

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



Jefferson Junior High School
Washington Junior High School
2022-2023
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.

Updated June 1, 2022
Board Approved June 30, 2022

This Handbook applies to all Washington Local junior high students

- On school grounds before, during and after school hours;
- At any other time when the school is being used by a school group;
- Off school grounds at a school activity, function or event;
- On a school bus, a school-sponsored vehicle, or at a school bus stop and as it relates to all District property and vehicles;
- Whenever a student represents his or her school; and
- At all times whenever a student's conduct is related to school or school activities

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed in the handbook will be responded to as necessary by school district staff.

This handbook replaces all prior handbooks and other prior written material provided on the same subjects. This handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules. If any of the policies or administrative guidelines referenced herein are revised, the language in the most current policy or administrative guideline prevails.

Copies of current Board policies and administrative guidelines are available on the District's website <https://go.boarddocs.com/oh/washlsd/Board.nsf/Public>

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.



| IMPORTANT PHONE NUMBERS | JEFFERSON | WASHINGTON |
|----------------------------------|---------------------|---------------------|
| Attendance | 419-473-8462 | 419-473-8483 |
| Principal's Office | 419-473-8482 | 419-473-8449 |
| Assoc. Principal's Office | 419-473-8434 | 419-473-8451 |
| Counselor | 419-473-8450 | 419-473-8363 |
| Nurse | 419-473-8447 | 419-473-8424 |

Table of Contents

| | |
|---|-----|
| <p>ACADEMICS Academic Honesty Academic Honor Roll College Credit Plus Grading System Homework Testing Class/Course Changes</p> | 3-4 |
| <p>ATTENDANCE POLICIES & PROCEDURES</p> | |
| <p>BOARD OF EDUCATION POLICIES</p> | 5-6 |
| <p>SCHOOL PROCEDURES Arrivals Book Bags Bus Passes Cafeteria Cell Phones Counseling Services Custody and Residency Issues Dismissal Process Emergency Drills Emergency Notifications Hallway Conduct ID Cards Lockers Lost & Found Make-Up Work School Delays and Cancellations School Nurse School Records Search and Seizures Student Financial Assistance Student Records Surveillance Cameras Textbooks Visitors Work Permits</p> | 6-9 |
| <p>STUDENT CODE OF CONDUCT Assault and Fighting on School Property or at School Sponsored Events Bullying Burglary and Theft Bus Misconduct Dress and Appearance Damage/Destruction of School Property Disrespect/Disregard of Directions of School Personnel</p> | 8 |

| | |
|---|----|
| <p>Disruption of School Possession, Sale, and/or Use of Narcotics, Alcohol and Other Dangerous Drugs Smoking/Possession of Tobacco Products Student Hazing Technology Misuse Trespassing Weapons and Dangerous Instruments</p> | |
| <p>STUDENT CODE OF CONDUCT VIOLATION Disciplinary Actions Due Process Rights Procedural Rules/Regulations for Suspension and Expulsion Procedures for Suspension Procedures for Expulsion Possible Reduction of Expulsion Period Admission of Student Expelled by Other Districts</p> | 11 |
| <p>STUDENT ACTIVITIES CODE OF CONDUCT Preamble Academic/Extracurricular Eligibility Prohibitions Cumulative Violations Disciplinary Procedures</p> | 13 |
| <p>STATEMENT OF COMPLIANCE WITH FEDERAL LAWS</p> | 15 |
| <p>REMOTE LEARNING HANDBOOK Attendance Communication Class Participation Grading Meeting Needs for IEP/504 Accommodations Technology/Equipment Testing and Exams Zoom Guidelines</p> | 17 |

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.

Academic Honor Roll

To be on the Honor Roll students need a 3.0 average and cannot have any D's, F's, U's, or I's. We have three (3) honor rolls to recognize student achievement:

Commendable GPA 3.0 – 3.49

Distinguished GPA 3.5 – 3.99

Exemplary GPA 4.0

College Credit Plus (CCP)

See [Board Policy 2271](#)

The College Credit Plus program in Ohio is designed to allow students (grades 7-12) 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 parent/guardian 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 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, his/her parents, and the college(s) will be notified. The underperforming student and his/her parents 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 s/he is enrolled to dis-enroll the student from those courses that conflict with the terms of his/her probationary status.

a. If a student elects to remain enrolled in one course for the next term, s/he 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 his/her probationary status, the student and his/her parents 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 his/her parents 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 s/he 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 |

Homework

See [Board Policy 2330](#)

Homework can be viewed on the School Assignment Matrix, which can be found on the school's web page. <https://www.wls4kids.org/>

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.

