

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



Whitmer 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.

This Handbook applies to Whitmer High School school 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.

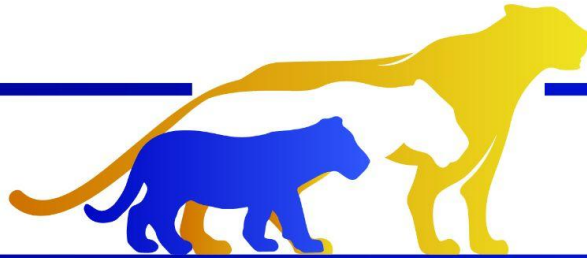
Because it is not possible to list every misbehavior that occurs, misbehaviors not listed in this handbook will be responded to as necessary by school district staff.

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.

PORTRAIT OF A
PANTHER



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

EVERY STUDENT MATTERS. EVERY MOMENT COUNTS.

GREENWOOD ELEMENTARY • HIAWATHA ELEMENTARY • JACKMAN ELEMENTARY • MCGREGOR ELEMENTARY • MEADOWVALE ELEMENTARY
MONAC ELEMENTARY • SHORELAND ELEMENTARY • WERNERT ELEMENTARY • JEFFERSON JUNIOR HIGH • WASHINGTON JUNIOR HIGH • WHITMER HIGH SCHOOL

| | |
|---|-----------|
| 2022 – 2023 Clubs & Advisors | 7 |
| Whitmer Bell Schedule | 8 |
| BOARD OF EDUCATION POLICIES | 9 |
| SCHOOL PROCEDURES | 9 |
| Adult Students | 9 |
| Attendance | 9 |
| Bus Passes | 11 |
| Chromebooks | 11 |
| Custody and Residency Issues | 12 |
| Dismissal Process | 12 |
| Emergency Drills | 12 |
| Emergency Notification | 12 |
| Fees | 13 |
| Financial Assistance | 14 |
| Field Trips | 14 |
| Hall Passes | 15 |
| ID Cards | 15 |
| Lockers | 15 |
| Lost & Found | 15 |
| Make Up Work | 15 |
| School Delays and Cancellations | 15 |
| School Nurse | 16 |
| Search and Seizures | 16 |
| Student Parking | 17 |
| Student Record “Directory Information” | 17 |
| Surveillance Cameras | 17 |
| Textbooks | 17 |
| Visitors | 18 |
| Work Permits | 18 |
| ACADEMICS | 18 |
| Academic Honesty | 18 |
| Academic Honor Roll | 18 |
| Grading System | 18 |
| Homework | 19 |
| Testing | 19 |
| STUDENT CODE OF CONDUCT | 19 |
| Cafeteria | 20 |
| Dance Expectations | 20 |
| Dress & Appearance | 20 |
| Electronic Devices | 21 |

| | |
|---|-----------|
| Hallway Conduct | 22 |
| Severe Code of Conduct Violations | 22 |
| STUDENT CODE OF CONDUCT VIOLATION | 25 |
| Disciplinary Actions | 25 |
| Due Process Rights | 26 |
| STUDENT ACTIVITIES CODE OF CONDUCT | 27 |
| Statement of Compliance with Federal Laws | 30 |
| Career & Technology Center | 31 |
| Counseling Center | 32 |
| Academic Ethics | 32 |
| Academic Letter | 32 |
| Awards and Scholarships | 32 |
| Awards Selection Process | 33 |
| Class Rank | 33 |
| College Credit Plus (CCP) | 33 |
| College/Post-Secondary Visits | 35 |
| Counseling Services | 35 |
| Credit Recovery | 35 |
| Diplomas | 35 |
| Early Graduation | 37 |
| Extra Help | 37 |
| Grade Level/ Class Placement | 37 |
| Graduation Requirements Board Policy 5460 | 37 |
| Graduation Seals | 38 |
| Honors Recognition | 38 |
| Panther Virtual Academy (WLS Online Learning Option) | 39 |
| Online Learning/Educational Options | 39 |
| Notice to Students - Provisions Guaranteed by 504 Regulations | 39 |
| President’s Award for Educational Excellence | 39 |
| Schedule Changes | 39 |
| School Records | 39 |
| Student Schedules | 39 |
| Summer School | 40 |
| Transcripts | 40 |

Important Phone Numbers

| | |
|--|--|
| Principal's Office | (419) 473 - 8490 |
| Associate Principal's Office - Assistance and Resource Center | (419) 473 - 8206 |
| Associate Principal's Office - Counseling Center | (419) 473 - 8473 |
| Athletic Director | (419) 473 - 8382 |
| CTC Director | (419) 473 - 8335 |
| Panther Virtual Administrator | (419) 473 - 8405 |
| Counselors - A - C - D - G - H - L - M - P - Q - S - T - Z | (419) 473 - 8403 (419) 473 - 8470 (419) 473 - 8474 (419) 473 - 8401 (419) 473 - 8471 (419) 473 - 8333 |
| Deans - A - D - E - K - L - R - S - Z | TBD TBD TBD TBD |
| Attendance Line | (419) 473 - 8406 |

Whitmer Matrix

| | Campus | Cafeteria | Hallway | Restroom | Office | Classroom |
|-------------|--|--|---|--|--|---|
| Respectful | <ul style="list-style-type: none"> • Comply with adult directions • Use respectful language • Honor others' personal space and belongings • Respect school property • Follow event procedures | <ul style="list-style-type: none"> • Wait your turn in line • Use conversational voice • Use kind language, such as "Please" and "Thank You" to EVERYONE | <ul style="list-style-type: none"> • Keep hands to yourself • Use conversational voice • Use kind language • PDA is limited to hand holding and hugging | <ul style="list-style-type: none"> • Keep the restrooms clean and vandalism free • Use conversational voice • Use proper language | <ul style="list-style-type: none"> • Be patient and wait your turn • Use kind language • Say please and thank you | <ul style="list-style-type: none"> • Use kind language • Comply with adult directions • Honor others' personal space and belongings • Follow individual teachers cell phone & electronics policy • Treat all classroom equipment with care • Allow others the best opportunity to learn |
| Responsible | <ul style="list-style-type: none"> • Follow parking and driving regulations • Make transportation arrangements • Clean up after yourself • Leave campus immediately at the end of the school day or event • Use good judgment when using social media | <ul style="list-style-type: none"> • Arrive on Time • Clean your area/table • Trays stay in cafeteria • Clear tray and place on conveyer belt • Clean or report spills | <ul style="list-style-type: none"> • Throw all trash in garbage • Recycle when appropriate • Clean or report spills | <ul style="list-style-type: none"> • Clean up after yourself • Use closest possible bathroom • Return promptly | <ul style="list-style-type: none"> • Use conversational voice • Take signed pass back to class | <ul style="list-style-type: none"> • Arrive on time • Come prepared to learn • Clean up after yourself • Wear proper and acceptable attire |
| Safe | <ul style="list-style-type: none"> • Maintain personal space Follow parking and driving regulations • Leave campus immediately at the end of the school day or event • Report bullying | <ul style="list-style-type: none"> • Be in a seat or in line • Remain in seat until dismissed • Only one earbud • Report Bullying • ID or Pass must be shown to leave the cafeteria | <ul style="list-style-type: none"> • Walk/keep moving • Stay to the right • Only one ear bud • Report Bullying | <ul style="list-style-type: none"> • Report any problems to an adult • Use restroom for intended purpose • Wash hands with soap and water before leaving • Report Bullying | <ul style="list-style-type: none"> • If waiting, stay seated • Report emergencies to an adult | <ul style="list-style-type: none"> • Maintain personal space • In case of an Emergency, follow specified procedures • Get permission prior to leaving the classroom • Report Bullying |

