

**WESTERN RESERVE
MIDDLE/HIGH SCHOOL
2023-24 Student Handbook**

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School rules and procedures have been established to maintain a safe, orderly, and positive learning environment and apply equally to student conduct on and off property controlled by the district but connected to district activities. It is the responsibility of each student and parent to carefully read this handbook and become familiar with its content. The policies and regulations outlined herein were approved and adopted by the Western Reserve Board of Education and carry legal statute as determined by law. Western Reserve Local School District cooperates with law enforcement and public children's services agencies in the investigation of children who are reported abused and neglected under ORC § 2151.421. WRLSD does not discriminate on the basis of race, color, national origin, sex, disability, or age.

This student handbook belongs to:

Name _____ **Grade** _____

High School			Middle School	
1st Period	7:30-8:17		1st Period	7:30-8:17
2nd Period	8:21-9:06		2nd Period	8:21-9:06
Breakfast			Breakfast	
Enrichment/ Intervention	9:10-9:42		Enrichment/ Intervention	9:10-9:42
3rd Period	9:46-10:31		3rd Period	9:46-10:31
4th Period	10:35-11:20		4th Period	10:35-11:20
5th Period	11:24-12:09		MS Lunch	11:21-11:51
HS Lunch	12:10-12:40		5th Period	11:55-12:40
6th Period	12:44-1:29		6th Period	12:44-1:29
7th Period	1:33-2:20		7th Period	1:33-2:20
2 Hour Delay				
Breakfast	9:30			
1st Period	9:30-10:04			
2nd Period	10:08-10:42			
3rd Period	10:46-11:19			
4th Period	11:23-11:57			
<i>MS Lunch</i>	<i>11:58-12:28</i>	<i>HS 5th Period</i>	<i>11:59-12:33</i>	
<i>MS 5th Period</i>	<i>12:30-1:04</i>	<i>HS Lunch</i>	<i>12:34-1:04</i>	
6th Period	1:08-1:42			
7th Period	1:46-2:20			

SECTION I. ATTENDANCE POLICY

Regular attendance by all students is very important. In many cases, irregular attendance is the major reason for poor schoolwork; therefore, all students are urged to make appointments, do personal errands, etc., outside of school hours.

Reasons for which students may be excused include but are not limited to:

1. Personal illness of the student
2. Illness in the family necessitating the presence of the child
3. Necessary work at home due to absence or incapacity of parent/guardian (applies to students over 14 years of age only)
4. Death in the family
5. Quarantine for contagious disease
6. Religious reasons
7. Absence during the school day for professional appointments
8. As determined by the Superintendent

Parents are to be encouraged to schedule medical, dental, legal, and other necessary appointments other than during the school day. Since this is not always possible, when a student is to be absent for part of the day:

1. The student shall bring a signed statement from the doctor, dentist, lawyer, counselor, etc. to the effect that s/he reported promptly for the appointment
2. The student shall report back to school immediately after his/her appointment if school is still in session

Each student who is absent must immediately, upon return to school, make arrangements with his/her teacher(s) to make up missed work.

Students who are absent from school for reasons not permitted by State law may, or may not, be permitted to make up work. Each case is considered on its merits by the principal and the respective teacher(s).

Students are requested to bring a note to school after each absence explaining the reason for the absence or tardiness.

When a student is absent from school, it is the responsibility of the parent or legal guardian to notify school officials of the absence and the reason for the absence. Parents should call the individual school building to report student absence during specified building hours. This notification will be followed up with a written note, to be turned into the main office within three days of the absence.

Students are expected to be in school on a regular basis and to complete all missed assignments when they are absent. Students who accumulate unexcused absences place their academic standing in serious jeopardy.

Students receiving an unexcused absence may not be permitted to make up missed work.

GENERAL INFORMATION REGARDING ATTENDANCE

1. **Absence Slip:** When a student returns to school following an absence he/she is required to bring a note from his/her parent or legal guardian. This note must be submitted to the office within three (3) days after the absence and it must contain the following information: student's name, date of absence, specific reason for absence, and signature of parent or guardian.
2. **Doctor's Excuse:** When a student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year due to medical excuse, an absence intervention plan may still need to be developed.
3. **Early Dismissal Slip:** This slip will be issued in response to a written request by a parent/legal guardian or on an emergency basis. Requests are due to the office in the morning.
4. **Excessive Absences:** When a student is absent from school with or without legitimate excuse for 38 or more hours in one school month, or 65 or more hours in a school year, administration shall notify the child's parent or guardian to schedule a meeting with the Intervention Team.
5. **Excused Absence:** Students receiving an excused absence will be provided the opportunity to make up all missed work with credit. It is the student's responsibility to contact the teacher to obtain missed assignments. The minimum amount of time allowed for make up work, will be: Number of consecutive days absent plus one school day
6. **School Activities:** Absences which result from any school sponsored activity (field trip, assembly, athletic event, college visitation (3 in a year) or in-school suspension) will be considered as "in attendance" not as "absent."

7. **Tardy to School:** Students not in 1st Period when the bell rings are considered tardy. All students who are tardy to school must report to the office to sign in.
8. **Truancy:** A “habitual truant” is any child of compulsory school age who is absent without a legitimate excuse for **30** or more consecutive **hours**, **42** or more **hours** in one month or **72** or more **hours** in a school year.
9. **Unexcused Absence:** An absence from school will be considered unexcused when the school has not been properly notified, no written excuse is received within three (3) school days after the student returns to school and/or the reason provided does not conform to the excused absence policy. **Note: Cutting classes** (without proper authorization) will be considered an unexcused absence subjecting a student to both the truancy provisions and discipline under the student code of conduct.
10. **Eighteen Year Old Students:** Students who are eighteen (18) years old are subject to the same rules and regulations as all other students.
11. **Perfect Attendance Awards:** Western Reserve Middle/High School will recognize perfect attendance for those students with no absences or tardies on their record, with the only exceptions being School Business and Death of an immediate family member.
12. **Student Drivers** are subject to a hearing to deny a student’s driving privileges if that student of compulsory school age has been absent without legitimate excuse for more than **60** consecutive **hours during a school month** or a total of at least **90 hours during a school year**.

COLLEGE /MILITARY VISITATION REQUEST

1. A **College Day Request/Military Day Request** must be obtained by the student. This form must be signed by all of the student's teachers indicating that arrangements have been made for make-up work.

2. This form must be approved by and returned to the office prior to the College Day/Military Day requested in order for it to be eligible for an excused absence.
3. A signed statement on college stationery from an admissions representative of the campus visited or a signed statement on military stationery from the local or district recruiter visited must be turned in to the office.

TRUANCY

The Western Reserve Local School District endeavors to reduce truancy through cooperation with parents, diligence in investigating the causes of absence and use of strict guidelines in regard to tardiness and unexcused absence.

