

SPECIAL MEETING



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Board of Education Meeting

July 9, 2018
Lincolnshire / **6:00 pm**

1. Opening
 - A. Call to Order by the President
 - B. Roll Call by the Treasurer
 - C. Pledge of Allegiance
2. Presentation Items:
 - Keep the Jail Downtown Toledo Group
 - Construction Presentation
3. Resolution for Security Statutory Bidding Requirements and Award of Contract
4. Board of Education Policy: College Credit Plus
5. Student Handbooks - Amendment
6. Purchases Over \$25,000
7. Executive Session
8. Personnel
9. Adjournment

1. Opening

A. Call to Order by the President

The July 9, 2018 special meeting of the Board of Education of Washington Local Schools will come to order. It is now _____ P.M.

B. Roll Call by the Treasurer

- _____ Mr. Hughes
- _____ Ms. Canales
- _____ Mr. Ilstrup
- _____ Mr. Hunter
- _____ Mr. Sharp

Also present:

- _____ Dr. Hayward, Superintendent
- _____ Mr. Davis, Assistant Superintendent
- _____ Mr. Fouke, Treasurer

C. Pledge of Allegiance

2. Items for Presentation

- Keep the Jail Downtown Toledo Group
- Construction Presentation

3. Resolution for Statutory Competitive Bidding Process and Award of Contract for Security Vestibules

The Superintendent recommends that the Board of Education approve the resolution for authority to waive the statutory competitive bidding requirements for the contract for security vestibule project, as recommended by Stough & Stough Architects, as presented:

AUTHORIZING WAIVING THE STATUTORY COMPETITIVE BIDDING REQUIREMENTS AND AUTHORIZING CONTRACT FOR SECURITY VESTIBULE PROJECT

The Superintendent requests authority to waive the statutory competitive bidding process for the provision of security vestibules and to enter into a contract with Nagy Building Company, LLC for the work required to install such vestibules at the District school buildings.

Rationale:

1. The Superintendent desires to install security vestibules in the school buildings throughout the District.
2. The Project is not required to be competitively bid under Ohio Revised Code Section 3313.46, as the installation of security vestibules is aimed at providing for the security and protection of school property under the statute.
3. The Superintendent nevertheless solicited and received competitive proposals to perform the required installation work.
4. Nagy Building Company, LLC provided a proposal to perform the necessary work to install the desired security vestibules for \$303,000.00, and the Superintendent has determined that this proposal will best serve the needs of the District.
5. The Superintendent recommends waiving the competitive bidding requirements and authorizing the agreement signed by the District and Nagy Building Company, LLC, allowing Nagy Building Company, LLC to proceed with the work on the Project.

The Washington Local School District Board of Education resolves as follows:

1. Based upon the information provided, the Board recognizes that the provision of security vestibules does not need to be competitively bid under ORC Section 3313.46.
2. The Board waives competitive bidding and authorizes the Superintendent and the Treasurer to enter into and execute an agreement with Nagy Building Company, LLC, in an amount of \$303,000.00, to perform the required work for the Project.

Moved by: _____ Seconded by: _____

Mr. Hughes _____ Ms. Canales _____ Mr. Ilstrup _____ Mr. Hunter _____ Mr. Sharp _____

SUSAN M. HAYWARD, Ph.D.
Superintendent



Ph: 419.473.8220
Fax: 419.473.8247

washington local schools

TO: Board of Education
FROM: Dr. Susan Hayward
DATE: July 9, 2018
RE: Award of Contract – 2018 Security Vestibules

Enclosed please find the letter we received from Stough & Stough Architects regarding the bids that were opened on Friday, June 29, 2018, for the 2018 Security Vestibules.

Bids were received from two (2) contractors for **Contract I – Security Vestibules** – Washington Junior High, Hiawatha Elementary, Jackman Elementary; from one contractor for **Contract II- Security Vestibules** -Meadowvale Elementary, Shoreland Elementary, Wernert Elementary; and from two contractors for **Combined Contracts I and II - All Security Vestibules**. Included is the bid tabulation sheet.

The total budgeted amount for the Security Vestibules is \$250,000.00 with a \$40,000 contingency allowance. The lowest bid received for combined contracts totaled \$303,000.00 from Nagy Building Co. LLC. However, as the architect advertised for \$250,000, excluding the contingency, we exceeded the 10% limit for the bidding of construction projects. Therefore, we will need to pass a resolution waiving the statutory competitive bidding requirements. This is allowed as the project will be providing security to our school property and will ensure an earlier completion date.

The estimated completion date for these projects is September 17, 2018 and will include Washington Junior High, Hiawatha, Jackman, Meadowvale and Jackman Elementaries; and September 30, 2018 for Shoreland Elementary.

The total contracted amount, including architect fees at seven percent (7%) for the 2018 Security Vestibules is \$324,210.00.

Therefore, I recommend to the Board of Education the contract as listed in Craig Stough's letter:

<u>Company</u>	<u>Contracts – I and II</u>	<u>Amount</u>
Nagy Building Co., LLC.	All Security Vestibules –Combined Contracts	\$303,000.00

If you have any questions or need additional information, please feel free to contact me.

SMH/bsc 

pc: Jay Merritt Nathan Brown

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STOUGH AND STOUGH ARCHITECTS

6377 River Crossing – Suite 1 • Sylvania, Ohio 43560
Phone: 419/885-3583 • Fax: 419/885-3824

Robert E. Stough, AIA 1926 - 2012
Craig A. Stough, AIA, NCARB
Lyndsey A. Stough, Associate AIA

July 2, 2018

Jeffery Fouke, Treasurer
Washington Local Schools
3505 West Lincolnshire Blvd.
Toledo, Ohio 43606

RE: 2018 Security Vestibules
Washington Local Schools
Architect Project 201807A

Dear **Mr. Fouke**:

Competitive bids were received for "2018 Security Vestibules – Washington Local Schools" on Friday, June 29, 2018 at 11:00 a.m. at the office of the Washington Local Schools Board of Education.

Bids were received from two Contractors for Contract I – Security Vestibules – Washington Junior High, Hiawatha Elementary, Jackman Elementary; from one Contractor for Contract II – Security Vestibules – Meadowvale Elementary, Shoreland Elementary, Wernert Elementary; and from two Contractors for Combined Contracts I & II – All Security Vestibules. A complete listing of bids received is attached to this letter.

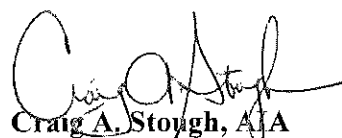
We have reviewed the scope and schedule of the improvements with the low bidder and recommend a Contract be awarded to the low bidder as follows:

Nagy Building Company, LLC
8180 Secor Road
Lambertville, Michigan 48144
419/350-4081

Proposal No. 3 – All Security Vestibules – Combined Contracts I and II \$303,000.00

All work at Washington Jr. High, Hiawatha, Jackman, Meadowvale and Wernert is to be completed by September 17, 2018 and all work at Shoreland Elementary is to be complete by September 30, 2018. Per the Invitation to Bidders, the Washington Local Schools Board of Education may take up to sixty days to award the Contract before the bids expire. However, a Contract should be awarded soon to allow the project to proceed per the schedule.

Respectfully submitted,



Craig A. Stough, AIA

STOUGH AND STOUGH ARCHITECTS

cc: Jay Merritt, Washington Local Schools
Nathan Brown, Washington Local Schools

BID TABULATION

**2018 SECURITY VESTIBULES
WASHINGTON LOCAL SCHOOLS**

Architect Project 201807A

Bids Due: 11:00 a.m. on Friday, June 29, 2018

CONTRACTOR	Addendum	Bid Bond	Proposal No. 1 Security Vestibules – Washington Junior High, Hiawatha Elementary, Jackman Elementary – Contract I	Proposal No. 2 Security Vestibules – Meadowvale Elementary, Shoreland Elementary, Wernert Elementary – Contract II	Proposal No. 3 All Security Vestibules - Combined Contracts I & II	Completion Date
Comte Construction Co.						
Infinity Construction	1	X			\$304,500.00	60 days after receipt of contract or permits
KCS Contracting, LLC						
Nagy Building Co., LLC	1	X	\$115,000.00	\$190,000.00	\$303,000.00	9/17/2018 – Washington Jr. High, Hiawata, Jackman, Meadowvale & Wernert 9/30/2018 – Shoreland Elementary
T.V. Frazier & Assoc.						
The Spieker Company						
Utopia Construction	1	X	\$121,470.00			9/30/2018
Van Tassel Construction Corp.						

4. Board of Education Policy

The Superintendent recommends that the Board of Education approve the Board policy as presented:

A. Policy 2271 – College Credit Plus Program – REVISED

Moved by: _____

Seconded by: _____

Mr. Hughes ____ Ms. Canales ____ Mr. Ilstrup ____ Mr. Hunter ____ Mr. Sharp ____



Book	Policy Manual
Section	Policies Adopted by the Board 36-2/Tech/Special
Title	Special Update - April 2018 Revised COLLEGE CREDIT PLUS PROGRAM
Number	po2271
Status	
Adopted	July 27, 2005
Last Revised	June 30, 2015

2271 - COLLEGE CREDIT PLUS PROGRAM

The Board of Education recognizes the value to students and to the District for students to participate in programs offered by accredited colleges and universities in Ohio.

The Board will approve participation by students who apply to the participating college or university ("Institute of higher education" or "IHE") and meet the IHE's and relevant academic program's established standards for admission, enrollment, and course placement. Participating students 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 established under ~~R.C. 3345.06(f)~~ R.C. 3345.061(F) or meet alternative criteria under the law.

The Board will provide information about the College Credit Plus Program prior to February 1st to all students enrolled in grades six through eleven and their parents as outlined in AG 2271. The Board will also promote the College Credit Plus program on its website, including the details of the Board's current agreements with partnering IHEs.

Underperforming and Ineligible Students

If a student participating in the College Credit Plus Program under the option set forth in R.C. 3365.06 (B) either: A) fails to maintain a grade point average of 2.0 or higher in the college courses taken through the College Credit Plus Program; or B) withdraws from, or receives no credit for two 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."

Probation

Immediately after determining a student has obtained underperforming student status, the Superintendent shall place the student on probation within the College Credit Plus Program, and notify the underperforming student, his/her parents, and each IHE in which the student is enrolled of his/her status. The underperforming student and his/her parents shall also be notified of the following requirements for continued participation in the Program 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 IHE in which he/she is enrolled to dis-enroll the student from those courses that conflict with the terms of his/her probationary status.

1. If a student elects to remain enrolled in one course for the next term, he/she shall inform the IHE of the course in which the student would like to remain enrolled.
 2. If the student fails to dis-enroll from any courses that conflict with his/her probationary status, the Superintendent shall immediately notify the student and his/her parents that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and his/her parents shall also be advised that the student shall be deemed an ineligible student and dismissed from the program for the next term in accordance with the dismissal procedures set forth below.
- D. If a student takes a course after being placed on probation and such course raises the student's cumulative grade point average to 2.0 or higher in the college courses taken through the College Credit Plus Program, the student shall be removed from probation. The student may participate in the Program without restrictions unless he/she 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 the College Credit Plus Program, 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 the College Credit Plus Program, he/she will be dismissed from the Program. The Superintendent shall notify the ineligible student, his/her parents, and each IHE in which the student is enrolled of his/her dismissal. The ineligible student and his/her parents 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 each IHE in which he/she is enrolled to dis-enroll the student from the Program.

