www.wls4kids.org

District > School Board > Board Policies



EMPATHY

Consistently demonstrates awareness, compassion, and respect for others' feelings, thoughts, beliefs, and culture

COMMUNICATION

Listens to understand, and then communicates thoughts and ideas in a variety of forms

ADAPTABILITY

Remains flexible in a climate of constant change by reflecting and productively responding to feedback

CRITICAL THINKING

Skillfully evaluates available evidence and challenges established ideas with rational, open-minded, and informed reasoning

INTEGRITY

Develops and lives by a set of personal values, earning trust and respect through honest, principled, and compassionate behavior

LEARNER'S MINDSET

Remains curious, actively seeks answers, pursues diverse perspectives, and is driven by the desire to learn, unlearn, and relearn

ACADEMICS

*Alphabetical by topic

Academic Honesty

Students in Washington Local Schools are expected to pursue their academic goals with honesty and integrity. Plagiarism, cheating, and other unethical academic practices will not be tolerated. Students who participate in unethical academic practices are subject to disciplinary and/or academic consequences.

College Credit Plus (CCP)

See [Board Policy 2271](#)

The College Credit Plus program in Ohio is designed to allow students (grades 6-12) the opportunity to earn college and high school credit concurrently. CCP's goal is to provide additional opportunities for high school students to experience coursework at the college or university level.

The parents/guardians and student must receive counseling/attend a meeting that explains the program and sign a letter of intent to participate in the CCP program by April 1st of each year. Students and their families are required to apply to the university. Once accepted, the student will complete the steps to register for classes. Transportation to the college or university is not provided by Washington Local Schools.

Students participating in the College Credit Plus program (CCP) will be eligible to receive secondary credit for completing any of these programs. To be eligible, students must be in sixth, seventh, eighth, ninth, tenth, eleventh, or twelfth grade and achieve "remediation free" status on an assessment or meet alternative criteria under the law to be admitted to a college or university.

If a student participating in CCP, A) fails to maintain a grade point average of 2.0 or higher in the college courses taken through CCP, or B) withdraws from, or receives no credit for two (2) or more courses in the same term, the student will be considered an "underperforming student." If a student maintains underperforming student status for two (2) consecutive terms of enrollment, the student will be deemed "ineligible."

Immediately after determining a student has obtained underperforming student status, the student will be placed on probation with the CCP program. The underperforming student, the student's parents/guardians, and the college(s) will be notified. The underperforming student and the student's parents/guardians shall also be notified of the following requirements for continued participation in CCP while on probation:

A. The student shall only enroll in one college course during any term.

B. The student shall refrain from enrolling in a college course in the same subject as a college course in which the student earned a grade of "D" or "F" or for which the student received no credit.

C. If the student had registered for more than one college course for the next term prior to being placed on probation, the student shall request each college in which the student is enrolled to dis-enroll the student from those courses that conflict with the terms of the student's probationary status.

a. If a student elects to remain enrolled in one course for the next term, the student shall inform the college of the course in which the student would like to remain enrolled.

b. If the student fails to dis-enroll from any courses that conflict with the student's probationary status, the student and the student's parents/guardians will be notified that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and the student's parents/guardians shall also be advised that the student shall be deemed an ineligible student and dismissed from the program for the next term in accordance with the dismissal procedures set forth below.

D. If a student takes a course after being placed on probation and such course raises the student's cumulative grade point average to 2.0 or higher in the college courses taken through the CCP, the student shall be removed from probation. The student may participate in CCP without restrictions unless the student is declared to be an underperforming student again.

E. If a student takes a course after being placed on probation and such course does not raise the student's cumulative grade point average to 2.0 or higher in the college courses taken through CCP, the student shall be dismissed from the program in accordance with the dismissal procedures set forth below.

Grading System

Parents/guardians will be notified at the end of each quarter to check Powerschool for their end-of-quarter grades. Parents/guardians will be notified before the end of the fifth week of the grading period if the student is earning a letter grade of a D or F. Students are encouraged to ask questions and seek extra help if needed. Students and parents/guardians are encouraged to regularly check PowerSchool or call the counselor to set up a teacher conference if they have questions.

If an extended illness, students may be given an "I" (Incomplete). The "I" must be made up by the end of the quarter. The "I" will become an "F" if the work is not completed in the allotted time frame.

10-Point Grading Scale				
% Grade	Letter Grade	Quality Points	Honors Quality Points	AP Quality Points
93-100	A	4.0	4.5	5.0
90-92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.7
77-79	C+	2.3	2.8	3.3
73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	2.7
67-69	D+	1.3	1.8	2.3
63-66	D	1.0	1.5	2.0
60-62	D-	0.7	1.2	1.7
0-59	F	0	0	0

Testing

All students need to understand that during any testing session, they are responsible for not sharing any information from the test with anyone outside of the testing room. Also, any use of an electronic device during a test administration is a security violation and may be punishable by having their device handed over to the teacher/test administrator and their test invalidated. For further questions regarding test security, please see the building principal.

ATTENDANCE POLICIES & PROCEDURES

Absence Reporting Lines:

Greenwood Elementary: 419-473-8263
 Hiawatha Elementary: 419-473-8265
 McGregor Elementary: 419-473-8276
 Meadowvale Elementary: 419-473-8281
 Monac Elementary: 419-473-8286
 Shoreland Elementary: 419-473-8291
 Silver Creek Elementary: 419-473-8274

The law requires that schools have contact with parents/guardians when there is an absence. We request that parents/guardians call the attendance line, which can be reached 24 hours a day. Please state the student's name, the reason for absence, and your relationship to the student. Building hours are from 8:45 am to 3:30 pm. The building is open to students starting at 8:45 am. Breakfast is available from 8:45 am to 9:00 am in the cafeteria.

When a student is absent: The student is required to bring a note from their parent/guardian when they return (even if they called the office) with the student's first and last name, explaining the reason for the absence and the dates. The student will give the note to their Academic Advisory teacher/office. The teacher will turn the note into the attendance office within 24 hours for the Powerschool update. After any absence, the student needs to make up for all work missed and is responsible for finding out from their teachers what work must be made up.

When a student is late to school: After 9:00 am, the student is late to school and they are to report to the attendance office to get a pass to be admitted to class. After 9:00 am, the student will need a note from their parent/guardian explaining the reason for their tardiness. Oversleeping is not excused.

When a student needs an early excusal: The student is to bring a note from their parent/guardian and report to the attendance office BEFORE school starts. They will then be given a pass to leave school. The student's parents/guardians will need to come into the building to sign them out. The parent/guardian must present ID when picking up the student. Whoever is picking up the student must be listed in Powerschool as an emergency contact.

