

WEST LIBERTY-SALEM

**Middle and High School
Student & Parent
Handbook**



**West Liberty-Salem Schools
7208 N. Route 68
West Liberty, OH 43357**

**www.wlstigers.org
937-465-1060**

2022-2023

WL-S Middle & High Handbook

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PRINCIPAL WELCOME

Dear Students:

We would like to welcome you back for the 2022-2023 school year at West Liberty-Salem Schools! We are very happy to be back and we hope that you have had a great summer and have come back prepared to learn. Hopefully, we can all experience an outstanding year!

The general norm of good behavior of a student at West Liberty-Salem School is to act in a reasonable and respectful manner toward both teachers and fellow students. To aid in this effort, a minimum number of general guidelines need to be set down. Discipline in the school is not only directed toward order, but principally toward helping you grow as an individual. You will be challenged to use the freedom you are given in a responsible manner. The school will attempt to give you more responsibility as you demonstrate an ability to use it wisely. When occasional lapses occur, you will be asked to reflect on them and on what ways you might use to avoid future lapses.

While discipline usually denotes correction or punishment, properly understood, it refers to self-control, or to ordering one's activities toward a particular goal: whether athlete or artist, scholar or craftsman, there is no achievement without discipline – including the achievement of maturity. Every member of the West Liberty-Salem community should share such discipline, which involves discovering ones' responsibilities and meeting those responsibilities.

The following handbook is a guide to appropriate behavior and expectations here at West Liberty-Salem. As WLS students, you are expected to act as mature individuals. You are also expected to try your hardest at whatever you do. As students, athletes, artists, musicians and citizens, we always expect you to give your best. If you have a positive attitude and are willing to work hard, you will certainly be successful in school and in life.

Mr. Greg Johnson

Mr. Greg Johnson
WL-S High School Principal

Mr. Andy McGill

Mr. Andy McGill
WL-S Middle School Principal



PHONE/CONTACT INFORMATION

Dear Students:

The West Liberty-Salem Middle and High School Staff wishes to welcome you to the 2022-2023 school year. We hope that each of you will benefit greatly from the variety of positive learning experiences that will be available to you this year.

We strive to treat every student equally and fairly. This handbook has been prepared so that you will understand the rules, regulations, and policies of West Liberty-Salem Schools. The rules and regulations listed in this handbook are for your benefit and welfare. They are necessary for operating our school safely and effectively.

Each staff member is prepared to help you in any way possible. Please feel free to ask us for help or advice when you need it. It is our hope that each and every student has a successful and enjoyable school year.

Best wishes,

The West Liberty-Salem Staff

WEBSITE & APP

<http://www.wlstigers.org>

Please visit our website for updated information regarding school events, district news, athletic schedules, breakfast/lunch menus, staff directory and much more. Community members may also download our mobile app (search West Liberty-Salem Tigers) to receive additional notifications and receive easy access to school events and information.

WEST LIBERTY-SALEM BOARD OF EDUCATION

The WL-S Board of Education meets the **third Wednesday** of each month, unless otherwise notified.

Mr. Pat Adams, President

Mr. Tim Lamb, Vice President

Mr. Ryan Cole

Mrs. Amy Pratt

Mr. Doug Williams

WEST LIBERTY-SALEM MIDDLE/HIGH SCHOOL ADMINISTRATIVE STAFF

Kraig Hissong, Superintendent

khissong@wlstigers.org

Greg Johnson, High School Principal

gjohnson@wlstigers.org

Andy McGill, Middle School Principal

amcgill@wlstigers.org

Julie Hartsel, Special Education Supervisor

jhartsel@wlstigers.org

WEST LIBERTY-SALEM OFFICE PHONE NUMBERS

Middle/High School Office

937-465-1060, ext. 102

Superintendent's Office

937-465-1075

Counseling Office

937-465-1139

Attendance Office

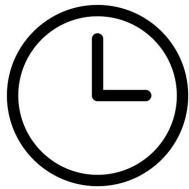
937-465-1060, ext. 103

Nurse's Office

937-465-1150

Central Office Fax

937-465-1095



DAILY SCHEDULES

Middle and High SCHOOL HOURS: 7:40 am - 2:54 pm

Students are expected to be in their seats at 7:40 am and will be dismissed at 2:54 pm.
Doors open for student entry at 7:25 am.

MIDDLE SCHOOL BELL SCHEDULE

Sixth Grade

1 st	7:40 am-8:43 am
2 nd	8:46 am-9:48 am
HR	9:51 am-10:20 am
Lunch	10:20 am-10:50 am
3 rd	10:53 am-11:56 am
4 th	11:58 am-12:52 pm
5 th	12:55 am-1:49 pm
6 th	1:52 pm-2:54 pm

Seventh Grade

1 st	7:40 am-8:43 am
2 nd	8:46 am-9:48 am
3 rd	9:51 am-10:53 am
Lunch	10:53 am-11:23 am
HR	11:26 am-11:56 am
4 th	11:58 am-12:52 pm
5 th	12:55 am-1:49 pm
6 th	1:52 pm-2:54 pm

Eighth Grade

1 st	7:40 am-8:43 am
2 nd	8:46 am-9:48 am
3 rd	9:51 am-10:53 am
HR	10:56 am-11:26 am
Lunch	11:26 am-11:56 am
4 th	11:58 am-12:52 pm
5 th	12:55 pm-1:57 pm
6 th	2:00 pm-2:54 pm

HIGH SCHOOL BELL SCHEDULE

10th & 12th Grade

"First Lunch" A

1 st	7:40 am-8:33 am
2 nd	8:37 am-9:26 am
3 rd	9:30 am-10:19 am
4 th	10:23 am-11:12 am
5 th	11:16 am-12:05 pm
Lunch	12:05 pm-12:35 pm
HR	12:38 pm-1:08 pm
6 th	1:12 pm-2:01 pm
7 th	2:05 pm-2:54 pm

9th & 11th Grade

"Second Lunch" B

1 st	7:40 am-8:33 am
2 nd	8:37 am-9:26 am
3 rd	9:30 am-10:19 am
4 th	10:23 am-11:12 am
5 th	11:16 am-12:05 pm
HR	12:08 pm-12:38 pm
Lunch	12:38 pm-1:08 pm
6 th	1:12 pm-2:01 pm
7 th	2:05 pm-2:54 pm



ATTENDANCE

School begins at 7:40 am and ends at 2:54 pm.

Attendance is a major component of the State Report Card for our school and the academic success of individual students. Strict and consistent adherence to State and School policies regarding attendance will be enforced. It is impossible to foresee every issue regarding attendance that may occur. Therefore, if there are any uncertainties concerning a situation, it is recommended that they be addressed prior to the absence. Administration reserves the right to appropriately alter enforcement of policies in extreme situations.

PARENT RESPONSIBILITY FOR STUDENT ABSENCE

A. **Call the school (937-465-1060, ext. 103) or email attendance@wlstigers.org before 9:00 am to report a student's absence.**

Vocicemail is available 24 hours/day.

Calls from students (even if they are 18 years old) or siblings are not sufficient.

B. One of the following forms of contact indicating an excused reason will excuse an absence and will be referred to throughout the Attendance Policy as "proper contact":

- **Phone call from parent OR**
- **Parent note OR**
- **E-mail sent from parent workplace (not from home) OR**
- **Doctor note stating dates/times of absence being excused**

All documentation should be submitted within 48 hours upon returning to school.

School administration may require further follow-up on contact form as needed.

SCHOOL RESPONSIBILITY WHEN A STUDENT IS ABSENT

1. In compliance with the Missing Child Law, the Attendance Office will attempt to call or E-mail parents at home/work whenever a student is absent and notification from parents has not been received.
2. Homework requests will be honored when made before 9:00 am after the 2nd consecutive day absent.

STUDENT RESPONSIBILITY WHEN ABSENT

1. Student is responsible for collecting, completing and turning in all assignments given during an excused absence.
2. Student is responsible for turning in any paperwork from family/doctor to excuse absence.

EXCUSED ABSENCES

Students are allowed 3 excused absences per nine-week grading period without a medical note for personal illness. After those 3 days have occurred, official verification, from a medical facility, MUST be submitted to excuse any farther absences. Students are encouraged to submit official verification to avoid reaching the three day limit within 2 days upon return of absence.

When school administration is aware that the student is going to be absent for an extended period, such as an extended illness, accident, surgery, etc., the number of days absent will not be counted toward habitually truant total. We ask that every effort be made to make appointments after school hours to prevent any missed instructional time for students. Any official documentation or verification should be submitted within 2 days upon return to school.

Ohio Revised Code Excused Absence Reasons and Other School Allowed Excused Absences

- **Personal Illness** – limit of 3 absences per 9 week grading period
- **Illness in Family** - not applicable to children under age 14
- **Quarantine of the Home**
- **Death of a Relative** - 3 day limit unless circumstances warrant an extension
- **Observance of Religious Holidays** - consistent with family creed/belief
- **Emergency** or set of circumstances with reasonable and sufficient cause in the judgment of the Superintendent
- **Doctor/Dental Visits** - ask for note/excuse from medical office
- **Court Appointments**
- **College Visits** – notify office in advance and upon return submit letter/note from college with date attended. 3 days allowed per year for juniors and 2 days allowed per year for seniors.
- **Career Military Appt.** – ask recruiter for paperwork for attendance office
- **Driver's License Exam/Appt.** - Show license or paperwork with date to verify in office
- **Job Shadowing** – with proper paperwork in advance from office
- **All School Related Functions, Events and Field Trips** – approved as school sponsored for participants only (does not include other students attending in support or watching, those students should request vacation days to attend and be excused)
- **Vacation Days** – should be pre-approved 3 days in advance with paperwork, limit of 5 days per year

UNEXCUSED ABSENCES

An absence is unexcused when:

- a. Proper contact has not occurred
- b. Anytime a student leaves during the day, the absence is unexcused until official documentation has been received
- c. The reason for the absence is unexcused (read below)

Unexcused reasons are not limited to the following list. Vacation time may be requested to be excused for any of the following PRIOR to the absence.

- car trouble (parent or student)
- oversleeping or missing bus
- traffic/transportation issues
- babysitting/family events
- tired/staying up late due to extra-curricular activity
- haircut/beauty shop appointments
- personal appointments
- vacation days not in compliance with policy
- to complete homework/assignments
- leaving school due to illness before being excused by nurse

An unexcused absence means work due in all periods missed will receive 80% of the grade earned for that assignment or assessment.

LATE ARRIVAL

Students who are not in their assigned seat when the bell rings at 7:40 am are considered tardy. Any student arriving after 7:40 am and before 8:15 am is considered to be tardy. After 8:15 am, students are counted as an unexcused absence until an excused reason is provided. Late students must use the main entrance only and report to sign in at the attendance office.

EARLY DISMISSAL

- If students are leaving during the day, a note or phone call must be received from the parent or guardian PRIOR to signing out. No student may leave during the school day without contact from a parent/guardian. A phone call or note must indicate the date, time and reason for the early dismissal and a telephone number where they can be reached for verification.
- Students must sign out at the Attendance Office and should only use the main entrance to exit the building.
- Students who become ill at school must report to the School Nurse. They are not allowed to call home first or leave without evaluation by the Nurse. Students who do not follow this policy will be considered unexcused.

CONSEQUENCES

Consequences for unexcused absences and tardies per quarter are listed below:

1st incident – warning

2nd incident –warning

3rd incident – detention (30 minutes after school)

4th incident – detention (30 minutes after school)

5th incident – 2-hour Saturday School

6th incident – 2-hour Saturday School

7th incident – 4-hour Saturday School

More than 7 incidents – Alternative School and/or revocation of parking privileges

DEFINITION OF TRUANCY AND EXCESSIVE ABSENCES (House Bill 410)

1. Definition of “habitual truant” has changed from days to hours. The new definition is:
 - a. Absent 30 or more consecutive hours without a legitimate excuse.
 - b. Absent 42 or more hours in one month without a legitimate excuse.
 - c. Absent 72 or more hours in one year without a legitimate excuse.
2. Includes “excessive absences”:
 - a. Absent 38 hours or more in one school month with or without a legitimate excuse.
 - b. Absent 65 or more hours in one school year with or without a legitimate excuse.

TRUANCY PROCEDURE

1. When a student has had one truancy offense (as defined above), a school official will contact the parent/guardian indicating the disciplinary action that was assigned.
2. When a student has a second truancy offense, the County Attendance Officer will be notified, and appropriate counseling and disciplinary action will be taken.
3. If a student has a third truancy offense, the Principal and/or Attendance Officer will initiate court action against the student and the parent/guardian.

REFERRAL TO COURT

When a student has met the Habitually Truant or Excessive Absence threshold, as determined by House Bill 410, (excluding absences for school sponsored events, properly documented extended illnesses, and approved vacations), a school official will make an attendance referral to the Champaign County Attendance Officer after following the excessive absence procedure.

ATTENDANCE REQUIREMENTS FOR EXTRA AND CO-CURRICULAR PARTICIPATION

Students must be present for at least 3 ½ hours in order to participate in an activity after school hours. This policy applies to illness, vacation days and any unexcused absence.

For example: 7:40 am – 11:10 am (3 ½ hours)
11:24 am – 2:54 pm (3 ½ hours)

For students who spend only a portion of their instructional day at West Liberty-Salem (due to work release, off-campus CCP courses, etc.), these students need to be present at WL-S for at least 50% of their normal in-school time.

FIELD TRIPS (OVERNIGHT)

All students participating in an overnight trip are required to follow all school policies and are subject to school discipline. Any student who receives two or more Saturday School Alternative Learning Environment, an Alternative School Assignment, an In-School Alternative Learning Environment or Out-of-School Suspension is no longer eligible to attend the trip. A class trip is a privilege, not a right. Parent permission forms must be on file before a student may attend. School field trips do not add to a student's absence record.

JOB SHADOWING

Please check with the Counseling Dept. for eligibility and inform the Attendance Office. Verification of attendance from the job shadowing supervisor must be submitted to the Attendance Office following the experience. If proper procedures are followed, absence does not add to a student's absence.

SENIOR EARLY RELEASE

The state allows school to grant a three-day early release for graduating seniors. Any senior who misses 16 or more days of school during their senior year, will not be granted this early release. Extenuating circumstances may result in administrative approval.

VACATION DAYS

- Though school policy allows for 5 days absent for family vacations, it is highly discouraged to use these days unless unavoidable.
- Once the maximum of 5 vacation days is reached, the administration reserves the right to approve additional vacation days for exceptional reasons with at least 3 weeks advance notice.
- Students must complete the following steps to obtain approval for the vacation days at least 3 days prior to the vacation absence. These steps must also be completed for early dismissal and late arrivals due to vacation.
 - Submit a parent note or phone call requesting the vacation dates to the Attendance Office a minimum of 3 days prior to leave.
 - Student should obtain the Vacation Request form and have teachers complete it.
 - Student should obtain the Vacation Request form to the Attendance Office for approval by the Principal.
 - Upon completion of the above steps, parents will be promptly informed if there are any concerns to discuss relating to the vacation request.
- Failure to follow the above steps will result in the absences being recorded as unexcused and students will only receive 80% credit for work missed.
- No vacation days may be taken during exam time – unless a specific exception is granted by the administration. Vacations should not be scheduled during possible make-up days at the end of the school year.
- Absences for any personal reason (hunting, attending sporting events, appointments, job interview, family events, etc.) must be requested as vacation day(s) or will be considered an unexcused absence.



CAFETERIA

Middle and High School meal prices*:

	<u>Regular</u>	<u>Reduced</u>	<u>Free</u>
Breakfast:	\$1.75	\$.30	\$0
Lunch:	\$3.10	\$.40	\$0
Adult lunch:	\$4.25		

- Please note prices are subject to change according to government policies.