If the student fails to dis-enroll following his/her dismissal from the Program, the Superintendent shall immediately notify the student and his/her parents that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and his/her parents shall also be advised at the Superintendent shall extend/continue the student's dismissal from the Program for an additional term.

Reinstatement

Following one term of dismissal, a student may submit a request to the Superintendent to be reinstated to the College Credit Plus Program. 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 the College Credit Plus Program on probation, the student must meet the following academic progress criteria:

- A. **Limited to one CDP 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 Superintendent shall extend/continue the student's dismissal for an additional term(s). During the dismissal period, the student shall remain ineligible to participate in the College Credit Plus Program until academic progress is achieved.

Appeals

Any student who is dismissed from the College Credit Plus Program 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 to the Superintendent. The appeal must be

filed within five (5) business days after the student is notified of the dismissal or prohibition against taking a course. Upon receiving the appeal, the Superintendent must immediately notify each IHE in which the student is enrolled that the student has filed an appeal.

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 the College Credit Plus Program. 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 he/she shall immediately provide notification of the decision to each IHE in which the student is enrolled.

- A. If the Superintendent decides to continue the student's dismissal from the College Credit Plus Program, and the student is enrolled in an Institution of Higher Education, such IHE 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 an Institution of Higher Education, such IHE shall permit the student to withdraw from all courses in which the student is enrolled without penalty. If the decision is issued after the IHE's no-fault withdrawal date, the Board shall be required to pay for such courses.

Home-Schooled Students

If a home-schooled student participating in the College Credit Plus Program is placed on probation or dismissed from the Program, the parent of the student shall be responsible for notifying each IHE in which the student is enrolled of such probation or dismissal.

The Board will provide information about the College Credit Plus Program prior to February 1st to all students enrolled in grades six through eleven and their parents as outlined in AG 2271. The Board will also promote the College Credit Plus Program on its website, including the details of the Board's current agreements with partnering IHEs.

All students must meet the requirements for participating in the College Credit Plus Program outlined in AG 2271.

The Board ~~() shall ()~~ may deny high school credit for the College Credit Plus Program courses any portion of which are taken during the period of a student's expulsion. If the student has elected to receive credit for course(s) toward fulfilling graduation requirements as well as the College Credit Plus Program credit, that election is automatically revoked for all college courses in which the student enrolled during the college term in which the expulsion is imposed.

When a student is expelled, the Board directs the Superintendent to send written notice of the expulsion to any college in which the expelled student is enrolled under R.C. 3365.03 (College Credit Plus Program) at the time the expulsion is imposed. This notice shall indicate the date the expulsion is scheduled to expire and that the Board has adopted a policy under R.C. 3313.613 to deny high school credit for College Credit Plus Program courses taken during an expulsion. If the expulsion period is later extended, the Superintendent shall notify the college of the extension.

The Board will collect, report, and track program data annually in accordance with data reporting guidelines adopted by the chancellor and the Superintendent of Public Instruction pursuant to R.C. 3365.15.

The Superintendent shall establish the necessary administrative guidelines to comply with State law which will thereafter be properly communicated to both students and their parents. The Superintendent shall also establish guidelines and procedures for the awarding of credit and the proper entry on a student's transcript and other records of his/her participation in a College Credit Plus Program.

R.C. 3313.613, 3365.01 through 3365.09

A.C. 3333-1-65.13

Revised 11/20/13

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Legal

R.C. 3313.613, 3365.01 through 3365.09

A.C. 3333-1-65.13

Last Modified by Lori Berryman on June 22, 2018

5. Student Handbooks - Amendment

The Superintendent recommends that the Board of Education approve the amendment for the Junior High and High School Student Handbooks for the 2018-2019 school year, as presented:

A. Junior High School Student Handbook 2018-2019 - Amendment

B. Whitmer High School Student Handbook 2018-2019 - Amendment

Moved by: _____

Seconded by: _____

Mr. Hughes ____ Ms. Canales ____ Mr. Ilstrup ____ Mr. Hunter ____ Mr. Sharp ____



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7-12 Campus

Student Handbook

BUILDING NAME

JUNIOR HIGH

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Important Phone Numbers

Principal's Office	
Assoc. Principal's Office	
Counselor	
Nurse	
Attendance	

WLS District School Calendar 2018-2019

FIRST QUARTER AUGUST 23 TO OCTOBER 26

THURSDAY	AUG	23	PROFESSIONAL MEETING DAY
FRIDAY	AUG	24	TEACHERS' WORK DAY [GRADES K-12]
MONDAY	AUG	27	SCHOOLS OPEN. CLASSES IN SESSION A FULL DAY
MONDAY	SEP	03	LABOR DAY OBSERVANCE. SCHOOLS CLOSED
THURSDAY	SEP	13	DELAYED START – STUDENTS REPORT 2 HOURS LATE
TUESDAY	OCT	16	DELAYED START – STUDENTS REPORT 2 HOURS LATE
FRIDAY	OCT	26	END OF FIRST QUARTER

SECOND QUARTER OCTOBER 29 TO JANUARY 17

MONDAY	OCT	29	TEACHERS' WORK DAY [GRADES K-12]. SCHOOLS CLOSED GRADES K-12
MONDAY	NOV	19	PARENT/TEACHER CONFERENCES [GRADES K-12]. SCHOOLS CLOSED GRADES K-12
TUESDAY	NOV	20	PARENT/TEACHER CONFERENCES [GRADES K-12]. SCHOOLS CLOSED GRADES K-12
WEDNESDAY	NOV	21	SCHOOLS CLOSED FOR STUDENTS GRADES K-12
THURSDAY	NOV	22	THANKSGIVING DAY. SCHOOLS CLOSED
FRIDAY	NOV	23	THANKSGIVING BREAK. SCHOOLS CLOSED
FRIDAY	DEC	21	LAST DAY OF CLASS BEFORE BREAK
THURSDAY	JAN	03	CLASSES RESUME
THURSDAY	JAN	17	END OF FIRST SEMESTER

THIRD QUARTER JANUARY 18 TO MARCH 28

FRIDAY	JAN	18	TEACHERS' WORK DAY [GRADES K-12]. SCHOOLS CLOSED GRADES K-12
MONDAY	JAN	21	MARTIN LUTHER KING, JR., DAY. SCHOOLS CLOSED
FRIDAY	FEB	15	PARENT/TEACHER CONFERENCES [GRADES K-12]/OAPSE PROFESSIONAL DEVELOPMENT DAY. SCHOOLS CLOSED GRADES K-12
MONDAY	FEB	18	PRESIDENTS' DAY. SCHOOLS CLOSED
WEDNESDAY	MARCH	13	DELAYED START – STUDENTS REPORT 2 HOURS LATE
THURSDAY	MAR	28	END OF THIRD QUARTER

FOURTH QUARTER MARCH 29 TO JUNE 07

FRIDAY	MAR	29	TEACHERS' WORK DAY [GRADES K-12]. SCHOOLS CLOSED GRADES K-12
FRIDAY	APR	12	LAST DAY OF CLASS BEFORE BREAK
TUESDAY	APR	23	CLASSES RESUME
MONDAY	MAY	27	MEMORIAL DAY OBSERVANCE. SCHOOLS CLOSED
THURSDAY	JUN	06	LAST DAY OF INSTRUCTION [GRADES K-12]
FRIDAY	JUN	07	TEACHERS' WORK DAY [GRADES K-12]

Junior High Bell Schedule

DAILY BELL SCHEDULE	
Period 1	8:10 - 8:58
Period 2	9:01 - 9:49
Period 3	9:52 - 10:40
Period 4 Academic Assist	10:43 - 11:01
Period 5	A Lunch 11:04 - 11:34 Class 11:37 - 12:25
	Class 11:04- 11:52 B Lunch 11:55 - 12:25
Period 6	12:28 - 1:15
Period 7	1:18 - 2:06
Period 8	2:09 - 2:57

2-Hour Delay BELL SCHEDULE	
Period 1	10:10 - 10:44
Period 2	10:47 - 11:20
Period 5	A Lunch 11:23 - 11:53 Class 11:56 - 12:30
	Class 11:23 - 11:57 B Lunch 12:00 - 12:30
Period 3	12:33 - 1:07
Period 6	1:10 - 1:44
Period 7	1:47 - 2:20
Period 8	2:23 - 2:57

ATTENDANCE POLICIES & PROCEDURES

Absence Reporting Line:

JEFFERSON: 419-473-8462

WASHINGTON: 419-473-8483

The law requires that schools have contact with parents when there is an absence. We request that parents call the attendance line, which can be reached 24 hours a day. Please state student's name, reason for absence and your relationship to the student. Building hours are from 7:45 am to 3:30 pm. The building is open to students starting at 8:05 am. Breakfast is available from 7:50 am to 8:10 am in the cafeteria.

When a student is absent: The student is required to bring a note from their parent or guardian when they return (even if they called the office) with the student's first and last name, explaining the reason for the absence and the dates. The student will give the note to their first hour teacher, who will give them an admit slip for the rest of their teachers to sign. After any absence, the student needs to make up all work missed and is responsible for finding out from their teachers what work must be made up.

When a student is late to school: After 8:12 am, the student is late to school and they are to report to the attendance office to get a pass to be admitted to class. After 8:22 am, the student will need a note from their parent or guardian explaining the reason for their tardiness. Oversleeping is not excused.

When a student needs an early excusal: Student is to bring a note from their parent or guardian and report to the attendance office BEFORE school starts. They will then be given a pass to leave school. The student's parent/guardian will need to come into the building to sign them out.

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

Definition of Truancy and Excessive Absences

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

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

legitimate excuse; or absent 72 or more hours in one school year without a legitimate excuse.

Habitually Truancy Procedures

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

1. Verified absences and warning letters sent.
2. Intervention conferences 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.

BOARD OF EDUCATION POLICIES

*All Board Policies can be found at:

www.wls4kids.org

District > School Board > Policies

SCHOOL PROCEDURES

*Alphabetical by topic

Arrival

In the morning, school doors will remain locked until 22 minutes before the start of classes. Breakfast is available on regular school days beginning at 7:50 am. Students are discouraged from arriving any earlier as they will not be under direct supervision. If students must arrive before these times, they are to remain outside the building unless prior arrangements have been made with school staff. Students will be allowed to wait inside when temperatures drop below 32 degrees.

Bookbags

No book bags, cinch bags, purses or athletic bags are permitted in classrooms/cafeteria. These are to be stored in the student's locker during the entire school day.

Bus Passes

Occasionally, a student will need to ride a bus with another student. The student must provide a note to the office (before 9:00 am) with the following five details: date, both student names, bus number that the students will ride and the parent signature of the student requesting the pass. Phone calls will not be accepted.