When the School determines that a student has been truant and that the parent, guardian or other person having care of a child has failed to ensure the child's attendance at school, State law authorizes the School to require the parent to attend a specified educational program.

This program has been established according to the rules adopted by the State Board of Education for the purpose of encouraging parental involvement in compelling the child's attendance at school.

On the request of the Superintendent, or when it comes to the attention of the school attendance officer or administrator of the District, the designated individual must investigate any case of supposed truancy within the District and must warn the child, if found truant, and the child's parent in writing of the legal consequences of being a "habitual" truant.

A "habitual truant" is any child of compulsory school age who is absent without a legitimate excuse for **30** or more consecutive **hours**, **42** or more **hours** in one month or **72** or more **hours** in a school year.

The parent is required to have the child attend school immediately after notification. If the parent fails to get the child to attend school, the attendance officer or administrator, if directed by the Superintendent or the Board, must send notice requiring the child's parent to attend a parental education program.

Regarding “habitual truants,” the Board must take as an intervention strategy any appropriate action contained in Board policy.

The Board directs the administration to develop intervention strategies that include **all of the** following **actions if applicable**:

1. Providing counseling for a habitual truant;
2. Requesting or requiring a parent having control of a habitual truant to attend parental involvement programs;
3. Requesting or requiring a parent of a habitual truant to attend truancy prevention mediation programs;
4. Notification to the registrar of motor vehicles or
5. Taking appropriate legal action.
6. Assignment to an alternative school

The school’s designee provides notice to the parent of a student who is absent without excuse for 38 or more hours in one school month or 65 or more hours in a school year within seven days after the date of the absence triggering the notice. At the time of notice, the District may take any appropriate action as outlined in this policy as an intervention strategy.

ABSENCE INTERVENTION PLAN

When a student’s absences surpass the threshold for a habitual truant, the principal or the superintendent assigns the student to an absence intervention team within 10 days of the triggering event. The absence intervention team must be developed within seven school days of the triggering event and is based on the needs of the individual student. The team must include a representative from the student’s school or District, a representative from the student’s school or District who knows the student and the student’s parent or their designee, and also may include a school psychologist, counselor, social worker or representative of an agency designed to assist students and their families in reducing absences. During the seven days while developing the team, the Superintendent or principal makes at least three meaningful, good faith attempts to secure participation of the student’s parent. If the student’s parent is unresponsive the District investigates whether the failure to respond triggers mandatory reporting to the appropriate children’s

services agency and instructs the absence team to develop the intervention plan without the parent.

Within 14 school days after a student is assigned to a team, the team develops a student specific intervention plan to work to reduce or eliminate further absences. The plan includes, at minimum, a statement the District will file a complaint in juvenile court not later than 61 days after the date the plan is implemented if the student refuses to participate or fails to make satisfactory progress. The District makes reasonable efforts to provide the student's parent(s) with written notice of the plan within seven days of development.

The absence intervention plan for a student may include contacting the juvenile court to have a student informally enrolled in an alternative to adjudication. The Board directs the Superintendent to develop written procedures regarding the use of and selection process for offering these alternatives to ensure fairness.

If the student becomes habitually truant within 21 school days prior to the last day of instruction of a school year, the District may either assign a school official to work with the student's parent to develop an intervention plan during the summer and implement the plan no later than seven days prior to the first day of instruction of the next school year, or reconvene the absence intervention process on the first day of instruction of the next school year.

FILING A COMPLAINT WITH JUVENILE COURT

The attendance officer must file a complaint against the student in juvenile court on the 61st day after implementation of the absence intervention plan when:

1. **the student's absences have surpassed the threshold for a habitual truant;**
2. **the District has made meaningful attempts to re-engage the student through the absence intervention plan, other intervention strategies and any offered alternatives to adjudication and**

3. **the student has refused to participate in or failed to make satisfactory progress on the plan or any offered intervention strategies or alternatives to adjudication as determined by the absence intervention team.**

If the 61st day after intervention falls on a day during the summer months, the District may extend the implementation of the plan and delay the filing of the complaint for an additional 30 days after the first day of instruction of the next school year.

Unless the absence intervention team determines the student has made substantial progress on their absence intervention plan, the attendance officer must file a complaint against the student in juvenile court if the student is absent without legitimate excuse for 30 or more consecutive hours or 42 or more hours during a school month at any time during the implementation phase of the intervention plan or other intervention strategy.

SUMMARY OF DUTIES LAW

Triggering instance	Steps to be taken.
Student is absent (excused or unexcused) for 38 or more hours in one school month or 65 or more hours in one school year.	District or school's new policy must include developing a truancy intervention plan for any student who meets this absence trigger. District or school must provide written notice to the parent, within seven days of the triggering absence. District or school may utilize any other intervention strategies contained in the new policy.
Student is absent (unexcused) for 30 or more consecutive hours, 42 or	District or school must assign the student to an absence intervention team

more hours in one school month, or 72 hours in one school year.	<p>within seven days of the triggering absence.</p> <p>District or school must make three meaningful, good faith attempts to secure participation of the parent and investigate whether a failure to participate warrants a report to child protective services.</p> <p>Within 14 days of assignment of a team, the team must develop an absence intervention plan.</p> <p>Within seven days of the plan's development, the district or school must provide written notice of that plan to the parent.</p> <p>District or school may contact the court about informal enrollment of the child in an alternative to adjudication.</p>
Student refuses to participate or fails to make satisfactory progress on absence intervention plan.	Attendance officer must file a complaint in the juvenile court not later than 61 days after plan implementation.

EARLY RELEASE EXCUSES/ BUS TRANSFER SLIPS

Signed notes from parents and/or guardians for arranging bus changes and early releases from school must be brought to the office before the start of school. Notes brought in after 8:00 will be verified with the parent/and or guardian by telephone. If parental consent can not be obtained, the request may be denied.

EMERGENCY

If an emergency necessitates leaving school, the student shall report to the office. The student shall not make arrangements to leave school without the permission of the office.

MAKE-UP WORK

It is the responsibility of students who are absent for any reason to obtain their make-up work. Make-up work may consist of alternate written assignments designed to cover the classroom learning missed. Students are permitted one (1) day of make-up for every day missed. **A day's absence does not excuse a student from the responsibility of completing all assignments or tests on the day of his/her return.**

PARTICIPATION IN AFTER SCHOOL ACTIVITIES

To participate or attend practice or contest, students must be in attendance by 10:30 a.m. of the school day. The principal or athletic director may make exceptions. Students who do not provide the principal or athletic director with a valid doctor or legal excuse may be considered truant.

