

Student Handbook 2018-2019

WESTERN HIGH SCHOOL

STUDENT HANDBOOK

2018-2019

WESTERN LOCAL BOARD OF EDUCATION

Mr. Bill Haggy	President
Mr. Brad Mar Hoover	Vice-President
Mrs. Debbie Grooms	Member
Mrs. Sherry Hall	Member
Mrs. Kristen Campbell	Member
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Carrie Gast	Principal
Deidre Long	Guidance Counselor
Debbie Williams	Secretary to the Principal
Karen Dixon	Guidance Secretary
Rachel Henderson	H.S. Secretary
Sonya Rittenhouse	Student Career Development Coordinator/EMIS Assistant

PHONE NUMBERS

Principal's Office	493-2514
School Nurse	493-2881
Superintendent	493-3113
School Board	493-3113

WEB SITE ADDRESS

www.westernlocalschools.com

SCHOOL CLOSINGS

PLEASE DO NOT CALL THE SCHOOL

Parents and Students will be notified by School Messenger (by phone)

SCHOOL SONG

Hurrah for the Green and the White

May it lead us to victory forever

A flag for a team that will fight

For the glory of Western High

May rivals remember the day

That our team was so gallantly endeavored

To do the best that we may

Oh, Western High! Oh, Western High!

Will live forever!

SCHOOL MASCOT

Indian Chief

SCHOOL COLORS

Green and White

FACULTY

Carla Bland	Vocational Agriculture
Scott Caudill	Career Development Instructor
Tracy Collins	HS Language Arts
John Cooper	Choir/Band
Tammy Clifton	Art
Ruth Davis	JH Language Arts
Drew Delotell	HS Science
Michelle Forbes	HS Math
Nicholas Hamilton	HS Social Studies
Julie Harrop	Special Programs
Trent Harrop	Special Programs
Rachel Henderson	Athletic Director
Ryan Holdren	JH Math
Roger Holbrook	HS Science
Dan Hood	Aide
Cassie Blackburn	Aide
Darren Lightle	JH Social Studies
Dee Dee Long	HS Guidance Counselor
Doug McFarland	PE/Health
Kendra McGuire	JH Language Arts
Carol Mohr	Special Programs
Paige Newman	HS Language Arts
Kim Niswender	Spanish
Matthew Orin	Special Programs
Tara Reed	HS Social Studies
Jonathan Runions	JH Science
Kimberlee Runions	District Librarian
Rhonda Schuler	Business/Computer Applications
Tammie Teeters	HS Math
Michael Walls	7 th Grade Math

GENERAL INFORMATION

ADMISSIONS PROCEDURES: Students should report to Western High School guidance office with the following:

1. Birth Certificate
2. Parent/guardian
3. Immunization Record. Ohio law requires that all children entering school must present a shot record which is up to date with the following: immunization against polio-myelitis, diphtheria, tetanus, rubeola, and rubella.
4. Current and past year grade cards
5. PROOF OF RESIDENCY

Parent(s)/Guardian(s) must be residents of the Western Local School System or student must be placed by the court or in a Special Program provided for in a cooperating district

In case of a legal separation of parents, the parent having legal custody must provide the school with a legal document to be filed at the school. In the case of guardianship of a minor, a court order must be provided giving a specific legal guardianship. Parents will be given time to provide the school with the above documentation.

The parent/guardian should complete the following forms:

1. Admission Form
2. Emergency Medical Form
3. Custody Form
4. Records Release Form

REGISTERING FOR CLASSES: The program of studies offered at Western High School is separated into three main groups-General Academic, College Preparatory, and Vocational-Technical. They have been arranged in this manner to help the student plan his/her high school program. At the Junior High level, we offer a full range of courses preparing the students for the high school and advancing their knowledge of the Ohio Achievement Tests.

SCHOOL HOURS: Regular school hours for classes are 7:55 A.M. – 2:55 P.M. School staff is present for supervision of students from 7:45 A.M. – 3:05 P.M. Students are not permitted to enter the building prior to 7:45 A.M. and must leave school property at 3:05 P.M. unless given permission from a faculty member or the principal.

VISITORS: Western Junior/Senior High School strives to be welcoming and friendly to all our visitors and guests. However, for the safety of the students **ALL visitors must report to the office** upon entering the building. Adult Chaperones and Parent Volunteers must be cleared through the office and must provide an official **Background Check** from the Bureau of Criminal Investigation (B.C.I.).

WHS REQUIREMENTS FOR GRADUATION:

Twenty-one (21) units are required for graduation, which are to include:

4 units of English

3 units of Science, including Physical, Life Science/Biology

4 units of Mathematics

3 units of Social Studies: Social Studies I & II, American History and American Government

1/2 unit of Health

1/2 unit of Physical Education

1 unit of Industrial Technology, Fine Art, Foreign Language, or Business

Economics and Financial Literacy requirement completed

****Many changes are currently occurring at the state level in terms of testing and certain requirements that students must meet. Western High School will follow all Ohio Department of Education direction and requirements and will promptly inform students and parents of any changes.**

State Requirements for Graduation

Complete Courses

Take and earn a state minimum of 20 credits in specific subjects.

Courses	State Minimum
English language arts	4 credits
Health	½ credit
Mathematics	4 credits ¹
Physical education	½ credit ²
Science	3 credits ³
Social studies	3 credits ⁴
Electives	5 credits ⁵

Other Requirements

You also must receive instruction in economics and financial literacy⁶ and complete at least two semesters of fine arts⁶.

There are 3 pathways to Graduation

1) Earn at least 18 points on seven end-of-course state tests

END-OF-COURSE EXAMS ARE:

- Algebra I and geometry or integrated math I and II
- Biology (or Physical Science for the class of 2018 only)
- American history and American government
- English I and English II

For each of the seven end-of-course state tests, a student earns one to five graduation points. Students have the potential to earn a total of 35 points. To meet this graduation pathway, a student must earn a minimum number of 18 points from the seven tests.