When a student needs to accompany their parent/guardian on a trip during school time: The student should have the parent/guardian contact the school office at least two days before the absence. A vacation form must be completed and signed by each teacher so that schoolwork can be made up even though vacation is an unexcused absence.

Definition of Truancy and Excessive Absences:

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

Habitually Truant- Absent 30 or more consecutive hours without a legitimate excuse; absent 42 or more hours in one school month without a legitimate excuse; or absent 72 or more hours in one school year without a legitimate excuse.

Habitually Truancy Procedures:

All cases involving habitual truancy will be referred to the WLS Attendance Specialist for investigation. Referrals will demonstrate that the following procedures have been observed:

1. Verified absences and warning letters sent.
2. Intervention conferences are held with truant students and parent/guardian with school personnel and the Attendance Specialist.
3. Informal Hearing at the county office and/or family mediation.
4. Potential for referrals to Children's Services Board to seek recommendation.
5. Unruly/Truancy complaint filed with the Lucas County Juvenile Court.

SCHOOL PROCEDURES

*Alphabetical by topic

Arrival

In the morning, school doors will remain locked until 8:45 am. Breakfast is available on regular school days beginning at 8:45 am. Students are discouraged from arriving any earlier as they will not be under direct supervision. If students must arrive before these times, they are to remain

outside the building unless prior arrangements have been made with school staff.

Bus Passes

Bus passes or notes are not permitted. Students are only allowed to ride on their assigned bus(es).

Cell Phones/Electronic Devices

An “electronic device” includes any wireless communication devices that emit an audible signal, vibrate, display a message or otherwise summon or deliver a communication to the possessor. Student cell phones are to be turned off and not used during the school day. Smart devices should be set to “Do Not Disturb” and not used during the school day.

Students will be permitted to use their electronic devices during the following times:

- Before and after school
- During after school/extracurricular activities and at school-related functions

Electronic use during the above indicated times must not create a distraction, disruption, or otherwise interfere with the educational environment. Devices are to remain inaudible at all times during the school day. Distracting behavior that creates an unsafe environment will not be tolerated.

Students are prohibited from the following:

- Using an electronic device to capture, record or transmit words, audio, and/or images (i.e. pictures/video) of any student, staff member, or another person in the school or while attending a school-related activity, without express prior notice and explicit consent for the capture, recording, or transmission of such words or images.
- Using an electronic device in any way that may reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed, or intimidated.
- Using an electronic device, including but not limited to those with cameras, at any time during the school day where a reasonable expectation of personal privacy exists. These locations include but are not limited to, locker rooms, shower facilities, restrooms, and any other area where students or others may change clothes or be in any stage of disrobing. Electronic Devices may be used for educational and instructional purposes in the classroom ONLY with teacher permission and supervision. Teachers may permit student use of electronic devices in their classrooms as they feel it is appropriate for educational use. Students will be expected to follow the electronic policy established in each classroom.

Consequences for violating the electronics policy will result in confiscation of the device (will be returned at the end of the day) along with the following possibilities:

- Parent/guardian pick-up, community service, after school detention, IRP (In-School Suspension),

out-of-school suspension or expulsion based on the severity of the offense. Repeat offenders will be dealt with using a progressive discipline approach.

Please note – Any violation that is deemed illegal will also be referred to law enforcement (i.e. child pornography). In addition, more severe violations may result in an immediate out-of-school suspension.

Students are solely responsible for the care and security of their electronic devices. Washington Local Schools assume no responsibility for theft, loss, damage, or vandalism to electronic devices brought on its property, or the unauthorized use of such devices.

Students who take unauthorized pictures or videos of other students are subject to possible disciplinary consequences.

Contents of cell phones may be searched if there exists a reasonable suspicion that they may have been used in an activity prohibited by the Code of Conduct.

Students may use office phones for emergency reasons only during the school day. Student cell phone use is not allowed during the school day. Parents/guardians should not call/text students on their cell phones during school hours. *If a parent/guardian needs to contact their student, they MUST do so by calling the school office.*

Cumulative Records

Cumulative records (sometimes called permanent records or CRFs) are kept in the school office for each pupil enrolled. Information, including the student’s academic progress, health record, test scores, and attendance is part of the cumulative record. Teachers and other support personnel have access to cumulative records. The Federal Rights and Privacy Act states that the material in these records is confidential. This information can be released only with written permission of a parent/guardian or with the written permission of the students if over eighteen years of age. This act also states that the parent/guardian must be granted the right to view these records if they choose. A records review session may be scheduled by contacting the principal.

Counseling Services

During adolescence young people are faced with difficult situations with which they sometimes need help. Some areas of concern are personal, social, and academic. The school counselor is here to facilitate problem-solving and to assist students in exploring their options. If a parent/guardian would like an appointment with the counselor, please have them call the counselor’s office. If a student wishes to see the counselor, they are to write a note about their concern and will be seen as soon as possible.

Custody and Residency Issues

To update student information records in the District Computer System, parents/guardians who have experienced a legal change of custody through the court system, or have moved to a new address in the Washington Local District, must provide the proper documents to prove custody and/or

residency. The following documents are the only acceptable verification to change student/family data:

1. A final file-stamped and journalized complete court affidavit for custody with a case number and parent/guardian's name.
2. Utility bill (gas, electric, water, cable, and landline phone) in parent/guardian's name with the new residency address.
3. A complete, signed lease agreement of at least six (6) months in parent/guardian's name.
4. Government or Social Services check stub in parent /guardian's name with new address.

When the Washington Local School District determines that there is sufficient evidence that the legal parent/guardian lives outside the district, the school administration will withdraw that student immediately, unless an open enrollment application is submitted and approved. Any parent/guardian who falsifies residency documents provided for school registration violates the Ohio Revised Code and may be held liable for back tuition from the date of original enrollment to the date of discovery of residence outside the district. Any changes of custodial parent or residency issues can be processed at any time in the Attendance Office. Changes in phone numbers are also critical and can be changed by contacting the building secretary. Individuals who have custody and residency questions are asked to contact the Principal.

Only those persons listed in Powerschool as either the parent/guardian or as an emergency contact may pick-up a student.

Dismissal Process

Students must proceed to the buses at the end of the school day. Loitering, bus-hopping, and other delaying activities are prohibited. Once a student gets onto their bus, they should not exit it again until arrival at their bus stop. Buses will pull out of the parking lot by 3:30 pm. Any student not on their bus by this time will need to report to the office to make alternate arrangements for pick-up. Students are never to run after or try to enter a moving bus. Students need to be in their assigned location for after-school activities within 5 minutes of the school dismissal bell. All other students must be out of the building by this time. Students loitering in hallways or unauthorized areas without permission will be subject to disciplinary action. Unless a student's after-school activity begins immediately following the dismissal bell, the student is not allowed to wait for the activity at school. These students should ride the bus home and return at the specified time for the student's practice or meeting.