PERFECT ATTENDANCE POLICY

The term "perfect attendance" is defined as never missing a day of school, except for (and only for) school approved field trips (example: job shadowing, 8th grade field trip to D.C. and/or school approved college visits). Absences for doctor-certified illnesses or office visits, and family function (weddings/funeral etc.) are charged absences and therefore would prevent a student from having "perfect attendance."

TARDINESS TO SCHOOL

Students arriving late to school, class or other assigned area are considered tardy. Whether excused or unexcused, students are to report to the school office and sign the attendance register, recording the time of arrival and reason for lateness. All tardies will be recorded on the permanent record and are accumulative. Excessive tardiness to school will result in disciplinary action. All students are to report to their first period classes by 7:30 A.M. **Students who elect to drive to school or parents who drive their children to school assume the responsibility of arriving at school on time.** The only excused tardiness to school will be a written doctor excuse. Tardies will reset after each semester.

1 st tardy	Warning
2 nd tardy	Warning
3 rd tardy	Enrichment Detention
4 th tardy	Enrichment Detention

5 th tardy	Enrichment Detention
6 th tardy	Enrichment Detention
7 th tardy	After School Detention
8 th tardy	After School Detention
9 th tardy	Two After School Detentions
10 th tardy	Wednesday Detention

Students driving to school may have their privileges suspended for excessive tardies.

TARDINESS TO CLASS

Tardiness to a teacher's classroom will be handled by the teacher according to his/her classroom rules. After the third tardy to a teacher classroom, a student will be reported to the administration with a discipline referral.

SECTION II. CODE OF CONDUCT

The following code sets forth rules prohibiting certain types of conduct either:

- A. On school grounds before, during, or after school
- B. On school grounds at any other time when the school is being used by a group.
- C. Off school grounds, on a school bus, or at a school activity, function, or event.
- D. In designated school parking areas.

Attendance and participation in extra/co-curricular events and school sponsored activities such as school dances (including Prom) are privileges. In order to establish a safe, positive, and enjoyable environment, students who violate the Code of Conduct may be denied the privilege of attending such events.

WRLSD has the authority to issue discipline up to 80 days of expulsion with police contact for any violations of the Code of Conduct. Normally, most discipline is progressive in nature. Violations of the Code of Conduct may result in verbal or written warning/reprimand, referral to school counselor, parental contact, lunch detention, detention, Wednesday detention, in-school suspension, referral to law enforcement agencies, suspension, or expulsion.

EHOVE is an extension of the Western Reserve Middle/High School program; therefore, students who elect to attend the JVS are subject to

disciplinary action based upon the Code of Conduct of either the JVS and/or WR. Consequently, the 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.

BEHAVIOR MANAGEMENT MATRIX

		1st Offense	2nd Offense	3rd Offense	4th Offense			
Level One	Dress Code	Warning	Student Phone Call Home	Detention	Wednesday Detention			
	Tardy to Class							
	Physical Contact							
	Unprepared for Class							
	Classroom Disruption							
	Insubordination/Disrespect							
	Profanity/Inappropriate Language							
Non-academic Use of Technology								
Level Two	Loitering	Warning	Detention	Wednesday Detention	ISS			
	Cell Phone							
	False Reports							
	Public Display of Affection							
	Falsifying Information/Forgery							
	Skippping Class							
	Disruption of Education							
Level Three	Plagiarism/Cheating (Zero on Assessment and)	Wednesday Detention	ISS or OSS	OSS	OSS			
	Using Profane Gestures/Swearing at Staff Member							
	5+ Level 1 Offenses							
	Theft					ISS	OSS	OSS with notification to law enforcement and recommend for expulsion
	Fighting							
	Vandalism							
	Insubordination Towards Administration							
Making Threats Toward Staff or Students								
Transmission or Possession of Illegal Data								
Possession of Nicotine/e-cigarette/Tobacco								
5+ Level 2 Offenses								
Level Four	Arson	OSS with notification to law enforcement and recommend for expulsion	OSS	OSS with notification to law enforcement and recommend for expulsion				
	Assault							
	Criminal Acts							
	Weapons Use/Possession							
	Dangerous Threats/Inciting Panic							
	Alcohol Possession/Consumption/Distribution							
	Drug/THC/DAB Possession/Consumption/Distribution							

Allegations of Bullying and Hazing will be investigated and consequences assigned per WR Board policy.

Administration has the right to increase consequences based on severity up to and including emergency removal and recommendation for expulsion. See the student handbook "Code of Conduct" for more information.

School starts at 7:30a.m. Students who are tardy to 1st period are tardy to school and must report to the office to sign in and get a pass.

- Bullying and other forms of aggressive behavior:** The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment, intimidation, or bullying toward a

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

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

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

Bullying is when a more powerful (physical, emotional, or social) person hurts or frightens a weaker person deliberately (on purpose), and repeatedly (again and again).

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

Harassment, intimidation, or bullying also means electronically transmitted acts (i.e., internet, e-mail, cell phone, etc.) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent.

The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

Every student is encouraged, and every staff member is required, to report any situation that they believe to be aggressive behavior directed toward a student. Reports may be made to those identified above.

All complaints about aggressive behavior that may violate this policy shall be promptly investigated. The building principal or appropriate administrator shall prepare a written report of the investigation upon completion. This report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

If the investigation finds an instance of harassment, intimidation, and/or bullying has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. Individuals may also be referred to law enforcement officials.

Retaliation against any person, who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive

behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated.

Suspected retaliation should be reported in the same manner as aggressive behavior. Making intentionally false reports about aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

If a student or other individual believes there has been aggressive behavior, regardless of whether it fits a particular definition, s/he should report it and allow the administration to determine the appropriate course of action.

This policy shall not be interpreted to infringe upon the First Amendment rights of students (i.e., to prohibit a reasoned and civil exchange of opinions, or debate, that is conducted at appropriate times and places during the school day and is protected by State or Federal law).

The complainant shall be notified of the findings of the investigation, and as appropriate, that remedial action has been taken. If after investigation, acts of bullying against a specific student are verified, the building principal or appropriate administrator shall notify the parent/guardian of the victim of such finding. In providing such notification care shall be taken to respect the statutory privacy rights of the perpetrator of such harassment, intimidation, and/or bullying.

If after investigation, acts of harassment, intimidation and/or bullying by a specific student are verified, the building principal or appropriate administrator shall notify in writing the parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against a student, a description of such discipline shall be included in the notification.