Lunch schedules per grade level:

6th – 10:20-10:50

7th – 10:53-11:23

8th – 11:26-11:56

9th/11th – 12:38-1:08

10th/12th – 12:05-12:35

CAFETERIA DEBIT ACCOUNT

WL-S uses a computerized payment system, PaySchoolsCentral, which is listed with more detail below. With this account, money can be deposited to a student’s account in any amount and can cover a week, a month, or the entire year’s purchases in the cafeteria. Payment may also be made with cash or checks. Checks are accepted for the exact amount of deposit and should be made payable to WL-S Schools. Parents should indicate on the check the students’ account numbers, grade and teacher’s name(s). One check may be sent to cover the entire family.

It is beneficial in many ways:

- Students will not have to carry lunch money to school every day and parents/guardians can even write one check for all their children’s accounts.
- Students who qualify for free/reduced lunches will use the same procedure as all other students, thus protecting the confidentiality of special meal classifications.
- If a student has a special dietary requirement, the information will be visible on a screen viewed by the cashier. Parents can request, by note, that a block be put on their child’s lunch account regarding a la carte purchases.
- Parents can request a computer printout, which details every item their child has purchased.

CHARGE POLICY

To ensure that all students have access to healthy school lunches, West Liberty Salem Student Nutrition Services has instituted **a one-time lunch charge policy** for the middle school and high school students. This lunch **charge must be paid back** before another charge can be accrued. This policy has as its guiding principle the belief that every student deserves a nutritious lunch but that ultimately it is the parent/guardian’s responsibility to provide one unless the family qualifies for the free lunch program.

If a Middle/High School student transfers into the school district and has previously been on the free or reduced lunch program in that school district, it is the parent/guardian’s responsibility to pay all incumbered breakfast and lunch costs until the new applications are approved.

West Liberty Salem School believes strongly that nutritious lunches are a vital component to a healthy school environment. Our school lunches provide 1/3 of the RDA of key nutrients including vitamins A and C; fresh fruits and vegetables are served every day. School meals enhance learning and minimize illnesses and absences.

FREE AND REDUCED LUNCH

Parents who wish to apply for free or reduced price lunches may do so by completing an application (available online through FinalForms) for each child and returning it to the school. If your income changes at anytime during the school year, please contact the school for an application.

LUNCH VISITORS

Parents and immediate family intending to eat lunch with a current student must receive prior approval from the administration. No other guests will be approved. It is the host student's responsibility to seek approval for their guests through the Principal. As with all guests, lunch visitors must sign-in at the office and get a visitor's pass and should report to the lunch areas and not enter other areas of the building.

PAY SCHOOL CENTRAL (Payments)

Parents have the option of using the internet to deposit money into their student's lunch account. This secure, online payment system is called PaySchoolCentral. This is the easiest and preferred method of payment to pre-pay for your child's lunches (see the Lunch Acct. link at the school website). With a student's unique six-number student ID and a credit card, parents can deposit money into their child's account at any time. Parents can also check their child's balance and meal purchase history online. When making a deposit, please allow 4 hours for the deposit to be reflected on your child's lunch account.

Please call or email Robin Kauffman with any questions: 937-456-9166, ext.136 or rkauffman@wlstigers.org



CO-CURRICULAR PARTICIPATION

STUDENT PARTICIPATION

The Board of Education recognizes that a complete co-curricular program based upon student interest assists in the total education of the student. While emphasis is given to the student's educational growth, diversified opportunities must be provided for those students who wish to participate in the co-curricular program. All such programs must contribute to the goals of general education to justify their existence in the curriculum.

- Participation in a co-curricular sport/activity is a privilege, not a right.
- All participants will be subject to the rules and regulations of the respective sport/activity including the School Drug-Alcohol-Tobacco Policy.
- Participants will be advised in writing of all regulations by their respective advisors or coaches prior to their participation in order for each student to determine the feasibility of such participation.
- Violation of rules and regulations may result in loss of privilege to participate or other disciplinary action.
- As listed in the attendance section, students must be present for at least 3 ½ hours in order to participate in an activity after school hours. For students who spend only a portion of their instructional day at West Liberty-Salem (due to work release, off-campus CCP courses, etc.), these students need to be present at WL-S for at least 50% of their normal in-school time.

CONDUCT GUIDELINES

Students shall conduct themselves within the guidelines of the Student Conduct Code during all games and student activities, home or away. School rules apply to all West Liberty-Salem school events and activities, home or away, just as they do during the regular school day. Students are expected to follow school rules whenever they represent West Liberty-Salem Middle/High School either as a participant or as a spectator. Failure to do so may result in being denied the privilege of attending any event, home or away. In addition, a student may be disciplined according to the consequences set forth in the Student Conduct Code. The Administration reserves the right to extend the consequences to include all school activities and athletic contests.

DANCE GUIDELINES

Middle School Dances: Students shall conduct themselves within the guidelines of the Student Conduct Code during all dances and other school-sponsored activities. School rules apply to all WL-S school events and activities, just as they do during the regular school day. All dress code requirements remain in place except for the following modification:

All dresses must have shoulder straps, but spaghetti straps are permitted.

Middle school dances are for WL-S school students only. Middle school dances may be for certain grades only. High school students are not permitted to attend middle school dances. However, in certain situations, high school students may be present at a middle school dance in the role of deejay or other assistive role, with permission from the principal.

High School Dances: Students shall conduct themselves within the guidelines of the Student Conduct Code during all dances and other school-sponsored activities. School rules apply to all West Liberty-Salem School events and activities, just as they do during the regular school day. *Guests to high school dances must be current high school students or graduates who are age 20 or younger.* A form, obtained in the office, must be filled out and accompanied with a picture of the guest and returned to the office for approval 3 days prior to the dance.

Dress code will follow school guidelines except for the following modifications:

No bare midriffs will be allowed.

Length of dresses should comply with dress code.

If a student chooses a two-part dress, the top and bottom parts need to touch or overlap.

High school dances are for high school students only.

Middle school students are not permitted to attend high school dances.

SCHOLASTIC ELIGIBILITY POLICY

Students participating in an extra or co-curricular activity will be required to meet certain academic standards to be eligible to participate in contests. These standards are in accordance with the Ohio High School Athletic Association requirements.

Newly Enrolled 7th Grade: A student enrolling in grade 7 for the first time will be eligible for the first grading period regardless of previous academic achievement.

7th & 8th Grade: Thereafter, in order to be eligible, a student in grade 7 or 8 must:

- be currently enrolled and must have been enrolled in school the preceding grading period
- receive passing grades in four (4) subjects carried the preceding grading period
- receive at least a 1.7 grade point average

9th Grade: In order to be eligible for athletic participation in the ninth grade, a student enrolled in the first grading period after advancement from grade 8 must:

- receive passing grades in four (4) subjects carried the preceding grading period
- receive at least a 1.7 grade point average

9th-12th Grade: Students in grades 9-12 must:

- be enrolled in school the preceding grading period
- receive passing grades during the grading period in subjects that earned a minimum of 5.0 credits, or the equivalent, per year toward graduation
- receive at least a 1.7 grade point average

The eligibility or ineligibility of a student continues until the start of the fifth (5th) school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.

A student coming off the “ineligible list” will become eligible on the sixth calendar day after the grading period ends, providing grades can be verified by administration.

EXCEPTION: Eligibility or ineligibility for the first grading period commences with the start of the fall sports seasons. Summer school grades or correspondence grades earned may not be used to substitute for failing grades from the regular school year.



COUNSELING SERVICES

Full time counseling services are available for every student in school. These services include assistance with educational planning, occupational and career planning, help with home, school and/or social concerns or any questions or problems student may wish to discuss.

ACADEMIC EXCELLENCE AWARDS

Each spring, West Liberty-Salem hosts the Academic Excellence Awards. Students in grades 9-12 who have a cumulative grade point average of 3.75 or above at the end of first semester are invited to this ceremony. Cumulative gpa includes grades received for any class that counts towards high school credit, including biology and algebra taken in 8th grade. Semester and final exams also impact a student's cumulative gpa. Any senior being honored for the third or fourth time will have the opportunity to recognize a staff member that has made a significant impact on their education.

COURSE REQUIREMENTS

Grades certainly are important but the grading system cannot be utilized if assignments are not completed and turned in on time or if quizzes, tests and exams are not taken. Be aware of your course requirements such as term papers and attending/completing semester and final exams. Your teachers and special notifications will emphasize the value of semester, year-end exams and the way they will be calculated. Course requirements must be completed to gain credit. Consult your course catalog and the course syllabus for course requirements. Please note that middle school students will be taught according to the MLA writing style and will be expected to use this style.

FEES AND REPORT CARDS

There is a school fee assessed for each student to cover the use of materials in the classroom. Fee notices are sent home quarterly. The board reserves the right to withhold grade cards and progress reports for any students owing fees. Unpaid fees will be carried from one year to the next and grade cards will not be issued. If families are experiencing financial difficulty, please notify the school so payment plans can be arranged. Students and parents should also recognize that damaged or lost school property has to be returned, replaced or paid for as do school fees. Seniors with outstanding fees will not be eligible to participate in graduation ceremonies and practices. They will not receive an official high school diploma until all accounts are in good standing.

FLEXIBLE CREDIT OPTIONS

The West Liberty-Salem administration and teaching staff have developed and implemented a Flexible Credit option which allows students to show what they know and to move on to more advanced classes or take elective courses in other departments. Under this option, students can earn credit in ways not limited to "seat time" or the walls of the school building. Students will be able to customize aspects of their learning around their interests and needs. This might include flexible schedules, a choice of modalities (e.g. online learning and community-based projects), as well as options to pursue niche interest areas, combine subjects, graduate early or take other high school elective courses.

WHY FLEXIBLE CREDIT?

Research and experience show us that Flexible Credit options encourage student self-direction and motivates learners to develop new skills and fulfill their potential. It also recognizes that while learning experiences must be high quality, not all learning happens inside the classroom or in formal education settings.

OPTIONS FOR EARNING FLEXIBLE CREDIT

With Flex Credit, high school students can earn credit in three ways or in a combination of these ways:

- Complete traditional coursework
- Test out or otherwise exhibit mastery of the course content
- Pursue one or more “education options” (e.g. distance learning, educational travel, independent study, internship, portfolio presentation, music, arts or athletics)

HOW DO STUDENTS BEGIN THE PROCESS?

Whether a student is going to pursue Flexible Credit by demonstrating their mastery of content or pursuing educational options, the first step is to meet with the school counselor. The counselor will have information to assist students in developing a proposal and completing the work to demonstrate quality learning. The counselor and/or teachers will help students complete a proposal to begin the pursuit of Flexible Credits. More information and details about Flexible Credit can be obtained in the counseling office. The flex credit application can be downloaded from the High School Counseling webpage at the school website or by visiting this link: [WL-S Flex Credit Application](#).

GRADING SYSTEM

The following standards are used by teachers for assigning and averaging grades on the 4.0 scale.

A = 96-100-4.00	Outstanding	C = 77-79---2.00	Average
A- = 92-95--3.67	Excellent	C- = 74-76---1.67	Below Average
B+ = 89-91--3.33	Very Good	D+ = 71-73---1.33	Improving
B = 86-88--3.00	Good	D = 68-70--- 1.00	Near Failure
B- = 83-85--2.67	Above Avg.	D- = 65-67--- .80	Probable Failure
C+ = 80-82--2.33	Average	F = 64/below .00	Failure

The following standards are used by teachers for assigning and averaging grades in College Credit Plus courses.

A =	91.5 – 100.....4.0
B =	82.5 – 91.49.....3.0
C =	73.5 – 82.49.....2.0
D =	64.5 – 73.49.....1.0
F =	64.49/lower.....0.0

GRADUATION REQUIREMENTS

Besides the NUMBER of credits you must meet to earn graduation, certain assignments such as the senior term paper must be completed. Your teachers will provide you with the deadlines and timelines to meet this important requirement. Visit the High School Counseling Page for further details on the most current and up to date graduation requirements by the Ohio Department of Education.

HONOR ROLL – MIDDLE AND HIGH SCHOOL

The corresponding point values are assigned when determining grade point averages in grades 6 through 12. A student honor roll is published each nine-week grading period for all students who have earned a 3.0-3.49 average or above. High honors is designated for those students who achieve a 3.5-3.74 average each grading period. Highest honors is designated for students who achieve a 3.75-4.0 average for the grading period.

PARENT TEACHER CONFERENCES

There are four evenings set aside each school year for parent/teacher conferences. You are encouraged to schedule a conference with your child’s teacher at these times.

Middle school students will either schedule online or through their homeroom teacher.
High school students may schedule through the Secretary in the high school office.

**If an immediate conference or visit is necessary,
this must be scheduled in advance to not interrupt or interfere with class time.**

REPORT CARDS

West Liberty-Salem School operates on a nine-week grade reporting system. There are (4) nine-week grading periods per school year and every student will receive an interim report card halfway through the grading period to help track progress. Report cards may be visually viewed through Progressbook unless there are outstanding fees which may block access until the account is in good standing.

STUDENT HELPERS

High School students who have met all academic requirements, including passage of the End of Course Exams, and wish to work in a school office, as an elementary, middle or high school teacher aid, or as a student tutor in an End of Course Intervention class may schedule to do so through the High School Counseling Office. Students must maintain a grade of C or better for each scheduled class to continue in the program. Grades will be reviewed at the end of each interim and quarter reporting period to determine continued eligibility. **Teachers will be limited to 2 students per period.**



DRESS CODE

At West Liberty-Salem we appreciate variety in the way students choose to dress, and we understand that clothing options are important to students. Additionally, we recognize that there is substantial variation in preferences and standards of dress. The WL-S dress code aims to provide clear guidelines for students on what to wear while attending WL-S. Dress guidelines apply at all school events, home and away, including dances, banquets and other special events.

With our dress code, we do not wish to impose an atmosphere of legalism, yet we recognize that clothing can impact the learning environment, and to maintain a positive atmosphere, students must take responsibility to honor the expectations of appropriate dress while at WL-S. School dress should not threaten the health, welfare, and safety of the members of the student body.

Parents, thank you for encouraging respect and expecting your student to adhere to the dress code while attending school and school events. We are grateful for your partnership, as together we appreciate variety and individuality in attire while affirming standards of dress.

GUIDELINES

The following guidelines have been set:

- Middle School: No hats, bandanas, or other type of headgear may be worn during the regular school day in the building. Exceptions will be made for religious observances and practices.
- High School: The wearing of hats and other headwear is at the discretion of the teacher/staff member in each individual classroom. All teachers will permit headwear that is affiliated with religious observances and practices.
- Students may not wear sunglasses in the building unless approved by administration.
- Clothing should not have logos, print, or drawings that utilize symbols depicting drug, alcohol, tobacco messages, messages that include racist/hate speech or symbols or sexual innuendos, etc.
- No loose-fitting sleeveless shirts or blouses that fail to completely cover underarm and undergarments. Students may not wear crop tops, halter tops, mesh shirts or see-through shirts/blouses and no bare midriffs. Undergarments (including straps) may not be visible.
- All shirts, jumpers, dresses, etc. must extend to the neck or have two over-the-shoulder straps that must be at least two inches wide.
- Neckline must be no lower than three inches below the collarbone.
- Trousers/pants/shorts must cover undergarments and the lower back should not be visible while sitting. Biking shorts are not allowed.
- No clothing that is considered an undergarment may be worn as outer apparel (e.g. boxer shorts). Undergarments may not be visible.
- Skirts, shorts and dresses must extend to the knuckles of a closed fist when arms are placed to the side. The same closed fist rule will also be applied to skin showing through holes in jeans or pants. No skin should be visible above the closed fist line.
- Shoes/footwear must be worn. Roller shoes are not allowed on school property or at events.
- Face paint, gloves and partial gloves are other examples of unacceptable dress.
- Book bags and backpacks may be used to transport books to and from school but are to remain in lockers during the school day.

DANCE DRESS CODE

All dress code requirements remain in place (see above) except for the following modifications:

Middle School: All dresses must have shoulder straps, but spaghetti straps are permitted.