This graduation pathway gives a student flexibility in accumulating 18 points. A high score on one test can balance a low score on another test. A student must earn a total of at least four points on English tests, four points on math tests and six points on science and social studies tests.

PERFORMANCE LEVEL	GRADUATION POINTS
Advanced	5
Accelerated	4
Proficient	3
Basic	2
Limited	1

2) Industry-Recognized Credentials and WorkKeys

Earning an [industry-recognized credential](#) and a [WorkKeys score](#) of 13 is one of [three pathways](#) to earn a high school diploma. When students earn industry-recognized credentials, schools and districts get credit on Ohio Report Cards for their success in preparing students for careers.

3) College and Career Readiness Test

One of the pathways that students may use to meet the test requirement for graduation is a college and career readiness test. The two tests that meet this pathway are the ACT and SAT. Colleges and universities use the ACT and SAT to determine student readiness for the rigors of higher education. These institutions generally expect that students who earn "remediation-free" scores will be able to succeed in their college courses.

The Ohio Department of Higher Education works with Ohio universities to set the remediation-free scores for the ACT and SAT. Periodically, for a variety of reasons, these scores may be adjusted. State law requires the Ohio Department of Education to use the ACT and SAT remediation-free scores to meet the graduation requirements of the college and career readiness test pathway.

The Ohio Department of Education will communicate the remediation-free scores needed to meet the graduation requirement in spring of the students' junior (grade 11) year before they take the state-sponsored test. For all high school juniors, the remediation-free scores set by Feb. 1 of their junior year will be used to meet their graduation requirement. Any changes after Feb. 1 each year will affect only future groups of students.

Students must earn "remediation-free" scores in each of the three subscore areas, two in English language arts and one in mathematics.

POST SECONDARY OPTIONS: Students who are entering into High School may qualify to go to college to finish high school requirements and earn college credits. A meeting is held each year to inform parents of Post Secondary Options in order to answer questions and concerns. College credit is transferred to high school credit using the following conversion table:

Semester hours-Carnegie units	Quarter hours-Carnegie units
1 = 1/4	1 - 2 = 1/4
2 - 3 = 1/2	3 - 4 = 1/2
4 - 6 = 1	5 - 6 = 3/4
	7 - 8 = 1

GRADING: Student grades are a combination of each 9 weeks grades plus semester exams. Specific information regarding grading and grade reporting can be found in the board policy manual. Report cards will be given out at the end of each nine week grading period.

Pro-rated classes: A student who enters WHS prior to the end of the first nine weeks and enrolls in a course not previously taken shall be required to make the work missed in order to receive credit for that course. Failure to make up such work shall result in a failing grade for the non-enrollment period. A student, who enters WHS after the first nine weeks has passed, and enters a class not previously taken, shall receive credit on a pro-rated basis.

GRADUATION: Commencement exercises will include only those students who have successfully completed requirements for graduation as certified by the high school principal or those students who have been deemed eligible to participate in such exercises in accordance with the terms of their IEP. No student who has completed the requirements for graduation shall be denied a diploma as a disciplinary measure. **A student may be denied participation in the ceremony of graduation when personal conduct so warrants.**

STUDENT RETURNING FROM THE J.V.S.: Students returning from the J.V.S. must adhere to WHS graduation requirements:

TRANSFER OF CREDITS: Western High School will accept credits from all public and private accredited schools. If a question arises as to the valid accreditation of any particular school, official documentation will have to be provided to the Western Local School District. Upon receiving credits earned at an approved accredited institution, the guidance counselor will review and convert credits and marks earned to the Western High School grading system. In a case where courses and credits cannot be converted to the W.H.S. grading system, the course history would be hand-entered and the transcript would reflect credits and grade point averages only for the classes taken at W.H.S.

COURSE CREDIT: A student must have a minimum of .67 or "D-" grade for the year in order to receive credit towards graduation. A student who fails a class will be permitted to make up course credit by either re-taking the class .

FIELD TRIPS:

At various times throughout the year, students will be expected to participate in field trips sponsored by their teacher. Specific information regarding each educational trip will be supplied in advance by the teacher in charge. Field trips are an educational and learning reward for those students who demonstrate good work habits and social skills. Grades may be adjusted for non-participation in academic field trips. Some may be excluded because of disciplinary action resulting from student misconduct. All chaperones must have a current BCI and FBI check on file in the office.

DIPLOMAS TO BE EARNED:

1. Western High School Regular Diploma
2. Western High School Diploma with State Honors

SCHEDULE CHANGE POLICY: Schedule changes will only be permitted in unusual circumstances and with the permission of the building principal.

CAFETERIA: We have a closed lunch period for all students' grades 7-11. Seniors may be permitted to walk down town for lunch. Walking to town and eating outside are privileges and are permitted solely at the discretion of the building principal. Students assigned to lunch need to report to the cafeteria for the entire lunch period. **There is to be no loitering in the hallway.** No food or drinks are to be taken from the cafeteria unless warranted by special circumstances. After eating in the cafeteria, return your tray or dishes immediately to the dish washing/trash area. Please clean up after yourselves at the tables.

SCHOOL BREAKFAST AND LUNCH:

Western High School will offer free breakfast and lunch to all students during the 2018-2019 school year. Ala carte items and extra food may be purchased when available **but students will not be permitted to charge any food items.**

CHANGE OF ADDRESS OR PHONE: Please notify the counselor's office or the main office if your address or telephone number changes during the school year.

ASSEMBLIES: During the school year, we try to have informative and/or entertaining assemblies for the student bodies. Students will sit in the designated areas as instructed. The assemblies begin when we enter the gym. Many are serious in nature and demand quiet reserve and respect. Others are loud in nature such as a pep rally and we need your enthusiasm. Whatever assembly is taking place, though, remember that when someone takes a microphone to address the student body, respect is the key word, both for adult and student presenters.