2. **Dress Code:** All students will be expected to dress and groom in a manner that is conducive to maintaining a positive school climate for learning and that demonstrates modesty and self-respect. A student shall not dress or appear in a fashion deemed inappropriate or which interferes with normal school procedures, the student's health and safety, or that of other

students. **Hats, sunglasses, hoods, blankets, and midriff-baring shirts will not be permitted in the building. Holes in jeans must be lower than finger-tip length. Tank top straps must be a minimum width of three fingers. Sleeveless shirts must have a hemmed edge.**

3. **Electronic devices:** Students are to leave cell phones, air pods, and other electronic devices in their lockers.
4. **Hazing** is any conduct or method of initiation into any student organization or team – including but not limited to whipping; beating; branding; forced consumption of any food, liquor, beverage, drug, or other substance; violation of the physical health or safety of any student or other person; or any other conduct that subjects such student or other person to substantial mental stress, including deprivation of sleep or rest or extended isolations – whether on public or private property, which willfully or recklessly causes or creates a substantial risk of causing the physical or mental health or harm to any student or another person.

This policy has been adopted by Western Reserve Board of Education to maintain a safe learning environment for students that is free from hazing of students and prohibits hazing at all times. Teachers, administrators, volunteers, contractors, and other district employees shall be alert to possible situations, circumstances, or events that may constitute hazing. Any such person who receives a report of, observes, or has other knowledge or belief of conduct that may constitute hazing shall inform the school principal immediately.

Teachers, coaches, administrators, volunteers, contractors, and other district employees shall not plan, direct, encourage, aid in, engage in, permit, condone, or tolerate hazing. This policy applies to behavior that occurs on or off school property and during and after school hours. Any person who believes he or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the school principal, or the superintendent.

Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel they have been subjected to hazing should talk with the principal, teacher, coach, or advisor. Staff members approached by students shall counsel them on options available

to them under this policy and are required to report the incident to the principal, or assistant principal. Staff members who have concerns about possible hazing behavior are encouraged to talk with the principal, teacher, coach or advisor. The district intends to use this informal reporting procedure to try to stop hazing, not to determine intent or blame.

Upon receipt of a formal complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The investigation will be completed as soon as practicable and a report will be filed with the superintendent within fifteen (15) days of completion of the investigation. The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other district employee who is found to have violated this policy.

5. **School bus rules:** A student shall not interfere with or disrupt the operation of a school bus through activities which pose or tend to pose a danger to the safe operation of a school bus. These activities include, but are not limited to: causing damage, failing to remain seated, throwing objects, shouting, failure to board their bus at their assigned stops, and/or other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.

DON'T LOSE YOUR RIDING PRIVILEGE

1. Observe the same conduct as in the classroom.
2. Be courteous, use no profane language.
3. Do not eat or drink on the bus.
4. Keep the bus clean.
5. Cooperate with the driver.
6. Do not smoke or vape.
7. Do not be destructive.
8. Stay in your seat.
9. Keep head, hands and feet inside the bus.
10. Bus drivers are authorized to assign seats.

POSITIVE BEHAVIORAL INTERVENTIONS AND SUPPORTS

(PBIS) is a framework that guides school teams in the selection, integration, and implementation of evidence-based practices for improving academic, social, and behavioral outcomes for all students. The PBIS process emphasizes four integrated elements: data for decision making, evidence-based interventions and practices that support varying

student needs (multi-tiered), systems that efficiently and effectively support the implantation of these practices, and continual progress monitoring to ensure outcomes are met.

Western Reserve Middle/High School's faculty and staff are committed to the success of all students. Through WR's PBIS framework, school-wide behavioral expectations are taught across all environments, positive behavior is promoted through encouragement and reinforcement, and inappropriate behavior is corrected through prompting, re-teaching, and opportunities to correct behavior.

WR's PBIS model is intended to support positive behavior and academic achievement while bringing out the best in our students not only academically but also in the areas of social-emotional and behavioral growth.

PBIS

	RESPONSIBLE	ENGAGED	FUTURE READY
Hall ways	Walk, keep hands and feet to yourself, maintain clean and litter-free hallways	Be aware of personal space, use appropriate language and conversational voice	Use signed agenda or hall pass during class time, visit your locker between classes, arrive at your destination on time
Cafeteria	Be in your seat or in the lunch line, keep hands and feet to yourself, no line hopping	Be respectful to cafeteria employees, staff, and other students; communicate clearly with the cafeteria employees; use appropriate volume	Keep your own place in the lunch line, clean your space before you leave, return trays and throw away trash
Restroom	Use facilities appropriately and for intended purpose, follow good hygiene procedures, report any problems to a staff member	Use appropriate and conversational voice, be mindful of personal space and privacy, clean up after yourself	Use restroom between classes and during lunch, check in with next teacher in advance if you expect the break will take longer than expected

Tech & Soci al Med ia	Keep passwords and personal information to yourself, use good judgment on social media, report cyberbullying	Use devices when permitted for intended purposes, think before you send or post	Be respectful of school and personal property, have devices charged and ready for class, treat technology with care, follow usage policy
	Comply with staff member directions, follow classroom rules, use signed agenda or hall pass to exit classroom	Keep cell phones in designated classroom location, use devices when permitted for intended purposes, be present with necessary materials for class, complete all assignments on time	Be on time to all classes and activities, treat others the way you want to be treated, use appropriate language when speaking to others
Class room			

ENRICHMENT DETENTION

Students will report immediately to the designated area. **There is no right of appeal from an enrichment detention.**

TEACHER DETENTION

Students who violate classroom rules assigned by the teacher are subject to a teacher detention. Teacher detentions are to be served with the teacher who has assigned the detention. **There is no right of appeal from a teacher detention.**

AFTER SCHOOL DETENTIONS

After school detentions are assigned when a student violates part(s) of the student code of conduct. After school detentions will be held from 2:25 - 3:15 P.M. by an assigned monitor. Students are to work quietly doing homework, studying, and/or reading during this time. All students will serve their detention at their assigned time either by the teacher or administration. Practices (athletic, band etc.), appointments, etc. do not constitute reason for not attending detention. Failure to serve a detention will result in additional disciplinary action. **There is no right of appeal from an after school detention.**

WEDNESDAY DETENTION

Wednesday Detention will be held from 2:25 – 5:25 as necessary. A student assigned to Wednesday detention must be on time and have all books and materials necessary to work quietly the entire time. There will be no sleeping or playing games. If a student fails to serve the assigned Wednesday detention he/she will be assigned to the Center, driving

privileges may be suspended for a period of twenty (20) days. Wednesday detentions may only be assigned by the assistant principal, athletic director, or principal. **There is no right of appeal from a Wednesday Detention.**

CENTER FOR STUDENT-INVOLVED LEARNING

The Center for Student–Involved Learning is a classroom designed to provide an uninterrupted educational program for students who have been removed from classes, activities, and co-curricular activities. Students assigned to the Center have the opportunity to complete and receive credit for all class work assigned by the subject teacher.