Schedule Changes

All class changes, drops, or additions must originate with a counselor and be approved by the administration.

ATTENDANCE POLICIES & PROCEDURES

Absence Reporting Line:

JEFFERSON: 419-473-8462

WASHINGTON: 419-473-8483

The law requires that schools have contact with parents when there is an absence. We request that parents 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 7:20 am to 3:20 pm. The building is open to students starting at 7:30 am. Breakfast is available from 7:30 am to 7:40 am in the cafeteria.

When a student is absent: The student is required to bring a note from their parent or 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 7:50 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 7:50 am, the student will need a note from their parent or guardian explaining the reason for their tardiness. Oversleeping is not excused. Students who are excessively late to school may face disciplinary action.

When a student needs an early excusal: The student is to bring a note from their parent or guardian and report to the attendance office **BEFORE** school starts. They will then be given a pass to leave school. The student's parent/guardian 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 parents 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.

Families will begin to receive written notification about their student's attendance when they have missed 32 school hours.

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.

Tardiness

Being on time is important. Tardiness will be monitored by classroom teachers and administration. Students who are habitually tardy may receive consequences that include: lunch detention, after school detention, in-school reassignment (IRP) or community service. Habitually tardy is defined as three or more tardies in a semester.

Periodically, administration will complete tardy sweeps during the school day. Students who are caught in the tardy sweep one or more times may receive an immediate consequence that can include: lunch detention, after school detention, in-school reassignment (IRP), or community service.

SCHOOL PROCEDURES

*Alphabetical by topic

Arrival

In the morning, school doors will remain locked until 7:30 am. Breakfast is available on regular school days beginning at 7:30 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. School administration will make a determination about letting students in the building early due to weather conditions.

Bookbags

No backpacks will be allowed to be carried throughout the school day. All items, including coats, book bags, athletic bags, purses, and cell phones, must be stored in the student's locker during the entire school day.

For the 2022-23 school year, 8th grade Washington students will continue to use a single cinch bag throughout the day. Beginning in the 2023-24 school year, all junior high students will no longer be able to carry any sort of bag.

Bus Passes

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

Cafeteria

The cafeteria is to be kept clean, and proper conduct is to be maintained. Students eat only during their assigned lunch period. The following protocol exists during lunch and/or breakfast:

1. No outside food, including food delivery services, except food brought from home, is permitted to be dropped off during the school day.
2. Students will be in the cafeteria by posted times. Tardiness will result in detentions, IRP, or other consequences. Restroom privileges will be allowed during cafeteria time with an ID.
3. Students are responsible for the cleanliness of their table and floor area.
4. Students are responsible to report any spills/problems at their table to cafeteria supervisors immediately.
5. Students are required to take trays to the assigned area and place trash, and other debris in the trash barrels.
6. Students must wait their turn in line. Line jumping is subject to disciplinary action.
7. Students will use conversational voice and polite language such as "please" and "thank you" to EVERYONE.
8. Students will report bullying to an adult.
9. Students must be in a seat or line. Only students purchasing food are to be in line.
10. Students will remain in their seats until dismissed by their cafeteria supervisor.
11. Students who violate cafeteria rules may be assigned a "permanent" seat by a cafeteria supervisor.

Cafeteria protocols need to be followed or disciplinary action may result.

Cell Phones/Electronic Devices

The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of a building principal. Examples of prohibited devices include but are not limited to radios, MP3 players, iPods, iPads, portable TV's, electronic games/toys, cell phones, Smart Watches, or other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action may be taken.