2022 – 2023 Clubs & Advisors

Club

Anime/ Manga
Art Club
Broomball
Bowling
Business Professionals of America
Chess Club
Dance Team
Drama Club
Educators Rising
FCCLA
French Club & Honorary
Gaming Club
Gay Straight Alliance
Health Care Occupation Students of America
Math Honorary
National Honor Society
National Technical Honor Society
Newspaper
Panthers for Christ
Panther Nation
Science and Environmental Club
Secret Spirits
Skills USA
Spanish Club & Honorary
Social Studies Club
Speech & Debate
Student Council:
 - Freshmen Class
 - Sophomore Class
 - Junior Class
 - Senior Class
Youth Advocates/Y2Y

Advisor

Dana Edmonds
TBD
TBD
Steve Murray
Brendan Carnes, Adam Pickard & Tadek Stadniczuk
Mitch Albright
Grace Haskin
Lena Miller
Jodie Tucker
Steve Zampardo
Angela Hetrick-Goff
Eric Worstell
Felicia Singleton
Teresa Crozier, Kathleen Sheppard & Brad Tolly
Mitch Albright
Heather Densmore & Matt Berman
Megan Kosakowski
Katie Peters
Laura Riggs
Katie Peters
Jeff Mackenzie
Jenna Steele
Craig Donnell & Stephen Babich
Jill Loesel
Andrew Lockard
Marie Wetzel
Sherrii Weitzel
TBD
Mindi Hazuda
TBD
Mandy Kosakowski & Amber Knaggs
Tina Dake & Becky Swisher

For the most current club and activity information including advisors email addresses, announcements, athletic and activity calendars, roster of coaches and school events visit our website at: www.wls4kids.org

Whitmer Bell Schedule

| Daily Bell Schedule 2022-2023 | | | | | | | | | | |
|-------------------------------|------------------|--|-------|------------------|--|-------|------------------|--|-------|------------------|
| 1 | 7:40-8:25 (45) | | 1 | 7:40-8:25 (45) | | 1 | 7:40-8:25 (45) | | 1 | 7:40-8:25 (45) |
| 2 | 8:31-9:16 (45) | | 2 | 8:31-9:16 (45) | | 2 | 8:31-9:16 (45) | | 2 | 8:31-9:16 (45) |
| 3 | 9:22-10:07 (45) | | 3 | 9:22-10:07 (45) | | 3 | 9:22-10:07 (45) | | 3 | 9:22-10:07 (45) |
| Lunch | 10:13-10:43 (30) | | 4B | 10:13-10:58 (45) | | 4C | 10:13-10:58 (45) | | 4D | 10:13-10:58 (45) |
| 5A | 10:40-11:34 (45) | | Lunch | 11:04-11:34 (30) | | 5C | 11:04-11:49 (45) | | 5D | 11:04-11:49 (45) |
| 6A | 11:40-12:25 (45) | | 6B | 11:40-12:25 (45) | | Lunch | 11:55-12:25 (30) | | 6D | 11:55-12:40 (45) |
| 7A | 12:31-1:16 (45) | | 7B | 12:31-1:16 (45) | | 7C | 12:31-1:16 (45) | | Lunch | 12:46-1:16 (30) |
| Advis | 1:22-1:44 (22) | | Advis | 1:22-1:44 (22) | | Advis | 1:22-1:44 (22) | | Advis | 1:22-1:44 (22) |
| 8 | 1:50-2:35 (45) | | 8 | 1:50-2:35 (45) | | 8 | 1:50-2:35 (45) | | 8 | 1:50-2:35 (45) |

| 2 Hour Delay Schedule | | |
|-----------------------|-------|------------------|
| 1 | | 9:40-10:16 (36) |
| 2 | | 10:22-10:53 (31) |
| 3 | | 10:59-11:30 (31) |
| 4 | Lunch | 11:36-12:07 (31) |
| 5 | Lunch | 12:13-12:44 (31) |
| 6 | Lunch | 12:50-1:21 (31) |
| 7 | Lunch | 1:27-1:58 (31) |
| 8 | | 2:04-2:35 (31) |

BOARD OF EDUCATION POLICIES

*All Board Policies can be found at:

www.wls4kids.org

District > School Board > Policies

SCHOOL PROCEDURES

*Alphabetical by topic

Adult Students

Eighteen-year-old students must comply with the rules and regulations of Whitmer High School and attend school consequences as assigned. Parents/guardians are requested to write notes for dependent eighteen-year-old students. Students living on their own must prove residency as requested by the administration. Students who are eighteen years old or older, may be withdrawn from school for excessive unexcused absences back to their 18th birthday or their last day of attendance.

Eighteen year old students may request in writing that they wish to be recognized as a legal adult responsible for their own education. When this request is made, all school correspondence will be directed towards the student and the parent/guardian must communicate directly with their child regarding their education. Upon receipt of the request in writing, a notice will be sent to the parent/guardian informing them of this decision.

Attendance

See [Board Policy 5200](#)

Arrival

School doors open at 7:25 AM. A Grab and Go Breakfast is available on regular scheduled school days beginning at 7:25 AM. If students arrive before 7:25 AM, they will remain outside until school doors are unlocked at 7:25 AM.

Student Absence

If a student is to be absent from school, due to illness or other legitimate reasons, parents/guardians are asked to leave a detailed message on the Attendance Line at 419-473-8406 informing the Attendance Office of their student's absence. If a phone call is not received from a parent/guardian an automated call will be processed and sent to the parent/ guardian listed in PowerSchool.

When a student is absent: The student must return to school with a note even if a parent/guardian called in their student's absence. The student should present his/her note, signed by his/her parent/guardian, stating the date(s) of absence, and the reason for the absence to his/her first period teacher. Attendance notes can also be placed in the blue boxes that are spread out throughout the building. If the student does not have a note, please make sure one is sent the following day.

After ten (10) days of absences: The student is required to submit a physician's note, or a professional statement, to qualify for an excused absence. The physician must state that the student was medically unable to attend school. The beginning and ending date of the illness, or incapacitation, must be included. A student without a physician/professional document will have his/her absences coded as "absent over 10". (The rules governing make-up work can be found in the next section titled Absent Work.)

Students meeting truancy levels: The student is referred to the WLS Attendance Specialist for court action per ORC 3321.13(B). Intervention services are offered for students with excessive absences/truancy.

Absences resulting from college visits, vacations, etc. These require a submission of paperwork before the student plans to be absent. Those “special” forms are available in the Attendance/Counseling Center and must be completed, returned, and approved, before a student’s absence will be acceptable. (Refer to College/Post Secondary Visits, in the Counseling Center section in the handbook, and Family Vacations which can be found below.)

Observance of Religious Holy Days: Students shall be excused for the purpose of observing a formally recognized holy day. A note from a parent/guardian, or religious organization, is required.

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.

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 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 held with truant students and parent/guardian with school personnel and the Attendance Specialist.
3. Informal Hearing at 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.

Excessive Absences Procedure

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

1. Verified absences and warning letters sent.
2. Intervention conferences may be held with students and parent/guardian with school personnel and the Attendance Specialist.
3. The district may refer the student and family to community resources as appropriate.

Tardy to School (Before 7:50)

Students are expected to arrive at school and to class on time. Students arriving after 7:40 AM, but before 7:50 AM, are to report directly to first period. This is considered tardy to school/class.

Tardy to School and Tardy to Class Consequences

These Consequences are per teacher or period, and start over at the semester:

- 3 Times Tardy - Teacher Contact Home
- 6 Times Tardy – After School Detention (2:45 PM – 3:45 PM)
- 9 Times Tardy – Tuesday School (2:45 PM – 5:00 PM)
- 12 Times Tardy – 1 Day IRP
- 12 Times Tardy and every 3 thereafter will be handled by the Attendance and Resource Center (ARC)

Late to School (After 7:50)

1. For each semester, a student is allowed four (4) late arrivals with a parent/guardian note.
2. A student must report to the Attendance Secretary in the Counseling Center when he/she arrives after 7:40.
3. After the student has used the four (4) parent/guardian notes, only professional notes (i.e. doctor, dentist, court, etc.) will be accepted to excuse the lateness. Students arriving late after the 4th parent/guardian note and without a professional note are assigned a consequence. Consequences include, but are not limited to: an after school detention, Tuesday school, IRP, loss of extracurricular activities, or suspensions. Excessive lateness to school will be turned over to the county truancy office.
4. Notes must be turned in no later than the next day after the late.