Cafeteria

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

during lunch and/or breakfast:

1. Students will be in the cafeteria by posted times. Tardiness will result in detentions, IRP, or other consequences. Restroom privileges will be allowed during cafeteria time with an ID.
2. Students are responsible for the cleanliness of their table and floor area.
3. Students are responsible to report any spills/problems at their table to cafeteria supervisors immediately.
4. Students are required to take trays to the conveyors and place trash, and other debris in the trash barrels.
5. Students must wait their turn in line. Line jumping is subject to disciplinary action.
6. Students will use conversational voice and polite language such as "please" and "thank you" to EVERYONE.
7. Students will report bullying to an adult.
8. Students must be in a seat or in line. Only students purchasing food are to be in line.
9. Students will remain in their seat until dismissed by their cafeteria supervisor.
10. Students who violate cafeteria rules may be assigned a "permanent" seat by a cafeteria supervisor.

These rules need to be followed, or detentions and/or other disciplinary action can result:

Cell Phones

Student cell phones are to be turned off, kept in lockers, and not used during the school day. Violation of this rule will result in disciplinary action and confiscation of the cell phone. A confiscated cell phone will be returned to owner at the end of the day, provided there are not concerns with the contents of the phone. On a second cell phone violation, the cell phone will be confiscated and kept by the administration until the student's parent(s)/guardian(s) claim it from the office. The school is not responsible for lost, stolen or broken devices.

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

Students may use the office phones for emergency reasons only during the school day. Student cell phone use is not allowed during the school day. Parents should not call students on their cell phone during school hours. If parents need to contact their

student, they MUST do so by calling the school office.

Counseling Services

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

Custody and Residency Issues

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/Social Services check stub in parent/guardian's name with address

When the Washington Local School District determines that there is sufficient evidence that the legal parent/guardian lives outside the district, 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 or residency issues can be processed at any time in the Attendance Office. Changes of phone numbers are also critical and can be changed by contacting the Associate Principal. Individuals who have custody and residency questions are asked to contact the Associate Principal.

Dismissal Process

Students must proceed to the buses at the end of the school day. Loitering, bus-hopping and other delaying activities are prohibited. Once a student gets onto their bus, they should not exit it again until arrival at their bus stop. Buses will pull out of the parking lot by 3:10 pm. Any student not on their bus by this time will need to report to the office to make alternate arrangements for pick-up. Students are never to run after or try to enter a moving bus. Students need to be in their assigned location for after-school activities within 15 minutes of the school dismissal bell. All other students must be out of the building by this time. Students loitering in hallways or in unauthorized areas without a pass will be subject to disciplinary action. Unless a student's after-school activity begins immediately following the dismissal bell, he/she is not allowed to wait for the activity at school. These students should ride the bus home and return at the specified time for his/her practice or meeting.

Emergency Drills

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

Emergency Notification

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

Hallway Conduct

While in the hallways of a Washington Local Junior High School, students will be expected to do the following:

Behavior

1. Students will keep their hands to themselves.
2. Students will use a conversational voice and polite language.
3. Students will throw all trash in the garbage and recycle when appropriate.
4. Students must clean or report all spills to an adult.
5. Students will walk, stay to the right, and keep moving at all times.
6. Students will report bullying to an adult.

Hall Passes

1. Except during class changes, students in the hallway are required to have a hall pass/agenda book that is signed by a school personnel with them at all times.
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 a pass may result in a disciplinary consequence.

ID Cards

Students are required to wear a school issued ID card at all times. Students need their student ID to use the library, 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 Washington Local Board of Education. The locker and contents are subject to random searches, at any time.

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

The following guidelines for lockers should be followed:

1. Students should not share the locker combination with any other student. Only one student is assigned per locker. Students are encouraged to keep their lockers closed and locked at all times.
2. Keep 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. No hitting or kicking lockers. If the locker will not open, student should go to the office for assistance.

Lost & Found

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

Make Up Work

See Board Policy 5200

School Delays and Cancellations

School closings and delays will be announced on social media, local radio and television stations. Decisions to close/delay the schools are usually announced between 5:30 am and 6:30 am. Please do not call the schools or Central Office. Students may receive updates by calling the Weather Hotline, 419-473-8499.

School Nurse

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

Medication

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

Allergies/Asthma

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

Immunizations

The State of Ohio requires all students to have a complete vaccination record on file within 15 days of attendance. All 7th grade students are required to have a Tetanus Diphtheria and Pertussis (Tdap) prior

to entry. If you have any questions regarding immunizations, please contact the School Nurse.

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 may review the CRF.

Search and Seizures

See Board Policy 5331

Student lockers, desks, cabinets, and similar property are the property of the Washington Local Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

Student Financial Assistance

Financial assistance is available through the free and reduced lunch program as long as the "financial need" criteria are met. Any student who has financial need may pick up an application in the Principal's Office. (CTC courses are not eligible for this assistance.)

Student Record "Directory Information"

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

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

Surveillance Cameras

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

Visitors

Visitors must report to the main office to obtain permission to visit the building, contact students or speak with school personnel. Students from other schools are not permitted to visit without prior arrangement made with a staff member.

Work Permits

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.

ACADEMICS

*Alphabetical by topic

Academic Honesty

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

Academic Honor Roll

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

<i>Commendable</i>	GPA 3.0 – 3.49
<i>Distinguished</i>	GPA 3.5 – 3.99
<i>Exemplary</i>	GPA 4.0

College Credit Plus (CC+)

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. CC+'s goal is to provide additional opportunities for high school students to experience course work at the college or university level.

The parent/guardian must attend a mandatory meeting explaining the program and sign a letter of intent to participate in the CC+ 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.

Grading System

Report cards are issued four times during the year. Grade cards are mailed home throughout the year. A mid-term report is sent home to parents/guardians prior to the end of the fifth week of the grading period if the student is earning a letter grade of a D or F. Students are encouraged to ask questions and seek extra help if needed. Parents are encouraged to call the counselor to set up a teacher conference if they have questions.

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

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

Homework

See Board Policy 2330

Testing

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

STUDENT CODE OF CONDUCT

*Alphabetical by topic

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

1. Being in another building on campus unauthorized
2. Being in halls and restrooms during class time without permission
3. Bullying
4. Class tardiness
5. Disrespectful/defiant and/or insubordinate (severe cases may result in suspension)
6. Disruption of education
7. Dress and appearance that presents health or safety issues or causes disruption or distraction
8. Excessive show of affection: Any excessive show of affection between couples that attracts attention shall be considered in poor taste and is prohibited. This will include close body contact, hugging, kissing and like action
9. General misconduct on school property
10. Illegal parking on school property and traffic violations
11. Leaving classroom and/or building without permission
12. Misuse of school computers
13. No ID card
14. Safety violations in classroom and labs
15. Skipping a class
16. Throwing food, leaving trays and debris in the cafeteria or other areas of school
17. Truancy
18. Verbal harassment; and/or vulgar language
19. Violation of school/classroom rules

Severe Code of Conduct Violations: The following are examples of severe conduct violations. Lists of specific offenses following each category are not intended to be exclusive, but are intended to illustrate the types of offenses encompassed in the category.

Assault and Fighting on School Property or at School Sponsored Events

See Board Policy 5501

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

Bullying - Student Procedure

See Board Policy 5517.07

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

Policy requirements include:

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

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

leads the administrator through an investigative process for the purpose of making a determination of whether or not an incident constitutes bullying. It also documents interventions selected and parent contacts made.

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

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

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

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 will not be tolerated and appropriate disciplinary steps will be taken through the implementation of the code of student conduct.

Burglary and Theft

See Board Policy 5501

1. Burglary – unauthorized entry to school premises and the removal of school or personal property.
2. Robbery – Theft of property by force or threat of force.

3. Larceny – theft of school property or personal property.
4. Extortion, Blackmail, or Coercion – obtaining money or property by violence or threat of violence or forcing another to do something against his/her will by force or threat of force.

Bus Misconduct

See Board Policy 3327.014

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

Dress & Appearance

See Board Policy 5511

Dress Expectations – Students are to dress at all times with a sense of good taste 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.

Tops

1. Tops must have sleeves with no holes.
2. Must have a neckline that does not show cleavage.
3. No undergarments should be visible.
4. If a garment is worn with a hood, the hood cannot be placed or worn on the head.
5. All tops must be long enough to tuck into pants, so that no midsection shows.

Tops may not

1. Have any sexual or sexually suggestive reference including hidden or double meaning.
2. Depict drugs, alcohol, tobacco or illegal items.
3. Depict any illegal, violent, dangerous or gang activity.
4. Depict, or refer to, obscenity or profanity.
5. Discriminate/demean/put down other people (on issues such as race, color, religion, gender, national origin, sexual orientation or disability).

Bottoms (Pants, Skirts & Dresses)

1. No visible skin or undergarments above the bottoms of the fingertips.
2. All bottoms, including skirts and shorts, must reach the bottom of the fingertips.
3. Pajama bottoms or similar to pajamas are prohibited.
4. Sagging of pants is not allowed at any time. Pants must be worn at waist.

Footwear

1. Footwear must be worn at all times. Bedroom slippers are prohibited.

Headwear

1. No visible headwear, including hats, bandanas, knit caps, or scarves are allowed from the time students enter the building until 3:00 p.m., unless for religious reasons.

We Strongly Discourage

1. Open toed sandals and or flip flops as they can be a safety hazard on the stairs.
2. Any piercing other than the ears. We reserve the right to ask a student to remove piercings if we deem them to be a safety issue, a distraction or disruptive in any way to the learning environment.
3. Unnaturally colored hair and costume like makeup. We reserve the right to ask a student to remove hair color or makeup if we deem the makeup or hair color to be a safety issue, a distraction or disruptive in any way to the learning environment.
4. Students must follow the dress requirements provided by the Physical Education Department.
5. Chains are not permitted. Additionally, chains are not to be worn as choker collars or belts. Safety pins and spiked jewelry are not allowed to be worn at school.

Damage/Destruction of School Property

See Board Policy 5513

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

Disrespect/Disregard of Directions of School Personnel

See Board Policy 5501

1. Any verbal or written disrespect or obscene gestures
2. Failure to obey lawful instructions of school district personnel.

3. Refusal to identify self upon request to proper school authorities on the school property or at school sponsored events.

Disruption of School

See Board Policy 5501

1. Arson – intentional setting of fire to 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 demonstration.

Electronic Devices

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

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

See Board Policy 5530

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

Smoking/Possession of Tobacco Products

See Board Policy 5501

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

Consequences for Smoking/Possession of Tobacco Products:

1st Offense: Students will be assigned to a Tobacco Prevention program. Failure to attend the program will result in suspension.

2nd Offense: 2 days of IRP, with the possibility of a ticket issued (Ohio School Law 9.63.2) for students under the age of 18.

3rd Offense: 2 days out of school suspension, with the possibility of a ticket issued (Ohio School Law 9.63.2) for students under the age of 18.

STUDENT HAZING

See Board Policy 5516

Hazing activities of any type shall be prohibited at all times in school facilities, on school property, and at any school-sponsored events. No employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

1. Hazing is understood to mean any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
2. All employees of the school district shall be particularly alert to possible situations, circumstances, or events 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 officer.

Weapons and Dangerous Instruments

See Board Policy 5772

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

- 4.) 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, 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 dependent 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.

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

After School Detention - is a requirement to spend additional time after school for a student violation of the conduct code. It is held Tuesday through Thursday from 3:05-4:00pm.