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) and the student may face additional consequences including 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 assumes 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 or adults may face 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. Parent/Guardian 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.**

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 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 residency address.
3. A Lease agreement of at least six (6) months in parent/guardian's name.
4. Government/Social Services check stub in parent/guardian's name with 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. 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.** Per Washington Local School Policy, students that do not live in the WLS district may not attend school in this district unless they have completed Open Enrollment paperwork and been approved by district administration. 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 Associate Principal. Individuals who have custody and residency questions are asked to contact the Associate Principal.

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 2:42 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 15 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 a pass may be subject to disciplinary action. Unless a student's after-school activity begins immediately following the dismissal bell, he/she is not allowed to wait for the activity at school. These students should ride the bus home and return at the specified time for his/her practice or meeting.

Earbuds/Headphones

Earbuds/Headphones may only be worn when permitted by the teacher. No earbuds/headphones are to be worn in hallways. When permitted to wear earbuds/headphones, the earbud/headphone **MUST** be wired. No wireless headphones or airpods may be used in the building.

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, may be subject to disciplinary consequences.** Drill directions and exit routes should be posted in each classroom.

Emergency Notification

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.

Hallway Conduct

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

- **Behavior**
 - Students will keep their hands to themselves.
 - Students will use a conversational voice and polite language.
 - Students will throw all trash in the garbage and recycle when appropriate.
 - Students must clean or report all spills to an adult.
 - Students will walk, stay to the right, and keep moving at all times.
 - Students will report bullying to an adult.
- **Hall Passes**
 - Except during class changes, students in the hallway are required to have a signed, correctly dated and timed pass from their classroom teacher or administrator.
 - Students are not to be late to a class for reasons such as making up classwork, lab work, or food sales unless they have prior permission from all regularly scheduled classroom teachers.
 - Being in the hall without a pass or having their student ID may result in a disciplinary consequence.

ID Cards

Students are required to wear a school-issued ID card at all times. The ID card should be visible to all staff. Students need their student ID to use a hall pass, the learning lab, purchase food in the cafeteria, ride the late bus, and attend dances. If this ID is lost or misplaced, the student must assume responsibility and the expense of replacing the card. Temporary ID can be purchased in the office for \$0.50. If a new ID is needed, \$2.00 must be paid to the office before the ID will be replaced.

Interrogation by Law Enforcement

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and shall remain in the room during questioning.

If a student is questioned by an outside agency as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning.

If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning. If law enforcement or a children's services agency removes a student from school, the building administrator will notify a parent.

Lockers

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

Each locker has a combination lock. The office can change the combination if a problem exists. A student ID is required to receive locker information or assistance for locker entry. Key-type padlocks, or bicycle locks, are prohibited. If the combination is not on file, or in an emergency, the lock will be cut off .

The following guidelines for lockers should be followed:

1. Students should not share the locker combination with any other student. Only one student is assigned per locker. Students are encouraged to keep their lockers closed and locked at all times.
2. Keep the locker neat.
3. 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.
4. 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 semester, unclaimed items are donated to the WLS Clothing Closet.

Makeup Work

See [Board Policy 5200](#)

Religious Liberties

The Ohio Student Religious Liberties Act of 2019 defines religious expression as prayer, religious gatherings, distribution of materials or literature, any activity of a religious nature, such as wearing symbolic clothing, expressing a viewpoint, provided that the activity is not vulgar, offensively lewd, or indecent.

Students will not not be prohibited from engaging in religious expression in the completion of homework, artwork, or other written or oral assignments.

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. Students may receive updates by calling the Weather Hotline, 419-473-8499.

School Nurse

The School Nurse (Mrs. Kraus RN, MSN) is in the building two days a week. She is on campus the other days of the week and is available for urgent medical needs. The school should be aware of any changes to the student's health status. These can be provided to Mrs. Kraus at 419-473-8424 (WJHS) or 473-8447 (JJHS) or at mkraus@wls4kids.org

Medication

The administration of medication is primarily the responsibility of the parent. 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. 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.

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 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.

School Records

Student Cumulative Record Files (CRF) are maintained in the office. With advanced notice, students who are 18 years old and/or parents may review the CRF.

Search and Seizures

See [Board Policy 5771](#)

Administrators may search a student or his/her property (including vehicles, purses, backpacks, gym bags, etc.) with or without the student's consent whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

Anything that is found in the course of a search may be used as evidence of a violation of school rules or the law and may be taken, held or turned over to the police. The School reserves the right not to return items that have been confiscated.