Earbuds/Headphones

Earbuds or headphones may only be worn when permitted by the teacher. No earbuds or headphones are to be worn in hallways. When permitted to wear earbuds or headphones, the earbud or headphone may only be worn in one ear.

Emergency Drills

Regular drills for fire, tornado, lockdown, and evacuation are

practiced throughout the school year so that students and staff members are prepared if there is ever an emergency. Students not following the directions or procedures during a drill, or real emergency, are subject to disciplinary consequences. Drill directions and exit routes should be posted in each classroom.

Emergency Notifications

School emergencies will be announced by SwiftReach K12 phone messaging system, social media, local radio, and television stations. Please do not call the schools or Central Office, as we will need all lines open to communicate with local emergency officials.

Family Contact Time (Previously Called Conferences)

In an effort to enhance family communication, teachers will communicate with parents/guardians throughout each grading period using various communication methods (email, phone, face-to-face meetings, mailings, etc.) to build relationships and address any concerns raised by either party. These communications may take place during the work day, outside of the work day, or during three designated Family Contact Time days. There will be no school for grades K-12 on the three Family Contact Time days.

Field Trips

Teachers sometimes arrange field trips to complement classroom instruction. Written permission is obtained from all parents/guardians on the Washington Local Schools Authorization Form at the beginning of the year. Parents/guardians will be kept informed of times and destinations of field trips.

While on a field trip, students are to behave as if they are within the school building. It is important to remember that each student on a trip represents not only the school and the student's parents/guardians, but the community as well. Students whose behavior has displayed a lack of responsibility may be denied the opportunity to go on the field trip. Please note that bus suspensions are in effect for all field trips.

Parents/guardians are often asked to be group leaders on field trips. Parents/guardians need to read and sign a Washington Local Chaperone Guidelines form before they attend a field trip. Please note that younger children are not allowed to accompany classes or ride buses on field trips. All chaperones must pay for a background check by visiting the link below prior to chaperoning any field trip.

<https://bib.com/securevolunteer/washington-local-school-district>

Hallway Conduct

While in the hallways of Washington Local Schools, students will be expected to do the following:

1. Students will keep their hands to themselves.
2. Students will use a conversational voice and polite language.
3. Students will throw all trash in the garbage and recycle when appropriate.

4. Students must clean or report all spills to an adult.
5. Students will walk, stay to the right, and keep moving at all times.
6. Students will report bullying to an adult.

Instructional Fees

District-wide instructional fees were approved by the Board of Education to help offset the cost of materials for children in grades K-6. The fees assessed will be used to help pay for the cost of learning aids, such as workbooks and art materials used for instructional purposes. The fee is \$20.00 per student, but no family will be assessed more than \$30.00 for these fees. These fees will be collected in September. Families in serious financial need may contact the building principal for fee waiver information. It is important to note that these fees are charged for system-wide instructional costs. Elementary schools may need to assess a charge for class-specific materials, projects, or activities.

Lockers

Lockers are the property of the Washington Local Board of Education. The locker and contents are subject to random searches, at any time.

The following guidelines for lockers should be followed:

1. Keep the locker neat.
2. Students are responsible for the upkeep of their assigned locker. Students are not permitted to write, scratch, or use contact paper, or stickers, in decorating their locker. The cost of cleaning and/or repairing a locker will be assessed to a student if damage occurs as a result of student misuse and/or abuse.
3. No hitting or kicking lockers. If the locker will not open, students should go to the office for assistance.

Lost & Found

If a student finds something that does not belong to them, the student should give the item to a teacher or place it in the Lost and Found. Lost and Found items are placed in the lost and found designated area. At the end of each quarter, unclaimed items are donated to the WLS Clothing Closet.

Make-Up Work

See [Board Policy 5200](#)

Parent Club

The Parent Club is a great support for our students. Meetings are held monthly and announced in advance. We encourage you to become involved with the Parent Club. Please note that meeting dates and times may be subject to change. Parents/guardians will be notified in advance of any changes.

Record Retention

All public records created as a part of an investigation of a complaint of harassment will be maintained by the Compliance Officer in accordance with the Board's records retention policy. All records generated under the terms of this policy shall be maintained as confidential to the extent permitted by law. Any records which are considered student records in accordance with the *Family Educational Rights*

and Privacy Act or under Ohio's student records laws will be maintained in a manner consistent with the provisions of the Federal and State law.

School Delays and Cancellations

School closings and delays will be announced on social media, local radio, and television stations. Decisions to close/delay the schools are usually announced between 5:30 am and 6:30 am. Please do not call the schools or Central Office.

School Nurse/Health Aide

The School Nurse/Health Aide is available at different times throughout the week. The school should be aware of any changes to the student's health status. These can be provided to the School Nurse, building Secretary or Principal.

Medication

The administration of medication is primarily the responsibility of the parent/guardian. If the student must take over-the-counter medication or prescribed medication during school hours, a form must be completed by the physician and the parents/guardians. This form can be obtained from the main office or it is available online from the website. Staff is not permitted to administer any type of medication (over-the-counter included) without this form. Medication must also be brought to school by a parent/guardian.

Allergies/Asthma

If a student has severe allergies or asthma, the school needs to be aware of this. For students with severe allergies, an allergy action plan will be developed for the school. Please contact the School Nurse or office to discuss this. Students are permitted to carry inhalers and epi-pens with physician approval. A medication form will need to be completed for both. In the case of epi-pens, the student may carry an epi-pen, provided a backup dose has been provided to the school.

Immunizations

The State of Ohio requires all students to have a complete vaccination record on file within 15 days of attendance. All 7th-grade students are required to have Tetanus Diphtheria and Pertussis (Tdap) and Meningococcal (MCV) vaccines before entry. If you have any questions regarding immunizations, please contact the School Nurse or office.

Search and Seizures

See [Board Policy 5771](#)

Student lockers, desks, cabinets, and similar property are the property of the Washington Local Board of Education 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.

Student Financial Assistance

Financial assistance is available through the free and reduced lunch program as long as the "financial need"

criteria are met. Any student who has financial need may pick up an application in the office.

Student Record “Directory Information”

Ohio law provides for the release of “directory information” without the consent of the parent/guardian; or if the student is eighteen (18) years of age or older, the written consent of the student. “Directory information” includes the following: a student’s name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, or scholarships.

The District will make “directory information” available upon a legitimate request unless a parent/guardian or adult student notifies the school in writing within five days from the date of this notification that they will not permit distribution of any or all such information. Contact the building principal for this request.

Surveillance Cameras

For student safety and welfare, video surveillance cameras are placed throughout the building, school grounds, and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

Telephone Calls

The office phone may be used by students for emergencies only. Students will not be called to the phone during the school day. Messages of extreme importance will be relayed to students.