In-School Reassignment (IRP) - is an exclusion from regular class. Students will be assigned to an alternative program by the principal or his/her designee. Teachers will provide students with academic assignments to be completed for credit. Students who serve in IRP will not be allowed to participate or attend any after school activities, including sports and clubs. Students serving in IRP will be required to turn their phones into the IRP teacher. Failure to comply with this request will result in 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 - is an exclusion from school or class assigned by the principal or his/her designee. Students will not be allowed to participate or attend any after school activities including sports and clubs for the duration of the suspension. Students are not to be on the schools grounds while under out-of-school suspension.

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

Due Process Rights

See Board Policy 5611

Procedural Rules/Regulations for Suspension and Expulsion

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

1. The hallmark of the exercise of disciplinary authority shall be fairness.
2. Administrators and faculty members shall make every effort to resolve problems through effective utilization of school district resources in cooperation with the student and 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

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

1. Information contained in the student's permanent record file.
2. The student's prior disciplinary record, and any records of behavioral problems not contained in the disciplinary record.
3. The student's response to the imposition of prior discipline or sanctions
4. The seriousness of the offense and aggravating factors relating to the offense.
5. Mitigating circumstances surrounding the offense.
6. Probable danger posed to the health and safety of other students or employees by the student's continued presence in school.
7. 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

Participants in an extracurricular activity may NOT:

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

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

Drug and Substance Abuse: Possess, dispense, sell, use, drugs or drug paraphernalia. This prohibition includes, but is not limited to, narcotics, inhalants, mind-altering substances, anabolic steroids, human growth hormones, and drug look-alike substances. This prohibition does not include 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

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

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

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

GENERAL MISCONDUCT

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

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

CRIMINAL LAW VIOLATIONS

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

DISCIPLINARY PROCEDURE

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

1. The Associate Principal/Athletic Director or designee will investigate the alleged violation by contacting the student, the student's parent/guardian, and any other individuals deemed necessary. The Associate Principal/Athletic Director or

designee will establish the appropriate penalty as soon as reasonably possible.

2. The Associate Principal/Athletic Director shall notify the student and the student's parent (s) of alleged violation of this code. (Prohibitions)
3. The student and parent/guardian will be notified in writing by the associate principal/athletic director when a violation is found to have occurred.
4. The decision may be appealed by submitting written request to the respective principal and should state the exact reason the decision is being appealed within five (5) days of the date of determination of the code (SEE APPEAL PROCESS).
5. The appeal will be heard by the building Hearing Council which will issue its findings to the principal. The principal will notify the student and parent guardian of the Council's decision.

APPEAL PROCESS/DUE PROCESS

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

Approved by the Board of Education

STATEMENT OF COMPLIANCE WITH FEDERAL LAWS

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

Title VI of the Civil Rights Act of 1964 prohibits discrimination 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 Erieview 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.

BOARD OF EDUCATION POLICIES

*All Board Policies can be found at:

www.wls4kids.org

District > School Board > Policies

College Credit Plus (CCP)

The College Credit Plus program in Ohio is designed to allow high school students 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 must attend a mandatory meeting explaining the program held by January 31st 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. **Students are required to submit the university course schedule to the College and Career Counselor who will modify the student's Whitmer schedule. If a student drops or withdraws from a class at the university, the student must notify the College and Career Counselor immediately and will be placed in classes at Whitmer to maintain full time status. Students who withdraw from university courses after the 100% refund date or receive a failing grade, will be required to reimburse Washington Local Schools the university fees. If a student participating in the CCP program fails to maintain a grade point average of 2.0 or higher in the college courses taken through the CCP program or withdraws from or receives no credit for two or more courses in the same term, the students will be considered an "underperforming student." If a student maintains underperforming status for two consecutive terms of enrollment the student will be deemed "ineligible" and is subject to probation and dismissal.** Transportation to the college or university is not provided by Washington Local Schools. **For more information see Board policy 2271.**



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7-12 Campus

Student Handbook

Whitmer High School

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Career & Technology Center	#
Counseling Center	#
Whitmer Library and Paul Zielinski Science Resource Center	#

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
Counselors - A - D - E - K - L - R - S - Z - Career - Transitional	(419) 473 - 8403 (419) 473 - 8474 (419) 473 - 8401 (419) 473 - 8471 (419) 473 - 8470 (419) 473 - 8333
Deans - A - D - E - K - L - R - S - Z	(419) 473 - 8347 (419) 473 - 8325 (419) 473 - 8364 (419) 473 - 8495
Attendance Line	(419) 473 - 8406

Washington Local Schools

CALENDAR FOR 2018-19

FIRST QUARTER AUGUST 23 TO OCTOBER 26

<u>THURSDAY</u>	<u>AUG</u>	<u>23</u>	<u>PROFESSIONAL MEETING DAY</u>
<u>FRIDAY</u>	<u>AUG</u>	<u>24</u>	<u>TEACHERS' WORK DAY [GRADES K-12]</u>
<u>MONDAY</u>	<u>AUG</u>	<u>27</u>	<u>SCHOOLS OPEN. CLASSES IN SESSION A FULL DAY</u>
<u>MONDAY</u>	<u>SEP</u>	<u>03</u>	<u>LABOR DAY OBSERVANCE. SCHOOLS CLOSED</u>
<u>THURSDAY</u>	<u>SEP</u>	<u>13</u>	<u>DELAYED START - STUDENTS REPORT 2 HOURS LATE</u>
<u>TUESDAY</u>	<u>OCT</u>	<u>16</u>	<u>DELAYED START - STUDENTS REPORT 2 HOURS LATE</u>
<u>FRIDAY</u>	<u>OCT</u>	<u>26</u>	<u>END OF FIRST QUARTER</u>

SECOND QUARTER OCTOBER 29 TO JANUARY 17

<u>MONDAY</u>	<u>OCT</u>	<u>29</u>	<u>TEACHERS' WORK DAY [GRADES K-12]. SCHOOLS CLOSED GRADES K-12</u>
<u>MONDAY</u>	<u>NOV</u>	<u>19</u>	<u>PARENT/TEACHER CONFERENCES [GRADES K-12]. SCHOOLS CLOSED GRADES K-12</u>
<u>TUESDAY</u>	<u>NOV</u>	<u>20</u>	<u>PARENT/TEACHER CONFERENCES [GRADES K-12]. SCHOOLS CLOSED GRADES K-12</u>
<u>WEDNESDAY</u>	<u>NOV</u>	<u>21</u>	<u>SCHOOLS CLOSED FOR STUDENTS GRADES K-12</u>
<u>THURSDAY</u>	<u>NOV</u>	<u>22</u>	<u>THANKSGIVING DAY. SCHOOLS CLOSED</u>
<u>FRIDAY</u>	<u>NOV</u>	<u>23</u>	<u>THANKSGIVING BREAK. SCHOOLS CLOSED</u>
<u>FRIDAY</u>	<u>DEC</u>	<u>21</u>	<u>LAST DAY OF CLASS BEFORE BREAK</u>
<u>THURSDAY</u>	<u>JAN</u>	<u>03</u>	<u>CLASSES RESUME</u>
<u>THURSDAY</u>	<u>JAN</u>	<u>17</u>	<u>END OF FIRST SEMESTER</u>

THIRD QUARTER JANUARY 18 TO MARCH 28

<u>FRIDAY</u>	<u>JAN</u>	<u>18</u>	<u>TEACHERS' WORK DAY [GRADES K-12]. SCHOOLS CLOSED GRADES K-12</u>
<u>MONDAY</u>	<u>JAN</u>	<u>21</u>	<u>MARTIN LUTHER KING, JR., DAY. SCHOOLS CLOSED</u>
<u>FRIDAY</u>	<u>FEB</u>	<u>15</u>	<u>PARENT/TEACHER CONFERENCES [GRADES K-12]/OAPSE PROFESSIONAL DEVELOPMENT DAY. SCHOOLS CLOSED GRADES K-12</u>
<u>MONDAY</u>	<u>FEB</u>	<u>18</u>	<u>PRESIDENTS' DAY. SCHOOLS CLOSED</u>
<u>WEDNESDAY</u>	<u>MAR</u>	<u>13</u>	<u>DELAYED START - STUDENTS REPORT 2 HOURS LATE</u>
<u>THURSDAY</u>	<u>MAR</u>	<u>28</u>	<u>END OF THIRD QUARTER</u>

FOURTH QUARTER MARCH 29 TO JUNE 07

<u>FRIDAY</u>	<u>MAR</u>	<u>29</u>	<u>TEACHERS' WORK DAY [GRADES K-12]. SCHOOLS CLOSED GRADES K-12</u>
<u>FRIDAY</u>	<u>APR</u>	<u>12</u>	<u>LAST DAY OF CLASS BEFORE BREAK</u>
<u>TUESDAY</u>	<u>APR</u>	<u>23</u>	<u>CLASSES RESUME</u>
<u>MONDAY</u>	<u>MAY</u>	<u>27</u>	<u>MEMORIAL DAY OBSERVANCE. SCHOOLS CLOSED</u>
<u>THURSDAY</u>	<u>JUN</u>	<u>06</u>	<u>LAST DAY OF INSTRUCTION [GRADES K-12]</u>
<u>FRIDAY</u>	<u>JUN</u>	<u>07</u>	<u>TEACHERS' WORK DAY [GRADES K-12]</u>

Revised and Approved 6/20/18

Approved 1/18/18

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

2018 – 2019 Clubs & Advisors

Club

Art Club
Broom Ball
Bowling
Business Professionals of America

Chess Club
Dance Team
Diversity Club
Drama Club
Educators Rising
FCCLA
Feminist Club
French Club & Honorary
Gaming Club
German Club & Honorary
Health Care Occupation Students of America
Latino Club
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: Jodie Tucker
 - Freshmen Class
 - Sophomore Class
 - Junior Class
 - Senior Class
Youth Advocates/Y2Y

Advisor

Ann Burkart and Lisa Keller
Marya Knuth
Steve Murray
Brian Anderson, Linda Good, Adam Pickard &
Tadek Stadniczuk
Randy Baughman
Angela Katafiasz and Kylene Maroon
Felicia Singleton
Andrea Schreiner
Jodie Tucker
Steve Zampardo
Michelle Finley
Angela Hetrick-Goff
Eric Worstell
Matt Scheiber
Teresa Crozier, Karen O'Sullivan & Brad Tolly
Aida Sheehan
Jason Whitacre
Paula Giovanoli and Melanie Karcsak
Menyonn Daniels
Katie Peters
Leslie Elendt and Curt Hinkle
Katie Peters
Jeff Mackenzie
Laurie Ewing, Gina Chadwick
Mark White
Jill Loesel

Marie Wetzel

April McNamara and Josh Scholl
Jason Rubley and Eric Puffenberger
Leslie Fish and Lauren Boudreaux
Chris Hodnicki and Melissa Hieronimus
Tina Dake and Becky Swisher

For the most current club and activity information including advisors email addresses, please check out our website at: www.wls4kids.org

Whitmer Bell Schedules

Daily Bell Schedule	
1A	7:30 - 8:14
1B	8:20 - 9:04
2A	9:10 - 9:54
2B	10:00 - 10:44
3	10:50 - 12:44 (Lunch Block)
	A Lunch 10:44 - 11:14
	B Lunch 11:14 - 11:44
	C Lunch 11:44 - 12:14
	D Lunch 12:14 - 12:44
4A	12:50 - 1:34
4B	1:40 - 2:25

2-Hour Delay Bell Schedule	
1A	9:30 - 9:54
1B	10:00 - 10:24
2A	10:30 - 10:54
2B	11:00-11:24
3	11:30 - 1:24 (Lunch Block)
	A Lunch 11:24 - 11:54
	B Lunch 11:54 - 12:24
	C Lunch 12:24 - 12:54
	D Lunch 12:54 - 1:24
4A	1:30 - 1:54
4B	2:00 - 2:25

ATTENDANCE POLICIES & PROCEDURES

Maintaining good communication with parents is our goal. In order to ensure academic success and positive school attendance, parents are asked to call the WHS attendance line when their student will be absent or late. With this in mind, excessive absences may negatively affect your student's grades

Absence Reporting Line: 419-473-8406

BOARD OF EDUCATION POLICIES

*All Board Policies can be found at:

www.wls4kids.org

District > School Board > Policies

SCHOOL PROCEDURES

*Alphabetical by topic

Arrival

In the morning, school doors will remain locked until 7:00 a.m.. Breakfast is available on regular scheduled school days beginning at 7:00 am. Students are discouraged from arriving any earlier as they will not be under direct supervision. If students must arrive before these times, they are to remain outside the building unless prior arrangements have been made with school staff.