Students assigned to the Center are expected to comply with the following:

1. Students are to report directly to the main office upon arrival to school and will spend the entire school day in the Center. If a student arrives late to the center, an after-school detention will be assigned. Students are to bring all needed books and materials with them to the Center.
2. Students are released at 2:20 and are to go directly to their transportation.
3. Assignments will be collected and returned to the subject teacher for credit. Students must complete all assignments to be given full credit.
4. Students will not be permitted to leave the Center unaccompanied.
5. Students are denied participation in co-curricular activities and they may not attend any scheduled event or contest, unless given permission by the Principal.
6. Students must comply with all Center rules.
7. Students who do not comply with regulations will be referred to the office and any or all of the following actions may be taken:
 - a. after school detention or Wednesday Detention may be assigned
 - b. additional days in the Center may be assigned
 - c. conference with parents may be scheduled
 - d. out-of- school suspension may be recommended
 - e. expulsion from school may be recommended

There is no right of appeal from an assignment to the Center for Involved Learning.

DUE PROCESS RIGHTS

The Board of Education recognizes the importance of safeguarding a student's constitutional rights, particularly when subject to the District's disciplinary procedures. To better ensure appropriate due process is provided a student, the Board establishes the following guidelines:

Students subject to suspension: A student must be given both written notice of his/her suspension and the reasons therefore and the opportunity to appear and respond to the charges against him/her prior to the suspension. The decision to suspend may be appealed to the superintendent or his/her designee. A student appealing a suspension is not readmitted to school pending his/her hearing unless specifically permitted by the superintendent.

Students subject to expulsion: A student and/or his/her parents or guardians must be given notice of the intention to expel and the reasons therefore, and an opportunity to appear and respond to the charges against him/her prior to his/her designee. A student appealing an expulsion is not readmitted to school pending his/her appeal hearing unless specifically permitted by the superintendent.
See board policy 5611

EHOVE DISCIPLINE ACTIONS

Any disciplinary actions assigned by the administrators of EHOVE to a student will be upheld by Western.

EMERGENCY REMOVAL

Emergency removal of a student by school authorities is permitted when that student's presence poses a continuing danger to persons or property or is an ongoing threat to the educational process either within the classroom or elsewhere on school premises. A teacher may initiate such emergency removal from curricular or extracurricular activities and may send or accompany the student to the office. The teacher must provide written reasons for such a removal. The principal or assistant principal may remove a student from the building immediately and temporarily waive the notice and hearing requirement. A hearing must be held within three (3) school days of the emergency removal of the student. Appeals of a removal may be submitted to, and will be conducted by the superintendent. Notice of the emergency removal shall be given within one (1) school day of the removal.

EXPULSION

Expulsion is a removal of a student for more than ten (10) days but not more than eighty (80) days. This may carry into the next semester or

school year. The exception to the rule is when the student brings a gun or other dangerous weapon to school. In this case, expulsion may be up to one full calendar year. The student and his/her parent, guardian, or custodian will be given prior written notice of the intention to expel the student. The notice shall include the reason for the intended expulsion and notification of the opportunity of the pupil and his/her parent, guardian, custodian, or representative to appear before the Superintendent or his designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, together with notification of the time and place to appear.

Within 24 hours after the time of a student's expulsion or suspension, the Superintendent or Principal shall provide written notification of the suspension or expulsion to the parent, guardian, or custodian of the pupil, and the Treasurer of the Board of Education. The notice shall include the reasons for the expulsion or suspension and notification of the rights of the pupil or his/her parent, guardian or custodian. If the student chooses to attend school at a community college, high school credit will not be given.

NPESC ALTERNATIVE ASSISTANCE SCHOOL

This program creates a structured and supportive educational setting for identified students and may be utilized as an alternative to expulsion.

POSITIVE INTERVENTION PROGRAM (PIP)

This program is for students for whom traditional discipline is ineffective. It offers alternatives to out of school suspensions including: community service, character education, various programs and resources to foster long term behavioral changes.

OUT OF SCHOOL SUSPENSION

A student may be suspended for up to ten (10) consecutive school days. The student will be given prior written notice including the reason for the proposed suspension. The student will be provided an informal hearing to explain his/her actions. During the period of suspension, students are excluded from classes and all school activities, and they are not permitted on school property. Students **will not** receive credit for their assignments.

SEARCH AND SEIZURE

The Board or its designee reserves the right to search the locker, desk, person, and personal property of a student on school grounds, in school vehicles or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and

education of students. At the beginning of the school year, students will be informed that their lockers, desk, persons and personal belongings, including but not limited to purses, athletic bags, and articles of clothing in the locker are subject to search and seizure for contraband and harmful or dangerous substances. Searches will be based upon reasonable suspicion. In determining whether there is reasonable suspicion, the following factors will be taken into consideration but not limited to: the age, history and school record of the student; the prevalence and seriousness of the problems; the need to avoid delay; and the reliability of the information on which suspicion is based. Also, if the odor is present of alcohol, drugs or tobacco, that will constitute a cause. The Western Reserve School District, as part of its overall safety and security program, may from time to time during the school year request law enforcement agencies to assist the district in detecting the presence of illegal drugs and/or weapons in our school.

The district and/or law enforcement officials are authorized by the Board to use dogs trained in detecting the presence of drugs or weapons to patrol school facilities and premises. Such patrols may be random in nature.

Any time a dog alerts to a particular vehicle, locker or other container, it will be considered to create reasonable suspicion to search the vehicle, locker or other container in accordance with established procedures. Dogs will not be used to search human beings.

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

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

SECTION III: GRADING

Western Reserve Middle/High School recognizes that a system of grading student achievement should help students, parents, and teachers to better assess a student's progress toward personal educational goals and assist the student in the implementation of the educational process. Western Reserve High School's system of measuring, grading, and recording a student's progress and achievement enables the student, parents, and teacher to identify a student's strengths/weaknesses. This system also develops educational plans for the student in the areas of his/her greatest potential for success.

ATHLETIC ELIGIBILITY

Athletes in grades 9-12 must maintain a 1.5 G.P.A. and receive passing grades in a minimum of five, one credit courses or the equivalent, which count toward graduation. Middle school students with two (2) F's are ineligible. Grades are checked every three weeks.

CLASS SCHEDULES

All students had the opportunity to preview their schedule and make changes prior to the start of the school year. Once the school year begins, students are not permitted to change schedules or drop subjects without permission of the school counselor and the principal, but students may add courses to their schedule. Changes may be made by the school counselor because of failures or lack of credit.

GRADE POINT AVERAGE (GPA)

For the purpose of figuring Grade Point Average, the letter grades will carry the following value:

A+	4.33	B+	3.33	C+	2.33	D+	1.33
A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	.67

CCP DIFFICULTY SCALE

A	4.33	B	3.33	C	2.33	D	1.33	F	0
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GRADING SCALE

100	A+	82 – 80	B-	69 – 68	D+
99 – 94	A	79 – 78	C+	67 – 63	D
93 – 90	A-	77 – 73	C	62 – 60	D-
89 – 88	B+	72 – 70	C-	59 – 0	F
87 – 83	B				

Middle school quarters 1, 2, 3, and 4 each count as 25% of the year's total grade.