Textbooks

Student textbooks are to be cared for at all times. Students are responsible for excessive wear or damage and will be charged for it. Report book damage to the Principal that a student sees when a book is first issued.

Visitors

No visitors will be permitted without prior approval by the building administration.

<p style="text-align: center;"><u>REMOTE LEARNING HANDBOOK</u> Student Expectations</p>

Attendance

Students are expected to participate in online school as often as they participate in face-to-face school. This means students must log in daily, and complete any check-ins, assignments, reading, etc. by the time frame given by the teacher.

If a student is absent from the daily log-ins it will count as an unexcused absence. A parent/guardian must call the

attendance line to report an absence.

Communication

All students will communicate using email with their teachers when there are questions. If a student fails to complete an assignment and there was no communication, then the student shall earn a failing grade for the assignment. If technology is the issue, then students or parents/guardians must call the school as soon as they know about the technology issue to inform staff, and at that time, a new deadline can be determined.

Class Participation

1. Students are expected to read all of the material provided.
2. Students are expected to use the links provided to complete the items that are assigned.
3. It is very important to understand that online work is just as important as in-person work.
4. Students should utilize links set up by teachers to ask questions during Zoom Office Hours.
5. Log in each day for virtual lessons, to check for assignments, and items posted to the stream.
6. It is expected that students keep interactions online positive and constructive.

Students caught plagiarizing online material (copy and paste from another website/classmate) will have earned a zero for the assignment.

Grading

Grading Online assignments and material are given the same weight as they would during face-to-face instruction. Often, students will see that homework and reading will be assigned during the online time.

Students caught cheating (for example, submitting the same assignment as another student) will earn a zero for that assignment, or partial credit as determined by the teacher (both/all students involved).

Students caught plagiarizing materials will earn a zero or partial credit as determined by the teacher for those assignments.

Meeting Needs for IEP/504 Accommodations

Testing Accommodations: Many students have accommodations that apply to test situations. If a student needs this accommodation, here is the Chromebook version of text to speech directions:

1. At the bottom right, select time or press Alt+Shift+s.
2. Select settings.
3. At the bottom, select “Advanced”.
4. In the accessibility section, select Manage Accessibility.”
5. Under “Text-to-Speech,” turn on “Enable ChromeVox (spoken feedback).

The student’s case manager will be in contact with the family to discuss all accommodations during this remote

learning time.

Technology/Equipment

Students and parents/guardians will quickly communicate with the school about technology and internet needs. If a student has what they need to complete online work, and it is not completed by due dates, then students may earn failing grades on said online assignments.

Students must use their school-issued G-Suite or Google suite account. Chromebooks are used in schools, so students have familiarity with them. Students need access to a microphone and camera on their device, and we recommend that a phone is NOT the form used for online learning. Students must also have a dependable wireless connection, and Google Chrome as a browser.

Testing

Teachers may choose to give students tests online. They may also use Google Forms to do online testing which has an option to block outside sites to open while taking the test. Teachers have taken into consideration that students will have resources available during a test, and will create tests and quizzes that are challenging.

Students should ensure that they have ample time to complete tests when they are started online. Students may not be able to start over once the test has started. Students should read all of the directions and be sure they understand directions before they begin.

If there are technical difficulties take a screenshot of the problem so you can notify the teacher immediately. Students should be comfortable taking screenshots before beginning their remote learning.

Double-check that ALL of the items are completed before submitting, as you may only be able to submit once.

Zoom Guidelines

Zoom is a way for students to interact with their teacher while distance learning. These are set up for specific times and a link will be available. Know that if a student is logging into a computer where several people are logged in at one time, the student will need to log the other's out.

To participate, click the link provided by the teacher, and then click "Join". It will not allow a student to join unless the teacher has started the Zoom meeting. Students can keep microphones on mute unless they have questions or comments. Students must have their Zoom set up with their first and last name. They also must have a profile picture of themselves set. It is up to the student if they choose to have a video on or off.

1. Students must abide by the school's technology acceptable use policy signed each year.
2. Students must have a school-appropriate dress at

all times when they have their video on.

3. Use professional and polite language during a Zoom meeting.
4. Attempt to keep all background noise and distractions to a minimum. Mute the microphone when the teacher is teaching, and use the chatbox for some questions.
5. Promptly exit the meeting when it is over, the teacher is the first one on, and the last one off during the meeting.
6. Only accept Zoom invitations from school staff.
7. We ask students to give their best effort while participating.

STUDENT CODE OF CONDUCT

*Alphabetical by topic

Examples of Violations

Below are examples of violations and are not intended to be exclusive. Offenses may result in one or more of the following: Lunch Detention, After School Detention, Community Service, IRP, Out-of-School Suspension, and/or loss of school privileges (e.g. dances and school assemblies).

1. Being in another building on district property unauthorized.
2. Being in halls and restrooms during class time without permission.
3. Bullying.
4. Class tardiness.
5. Disrespectful/defiant and/or insubordinate (severe cases may result in suspension).
6. Disruption of education.
7. Dress and appearance that presents health or safety issues or causes disruption or distraction.
8. Excessive show of affection: Any excessive show of affection between couples that attracts attention shall be considered in poor taste and is prohibited. This will include close body contact, hugging, kissing, and like action.
9. General misconduct on school property.
10. Leaving the classroom and/or building without permission.
11. Misuse of school computers.
12. Safety violations in the classroom and labs.
13. Skipping a class.
14. Throwing food, leaving trays and debris in the cafeteria or other areas of school.
15. Truancy.
16. Verbal harassment and/or vulgar language.
17. Violation of school/classroom rules.

Severe Code of Conduct Violations

The following are examples of severe conduct violations. Lists of specific offenses following each category are not

intended to be exclusive but are intended to illustrate the types of offenses encompassed in the category.

Assault and Fighting on School Property or at School Sponsored Events

See [Board Policy 5501](#)

1. Physical threat or violence to persons including posturing, striking, kicking, pushing, or threatening with any weapon (including fists).
2. Harassment – verbal and/or physical.

Bullying - Student Procedure

See [Board Policy 5517.01](#)

With increased awareness and reporting of school violence and bullying behavior, state legislatures have responded by mandating that school officials adopt policy and procedural steps to address this problem. Forty-nine of the fifty states have statutes addressing bullying in schools. Ohio is one of many states that has developed a model policy for schools and requires that each school board develop and adopt an official board policy on bullying. Washington Local Schools has complied with this requirement through Policy 5517.01 – BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR adopted on 3/19/08. Our policy aligns with the Ohio model policy and meets all requirements determined by the Ohio Revised Code.