GET IN THE GAME PROGRAM: For the past several years, we've offered our students the opportunity to get into all home athletic events for free. This offer is made possible by local community members and businesses who donate money each year in order for students to attend ballgames etc. for free. In order to take advantage of the program, a student must have good attendance, no discipline issues and meet classroom requirements. Attending ballgames for free is a privilege. If students don't meet the requirements of the Get in the Game Program outlined above, they will be required to pay their own way into the games.

LOCKERS: Lockers are assigned the first week of school. Keep the lockers clean and free from obscene material. **Do not give your locker combinations to other students** or share or change lockers with other students. Items found in student lockers are considered property of that student. It is very important to not allow others to store items in any locker that is assigned to another student. All lockers are considered property of Western High School and can be searched at any time. It is your responsibility to take care of and use your locker properly. Students will be responsible for any locker damages that occur.

SURVEILLANCE AND STUDENT PRIVACY: The use of surveillance equipment in schools has increased dramatically in the last few years. This advanced use of technology is an attempt to reduce acts of violence, destruction of property, and other undesirable behavior. Evidence obtained from the surveillance cameras that shows proof of a violation of the student code of conduct is considered confidential and may be viewed only by school personnel. The school does not have the technology to "blur" out other students that may be visible and the privacy of other students must be protected. Therefore, there is no duty on the part of the school to grant access to the parent of a child who is being disciplined because of evidence obtained through video surveillance. In the event of a criminal prosecution, the evidence obtained by the school may become evidence at a trial and therefore could end up becoming public at that time.

STUDENT RECORDS: The right of confidentiality and protection from improper disclosure will be in accordance with the Family Educational Rights and Privacy Act of 1974.

EIGHTEEN YEAR OLD STUDENTS: Eighteen year old students must comply with the rules and regulations of Western High School, including any in-school or out-of-school suspensions. Although eighteen year old students no longer fall under compulsory attendance rules, any student, regardless of age, who misses an excessive number of days or individual class periods (to be determined by the building principal) may not receive academic credit in those classes. Seniors who miss an excessive number of days may not be eligible to participate in the graduation ceremony. **Eighteen year old students will not be permitted to write their own notes, or sign themselves out of school without permission unless they have been legally emancipated.**

USE OF BULLETIN BOARDS: No signs or pictures of any type are to be posted anywhere by anyone in the building without the approval of the principal. The principal shall initial each item. Those without approval will be removed.

LOST AND FOUND: Textbooks and personal articles found about the building should be taken to the school office. If you lose something, inquire there.

FINES: Students will be assessed fines for non-payment of school debts. Grade cards, permanent records, release to the trade school, and diplomas all will be withheld until the full amount of the debt is repaid or a payment schedule has been established.

HALL CONDUCT: A student who wishes to leave a class or study hall to go to the office or to see another teacher must ask the teacher in charge for permission and have their **School Hall Pass book signed**. All students must use the school Hall Pass book. **No other form of pass will be acceptable**. If a teacher requires a student to make-up work in their classroom, that teacher shall first gain permission from the principal or designee and then issue a pass in advance to the student. Students are not to leave classrooms without passes.

TEXTBOOKS: All textbooks are provided at public expense for all students. In turn, the students are responsible for returning all books issued to them at the end of the semester or year showing no more than normal wear. Fines will be assessed in all cases where books show evidence of carelessness. Lost textbooks will be billed and collected. The price will be that of a replacement book. A second book will be issued to the student. If the lost book is recovered, the payment will be refunded.

TRANSPORTATION

The school district provides bus transportation to all qualified students in the district. In the event that a bus not run in the morning (usually because of inclement weather or hazardous road conditions) and the parent/guardian transports a student to school, then the parent/guardian should also make arrangements for their arrival back home at dismissal time as that bus may not run the return route as well.

BUS REGULATIONS

1. All passengers are under the direct authority of the bus driver.
2. Students are expected to respond to the authority of the bus driver.
3. Students shall refrain from:
 - a) Acts that may endanger any bus passenger
 - b) Acts that distract the driver's attention
 - c) Acts of fighting or bothering another student in any manner
 - d) Being out of seat
 - e) Creating excessive noise
 - f) Throwing of any items from or within the bus
 - g) Making unmannerly remarks to bus passengers or from the bus
 - h) Not sharing a seat with another student
 - i) Creating or causing damage or defacing an part of the bus
 - j) Eating or drinking on the bus
4. All sections of the Student Discipline Code apply to bus conduct.
5. Drivers shall report acts of misconduct to the principal for possible disciplinary action,
6. Students suspended from the bus are expected to attend school.

DRIVING PRIVILEGES: Driving to school is a privilege, not an absolute right, and may be revoked by the principal. Student drivers must meet the following criteria.

1. Hold a valid Ohio driver's license.
2. Register the car and driver at the principal's office.
3. Follow safe driving habits while on school grounds.
4. Lock all doors during the school day.
5. Stay out of the car during the school day.
6. Do not permit others to enter your car during the school day.
7. Do not transport other students to or from school without written permission from parents of student riders and school principal.
8. Park in designated areas only.
9. All automobiles are subject to search at any time by school personnel, which includes the use of drug dogs. Any and all contraband will be confiscated. The proper authorities will be notified and appropriate criminal charges may be filed.
10. **EXCESSIVE TARDIES, POOR ATTENDANCE, AND FAILURE TO FOLLOW SCHOOL RULES CAN LEAD TO LOSS OF DRIVING PRIVILEGES.**

OFFICE TELEPHONES/CELL PHONES: School telephones are not for personal use. Breakfast and lunch are the only times during the school day that students are permitted to have their cell phones out. The rest of the school day, phones must be kept in lockers or out of sight and not in use. **In case of illness or an emergency all calls must be approved by office personnel.**

MEDICINE: All medicine must be brought in to the school by legal guardian and stored in the office. A consent form must be signed by parent and doctor.