Late to School Consequences

- 3 Times Late - Contact Home
- 6 Times Late – After School Detention (2:45 PM – 3:45 PM)
- 9 Times Late – Tuesday School (2:45 PM – 5:00 PM)
- 12 Times Late – 1 Day IRP
- 12 Times Late and every 3 thereafter will be handled by the Attendance and Resource Center (ARC)

Half-Day Absence

Students must be in school for 3 & ½ hours in order to be considered in attendance for a half-day. For participation in athletics or extracurricular activities students must be in attendance a half-day.

Early Excusals

Students needing to leave school for an appointment during school hours are required to bring a written request signed by the parent/guardian to the Attendance secretary before school begins. All early excusals will be verified with the parent/guardian; therefore, telephone number(s) must be included on the note. If the parent/legal guardian will be unable to receive a phone call, he/she should still send a note, but also leave a message verifying the need for an early excusal for his/her child on the Attendance Line 419-473-8406 or 419-473-8421. All students leaving school early as a result of an approved “early excusal” MUST sign out prior to leaving the building. Any student leaving the building without signing out at the assigned location is subject to school consequences.

Family Vacation

Family vacations are not recognized as excused absences by state law; therefore, a student who is not in school because of a family vacation will have his/her absence coded as unexcused. Exam dates for students will not be changed to accommodate a family vacation.

1. The vacation/leave form must be completed, received, and approved by the Associate Principal in charge of the ARC two weeks prior to the vacation/leave. The vacation form can be picked up in the Counseling Center.
2. All work given to a student prior to the vacation must be completed and submitted to teachers.
3. Students have an amount of time equal to the amount of time absent to make up the work to receive full credit. Due to the nature of some work missed (E.I. group work, labs, etc.) it may not be possible to make up the work.

Withdrawal from School

Per state of Ohio Law, students under the age of eighteen are expected to attend school until they graduate. If there are questions concerning withdrawals, call 419-473-8402. Transcripts will not be released if a student has outstanding fees or debts.

Bus Passes

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

Chromebooks

The Washington Local Schools (hereinafter referred to as “District”) will assign to the student one Google Chromebook and charger (hereinafter referred to collectively as “Chromebook”) in good working order. While on school grounds, that Chromebook will operate on a District-provided wireless network (hereinafter referred to a “Network.”) It is the responsibility of the student to ensure that this Chromebook is maintained in good working order. This Chromebook and all software and applications installed by the District are, and at all times remains, the property of the District and is provided to the student for educational purposes. The District retains control, custody, and supervision of all Chromebooks and, in accordance with the law, reserves the right to monitor all activity by the student, and they may be the subject of random search. The student should have no expectation of privacy in their use of school Chromebooks, including, but not limited to, email, stored files, or Internet sites visited. School officials reserve the right to search Chromebooks and the files thereon when there may be a violation of the Student Code of Conduct and/or when order, health, and the safety of persons may be an issue. This standard also applies to all school-sponsored activities at any location. The District is responsible for tracking and monitoring the Chromebook assigned to the student. Any Chromebook assigned to the student is inventoried and tagged. Identification labels have been placed on the Chromebook. These labels are not to be removed or

modified. If the labels become damaged or missing, District technology support services will ensure replacement once notified according to procedure. Additional stickers, labels, or markings of any kind may not be added to the Chromebook or the case. The student will return the Chromebook in good condition to the District at the end of the school year. If the student withdraws prior to the end of the school year, the Chromebook will be returned before their last day. If the assigned Chromebook is not returned, then the family will be financially responsible for the replacement cost of the Chromebook. The Chromebook is assigned to an individual student. The student should never swap or share their Chromebook with another student. The student may not make any attempt to add, delete access, or modify other users' accounts on the Chromebook or on any school owned computer or device. The student may use the Chromebook for non-commercial, personal purposes in accordance with District policies, procedures, guidelines, and rules, including the District's Acceptable Use and Internet Safety Policy, the Student Handbook and Code of Conduct, and local, state, and federal statutes and regulations. A small number of Chromebooks will serve as spares for assignment to students as needed. Spares will be temporarily assigned to the student when their assigned Chromebook needs to be retained for repair. These daily loaner units will be available in the building "Chromebook Depot." For more information please visit the district website at <http://www.wls4kids.org>

Custody and Residency Issues

In order 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 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. Lease agreement of at least six (6) months in parent/guardian's name.
4. Government/Welfare 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, school administration will withdraw that student immediately. Any parent/guardian who falsifies residency documents provided for school registration is in violation of 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. Any changes of custodial parent/guardian or residency issues can be processed at any time in the ARC. Changes of phone numbers are also critical and can be changed by contacting the Residency Secretary in the ARC. Individuals who have custody and residency questions are asked to contact the Residency Secretary at (419) 473-8421.

Dismissal Process

Students not involved in extracurricular activities or not actively supervised by a school staff member must leave the building by 2:45 PM.

Emergency Drills

Regular drills for fire, tornado, lockdown, and evacuation are practiced throughout the school year, so that students and staff members are prepared in case of 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 Notification

School emergencies will be announced on school messenger, 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.

Fees

| <u>CTC PROGRAM COURSE</u> | <u>Fee</u> | <u>CTC PROGRAM COURSE</u> | <u>Fee</u> |
|--|------------|---|------------|
| Advanced Manufacturing I | \$100 | Marketing I | \$20 |
| Advanced Manufacturing II | \$40 | Marketing II | \$20 |
| Advanced Studio Production | \$15 | Medical Assisting Skills I | \$25 |
| Auto Maintenance | \$30 | Medical Assisting Skills II | \$25 |
| Automotive Technology I | \$65 | Medical Technology I - Patient Care | \$50 |
| Automotive Technology II | \$65 | Medical Technology II | \$18 |
| Broadcast Journalism | \$15 | Medical Terminology | \$20 |
| Civil Engineering & Architecture | \$15 | Motion Graphics | \$15 |
| Computer Networking Technology I | \$20 | Patient Technician Skills | \$20 |
| Computer Networking Technology II | \$20 | Policing and Public Safety | \$120 |
| Construction Technology I | \$180 | Principles of Engineering | \$15 |
| Construction Technology II | \$30 | Small Engine Repair | \$15 |
| Correctional System and Services | \$5 | Teaching Professions I | \$20 |
| Cosmetology I | \$216 | Teaching Professions II | \$43 |
| Cosmetology II | \$120 | Video Broadcasting | \$15 |
| Criminal Investigation | \$80 | Welding I | \$110 |
| Criminal Justice Honors | \$5 | Welding II | \$40 |
| Criminal Justice Capstone | \$5 | Credential Booster | \$25 |
| Culinary Arts I | \$50 | Computer & Business Programs | |
| Culinary Arts II | \$50 | Coding I | \$3 |
| Digital Electronics | \$15 | Computer Applications I | \$3 |
| Emergency Medical Technician | \$30 | Computer Applications II | \$3 |
| Engineering Design & Development | \$50 | Google Apps for Education | \$3 |
| Exploring the World of Healthcare | \$10 | Money Management | \$3 |
| Fundamentals of Engineering | \$15 | Multimedia | \$3 |
| Homeland Security | \$20 | Web Design | \$3 |
| Introduction to Advanced Manufacturing | \$30 | Industrial Technology | |
| Introduction to Automotive Technology | \$12 | Architecture I | \$15 |
| Introduction to Computer Networking | \$7 | Architecture II | \$15 |
| Introduction to Construction | \$30 | Woods I- Woodworking Technology | \$15 |
| Introduction to Cosmetology | \$15 | Woods II - Fine Furniture Design | \$15 |
| Introduction to Criminal Justice | \$5 | Woods III - Cabinetmaking | \$15 |
| Introduction to Culinary Arts | \$15 | | |
| Introduction to Marketing | \$10 | | |
| Introduction to Media Arts | \$15 | | |
| Introduction to Teaching Professions | \$10 | | |
| Introduction to Welding | \$30 | | |