Policy requirements include:

1. A definition of bullying.
2. Defined reporting procedures for parents/guardians, students, and staff members of incidents that are suspected to constitute bullying, harassment, or intimidation.
3. The requirement that school employees must report to their building administrator or the superintendent any situation that they believe to be aggressive behavior directed toward a student.
4. The requirement that school administrators must:
 - a. Promptly investigate complaints about aggressive behavior that may violate this policy.
 - b. Prepare a written report of their investigation.
 - c. Report to parents/guardians of perpetrators their investigation findings in writing along with notice of any disciplinary action taken.
 - d. Report to parents/guardians, of targeted student outcomes, of their investigation of aggressive acts toward their child.
5. When the investigation finds an instance of harassment, intimidation, or bullying has occurred, a requirement that it will result in prompt and appropriate remedial and/or disciplinary action.
6. The requirement that the district administration semi-annually provides the president of the WLS Board a written summary of all reported incidents and post the summary on the WLS website.

Administrative Investigation of Possible Bullying Incident Form – This form is designed to assist building administrators (or their designee) in complying with WLS

Board policy on bullying. It leads the administrator through an investigative process to decide whether or not an incident constitutes bullying. It also documents interventions selected and parent/guardian contacts made.

Aggressive Behavior – is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student’s educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It can include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Bullying, Harassment, or Intimidation – any intentional written, verbal, graphic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Cyberbullying – electronically transmitted acts (i.e., internet, email, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students(s).

Harassment based upon race, ethnic, religious, or cultural background will not be tolerated and appropriate disciplinary steps will be taken through the implementation of the code of student conduct.

Burglary and Theft

See [Board Policy 5501](#)

1. Burglary – unauthorized entry to school premises and the removal of school or personal property.
2. Robbery – theft of property by force or threat of force.
3. Larceny – theft of school property or personal property.
4. Extortion, Blackmail, or Coercion – obtaining money or property by violence or threat of violence or forcing another to do something against their will by force or threat of force.

Bus Misconduct

See [Board Policy 5601](#)

Student misbehavior on the bus presents a significant safety concern for both riders and the driver. Common misbehaviors include student harassment, loud or unnecessary distractions, seat hopping, tossing of objects, and generally distracting behavior that could pose a safety threat to those onboard. Bus misbehavior is turned over to building administrators to determine appropriate

disciplinary consequences ranging from warnings to suspension of bus riding privileges for the remainder of the year.

Damage/Destruction of School Property

See [Board Policy 5513](#)

1. Mischievous Behavior – unintentional destruction of school or personal property resulting from mischievous behavior.
2. Vandalism – intentional destruction of school or personal property such as writing on buildings, walls, breaking windows, driving on lawn.

Disrespect/Disregard of Directions of School Personnel

See [Board Policy 5501](#)

1. Any verbal or written disrespect or obscene gestures.
2. Failure to obey lawful instructions of school district personnel.
3. Refusal to identify self upon request to proper school authorities on the school property or at school-sponsored events.

Disruption of School

See [Board Policy 5501](#)

1. Arson – intentional setting of fire to the school, or personal property, including the property of the student on school premises.
2. False Fire Alarm – causing the evacuation of the school by activating the fire alarm.
3. Interference with School Authorities – interfering with administrators, teachers, or other school personnel by force of violence.
4. Intimidation of School Authorities – interference with administrators, teachers, or other school personnel by intimidation with the threat of force or violence.
5. Unauthorized assemblies or student demonstrations.

Dress & Appearance

See [Board Policy 5511](#)

Dress Expectations – Students are to dress at all times with a sense of good taste and appropriately covered so as not to disrupt the educational process. A student whose dress goes beyond the bounds of good taste and is judged by school personnel to not be allowable in accordance with the guidelines outlined below will be reprimanded, receive behavior consequences, and/or be required to immediately change apparel.

Allowable Dress and Grooming

1. Students must wear clothing including a shirt with pants or skirt (or the equivalent) and shoes.
2. Shirts and dresses must have fabric in the front and on the sides.
3. Clothing must cover all undergarments.
4. Fabric must cover all private parts and must not be see-through.
5. Clothing must be suitable for all scheduled classroom activities including physical education,

science labs and other activities where unique hazards exist.

6. Specialized courses may require specialized attire, such as sports uniforms or safety gear.
7. When face coverings are required, they must follow dress code policies.

Non-Allowable Dress and Grooming

1. Halter tops or any midriff-length shirts or blouses.
2. Shirts with suggestive or obscene messages.
3. Shirts that promote alcohol, drug or tobacco usage.
4. Skirts and shorts need to be fingertip length when arms are at the sides.
5. Spandex shorts, spandex stretch pants or other stretch/yoga pants that are too tight.
6. Hats, caps, and bandanas are **NOT** to be worn inside school buildings.
7. Chains are not permitted. Additionally, chains are not to be worn as choker collars or belts. Safety pins and spiked jewelry are not allowed to be worn at school.

Possession, Sale and/or Use of Narcotics, Alcohol, and Other Dangerous Drugs

See [Board Policy 5530](#)

1. Alcoholic Beverage – possession, use, sale, or being under the influence of alcohol on school property or at school-sponsored events. Being under the influence is understood to include the prevalent odor of alcohol.
2. Narcotics, Illegal Drugs, Mind-Altering Substances, and Other Dangerous Drugs – possession, sale, or use of the above, except when used as prescribed by a physician, on school property, or at school-sponsored events.
3. School authorities will confiscate drugs, alcohol, and drug paraphernalia.

Smoking/Possession of Tobacco Products

See [Board Policy 5530](#)

Smoking, holding, or passing a cigarette on school property, chewing and/or possession of any tobacco product or alternative nicotine products, including vapes and e-cigarettes, on school property results in the following disciplinary action:

Consequences for Smoking/Possession of Alcohol, Tobacco/Nicotine Products, or Other Drugs:

1st Offense: The student will be issued a 5-day suspension. The suspension may be reduced to 3 days if the student completes the ATOD Prevention assignment.

2nd Offense: The student will be issued a 10-day suspension. The suspension may be reduced to 5 days if the student completes a drug assessment completed by a mental health professional.

3rd Offense: The student will be issued a 10-day suspension.

Student Hazing

See [Board Policy 5516](#)

Hazing activities of any type shall be prohibited at all times in school facilities, on school property, and at any school-sponsored events. No 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.

1. Hazing is understood to mean any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
2. All employees of the school district shall be particularly alert to possible situations, circumstances, or events that might include hazing. If hazing or planned hazing is discovered, it shall be reported immediately to the building principal/supervisor, who will then notify the superintendent.
3. Employees and/or students who fail to abide by this policy may be liable for civil and criminal penalties under Ohio law.