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 Principal's Office. (CTC courses are not eligible for this assistance.)

Student Record "Directory Information"

Ohio law provides for the release of "directory information" without the consent of the parent; 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 he/she will not permit distribution of any or all such information. Contact the building principal or Counseling Center for this request.

Surveillance Cameras

All students, parents and staff are advised that as a public school facility, students, parents, staff and building visitors do not have to expect privacy in connection with their actions and activities while in, on or about the campus. In an effort to increase school district security, provide greater safety for students, parents, staff and building visitors, and to reduce vandalism and theft, many areas of the campus, both internally and externally, shall be subjected to video surveillance 24 hours a day, 7 days a week. The recordings of such observations shall be available for use by the administrative staff if necessary to enforce the student Code of Conduct provisions by the school district and the law. 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.

Textbooks

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

Visitors

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

Work Permits

The State of Ohio requires all students under the age of 18 to have a work permit to be employed. Applications for permits can be obtained on the WLS website and in the Principal's Office.

STUDENT CODE OF CONDUCT

*Alphabetical by topic

Each of the behaviors and/or types of misconduct described below are prohibited and may be subject to student disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, community service, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to Washington Local Schools will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

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. Illegal parking on school property and traffic violations
11. Leaving classroom and/or building without permission
12. Misuse of school computers
13. No ID card
14. Safety violations in classroom and labs
15. Skipping a class
16. Throwing food, leaving trays and debris in the cafeteria or other areas of school
17. Truancy
18. Verbal harassment; and/or vulgar language
19. 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](#)

Harassment, intimidation, or bullying behavior by any student/school personnel in the Washington Local School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school.

“Harassment, intimidation, or bullying,” in accordance with House Bill 276, means any intentional written, verbal, graphic or physical act including electronically transmitted acts or cyber-bullying (e.g. electronic devices, Internet, cell phone, social media), either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate.

In particular, bullying includes the aforementioned acts occurring more than once. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other student; school personnel including placing an individual in reasonable fear of physical harm and/ or damaging of students’ personal property; and,
- B. Is sufficiently severe, persistent or pervasive that it creates an intimidating, threatening or abusive educational environment for the other student/school personnel.

Any staff member or student or student’s parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building counselor, principal or assistant principal. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator. If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. Retaliation or deliberately making false reports may result in disciplinary action.

In addition, Washington Local Schools offers an Anonymous Bully/Harassment reporting method online that parents, students or community members can report any information that threatens our students, faculty or staff. Your name is never asked. Visit <https://www.wls4kids.org/AnonymousBullyHarassmentReport.aspx> to complete an online report.

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 may 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 his/her 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 loss 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, wood shop and other activities where unique hazards exist.

6. Specialized courses may require specialized attire, such as sports uniforms or safety gear.

Non-Allowable Dress and Grooming

1. Head coverings, including hats, hoods, do-rags, scarves, or bonnets, unless religious in nature.
2. Clothing may not depict, advertise, or advocate the use of alcohol, tobacco, marijuana or other controlled substances.
3. Clothing may not depict pornography, nudity, or sexual acts.
4. Clothing may not use or depict hate speech targeting groups based on race, ethnicity, gender, sexual orientation, gender identity, religious affiliation, or any other protected groups.
5. Clothing, including gang identifiers, must not threaten the health or safety of any other student or staff.
6. If the student's attire or grooming threatens the health or safety of any other person, then discipline for dress or grooming violations should be consistent with discipline policies for similar violations.

Other Dress Code Requirements

1. Students must follow the dress requirements provided by the Physical Education Department.
2. 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.
3. When face coverings are required, they must follow dress code policies.

Political Activity

See Board Policy 3231A

All materials or activities proposed by outside political sources for display on school property or at school events or for student or staff use or participation shall be reviewed by the Superintendent and Principal related to educational contribution to part or all of the school program and benefit to students, and no such approval shall have the primary purpose of advancing the special interest of the proposing group.