High School: No bare midriffs will be allowed; Length of dresses should comply with dress code; If a student chooses a two-part dress, the top and bottom parts need to touch or overlap.



ENROLLMENT/STUDENT RECORDS

CONFIDENTIALITY

- Student records are confidential and are protected by the *Privacy Act*. Only the school staff and the child's natural parents or legal guardians have access to the records.
- Basic directory information on the child is not protected by the *Privacy Act*. Directory information includes name, address, phone number, age, etc. Parents may request the school not release this information by completing the Permission Form in FinalForms.

CHILD ABUSE REPORTING

All employees of the District who know or suspect that a child under 18 years of age or a disabled child under 21 years of age has suffered or is suffering any type of abuse or neglect are required to report such information to children's services or the local law enforcement agency.

CHILD CUSTODY

Parents have an obligation to inform the school anytime the custody of a child changes. (School Board requires this information). School officials will need to see and copy court orders pertaining to a child's custody.

PARENT ACCESS (ORC 3319.321)

- Parents requesting access to their child's records must be granted access within 45 days of the request.
- Parents have the right to receive copies of their child's records. The school may charge the actual cost of duplicating the records.
- Parents have the right to a response from school officials to reasonable requests for explanations and interpretations of those records.
- Parents have the right to an opportunity for a hearing to challenge the contents of those records.

NON-CUSTODIAL PARENT ACCESS

- A divorce or change in custody does not change the rights of a natural parent to their child's records.
- Non-custodial parents may request and receive a copy of the child's report card, the permanent record, and the opportunity to hold a teacher conference. Only the custodial parent has the right to make educational decisions requested by the school.
- Step-parents have no rights to records, reports, or conferences unless the custodial parent confers these rights on them.

OPEN ENROLLMENT

The West Liberty-Salem Board of Education permits the enrollment of students from any Ohio school district into the WL-S District. The enrollment is contingent upon accordance with the laws and regulations of the State of Ohio concerning Interdistrict Open Enrollment, the provisions of the WL-S district policy, and the administrative guidelines established to implement the district policy. The administration looks at the enrollment limits for each grade level and determines the number of openings for each grade level and program before accepting applicants.

All applicants shall be considered on the following criteria: availability of space, program and program size. An applicant shall be denied Open Enrollment to WL-S if he/she has been suspended or expelled during the school year immediately preceding the year for which the application is made. All applicants must reapply each year by June 1st for the following school year in order to be reconsidered for open enrollment.

Transportation to and from school is the responsibility of the parents for Open Enrollment students; however, they may ride a WL-S bus if the parents provide transportation to and from an approved WL-S district bus stop. Once approved for Open Enrollment, all regulations, rules, policies, etc. of the WL-S District shall apply to the non-resident district students to the same extent they apply to WL-S resident district students.

PARENTAL GRIEVANCE PROCEDURE

Following are the recommended steps for a parent or guardian to take when a question, concern, or complaint arises.

1. Parent should notify and set up a time agreeable to all parties to discuss concern with the teacher(s).
2. Parent should notify and discuss concern with the building principal.
3. Before proceeding to step four, parent and teacher(s) should put their respective viewpoints in writing to present to the superintendent.
4. Present the writings to the Superintendent.
5. If not satisfied after completing the above steps, a parent may come before the Board of Education with the concern.

SPECIAL EDUCATION PLAN

The West Liberty-Salem Special Education Department offers a full spectrum of services for the education of students with disabilities. Services offered include identification, evaluation, placement, and service of students with disabilities in compliance with state rules, regulations, policies and procedures. If you have any questions about special education services, please contact the school. Also, if you know of any child residing in WL-S School District who you suspect may have a disability, please contact Julie Hartsel at 937-465-1060 ext. 110

ASSURANCE OF COMPLIANCE

The West Liberty-Salem Local School District assures that it will comply with:

- Title VI of the Civil Rights Act of 1964, which prohibits discrimination on basis of race, color or national origin.
- Section 504 of the Rehabilitation Act of 1973 that prohibits discrimination on basis of handicap.
- Title IX of the Education Amendment of 1972 that prohibits discrimination on basis of sex.
- The Age Discrimination Act of 1975 that prohibits discrimination based on age.
- All regulations, guidelines and standards lawfully adopted under the above statutes by the US Department of Education.
- The West Liberty-Salem Board of Education has appointed the following individuals as compliance officers:
 - **Title IX – Aaron Hollar (937-465-0060)**
 - **Section 504 – Julie Hartsel (937-465-060)**
 - **Title VI – Kraig Hissong (937-465-1075)**
- If an individual feels that he/she has a complaint or concern regarding Title IX, Title VI, or Section 504, he/she should contact the compliance officer for that section.

WITHDRAWAL OF STUDENTS

Please notify the school at least two days in advance of a student's impending withdrawal. All textbooks, library books, lunch charges, fees and fines must be cleared before records will be released.



SAFETY & SECURITY

Many things contribute to the safety and security of our school. Among the most important include our organization, daily procedures, disciplinary guidelines and consequences and overall communication. While this safety plan will list and emphasize some specific procedures it cannot repeat all that is part of the school's Emergency and Crisis Guidelines. Not only for your individual safety but also for the safety of all, it is your responsibility to know and follow the handbook guidelines.

DAILY ATTENDANCE – ENTRY AND EXIT

- Maintain an excellent attendance record and follow attendance guidelines (see section on Attendance).
- Unless you have special permission to report before school to a specific area, do not enter the hallways before 7:25 am.
- If, for any reason, you are here before 7:25 am, enter by way of the main entrance only and wait by the main office.
- The middle school wing doors and high school wing and science wing doors will be unlocked only between 7:25 am and 7:40 am for morning arrival. All other wing doors will remain locked before, during and after school.
- Between 7:40 am and 2:54 pm you must only use the main school entrance to enter and exit the building. The school cannot be held responsible for supervision of students before 7:40 a.m. or after 3:00 p.m.

EMERGENCY PROCEDURES

- In case of an emergency, notify the nearest teacher.
- If a teacher is not available, call or go to the office.
- Provide your name, the nature of the emergency, the location of the incident, etc.
- Remain calm but very observant so you can provide a statement of what happened or is happening.

In the event of an emergency which would not allow moving away from the source of danger:

A. Duck and Cover

1. INSIDE: Use a desk or piece of furniture as a shield.
 - a. Drop to knees with back toward the source of danger.
 - b. Make body as small as possible.
 - c. Bury face in arms.
 - d. Keep eyes closed and ears covered.
 - e. Remain silent and listen for instructions.
2. OUTSIDE: Try to get behind any solid object.
 - a. Lie prone with face away from source of danger.
 - b. Cover head, face, and as much skin surface as possible.
 - c. Keep eyes closed and ears covered.

B. Tornado Emergency / Shelter-In-Place

1. KNOW: Be knowledgeable about both in-room and other shelter-in-place locations and procedures.
2. IN ROOM OR DESIGNATED SHELTER:
 - a. Move away from outside windows and doors as well as air ducts and vent systems.
 - b. Follow Duck and Cover procedures.

3. If not in the classroom:
 - a. Follow assigned route to the pre-assigned area in a single file as quickly and quietly as possible.
 - b. Sit on the floor, with back toward window, in rows two or three deep, if needed. Follow Duck and Cover procedures (above).
 - c. Be certain that a passageway is provided the length of each hall and at the entrance to each doorway.
 - d. Do not leave the area until authorized to do so.
4. After the drill or the real emergency the teacher/supervisor will review the situation and make any necessary changes and recommendations.

C. Fire Emergency / Evacuation

When the principal issues a special directive or the fire alarm sounds, ALL persons are to leave the building as prescribed by the regulations that follow:

1. Leave all books and materials on the desks.
2. Form lines and proceed quietly from the room, following the prescribed route, in single file as quickly as possible.
3. In the event the assigned route is blocked, students (with verbal direction from the teacher) should proceed to the next closest exit.
4. The teacher leaves the room last after seeing that all windows and doors are closed.
5. The teacher remains with the class, maintains order, checks the class roll and reports absences. NO student is permitted to leave the group without explicit instructions from the faculty member in charge.
6. All lounges, rest rooms, locker rooms and offices must be vacated.
7. The last person out each exit assumes the responsibility for closing the outside doors.
8. All persons should move at least thirty yards from the building, keeping roadway and parking areas clear for emergency vehicles.
9. Once students are outside, they must check in with the classroom teacher or area supervisor who is taking attendance.
10. Students are not to reenter the building until the "all clear" is given.
11. The drill or actual emergency will be reviewed within each of the student groups to reinforce and/or change procedures.

D. Relocation

1. A directive to relocate will be given by the principal or public safety authority.
2. Relocation procedures depend upon the nature of the situation; please listen carefully for destination. Unless otherwise stated, use same evacuation route as fire evacuation.

E. Alice Program

In the event of an emergency that has the potential to cause harm to an individual or group of WL-S students or staff, all WL-S personnel and students will be trained in the ALICE program. ALICE stands for:

A – Alert
L – Lockdown
I – Inform
C – Counter
E – Escape

ALICE operates on the idea that there are actions we take in the event of pending danger to better protect and/or escape the situation. At WL-S, we are going to take every step we can to keep our students safe. In so doing, we are going to be as conscientious as possible not to scare, upset or in any way cause our students anxiety. It is our desire to prepare students for the possibility of danger at school without putting them in danger or situations that make them uncomfortable.

EARLY DISMISSAL

1. Listen for any special instructions about time and direction.
2. Students will follow routine and specially described routes to transportation.
3. Radio and television will announce an early dismissal from school.
4. Please be sure to discuss your student's alternative plan in the event of an early dismissal.

EMERGENCY CLOSING OF SCHOOL

The school will announce information as soon as possible, by calling and/or texting parents through the All Call Notification System. Before school and during the day, school-closing information can also be heard on the following stations:

WEEC FM - Springfield - 100.7

WPKO FM – Bellefontaine – 98.3

WKSX FM – Urbana – 101.7

WHIO TV – Dayton – Channel 7

LOCKERS

Students will be assigned lockers. Students may not change lockers without permission of the homeroom teacher. It is the student's responsibility to keep their locker clean. The school encourages students not to leave valuables in them and will not be responsible for items that are lost or missing. The lockers belong to the school. The school reserves the right to open a locker at anytime.

The school provides locks for students to use to secure their locker. High school students have the opportunity to accept or reject a school-issued lock. MS students must use locks. All students are strongly encouraged to accept and use a school-issued lock to secure the items of value kept in their student locker. Each student who accepts a lock will need to return that lock at the end of the school year.

If a student fails to return a lock, a replacement fee of \$10.00 will be charged.

Book bags and backpacks may be used to transport books to and from school but are to remain in lockers during the school day.

LOST AND FOUND

Articles found should be brought to the office. Small items such as glasses, rings, watches or money are held in the office. It is a good idea to clearly mark items with the owner's name so they can be returned without delay. Items found are donated at the end of each nine-week period or when space is limited.

SCHOOL VISITORS

State law requires all visitors to report to the Office before visiting the classrooms.

Please be prepared to show identification if requested by office staff. Students are not permitted to bring student visitors during the school day unless the student previously attended at WL-S. Former WL-S students may visit for one day with prior 3-day approval by the principal and classroom teacher.

Visitors may park in the drop off lane (excluding the fire lane) or in Visitor Parking at the front of the school during normal school hours or for after school pick up. Visitors may NOT park in the drop off lane during student drop off in the morning prior to 7:45 am or between 2:40-3:00 pm during pick up time.

SAFETY FEATURES

The following safety features should ONLY be used in emergency situations. If students use these features otherwise, the discipline process will be followed (see Code of Conduct).

- **Egress windows**
Easily opened piano hinge emergency exit windows located in all classrooms with outside windows.
- **Door indicators/locks**
Thumb turn locks located on all classroom doors clearly display locked/unlocked door status when inside the classroom.

- **Shatter resistant window film**
Window film can significantly impede unwanted entry/window shatter compared to standard windows.
- **Reinforced door locks**
Emergency lock bars positioned on classroom doors can significantly impede unwanted entry by withstanding extreme pressure.
- **School Resource Officer**
Full time employee located at WL-S.

SURVEILLANCE CAMERAS

- Students are duly informed that their behavior may be monitored on school property and/or adjacent property by security cameras.
- For students' 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.
- This facility is equipped with a surveillance system. This system may be used to monitor student conduct and to assist in disciplinary action. The system also provides security to our facility, staff and students.
- The West Liberty-Salem Local School Board of Education, in order to help maintain student safety and discipline, may equip each bus with a video camera to monitor student behavior.

VALUABLES

Expensive jewelry or collectibles, electronic devices (i.e. phones, gaming devices, etc.) and extra money are not to be brought to school during school hours unless they are required for a specific class. If they are brought for a class they are to be stored in student's locker during the day.



STUDENT CONDUCT: EXPECTATIONS & CONSEQUENCES

CODE OF CONDUCT

The Code of Conduct, prescribed by law and the reasonable expectations of West Liberty-Salem Schools, serves to detail the parameters of acceptable behavior as well as the consequences of unacceptable behavior:

- At school or while participating in or viewing any school sponsored/related event or program on or off school property.
- This includes transportation either on a school bus or other vehicle provided by the West Liberty-Salem Board of Education for transporting students, and in private vehicles used for the same purpose.
- The code also applies to off school property when an act is committed against a school employee.

The Code of Conduct cannot, however, with specificity, encompass every conceivable action listed. The offenses listed should not be interpreted as the only offenses for which a student may receive an assignment to an alternative learning environment or otherwise disciplined. Other incidents are subject to the principal's judgment. An administrator may increase a penalty if it is in his/her judgment that the offense is serious enough to place it at a higher level.

- The teacher-student relationship in the classroom, halls and on school property is important and should be one of mutual respect at all times.
- The teacher or staff member is recognized as the person in authority at all times in the classroom, halls, buildings, school grounds and at school-related events.
- Students are expected to be good citizens of the school by obeying set rules and staff instruction.

OHIO HIGH POINT CAREER CENTER STUDENT CONDUCT

The Ohio High Point Career Center is an extension of our school program: Therefore, students who elect to attend the career center are subject to disciplinary action based upon the Student Code of Conduct of either Ohio High Point or West Liberty-Salem High School. Consequently, conduct and/or involvement in any activity that may or does result in disciplinary action by one school may be grounds for similar disciplinary action by the other school.

Students who are placed on out-of-school suspension or who are expelled may not be present on school property, participate or attend any school activities or contests, or be present at activities or on property controlled by the school.

Expulsion may result in the loss of credit for courses being taken at school, at the Ohio High Point Career Center or at any colleges or university, whether under the Post-Secondary Enrollment Option Program or at the student's own expense.

DISCIPLINARY OPTIONS

When a student violates a school policy at WL-S, the following disciplinary options are available to the staff and administration (more detail on each option below):

- a. Apology
- b. Detention
- c. Conference with school official
- d. Conference involving student, parent/guardian and school official
- e. Saturday School Alternative Learning Environment
- f. Out-of-School suspension
- g. In-School Alternative Learning Environment
- h. Alternative School Assignment
- i. Referral to legal authorities
- j. Work Program
- k. Recommendation for expulsion
- l. Other disciplinary measures as deemed necessary and appropriate for the orderly operation of the education process of the middle school

DISCIPLINE HIERARCHY

The Discipline Hierarchy is a sequential system to deal with student conduct which maintains effectiveness, consistency and open communication.

- Students are assigned a consequence as prescribed by the handbook.
- Once a student has accumulated the maximum number of consequences at a specific level, he/she will progress to the next level.

**At any time, an administrator may disregard the hierarchy
if the offense warrants a higher level of discipline.**

LEVEL 1 – DETENTION

Detentions will be held Monday through Thursday in the assigned detention room from 3:00 – 3:30. Students may be picked up at the main school entrance after 3:30. A student will be assigned a maximum of 6 detentions per semester.