Technology Misuse

See [Board Policy 5514](#)

Student access to and use of the Network (computers, District Intranet, electronic mail, electronic bulletin boards, and information sharing) and the Internet is a privilege intended for educational purposes. This access is intended to assist in collaboration and exchange of information, facilitate personal growth in the use of technology, and enhance information-gathering and communication skills. The District has implemented technology protection measures that block/filter Internet access to inappropriate displays.

District protection/safety software and/or hardware will be utilized to:

- A. Monitor online student activity
- B. Restrict student access to material that is obscene, objectionable, inappropriate, or harmful to minors
- C. Prohibit unauthorized access (hacking) and other unlawful activities by students
- D. Prohibit disclosure of personal identification information of minors

Misuse by students shall include but not be limited to:

- A. Copyright infringement
- B. Deletion of computer files
- C. Disrupting Network operation through abuse of hard or software
- D. Improper or inappropriate use of computers including, but not limited to, accessing information unrelated to school purposes or activities.
- E. Intentionally seeking information on other users.
- F. Knowingly introducing computer viruses.
- G. Malicious use of Networks or the Internet through

hate mail, harassment, profanity, or discriminatory remarks.

- H. Obtaining copies of or modifying files, data, or passwords of other users.
- I. Students misrepresenting themselves or other users on the Network or Internet.
- J. Unauthorized copying of any hard copy material or software
- K. Unauthorized entry into school computers, sites, or information databases.

Any misuse of the Network or the Internet will result in the suspension of privileges and/or other disciplinary action including but not limited to detention, suspension, and expulsion.

Trespassing

Unauthorized entry of school property or refusal to leave when ordered. Safe school ordinance will be invoked by the administration/designee and school resource officer.

Weapons and Dangerous Instruments

See [Board Policy 5772](#)

1. Firearms – possession or use of firearms or other dangerous weapons or instruments on school property or at school-sponsored events.
2. Stun Guns (tasers): Possession or use of stun guns (tasers) on school property or at school-sponsored events.
3. Explosives – possession or use on school property or at school-sponsored events of explosive materials including firecrackers, caps, smoke bombs, stink bombs, or any form of firework.
4. Knives - possession or use of knives on school property or at school-sponsored events.
5. Pepper spray or mace - possession or use of pepper spray or mace on school property or at school-sponsored events.

School authorities will confiscate and keep all weapons and/or dangerous instruments. Disciplinary action will be taken.

STUDENT CODE OF CONDUCT VIOLATION

Violation of the Code of Conduct may result in a verbal or written warning or reprimand, referral to counselor or assistant principal, parental/guardian contact or conference, detention, in-school reassignment, community service, emergency removal, referral to law enforcement agencies, suspension, or expulsion.

Disciplinary Actions

Student discipline follows a progressive policy. Consequences increase with each offense. More severe consequences may be issued depending upon the infraction. The progressive nature intends to allow for personal responsibility and self-correction by the student. The following may be assigned as a consequence when a student

fails to comply with the behavioral expectations outlined in this student handbook.

Community Service - is a task performed for the benefit and betterment of the community.

Lunch Detention - is an exclusion from the cafeteria. The requirement to eat lunch in the lunch detention classroom and complete a given assignment.

After School Detention - is a requirement to spend additional time after school for a student violation of the conduct code. It is held Tuesday and Thursday from 2:40 pm till 3:40 pm. Failure to attend may result in IRP.

In-School Reassignment (IRP) - is an exclusion from regular class. Students will be assigned to an alternative program by the principal or the principal's designee. Teachers will provide students with academic assignments to be completed for credit. Students who serve in IRP will not be allowed to participate or attend any after-school activities, including sports and clubs. Students serving in IRP will be required to turn their phones in to the IRP teacher. Failure to comply with this request will result in students receiving an out-of-school suspension. If not present on the assigned IRP day, the IRP will be served when the student returns to school.

Out-of-School Suspension - is an exclusion from school or class assigned by the principal or the principal's designee. Students will not be allowed to participate or attend any after-school activities including sports and clubs for the duration of the suspension. Students are not to be on the school's grounds while under out-of-school suspension.

Expulsion - is the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct. Only the superintendent may expel a student.

Due Process Rights

See [Board Policy 5611](#)

Procedural Rules/Regulations for Suspension and Expulsion

The constitutional rights of individuals assure the protections of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Washington Local School District.

1. The hallmark of the exercise of disciplinary authority shall be fairness.
2. Administrators and faculty members shall make every effort to resolve problems through effective utilization of school district resources in cooperation with the student and the student's parent/guardian.
3. The determination of whether to impose sanctions for any conduct prescribed by this policy and the

severity of such sanctions may accord due regard to the circumstances in which the violation is committed, the severity of the violation, the repetitive nature of the violation, and the likelihood of danger to persons or property resulting from the violation.

Procedures for Suspension

1. As soon as it is practical upon the referral of a student from class, or school-from class, or school-sponsored event, or for the commission of an offense while under the supervision of the school, for which the maximum recommendation is suspension, the principal, or the principal's designee, shall hold a hearing with the student.
2. As part of the hearing, the student shall be issued a notice of intention to suspend listing the violation(s) of the conduct code with which the student is charged. The principal, or the principal's designee, shall advise the students of the evidence, which supports the charge(s).
3. The student shall have the right to present evidence at the hearing, which supports the student's position.
4. If, as a result of the hearing, the principal or the principal's designee determines that the violation(s) warrants a suspension, the parent/guardian or custodian shall be notified. The suspension shall be imposed immediately if it were judged that the student's return to class would impose a danger to the student and others, or would be disruptive to the educational process. In other cases, the suspension shall be imposed the first school day following the hearing. In cases of 18-year-old students, the parent/guardian or custodian notification is not mandatory.
5. Within twenty-four hours following the hearing and notice of suspension, the principal shall notify the parent/guardian or custodian by ordinary U.S. mail and the Board Treasurer of the suspension. In cases where students are 18 years of age, notice shall be provided to the student. The notice shall include the reason(s) for suspension, dates the suspension is in effect, the method of serving the suspension, and the right to appeal.
6. A request for an appeal must be submitted in writing within five days after the hearing or appeal. The appeal(s) will be scheduled as soon as practical.
7. At an appeal, the student, parent/guardian or custodian and representative, if any, may present written or oral statements, as they deem relevant to the fact of the offense, the surrounding circumstances, and the gravity of the sanction. They shall be permitted to review all written documents presented and to hear all verbal testimony given at an appeal, but shall have no formal right of cross-examination. A record of an appeal shall be kept by tape recording for the notary's transcription at the discretion of the appeal officer.
8. If, as a result of the appeal, the student is reinstated or the number of days is reduced, the student will

return to school under the terms set forth by the appeal officer.