Student Absence

- If a student is to be absent from school, due to illness or other legitimate reasons, parents 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, an automated call will be processed, the afternoon of the absence, to the parent.
- The student must return to school with a note even if a parent 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. If the student does not have a note, please make sure your student brings in a note the following day.
- After ten (10) days of absences, a 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 are 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. 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 Visits, in 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, or religious organization, is required.

Definition of Truancy and Excessive Absences

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:
 - Verified absences and warning letters sent.
 - Intervention conferences held with truant students and parent/guardian with school personnel and the Attendance Specialist.
 - Informal Hearing at county office and or family mediation.
 - Potential for referrals to Children's Services Board to seek recommendation.

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

Tardy to School (Before 7:40)

Students are expected to arrive to school and to class on time. Students arriving after 7:30, but before 7:40, 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 – After School Detention (2:35pm – 3:35pm)
- 6 Times Tardy – Tuesday School (2:35pm – 5:10pm)
- 9 Times Tardy – 1 Day IRP
- 12 Times Tardy and every 3 thereafter will be handled by the Attendance and Resource Center

Late to School (After 7:40)

- For each semester, a student is allowed four (4) late arrivals with a parent/guardian note.
- A student must report to the ARC when he/she arrives after 7:40.
- 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 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.
- Notes must be turned in no later than the next day after the late.

Late to School Consequences

- 3 Times Late – After School Detention (2:35pm – 3:35pm)
- 6 Times Late – Tuesday School (2:35pm – 5:10pm)
- 9 Times Late – 1 Day IRP
- 12 Times Late and every 3 thereafter will be handled by the Attendance and Resource Center

Half-Day Absence

Students must be in school for 3 & ½ hours (2 full blocks or 4 periods) 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 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 that 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.

- 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 ARC.
- All work given to a student prior to the vacation must be completed and submitted to teachers.
- 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.

Miscellaneous Attendance Information

Withdrawal from School

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

Adult Students

Eighteen-year-old students must comply with the rules and regulations of Whitmer High School and attend school consequences as assigned. Parents 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 must communicate directly with their child regarding their education. Upon receipt of the request in writing, a notice will be sent to the parent informing them of this decision.

Bus Passes

Occasionally, a student will need to ride a bus with another student. This student must provide a note to the office (before 9:00am) with the following 5 things: Date, both student names, bus number that the students will ride and the parent signature of the student requesting the pass. Phone calls will not be accepted.

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.

- Students must wait their turn in line. Line jumping is subject to disciplinary action
- Students will use conversational voice and polite language such as "please" and "thank you" to EVERYONE.
- Students are responsible for the cleanliness of their table and floor area.

- Students are required to keep trays in cafeteria, take trays to the conveyors, and place trash and other debris, in the trash barrels.
- Students are responsible for reporting any spills/problems at their table to cafeteria supervisors immediately.
- Students must be in a seat or in line. Only students purchasing food are to be in line.
- Students will remain in their seat until dismissed by their cafeteria supervisor.
- Students will wear only one (1) ear bud and no audible music is allowed.
- Students will report bullying to an adult.
- 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 WILL RECEIVE A CONSEQUENCE.**

Senior Courtyard

During the fall and spring season (weather permitting) seniors may eat in the senior courtyard. If the courtyard is misused it will be closed indefinitely.

- Seniors must show a current ID to exit the cafeteria.
- **All school rules are in effect in the courtyard;** (i.e., no hats or other misconduct).
- Cafeteria trays must be returned by the user during the last five minutes of the scheduled cafeteria time.
- All garbage must be appropriately disposed of and the senior courtyard must be kept clean of debris.

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. 2 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 the student/family data:

- A final **file stamped and journalized** complete court affidavit for custody with case number and parent/guardian's name.
- Utility bill (gas, electric, water, cable, and "landline: phone) in parent/guardian's name with the residency address.
- Lease agreement of at least six (6) months in parent/guardian's name.
- 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 or residency issues can be processed at any time in the Attendance Office. Changes of phone numbers are also critical and can be changed by contacting the Residency Secretary. 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 2:35 p.m.

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.

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

- Before and after school
- During after school/extracurricular activities and at school-related functions
- Between classes (during travel time)
- 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. Large headphones (ex. Beats) are not allowed from the time a student enters the building for school until 2:25 p.m.

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

- Using an electronic device to capture, record or transmit words, audio and/or images (i.e.

pictures/video) of any student, staff member or other person in the school or while attending a school related activity, without express prior notice and explicit consent for the capture, recording or transmission of such words or images.

- Using an electronic device in any way that may reasonably create in the mind of another person an impression of being threatened, humiliated, harassed, embarrassed or intimidated.
- Using an electronic device, including but not limited to those with cameras, at any time during the school day where a reasonable expectation of personal privacy exists. These locations include, but are not limited to, locker rooms, shower facilities, restrooms and any other area where students or others may change clothes or be in any stage of disrobing.

Charging Stations will be placed throughout Whitmer for students to charge their personal devices. Students must monitor their device while using the Charging Stations, as Whitmer High School and Washington Local Schools assume no responsibility for theft, loss, damage or vandalism to electronic devices.

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.

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

- Parent Pick-Up, After School Detention, Tuesday School, IRP (In-School Suspension), Out of School Suspension or Expulsion based on the severity of the offense. Repeat offenders will be dealt with using a progressive discipline approach.

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

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.

Emergency Drills

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

Emergency 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

Math	\$1.00	Calculator Batteries, Dry Erase Markers, Pencils, Binders, Graphing and Construction Supplies
Physical Education	\$2.50	Workbooks, First Aid cards and supplies, cooking supplies, classroom supplies
Music	\$2.00	Instrument maintenance supplies, workbooks, classroom supplies
Language Arts	\$6.00	Books for students, ACT prep and AP prep workbooks for students, classroom supplies for student use on projects
World Languages	\$7.00	Dictionaries, dry erase markers, binders, folders, grammar cards, verb cards, classroom magazines
Science	\$15.00	Extensive list of science lab materials and classroom supplies needed in order to follow the curriculum mandated by the State of Ohio.
Art	\$15.50	Large and varied assortment of art supplies for painting, ceramics, drawing, photography, etc.
Business	\$3.00	printer paper, pencils/pens, folders, binders, sheet protectors, classroom supplies

Student Financial Assistance

Financial assistance is available, through the free and reduced lunch program as long as the “financial need” criteria are met. Any student who has financial need may pick up an application in the Principal’s Office. (CTC courses are not eligible for this assistance.) This process can also be completed online.

Field Trips

A field trip is 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:

- A field trip is part of the school day regardless of when it happens or where it happens.
- Parent permission must be given on the student verification form.
- Students are not permitted to drive to any field trip.
- A teacher has the right not to take any student on a field trip if they feel the behavior of the student is detrimental to the intent of the trip.
- If a student leaves with the class they must return with the class. Field trips are intended to be educational.

Hallway Conduct

While in the hallways of Whitmer High School, students will be expected to do the following:

- Students will keep their hands to themselves.
- Students will use a conversational voice and polite language.
- Public display of affections (PDA) is limited to hand-holding and hugging.
- Students will throw all trash in the garbage container and recycle when appropriate.
- Students must clean or report all spills to an adult.
- Students will walk, stay to the right, and keep moving at all times.
- Students will wear only one ear bud and no audible music is allowed.
- Students will report bullying to an adult.

Hall Passes

- Except during class changes, students in the hallway are required to have a documented, current pass with them at all times that is signed by a school authority.
- 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.
- Being in the hall without a pass may result in a disciplinary consequence.

ID Cards

Students are required to have and display 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.

Library and Paul Zielinski Science Resource Center

Libby Ziegler Teacher/Librarian (419) 473-8366
Melissa Begin Library Media Clerk (419) 473-8366

The Whitmer Library/ZSRC is available for reading, study, research, and computer use. Students will become acquainted with the facility and its resources through Freshman English classes. The library staff is always happy to help students with their reading and research needs. Guidelines are as follows:

- Library hours are from 7:00 a.m. to 3:00 p.m. When Panther + homework help is in session, the Library is open until 3:30.
- A pass is needed when coming to the Library during class time.
- Students must sign in at the desk when coming in from a class, during lunch, and before or after school.
- Students must present a Whitmer ID when checking out materials.
- Books and magazines are loaned for 3 weeks. Renewals may be made on or before the due date. Fines are five cents per day on overdue material.
- A reminder is sent when materials are overdue.
- If a book or magazine is lost, the library should be notified at once, and the fine will be stopped. The student must pay the fine in addition to the replacement cost of the material.
- No food or drink is permitted.
- Printing from computers is limited to 5 color and 10 black and white pages at one time.
- Students may use the library during their lunch hour instead of going to the cafeteria. A pass is not needed at that time. Students must sign in when the period begins and stay the entire time – no food allowed.
- The Library has a school store. Pens, pencils, paper, notebooks, and earbuds can be purchased.

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:

- 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.
- Keep your locker neat
- 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.

- 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 designated area. At the end of each semester, unclaimed items are donated to the WLS Clothing Closet.

Make Up Work

See Board Policy 5200

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 your child's health by contacting Mrs. Worstell at 419-473-8330 or at jworstell@wls4kids.org. In addition, please remember to update information in PowerSchool to reflect changes to your child's medical or contact information.

Nurse's early excusal

Students must come to the nurse's office with a pass 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).

Medication

If it is necessary for your child to take over the counter or prescribed medication during school hours, a medication administration form must be completed by the physician and parents. 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 epipen. Any other

medications need to be transported to and from school by a parent, and must be received in the original labeled bottle from the pharmacy.

Allergies/Asthma

The school should be made aware if your child has 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 15 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.

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 may review the CRF.

Search and Seizures

See Board Policy 5331

Student lockers, desks, cabinets, and similar property are the property of the Washington Local Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks,

cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

Student Financial Assistance

Financial assistance is available, through the free and reduced lunch program as long as the "financial need" criteria are met. Any student who has financial need may pick up an application in the Principal's Office. (CTC courses are not eligible for this assistance.)

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. 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 Attendance and Resource Center.