LEVEL 2 – SATURDAY SCHOOL ALTERNATIVE LEARNING ENVIRONMENT

A student will be assigned a maximum of three (3) Saturday-School suspensions per semester.

LEVEL 3 – ALTERNATIVE SCHOOL ASSIGNMENT/IN-SCHOOL ASSIGNMENT

A student will be assigned a maximum of 10 days Alternative School Assignment per semester (unless special provisions are made by administration and parent(s)). In-School Assignment may be used at the administrator's discretion in place of an Alternative School Assignment and will be viewed as an equivalent Level III consequence.

LEVEL 4 – OUT-OF-SCHOOL SUSPENSION

A student will be assigned an Out-of-School suspension when Level 1, Level 2, Level 3 have been exhausted. When a student has progressed through all levels of discipline, his/her case will be reviewed by the administration with a determination of whether the student will be recommended for expulsion.

CONDUCT OFFENSES AND CORRECTIVE ACTIONS

1. ACTS SUBJECT TO PERMANENT EXCLUSION

A student, in addition to suspension, expulsion, and/or emergency removal, may be subject to permanent exclusion from school for the following acts pursuant to Ohio Revised Code 333662: A student may be permanently excluded from attending any Ohio Public School if the student is convicted of, or adjudicated a delinquent child, for committing, when 16 years of age or older, one of the following criminal offenses:

- a. Illegal conveyance possession of deadly weapons or dangerous ordinance on school premises, in violation of R.C. 2923.122.
- b. Carrying or being in possession of concealed weapons on school property or at a school activity in violation of R.C. 2923.12.
- c. Selling or offering to sell a controlled substance in violation of R.C. 2925.03.
- d. Committing one of the following on school property or at a school function: aggravated murder in violation of R.C. 2903.03, murder in violation of R.C. 2993.02, voluntary manslaughter in violation of 2903.03, involuntary manslaughter in violation of R.C. 2903.04, felonious assault in violation of R.C. 2903.11, aggravated assault in violation of R.C. 2903.12, felonious sexual penetration in violation of R.C. 2907.12, rape violation of R.C. 2907.02, or gross sexual imposition in violation of R.C. 2907.05; and
- e. Complicity in any of the above-described violations regardless of whether the act of complicity was committed on school property or at a school activity.

2. ABUSIVE LANGUAGE/ACTION

A student will not direct profanity or obscene gestures in an abusive manner to any staff member.

ACTION: All offenses – Out-of-School Suspension with a possible recommendation for expulsion.

3. BREAKING AND ENTERING

A student will not break and enter or attempt to break and enter school or private property either on school grounds or at any school activity, function or event off school grounds.

ACTION: All Offenses – Out-of-School Suspension with recommendation for expulsion and prosecution.

4. CELL PHONES

Middle School Students:

- It is recommended that all MS students leave their cell phones shut off and in their lockers.
- However, students may carry them on their person if they remain turned off.
- No MS student is permitted to use their phone at any time during the school day.

High School Students:

- Students may listen to music on a phone with permission from the teacher.
- Students may not access the WLS network with their phone.
- Phones may be used by high school students during lunch in the cafetorium but not to place or receive phone calls and not on the network.
- Students may have their phone on their person but it must be turned off unless instructed by a staff member to use in the class for an assigned or monitored educational activity (approved by administration).
- Communication between parents and students should be done through the phones in the front office.

ACTION: Violations will be handled on a classroom-by-classroom basis. Classroom rules and expectations will be established and consequences for not meeting those expectations will be administered by the teacher. If there is a chronic problem and the student is sent to the Principal, a 4-hour Saturday School will be issued. Any subsequent referrals will be treated following the disciplinary hierarchy. Items may be confiscated and may require a parent/guardian to pick them up.

5. CHEATING OR ACADEMIC MISCONDUCT

A student will not obtain by fraudulent, dishonest or deceptive means, and use as his/her own (or provide to another student) the work, work product, questions/answers to assignments or tests of another. Students are not to borrow copy, plagiarize or otherwise represent the work of others as their own.

ACTION: All Offenses- Detention, Saturday Alternative Learning Environment, Alternative School Assignment, Out-of-School Suspension. (Based on the severity of the action as determined by the administration).

6. COMPUTER/INTERNET ACCEPTABLE USE POLICY

Violation of Policy (see additional paperwork with Ipad)

ACTION: Violation will result in suspension of computer use, Saturday School, Alternative School, In-School Alternative Learning Environment and/or Out- of- School Suspension.

7. DANGEROUS OBJECTS AND INSTRUMENTS

A student will not possess, handle, transmit, or conceal any object or substance, which might be considered a dangerous instrument capable of harming another person. This shall include “pepper spray” or “mace” products, lighters, matches, laser pointers and other objects deemed dangerous by the administration.

ACTION: All offenses- Confiscation, Detention, Saturday-School Alternative Learning Environment, Alternative School Assignment, Out-of-School Suspension (based on the severity of the action as determined by the administration).

8. DESTRUCTION OF SCHOOL OR PRIVATE PROPERTY

A student will not cause or attempt to cause willful destruction or defacement of school or private property.

*ACTION: First Offense – Saturday-School Alternative Learning Environment
Second Offense – Alternative School Assignment/Out-of-School Suspension
In all cases, the student(s) will be responsible for paying the complete cost of restoring any damage or destruction. Serious cases may warrant an emergency removal from school and/or Out-of-School Suspension or recommendation for expulsion.*

9. DISRUPTION OF SCHOOL

A student will not, through outbursts, insubordination or other acts of misbehavior, disrupt or obstruct the educational process, while either in school or at extra-curricular activities, or other school sponsored functions. Possession of pornographic material and use of gang symbols could be considered a disruption of school.

ACTION: All offenses – Detention, Saturday-School Alternative Learning Environment, Alternative School Assignment, Out-of-School Suspension (based on the severity of the action as determined by the administration).

10. DRESS VIOLATIONS

Dress guidelines apply at all school events, home and away, including dances, banquets and other special events. A student will not dress or appear in a fashion that interferes with the student's health, welfare, or that of others or causes disruption or directly interferes with the educational process. (See section of Dress Code for modifications in regards to school sponsored dances).

The following guidelines have been set:

- Middle School: No hats, bandanas, or other type of headgear may be worn during the regular school day in the building. Exceptions will be made for religious observances and practices.
- High School: The wearing of hats and other headwear is at the discretion of the teacher/staff member in each individual classroom. All teachers will permit headwear that is affiliated with religious observances and practices.
- Students may not wear sunglasses in the building unless approved by administration.
- Clothing should not have logos, print, or drawings that utilize symbols depicting drug, alcohol, tobacco messages, messages that include racist/hate speech or symbols or sexual innuendos, etc.
- No loose-fitting sleeveless shirts or blouses that fail to completely cover underarm and undergarments. Students may not wear crop tops, halter tops, mesh shirts or see-through shirts/blouses and no bare midriffs. Undergarments (including straps) may not be visible.
- All shirts, jumpers, dresses, etc. must extend to the neck or have two over-the-shoulder straps that must be at least two inches wide.
- Neckline must be no lower than three inches below the collarbone.
- Trousers/pants/shorts must cover undergarments and the lower back should not be visible while sitting. Biking shorts are not allowed.
- No clothing that is considered an undergarment may be worn as outer apparel (e.g. boxer shorts). Undergarments may not be visible.
- Skirts, shorts and dresses must extend to the knuckles of a closed fist when arms are placed to the side. The same closed fist rule will also be applied to skin showing through holes in jeans or pants. No skin should be visible above the closed fist line.
- Shoes/footwear must be worn. Roller shoes are not allowed on school property or at events.
- Face paint, gloves and partial gloves are other examples of unacceptable dress.
- Book bags and backpacks may be used to transport books to and from school but are to remain in lockers during the school day.

ACTION: First Offense – Conference and change of attire

Students will be responsible for obtaining a suitable change in clothing.

All class time lost will be UNEXCUSED. Refusal to change will be considered insubordination.

Second and All Subsequent Offenses – Detention and change of attire

Clothing that depicts graphic violence and/or excessive vulgarity or profanity will be subject to confiscation and subject to rules/regulations regarding profanity.

Items may be confiscated and may require a parent/guardian to pick the item up.

11. DRINKS/FOOD/GUM

No drinks/food are permitted outside of the cafeteria unless permission has been granted by the administration. Exceptions are water in a clear container, items purchased in the Cage Café and items provided by the classroom teacher. Gum is not permitted in MS classrooms/hallways during school hours unless special permission has been granted by the administration or classroom teacher.

ACTION: All offenses – Warning, Detention, Saturday-School Alternative Learning Environment (based on the severity of the action as determined by the administration).

12. EXTORTION

A student will not obtain or attempt to obtain another person's property, by implied or expressed threat.

ACTION: All Offenses – Alternative School Assignment, Out-of-School Suspension.

13. FIGHTING/UNAUTHORIZED TOUCH/PHYSICAL ATTACK

Any action to another person that may or does cause physical harm.

*ACTION: All offenses – Out-of-School Suspension
Serious cases may warrant an emergency removal from school, possible recommendation for expulsion and contact with appropriate law enforcement.*

14. FIREARM OR KNIFE

For the purpose of this policy, "**possession**" shall mean: carry, custody or control.

For the purpose of this policy, "**firearm**" shall mean: any weapon which will or is designed to or may readily be converted to expel a projectile by the action of an explosive: the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any other such destructive device, whether loaded or unloaded and operable or inoperable but which can be readily be rendered operable as defined by the law. For the purposes of this policy, "firearm" shall include any handgun, automatic or semi-automatic firearm, sawed-off firearm, starter's gun and zip gun; and "destructive device" shall include, but not be limited to any explosive, incendiary or poisonous gas; bomb, grenade, or rocket having a propellant charge of more than one-quarter ounce, mine, or any similar device.

For the purpose of this policy, "**knife**" shall mean: a cutting instrument consisting of a blade fastened to a handle. For the purposes of this policy, "knife" shall include any switchblade knife, gravity knife or any similar weapon, which has a blade length of one and one-half or more inches. For the purposes of this policy, any razorblade will be considered a violation of above-mentioned policy. A student will not possess, handle, conceal, transmit or use a firearm or a knife on any school district property, in a school vehicle or at any school-sponsored activity or function, without the express prior authorization by the administration (ex: a drama prop or antique as a part of a class presentation). Possession of a counterfeit firearm or knife is considered a violation of this section.

ACTION: All offenses- Out-of-School Suspension with recommendation for expulsion and referral to appropriate law enforcement agency.

15. GAMBLING

A student will not engage in any act of gambling or game of chance for money or valuables.

ACTION: All Offenses – Saturday School Alternative Learning Environment, Alternative School Assignment

16. HARASSMENT & BULLYING

The **definition of harassment** is the use of violence, fear, hazing, force, coercion, threat or other related behavior to intimidate or harass any other persons regardless of race, national origin, ancestry, religion, citizenship status, sex, ergonomic status, age, handicap, disability or other human differences. Incidences of bullying or harassment can be reported by students or parents by calling 937-465-1060, ext 153 or by emailing stopbullying@wlstigers.org. A link to this email address can be found on the school website under 'Quick Links'.

The **definition of bullying** is defined as a person willfully and repeatedly exercising power or control over another with hostile or malicious intent (repeated oppression, physical or psychological, of a less powerful

individual by a more powerful individual or group). Bullying can be physical, verbal (oral or written), electronically transmitted, psychological (emotional abuse), through attacks on the property of another or a combination of any of these. (NEOLA Policy: 5517.01) Additionally, bullying includes “dating violence” as defined as “a pattern of behavior where a person uses or threatens physical, sexual, verbal or emotional abuse to control the person’s dating partner.” A “dating partner” is any person, regardless of gender, involved in an intimate relationship with another person primarily characterized by the expectation of affectionate involvement whether casual, serious, or long term.

***ACTION:** All offenses – Detention, Saturday-School Alternative Learning Environment, Alternative School Assignment, Out-of-School Suspension. Major disruptions may result in immediate emergency removal from school at the discretion of the Principal.*

17. IPADS

Please refer to separate Ipad Rules/Agreement Form for more details on use/regulations of Ipads and other Internet/technology use regulations.

18. INSUBORDINATION

A student will comply with directions of authorized school personnel in all school settings. Forms of insubordination include failure to comply, repeatedly violating any rule, directive or discipline procedures and lying to school personnel.

***ACTION:** All Minor Offenses – Detentions, Saturday School, Alternative Learning Environment and/or Work Program.*

All Major Offenses – Alternative School Assignment, Out-of-School Suspension, and/or recommendation for expulsion. (A decision as to whether an incident is minor or major rests with the administrators.)

19. MEDICATION

The only medications that students may possess at school are cough drops and inhalers for allergies and asthma and EpiPen’s for allergic reactions, with permission from the school nurse. All over the counter and prescription medications must be turned into the nurse.

In the case of prescription drugs, the Board requires a written prescription from a licensed prescriber accompanied by the written authorization of the parent or guardian. The school office shall give the athletic directors, coaches and advisors notice of this medication and its authorization, but a student should also make his/her coach aware of the necessity of any medication.

In order to allow self-administration of medicine, written permission must be obtained from the parent or guardian as well as a licensed prescriber. The self-administration of medicine will be evaluated on a case by case basis. Self-administration may be allowed in certain circumstances after review and approval of the school nurse and/or principal.

ACTION:

Over the counter and non-controlled prescription medication:

First Offense – Two Hour Saturday School Alternative Learning Environment

Second Offense – Four Hour Saturday School Alternative Learning Environment

Subsequent Offenses – Alternative School Assignment or Out-of-School Suspension

Controlled substance:

Any prescription medication that is mind or body altering including but not limited to ADHD medication, pain medication, muscle relaxers and other medication of this type. (See section on Narcotics).

All Offenses – Ten (10) days Out-of-School Suspension and recommendation for expulsion. (Proof of evaluation/assessment by a licensed physician or chemical dependency counselor and compliance with the initial recommended treatment may result in the elimination of/or reduction of days of expulsion.)

20. MISUSE OF VEHICLES

A student will not misuse a moving vehicle on or near school property. Misuse is described as using a moving vehicle in a way that can cause fear and/or damage to people or property (refer to driving regulations).

ACTION: All Offenses – Detention, Saturday School and/or Work Program. Driving privileges may be revoked on a temporary basis.

21. NARCOTICS, ALCOHOLIC BEVERAGES AND DRUGS

A student will not possess, use, transmit, conceal or be under the influence of any alcoholic beverage, controlled substance, narcotic, counterfeit drug or any other substance that causes physical or mental change. Possession of drug paraphernalia is considered a violation of this section.

If the administration has reasonable suspicion that a student is under the influence of narcotics, alcoholic beverages, or drugs, the student may be subjected to a drug test. Student and/or parent refusal of testing will be considered an admission of guilt.

Counterfeit controlled substances or “Look-a-Likes” (as defined in the Ohio Revised Code 2925.01):

- a. Any drug that bears, or whose container bears, a trademark, trade name, or other identifying mark used without authorizations of the owner of rights to such trademark, trade name, or identifying mark.
- b. An unmarked or unlabeled substance that is represented to be controlled substance manufactured, processed, packed, or distributed by a person other than the person that manufactured, processed, packed or distributed.
- c. Any substance that is represented to be a controlled substance but is not a controlled substance or is a different controlled substance.
- d. Any substance other than a controlled substance that a reasonable person would believe to be a controlled substance because of its similarity in shape, size, and color, or its marking, labeling, packaging, distribution, or the price for which it is sold, or offered for sale.
- e. No person shall knowingly possess any counterfeit controlled substance.
- f. No person shall knowingly make, offer to sell, or deliver any substance that he/she knows is a counterfeit controlled substance.
- g. No person shall make, possess, sell, offer to sell, or deliver any punch, die, plate, or stone, or other device knowingly or having reason to know that it will be used to print or reproduce a trade mark, trade name, or other identifying mark upon a counterfeit controlled substance.
- h. No person shall sell, offer to sell, give, deliver, possess, or consume any counterfeit controlled substance.
- i. No person shall directly or indirectly represent a counterfeit controlled substance as a controlled substance by describing its effects as the physical or psychological effects associated with the use of a controlled substance.
- j. No person shall directly or indirectly falsely represent or advertise a counterfeit, controlled substance as a controlled substance.