Procedures for Expulsion

1. A student, due to the severity of the violation of the conduct code and/or after repeated violation of the conduct code, may be suspended for ten (10) days with a recommendation for expulsion.
2. The superintendent shall, as soon as is practical after the imposition of a suspension with recommendation for expulsion, provide written notice of the intended expulsion, and the reason(s), by ordinary U.S. mail. The notice shall inform the student, parent/guardian or custodian, with or without a representative, of the right to appear before the superintendent or designee to challenge the action or to otherwise explain the student's action(s). A time and place at which the hearing shall be conducted shall be specified and shall be not less than three or more than five days after the date of the written notice. The superintendent may grant a request for an extension of time provided the hearing is conducted before the conclusion of the ten-day suspension.
3. After the hearing, the superintendent may expel the student not to exceed the lesser of eighty (80) days or the number of school days remaining in the school year.
4. Within twenty-four (24) hours of the notice to expel, the superintendent shall notify the parent/guardian or custodian of the student and Board Treasurer of the intent to expel (in cases of students over the age of 18, notice shall be provided to the student). This notice shall be sent by ordinary U.S. mail and shall include the reason(s) for the expulsion, a statement of the right of the student, the student's parent/guardian or custodian to appeal, the right to be represented at the appeal and to request that the appeal be held in private. The Board of Education hereby designates the Assistant superintendent to hear expulsion appeals.
5. A request for an appeal must be submitted in writing within five school days after the expulsion hearing.
6. At the appeal, the student, the student's parent/guardian or custodian, and their representative, if any, may present such written or oral statements as they deem relevant to the fact of the offense, the surrounding circumstances, and the gravity of the sanction and shall be permitted to review all written documents presented and to hear all verbal testimony, but shall have a not formal right of cross-examination. A tape recording or notary's transcription shall keep a record of the appeal at the discretion of the appeal officer.
7. If, as a result of the appeal, the student is reinstated or the number of days is reduced, the student will return to school under the terms set forth by the appeal office.
 - a. Home Instruction, etc.

- b. Consult with the building psychologist and/or the Handicapped Child Management Coordinator
- c. To develop an intervention plan designed to prevent a recurrence of the misconduct.

Possible Reduction of Expulsion Period

The superintendent may consider the following factors on a case-by-case basis when imposing a penalty of less than a one-year expulsion for violation of this policy:

1. Information contained in the student's permanent record file.
2. The student's prior disciplinary record and any records of behavioral problems are not contained in the disciplinary record.
3. The student's response to the imposition of prior discipline or sanctions
4. The seriousness of the offense and aggravating factors relating to the offense.
5. Mitigating circumstances surrounding the offense.
6. The probable danger posed to the health and safety of other students or employees by the student's continued presence in the school.
7. Probable disruption of teaching by the student's continued presence in the school. Students may be excluded from schools of this District under this policy while the Board of Education is considering whether to request permanent expulsion or while a request for permanent expulsion is pending.

Admission of Student Expelled by Other Districts

See [Board Policy 5111](#)

STUDENT ACTIVITIES CODE OF CONDUCT

See [Board Policy 5610.05](#)

Preamble

The Washington Local Schools' extracurricular programs provide student participants with the opportunity to grow mentally, morally, physically, and emotionally. The Code of Conduct policy seeks to promote and enforce compliance with rules and regulations for participation.

Participation in extracurricular activities, including interscholastic sports, is a privilege and not a right. Therefore, the Board of Education authorizes the Superintendent, principals, and assistant principals and other authorized personnel employed by the District to supervise or coach a student activity program, to prohibit a student from participating in any particular or all extracurricular activities of the District for offenses or violations of the Student Code of Conduct for a period not to exceed the remainder of the school year in which the offense or violation of the Student Code of Conduct took place.

In addition, student athletes are further subject to the Athletic Code of Conduct and may be prohibited from participating in all or part of any interscholastic sport for violations therein.

Students prohibited from participation in all or part of any extracurricular activity are not entitled to further notice, hearing, or appeal rights.

Penalties imposed under this Code of Conduct are independent of and in addition to, any academic suspension, expulsion, or another disciplinary penalty. The terms of this Code of Conduct apply to student conduct throughout the calendar year, regardless of whether the school is in session or whether a violation occurs at school or a school-related event.

Prohibitions

Participants in an extracurricular activity may NOT:

Tobacco: Possess, use, sell, or distribute tobacco products in any form including “smokeless,” e-cigarettes, or vapors.

Alcohol: Possess, use, sell, or distribute alcoholic beverages. This prohibition is understood to include being observed drinking, admitting to drinking, having alcohol odor detectable on breath, or being in possession of alcohol.

Drug and Substance Abuse: Possess, dispense, sell, use, drugs or drug paraphernalia. This prohibition includes but is not limited to, narcotics, inhalants, mind-altering substances, anabolic steroids, human growth hormones, and drug look-alike substances. This prohibition does not include the use of medications as prescribed for the student by a physician. The prohibition does include dispensing and/or selling prescribed drugs to other students.

Attendance: No student-athlete shall attend any party or other social gathering where underage drinking and/or drug use occurs.

Violations

After the first violation of any prohibition under this Code of Conduct, any additional violation will be dealt with as a next-level violation, regardless of whether the additional violations involve different prohibitions. For example, if a student has violated the ban on tobacco use, and subsequently violates that ban on the use of alcohol, the penalty imposed will be that prescribed for the second violation under the alcohol abuse provisions of this Code of Conduct.

Penalties for Violations:

1. Parents/guardians and student participants will be notified in writing by the athletic director when violations are found to have occurred. Copies of notices will be kept on file with the athletic director.
2. A student participant who is penalized for a violation of this Code of Conduct shall not be permitted to participate in any extracurricular activity during the term of the penalty.
3. When a student is denied participation for a number of school days under this Code of Conduct, the student will also be denied participation during any

intervening weekends, holidays, or other days when school is not in session.

4. Denial of participation is for all activities if a student is involved in multiple activities simultaneously.

Penalties for Tobacco, Alcohol, And Other Drug Abuse:

First Violation:

Students will be denied participation for the remainder of the school year in which the violation occurred. If the student found in violation agrees to have a substance abuse assessment approved by the school administration and demonstrates the student is following program assessment and treatment recommendations, the period of time the student is denied participation may be reduced by administration.

1. Regardless of participation in a substance abuse assessment or rehabilitation program, the student will be denied participation for a minimum of ten (10) days during regular-season contests or during the club/activity year.
2. If the violation occurs while the student is not currently participating, the student will be denied participation for ten (10) days, starting the first day of the regular season, contests, ten (10) days of rehearsals, performances, competitions, and events for the extracurricular activities.
3. A student denied ten (10) days of participation may still actively try out for a team or event and practice. The penalty will be enforced when the athletic contest, performance, or competition begins for the next season or event.