High school grades are by semester:

Semesters are distinct with no influence on one another.

Students who fail one semester will be required to make up that ½ credit.

Quarter One (40%) plus quarter two (40%) plus exam (20%) equals one semester.

Quarter three (40%) plus quarter four (40%) plus exam (20%) equals semester two total.

GRADUATION REQUIREMENTS

The following three areas must be met to be eligible for a diploma:

1. Courses. Western Reserve Local Schools Board of Education requires 22 minimum credits to graduate with the following specific course guidelines:

- o 4 units of English/Language Arts
- o 4 units of Mathematics (Algebra I, Geometry, Algebra II, choice)
- o 3 units of Science (Physical Science, Biology, choice)
- o 3 units of Social Studies (American History, World History, Gov/Econ)
- o ½ unit each of health and physical education
- o 1 unit of fine arts
- o Financial literacy

2. Competency. Students are required to take six End-Of-Course exams (Algebra I, Geometry, ELA II, American History, Government, and Biology). Students must demonstrate competency in Algebra I and ELA II by scoring a minimum score of 684. There are other pathways available if students do not demonstrate competency.

3. Readiness. Students must earn a minimum of two graduation seals, one of which must be a state-defined seal. The twelve seals include:

Citizenship	Industry Recognized Credentials
Science	OhioMeansJobs Readiness
Technology	Honor Diploma
College Ready	Fine and Performing Arts (local)

Military	Community Service (local)
Biliteracy	Student Engagement (local)

GRADUATION HONORS

The Top 10 members of the graduating class, including Valedictorian and Salutatorian, will be the students with the highest weighted grade point averages after 7 semesters who have:

1. Been enrolled at Western Reserve during the last 4 semesters.
2. Completed graduation requirements set for the board of education and State of Ohio.

Students obtaining early graduation are not eligible.

Student scholars will be recognized based on cumulative GPA:

Summa cum Laude	4.0+
Magna cum Laude	3.8-3.99
Cum Laude	3.5-3.79

HONOR ROLL–MERIT ROLL-DISTINGUISHED HONOR ROLL

All subjects except CCP courses are included in the honor/merit roll calculation every quarter. Honor and Merit Roll are based on the following:

Distinguished Honor Roll	4.0 – 4.33 G.P.A.
Honor Roll	3.5 – 3.999 G.P.A.
Merit Roll	3.0 – 3.499 G.P.A.

No student can make the honor or merit roll with more than one C or any grade below. Certain classes have been weighted in the college bound curriculum in order to determine class rank at the end of the senior year.

INCOMPLETE WORK

It is the responsibility of the student to be sure that all assigned work is completed on time. If for reasons of absence (illness etc.) the student receives an I or incomplete, it is still the student's responsibility to arrange make up work with the teacher. Incompletes that are not made up within two (2) weeks automatically revert to an F. Daily work which is missed due to minor illness should be made up the following day. Long term assignments, given prior to short-term absences, are due on time.

INDEPENDENT STUDY

Independent study provides students with an opportunity for expanding personal knowledge about a subject not offered in the regular school

curriculum. Students who desire to participate in an independent study course must meet with a committee consisting of the principal, counselor, supervising staff member, student, and parent to develop an educational plan. The plan will include assessments and projects to be completed for a grade. All independent study plans must be completed by the end of the 2nd full week of the semester. Only a final grade will be given at the completion of all work. Independent study courses will not be weighted.

WEIGHTED GRADES

The following courses will carry weighted grades: Honors Language Arts 9-12, Advanced Biology, Advanced Physical Science, Chemistry, Anatomy and Physiology, Pre-calculus, Honors Geometry, Physics, and corresponding College Credit Plus (CCP) courses. The full weight (0.0448) will be added to the first semester.

SECTION IV: WR POLICY 7540.03 - STUDENT TECHNOLOGY - ACCEPTABLE USE AND SAFETY

Technology has fundamentally altered the ways in which information is accessed, communicated, and transferred in society. As a result, educators are continually adapting their means and methods of instruction, and the way they approach student learning, to incorporate the vast, diverse, and unique resources available through the Internet. The Board of Education provides Technology Resources (as defined in Bylaw 0100) to support the educational and professional needs of its students and staff. With respect to students, District Technology Resources afford them the opportunity to acquire the skills and knowledge to learn effectively and live productively in a digital world. The Board provides students with access to the Internet for limited educational purposes only and utilizes online educational services/apps to enhance the instruction delivered to its students. The District's computer network and Internet system does not serve as a public access service or a public forum, and the Board imposes reasonable restrictions on its use consistent with its limited educational purpose.

The Board regulates the use of District Technology Resources by principles consistent with applicable local, State, and Federal laws, the District's educational mission, and articulated expectations of student conduct as delineated in the Student Code of Conduct. This policy and its related administrative guidelines and the Student Code of Conduct govern students' use of District Technology Resources and students'

personal communication devices when they are connected to the District computer network, Internet connection, and/or online educational services/apps, or when used while the student is on Board-owned property or at a Board-sponsored activity (see Policy 5136).

Users are required to refrain from actions that are illegal (such as libel, slander, vandalism, harassment, theft, plagiarism, inappropriate access, and the like) or unkind (such as personal attacks, invasion of privacy, injurious comment, and the like). Because its Technology Resources are not unlimited, the Board has also instituted restrictions aimed at preserving these resources, such as placing limits on use of bandwidth, storage space, and printers.

Users have no right or expectation to privacy when using District Technology Resources (including, but not limited to, privacy in the content of their personal files, e-mails, and records of their online activity when using the District's computer network and/or Internet connection).

First, the Board may not be able to technologically limit access, through its Technology Resources, to only those services and resources that have been authorized for the purpose of instruction, study and research related to the curriculum. Unlike in the past when educators and community members had the opportunity to review and screen materials to assess their appropriateness for supporting and enriching the curriculum according to adopted guidelines and reasonable selection criteria (taking into account the varied instructional needs, learning styles, abilities, and developmental levels of the students who would be exposed to them), access to the Internet, because it serves as a gateway to any publicly available file server in the world, opens classrooms and students to electronic information resources that may not have been screened by educators for use by students of various ages.