- 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. Passes should be removed prior to operating the vehicle as the ORC considers this an obstructed view.
- Passes should be purchased before the first Friday in September. Passes are available for purchase through the Attendance and Resource Center.
- All new vehicles (drivers) are required to purchase their pass prior to driving to school.
- All students must park in areas designated for student parking from 7:00 a.m. until 3:15 p.m.
- 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.
- Passes are not transferable to other students.
- 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).
- Parking permits will cost \$10.00 if purchased during the first semester and \$5 if purchased during the second semester.
- The Security and Safety Department and the Criminal Justice program will monitor student parking.

Parking violations WITH a permit

- 1st Offense – After School Detention (2:35 pm – 3:35 pm)
- 2nd Offense – Tuesday School (2:35 pm – 5:10 pm)
- 3rd Offense – loss of parking privilege for the remainder of semester and must apply for a new permit
- 4th & subsequent Offenses – Boot applied with \$50 boot removal fee, loss of parking privilege for the remainder of the semester and must apply for a new permit

Parking violations WITHOUT a permit

- 1st Offense – must apply for permit and after school detention
- 2nd Offense – Tuesday School (2:35 pm – 5:10 pm) with loss of parking privileges for the remainder of the semester and must apply for a new permit
- 3rd & Subsequent Offenses – boot applied with \$50 boot removal fee, loss of parking privileges for 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; 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 and 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 covered and cared for at all times. Students are responsible for excessive

wear or damage and will be charged for it. Report book damage, that you see, when a book is first issued to you.

Visitors

Visitors must report to the main office to obtain permission to visit the building, contact students or speak with school personnel. Students from other schools are not permitted to visit without prior arrangement made with a staff member.

Work Permits

- 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.
- Students seeking to obtain a work permit must be enrolled and attending school.
- We reserve the right to deny permits to minors who have been expelled, have withdrawn, or are not in regular attendance.
- We reserve the right to revoke a work permit for students who become expelled, withdraw, or cease to attend school regularly.
- Whitmer High School will issue work permits for currently enrolled Washington Local students who are working in Ohio.
- 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.
- 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.
- Physician's Certificate for Minor Work Permit – required by the State of Ohio
- 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
- 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.
- 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

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

Whitmer	
Merit	GPA 3.0-3.499
Cum Laude	GPA 3.5-3.7499
Summa Cum Laude	GPA 3.7499-3.999
Magna Cum Laude	GPA 4.0 and above

College Credit Plus (CCP)

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 must attend a mandatory meeting explaining 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.

Grading System

Report cards are mailed home **four times a year**. A mid-term report is sent home prior to the end of the fifth week of the 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** 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

Capstone Project

The Whitmer English Capstone project is an action research activity that encourages discovery, exploration, and participation. It also serves as your senior defense, a vindication that you have met all the requirements in your four years of English Language Arts to graduate from Whitmer High School.

You will identify a personal topic of interest, related to your 12th grade English elective course, that requires creativity and curiosity. This might include investigating a topic you have always been curious about or choosing something you know a little about, and taking your understanding of it to a new and challenging level. This project is a requirement for all English 12 classes.

Testing

It is important for all students 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

*Alphabetical by topic

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

- Being in another building on campus unauthorized
- Being in halls and restrooms during class time without permission
- Bullying
- Class tardiness
- Disrespectful/defiant and/or insubordinate (severe cases may result in suspension)
- Disruption of education
- Dress and appearance that presents health or safety problems or causes disruption or distraction
- 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.
- General misconduct on school property
- Illegal parking on school property and traffic violations
- Leaving classroom and/or building without permission
- Misuse of school computers
- No ID card

- Safety violations in classroom and labs
- Skipping a class
- Throwing food, leaving trays and debris in the cafeteria or other areas of school
- Truancy
- Verbal harassment; and/or vulgar language
- Violation of school/classroom rules

Severe Code of Conduct Violations

The following are examples of severe conduct violations. Lists of specific offenses following each category are not intended to be exclusive, but are intended to illustrate the types of offenses encompassed in the category.

Assault and Fighting on School Property or at School Sponsored Events

See Board Policy 5501

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

Bullying - Student Procedure

See Board Policy 5517.07

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

Policy requirements include:

- A definition of bullying.
- Defined reporting procedures for parents, students, and staff members of incidents that are suspected to constitute bullying, harassment, or intimidation.
- Requirement that school employees must report to their building administrator or the superintendent any situation that they believe to be aggressive behavior directed toward a student.
- Requirement that school administrators must:
 - Promptly investigate complaints about aggressive behavior that may violate this Policy.
 - Prepare a written report of their Investigation.

- Report to parents of perpetrators their investigation findings in writing along with notice of any disciplinary action taken.
- Report to parents, of targeted student outcomes, of their investigation of aggressive acts toward their child.
- When the investigation finds an instance of harassment, intimidation, or bullying has occurred, a requirement that it will result in prompt and appropriate remedial and/or disciplinary action.
- Requirement that the district administration semi annually provide the president of the WLS Board a written summary of all reported incidents and post the summary on the WLS web site.

Administrative Investigation of Possible Bullying Incident Form

This form is designed to assist building administrators (or their designee) in complying with WLS Board policy on bullying. It leads the administrator through an investigative process for the purpose of making a determination of whether or not an incident constitutes bullying. It also documents interventions selected and parent contacts made.

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.

Bullying, Harassment, or Intimidation

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

Cyberbullying

Cyberbullying is electronically transmitted acts (i.e., internet, email, cellular telephone, personal digital assistant (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm

to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students(s).

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 will not be tolerated and appropriate disciplinary steps will be taken through the implementation of the code of student conduct.

Burglary and Theft

See Board Policy 5501

- Burglary – unauthorized entry to school premises and the removal of school or personal property.
- Robbery – Theft of property by force or threat of force.
- Larceny – theft of school property or personal property.
- 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 3327.014

Student misbehavior on 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.

Dress & Appearance

See Board Policy 5511

Dress Expectations – Students are to dress at all times with a sense of good taste 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.

Tops

- Tops must have sleeves with no holes.
- Must have a neckline that does not show cleavage.
- No undergarments should be visible.
- If a garment is worn with a hood, the hood cannot be placed or worn on the head.
- All tops must be long enough to tuck into pants, so that no midsection shows.

Tops may not

- Have any sexual or sexually suggestive reference including hidden or double meaning.
- Depict drugs, alcohol, tobacco or illegal items.
- Depict any illegal, violent, dangerous or gang activity.
- Depict, or refer to, obscenity or profanity.
- Discriminate/demean/put down other people (on issues such as race, color, religion, gender, national origin, sexual orientation or disability).

Bottoms (Pants, Skirts & Dresses)

- No visible skin or undergarments above the bottoms of the fingertips.
- All bottoms, including skirts and shorts, must reach the bottom of the fingertips.
- Pajama bottoms or similar to pajamas are prohibited.
- Sagging of pants is not allowed at any time. Pants must be worn at waist.

Footwear

- Footwear must be worn at all times. Bedroom slippers are prohibited.

Headwear

- No visible headwear, including hats, bandanas, knit caps, or scarves are allowed from the time students enter the building until 3:00 p.m., unless for religious reasons.

Other Dress Code Requirements

- Students must follow the dress requirements provided by the Physical Education Department.
- Chains are not permitted. Additionally, chains are not to be worn as choker collars or belts. Safety pins and spiked jewelry are not allowed to be worn at school.

Damage/Destruction of School Property

See Board Policy 5513

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

Disrespect/Disregard of Directions of School Personnel

See Board Policy 5501

- Any verbal or written disrespect or obscene gestures
- Failure to obey lawful instructions of school district personnel.
- 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

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

Electronic Devices and Cell Phones

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

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

See Board Policy 5530

- 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.
- 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.
- School authorities will confiscate drugs, alcohol, and drug paraphernalia.

Smoking/Possession of Tobacco Products

See Board Policy 5501

Smoking, holding or passing a cigarette on school property, chewing and/or possession of any tobacco product or alternative nicotine products, including

e-cigarettes, on school property results in the following disciplinary action:

Consequences for Smoking/Possession of Tobacco Products:

- **1st Offense:** Students will be assigned to a Tobacco Prevention program. Failure to attend the program will result in suspension.
- **2nd Offense:** 2 days of IRP, with the possibility of a ticket issued (Ohio School Law 9.63.2) for students under the age of 18.
- **3rd Offense:** 2 days out of school suspension, with the possibility of a ticket issued (Ohio School Law 9.63.2) for students under the age of 18.

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.

- 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.
- 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.
- 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:

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

Misuse by students shall include but not be limited to:

- Copyright infringement
- Deletion of computer files
- Disrupting Network operation through abuse of hard or software
- Improper or inappropriate use of computers including, but not limited to, accessing information unrelated to school purposes or activities.
- Intentionally seeking information on other users.
- Knowingly introducing computer viruses.
- Malicious use of Network or Internet through hate mail, harassment, profanity, or discriminatory remarks.
- Obtaining copies of or modifying files, data, or passwords of other users.
- Students misrepresenting themselves or other users on the Network or Internet.
- Unauthorized copying of any hard copy material or software
- 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 officer.

Weapons and Dangerous Instruments

See Board Policy 5772

- Firearms – possession or use of firearms or other dangerous weapons or instruments on school property or at school sponsored events.
- Stun Guns (tasers): Possession or use of stun guns (tasers) on school property or at school sponsored events.
- 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.

- School authorities will confiscate all weapons and/or dangerous instruments.
- 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 dependent 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 2:35 pm until 3:35 pm.

Tuesday School

Tuesday school is an extended detention held on Tuesdays from 2:35 pm to 5:10 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 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 the schools 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.

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.

- The hallmark of the exercise of disciplinary authority shall be fairness.
- 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.
- 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

- 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.
- 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).

- The student shall have the right to present evidence at the hearing, which supports his/her position.
- 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.
- 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.
- 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.
- 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.
- 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.

Expulsion

Is the exclusion from school for an extended period of time. A student is not to be on school grounds or participate in school activities while under expulsion. No credit will be granted for work missed as a result of expulsion.

Procedures for Expulsion

- 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.

- 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.
- 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.
- 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.
- A request for an appeal must be submitted in writing within five school days after the expulsion hearing.
- 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.
- 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.
 - Home Instruction, etc.

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

Possible Reduction of Expulsion Period

- The superintendent may consider the following factors on a case-by-case basis when imposing a penalty of less than a one-year expulsion for violation of this policy:
- Information contained in the student's permanent record file.
- The student's prior disciplinary record, and any records of behavioral problems not contained in the disciplinary record.
- The student's response to the imposition of prior discipline or sanctions
- The seriousness of the offense and aggravating factors relating to the offense.
- Mitigating circumstances surrounding the offense.
- Probable danger posed to the health and safety of other students or employees by the student's continued presence in school.
- 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

Participants in an extracurricular activity may NOT:

Tobacco

Possess, use, sell, or distribute tobacco products in any form including "smokeless," e-cigarettes, or vapors.

Alcohol

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

Drug and Substance Abuse

Possess, dispense, sell, use, drugs or drug paraphernalia. This prohibition includes, but is not limited to, narcotics, inhalants, mind-altering substances, anabolic steroids, human growth hormones, and drug look-alike substances. This prohibition does not include 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

- 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.
- 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.
- When a student is denied participation for a number of school days under this Code of Conduct, the student will also be denied participation during any intervening weekends, holidays, or other days when school is not in session.
- Denial of participation is for all activities if a student is involved in multiple activities simultaneously.