- k. Whoever violates any one part, or all of (a) through (f) of the section (Ohio Revised Code 2925.37) is guilty of a felony and will be reported to the Champaign County Sheriff Department for possible conviction. Violation could result in maximum fines ranging from \$1,000 to \$5,000 and a possible maximum jail term from six months to ten years.

ACTION: All offenses – ten (10) days Out-of-School Suspension and recommendation for expulsion. (Proof of evaluation/assessment by a licensed physician or chemical dependency counselor and compliance with the initial recommended treatment may result in the elimination of/or reduction of days of expulsion.)

22. OUT OF BOUNDS

Out of bounds offenses shall include, but not be limited to:

- Being in an unauthorized area within the school building.
- Not being supervised by a coach, advisor, or staff member after school hours.
- Being outside the building without permission.
- Having a forged pass, outdated pass or pass not written for that student.

ACTION: All Offenses – Detention, Saturday School Alternative Learning Environment, Alternative School Assignment, Out-of-School Suspension (Based on the severity of the action as determined by the administration).

23. PROFANITY AND/OR OBSCENITY

A student will not annoy, embarrass, humiliate others, or disrupt the education process or other school sponsored activities or functions, with written, verbal, gesture, or other means of profanity or obscenity.

ACTION: All Offenses – Detention, Saturday School, and/or Work Program (based on the severity of the action as determined by the administrator).

24. PUBLIC DISPLAY OF AFFECTION

Intimate physical contact between students is inappropriate at school and other school sponsored events. Examples of unacceptable public displays of affection include, but are not limited to:

- Hand holding (allowed only if both students are enrolled in high school)
- Kissing

*ACTION: First Offense – Conference and/or Detention
Second Offense – Parent contacted and/or Detention
Third and all Subsequent Offenses – Saturday School Alternative Learning Environment*

25. PUBLICATIONS (applies to High School Students)

- Publications such as the student newspaper, yearbook, online student magazine, and Jungle News Broadcast are connected to the overall school program and are subject to editorial control by the school's authority.
- This school recognizes the rights of students to express themselves. With the right of expression comes the responsibility to do it appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions, badges, buttons, or other insignias. All items must meet school guidelines.
- A material may not be displayed or distributed if it:
 - a. Is obscene to minors, libelous, indecent, or vulgar
 - b. Advertises any product or service not permitted to minors by law
 - c. Intends to be insulting or harassing
 - d. Intends to incite fighting or present likelihood of disrupting school/school event
- Materials may not be displayed or distributed during class periods or between classes. Permission may be granted to display or distribute during lunch periods or after school in designated

locations, if exits are not blocked and there is proper access and egress to the building. Students who are unsure whether materials they wish to display or distribute meet school guidelines should present them to the principal at least 24 hours prior to display or distribution.

26. SEARCH AND SEIZURE

The principal (or designee) is authorized, by law and board policy, to search the lockers, desks, person and personal belongings of a student on school grounds or at any other school activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. If possible, the student's consent prior to the search will be obtained. Students are advised that their lockers, desks, person and personal belongings are subject to search for contraband, harmful or dangerous objects or substances. Searches will be made only upon reasonable suspicion. In determining reasonable suspicion, the factors of age, history and school record of the student, prevalence and seriousness of the problem, need to avoid delay, and the probative value and reliability of the information on which the suspicion is based, will be taken into account. A more intrusive search, as of a student's person, will be based on a higher standard than that for a less intrusive search of a locker, desk, or of personal belongings. When at all possible, a search of a student will involve parents and be conducted by an officer of the law.

27. THEFT

A student will not take or attempt to take into possession either the public property or equipment of the school district or the personal property of another.

ACTION: All Offenses – Alternative School Assignment, Out-of-School Suspension and restitution of the item(s) that were taken.

A court complaint may be filed, and a recommendation may be made to the Superintendent of schools for expulsion if warranted. The police may be notified in serious cases and the school and/or individual may file charges.

28. THREAT

A student will not verbally abuse or threaten another person.

ACTION: ANY THREAT that involves the use of a weapon and/or threat of the use of a weapon may result in Out-of-School Suspension and possible referral to local law enforcement.

29. TOBACCO

A student will not possess or use Tobacco in any form, including electronic forms, in the school building, on school grounds, or at any school-sponsored activity or function.

ACTION: First Offense – Three (3) days of Out-of-School Suspension (This suspension may be reduced in length if the student participates in a smoking cessation program as approved by the principal.)

Second Offense – Five (5) days of Out-of-School Suspension

Third Offense – Ten (10) days of Out-of-School Suspension and a recommendation for expulsion

30. TRESPASSING OR LOITERING

A student will not be present in a school building or on school grounds at unauthorized times when his/her presence may cause disruption to the educational process, an activity or school-related function. This shall include any time when a student is in an unauthorized area. This shall be termed "Out of Bounds".

ACTION: First and Second Offenses – Detention

Third and All Subsequent Offenses and any offense of "Out of Bounds" in any parking lot, outside the building, and loitering on school grounds prior to a permanent early dismissal – Saturday School Alternative Learning Environment, Alternative School Assignment, Out-of-School Suspension, Work Program



TECHNOLOGY

ELECTRONIC DEVICES (iPods, iPhones, cell phones, tablets, mP3's, etc.)

These items, unless school approved, should not be brought to school due to their disruptive nature and the high incidence of theft involving such items.

- If a student brings any of these items to school and said items are lost or stolen, the student assumes full responsibility for the loss.
- A student will not use or display such items during school hours (7:40 am – 2:54 pm).
- If parents need to contact their child, please call the office. Students should use the office phone to contact home/parents.
- Cell phones and other communication devices, if brought to school, must be turned off and can be kept on their person or in the student's locked school locker during school hours unless permitted by a staff member to use in class for a teacher assigned and monitored educational activity (approved by administration).
- For safety reasons, BOTH ear buds/headphones should be turned off and removed from a student's head/ears in hallways and other areas of the school building and should only be used in classroom settings/lunch periods with teacher permission.

CELL PHONES

MIDDLE SCHOOL:

It is recommended that all MS students leave their cell phones turned off and in their lockers.

However, students may carry them on their person if they remain turned off.

No MS student is permitted to use their phone at any time during the school day.

HIGH SCHOOL:

Cell phones may be used by HS students during lunch in the cafeteria but not to place or receive phone calls and not on the WLS network. Students may have their phone on their person, but it must be turned OFF unless instructed by a staff member to use in class for a teacher assigned and monitored educational activity (approved by administration).

IPADS

Ipads are permitted to be used in the classroom. MS students are not to bring iPads to lunch, but HS students are permitted to do so. Please refer to the additional Ipad Rules and Regulations paperwork for more specific details.

INTERNET/EMAIL POLICY

See Appendix C for more information regarding computer/internet/email policies.



TRANSPORTATION

TRANSPORTATION CHANGE REQUESTS

We ask that all changes be requested no later than 1:00 pm on that day.

If the change will be permanent, it can be revised online in FinalForms by the parent.

- **Send a note with the student to turn into office**
- **Email Mrs. Nieman: jnieman@wlstigers.org**
- **Call Mrs. Nieman at 937-465-1060, ext. 102**

BUS SAFETY AND RULES

Bus safety is of extreme concern. Your parents, teachers and administrators always count on you working with the bus driver to ensure safe travel.

1. The bus is essentially a classroom on wheels. The bus driver is your teacher/supervisor in the morning and evening routes and has authority and/or responsibility to maintain control of pupils as detailed in section 3319.41 of the revised code.
2. The bus driver will review the following safety procedures:
 - Arriving at the bus stop BEFORE the bus is scheduled to arrive.
 - Waiting in a location clear of traffic and away from the bus.
 - Behavior which is non-threatening to life, limb or property of any individual.
 - Going directly to an assigned seat.
 - Observing classroom conduct and obeying the bus driver promptly and respectfully. Exception: Music playing devices with earphones are acceptable on the bus with the bus driver's permission.
 - Remaining seated and keeping aisles and exits clear.
 - Not using profane language.
 - Not eating or drinking on the bus except as required for medical reasons.
 - Not having alcohol or drugs in possession except for prescription medicine required for student use during the regular day.
 - Not using tobacco products-including snuff and any electronic form such as vapors and e-cigarettes.
 - Not throwing or passing objects on, from, or into the bus.
 - Carrying only those objects that can be held in your lap such as band instruments/science projects. Balloons or any objects that obstruct the bus driver's field of vision will not be permitted on the bus.
 - Leaving or boarding the bus only at locations to which they have been assigned unless student has parental AND administrative authorization to.
 - Not putting head or arms out of bus windows.
 - Following any guidelines for the use and storage of equipment and other means of assistance required by handicapped students.
 - Generally respecting both driver and each other on the bus.

STUDENT DRIVING REGULATIONS

The Board of Education and Administration believe it is a privilege for students to drive to and from school. Therefore, it is the responsibility of each student driving to and parking at school to comply with the regulations established regarding student parking and driving.

A. Parking of Vehicles Driven by Students:

- Only current, licensed students may obtain a parking pass.
- Students shall abide by posted speed limit on school grounds and follow all posted traffic signs and directions.

- All students, regardless of where they park, must always have a visible parking pass displayed in their vehicle – which can be obtained from the office. Fill out the form in FinalForms (Student Parking Pass Form).
- Bring \$5 and your current driver’s license into the HS office to receive your pass. All passes must be turned in the last week of school each year or there will be a non-refundable charge of \$15 for lost passes.
- A student shall not park a motorized conveyance in any location on school premises other than in designated and assigned marked space within the student parking lot and shall not park in spaces reserved for “Staff,” or “Handicapped” parking, in turn lanes, beside curbs painted yellow or in areas where parking or stopping or standing of vehicles is forbidden by sign.
- A student shall not violate any law or ordinance regarding the operation of a motor vehicle, or any regulation set forth herein while on school premises, under school authority, or at a school-sponsored activity, function or event.
- A student operating a motor vehicle on school premises shall yield the right-of-way to pedestrians, school buses, and the directions of a security attendant/faculty supervisor. Always maintain assured clear distance and wear your seatbelt. We will be checking at various times as you enter and exit the school parking lot. Your safety is on our mind.
- A student who operates a motor vehicle on school premises shall have a valid operator’s license and the motor vehicle shall be insured against liability for personal injury and property damage caused by the student driver. The Board of Education shall not be liable for the student driver or for the vehicle and its contents.
- A student may have parking privileges suspended or revoked for not abiding by parking rules and regulations as well as not operating the vehicle in a safe manner. Morning tardiness may also lead to parking privilege suspension (see Attendance section).
- A student shall not drive or park a motor vehicle on school premises when his or her privilege to do so has been suspended or revoked. Any student who has had parking privileges revoked for any length of time may not legally park on campus during that time.
- All students, pedestrians and drivers shall follow the direction of the security attendant and faculty supervisor and abide by school regulations.
- A motor vehicle parked on school property in violation of parking and driving regulations may be towed away at the owner’s expense.

B. Disciplinary Actions for Violations of These Regulations:

Disciplinary action may result from the violation of any of the regulations set forth herein. The circumstances of an offense may result in suspension or revocation of a student’s parking privilege, but other, more severe, disciplinary action may result. In addition, a student vehicle may be ticketed and towed from school grounds at the student’s expense.

C. Drug Testing Policy:

Students who drive to school and park on school property for purposes of attending school will be subjected to random urine drug testing conducted on school property (see Drug Testing section).



WELLNESS

WELLNESS/NURSE'S CLINIC

Students are not permitted to enter the nurse's clinic unless they have a pass from a teacher unless it is an urgent situation. Students may not go home without clearance from the clinic. School personnel must contact parents before the student can be released or it will be considered an unexcused absence.

COMMUNITY HEALTH AND WELLNESS PARTNERS - SCHOOL BASED HEALTH CENTER

Community Health and Wellness Partners now offer the option to utilize a School Based Health Center (SBHC) during regular school hours. In order for families to utilize this service, you must complete the registration forms via FinalForms at the beginning of the school year. The new health center offers the following services:

- Sports Physicals
- Work Physicals
- Prescriptions
- Well Checks
- Urgent Care Visits
- Inhaler Refills
- Referrals to specialty care.

Call 937-465-1150 to schedule an appointment for the Health Center at school.

ILLNESS OR INJURY AT SCHOOL

If a student is injured or becomes ill at school, he/she is to report to his/her teacher. If the teacher thinks the illness or injury warrant, they may send the child to the office and they will direct them on to the School Nurse. If deemed necessary, the School Nurse or office personnel will notify parent/guardian.

1. Children who become ill at school can be better cared for at home by their parent/guardian.
2. Ultimately, the care of sick children is not the responsibility of the school.
3. The school will release sick children only to the child's custodial parent/guardian or a person authorized by the custodial parent/guardian.
4. Parents/guardians are responsible for providing the school with work numbers or information about where they can be reached during the day.
5. Parents/guardians are responsible for providing information about someone who can care for the sick child if they are not available.
6. Students needing medication must follow the Administration of Medication Policy adopted by the West Liberty-Salem Board of Education April 19, 1989.

EMERGENCY INFORMATION

It is the parent's responsibility to complete final forms documents indicating where someone can be reached in case of accident or illness. It is most important to notify the school of any changes and/or update your final forms information regarding the student's personal information, such as changes in address, phone numbers, medical history and emergency numbers.

ADMINISTRATION OF MEDICATION POLICY:

The Board of Education believes that the administration of prescription drugs or treatment to children is primarily the right and responsibility of their parents. If prescription medication or treatment is needed during school hours, written request must be made to the School Nurse using the BOE document for prescription medicine. Prescription medication requires a licensed prescriber's signature. The request shall indicate that the drug is necessary for the health and safety of the student and must be administered during the hours that school is in session.

- The School Nurse may appoint a responsible person or persons to supervise the storing and administering of medication in the absence of the School Nurse.
- A written request must be obtained from the licensed provider and the parent/guardian before school personnel may administer any medication. The request must include instructions as to name of medication, dosage, time and duration of medication and possible side effects.
- Medication must be in original containers (child proof) and have an affixed label including the student's name, a list of procedures such as injections, medication, dosage, route of administration and time to be administered.
- New request forms must be submitted each school year and as necessary for changes in medication order.
- Any medications must be brought to the school by the parent/guardian along with completed and signed permission forms.
- The School Nurse or appointed person shall monitor the medications administered.
- The School Nurse shall keep accurate records of medications given.
- A BOE form for the administration of medication may be obtained from the school, on the school website under WELLNESS or under BOE documents. A link to the forms is also provided within Final Forms.
- If over the counter medications are needed during school hours, the permission form needs to be completed and signed by a parent every school year. Stock over-the-counter meds may be given if permission has been completed in FinalForms.
- In order to allow self-administration of medicine, written permission must be obtained from the parent or guardian as well as a licensed prescriber. The self-administration of medicine will be evaluated on a case by case basis. Self-administration may be allowed in certain circumstances after review and approval of the school nurse and/or principal.
- **If you bring medication in during the school year you are responsible for picking up the remainder at the end of the school year or it will be discarded.**
- The exception to this policy includes the emergency use of medications in "Stock" such as Epi-Pens, inhalers or Narcan.

COMMUNICABLE DISEASES/INFESTATION

Any time during the school year that a student has been checked by the School Nurse, and by her judgment, has been determined to have a communicable disease/infestation, said student will be sent home that day for proper treatment/care. If a parent/guardian cannot be reached, said student will be separated from other students for the rest of the school day.