| WHITMER COURSES | Fee | WHITMER COURSES | Fee |
|-------------------------------|------------|------------------------------------|------------|
| Advanced Art 2D | \$25 | Environmental Science | \$10 |
| Advanced Art 3D | \$25 | Fabric Art | \$30 |
| Anatomy and Physiology | \$14 | First Aid | \$12 |
| Anatomy and Physiology Honors | \$14 | Food & Fitness | \$5 |
| Anatomy and Physiology MT | \$14 | French I | \$7 |
| AP Chemistry | \$20 | French II | \$7 |
| | \$7 | French III | \$7 |
| AP Spanish | \$7 | French IV | \$7 |
| Art for Seniors | \$30 | General Physical Science | \$10 |
| Art Foundations 2D | \$25 | General Physical Science Inclusion | \$10 |
| Art Foundations 3D | \$25 | General Physical Science Resource | \$10 |
| Biology I | \$12 | | |
| Biology I Honors | \$15 | | |
| Biology I Inclusion | \$12 | | |
| Biology I Resource | \$12 | Health | \$1 |
| Biology II | \$15 | Marching Band/Fall Concert Band | \$8 |
| Biology II Inclusion | \$15 | Orchestra | \$5 |
| Biology II Resource | \$15 | Painting I & II | \$30 |
| Ceramics I & II | \$30 | Photography I & II | \$35 |
| Chemistry | \$15 | Physical Geology | \$8 |
| Chemistry Honors | \$15 | Physics | \$12 |
| Chorale | \$8 | Physics Honors | \$12 |
| Computer Art I & II | \$30 | Portfolio Development | \$30 |
| Concert Choir | \$8 | Printmaking I & II | \$30 |
| Drawing I & II | \$30 | Sculpture | \$30 |
| English 12 | \$6 | Spanish I | \$7 |
| English 9-11 | \$5 | Spanish II | \$7 |
| | | Spanish III | \$7 |

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. This process can also be completed online.

Field Trips

A field trip is an educational experience outside the classroom designed to supplement the activity of the classroom. Students are required to follow all rules and regulations of the Student Code of Conduct regardless of how far the field trip may be from the school. Students must comply with and understand the following field trip

procedure:

1. A field trip is part of the school day regardless of when it happens or where it happens.
2. Parent/guardian permission must be given on the student verification form.
3. Students are not permitted to drive on any field trip.
4. If a student leaves with the class they must return with the class. Field trips are intended to be educational.

Hall Passes

1. Except during class changes, students in the hallway are required to have a signed hall pass from their assigned teacher.
2. Students are not to be late to a class for reasons such as making up class work, lab work, or food sales, unless they have prior permission from all regularly scheduled classroom teachers.
3. Being in the hall without permission may result in a disciplinary consequence.

ID Cards

Students are required to have a school issued ID card with them at all times. Students need their student ID to ride the bus, late bus, attend athletic events and to attend dances. If this ID is lost or misplaced, the student must assume responsibility, and the expense of replacing the card. Two dollars must be paid to the school cashier, in the Athletic/ Activities Office, before the library will replace the ID card.

Lockers

Lockers are the property of the 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 situation, the lock will be cut off.

The following guidelines for lockers should be followed:

1. Do not share your 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 your 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. 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. Do not hit or kick your locker. If the locker will not open, please see the Athletics and Activities Office for assistance.

Lost & Found

If you find something that does not belong to you, please give the item to one of your teachers. Lost and found items are placed in the lost and found in the senior lobby. At the end of each quarter, unclaimed items are donated to the WLS Clothing Closet.

Make Up Work

See [Board Policy 5200](#)

It is the responsibility of students or the parent/guardian to contact teachers and obtain make-up assignments. Students who know when they will be absent should obtain assignments prior to being absent.

All absences may be considered by teachers in determining the participation portion of students' grades.

Students will receive credit for work missed during an excused absence as long as the work is satisfactorily completed in a timely fashion.

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 and 6:30 AM. Please do not call the schools or Central Office. You may receive updates by calling the Weather Hotline (419)473-8499.

School Nurse

The School Nurse (Julie Worstell, RN, M. Ed.) is in the nurse's office M-F during school hours. The nurse should be made aware of any changes in a student's health by contacting Mrs. Worstell at 419-473-8330 or at jworstell@wls4kids.org. In addition, please remember to update information in Infosnap to reflect changes to student medical or contact information.

Nurse's Early Excusal

Students must come to the nurse's office with a pass, from their teacher, to evaluate their illness before an early excusal will be written. Failure to follow this procedure may result in disciplinary action through the deans. (Students aren't permitted to go home for illness before they are seen and evaluated by the nurse). Please note that the nurse can only release students to persons that are designated as emergency contacts in Infosnap.

Medication

If it is necessary for students to take over the counter or prescribed medication during school hours, a medication administration form must be completed by the physician and parents/guardian. This form can be obtained from the nurse's office or online from the Whitmer web site. Staff are not permitted to administer any type of medication (including over the counter medications) without this completed form. In addition, students are not permitted to carry medication with the exception of physician prescribed inhalers and epipens. Any other medications need to be transported to and from school by a parent/guardian, and must be received in the original labeled bottle from the pharmacy.

Allergies/Asthma

The school should be made aware if students have severe allergies or asthma. For students with severe allergies, an allergy action plan should be completed by your child's physician. With physician authorization, students are permitted to carry inhalers and epipens, but a backup dose of an epipen must be brought for the nurse's office.

Physician notes

A doctor's note is required for students requesting extra time to travel in between classes due to an injury or illness, as well as to carry and ingest snacks or drinks other than water throughout the day.

Elevator Keys

Elevator keys are available through the nurse's office for student use with a physician note. A refundable cash deposit is required when keys are issued to the student.

Physical Education (PE) excuses

Excuses from PE are processed by the school nurse in cooperation with the PE teacher, counselor, and physician.

Screenings

Vision and hearing screenings will be completed for ninth and eleventh grade students per State mandate. Additional vision and hearing screenings will be done by referral to the school nurse.

Immunizations

The Ohio Department of Health requires all students to have a complete vaccination record on file within 14 days of attendance. All juniors are required to have the meningitis vaccine or its booster before the start of their senior year. If you have any questions regarding immunizations, please contact the School Nurse.

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 Parking

Parking on Washington Local property is a privilege, not a right. The school reserves the right to search vehicles parked on school property. The areas designated for student parking are the parking lots across from Washington and Jefferson Junior Highs, on Whitmer Drive. Bicycles should be securely locked in the bike racks provided. Skateboard racks are available for use in the Principal's office (main building) and the Director's office. The District shall not be responsible for motor vehicles or contents which are lost, stolen or damaged, or theft of, or damage to bikes. All vehicles parked on school grounds must be registered with the Assistance and Resource Center.

1. All registered vehicles must display a current permit from the rear view mirror. Passes should only be hanging while parked in the student parking lot.
2. Passes should be purchased before the first Friday in September. Passes are available for purchase through the Assistance and Resource Center.
3. All new vehicles (drivers) are required to purchase their pass prior to driving to school.
4. All students must park in areas designated for student parking.
5. The parking spaces along Clegg Drive, Edgar Drive, CTC parking lot, and the parking lot between the field house and the bleachers are designated as Staff Parking. Improper student parking will result in disciplinary action, forfeiture of parking permit, and possible booting/towing of the student's motor vehicle at the student's expense.
6. Passes are not transferable to other students.
7. Unsafe operation of any motor vehicle on or near school property may result in immediate forfeiture of student's parking privileges and may also result in the arrest of the offender(s).
8. Parking permits will cost \$10.00 if purchased during the first semester and \$5 if purchased during the second semester.
9. The Security and Safety Department and the Criminal Justice program will monitor student parking.

Parking violations can result in the following consequences:

- After School Detention (2:45 PM – 3:45 PM)
- Tuesday School (2:45 PM – 5:00 PM)
- Loss of parking privilege for the remainder of semester and must apply for a new permit

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 he/she will not permit distribution of any or all such information. Contact the building principal or Counseling Center 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.