PENALTIES FOR TOBACCO, ALCOHOL AND OTHER DRUG ABUSE

First Violation

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

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

Second Violation

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

Third Violation

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

Self-referral

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

The self-referral provision will not apply if a violation has already occurred and is then discovered as the result of 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: Student 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

- 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.
- 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.
- The Associate Principal/Athletic Director shall notify the student and the student's parent (s) of alleged violation of this code. (Prohibitions)
- The student and parent/guardian will be notified in writing by the associate principal/athletic director when a violation is found to have occurred.
- The decision may be appealed by submitting 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).

- 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

- The principal will establish a date for the Appeal Hearing
- The appeal will be heard by the building principal in which all findings completed by the athletic director will be reported to the principal.

Approved by the Board of Education

Statement of Compliance with Federal Laws

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

Title VI of the Civil Rights Act of 1964 prohibits discrimination 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 Erieview 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.

BOARD OF EDUCATION POLICIES

*All Board Policies can be found at:

www.wls4kids.org

District > School Board > Policies

*In numerical order

Whitmer Offices

Activities and Athletics Office

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

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 bookkeeper, in the Athletic/ Activities Office, before the library will replace the ID card.

Homecoming, Turnabout and Prom Dance 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

- You must have a picture ID to enter the dance, No Exceptions
- There will be no admittance to the dance after 8:00pm. No refunds or exceptions
- There will be no guest purchases allowed at the door. All guests must be pre-paid and pre-approved.
- Once you leave the dance, there will be no re-entry.
- If you are under suspension or expulsion, you may not attend the dance.
- You must be between the age of 9th grade and 18 years old, or attending high school to attend.

Lockers/Locks

Lockers are the property of the Board of Education. The locker and contents are subject to random searches, at any time. Students are assigned lockers through at the Activities Center. 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:

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

Career & Technology Center

Application Process

Once a student completes an application, the following information is reviewed to determine if a student is prepared to enter the two-year commitment for a career tech program:

- Attendance
- Cumulative Grade Point Average (GPA)
- Discipline Record
- On target to graduate

National Technical Honor Society (Criteria)

- Currently enrolled in a Whitmer Career Tech Program
- Have an accumulative GPA of 3.390
- 10 service hours are required, as well as attend the WHS Yardfest, CTC Open House and Kids In Action
- 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
- Students will also work on a service project partnering with the National Honor Society

College Credit

All Whitmer CTC programs are College Tech Prep, which means the courses have a postsecondary focus to include 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.

Senior 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.

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

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.

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.

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.

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 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.**

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:

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

College Credit Plus (CCP)

The College Credit Plus program in Ohio is designed to allow high school students 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 must attend a mandatory meeting explaining the program held by **January 31st** 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. **Students are required to submit the university course schedule to the College and Career Counselor who will modify the student's Whitmer schedule. If a student drops or withdraws from a class at the university, the student must notify the College and Career Counselor immediately and will be placed in classes at Whitmer to maintain full time status. Students who withdraw from university courses after the 100% refund date or receive a failing grade, will be required to reimburse Washington Local Schools the university fees. If a student participating in the CCP program fails to maintain a grade point average of 2.0 or higher in the college courses taken through the CCP program or withdraws from or receives no credit for two or more courses in the same term, the students will be considered an "underperforming student." If a student maintains underperforming status for two consecutive terms of enrollment the student will be deemed "ineligible" and is subject to probation and dismissal.** Transportation to the college or university is not provided by Washington Local Schools. **For more information see Board policy 2271.**

Transcripts

Transcripts of grades include: semester grades, grade point average, and test scores. All transcripts for current students and 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.

College Visits

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

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 may review the CRF.

Student Record "Directory Information"

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

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

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.

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 for the class of 2018 & 2019

English	4 units
Health	½ unit
Mathematics	4 units
Algebra II	1 unit
Physical Education	½ unit
Science	3 units
Biological Science	1 unit
Physical Science	1 unit
Science Elective	1 unit
Social Studies	3 units
American History	1 unit
World History	1 unit
American Government	1 unit
Electives	9.5 units

Electives must include instruction in Economics/ Financial Literacy and 2 semesters of Fine Arts

anytime during grades 7-12. Students enrolled in a Career Technology Program are exempt from the fine arts requirement.

Fine Arts **2 units earned during the 7th – 12th grade years**

Total credits to Graduate – 25

Students must also meet one of the following three criteria:

- 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 Physical Science for the class of 2018, Biology for the class of 2019 and beyond American History and American Government English I and English II (English 9 & 10)
- Earn a remediation-free score on nationally recognized college admission exam such as ACT or SAT. The State of Ohio will pay for all 11th grade students to take exam free of charge.
- 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.

College Credit Plus (CCP)

Courses in the subject area, will satisfy the end-of-course graduation test requirement for American history, American government, physical science (class of 2018 only) and biology. The college course grade earned under College Credit Plus may earn graduation points in place of the end-of-course tests as provided here. It is important to note, while students can earn graduation points for CCP coursework in biology, all schools must administer the biology end-of-course tests to all students in order to satisfy federal testing requirements. CCP students may use their course grade OR the biology end-of-course test score to earn graduation points, whichever is higher. A student completing a CCP course in American history or American government will not need to sit for the end-of-course tests in the subject area and may earn graduation points based on the letter grade in the course. There are no CCP substitutions for mathematics or English language arts. Students may use math and English language arts CCP courses to satisfy the graduation curriculum requirements. But schools must administer the end-of-course tests to students to earn graduation points.

Graduation Requirements for the class of 2020 and beyond

English 4 units

Health	1 unit
Mathematics	4 units
Algebra II	1 unit
Physical Education	½ unit
Science	3 units
Biological Science	1 unit
Physical Science	1 unit
Science Elective	1 unit
Social Studies	3 units
American History	1 unit
World History	1 unit
American Government	1 unit
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:

- 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)
- Earn a remediation-free score on nationally recognized college admission exam such as ACT or SAT. The State of Ohio will pay for all 11th grade students to take exam free of Charge.
- 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.

College Credit Plus (CCP) courses in the subject area, will satisfy the end-of-course graduation test requirement for American history, American government, and biology. The college course grade earned under College Credit Plus may earn graduation points in place of the end-of-course tests as provided here. It is important to note, while students can earn graduation points for CCP coursework in biology, all schools must administer the biology end-of-course tests to all students in order to satisfy federal testing requirements. CCP students may use their course grade OR the biology end-of-course test score to earn graduation points, whichever is higher. A student completing a CCP course in American history or American government

will not need to sit for the end-of-course tests in the subject area and may earn graduation points based on the letter grade in the course. There are no CCP substitutions for mathematics or English language arts. Students may use math and English language arts CCP courses to satisfy the graduation curriculum requirements. But schools must administer the end-of-course tests to students to earn graduation points.

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.

Early Graduation

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.

GRADES, AWARDS AND STUDENT RECORDS

GRADE LEVEL/CLASS PLACEMENT (9 - 12):

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

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.

Malcolm-Bain Academy (Whitmer's Alternative Online School)

The MBA is an alternative to attending traditional classes at Whitmer High School in order to earn credits and/or a high school diploma. Entrance into the MBA is by application only. If a student is interested in the MBA, he/she must see his/her counselor for an application. While in the Malcolm - Bain Academy, a student may earn credits by:

- Taking online courses (attendance is mandatory) with help provided by classroom teachers, as needed
- Participating in service learning opportunities and life skill lessons
- Participating in the Career Based Intervention (CBI) program

Credit Recovery

If approved by the board, 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 extra cost. Registration forms can be accessed in the Counseling Center.

Summer School

If approved by the Board, 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 in the Counseling Center.

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.

College Credit Plus (CCP) courses will be weighted the same as honors and AP courses offered in the same subject area at Whitmer High School for class ranking and grade point averages.

Honors Recognition

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.

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.

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 board in the Counseling Center, check the WLS website and listen for public announcements for specific information about each scholarship. These announcements usually begin in late January, or early February, and 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.

Academic Letter

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

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.

Ohio State Tests, Graduation, Diplomas and Extra Help

Diplomas

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

Graduation Requirements for the Class of 2018 and Beyond

Students must meet credit requirements and one of the three options listed below that show readiness for the next steps in college and careers.

1) Ohio State Tests -Students earn a cumulative passing score of 18 points using seven end-of-course Ohio state tests. To ensure students are well rounded, they must earn a minimum of four points in math, four points in English, and six points across science and social studies.

o End-of-course exams are:

- ❖ Algebra I and geometry
- ❖ Biology (or physical science for the Class of 2018 only)
- ❖ American history and American government
- ❖ English 9 and English 10

- 2) Industry credential and workforce readiness
- 3) Remediation-free scores in English language arts and mathematics on nationally recognized college admission exam taken during 11th grade.

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 for the Class of 2018, 2019, and 2020

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

- Earn four units of English
- 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
- Earn at least four units of science, including one unit of Physics and one unit of Chemistry
- Earn four units of social studies
- Earn either three units of one foreign language or two units each of two foreign languages
- Earn one unit of Fine Arts (must be music, art, or drama)
- Maintain an overall high school grade point average of at least 3.5, on a four-point scale, up to the last grading period of the senior year
- Obtain a composite score of 27 on the ACT or a composite score of 1210 on the SAT.

Career-Technology Diploma with Honors

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

- English – 4 units
- Math – 4 units
- Science – 4 units including two units of advanced science
- Social Studies – 4 units
- Electives – 4 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.
- GPA – 3.5
- ACT 27, SAT 1210
- Additional Assessment – Achieve proficiency benchmark established for appropriate Ohio Career Technical Competency Assessment, or equivalent.

Honors Diploma for students in the class of 2021 and beyond.

Students in the classes of 2018, 2019 and 2020 may also use the criteria in the chart on the next page to earn an honors diploma.

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 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 will 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.

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 Friday from 2:30 p.m. until 3:30 p.m. Teachers provide tutoring to students in any needed subject.

Advisory Time - Students have additional time attached to their 3rd block class to focus on student based skills and to receive academic supports.

Criterion	Ohio Diploma	Academic Honors Diploma	International Baccalaureate Honors Diploma	Career Tech Honors Diploma	STEM Honors Diploma	Arts Honors Diploma (Includes dance, drama/theatre, music, and visual art)	Social Science & Civic Engagement 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	5 units, Algebra I, Geometry, Algebra II (or equivalent), and one other higher level course or 4 course sequence that contains equivalent or higher content ²	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 advance science ²	4 units, including two units of advanced science ²	5 units, including two units of advanced science ²	3 units, including one unit of advanced science ²	3 units, including one unit of advanced science ²
Social Studies	3 units	4 units	4 units	4 units	3 units	3 units	5 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	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied	3 units of one world language, or no less than 2 units of each of two world languages studied
Fine Arts	2 Semesters	1 unit	1 unit	N/A	1 unit	4 units	1 unit
Electives	5 units	N/A	N/A	4 units of Career-Technical minimum ³	2 units with a focus in STEM courses	2 units with a focus in fine arts course work	3 units with a focus in social sciences and/or civics
GPA	N/A	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale	3.5 on a 4.0 scale
ACT/SAT/WorkKeys ⁴	N/A	27 ACT/1280 SAT ⁴	27 ACT/1280 SAT ⁴	27 ACT/1280 SAT ⁴ /WorkKeys (6 Reading for Information & 6 Applied Mathematics) ⁷	27 ACT/1280 SAT ⁴	27 ACT/1280 SAT ⁴	27 ACT/1280 SAT ⁴
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 ²	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ²	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ²	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ²	Complete a field experience and document the experience in a portfolio specific to the student's area of focus ²
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 ⁵	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 ⁵	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁵	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁵	Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts ⁵
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	N/A	N/A	N/A

6. Purchases Over \$25,000

Washington Local Schools Policy 6320—Purchases Limitations

All purchases (purchase order/contract) except utilities and emergency purchases, that are within the amount contained in the appropriation and were originally contemplated in the budgeting process may be made upon authorization of the Treasurer unless the contemplated purchase is for more than \$25,000, in which case prior approval is required from the Board of Education.