Second Violation:

Students will be denied participation in extracurricular activities for fifty percent (50%) of the regular competition season or fifty percent (50%) of the extracurricular calendar year, except as exempted under cumulative violations for junior high.

Third Violation:

A junior high student will be denied participation in all extracurricular programs for the remainder of the student's junior high career. A high school student will be denied participation in all extracurricular programs for the remainder of the student's high school career.

Self-referral:

If a student seeks assistance for dealing with an ongoing substance abuse problem by self-referral to a coach, advisor, counselor, and/or school administrator, and the student agrees to participate in a substance abuse assessment and rehabilitation program approved by the school administration and agrees to follow assessment/treatment recommendations, there shall be NO DENIAL of participation from extracurricular activities, unless a subsequent violation occurs. Refusal or failure to follow assessment/treatment

recommendations will result in the application of the first-violation procedures. The self-referral provision will not apply if a violation has already occurred and is then discovered as the result of an investigation (active and/or ongoing) by school officials. For example, a student cannot use the self-referral provision if an investigation has been initiated for a suspected violation. Self-referral will not apply as a means of avoiding a code violation.

Second Violation:

Students will be denied participation in extracurricular activities for fifty percent (50%) of the regular competition season or fifty percent (50%) of the extracurricular calendar year from the date of the violation, except as exempted under cumulative violations for junior high.

Third Violation:

A junior high student will be denied participation in all extracurricular programs for the remainder of the student's junior high career. A high school student will be denied participation in all extracurricular programs for the remainder of the student's high school career.

The student and the student's parent/guardian are responsible for any expense incurred in connection with the student's participation in any substance abuse assessment, rehabilitation, or treatment program.

General Misconduct:

Coaches or advisors may suspend a student from an individual activity for behavior not conducive to good morale. Violations of particular rules such as breaking curfew, being late for meetings, practices, or contests, general disrespect towards coaches or advisors, players, other students, fans, unsportsmanlike conduct, or any other behavior detrimental to the players, students, or team will also be handled by the coach or advisor.

Repeat violations may result in further suspensions or denial of participation from the activity. The appropriate advisor may direct any hearing and make any determination regarding a participation penalty unless otherwise directed by the Athletic Director. Such determinations may be appealed pursuant to the due process sections of this code.

Criminal Law Violations:

Coaches or advisors will, upon consultation with the principal and athletic director, take disciplinary action in all cases of criminal law violations not previously addressed under this Code of Conduct. The disciplinary options available to coaches and advisors for students in grades 7 – 12 range from oral reprimand to a maximum penalty of denial of participation in extracurricular activities for the remainder of the student's career in this school district, as appropriate to the severity of the violation

Disciplinary Procedures

Coaches, advisors, and administration will consider the recommendation from court officials in handling civil or criminal law violations. The Hearing Council may also recommend penalties up to and including permanent denial of participation.

1. Administration will investigate the alleged violation by contacting the student, the student's parent/guardian, and any other individuals deemed necessary. The Associate Principal/Athletic Director or designee will establish the appropriate penalty as soon as reasonably possible.
2. Administration shall notify the student and the student's parents/guardians of an alleged violation of this code. (Prohibitions)
3. The student and parents/guardians will be notified in writing by administration when a violation is found to have occurred.
4. The decision may be appealed by submitting a written request to the respective principal and should state the exact reason the decision is being appealed within five (5) days of the date of determination of the code (SEE APPEAL PROCESS).
5. The appeal will be heard by the administration which will issue its findings to the principal. The principal will notify the student and parents/guardians of the administration's decision.

Appeal Process/Due Process:

1. The principal will establish a date for the Appeal Hearing
2. The appeal will be heard by the building principal in which all findings completed by administration will be reported to the principal.

Approved by the Board of Education

**STATEMENT OF COMPLIANCE WITH
FEDERAL LAWS**

The Washington Local School District complies with federal laws which prohibit discrimination in programs and activities receiving federal assistance.

Title VI of the Civil Rights Act of 1964 prohibits discrimination based on race, color, or national origin.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination based on handicap.

Title IX of the Education Amendments of 1972 prohibits discrimination based on sex.

The following grievance procedure is being established to specifically deal with complaints of discrimination from federal grant recipients or beneficiaries in the Washington Local School system arising from Title VI of the Civil Rights Act of 1964 which prohibits discrimination based on race, color, or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination based on handicap; and Title IX of the Education Amendments of 1972 which prohibits discrimination based on sex. The Board of Education shall designate a person to coordinate compliance with federal laws.

Step 1: Any student who wishes to grieve any act that is prohibited under the regulations of Title VI, Section 504, or Title IX may, within ten (10) calendar days of the alleged

violation or knowledge thereof, file with the building principal a written grievance on the form provided by the superintendent's office, with a copy forwarded to the compliance coordinator of Washington Local Schools.

Step 2: The building principal will render a decision on the grievance and communicate in writing to the grievant and the compliance coordinator within ten (10) calendar days after receipt of the written grievance.

Step 3: In the event, the grievance has not been satisfactorily resolved at the second step, the grievant may, within ten (10) calendar days of the principal's written decision, file a written appeal to the compliance coordinator.

Step 4: The compliance coordinator will meet with the grievant within ten (10) calendar days of receipt of the written appeal and render a decision within ten calendar days of said meeting.

Step 5: In the event, the grievance has not been satisfactorily resolved at the fourth step, the grievant may, within ten (10) calendar days of the compliance coordinator's written decision, file a written appeal to the superintendent who functions as the final mediator at the local level.

Step 6: In the event, the grievance has not been satisfactorily resolved at the fifth step, the grievant may appeal to the Office for Civil Rights, U.S. Department of Education, 55 Erieview Plaza, Room 300, Cleveland, Ohio 44114-1816.

The Age Discrimination Act of 1975 prohibits discrimination based on age.

The Washington Local School District also complies with the Family Education Rights and Privacy Act of 1974 which grants parents/guardians the right to examine their children's official school records.

Inquiries regarding unlawful discrimination may be directed to Director/Human Resources, Washington Local Schools, 3505 West Lincolnshire Boulevard, Toledo, Ohio 43606, or by calling 473-8225.

Notice To Students-Provisions Guaranteed by 504 Regulations:

No one may be excluded from any course, or courses of study, on account of handicap.

Classes will be rescheduled for students with mobility impairments if the classrooms are inaccessible.

Course requirements may be modified in certain instances to ensure full participation by handicapped classrooms.

Alternate methods of testing and evaluation are available in all courses offered by the schools for students with requirements for such methods. The schools make auxiliary aides available for students with impaired sensory, manual, or speaking skills.

Certain school rules and regulations may be waived if they limit the participation of handicapped students.

BOARD OF EDUCATION POLICIES

*All Board Policies can be found at:

www.wls4kids.org

District > School Board > Policies