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. Students should report book damage when a book is first issued.

Visitors

Visitors must report to the main office to obtain permission to visit the building, contact students or speak with school personnel. Visitors will be expected to sign in and wear a visitor badge at all times. It is the expectation that visitors requesting to meet with faculty or staff members make an appointment prior to visiting. Students from other schools are not permitted to visit without prior arrangement.

Work Permits

- A. The State of Ohio requires all students under the age of 18 to have a work permit in order to be employed. Applications for permits can be obtained on the WLS website and in the Principal's Office.
- B. Students seeking to obtain a work permit must be enrolled and attending school.
- C. We reserve the right to deny permits to minors who have been expelled, have withdrawn, or are not in regular attendance.
- D. We reserve the right to revoke a work permit for students who become expelled, withdraw, or cease to attend school regularly.
- E. Whitmer High School will issue work permits for currently enrolled Washington Local students who are working in Ohio.
- F. Students who obtain employment in another state, like Michigan, must obtain a workers permit through the local school district in the state where their employer is located.
- G. Proof of age requirement – All WLS students have their birth certificate in their cumulative record file and therefore are not required to provide additional proofs of age.
- H. Physician's Certificate for Minor Work Permit – required by the State of Ohio
- I. If a student has a sports' physical on file in the Athletics' Office and it is dated within one year it will be accepted for the work permit applications
- J. Completed work permit applications that are received in the office by 10:30 a.m. will be available for pick-up after 1:00 p.m. the same day. Work permit applications turned in after 10:30 a.m. will be available for pick-up after 8:30 a.m. the next business day.
- K. Student workers are responsible for planning ahead and turning in all required application paperwork in a timely fashion in order to obtain their work permit by their employer's deadline.

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

We have three (3) honor roll levels to recognize student achievement (without any D's, F's, U's or I's):

| | |
|-----------------|-------------------|
| Cum Laude | GPA 3.5-3.7499 |
| Summa Cum Laude | GPA 3.7499-3.999 |
| Magna Cum Laude | GPA 4.0 and above |

Grading System

Report cards are available four times per year. Mid-term reports are available prior to the end of the fifth week of each grading period if the student is earning a letter grade of a C, D or F. Students are encouraged to ask questions and seek extra help if needed. Parents/ guardians are encouraged to email the teachers or call the counselor to set up a teacher conference if they have questions.

If you have had an extended illness, you 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.

GRADING SCALE AND WEIGHTED GRADES

(Board Adopted Grading Scale – 10 – Point Grading Scale)

| <u>% Grade</u> | <u>Letter Grade</u> | <u>Quality Points</u> | <u>Honors Quality Points</u> | <u>AP Quality Points</u> |
|----------------|---------------------|-----------------------|------------------------------|--------------------------|
| 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](#)

The Washington Local Board of Education recognizes that homework is an essential component of the learning process. Homework assignments may be found in Google Classroom.

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 your building principal.

STUDENT CODE OF CONDUCT

Below are examples of violations of student conduct. Because it is not possible to list every misbehavior that occurs, misbehaviors not listed in this handbook will be responded to as necessary by school district staff. Offenses may result in one or more of the following: After School Detention, Tuesday School, In-School Reassignment Program (IRP), Out-of-School Suspension, and/or loss of school privileges (e.g. dances and school assemblies).

1. Being in another building on campus unauthorized
2. Being in halls and restrooms during class time without permission
3. Class tardiness/Late to school
4. Disrespectful/defiant and/or insubordinate (severe cases may result in suspension)
5. Disruption of education
6. Dress and appearance that presents health or safety problems or causes disruption or distraction
7. 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.
8. General misconduct on school property
9. Illegal parking on school property and traffic violations
10. Leaving classroom and/or building without permission
11. Misuse of school computers
12. No ID card

13. Safety violations in classroom and labs
14. Skipping a class
15. Throwing food, leaving trays and debris in the cafeteria or other areas of school
16. Truancy
17. Verbal harassment; and/or vulgar language
18. Violation of school/classroom rules

Cafeteria

The cafeteria is to be kept clean, and proper conduct is to be maintained. Students must eat only during their assigned lunch period. Please obey the following rules during lunch or breakfast. These rules need to be followed, or detentions and/or other disciplinary action may result.

1. Students must wait their turn in line. Line jumping is subject to disciplinary action
2. Students will use conversational voice and polite language such as “please” and “thank you” to EVERYONE.
3. Students are responsible for the cleanliness of their table and floor area.
4. Students are required to keep trays in the cafeteria, take trays to the conveyors, and place trash and other debris in the trash barrels.
5. Students are responsible for reporting any spills/problems at their table to cafeteria supervisors immediately.
6. Students must be in a seat or in line. Only students purchasing food are to be in line.
7. Students will remain in their seat until dismissed by their cafeteria supervisor.
8. Students will wear only one (1) ear bud and no audible music is allowed.
9. Students will report bullying to an adult.
10. Students must arrive in the cafeteria by the posted times. Students will only be allowed to leave the cafeteria with a pass or a school I.D.

*****NO ORDERING FOOD FOR DELIVERY TO STUDENTS. ANY FOOD DELIVERED TO WHITMER WILL BE SENT BACK OR CONFISCATED. ANY STUDENT WHO ORDERS FOOD TO WHITMER MAY RECEIVE A CONSEQUENCE. THIS INCLUDES GRUB HUB, DOOR DASH, UBEREATS, ETC.**

Dance Expectations

Dress Expectations

Students are to dress at all times with a sense of good taste so as not to cause disruption. A student whose dress goes beyond the bounds of good taste and is judged by school personnel to be inappropriate, offensive, and/or disruptive will be asked to change or leave

Behavior Expectations

Any behavior deemed as inappropriate will be subject to disciplinary actions, including being removed from dance.

Other Important Dance Information

1. Students must have a picture ID to enter the dance. No Exceptions
2. There will be no admittance to the dance after the specified time. No refunds or exceptions
3. There will be no guest purchases allowed at the door. All guests must be pre-paid and pre-approved.
4. Once students leave the dance, there will be no re-entry.
5. If a student is under suspension or expulsion, he/she cannot attend the dance.
6. Students must be in high school, or no older than 18 to attend Whitmer High School dances as the guest of a Whitmer High School student.

Dress & Appearance

[See Board Policy 5511](#)

Dress Expectations – Students are to dress at all times with a sense of good taste, to be appropriately covered, so as not to cause disruption to the educational process. A student whose dress goes beyond the bounds of good taste and is judged by school personnel to be inappropriate, offensive, and/or educationally disruptive 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. No 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.

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.

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. Any student who does not follow the classroom policy may receive consequences.

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

1. Before and after school
2. During after school/extracurricular activities and at school-related functions
3. Between classes (during travel time)
4. During their lunch period

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; ringers must be silenced, only one earbud should be worn.

Distracting behavior that creates an unsafe environment will not be tolerated. Students are prohibited from the following:

1. Using an electronic device to capture, record or transmit words, audio and/or images (i.e. pictures/video) of any student, staff member or other person in the school or while attending a school related activity, without prior notice and explicit consent for the capture, recording or transmission of such words or images.
2. 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.
3. 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.

Consequences for violating the electronics policy may result in confiscation of the device (will be returned at the end of the day) and may be subject to additional consequences.

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

Students are solely responsible for the care and security of their electronic device. Whitmer High School and 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.

Hallway Conduct

While in the hallways of Whitmer High School, 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. Public display of affections (PDA) is limited to hand-holding and hugging.
4. Students will throw all trash in the garbage container and recycle when appropriate.
5. Students must clean or report all spills to an adult.
6. Students will walk, stay to the right, and keep moving at all times.
7. Students will wear only one ear bud and no audible music is allowed.
8. Students will report bullying to an adult.

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.