GUIDANCE FOR RETURNING TO SCHOOL AFTER AN ILLNESS

Always follow the guidance of your PCP (primary care provider) when deciding when to send your child back to school. General guidance: your child should always be fever free and symptom free (symptoms may include but not limited to: nausea/vomiting/cough or any shortness of breath) for 24 hours before returning to school. During the case of a pandemic, more strict guidance should be followed.

HEAD LICE

West Liberty-Salem School has a no nit policy. Students with head lice are not to return to school until all eggs have been removed. Students must be cleared through the nurse before returning to school.

IMMUNIZATION

Ohio law requires all students enrolled in Ohio schools to have had the proper immunizations upon entry to school unless they have a valid exemption. The school must have a copy of the immunization record on file if the student does not have an exemption document.

Ohio Law states this must be turned in within 14 days of enrollment or the student may be excluded from school until the immunizations are on file. Immunization Law (R.C. 3313.67-3313.671): Children who do not have evidence of proper immunization will be excluded from school for two weeks from the time of the last reported case. More detailed information is available on our wlstigers.org website >district > wellness.



APPENDIX A: ATHLETIC, EXTRA & CO-CURRICULAR CODE OF CONDUCT

PARENTS ARE ADVISED TO READ AND DISCUSS THESE RULES WITH THEIR STUDENT.

Please address all questions about these rules to the Administration. These rules are applicable to all WL-S students who choose to participate in extra and co-curricular activities in grades 6-12. Participation in extra and co-curricular activities offered by the West Liberty-Salem Schools is both an honor and a privilege. Students who choose to belong to any club, team or organization make themselves subject to additional responsibilities, not only to themselves, but also to their organization and to their school.

In order to participate in any extra or co-curricular activity, a student must understand and abide by the Student Code of Conduct as well as all rules and regulations in the Athletic, Extra and Co-curricular Code of Conduct. A student's intent to abide by this code will be evidenced in an agreement that shall be signed by the student's parent(s)/guardian(s) at the beginning of the school year. The scope of the Athletic, Extra and Co-curricular Code of Conduct shall be: This policy takes effect for all participants on the day of their first official practice/meeting/activity or the first day of school (whichever comes first). This policy ends on the last day of school or the day of the last official practice/meeting/activity or the team's banquet (whichever comes last). This Athletic, Extra and Co-curricular Code of Conduct includes the Board approved WL-S District Drug Testing Policy.

INTRODUCTION

Student participants, as members of WL-S athletic teams, clubs and/or organizations, are subject to a much wider scope of accountable behavior in school, after school, after practice, and during and after athletic contests and competitions. You are a representative of WL-S Middle School or High School and need to remember that not only your coach/advisor and the school, but also the community looks upon you to represent yourself, your school and the community in a most honorable way. Therefore, as you conduct yourself in that manner you will present yourself in an excellent fashion and as an excellent citizen.

However, the following code of conduct indicates A COURSE OF ACTION and consequences should there be a situation and/or problem. It may concern a situation outside and away from school, team, practice and contest which would be governed only through the application of this policy. In addition to athletics and other extracurricular activities, this code of conduct also applies to co-curricular activities including, but not limited to, marching band and the school musical. Any after-school performance is considered a co-curricular activity.

ATTENDANCE

Participants must comply with the Daily Attendance Policy. Students must be present for at least 3 ½ hours in order to participate in an activity after school hours. This policy applies to illness, vacation days and any unexcused absences. This does not apply to Saturday competitions. For students who spend only a portion of their instructional day at West Liberty-Salem (due to work release, off-campus CCP courses, etc.), these students need to be present at WL-S for at least 50% of their normal in-school time.

SUSPENSION

Suspension or expulsion from school applies to all extra and co-curricular activities and practices. This applies until the suspension is served. If a participant is assigned to the Alternative School, the participant may not attend activities, practices or participate in any competitions for those days. Attendance at

Saturday activities, practices and competitions immediately following dismissal from the Alternative School is at the coach's discretion.

AWARDS

All athletes are expected to attend their respective banquet unless prior arrangements have been made with their coach. If the athlete is not in attendance at the banquet and has not communicated with the coach prior to the banquet, the athlete forfeits his/her award. If a student becomes academically ineligible during the activity or sports season, the participant may receive his/her award if he/she continues to attend practices and meet the advisor/coaches' expectations and has met the requirements for the award prior to this time.

- A. MIDDLE SCHOOL ATHLETIC AWARDS are presented at the end of each athletic season to all middle school participants. Any athlete who stops attending practices and games before or including the final event without the support of the coach, forfeits his/her awards for that sport.
- B. HIGH SCHOOL ATHLETIC AWARDS are presented at the end of the sports season at the sports banquet. The sports season is defined as from the time of the first scheduled practice according to OHSAA until the appropriate athletic banquet. Any athlete who stops attending practices and games before or including the final event without the support of the coach forfeits his/her awards for that sport.

CITIZENSHIP

Extra and co-curricular participants shall conduct themselves in a manner that reflects good citizenship. Any behavior that results in dishonor to the participant, activity or school will not be tolerated. Participants are expected to dress and act according to the school and advisor/coaches' rules during activities, practices and competitions. Acts of unacceptable conduct both on and off school premises include, but are not limited to:

- Theft
- Vandalism
- Manifest disrespect
- Violations of the law
- Any violations of the Student Code of Conduct

DISCIPLINE

The coach/advisor, athletic director (if applicable) and Administration will review the severity of the citizenship offense and determine the appropriate level of disciplinary action to be taken. The final decision rests with the Administration.

HAZING

Hazing will not be tolerated. No student/athlete shall subject any other student to abusive/degrading activities or cause another student to perform any unnecessary, embarrassing or disagreeable acts for initiation, club/team membership or any other reason.

CUTTING POLICY

MIDDLE SCHOOL TEAMS

With recent league policy changes with neighboring leagues, building an additional Middle School schedule has become increasingly difficult. Every effort will be made at the Middle School level to not cut athletes, as it is recognized by the Athletic Department that this is a time in some athlete's lives that their athletic abilities are not fully developed.

- As these teams truly represent our school in the athletic arena, the athletic department's philosophy is that these teams need to be competitive in every sense of the word.
- While the expectations are such that our athletes will display good sportsmanship and character values, these teams will also be expected to be highly competitive athletically.
- Team numbers must also be kept at a reasonable amount to not overcrowd gym space.

- Availability of uniforms will also play a role in how many athletes are kept on a team.
- In order to achieve these goals, students may be cut to maintain the numbers desirable or to remove those athletes not truly representative of the WL-S expectations.
- The final decision will be made by the head varsity coach of each sport with input from each individual coach and the Athletic Director.

FRESHMAN TEAMS

School sponsored freshman athletic teams are an important step between Middle School and Varsity level participation allowing some athletes to have an additional year of skill development.

- While no cuts will be made based upon numbers at this level, the coach's intent is to develop a highly competitive team representing our school.
- For those sports that do not have a separate freshman squad, the freshman athletes can be cut from the team based upon ability, potential and team membership.
- No athlete may change sports after cuts have been made on a team, a scrimmage has been played or a regular season game has been played in the sport unless a sign-off agreement between both coaches has taken place. Prior to that time, an athlete may change sports if both coaches of the sports involved agree to the athlete's request. If an athlete quits after this date, the athlete may not join another team or participate in open gyms/fields or other conditioning activities until the end of that season. This includes training in the weight room with an out-of-season team.

RESERVE AND VARSITY TEAMS

As these teams truly represent our school in the athletic arena, the athletic department's philosophy is that these teams need to be competitive in every sense of the word.

- While the expectations are such that our athletes will display good sportsmanship and character values, these teams will also be expected to be highly competitive athletically.
- In order to achieve these goals, students may be cut to maintain the numbers as set by the OHSAA, to reach the developmental level needed, or to remove those athletes not truly representative of the WL-S expectations.
- No athlete may change sports after cuts have been made on a team, a scrimmage has been played or a regular season game has been played in the sport unless a sign-off agreement between both coaches has taken place. Prior to that time, an athlete may change sports if both coaches of the sports involved agree to the athlete's request. If an athlete quits after this date, the athlete may not join another team or participate in open gyms/fields or other conditioning activities until the end of that season. This includes training in the weight room with an out-of-season team.
- No student may join a team after the first varsity game in that sport. The only exception would be to complete the team with the addition of the participant or if a student moves into the district during the season and there is space on the team for that individual.

FACILITY USE

There will be no extracurricular activities on Sunday or Wednesday nights after 7:00 pm unless prior approval has been given by the Superintendent.

FINANCIAL MATTERS

Athletic financial matters involving the athlete must be settled with the Athletic Department prior to the awards banquet. If for some reason, the problem is not resolved at that time, the athlete will not be issued a uniform for the next sport season in which he/she chooses to participate in or a hold will be placed on his/her grade card and/or diploma. Athletes are expected to pay the admission price charged for any other athletic event other than the one they are participating in that season.

MULTIPLE SPORTS

No athlete may participate in two or more sports during a season without a written agreement signed by coaches, the parents and the athletic director. The athlete must specify which is to be his/her first priority. If any of the three required signatures is missing, the athlete can participate in only one sport. This agreement must be filed with the Athletic Department prior to cuts, the first scrimmage or the first regularly scheduled game. This form is available from the Athletic Department.

No athlete currently participating in a WL-S sponsored sport may participate in a WL-S sponsored open gym/conditioning activity for another sport. The athlete can only observe or participate in individual non-competitive activities approved by the supervising coach. This rule is to prevent unnecessary injuries that may harm the team. If an athlete quits a team any time after cuts, the first scrimmage or the first game, he/she may not attend open gyms under any conditions until the current sports season ends.

PARENT/COACH RELATIONSHIP

Both parenting and coaching are extremely difficult endeavors. By establishing an understanding of each position, we are better able to accept the actions of the other and provide greater benefit to children. As parents, when your child becomes involved in our program, you have the right to understand what expectations are placed on your child. This begins with clear communication.

- Communications you should expect from your child's coach:
 - Philosophy of the coach
 - Expectations the coach has for your child and all players on the squad
 - Team requirements (practice times, departure times, special equipment needed off-season conditioning, etc.)
 - Procedures should your child be injured during participation
 - Discipline that results in the denial of your child's participation
- Communications coaches expect from parents:
 - Notification of any schedule conflicts well in advance
 - Transportation concerns
 - Specific concerns regarding a coach's philosophy or expectations
- Appropriate concerns to discuss with the coaches:
 - The treatment of your child, mentally and physically
 - Ways to improve your child's performance
 - Concerns about your child's behavior
- Issues not appropriate to discuss with coaches:
 - Playing time
 - Team strategy
 - Play calling
 - Other student/athletes

It is sometimes difficult to accept your child's playing time or position. Coaches make judgment decisions based on what they believe to be the best for all students involved. There are situations that may require a conference between the coach and the parent. It is important that both parties involved have a clear understanding of each other's position. When conferences are necessary, the following procedure should be followed to help promote a resolution to the issue of concern.

- Call the coach to set up a private conference. PLEASE DO NOT attempt to confront a coach before or after a contest or practice. These can be emotional times for both the parent and the coach. Meetings of this nature do not promote positive results.
- If no solution has been reached during this meeting, call the Athletic Department to set up an appointment to discuss the issue.
- Only after meeting with the coach and Athletic Dept., a meeting with the Principal may be arranged.

PHYSICAL

A student must have a current sport physical and emergency medical form on file before the student begins conditioning or practicing for any WL-S sponsored sport. No notes will be accepted to bypass this requirement. Physicals may be completed at the school's Wellness Clinic or other medical facility.

SCHOLASTIC ELIGIBILITY POLICY

Students participating in an extra or co-curricular program will be required to meet the following academic requirements.

GRADES 6-8

- To be eligible, a student must be currently enrolled in school and have received passing grades in four graded subjects and have at least a 1.70 GPA for the immediately preceding grading period.
- During each nine weeks, an eligibility check will take place to determine which participants may be experiencing academic problems. Each advisor/coach will use his/her discretion in determining how to best assist the participant who is having trouble.
- If a student becomes academically ineligible during the activity or sports season, the participant may receive his/her award if he/she continues to attend practices and meet the advisor/coaches' expectations and has met the requirements for the award prior to this time.
- A participant who is ineligible may participate in practices, but not in contests and may not be in uniform during contests.

GRADES 9-12

- To be eligible, a student must be currently enrolled in school and have received passing grades in a minimum of 5 one credit courses or the equivalent and at least a 1.70 GPA for the immediately preceding grading period.
- During each nine weeks, an eligibility check will take place to determine which participants may be experiencing academic problems. Each advisor/coach will use his/her discretion in determining how to best assist the participant who is having trouble.
- If a student becomes academically ineligible during the activity or sports season, the participant may receive his/her award if he/she continues to attend practices and meet the advisor/coaches' expectations and has met the requirements for the award prior to this time.
- A participant who is ineligible may participate in practices, but not in contests and may not be in uniform during contests.

SCHOOL CANCELLATIONS

If school is cancelled, any decision involving high school activities will be made by 12:00 pm (noon) if possible. The decision will be made by the WL-S Administration with input from the Athletic Directors, Transportation Supervisor and Varsity Coaches.

- If practices or games are to be held, these activities will not begin until after 3:00 pm unless special weather-related circumstances exist.
- Athletes will be notified by radio or by coaches.
- The parents have the final decision whether the athlete attends or not. No penalties will be assessed to an athlete missing practice under these conditions.
- If a Level II or Level III weather emergency exists in either Champaign or Logan County, no after school activity will be scheduled.

SUBSTANCE ABUSE POLICY

The WL-S policy defines substances as drugs, including, but not limited to unapproved over-the-counter and prescription drugs, illegal drugs/narcotics, alcohol, tobacco and smokeless tobacco. Over-the-counter and prescription drugs must be approved by a physician and/or the school office and nurse as presented in the medication section of student handbook; if not, they may be subject to the drug and alcohol policy

and/or the medication policy as addressed in the WL-S Middle/High School Student Handbook. See the WL-S Drug Testing Policy attached below for more details on consequences.

As per the student handbook:

- No student participant shall possess, use, transmit, or shows signs/smell of using any narcotic drug, hallucinogenic drug, counterfeit drug, anabolic steroid, amphetamine, barbiturate, marijuana, alcoholic product or intoxicant of any kind, nor possess, use, or transmit paraphernalia related/associated to the above.
- This policy encompasses any observation with regard to possession, participation in, exchange of money or other items of transmittal.
- No student shall directly or indirectly represent any counterfeit controlled substance as an illegal or controlled substance.
- No student shall possess, consume, make, sell, offer for sale or deliver any substance known or not known to be a counterfeit drug at any time, while under school authority (including transportation), or before or after any school sponsored activity, function, or event, on or off school grounds.

OVER THE COUNTER MEDICATIONS

Over-the-counter medications may only be possessed or consumed with the written permission of a parent/guardian. Participants may only possess the number of doses used in a 24-hour period, not an entire bottle. Coaches/advisors may carry and dispense over-the-counter medication for or to participants who have written permission from a parent/guardian.

PRESCRIPTION DRUGS

In the case of prescription drugs, the Board requires a written prescription from a licensed prescriber accompanied by the written authorization of the parent. The school office shall give the athletic directors, coaches and advisors notice of this medication and its authorization, but a student should also make his/her coach aware of the necessity of any medication.

VOLUNTARY REFERRAL

Students may use a voluntary referral procedure to seek information, guidance, counseling and/or assessment regarding the use or possession of tobacco, alcohol and other controlled or non-controlled substances, instruments or paraphernalia.