SELLING OR SOLICITING: No person or organization is permitted to use school premises for selling or soliciting without written permission from the principal.

BUS PASSES: Bus passes will be issued for authorized stops only on a permanent basis. A form for the bus pass, available in the principal's office, must be completed and on file. If an emergency arises, a bus pass may be issued by the principal. The student must present a note signed by one parent or parent must contact the principal. A phone number **MUST** be included for verification. The student will then receive a pass to give to the bus driver to allow them to ride the appropriate bus. Bus passes will not be issued to spend the night with a friend unless both parties have a note from their guardians. Students need to go to the office first thing in the morning if at all possible to receive bus passes.

CONDUCT AND DISCIPLINE

**All rules and procedures are explained to students by building principal at the beginning of each school year in detail. Students have the opportunity to ask any questions about any rules or procedures they wish in order to discuss in further detail and to provide clarity to guidelines.*

THE STUDENT'S ROLE IN DISCIPLINE

All students are expected to follow the rules and regulations of the Board of Education, the school administration, and the teacher. Students are required to be courteous and polite and contribute to a proper school climate.

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PARENT'S ROLE IN DISCIPLINE

Discipline is the primary responsibility of the parents. It is the parents' obligation, by teaching and example, to develop in the student good behavior habits as well as proper attitudes toward the school. To insure student success, parents should visit the school and check with school officials concerning their child's progress.

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THE TEACHER'S ROLE IN DISCIPLINE

All teachers at Western High School have common concerns for the classroom. Their goal is to have a fair and consistent way in which to deal with all students who misbehave, thereby creating an atmosphere conducive to teaching and allowing more time on-task for learning.

THE PRINCIPAL'S ROLE IN DISCIPLINE

The role of the principal in discipline is three-fold: First, to help monitor, revise, and up-date the discipline policies and procedures. Secondly, to help staff implement classroom management and school management techniques. Third, to assist staff with handling severe misbehavior such as physically dangerous situations, flagrant disrespect of adult authority and any chronic and recurring problems by implementing isolation or other severe consequences. When necessary the use of outside agencies (Pike County Sheriff's Department, Children's Services, Counseling and Rehabilitation Providers, and other support services) may be used in addition to any discipline that may be administered.

STUDENT DISCIPLINE CODE

A VIOLATION OR ATTEMPTED VIOLATION, EVEN THOUGH NOT ACCOMPLISHED, OF ANY RULE MAY RESULT IN DISCIPLINARY ACTION. THE DISCIPLINARY ACTION MAY INCLUDE SUSPENSION OF PRIVILEGES, DETENTION, SUSPENSION, EMERGENCY REMOVAL, EXPULSION, AND/OR LEGAL ACTION. ALL RULES APPLY TO EXTRA-CURRICULAR AS WELL AS CURRICULAR ACTIVITIES IN ANY SCHOOL BUILDING OR PREMISES THEREOF, OR GOING TO OR FROM SCHOOL, IF SUCH CONDUCT AFFECTS THE ORDERLY OPERATION OF THE SCHOOL. BECAUSE THERE ARE VARYING CIRCUMSTANCES SURROUNDING EACH DISCIPLINE SITUATION, THE BUILDING PRINCIPAL RESERVES THE RIGHT TO IMPLEMENT ALTERNATIVE ACTIONS IF DEEMED NECESSARY BY THE ADMINISTRATIVE TEAM.

THE RULES ARE AS FOLLOWS:

1. **ALCOHOL AND DRUGS:** A student shall not possess, conceal, use, transmit, sell or be under the influence of any illicit drugs including narcotics, hallucinogens, amphetamines, barbiturates, marijuana, mind altering chemical substances, or alcoholic beverages of any kind. This also includes look-alike drugs or any "counterfeit controlled substance" and pharmaceuticals. No student shall possess or conceal any drug related paraphernalia or apparatus, nor white out or other common substances that could be used as an inhalant. This policy also includes possession and/or distribution of any over the counter medication such as aspirin, Tylenol, etc.

1st Offense: Up to 10 day suspension and/or unruly charges filed in Juvenile Court

2nd Offense: 10 day suspension and/or unruly charges filed in Juvenile Court and/or expulsion

3rd Offense: Expulsion

- A. As of the 2014-2015 school year, Western Local Board of Education adopted a mandatory drug policy for all student athletes. Please refer to the school website to view the policy.

2. **THE USE OF TOBACCO:** Students shall not use or possess tobacco in any form anywhere on or about school property. This rule applies during all school functions and while riding aboard school vehicles. Lighters and matches are forbidden to be carried. The following adopted board policy remains in effect:

Section 8:9820

- A. **Tobacco shall not be used on school property nor while the student is representing the school as a participant.**

3. **FIRE, ARSON, TAMPERING WITH FIRE ALARMS AND EQUIPMENT:** Students shall not willfully or maliciously burn, or attempt to burn any part of a building or property of Western Local School District, or property either public or privately while at school or a school activity, nor will they tamper with any fire alarm or any fire fighting equipment. Students shall not possess or use any lighter or matches while on school property, or at school related events.

4. **COMMUNICATING A THREAT, MENACING, ASSAULT AND/OR FIGHTING:**

Students shall not behave in such a way as to cause fear, physical injury, or threat of physical injury, to any other person, or damage, or threaten to damage any other person's property. This article covers both school personnel and students.

5. **FALSIFICATION OF INFORMATION:** It is prohibited for any student to report or provide false information about another student or event. Students who provide false information will face disciplinary action.

6. **DANGEROUS WEAPONS AND INSTRUMENTS:** Students shall not possess, use, or threaten to use any instrument or weapon generally classified as dangerous or potentially dangerous, by virtue of its use or its intended use. Such weapons and instruments include,

but are not limited to, knives, fireworks, explosives, guns, ammunition, clubs, ball bats (when away from the athletic fields), brass knuckles, box cutters, or any other device which could, whether by design or by use, cause physical injury to another person. WHS is in full compliance with the Federal Gun-Free Schools Act of 1994.

Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

7. **DISORDERLY CONDUCT/DISRUPTION OF SCHOOL:** Students shall not engage in actions wrongfully causing inconvenience, annoyance, anger, or alarm to a teacher, school official, or another student in any of the following ways: threatening, fighting, engaging in wild behavior, making excessive noise, being offensively coarse or vulgar by word or actions, using profanity, needling other students in a way likely to incite them into a disorderly response, without justification creating an offensive condition, and creating a condition that is dangerous or is potentially dangerous to the safe or orderly function of the educational process. Use of squirt guns, snowballs, water balloons, shaving cream or like activity can be considered disorderly conduct.

8. **PROFANITY AND VULGAR LANGUAGE:** Students shall not use any form of profanity, written or verbal. Included in this prohibition is the use of obscene gestures, signs, pictures, clothing, or publications which could be offensive to others.

9. **FAILURE TO COMPLETE ASSIGNED DISCIPLINE:** Students shall complete lunch detention, after school detention, and /or in-school suspension assignments at the designated time.

10. **INSUBORDINATION:** Students shall not regard or refuse to obey any reasonable directions or commands given by school officials. Violations of any rules, directions, or disciplinary procedure, shall also constitute insubordination. Persistent disobedience of reasonable instructions may be considered a more serious offense.

11. **HARRASSMENT:** Conduct which has the effect of creating a hostile, intimidating, discriminatory or offensive environment is strictly forbidden. Harassment for purposes of this regulation includes sexual harassment (including, but not limited to, suggestive or lewd talk, soliciting sexual favors, unwanted advances or physical contact), racially based harassment (racially motivated words, gestures, images, or actions that intimidate or offend), or other forms of behavior, including hazing as defined in ORC 2903.31, that are designed to intimidate or offend, whether based on race, gender, religion, color, ethnicity, age, experience or disability.

12. **ANTI-HAZING POLICY:** Hazing has been defined as doing any act or coercing another to do any act of initiation into any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Hazing activities of any type are inconsistent with the educational process and shall be prohibited at all times.

13. **TRUANCY AND/OR TARDINESS:** Students shall not be truant from school or class, or repeatedly tardy. Students are expected to report to school and to class on time. A student is considered tardy for school after 8 a.m. Habitual tardiness or truancy from school can result in detention after school, in-school suspension, suspension, or expulsion from school and applicable cases will be referred to the County Attendance Officer. **Any student who has been tardy 5 times will receive an after school**

detention. Any student who has been tardy 10 times will receive 1 day of ISS- In-School Suspension. Anything above 10 times of being tardy will result in additional disciplinary measures.

14. **DAMAGE, DESTRUCTION, OR THEFT:** Students shall not cause or attempt to cause damage, destruction, participation, or theft, to or of any property (public or private) including building grounds, equipment, or materials at any time.
15. **FORGERY:** Students shall not falsely use, in writing, the name of another person, or falsify times, dates, grades, addresses, or other dates on school forms or correspondence directed to the school.
16. **PUBLIC DISPLAY OF AFFECTION:** Students shall not engage in activities which include holding hands, kissing, and hugging while on school property.
17. **PROVOCATIVE DANCING:** Provocative (sexually suggestive) dancing is prohibited at all Western Local Schools functions. The high school administration will determine what behaviors are considered inappropriate.
18. **PROPER ATTIRE FOR DANCES:** No gang-related clothing, head wear, sweats, or shorts of any type may be worn to high school dances. T-shirts must be full shirts, and the length of dresses and skirts must conform to the school's dress code.
19. **STUDENT DRESS AND GROOMING:** Some clothing and accessories are in bad taste and disruptive. **It will be the judgment of the administration in determining disruptive, inappropriate clothing and general appearance and whether clothing meets the specifications outlined in the student conduct code.** Our goal with our dress code is to teach our students situational appropriateness-in order to be able to gauge what is appropriate for school, work and other public settings.

*** The principal reserves the right to search any book-bags, purses, wallets, backpacks or bags of any kind at any time.**

1. Brief and revealing clothing. Students must recognize that brief and revealing clothing are not appropriate apparel in school. The following guidelines are examples and do not cover all situations. Student shall not wear halter tops, garments with spaghetti straps, or strapless garments. Garments that are "see through", cut low, or exposes one's midriff are not acceptable. Sleeveless garments must not show undergarments and fit closely under the arms. Skirts length must not be any higher than mid-thigh. Undergarments must not be visible. Students may not wear hats, caps, head gear or sunglasses in the building.

2. Saggy pants are prohibited. Pants shall be worn at the natural waist and may not drag the ground.
3. No student shall wear or exhibit shirts, buttons, pins, etc. with obscene/objectionable language, or items which represent or promote the use of alcohol, drugs, sex or tobacco.
4. Students may only wear facial stud piercings (within reason). No gauges, no sharp objects, no nose hoops, no hoops of any kind, no bars. Appropriateness of piercings are at the discretion of the high school principal.
5. No overcoats worn inside the building.
6. No hair spray, cologne, deodorant, make-up, etc. in the classroom.
7. Shorts must be an appropriate length for school.
8. Holes in jeans must not be worn inappropriately.
9. No unnatural hair color or patterns. (example: pink, blue, orange, purple, green, yellow, certain shades of red, etc.)

No mohawks
10. Pajamas are not to be worn to school. No blankets or bedding in school.

20. **INTERNET PRIVILEGES:** An Acceptable Use Policy (Computer Network) will be given to all students. This agreement must be signed by both the student and his/her parents/guardians prior to any access to the Internet. Students should realize that network use (e.g. www. etc.) is logged and is subject to administrative monitoring/review at any time. Any actions that might harm the computer equipment or software, or any accessing of inappropriate material, or any misuse of the network in any way, will result in disciplinary action. Students who violate this rule could immediately lose all network privileges and possibly risk expulsion from computer class and /or suspension or expulsion from school.