Pursuant to Federal law, the Board has implemented technology protection measures that protect against (e.g., filter or block) access to visual displays/depictions/materials that are obscene, constitute child pornography, and/or are harmful to minors, as defined by the Children's Internet Protection Act. At the discretion of the Board or the Superintendent, the technology protection measures may be configured to protect against access to other material considered inappropriate for students to access. The Board also utilizes software and/or hardware to monitor online activity of students to restrict access to child pornography and other material that is obscene, objectionable, inappropriate and/or harmful to minors. The technology protection measures may not be disabled at any time that students may be using District Technology

Resources, if such disabling will cease to protect against access to materials that are prohibited under the Children's Internet Protection Act. Any student who attempts to disable the technology protection measures will be subject to discipline.

The Superintendent or IT Director may temporarily or permanently unblock access to websites or online educational services/apps containing appropriate material, if access to such sites has been inappropriately blocked by the technology protection measures. The determination of whether material is appropriate or inappropriate shall be based on the content of the material and the intended use of the material, not on the protection actions of the technology protection measures.

Parents are advised that a determined user may be able to gain access to services and/or resources on the Internet that the Board has not authorized for educational purposes. In fact, it is impossible to guarantee students will not gain access through the Internet to information and communications that they and/or their parents may find inappropriate, offensive, objectionable or controversial. Parents of minors are responsible for setting and conveying the standards that their children should follow when using the Internet.

Pursuant to Federal law, students shall receive education about the following:

- A. safety and security while using e-mail, chat rooms, social media, and other forms of direct electronic communications
- B. the dangers inherent with the online disclosure of personally identifiable information
- C. the consequences of unauthorized access (e.g., "hacking", "harvesting", "digital piracy", "data mining", etc.), cyberbullying and other unlawful or inappropriate activities by students online, and
- D. unauthorized disclosure, use, and dissemination of personally-identifiable information regarding minors

Staff members shall provide instruction for their students regarding the appropriate use of technology and online safety and security as specified above. Furthermore, staff members will monitor the online activities of students while at school.

Monitoring may include, but is not necessarily limited to, visual observations of online activities during class sessions; or use of specific monitoring tools to review browser history and network, server, and computer logs.

Building principals are responsible for providing training so that Internet users under their supervision are knowledgeable about this policy and its accompanying guidelines. The Board expects that staff members will provide guidance and instruction to students in the appropriate use of District Technology Resources. Such training shall include, but not be limited to, education concerning appropriate online behavior, including interacting with other individuals on social media, including in chat rooms and cyberbullying awareness and response. All users of District Technology Resources (and their parents if they are minors) are required to sign a written agreement to abide by the terms and conditions of this policy and its accompanying guidelines.

Students will be assigned a school email account that they are required to utilize for all school-related electronic communications, including those to staff members, peers, and individuals and/or organizations outside the District with whom they are communicating for school-related projects and assignments. Further, as directed and authorized by their teachers, they shall use their school-assigned email account when signing-up/registering for access to various online educational services, including mobile applications/apps that will be utilized by the student for educational purposes.

Students are responsible for good behavior when using District Technology Resources – i.e., behavior comparable to that expected of students when they are in classrooms, school hallways, and other school premises and school sponsored events. Communications on the Internet are often public in nature. General school rules for behavior and communication apply. The Board does not approve any use of its Technology Resources that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines.

Students may only use District Technology Resources to access or use social media if it is done for educational purposes in accordance with their teacher's approved plan for such use.

Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users are personally responsible and liable, both

civily and criminally, for uses of District Technology Resources that are not authorized by this policy and its accompanying guidelines.

The Board designates the Superintendent and IT Director as the administrators responsible for initiating, implementing, and enforcing this policy and its accompanying guidelines as they apply to students' use of District Technology Resources.

SECTION V: GENERAL INFORMATION

DRUG AND ALCOHOL AWARENESS FOR ATHLETIC PROGRAMS, EXTRACURRICULAR ACTIVITIES, AND STUDENT DRIVERS

The purpose of this policy is to create an alcohol and drug-free setting for all students and District employees. It is the belief of the Western Reserve School District that participation in any interscholastic athletics, extracurricular activities or seeking permission and use of District facilities to park a personal vehicle is a privilege, not a right. Students who volunteer to participate in these programs are expected to accept the responsibilities granted to them by this privilege.

These students as well as their parents or legal guardians must also realize that because of their choice to participate in these activities, they have a lesser expectation of privacy than do other students. At the beginning of the school year and of each sport season or extracurricular activity or when a student moves into District and joins any of the following, all students wishing to purchase a parking permit, wishing to participate in that season's sports or participate in an extracurricular activity will be subject to random urine testing for illicit or banned substances as specified below. The school district will pay for the cost of the random urine testing. Once the student has entered the program they remain in the program for 365 days or until a parent or guardian chooses to have them removed.

If the student is removed from the program they are not eligible to participate in any programs covered by this policy until the next school year.

Student Athlete/Cheerleader: any student participating in grades 7 to 12 athletic or cheerleading practices and/or contests or performances under the control and jurisdiction of the District, including managers, student trainers, etc.

Student Driver: Any student with a valid license recognized by the state of Ohio who has formally requested a parking permit via the District approved process. School Property: This policy covers all locations under the jurisdiction of the Western Reserve School District including away events in or out of the state of Ohio.

Extracurricular Activity: Any non-academic school sanctioned activity in which the student voluntarily participates. Participants in these programs are not graded academically for these programs.

Up to 20% of eligible student athletes, student participants in extracurricular activities or student drivers will be randomly tested on a periodic basis any time during the school year. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in athletics, not allowed to participate in any extracurricular activities and will be refused driving privileges in the Western Reserve School District until the student agrees to do so. The entire drug policy including consequences, definitions, procedure and frequency may be viewed upon request.

EXTRACURRICULAR ACTIVITIES

Students may organize associations or groups within the school for political, social, athletic, and other lawful purposes. No group or association may deny membership to any student because of race, sex, disability, color, religion, or nationality. All extra-curricular activities must have a faculty advisor and present to the principal upon request, a complete membership list, a statement of purposes, and a plan for money collection and use of funds. The affiliation of any extra-curricular group or association with any out of school association must be disclosed. No group or association may affiliate with any out of school group that advocates the use of violence or force to accomplish its end or advocates the forceful overthrowing of government. Co-curricular activities such as band, choir, FCCLA, and F.F.A take precedence over extracurricular activities. In addition, no extra-curricular group or association may affiliate with a fraternity, or sorority, or with an out of school association that is formed for unlawful purposes. The administration or faculty advisor may ban any event, program, project, or activity of these associations and groups if such an event would clearly and imminently threaten the safety, health or the education of students. Class officers and Student Council members must be in attendance at least 50% of the regular school day at WRHS to hold an office.

To participate in a practice or contest, students must be attendance by 10:30 a.m. of the school day to participate. The principal or athletic director may make exceptions.