- A voluntary referral may be made by the student or by his/her immediate family.
- Referrals can also be made by a coach, teacher, advisor, school counselor, school nurse, athletic trainer, athletic director or an administrator.
- Any referral must be turned over to the appropriate administrator.
- A student may use the voluntary referral once during their Middle/High School years, if there have been no previous violations of any portion of the Drug/Alcohol/Tobacco Policy.
- If a student uses the voluntary referral opportunity to seek assistance with dealing with alcohol or other drug use, he/she agrees to complete a substance use assessment administered by an administration-approved local behavioral health provider AND the follow-up drug/alcohol/tobacco screen, then the voluntary referral will not be recorded as a first violation.
- Voluntary referral cannot be used by a student as a method of avoiding the consequences of the Extracurricular Code of Conduct or the Student Code of Conduct.
- All voluntary referrals must occur before any verification of a violation of the Extracurricular Code of Conduct or the Student Code of Conduct by school employee, coach or law enforcement.
- Involvement by law enforcement or verification by school personnel negates the option of voluntary referral.

TRAINING ROOM AND ATHLETIC TRAINER USAGE POLICIES AND PROCEDURES

- The training room is intended to provide a designated location for prevention of athletic injuries, evaluation and initial treatment of athletic injuries and the follow-up treatment and rehabilitation of these injuries following appropriate referral.
- The licensed athletic trainer will provide advice for problems, traumatic and otherwise, to the interscholastic athlete. These athletes will be seen in the training room for both minor injuries, and more severe injuries that need to be referred to a physician.
- The licensed athletic trainer, along with the physician, has the responsibility to refer an injured athlete to the proper medical authorities, such as the emergency squad, dentist, family physician, orthopedic surgeon, etc.
- All athletes referred to a Family Physician, orthopedic surgeon, etc. or other specialist **MUST** have written approval and/or a written clearance from the above-mentioned professionals to return to the sport and participation.

TRANSPORTATION

Athletes are to use school transportation to and from competitions. West Liberty-Salem is not responsible for transporting athletes to/from practices. If a situation were to arise (i.e., Tournament preparation) that transportation was needed, a decision would be made by administration with input from the coach and the athletic director as to whether transportation would be provided.

- Parents or Grandparents may take their own child home from contests, provided a written note has been given to the coach prior to the start of the competition. When this happens, the student must be signed out through a face-to-face exchange between the coach and the parent/grandparent.
- Athletes are not allowed to leave with anyone except their parents/grandparents, even with a note. Exceptions may be made in the event of an emergency.

WEIGHTLIFTING ACTIVITY

Supervised weightlifting activities are open to any WL-S student in grades 7-12 from 3:00-4:45 p.m., Monday through Friday. Athletes are not to enter the weight room area until the supervisor/coach is present.

- The weight room will be closed during any home event in the main gym, on weekends and during all breaks, unless being used for athletic purposes and under the supervision of a coach.
- Athletes need to come with a definite purpose in mind and work hard to achieve that goal.
- Any student not respecting the facilities or other student's work habits will be asked to leave.
- Continual inappropriate behavior will mean that the student loses weightlifting privileges.



APPENDIX B: DRUG TESTING POLICY

The West Liberty-Salem Local School District Board of Education Drug Testing Policy was formed in an effort to deter West Liberty-Salem High School students from using alcohol and illicit drugs. This policy reflects the West Liberty-Salem Local School District Board of Education and the community's strong commitment to establish a truly drug and alcohol-free school program. Because of the pervasive nature of drug use in our society, West Liberty-Salem Local Schools have selected student athletes, student drivers, and all students who participate in extra-curricular/co-curricular activities. Also, students with parent consent who choose to voluntarily be tested will be included in the testing pool. This policy applies to all athletes, co-curricular/extra-curricular activities, students who opt-in and student drivers parking on school property from grades 9-12.

PURPOSE OF THIS POLICY SHALL BE:

- To continue to provide a healthy and safe environment to all students.
- To encourage students to remain drug free and provide a legitimate reason for students to refuse drugs and alcohol.
- To provide solutions for students who violate the drug free policy.

The random drug testing program does not affect the current policies, practices, or rights of the district regarding student drug and/or alcohol possession or use, where reasonable suspicion is established by means other than drug testing through this policy.

- No student will be suspended or expelled from school as a result of any certified "positive" test conducted by his/her school under this program.
- No student will be penalized academically for testing positive for banned substances.
- The results of a drug test will not be documented in any student's academic record.
- Information regarding the results of drug tests will not be disclosed to criminal or juvenile authorities without legal compulsion by valid and binding subpoena or other legal process, which the West Liberty-Salem Local School District will not solicit.
- All students and parents/guardians/custodians must sign an "Informed Consent Agreement" for drug testing in order to be eligible to participate in athletics, extra-curricular/co-curricular activities, and/or drive to school and park on school property.
- This policy includes all students involved in an activity in "club" or "pilot" status.
- The principal/designee will make all final decisions regarding any drug testing issues within his/her building.

***Note:** For the purpose of this policy, the word "drug" is defined as any illegal/illicit drug and/or alcohol or the misuse of a prescription drug and/or alcohol.

DEFINITIONS

ALCOHOL

Any intoxicating liquor, beer, wine, mixed beverage, or malt liquor beverage as defined in the Ohio Revised Code Section 4301.01. The term "alcoholic beverage" includes any liquid or substance which contains alcohol in any proportion or percentage. The term "alcoholic beverage" does not include a substance used for medical purposes in accordance with directions for use provided in a prescription or by the manufacturer and in accordance with school district policy and rules related to the use of prescription and non-prescription drugs, provided the substance is a) authorized by a medical prescription from a licensed physician and kept in the original container, which shall state the student's name and directions for use or b) an over-the-counter medicine.

ATHLETICS

Any person participating in the West Liberty-Salem High School athletic program and/or contests under the control and jurisdiction of the West Liberty-Salem Local Schools and/or the Ohio High School Athletic Association (OHSAA). The athletic program includes, but is not limited to, Baseball, Basketball, Bowling, Cross Country, Golf, Swimming, Track & Field, Cheerleading, Football, Soccer, Softball, Volleyball and Wrestling.

CO-CURRICULAR ACTIVITIES

Any student participating in a West Liberty-Salem Local Schools co-curricular activity, which includes, but is not limited to the following: FFA, Concert Band, Marching Band, Musical, Pep Band, Flags and Majorettes.

DRUG ASSESSMENT AND COUNSELING

A program designed to assess the degree of dependence of a student on mood-altering chemicals or other illegal substances. Such a program shall include an education component designed to teach the harmful nature of the mood-altering chemicals and any follow-up counseling and/or treatment deemed necessary by the assessing agency. The costs of any such chemical assessment, educational component, counseling and/or treatment shall be the responsibility of the student and/or his/her parent/guardian/custodian.

EXTRA-CURRICULAR

Any club, group, team or activity that does not involve a grade which includes, but is not limited to, the following: Student Council, Key Club, Science Olympiad, Drama Club, French Club, Jazz Band, Solo & Ensemble Band, Show Choir, Solo & Ensemble Choir, National Honor Society, Mock Trial, Quick Recall, Spanish Club.

ILLEGAL/ILLCIT DRUGS

Any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute, or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer. We may also test for Nicotine and Steroids.

RANDOM SELECTION

A system of selecting students for drug and alcohol testing in which each student shall have a fair and equitable chance of being selected each time selections are required.

STUDENT DRIVER

Students who drive to school and park on school property for purposes of attending school and are required to have a WL-S Parking Permit.

TESTING PROCESS

RANDOM TESTING

At the beginning of each season and/or school year, all student-athletes, students participating in extra-curricular/co-curricular activities and student drivers parking on school property will be eligible for the random urine drug testing. The collection process will take place on school property or at the Board of Education approved testing facility. The head coach or advisor/instructor for each extra-curricular/co-curricular activity and principal/designee are responsible for ensuring that all student athletes, students participating in extra-curricular/co-curricular activities, student drivers parking on school property and their parents/guardians/custodians properly sign the "Informed Consent Agreement" for drug testing. Random testing may be done throughout the season and/or school year. In the event of a non-negative result, the specimen will be sent to a laboratory and a certified Medical Review Officer will verify the results.

- Random Selection of Students: The drug testing company will utilize a random number generator to select students for testing. Students may be tested more than once per season and/or school year.
- Scheduling Random Testing: Random testing will be unannounced. The drug testing date and times will be selected by the principal/designee. The frequency and percentage of students tested each time will be determined by the principal/designee.

"OPT IN" STUDENT DRUG TESTING PROGRAM

Parents/Guardians/Custodians that have students not involved in athletics, extra-curricular/co-curricular activities and/or parking privileges may have their students participate in the drug testing program at the expense of the district. Interested parents/guardians/custodians should contact the principal/designee for additional information.

REFUSAL TO TEST

Refusal to submit to a random or reasonable suspicion test will constitute a violation of the drug testing policy and will be treated as a positive test result.

COLLECTION PROCESS (Urine Screens)

The student will be notified to report to the collection site. A specimen from the student will be collected as follows and all students must follow this process:

- All students must have a picture ID or be identified by the principal or designee. No exceptions will be allowed.
- Drug testing area must be secured during the testing. Only lab technicians, designated school administrator or designee, and students will be present for the testing as privacy must be maintained for all students.
- The principal/designee is responsible for ensuring that all of the forms are completed and signed by both parent/guardian/custodian and student.
- No student is to enter the collection site until forms and proper ID are completed. When students arrive and cannot give a sample, they will need to start drinking water provided by the principal/designee.
- No bags, backpacks, purses, cups, containers or drinks will be allowed to enter the collection area. All coats, vests, jackets, sweaters, hats, scarves or baggy clothing must be removed before entering the collection site.
- Any infringement of the rules will result in the student taking the test over.

Students processed by the lab technician who cannot produce a sample will be kept in a secured area to wait until they can test. If they leave this area they will not be allowed to test. They are not to have contact with anyone until after the sample is given.

Students will be asked to hold out their hands and a sanitizer will be put on their hands or will wash hands with water. The bathroom personnel will add a dye to the toilet.

Students will be asked to urinate directly into the collection cup given to them by the lab personnel. The lab technician will stand outside the stall/restroom and listen for normal sounds of urination.

Any and all adulterations of the specimen will be detected and considered a violation of the drug testing policy and the student will receive consequences as outlined in the policy. (The lab checks every sample for adulteration, such as additives you drink or add to urine to change the sample.) They are not called positives but have the same consequences.

Any suspicion of tampering with the sample will be brought to the tester's attention.
The sample will be screened or sent to the lab for immediate confirmation of tampering.
The sample must be taken in one attempt and be at least 30 ml in size.
The student must hand the cup to the lab technician.

Students are not to flush the toilets or urinals. In the event that a student flushes the toilet he or she will be required to give a new sample immediately or the sample will be invalid.
With student watching, the lab technician will recap the sample and hand it to the student who must then return it to the intake technician. In the event that the student does not hand the cup directly to the intake technician, the sample is invalid, and a new sample must be taken. If the student leaves the collection area or has contact with anyone, the sample will be invalid, and the student will have to give another sample.
Other sampling techniques, such as a cheek swab or collection of a hair sample may take place in a situation where a viable urine sample cannot be produced.

This collection procedure is subject to change because of procedural requirements by the testing agency. The West Liberty-Salem Local School District Board of Education reserves the right to change the collection procedure to coincide with the testing guidelines set forth by the testing agency.

When using rapid screens, all non-negative screens will be sent out with a chain of custody to a certified laboratory for confirmation. A Certified Medical Review Officer will verify the positive test.

DRUGS FOR WHICH STUDENTS MAY BE TESTED:

LSD, Alcohol, Marijuana (THC/CBD), Amphetamines, Methadone, Anabolic Steroids, Methaqualone, Barbiturates, Nicotine (Tobacco), Benzodiazepines, Opiates, Cocaine, Propoxyphene (Darvon), or any substance included in U.S.C. 802 (6), which an individual may not sell, offer to sell, possess, give, exchange, use, distribute or purchase under State or Federal Law. This definition also includes all prescribed and over-the-counter drugs being used in any way other than for medical purposes in accordance with the directions for use provided for in the prescription or by the manufacturer.

RESULTS OF A POSITIVE TEST

- A. The Medical Review Officer will review all "non-negatives" or suspected adulterations.
- B. Depending upon the substances found in the urine specimen, the parent/guardian/custodian will be contacted to determine if the student is taking any prescribed medication from a physician.
- C. If the student is taking medication, the parent/guardian/custodian will be asked to obtain a letter within five (5) school days from the prescribing physician verifying the medication. Failure to provide such requested information will be considered a positive result.
- D. The Medical Review Officer will then determine if any of the prescribed medications resulted in a positive drug screen.
- E. The Medical Review Officer may use quantitative results to determine if positive results on repeat testing indicate recent use of illicit or banned substances or the natural decline of levels of illicit or banned substances from the body. If the Medical Review Officer believes the quantitative levels

determined to be above the established cutoffs do not reflect current use but natural decay, then a negative result may be reported.

- F. The Medical Review Officer, based upon the information given, will certify the drug test results as positive or negative. Positive results will be reported to the parent/guardian of the child and then to the principal/designee by telephone.
- G. The principal/designee, within one (1) school day of receiving the test results from the drug testing company, will attempt to contact the parent/guardian/custodian of the positive results. Once the parent/guardian/custodian is contacted by the school, the student will then be informed of the positive results by the school principal or designee. The principal/designee will then provide a written notification to the parent/guardian/custodian.
- H. If the parent/guardian/custodian or student wishes to contest the results, the drug testing company will arrange for a retest of the specimen to be submitted to either the same laboratory or a different laboratory (if requested by the parent/guardian/custodian) approved by the principal/designee. The parent/guardian/custodian or student must pay for this expense. Such a request must be made to the principal/designee in writing within five (5) school days from the first notification of the positive test results.

Note: Consequences for violations of the Drug Testing Policy are immediate, unless specified otherwise in this policy, and cannot be delayed due to the contesting of drug testing results.

POSITIVE TEST CONSEQUENCES:

A. First Violation

- 1. The student will make an appointment with a chemical dependency counselor for a drug assessment and then follow the recommendations of the counselor. The counselor and/or agency must be certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services. Parents/Guardians/Custodians must pay for this expense. The student will be tested by an approved outside agency at the parent's expense within the first 30 days after a positive test. Results will be shared with the building principal. Student will also be tested as part of the next 3 regular school-based drug screenings. Failure to complete the screenings will result in the child not being allowed to participate and regarded as the second offense.
- 2. If a positive test occurs that indicates that the child has continued drug use, this will be regarded as the student's second offense. Within five days, the schools risk assessment team will evaluate the student.
- 3. Failure to complete the drug assessment and chemical dependency counseling will result in loss of full calendar year participation from the date of the positive test.
- 4. The student will be denied 30 school days of driving/parking privileges. Proof of a follow-up negative drug test can shorten the length of the denial of driving/parking privileges.
- 5. All awards will be withheld until all conditions and requirements are fulfilled.

B. Second Violation

- 1. The student will make an appointment with a chemical dependency counselor/program approved by the West Liberty-Salem Local School District for a drug assessment and then follow the recommendations of the counselor. The counselor and/or agency must be certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services. The student will then be mandatorily tested in the next five (5) drug testing screenings.
- 2. Failure to complete the screenings will result in the child not being allowed to participate at the end of the one-year suspension. The parent/guardian/custodian is responsible for all expenses and for providing the school with documentation that the student completed all recommendations of the counselor or professional.
- 3. The student is denied participation in athletics, extra-curricular/co-curricular activities (which does not include class time) and driving/parking privileges for one calendar year. The calendar year begins from the date of notification of the violation.

4. During the violation period, the athlete or participant shall be permitted to practice with the team or group, but shall be denied travelling, dressing for games, and the privilege to sit with the team on the team bench during games.
5. All awards will be withheld for one calendar year.
6. All involvement in school leadership activities/organizations will be withheld for not less than one calendar year or as required by the activities/organizations policies.