Aggressive Behavior

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 would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Assault and Fighting on School Property or at School Sponsored Events

See [Board Policy 5501](#)

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

Bullying

See [Board Policy 5517.07](#)

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

This policy has been developed in consultation with parents, District employees, volunteers, students, and community members as prescribed in R.C. 3313.666 and the State Board of Education's Model Policy.

Harassment, intimidation, or bullying means:

any intentional written, verbal, electronic, 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); or violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

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 would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (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 student(s).

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 a 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 lawns.

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 school, or personal property, including property of the student on school premises.
2. False Fire Alarm – causing the evacuation of 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 threat of force or violence.
5. Unauthorized assemblies or student demonstrations.

Diversity

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 a cultural-diversity to the school. It is expected that all will make positive contributions to the school community. Harassment based upon

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

False Reporting

It is a violation for students to knowingly make false statements/reports or knowingly submit false information during investigations.

Narcotics, Alcohol and Other Dangerous Drugs

See Board Policy 5530

The following may result in disciplinary action up to and including a recommendation for expulsion.

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.

Nicotine Products

See Board Policy 5530

Smoking, holding, selling, passing, chewing and/or possession of any tobacco product or alternative nicotine products, including e-cigarettes and vapes, on school property may result in disciplinary action.

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 or the school district shall be particularly alert to possible situations, circumstances, or events which 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 in accordance with 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 which 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 Network or 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 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 administration/designee and school resource officers.

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. School authorities will confiscate all weapons and/or dangerous instruments.
5. Knives - possession or use of knives on school property or at school sponsored events.

STUDENT CODE OF CONDUCT VIOLATION

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to counselor or associate principal, parental contact or conference, detention, in-school reassignment, community service, exclusion from extra-curricular activities, social probation, 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. It is the intent of the progressive nature 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.

After School Detention

After school detention is a requirement to spend additional time after school for a student violation of the conduct code. It is held Monday thru Thursday from 2:45 PM until 3:45 PM.

Tuesday School

Tuesday school is an extended detention held on Tuesdays from 2:45 PM to 5:00 PM.

In-School Reassignment (IRP)

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 into the IRP teacher. Failure to comply with this request will result in the student 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

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 any Washington Local School grounds while under out-of-school suspension.

Expulsion

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. A student is not to be on Washington Local School grounds or participate in school activities while under expulsion. No credit will be granted for work missed as a result of expulsion.

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 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 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, 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 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 any 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 notary's transcription at the discretion of the appeal officer.
8. If, as a result of 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 a period of 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 prior to 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 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 not formal right of cross examination. 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

1. 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:
2. Information contained in the student's permanent record file.
3. The student's prior disciplinary record, and any records of behavioral problems not contained in the disciplinary record.
4. The student's response to the imposition of prior discipline or sanctions
5. The seriousness of the offense and aggravating factors relating to the offense.
6. Mitigating circumstances surrounding the offense.
7. Probable danger posed to the health and safety of other students or employees by the student's continued presence in school.
8. Probable disruption of teaching by the student's continued presence in 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 other disciplinary penalty. The terms of this Code of Conduct apply to student conduct throughout the calendar year, regardless of whether 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/eligibility/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

Student/Athletes 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 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.
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 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.

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 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 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 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 9 – 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

1. 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.
2. 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.
3. The Associate Principal/Athletic Director shall notify the student and the student's parent/guardian(s) of alleged violation of this code. (Prohibitions)
4. The student and parent/guardian will be notified in writing by the associate principal/athletic director when a violation is found to have occurred.
5. 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).
6. 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.

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 on the basis of race, color or national origin.

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

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of 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 on the basis of race, color, or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of handicap; and Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of 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 on the basis of age.

The Washington Local School District also complies with the Family Education Rights and Privacy Act of 1974 which grants to parents/guardians the rights 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.

Career & Technology Center

There is an application process to all Career & Technology programs at Whitmer High School. Before applying, students should consult with their parent(s)/guardian(s), school counselor, and program instructor. Students should reflect on their attendance record, progress toward graduation, and career path options before making the commitment to a two-year program.

National Technical Honor Society (Criteria)

1. Currently enrolled in a Whitmer Career Tech Program
2. Have an accumulative GPA of 3.390
3. 10 service hours are required, as well as attend the WHS Yardfest and CTC Open House
4. Students must exhibit a positive image for career and technical education and promote critical workplace values including skill development, honesty, responsibility, service, citizenship, and leadership
5. Students will also work on a service project partnering with the National Honor Society

Career Passport

The Career Passport is a portfolio presented to senior students who have met the established criteria for graduation. The career tech student portfolio is based on assessments of the individual's occupational skills and achievements, acquired in their career technical training. The Career Passport that the student receives upon graduating is the beginning of the documentation process for significant career achievements. The passport is designed for the student to keep up-to-date records, including a resume of their professional growth, throughout their career. Professional growth records will include future work experiences, educational activities, and other career achievements.

Career Technical Student Organization

Intra-curricular component of career-technical programs, with activities designed to support instructional objectives and attainment of academic and technical competencies, while helping students develop citizenship, interpersonal and leadership skills. All career tech program students are required to belong to a career-tech student organization.

College Credit

All Whitmer CTC programs are College Tech Prep, which means the courses have a postsecondary focus to include a seamless curriculum, which makes it easier to enroll at a college or university. Students in a career-tech program have the opportunity to further their education, which could be college, adult workforce education, or apprenticeships. For more information about earning college credit for career tech programs, please review the College Credit Plus section on page 18.

Lab Fees

Due to the uniqueness of career tech, according to the law (HB-153), lab fees for a career-tech program may be charged; students are not exempt due to free or reduced lunch. These fees pay for tools, equipment, and materials that are necessary for workforce-readiness training and materials that may be retained, by the students, after course completion. Examples of items purchased with lab fees may include: workbooks, uniforms, miscellaneous supplies and items used for certification examinations

Senior Capstone Projects

Seniors, nearing the completion of 12 years of education, have taken a variety of courses, and developed a variety of skills, throughout these years. Now they have an opportunity to combine the knowledge and skills they have learned in their career tech program, and display them. Their senior project provides an opportunity for students to choose an area of interest, perform in-depth research, and demonstrate problem-solving, decision-making, and independent learning skills. It contributes to a strong senior year of challenging courses, and practical experiences, that prepare them for the next step in the workplace and lifelong education. All career tech students complete a senior project. In the spring, the top two students, from each program, will be chosen to present to teachers and business and industry members from our community.

Counseling Center

Academic Ethics

Students at Whitmer High School 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 Letter

Students who achieve a 3.5 accumulated grade point average (GPA) after five semesters, or seven semesters, qualify for an academic letter.

Awards and Scholarships

Each year Whitmer High School will facilitate the awarding of scholarships to students who demonstrate academic ability, service to the school, good citizenship traits and financial need. A committee of faculty and administration review the applications, and award the scholarships to deserving students.

Students are encouraged to review the scholarship information on the Counseling Center website and listen for public announcements for specific information about each scholarship. These announcements usually begin in late January, early February. The recipients are announced at the Senior Assembly. Seniors must fill out the scholarship form/survey in April to verify scholarships received for recognition during Senior Assembly and graduation.

Awards Selection Process

Departmental awards selection criteria will be developed through the department presenting the award and will be made available upon request. Approved awards granted through outside sources will follow the selection criteria established by the award-granting agency.

Class Rank

A numerical rank assigned to students according to their cumulative grade point average (GPA). Academic and elective subjects are used in computing class rank. The GPA is recorded at the end of each semester and is determined by the number of credits and the grade received in each course.

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 course work at the college or university level.

The parent/guardian and student must receive counseling/attend a meeting which 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 in order 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/guardians, and the college(s) will be notified. The underperforming student and his/her 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 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/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 his/her 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 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.

Dismissal

If a student is deemed ineligible to participate in CCP, s/he will be dismissed from the program, the ineligible student, his/her parents/guardians, and each college will be notified. The ineligible student and his/her parents/guardians shall also be notified that the student shall not take any college courses through the program following his/her dismissal.

If the student had registered for more than one college course for the next term prior to being dismissed from the Program, the student shall request to be removed from the program.