Non-school literature is not distributed on District property if:

1. The materials contain defamatory statements about public figures or others;
2. The materials advocate disruptive action and are likely to incite or produce such action;
3. The materials are hate literature or similar publications that attack ethnic, religious or racial groups; contain content aimed at creating hostility and violence and the materials would materially and substantially interfere with school activities or the rights of others;
4. There is reasonable cause to believe that distribution of the non-school literature would result in material and substantial interference with school activities or the rights of others

Public Displays of Affection (PDA)

The purpose for your being at school is to receive the best education possible. In an effort to eliminate issues that sometimes interfere with your education, students should have no inappropriate contact with other students. This includes, but is not limited to, hand holding, kissing, lingering hugging, or any type of sexual contact. Students who demonstrate public displays of affection may face disciplinary action.

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

See Board Policy 5530

Possessing, using, transmitting, concealing, or showing evidence of consumption of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids or drug-related paraphernalia is a violation of this Code of Conduct.

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.

Consequences for Use/Possession of Alcohol, or Other Drugs:

1. **1st Offense:** The student will be issued a 10 day suspension. The suspension may be reduced to 5 days if the student completes a drug/substance abuse assessment completed by a mental health professional.
2. **2nd Offense:** The student will be issued a 10 day suspension.
3. **3rd Offense:** The student will be issued a 10 day suspension with a recommendation of expulsion.

Use/Possession of Nicotine Products

See Board Policy 5530

Smoking, holding, or passing a cigarette or any nicotine product 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 Use/Possession of Nicotine Products::

1. **1st Offense:** The student will be issued a 5-day suspension. The suspension may be reduced to 3 days if the student completes the Nicotine Education/Prevention assignment.
2. **2nd Offense:** The student will be issued a 7-day suspension. The suspension may be reduced to 5 days if the student completes a drug/substance abuse assessment completed by a mental health professional.
3. **3rd Offense:** The student will be issued a 10-day suspension with a possibility of a recommendation of expulsion.

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 fireworks.
- 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 associate principal, parental 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 his/her 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 his/her 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](#)

Emergency Removal

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision but not from the premises.

No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

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 his/her parent or 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 his/her 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 he/she is charged. The principal, or his/her 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 his/her position.

4. If, as a result of the hearing, the principal or his/her 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 him/her 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.
9. The school district board shall permit the pupil to complete any classroom assignments missed because of the suspension.

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 his 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, his/her 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, his/her 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 GRADES 7-12**

See [Board Policy 5610.05, 2431](#)

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.

Students and parents/guardians will be provided with an opportunity to sign a Student Commitment Form as a reinforcement of the importance of following the Extracurricular Code of Conduct. Students who participate in extracurricular activities are held to the Code of Conduct, regardless of whether a commitment form is signed by the student and parent/guardian.

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.

Violations of this Code of Conduct by a junior high student will not be counted toward cumulative violation when the student enters Whitmer High School.

For further information please visit the OHSAA website at: <http://www.ohsaa.org/eligibilityu/default.asp>

ACADEMIC/EXTRACURRICULAR ACTIVITIES ELIGIBILITY

Junior High: Academic Requirements will be defined in club or organization constitutions; enforcement is the responsibility of the club advisor.

High School: Academic requirements will be defined in club or organization constitutions; enforcement is the responsibility of the club advisor.

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.

CUMULATIVE 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. Parent/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.

- 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 he/she is following program assessment and treatment recommendations, the period of time the student is denied participation may be reduced by the athletic director and /or Hearing Council.

- 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.
- 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.
- 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 his/her junior high career. A high school student will be denied participation in all extracurricular programs for the remainder of his/her 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 Violations: 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 his/her junior high career. A high school student will be denied participation in all extracurricular programs for the remainder of his/her high school career.

The student and his/her 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 PROCEDURE

Coaches, advisors, and the respective Hearing Council 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. The Associate Principal/Athletic Director or designee 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. The Associate Principal/Athletic Director shall notify the student and the student's parent (s) of an alleged violation of this code. (Prohibitions)
3. The student and parent/guardian will be notified in writing by the associate principal/athletic director 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 building Hearing Council which will issue its findings to the principal. The principal will notify the student and parent guardian of the Council'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 the athletic director 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 Erievue 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



REMOTE LEARNING HANDBOOK

Student Expectations

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 or 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 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/parents 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 chat box 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.