21. **CHEATING:** Students may not engage in any activity that may be considered deception, fraud or cheating in tests or class work. Academic dishonesty or cheating is defined as participation in any activity, including plagiarism, in which a student knowingly misrepresents or assists another student to misrepresent his or her actual achievement in any course. Students caught in the act of cheating before the act has been completed will also be thought of as cheating. Cheating is not limited, but may include the following:

- * Copying from another student's test or helping another student during a test
- * Providing or accepting information regarding specific test content
- * Submitting another person's work as one's own
- * Stealing copies of tests or answer keys
- * Copying another student's homework assignment, test, quiz, project, report, etc

- * Allowing another student to copy a homework assignment, test, quiz, project, report, etc*
- * Presenting materials taken from sources, such as books, periodicals, newspapers, or the Internet, without appropriate documentation
- * Changing answers on a test, assignment, or project after grading
- * Using programmable calculators in a manner not specified by the teacher

In the event a student is caught cheating, that student will receive all of the following disciplinary actions:

- * 0 credit for that work
- * Parent or Legal Guardian will be called
- * Student will be referred to the Principal for disciplinary action, which- depending on the severity of the cheating incident-could possibly result in a suspension from school

22. ELECTRONIC DEVICES AND COMMUNICATION EQUIPMENT:

Students may not use any electronic devices such as radios, iPods, MP3 players, cell phones, etc. at school without prior approval from the building principal. Any student who uses a cell phone, iPod, MP3 player, etc. will be subject to school discipline, which may result in the item being held in the office until picked up by the parent and additional disciplinary action.

Chromebooks/Chromebook Policy: Students are permitted to use school issued Chromebooks throughout the school day. Underclassmen are not permitted to take Chromebooks home. Junior and senior students, who have been cleared, may take Chromebooks home in order to complete assignments/ projects etc. All students must sign a Chromebook agreement at the beginning of the school year acknowledging that they understand the terms, conditions and responsibility of using Chromebooks. If a junior or senior has a Chromebook specifically assigned to them for the school year, if the Chromebook is not returned or if it is lost or damaged, the student is responsible for payment of the lost or damaged device along with the payment of charger and Chromebook case.

23. BEVERAGE AND FOOD VIOLATIONS: Students are not permitted to consume beverages or food in the classrooms or hallways unless prior permission from the principal is obtained. Sales or use of such items in the building are prohibited unless approved by the principal.

24. GANG ACTIVITY: Gangs which initiate advocate or promote activities which threaten the safety or well- being of persons or which are disruptive to the school environment are not tolerated. Incidents involving initiations, hazing,

and intimidations or related activities which are likely to cause harm or personal degradation are prohibited. Students wearing, carrying or displaying gang paraphernalia or exhibiting behaviors or gestures which symbolize gang membership or causing and/or participating in activities which are designed to intimidate another student will be disciplined.

25. **EXTORTION:** Extortion is the use of threat, intimidation, force, or deception to take or receive something from someone else. Extortion is against the law and is prohibited by the Student Discipline Code.

26. **AIDING AND ABETTING VIOLATION OF SCHOOL RULES:** Students assisting other students in the violation of any school rule will be disciplined. Students are expected to resist peer pressure and exercise sound decision-making regarding their behavior.

27. **GAMBLING:** Student gambling in any form is strictly prohibited at Western Local Schools.

28. **OTHER UNDESIRABLE BEHAVIOR:** Since it is impossible to outline each specific offense which may occur, students who display behaviors that are considered disruptive to the mission of the school will be assigned an appropriate penalty for the infraction.

29. **BACKPACKS:** Only clear (see-through) or mesh (see-through) backpacks are allowed to be carried from class to class during the school day. All other bags must be kept in lockers or locker rooms.

30. **Students Staying After School:** Students staying after school must *only* stay for a specific purpose such as athletic practice, quiz bowl practice or a club meeting. Students must always be accompanied by a teacher or coach after school hours. Students *may not* stay after school in order to watch an evening ballgame which does not begin until hours later. If students would like to attend a ballgame, students must go home and return when it is time for the game(s) to begin because there is no one on school premises after school hours to monitor students unless they have a specific reason to be at a scheduled practice, meeting or club event.

TYPES OF DISCIPLINARY ACTION

The discipline plan includes actions that can be interpreted as serving three functions: deterrent, punishment, and rehabilitation. It must be emphasized that disciplinary action taken is not directed at the student but the behavior of the student.

There are several disciplinary measures that will be used for violations of this code. Lunch detentions, after school detention, in-school suspension, Saturday school, out-of-school suspension, or expulsion are the basic actions that will be used. However, one-on-one counseling, mandatory off-site counseling, warnings, isolation from other students, written assignments, etc. are other alternatives faculty and administration may use at times to maintain acceptable student behavior.

Lunch Detention/Lunch Suspension: As an early intervention measure or as discipline for minor infractions, students may be assigned to lunch detention or lunch suspension. A lunch detention typically designed as a short term intervention for minor infractions and may be assigned by the classroom teacher without notification of the building principal. Lunch suspension is a more serious intervention and may be assigned due to more serious infractions and typically last for an extended period of time (more than one day). Students who are assigned to lunch detention or lunch suspension will be provided with the regular school lunch. The punishment may be served either in the cafeteria or in an alternate setting.

After School Detention Program: The administration and teaching staff can assign students to after school detention for violations of the Student Discipline Code. Tardiness, unacceptable behavior, failure to bring appropriate study materials, and failure to report to after school detention could result in another form of discipline.