If the student fails to dis-enroll following his/her dismissal from the Program, the student and his/her 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 his/her parents/guardians shall also be advised of the student's dismissal from the Program for an additional term.

Reinstatement

Following one (1) term of dismissal, a student may submit a request to the Superintendent to be reinstated to the CCP. Summer shall only be counted as a term if the student is enrolled in one or more high school courses during the summer. Upon receipt of the reinstatement request, the student's full high school and college academic record will be reviewed to determine whether the student has achieved academic progress and whether s/he will be reinstated on probation or without restriction.

Reinstatement on Probation: In order to be reinstated to CCP on probation, the student must meet the following academic progress criteria:

- A. Limited to one (1) CCCP course if their cumulative GPA is below 3.0.
- B. Passing performances in all classes.

Reinstatement without Restriction: In order to be reinstated without any restrictions, the student must meet the following academic progress criteria:

- A. Passing performances in all classes.
- B. In good standing for all graduation requirements including end of course exam points and grade level credits.
- C. Cumulative GPA is 3.0 or higher in all classes.

If the student fails to demonstrate academic progress as defined above, the dismissal may extend/continue for an additional term(s). During the dismissal period, the student shall remain ineligible to participate in CCP until academic progress is achieved.

Appeals

Any student who is dismissed from CCP or prohibited from taking a course in which the student earned a grade of "D" or "F" or for which the student received no credit, may appeal the decision. The appeal must be filed within five (5) business days after the student is notified of the dismissal or prohibition against taking a course.

When reviewing a student's appeal, the Superintendent shall consider any extenuating circumstances separate from the student's academic performance that may have affected or otherwise impacted the student's status in CCP. After considering such information, the Superintendent may:

- A. allow the student to participate in the Program without restrictions;
- B. allow the student to take a course in which the student earned a grade of "D" or "F" or for which the student received no credit;
- C. allow the student to participate in the Program on probation; or
- D. maintain the student's dismissal from the Program.

The Superintendent shall issue a decision on the student's appeal within ten (10) business days after the date the appeal is filed. The Superintendent's decision shall be final, and s/he shall immediately provide notification of the decision to each of the colleges or university in which the student is enrolled.

- A. If the Superintendent decides to continue the student's dismissal from CCP, and the student is enrolled in a college or university, the college/university shall permit the student to withdraw from all courses in which the student is enrolled without penalty. The Board shall not be required to pay for such courses.
- B. If the Superintendent fails to issue a timely decision after the date the appeal is made, and the student is enrolled in a college or university, the college/university shall permit the student to withdraw from all courses in which the student is enrolled without penalty. If the decision is issued after the college or university's no-fault withdrawal date, the Board shall be required to pay for such courses.

College/Post-Secondary Visits

Students are allowed four College/Post-Secondary visits throughout their Junior and Senior year. Students must fill out and submit a college/post-secondary form prior to their visit. Upon return, written documentation from the college/university/visit will be required for the absence to be excused and the student to make-up missed work.

Counseling Services

Students are encouraged to set up appointments to see their counselors. Parents/guardians are welcome to call during school hours for an appointment with their son or daughter's counselor. Below is a sampling of how counselors can help:

1. Coping with the demands of high school
2. Opportunities for involvement in school and community life
3. Course selection and scheduling
4. Self-Advocacy
5. Management of personal concerns and relationships with others
6. Management of situations which affect school performance
7. Interpretation of standardized test scores
8. Refer to appropriate community resources (i.e., family and/or individual counseling, medical needs).
9. Career assessment and opportunities
10. Completion of applications to colleges and technical schools

Credit Recovery

Whitmer High School will offer fall and/or spring sessions of credit recovery using a computer-based online learning program. This program is offered at an additional cost. Registration forms are available through the student's school counselor.

Diplomas

Upon meeting both credit and testing requirements identified by the state of Ohio, students will be awarded a diploma:

Regular Diploma

For students who complete the required curriculum of Whitmer High School and have met the state of Ohio testing requirements.

Diploma with Honors

Students who complete the high school academic curriculum shall meet at least seven of the following eight criteria:

1. Earn four units of English
2. Earn at least four units of mathematics, which shall include: Algebra I, Algebra II, Geometry and another higher level course of a four-year sequence of courses, which contains equivalent content
3. Earn at least four units of science, including one unit of Physics and one unit of Chemistry
4. Earn four units of social studies
5. Earn either three units of one foreign language or two units each of two foreign languages
6. Earn one unit of Fine Arts (must be music, art, or drama)
7. Maintain an overall high school grade point average of at least 3.5, on a 4.0 scale, up to the last grading period of the senior year
8. Obtain a composite score of 27 on the ACT or a composite score of 1280 on the SAT

Career-Technology Diploma with Honors

Students shall meet at least seven of the following eight criteria:

1. Earn four units of English
2. Earn at least four units of mathematics
3. Earn at least four units of science, including two units of advanced science
4. Earn four units of social studies
5. Earn four units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which leads to post-secondary credit.
6. Maintain an overall high school grade point average of at least 3.5
7. Obtain a composite score of 27 on the ACT or a composite score of 1280 on the SAT
8. Additional Assessment – Achieve proficiency benchmark established for appropriate Ohio Career Technical Competency Assessment, or equivalent.

| Ohio Department of Education | | Ohio High School Honors Diploma | | |
|-------------------------------|--|---|---|---|
| Criterion | Ohio Diploma | Academic Honors Diploma | International Baccalaureate Honors Diploma | Career Tech Honors Diploma |
| Math | 4 units, must include one unit of algebra II or equivalent | 4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content | 4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content | 4 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content |
| Science | 3 units | 4 units, including two units of advanced science ² | 4 units, biology, chemistry, and at least one additional advanced science ² | 4 units, including two units of advanced science ² |
| Social Studies | 3 units | 4 units | 4 units | 4 units |
| World Languages | N/A | 3 units of one world language, or no less than 2 units of each of two world languages studied | 4 units minimum, with at least 2 units in each language studied | 2 units of one world language studied |
| Fine Arts | 2 Semesters | 1 unit | 1 unit | N/A |
| Electives | 5 units | N/A | N/A | 4 units of Career-Technical minimum ³ |
| GPA | N/A | 3.5 on a 4.0 scale | 3.5 on a 4.0 scale | 3.5 on 4.0 scale |
| ACT/SAT/WorkKeys ¹ | N/A | 27 ACT/1280 SAT ⁴ | 27 ACT/1280 SAT ⁴ | 27 ACT/1280 SAT ⁴ /WorkKeys (5 Reading for Information & 6 Applied Mathematics) ² |
| Field Experience | N/A | N/A | Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵ | Complete a field experience and document the experience in a portfolio specific to the student's area of focus ⁵ |
| Portfolio | N/A | N/A | Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts ⁴ | Develop a comprehensive portfolio of work based on the student's field experience or a topic related to the student's area of focus that is reviewed and validated by external experts ⁴ |
| Additional Assessments | N/A | N/A | N/A | Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career-Technical Competency Assessment or equivalent |

Early Graduation

Seniors may graduate in January and Juniors, who complete graduation requirements after the Junior year, may apply to graduate early. A parent/guardian must petition for early graduation by completing the required forms. The application must be completed by December 1st, of the graduating school year. If the application is approved, the principal or designee will notify the counselor, and the student's name will be placed on the Early Graduation List. The student will then be eligible to participate in the commencement ceremonies at the end of the school year pending all graduation requirements are met.

Extra Help

Whitmer High School offers services to assist students who are struggling to meet credit requirements or one of the graduation pathways.

Panther + Tutoring - After school Monday through Thursday from 2:35 p.m. until 3:35 p.m. Teachers provide tutoring to students in any needed subject.

Advisory Time - Students have additional time daily to focus on student based skills and to receive academic support.

Grade Level/ Class Placement

Students will be placed in the appropriate grade level/graduating class and will advance one grade level for each year of attendance as follows:

| Years of Attendance | Class Placement |
|----------------------------|------------------------|
| Year One..... | Freshman |
| Year Two..... | Sophomore |
| Year Three..... | Junior |
| Year Four or More..... | Senior |

Graduation

Every senior must have successfully completed all required credits, and met the academic requirements of Whitmer High School and the State of Ohio, and passed State Assessment Tests in order to graduate.