C. Third Violation

1. The student will make an appointment with a chemical dependency counselor/program approved by the West Liberty-Salem Local School District for a drug assessment and then follow the recommendations of the counselor. The counselor and/or agency must be certified by the Ohio Department of Health or the Ohio Department of Alcohol and Drug Addiction Services. The student will then be mandatorily tested at all future drug testing screenings. The parent/guardian/custodian is responsible for all expenses and for providing the school with documentation that the student completed all recommendations of the counselor.
2. Failure to complete the screenings will result in the child not being allowed to request for reinstatement at the end of the one-year suspension and/or lose reinstatement after the student has requested and been approved. The parent/guardian/custodian is responsible for all expenses and for providing the school with documentation that the student completed all recommendations of the counselor or professional.
3. The student is removed from all extra and co-curricular activities and driving/parking privileges for one calendar year of date of notification of the violation.
4. After one year of the suspension has been served, the student must apply to the principal for reinstatement. The final determination of reinstatement is at the sole discretion of the Principal and Superintendent. The student may apply each year for reinstatement. If this violation occurs while the student is already banned for one calendar year, the year will resume at the most recent positive test result date notification.

APPEALS

Suspension from extracurricular activities may be appealed to the superintendent according to the District's "due process" guidelines.

Violations are accumulative throughout the student's secondary school career (Grades 9-12).

PARENT/GUARDIAN/CUSTODIAN CONSENT TO PERFORM URINALYSIS
FOR THE DETECTION OF PROHIBITED SUBSTANCES

I have read the West Liberty-Salem Local School District (WLSLSD) Student Athletic Handbook, the WLSLSD Substance Use Prevention Policy: Extracurricular (hereafter referred to as the Substance Use Prevention Policy), and the West Liberty-Salem High School (WLSHS) Student Handbook and understand the obligation of my son/daughter/ward as a participant in competitive extracurricular activities of the West Liberty-Salem Local School District.

I understand that when my son/daughter/ward participates in any WLSLSD extra-curricular, co-curricular or student driver parking permit program, he/she will be subject to random alcohol/drug testing, and if they refuse, will not be allowed to practice or participate in any competitive extracurricular activities, unless the opt-out form has been completed and submitted.

I understand and realize that my son/daughter/ward may not take a prescription medication that is not in their name and that a positive test due to taking a prescription medication not in their name may result in the consequences outlined in the Substance Use Prevention Policy.

I hereby consent to have my son/daughter/ward, _____, undergo urinalysis testing for the presence of drugs or alcohol in accordance with the Substance Use Prevention Policy.

I understand that this testing will occur according to the guidelines of the Substance Use Prevention Policy and will occur during school hours at West Liberty-Salem High School. I understand that any urine samples taken for prohibited substance testing will be sent only to a certified medical laboratory for actual testing.

I hereby give my consent to the medical laboratory selected by the West Liberty-Salem Local School District, its doctors, employees or agents, together with any clinic, hospital, or laboratory designated by the selected medical laboratory, to perform urinalysis testing on the urine sample provided by my son/daughter/ward for the detection of prohibited substances.

I further give my permission to the medical laboratory selected by the West Liberty-Salem Local School District, its doctors, employees, or agents to release all results of these tests to the parent/guardian only and designated School District administrator, or agents, if applicable after a follow-up test. I understand that these results will also be made available to me.

I hereby release, waive, and discharge the West Liberty-Salem Local School District, its Board members, its individual members, employees, agents, and anyone acting on its behalf, from any and all liability claims, or causes of action arising from or related to 1) the urinalysis testing for the detection of prohibited substances and/or 2) the release of related information as authorized in this form and in the Substance Use Prevention Policy.

This form must be accompanied by a competitive extracurricular participant consent form.

PRINTED PARENT/GUARDIAN NAME

Date

Parent/Guardian Signature

Date

STUDENT CONSENT TO PERFORM URINALYSIS
FOR THE DETECTION OF PROHIBITED SUBSTANCES

I understand and agree that participation in extracurricular, co-curricular, and student driver parking permit programs/activities is a privilege that may be withdrawn for violation of the West Liberty-Salem Local School District (WLSLSD) Student Athletic Handbook, the WLSLSD Substance Use Prevention Policy, and the West Liberty-Salem High School (WLSHS) Student Handbook

I have read the WLSLSD Student Athletic Handbook, the Substance Use Prevention Policy and the WLSHS Student Handbook and thoroughly understand the consequences that I will face if I do not honor my commitment to the policies.

I understand that this testing will occur according to the guidelines of the Substance Use Prevention Policy.

I understand that when I participate in any competitive extracurricular program, I will be subject to random urine alcohol/drug testing, and if I refuse, I will not be allowed to practice or participate in any competitive extracurricular activities, unless the opt-out form has been completed and submitted. I have read the consequences described in the policy.

I understand and realize that I may not take a prescription medication that is not in my name and that a positive test due to taking a prescription medication not in my name may result in the consequences outlined in the Substance Use Prevention Policy.

I understand that any urine samples taken for prohibited substance testing will be sent only to a certified medical laboratory for actual testing.

I hereby consent to have my urine collected and tested for the presence of prohibited substances in accordance with the Substance Use Prevention Policy and the WLSHS Student Handbook.

I hereby give my consent to the medical laboratory selected by the West Liberty-Salem Local School District, its doctors, employees, or agents to release all results of these tests to the designated School District administrators, or agents, if applicable after a follow-up test. I understand that these results will also be made available to me and to my parent(s)/guardian(s) if requested.

I hereby authorize the release of the results of such testing to my parent(s)/guardian(s).

I hereby release, waive, and discharge the West Liberty-Salem Local School District, its Board members, its individual members, employees, agents, and anyone acting on its behalf, from any and all liability claims, or causes of action arising from or related to 1) the urinalysis testing for the detection of prohibited substances and/or 2) the release of related information as authorized in this form and in the Substance Use Prevention Policy.

PRINTED STUDENT NAME

Student Signature

Date

“OPT-IN” STUDENT DRUG TESTING PROGRAM

West Liberty-Salem is pleased to provide affordable access to student drug testing at the request of the parents or legal guardian. With our Opt-In student drug testing program, we allow students not currently involved with extracurricular activities, as requested by parents within our school districts, to participate in the district’s random student drug testing program. Results are 100% confidential and reporting goes directly to the parents.

How the program works

- C. The parent/guardian can obtain our Opt-In student drug testing consent within your district office.
- D. Read and sign the Informed Consent Agreement. The student must also sign this agreement.
- E. Turn in the signed agreement. Identification of students may be required at the time of testing.
- F. Upon completion of the testing, the Medical Review Officer will finalize results and will notify the parent/guardian of any positive testing results.
- G. If a positive test result occurs, the parent/guardian may request information on counseling or follow up testing within the program.

Our Opt-In program is available to any student who is enrolled within the West Liberty-Salem Local School District in Grades 9-12. West Liberty-Salem will not attempt to diagnose substance abuse problems. We only want to provide another tool to parents and guardians in making an informed decision on what might need to be done to help their child.

Opt-In Student Drug Testing Consent

PRINTED STUDENT NAME _____ **GRADE** _____

AS A STUDENT:

I understand that I may be drug tested with my parents’ consent under the Opt-In student drug testing program. I understand this agreement is binding while I am a student in the West Liberty-Salem Local School District for the current academic year.

Student Signature

Date

AS A PARENT/GUARDIAN/CUSTODIAN:

I understand that by signing this consent I will allow the West Liberty-Salem Local School District to perform drug and/or alcohol testing on my son or daughter, the results of which will be released to me and the school district, consistent with the West Liberty-Salem Random Drug Testing Program.

PRINTED PARENT/GUARDIAN/CUSTODIAN NAME

Parent/Guardian/Custodian Signature

Date

Phone: _____

Address: _____



APPENDIX C: COMPUTER/INTERNET/EMAIL POLICY

INTERNET POLICY

The WL-S BOE has implemented technology protection measures which block/filter internet access to visual displays that are obscene, contain child pornography and/or are harmful to minors. The school system also monitors online activity of students in an effort to restrict access to pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. Nevertheless, parents/guardians are advised that determined users may be able to gain access information, communication and/or services on the internet which the BOE has not authorized for educational purposes and/or which they and/or their parents/guardians may find inappropriate, offensive, objectionable or controversial. Parents/guardians assume this risk by consenting to allow their students to participate in the use of the Internet. Students accessing the Internet through the school's computers assume personal responsibility and liability, both civil and criminal, for unauthorized or inappropriate use. In other words, students may be subject not only to the school's disciplinary policy and consequences but also to the penalties of civil and criminal law.

COMPUTER NETWORK, INTERNET AND EMAIL ACCEPTABLE USE POLICY SUMMARY AND AGREEMENT

The West Liberty-Salem School District, hereafter known as the School, is pleased to make available to student's access to interconnected computer systems within the District and to the Internet, the world-wide network that provides various means of accessing significant educational materials and opportunities.

For the School District to be able to continue to make its computer network and Internet access available, all students must take responsibility for appropriate and lawful use of this access. Students must understand that one student's misuse of the network and Internet access may jeopardize the ability of all students to enjoy such access. While the School's teachers and other staff will make reasonable efforts to supervise student use of the network and internet access, they must have student cooperation in exercising and promoting responsible use of this access.

Below are the Computer Network and Internet Acceptable Use Policy and Agreement ("Policy and Agreement") of the School District and the Data Acquisition Site that provides Internet access to the School District.

- The student and parent must review, sign and return this Policy and Agreement as directed to be given the opportunity to have internet access at School
- If a student is under 18 years of age, he/she must have his/her parents or guardians read and sign the Policy.
- The School District cannot provide access to any student who, if age 18 or older, fails to sign and submit the Policy to the School as directed, or, if under age 18, does not return the Policy and Agreement as directed with the signatures of the student and his/her parents or guardians.
- If any user violates this Policy and Agreement, the student's access will be denied, if not already provided, or withdrawn, and she/he may be subject to additional disciplinary action (see Failure to Follow Policy below) and to possible consequences of law.

If you have any questions about these provisions, you should contact the principal at the school: Mr. Hollar-Elementary; Mr. McGill-Middle School; Mr. Johnson-High School.

For more information regarding district technology policy and bylaws, please access the Student Education Technology Acceptable Use and Safety Policy, #7540.03, by visiting www.neola.com/westliberty-oh and searching for policy 7540.03.

PERSONAL RESPONSIBILITY

By signing this Policy and Agreement, you are agreeing not only to follow the rules in this Policy and Agreement but are encouraged to report any misuse of the network to your classroom teacher or school principal. Misuse means any violation of this Policy or any other use that is not included in the Policy but has the effect of harming another or his/her property.

TERMS OF PERMITTED USE

A student who submits to the School, as directed, a properly signed Policy and Agreement and follows the Policy to which she/he has agreed will have computer network and Internet access during the Board-approved instructional year. To have the opportunity to have internet access each year, students and parents will need to sign a new Policy and Agreement form each year during which they are students in the School District before they are given an access account. The agreement slip will support this Acceptable Use Policy and Agreement, but the parent and student will also be asked to sign a new Policy and Agreement slip at any time this Acceptable Use Policy and Agreement must be revised to reflect not only improved procedure and safeguards but new laws (see updates below).

PURPOSE AND USE

The School District is providing access to its computer networks. The internet is to be used for teacher-directed activities only. If you have any doubt about whether a contemplated activity is teacher directed, please consult your teacher or building principal.

All users must abide by rules of Netiquette which include:

- A. Be polite.
- B. Use appropriate language (no swearing; vulgarities; suggestive, obscene, belligerent or threatening language).
- C. Be safe. In using the computer network and internet, Do NOT reveal personal information such as your home address and telephone number. Do NOT arrange face-to-face meetings with someone you "meet" on the computer network or internet.
- D. Examples of uses considered unacceptable and in violation of this Policy and Agreement include:
 - a. Uses which are offensive to others such as accessing sites which depict pornography and/or which express hatred.
 - b. Uses that violate the law and encourage others to violate the law.
 - c. Uses that access controversial or offensive materials.
 - d. Uses that jeopardize the security of student access and of the computer network or other networks on the internet.
 - e. Uses that are commercial transactions.
 - f. Uses that cause harm to others or damage to their property Specific Guidance.
- E. Don't access the internet except when you have authorization to work on a teacher-assigned project or have otherwise been granted permission to do so.
- F. Don't download anything from the Internet other than text files and graphics that are not copyright protected.
- G. Don't disclose or share your password with others, don't impersonate another.
- H. Don't try to hack into another user account.
- I. Don't access any part of the school system set up to govern the overall schools, teachers', and other students' data and records such as the system administrator.
- J. Don't access chat rooms.
- K. Don't use access to make ethnic, sexual preference or gender-related slurs or jokes.
- L. Don't transmit offensive, obscene or harassing messages.

- M. Don't view, transmit, or download pornographic materials or materials that encourage others to violate the law: intrude into the networks or computers of others; download or transmit confidential, trade secret information, or copyrighted materials.
- N. Don't sell or buy anything over the Internet or attempt to do so. You should not give others private information about you or others, including credit card numbers and social security numbers.
- O. If approved, don't use any email other than the account issued to you by the school (note: email accounts will NOT be automatically created for each student, but will only be created for specific purposes approved by the principal)

SPECIAL NOTE

All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his/her use of the computer network and internet and stay away from these sites. Parents of minors should also provide important guidelines to their students. If a student finds that other users are visiting offensive or harmful sites, he/she is encouraged to report such use to the teacher in charge or to the building principal.

MONITORING THE USE OF TECHNOLOGY

Network and internet access is provided as a tool for your education. The School District, through tracking software, reserves the right to monitor, inspect, copy, review, and store at any time and without prior notice any and all usage of the computer network and internet access and any and all information transmitted or received in connection with such usage. All such information files shall be and remain the property of the School District and no user shall have any expectation of privacy regarding such materials.

FAILURE TO FOLLOW POLICY AND BREACH OF AGREEMENT

The user's use of the computer network and internet is a privilege, not a right. A user who violates this Policy and breaches his/her Agreement:

- Shall at a minimum, have his/her access to the computer network and Internet terminated, which the School District may refuse to reinstate up to the maximum of the remainder of the student's tenure in the School District.
- A user breaches his/her Agreement not only by affirmatively violating the above Policy, but also by failing to report any violations by other users that come to the attention of the user.
- Further, a user violates this Policy and Agreement if he/she permits another to use his/her account or password to access the computer network and Internet, including any user whose access has been denied or terminated.
- Students are subject to other disciplinary action the consequences of which will depend upon the seriousness and extent of the problem.
- Some violations may require the attention and assistance of law enforcement.

UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time-to-time to provide new or additional registration and account information or to sign a new Policy and Agreement, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy and Agreement must be signed if the user wishes to continue to receive service. If after you have provided your account information, some or all the information changes, you must notify the building principal to receive such information.

WARRANTIES/INDEMNIFICATION

The School District makes no warranties of any kind, either express or implied, in connection with its provision of access to and use of its computer networks and the internet provided under this Policy and Agreement.

- It shall not be responsible for any claims, losses, damages, or cost (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his/her parent(s) or guardian(s) arising out of the user's use of its computer networks or the internet under this Policy and Agreement.
- By signing this Policy and Agreement, each user is taking full responsibility for his/her use.
- The user who is 18 or older and the parent(s) or guardian(s) of a user under 18 are agreeing to indemnify and hold the School, the School District, the Data Acquisition Site that provides the computer and internet access, and all administrators, teachers, and staff harmless from any and all loss, costs, claims, or damages resulting from the user's access to its computer network and the Internet.
- Included, but not limited to such claims are any fees or charges incurred through purchases of goods or services by the user.
- The user who is 18 or older and the parent(s) or guardian(s) of a user under 18 agree to cooperate with the School in the investigation of a user's misuse of his/her access to its computer network and the internet.
- Such investigations will include misuse of a School computer and may expand to access of the School District's network from an outside source.