Student Counseling/Alternative Discipline: Students who violate certain school policies (alcohol, drug, tobacco, bullying, etc.) may be assigned to counseling or alternative discipline at school in addition to or as an alternative to traditional out-of-school suspension, depending on the nature of the infraction

In-School Suspension: The administration can assign students to in-school suspension for violations of the Student Discipline Code. It is conducted here at Western High School. The administration reserves the right to make the assignment. It will begin and end at the times assigned by the principal in an area assigned by the principal. While serving in -school suspension, students will have one restroom break in the morning and afternoon. They shall eat lunch in their designated area. Contact with other students is prohibited. Tardiness, unacceptable behavior, failure to bring appropriate study materials, and failure to report to in-school suspension could result in another form of discipline. Teachers cooperate by making sure that assigned students will have ample school work to complete. In School Suspension may be assigned for periods of time shorter than a full day.

Removal from School: Major disciplinary actions such as suspensions or expulsions from school, from class, or from riding buses should be used only in the most serious or persistent recurring cases. While it is legally possible for a Principal to suspend a student up to a total of ten (10) school days per violation, only the Superintendent has the authority to expel a student from school. A school Superintendent may expel pupils for a period of up to eighty school days, even extending through the next school year if deemed necessary. Students who are under suspension or expulsion from school are not permitted to be on school property or to attend any school function at Western High School or any other location or contest where Western High School students are competing (ballgame, parade, competition such as quiz bowl)

Due Process: In the event of suspensions, expulsions, or removals from school, due process will be in accordance with Section 3312.66 of the Ohio Revised Code. When out-of-school suspension, expulsion, or emergency removal must be used, the student may not attend school or school sponsored activities and no class work may be made up. An out-of-school suspension is counted as an unexcused absence.

Appeals: Suspensions may be appealed. If the suspension was issued by the principal, an informal appeal may be made to the principal. If satisfaction is not obtained at that level a formal appeal may be made to the Superintendent. The student will serve the suspension upon notification. If appeal reverses the suspension, the record will be expunged and the student will have the right to make up all work.

Referral to Local Police Authorities

Students who violate a criminal law may be referred to the local police authorities in addition to action which may be taken by school authorities.

Search and Seizure

The administration reserves the right to search a student's locker, automobile when parked on school property or at a school sponsored activity off school property; garments; pockets; and purses. Searches may be conducted when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating either the law or the rules of the school or is in possession of items detrimental to the health and welfare of others. The student's personal dignity shall be respected when such searches become necessary. At no time will a student's clothing be altered, removed or the body handled. Female students and their belongings will be searched by female staff members; likewise male students and their belongings will be searched by male staff members.

GRADES AND GRADING

We believe that the use of grades for grading purposes of evaluation and home reporting assists in promoting the philosophy, aims, and objectives of the Western Local Schools.

A. The following grading system is in effect.

GRADING SCALE

GRADE	PERCENT	SEMESTER	GPA FOR
		GPA	AVERAGING
A	96-100	4.00	4.00-3.83
A-	92-95	3.67	3.82-3.50
B+	89-91	3.33	3.49-3.17
B	85-88	3.00	3.16-2.83
B-	82-84	2.67	2.82-2.50
C+	79-81	2.33	2.49-2.17
C	75-78	2.00	2.16-1.83
C-	72-74	1.67	1.82-1.50
D+	69-71	1.33	1.49-1.17
D	65-68	1.00	1.16-0.83
D-	62-64	.67	0.82-0.67
F	0-61	.00	0.66-0.00

B. Student grades are a combination of each 9 weeks grades plus semester exams. Specific information regarding grading and grade reporting can be found in the board policy manual. Report cards will be given out at the end of each nine week grading period.

C. **College Credit Plus/Dual Credit Courses:** Any course that qualifies for dual credit will be subject to a weighted scale. Please refer to the school website for further information.

Further notes on grades:

A. All incomplete grades must be completed immediately; no incomplete grades are to be neither given the last nine weeks period nor as a final grade, and in no case shall an incomplete grade be extended beyond the nine week period following the time the grade was recorded. The incomplete grade shall be changed to an "F" when the time has expired for make-up and little or no effort has been made by the student. However, in extreme cases of emergency, special arrangements may be made among student, teacher, guidance counselor, and principal to resolve incomplete grade to waive (or adjust) the time limitation for completion.

B. A student may be required to take a comprehensive examination over the entire course who received high grades during the first grading periods and then who "rides" on this average to do less that he/she is capable of doing in succeeding grading periods, but yet, in the final average, can technically, by point averaging, pass the subject.

C. No student shall have his academic grade lowered solely because of unacceptable conduct.

D. **Honor Roll:** The honor roll is posted at the end of each nine weeks. We also recognize students who achieve high honors and highest honors. Honor roll is represented by students who have attained a 3.00 grade point average, high honors is 3.24 - 3.74, and highest honors is 3.75 - 4.00.

Academic Intervention Services: Western Junior/ Senior High School provides varying services of intervention. These services are provided based on the academic need of the individual student and are determined by classroom teachers and intervention teams.

Home Instruction: This is granted to students with a qualifying medical condition. Any student that is on Home Instruction may not participate or attend after school activities, i.e. (games, dances, field trips), unless approved by the building principal.

ATTENDANCE POLICY FOR WESTERN HIGH SCHOOL

Regular attendance is the primary responsibility of the student and the student's parent or guardian. The building administrator will make all final decisions as to the disposition of all attendance problems.

Absence Procedures

The parent or guardian is to telephone the school in the event a student is absent. This call is to be made as soon as possible but **no later than 9:00 a.m.** Calls not received by this time will prompt a phone call or letter by the building principal or secretary. This call does not guarantee an excused absence.

On the day of return to school each student is required to bring a written, dated note from his/her parent or guardian stating the reason for his/her absence. This note is to be given to the principal or his designee to determine if an excused absence will be granted. If a student does not have a note on the day of return, the student will receive an unexcused absence. If during the school day a student arrives late or leaves early the parent or guardian must sign in or out through the office.