The Treasurer is authorized to adjust appropriations within a fund in order to make necessary purchases and shall report such modifications at the following regular Board meeting.

The Treasurer is authorized to make emergency purchases, without prior adjustment, or Board approval of those goods and/or services needed to keep the schools in operation. Emergency purchases that exceed \$25,000 will be submitted for approval at the next Board meeting.

Per Policy 6320, the Superintendent recommends that the Board of Education approve the following requests:

A. Lakeside Interior Contractors

Request from Jay Merritt, Supervisor of Facilities & Technical Svcs
Carpet replacement for the Whitmer Nightingale Center

Purchase Total.....\$32,986.00

Moved by: _____ Seconded by: _____

Mr. Hughes _____ Ms. Canales _____ Mr. Ilstrup _____ Mr. Hunter _____ Mr. Sharp _____



PROPOSAL

TO: WLS ATTN: JAY RE: WHITMER AUDITORIUM	DATE :	6/28/18
	Phone:	
	FAX :	

We propose to furnish labor, material, and equipment to complete the following:

BASE BID: _____

**DEMO B/L CARPET AND PREP.
 INSTALL BLACK SEA CARPET USING DIRECT GLUE METHOD.
 REPLACE CARPET EDGING WITH BLACK. CUT SHEET INCLUDED
 REMOVE ALL DEBRIS.
 WE WILL PROVIDE DUMPSTER
 WORK HOURS TO BE STANDARD.
 TIME FRAME WILL BE APPRX 2 WEEKS FROM START TO FINISH.
 HD RUBBER NOSINGS ON STEPS INCLUDED.**

\$32,986.00

NOTE:

AS OF 6/27/18 CARPET WAS IN STOCK. THE SOONER DECISION IS MADE THE BETTER. IF STOCK GOES IT WILL BE A 5 TO 6 WEEK LEAD.

Architect/Engineer, Building Owner, Owner's Rep, Landlord, Lessee, Construction Manager, General Contractor
 All existing and new concrete slabs require moisture testing before resilient, carpet, wood or coating installations.

- Check box if you accept responsibility for moisture testing by others or self perform.
- Check box if you would like a quote from Lakeside Interior Contractors for moisture testing.
- Check box if you would like a quote from Lakeside Interior Contractors for moisture barrier coating.
- Check box if you DO NOT want moisture testing or moisture barrier coating.**

****Note - if last box is checked, Lakeside is released from any responsibility or liability.**

Payment Terms: Net 30 on all invoices. Proposal may withdraw within 30 days if not accepted.

All material is guaranteed to be as specified. All work to be completed in a professional manner according to standard practices.

Any alteration or deviation from above specifications involving extra cost will be executed only upon written orders, and will become an extra charge over and above the estimate. All agreements contingent upon strikes, accidents or delays beyond our control. Owner to carry fire, tornado and/or other necessary insurances.

Our workers are fully covered by Workman's Compensation Insurance.

RANDY FRAZIER

RANDY FRAZIER - Estimator

Acceptance of Proposal

The above prices, specifications and conditions are satisfactory and are hereby accepted.
 You are authorized to do the work as specified. Payment will be made as outlined above.

Date of acceptance: _____ Signature: _____

7. Executive Session

The Superintendent recommends that the Board of Education enter into Executive Session to:

1. Consider the **APPOINTMENT** of a public employee or official.
2. Consider the **EMPLOYMENT** of a public employee or official.
3. Consider the **DISMISSAL** of a public employee or official.
4. Consider the **DISCIPLINE** of a public employee or official.
5. Consider the **PROMOTION** of a public employee or official.
6. Consider the **DEMOTION** of a public employee or official.
7. Consider the **COMPENSATION** of a public employee or official.
8. Consider the **INVESTIGATION OF CHARGES OR COMPLAINTS** against a public employee, official, licensee, or student.
9. Consider the **PURCHASE OF PROPERTY** for public purposes.
10. Consider the **SALE OF PROPERTY** at competitive bidding.
11. **CONFER WITH AN ATTORNEY** for the Board of Education concerning disputes involving the Board that are the subject of pending or imminent court action.
12. **CONSIDER INFORMATION THAT CONCERNS A DISPUTE** which is or may become subject to litigation or other legal proceeding, and would be harmful to the interests of the School District if disclosed to any opposing party or parties.
13. **CONSIDER INFORMATION THAT CONCERNS A PROPOSED NEGOTIATION AND/OR CONTRACTUAL AGREEMENT** with a person, firm, labor organization, or governmental entity, and would impair the School District’s position with respect to such negotiations or agreement(s) if such information were to be disclosed publicly.
14. **PREPARE FOR NEGOTIATIONS OR BARGAINING SESSIONS** with public employees concerning their compensation or other terms and conditions of employment.
15. **CONDUCT NEGOTIATIONS OR BARGAINING SESSIONS** with public employees concerning their compensation or other terms and conditions of employment.
16. **REVIEW NEGOTIATIONS OR BARGAINING SESSIONS** with public employees concerning their compensation or other terms and conditions of employment.
17. **CONSIDER MATTERS REQUIRED TO BE KEPT CONFIDENTIAL** by federal law or regulations or state statutes.
18. **DISCUSS DETAILS RELATIVE TO THE SECURITY ARRANGEMENTS** and emergency response protocols for the Board of Education.
19. **CONSIDER CONFIDENTIAL INFORMATION** related to the marketing plans, specific business strategy, production techniques, trade secrets, or personal financial statements of an applicant for economic development assistance.
20. **CONSIDER CONFIDENTIAL INFORMATION** related to negotiations with other political subdivisions respecting requests for economic development assistance.

Moved by: _____ Seconded by: _____

Mr. Hughes ____ Ms. Canales ____ Mr. Ilstrup ____ Mr. Hunter ____ Mr. Sharp ____

TIME ENTERED INTO EXECUTIVE SESSION: _____ P.M.

Let the minutes reflect that at _____ P.M., the Washington Local Board of Education **RETURNED FROM EXECUTIVE SESSION** and did, in fact:

- # _____ (list numbers from above list as appropriate)

- All board of education members returned to the meeting.
- The following board member(s) did not return to the meeting: _____

8. Personnel

The Superintendent recommends that the Board of Education approve, via consent motion, personnel items as presented:

1. RESIGNATIONS

A. Certified Personnel

- | | | |
|-----------------|------------------------------------------|---------------------------|
| 1. Heather Crum | Special Ed. Instructor/Tutor
Hiawatha | 07/02/2018
Resignation |
|-----------------|------------------------------------------|---------------------------|

2. NOMINATIONS 17/18

A. Teacher Honorarium Stipends

- | | | |
|-----------------------|------------|-----------|
| 1. Amy Adams | Shoreland | \$ 128.81 |
| 2. Colleen Aiken | Meadowvale | \$ 128.81 |
| 3. Carrie Allsbrook | Shoreland | \$ 21.47 |
| 4. Matthew Berman | Whitmer | \$ 42.94 |
| 5. Matthew Durham | Washington | \$ 42.94 |
| 6. Theresa Ewearitt | McGregor | \$ 128.81 |
| 7. Holly Farthing | Monac | \$ 42.94 |
| 8. Kara Goa | Meadowvale | \$ 128.81 |
| 9. Jordan Hede | Jefferson | \$ 64.40 |
| 10. Shanna Huebner | McGregor | \$ 64.40 |
| 11. Melissa Johnson | McGregor | \$ 128.81 |
| 12. Kelly Larsen | Shoreland | \$ 42.94 |
| 13. Andrew Lockard | Whitmer | \$ 42.94 |
| 14. Rodger Marciniak | Jefferson | \$ 64.40 |
| 15. Kylene Maroon | Jefferson | \$ 120.22 |
| 16. Jennifer Mayo | Shoreland | \$ 64.40 |
| 17. Hope Pawlaczyk | Shoreland | \$ 42.94 |
| 18. Tera Sakowski | McGregor | \$ 64.40 |
| 19. Phillip Schiffler | Shoreland | \$ 64.40 |
| 20. Cherilyn Schober | Washington | \$ 128.81 |
| 21. Paige Scott | Shoreland | \$ 42.94 |
| 22. Jordan Simmons | Whitmer | \$ 42.94 |
| 23. Judith Swartz | Washington | \$ 128.81 |
| 24. Roxanne Ward | McGregor | \$ 128.81 |
| 25. Aaron Wolfe | Whitmer | \$ 42.94 |

B. Bus Driver Recertification @ \$100.00

1. Linda Kalulcki (Sub)

C. Classified Summer Help (As Needed Basis)

- Bus Cleaning/Seat Repair @ \$9.80/hr.
- Computer Services Help @ \$9.80/hr.
- Custodian @ \$9.80/hr.
- Lawn Crew @ \$9.80/hr.

- 1. Leslie Talley

3. NOMINATIONS 18/19

A. Administrative Personnel

- 1. Frank Kohlhofer, Jr. Associate Principal – Jefferson \$ 88,496.00
Sched. 3.2, Step 4 @ \$88,496.00
Effective: August 1, 2018
2 yr. Contract

B. Substitute Classified Personnel

- 1. Anneliesje Hamid

4. CHANGE OF CONTRACTS

A. Certified Personnel

- 1. Joy Roberts CTC
From Trng. 5.5 (M.A.+18), Step 13
@ \$74,676 to Trng. 6 (SPEC), Step
13 @ \$76,962
Effective: 2018/19 School Year

B. Extra Duty Personnel

- 1. John Kazmaier From Supplemental Contract #086-1a Volleyball – Jr.
High Coach @ \$3,800 to Supplemental Contract #086-1a
Volleyball – Jr. High Coach @ \$3,800 + Longevity
\$190.00 = \$3,990.00
Effective: 2018/19 School Year

Moved by: _____ Seconded by: _____

Mr. Hughes _____ Ms. Canales _____ Mr. Ilstrup _____ Mr. Hunter _____ Mr. Sharp _____

9. Adjournment

Moved by: _____

Seconded by: _____

Mr. Hughes _____ Ms. Canales _____ Mr. Ilstrup _____ Mr. Hunter _____ Mr. Sharp _____

Motion to adjourn carried

_____ Yes

_____ No

_____ Absent

_____ Abstention

Let the record show that an audio recording of this meeting has been made and is on file in the Office of the Treasurer.

The meeting stands adjourned at _____ P.M.