Parents/guardians and students are encouraged to maintain an ongoing dialogue with their counselor to ensure preparation for graduation.

Participation in Commencement Exercises – Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. A student may be denied participation in the ceremony of graduation when personal conduct so warrants. Participation in any senior prank is prohibited. For the purpose of this policy, prank will be defined as anything that is illegal, destructive, involves trespassing, causes a disruption of education, or has the intent to create harm or chaos. A student will be excluded from the graduation ceremony and will not be permitted to work for the school district for 5 years if found to have been involved in any senior prank vandalism activity.

Students who do not attend Senior Breakfast practice and the Senior Assembly may not be allowed to participate in commencement. Appropriate dress is expected for commencement. Graduation caps must remain free from decoration of any type. The ladies are encouraged to wear dress clothing and appropriate shoes. Gentlemen are asked to wear a shirt, tie, dark slacks, socks and shoes. Jeans, shorts and flip flops will not be permitted.

Graduation is a significant achievement for every senior and should be approached accordingly. It is important to follow directions, ask questions and assist in making the commencement ceremony a dignified occasion for everyone. Failure to comply with the aforementioned items may forfeit a student's privilege to participate in commencement, but the student will still be able to receive his/her diploma. The diploma can be picked up in the Principal's Office the Monday after the graduation ceremony as long as all fees have been satisfied.

Graduation Requirements Board Policy 5460

It shall be the policy of the Washington Local Board of Education to acknowledge each student's successful completion of the instructional program of the district, as well as personal proficiency, by awarding a diploma.

Graduation Requirements

| | |
|--------------------|-----------|
| English | 4 units |
| Financial Literacy | ½ unit |
| Health | ½ unit |
| Mathematics | 4 units |
| Physical Education | ½ unit |
| Science | 3 units |
| Social Studies | 3 units |
| Electives | 5.5 units |

Which must include instruction in Economics/ Financial Literacy and 2 semesters of Fine Arts anytime during grades 7-12 Fine Arts encompass artistic works in the areas of visual arts or music. Students enrolled into Career Technology Programs are exempt from the fine arts requirement.

Total credits to Graduate – 21

Students must also meet one of the following three criteria:

1. Earn a cumulative passing score on seven end-of-course exams. The scores will be set by the State Board of Education. All students take end-of-the-year course exams in: Algebra I, and Geometry, Biology, American History and American Government, English I and English II (English 9 & 10)
2. Earn a remediation-free score on nationally recognized college admission exams such as ACT or SAT. The State of Ohio will pay for all 11th grade students to take an exam free of charge.
3. Earn a State Board of Education approved, industry-recognized credential or a state-issued license for practice in a career and achieve a score that demonstrates workforce readiness and employability on a job skills assessment.

Any pre-approved education options (summer school or online courses) needed to meet graduation requirements must be completed, and on file in the high school Counseling Center, by the designated deadlines.

The Board will award diplomas to students who properly complete the goals and objectives specified in their Individualized Education Programs (IEP) including either the exemption from, or the requirement to complete, the state graduation tests.

A diploma with Honors shall be awarded to students who meet the State Board of Education's established requirements.

**All fees and charges must be paid by the Friday before Memorial Day in order to receive your diploma at the graduation ceremony. Graduating Seniors that pay the fees and charges after this date, can pick up their diploma in the Whitmer office on the Monday after graduation.

Graduation Seals

Ohio's new high school graduation requirements give you more flexibility to choose a graduation pathway that builds on your strengths and passions – one that ensures you are ready for your next steps and excited about the future. A link to the most up to date graduation information can be found below.

<http://education.ohio.gov/getattachment/Topics/Ohio-s-Graduation-Requirements/Earning-an-Ohio-High-School-Diploma-for-the-CI-2/GradReq2021.pdf.aspx?lang=en-US>

Students are recognized using the Latin Honors system in place of Valedictorian and Salutatorian. Determination for graduation honors will be based on a student's cumulative grade point average at the end of the 8th semester of high school.

Honors Recognition

Beginning with the graduating class of 2020, students will be recognized using the Latin Honors in place of Valedictorian and Salutatorian. Determination for graduation honors will be based on a student's cumulative grade point average at the end of the 8th semester of high school. Students achieving Summa Cum Laude honors wishing to deliver a speech during the graduation ceremony will be permitted to complete the application process.

Graduates will be recognized in the following categories: Summa Cum Laude, Magna Cum Laude, and Cum Laude. Student will be identified in the graduation program and will be awarded honors to wear during the senior

assembly and at graduation. The categories for distinction under the “Cum Laude Honors” graduation recognition are as follow:

- **Summa Cum Laude** – meaning “with the highest praise” is the highest recognition awarded at graduation. To graduate summa cum laude, a student must achieve a 4.0 or higher grade point average on a weighted 4.0 scale.
- **Magna Cum Laude** – meaning “with great praise” is the second highest recognition awarded at graduation. To qualify for magna cum laude, a student must achieve a 3.750 – 3.9999 grade point average on a weighted 4.0 scale.
- **Cum Laude** – meaning “with praise” is the third recognition awarded at graduation. To qualify for cum laude, a student must achieve a 3.500 – 3.749 grade point average on a weighted 4.0 scale.

Panther Virtual Academy (WLS Online Learning Option)

The PVA is an online learning option. If a student is interested in this learning option, she/he should make an appointment with his/her school counselor. See additional details below.

Online Learning/Educational Options

See Board Policy 2370

The Board of Education recognizes the need to provide alternative means by which students achieve the educational goals of the District. Therefore, the Board supports educational programs that serve students in ways adapted to differing abilities and needs. Educational options are experiences or activities where students can earn credit, which may supplement or replace the regular school curriculum. In providing such experiences, educational standards and integrity of credits earned must be maintained.

Notice to Students - Provisions Guaranteed by 504 Regulations

No one may be excluded from any course, or courses of study, on account of a disability. Classes will be rescheduled for students with mobility impairments if they are scheduled for inaccessible classrooms. Course requirements may be modified in certain instances to insure full participation by students with disabilities. 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 students with disabilities.

President’s Award for Educational Excellence

Recognizes students with a GPA of 3.5 or above, and achievement in the 85th percentile or higher, in reading or math on the SAT or ACT. Check with your counselor for any changes in criteria.

Schedule Changes

It is important that families give serious attention to the selection of courses for the next year. Schedule changes after the selections are submitted are difficult, and at times, impossible. If a schedule change is desired and a student has parent/ guardian approval, request and appointment with the counselor prior to the end of the previous school year. Students may not request specific teachers. Schedules will not be changed after June 1st for the following year.

School Records

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

Student Schedules

Academic scheduling occurs in February, March and April for the upcoming school year. Parents/guardians are asked to have input regarding their student’s academic selections. All scheduling is completed with standards set forth by the State of Ohio Department of Education and the Washington Local School Board.

Summer School

Whitmer High School will offer a computer-based online learning program for students to earn credit over the summer months. This program is designed to allow students to recover credit from failed courses. A complete course listing will be available in the late spring. The physical education course will be offered in a traditional format, and the student's grade will be determined by participation. Priority is given to Whitmer students for summer enrollment in physical education, but students from surrounding districts may also attend. Summer credits earned any place other than Whitmer must be pre-approved. Whitmer offers summer school at an additional cost. Registration forms can be accessed on our Panther HUB and in the Counseling Center.

Transcripts

Transcripts of grades include: semester grades, grade point average, and test scores. Transcripts for current students will be processed by the counseling center staff. All transcripts for alumni are processed through Parchment. The link to Parchment can be found on both the WLS and Whitmer High School home pages. Official transcripts are sent directly to employers or schools, as requested. Please allow 3-5 business days for the transcript request to be completed. At age 18, the student or graduate is the only one who may authorize the release of the transcript.