Categories of Absence

A. Excused: An excused absence is that condition or situation over which the student, parent, or guardian has no control, and is listed in the excused classification of absences. **An excused absence will allow the student to make up class work which he/she missed. It is the responsibility of the student to make up class work which he/she missed. It is the responsibility of the student to see the teacher for missed work and he/she will have the same number of days to complete make-up work as the number of days he/she missed. Failure to make-up required work will result in a grade of zero for that requirement.**

Classification of Excused Absences:

1. Personal illness (after 5 cumulative days for the year, the student must have an excuse from a doctor or a parent conference with the principal).
2. Death or funeral of immediate family member.
3. College visits (must be approved 3 school days in advance, maximum 2 days per school year for seniors, one day for juniors unless approved in advance by the principal). SEE THE COUNSELOR'S OFFICE TO REQUEST THE PROPER FORM.
4. Illness in immediate family which demands student's aid.
5. Doctor or dentist appointments that cannot be scheduled at any other time. A doctor's excuse or appointment card must be presented upon return to school.
6. Driver's test
7. Religious Holidays - any student of any religious faith shall be excused if his/her absence was for the purpose of observing a religious holiday consistent with his/her creed or belief.
8. Compulsory legal affairs.

B. Unexcused: An unexcused absence is that situation when neither the parent nor the school has given a student permission to miss or leave school, or the school is not provided with written documentation within three days of the student's return from absence. An unexcused absence will eliminate the privilege of make-up work resulting in a grade of zero for that requirement.

C. Vacations: In all cases advanced notice is mandatory.

A request for an excused absence will take into consideration the following. Past student attendance, grades, willingness and opportunity to make-up work. Vacations granted during the school year will not exceed five school days. Students will need to fill out a form in the office

D. Course Credit: According to the Ohio Department of Education, in order to receive credit (one Carnegie unit) in a course, a student should complete a minimum of 120 hours of course instruction in one school year. Any class defined as "laboratory class" must meet for a minimum of 150 hours in one school year. Any student who misses more than the allowable number of minutes in any class must make up the missed class time and assignments in order to receive credit toward graduation in each class which the allowable number hours has been exceeded.

PIKE COUNTY ATTENDANCE POLICY

**Approximately 6 hours in a school day*

Student accumulates 18 hours of unexcused absences.

Specific County Procedure

1. The Pike County Attendance Officer shall be notified. (By Principal)
2. The Pike County Attendance Officer shall mail a "First Response Warning Letter" to the parents/guardians.

Specific Western Procedure

1. Western Principal shall mail a "Western First Response Letter" to parents/guardians.
2. "Western First Response Letter" must be signed by parents/guardians and returned to Principal.

Student accumulates 30 hours of unexcused absences or 5 tardies greater than 15 minutes.

Specific County Procedure

1. The Pike County Attendance Officer Shall be notified. (By Principal)
2. The parents/guardians shall be summoned by the School Administration to attend a "Parental Conference Hearing" with the Pike County Attendance Officer and School Administration.

Specific Western Procedure

1. Western Principal shall mail a "Western Second Response Letter" to parents/guardians.
2. "Western Second Response Letter" must be signed by parents/guardians and returned to Principal.
3. Parent meeting with: principal, parent/guardian, Pike County Attendance Officer, Pike County Juvenile Court Representative

Student accumulates 38 or more hours of unexcused absences in a school month, or 65 hours in a school year (RC 3321.191).

Specific County Procedure

1. The parents/guardians will be required to participate on the Absence Intervention Team organized for their child. If the parent/guardian refuses or does not actively participate with Absence Intervention Team, they will be mandated to attend Parental Educational Class.
2. The parents/guardian and/or student shall be mandated to attend Parental Educational Classes. The Pike County Attendance Officer will

send a registered/certified letter notifying the parent/guardian of the class schedule.

3. Failure of the parents/guardians and/or student to attend the "Parental Educational Classes" will cause a charge of "Parental Educational Neglect" (ORC 2912.222) to be filed against the parents/guardian.

Specific Western Procedure

1. The Absence Intervention Team is created for a student. It shall consist of the following members: Pike County Attendance Officer, Pike County Juvenile Representative, Guidance Counselor and/or Psychologist, IEP Representative (If needed), Parents/Guardian, Principal
2. Documentation, of meeting will be on file with Principal.

Student accumulates 30 consecutive hours in a school month, 42 hours in one school month, or 72 hours in a school year (RC 2151.011)

1. The parents/guardians will be cited according to ORC 2919.24 in Juvenile Court.

If on the 61st day after implementation of an absence intervention plan: (1) the student was absent without legitimate excuse for the specified number of hours to be habitual truant (RC 2151.011); (2) meaningful attempts were made to re-engage the student by school district and, (3) the student refused to participate or not make meaningful progress on the absence intervention plan. (RC 3321.13)

Specific County Procedure

1. The student will be in violation for being a Habitual Truant from school and will be cited into Juvenile Court. (ORC 2151.022)

Specific Western Procedure

1. Principal and Pike County Attendance Officer will meet and discuss the citation.

Each day of unexcused attendance, tardy, and early dismissal after 12 days could be subject to disciplinary action, including detention, suspension, and recommendations for expulsion. The building principal will determine appropriate interventions for excessive tardiness.

B. TRUANCY is considered unexcused (as determined by the Principal) and will be accompanied by disciplinary action.

C. Partial Day Attendance: A student who is not present at least one-half of the morning session shall be counted absent from that session; a student who is not present at least one-half of the afternoon session shall be counted absent from that session.

D. Perfect Attendance: Perfect attendance for the purpose of awards at the end of the school year or grading period shall be defined as a student having zero days of absence as well as zero tardies/early dismissals, except in rare cases, which will be determined by the building principal.

E. Any student who misses an excessive number of **total** days (to be determined by the building principal) may not receive credit in any class that is excessively missed. If an excessive number of days or an excessive number of classes is missed the building principal will, in cooperation with the student, create a plan that will enable the student to make up the hours that have been missed due to poor attendance. If those hours and the work are not completed, the student may not receive credit for those classes missed and will be required to repeat any required classes in which he/she didn't receive credit.