FIELD TRIPS

The following policies shall govern all school trips:

1. Parental permission slips must be completed and emergency medical forms must be obtained from the office.
2. All school rules must be followed.
3. Faculty members are in complete charge of all students.
4. Administration may deny attendance on a field trip if the student is deemed to have unacceptable grades, behavior, or attendance.
5. Make up work is to be submitted upon return.
6. At times it may be necessary to charge a fee for the trip.

FIRE, TORNADO, AND SCHOOL SAFETY DRILLS

Fire and/or tornado drills are conducted to help prevent injuries and deaths during an emergency. During a fire drill students should walk, not run, along the route posted in each room. In case of a tornado drill instructions should be followed that are posted in each classroom. It is necessary for students to remain quiet during the drills in order to hear emergency instructions. When outside the building, move approximately 150 feet away from the building and keep walks and driveways clear for emergency traffic.

HANDBOOK

This handbook is to be used as your hall pass for outside the classroom. The staff member releasing you from class must sign your book. You are responsible for this handbook. Do not remove the cover or name tag or deface the agenda. If this book is lost or stolen, you must replace it. The cost to replace is \$5.00.

ILLNESS

Students who become ill at school will be asked to call their parents/and or guardians and the ill student will be released from school. The parent and/or guardian must sign the student out in the office. If a parent/and or guardian cannot be reached, students will only be released to others listed on the student's emergency medical form.

INSURANCE

A company selected each year by the Board of Education provides accident insurance through the school. Applications to purchase insurance are available in the office. Students who participate in interscholastic sports must purchase this insurance if they do not have full coverage through some family-covered program.

LIBRARY

The library is available for research, browsing, finding a suitable book, and leisure reading. Students must report to study hall for attendance, then secure a library pass. Students are to arrive promptly and remain the entire period. Because of the importance of library work, students disturbing the quiet atmosphere or violating library rules may lose library privileges. Each student is responsible for all items checked out on his/her library account and for all fines and fees incurred. Most library materials check out for two weeks and may be renewed. Library privileges will be suspended until overdue materials are returned. Fees may be assessed for damage to materials beyond reasonable wear.

LOCKERS

Lockers are loaned to students for and are the property of the Board of Education and therefore may be entered by the administration at any time. Students who must stay after school are to take coats and books with them because sections of the building may be closed. Keep lockers locked at all times.

Students should not disclose combinations to anyone. Sharing lockers is strongly discouraged. It is recommended that items of value not be stored in lockers. The Board of Education does not provide insurance or assume responsibility for items missing or stolen. Book bags will not be permitted in classrooms or cafeteria; they must be kept in lockers.

LOST AND FOUND

All lost and found articles should be turned in to the office. Unclaimed articles will be sent to a charitable organization.

LUNCH CHARGES

District policy allows students to charge three meals. When a student reaches the charge limit, the "Community Fund," a special account funded by area churches and individuals, is used to pay for a student meal. A One Call, personal phone call, or email is sent to the parent indicating the student's account is at the charge limit, the balance due, and the use of Community Fund, and a request for payment in full along with instructions for the student to bring a packed lunch until charges are paid.

MEDICATION

The total responsibility for dispensing or administering any medication rests solely with the parent(s) and their child. A form must be signed by a physician and on file in the office before medication will be dispensed. Non-prescription drugs will not be administered by school personnel unless form is on file. Parents/and or guardians may bring and administer the non-prescription or prescription drugs to their son/and or daughter as needed.

MODEL CIVILITY POLICY

Preamble: The purpose of this policy is to provide rules of conduct for parents, other visitors to schools and school district employees. It is the intent of the school board to promote mutual respect, civility and orderly conduct among district employees, parents and the public. It is not the intent of the school board to deprive any person of his or her right to freedom of expression. The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the school board encourages positive communication and discourages disruptive, volatile, hostile or aggressive communications or actions.

Expected level of behavior:

School and school district personnel will treat parents and other members of the public with courtesy and respect. Parents and other visitors to schools and school district facilities will treat teachers, school administrators, other school staff and district employees with courtesy and respect.

Unacceptable/disruptive behavior:

Disruptive behavior includes, but is not limited to: behavior which interferes with or threatens to interfere with the operation of a classroom, an employee's office or office area, areas of a school or facility open to parents/guardians and the general public; using loud or offensive language, swearing, cursing or display of temper; threatening to do bodily or physical harm to a teacher, school administrator, school employee or student, regardless of whether or not the behavior constitutes or may constitute a criminal violation; damaging or destroying school or school board property; any other behavior that disrupts the orderly operation of a school, a school classroom or any other school board facility; and abusive, threatening or obscene e-mail or voice messages.

Parent recourse:

Any parent who believes he/she was subject to unacceptable/disruptive behavior on the part of any staff member should report such behavior to the attention of the staff member's immediate supervisor.

Authority of school personnel to direct persons to leave school or school board premises:

Any individual who (1) disrupts or threatens to disrupt school or school district operations (2) threatens or attempts to do or does physical harm to school board personnel, students, or others lawfully on a school or school board premises;(3) threatens the health or safety of students, school board personnel, or others lawfully on a school or school board premises;(4) intentionally causes damage to school, school board property or property of others lawfully on a school campus or school board premises;(5) uses loud or offensive language or who without authorization comes on school or other school board facility, may be directed to leave the school or school board premises by a school's principal or assistant principal, or in their absence a person who is lawfully in charge of the school. If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement.

Authority to deal with persons who are verbally abusive:

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on school or school board premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises. If the person refuses to leave, the director or other authorized personnel shall seek the assistance of law enforcement and request the law enforcement takes such action as deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

SCHOOL FEES

Student class fees are handed out with the first interim report. The school district also understands fees may be a financial burden so payments will be accepted to meet your budget. A waiver form is available through the Board of Education office. To set up payment arrangements suitable for both parties, contact the main office.

Seniors be advised all fees K-12 must be paid prior to graduation or participation in graduation ceremonies will be denied and transcripts and diploma will be withheld.

SECURITY OF PERSONAL PROPERTY

Theft may occur at school as it does elsewhere; however, by applying preventive measures it can be kept minimal. It is advisable that students not have large sums of money in possession; share hall or physical education lockers; leave any locker unlocked; leave valuables, purses, books, etc., unattended in the cafeteria, restrooms, etc. Once a theft does occur, recovery of stolen items is very difficult. Without eyewitnesses or positive evidence, it is next to impossible. Remember to apply preventive measures and use common sense.

SIGNS AND POSTERS

All signs and posters for any event must be approved by the principal before they can be displayed.

SOCIAL FUNCTIONS

All evening and out of school activities sponsored by a school organization must be approved and scheduled through the principal. The school will take no responsibility for any voluntary gatherings of members of any school group.

SPORTS

A full program of interscholastic sports is conducted throughout the year. Students may try out for the following teams:

Fall: football, cross-country, volleyball, golf, cheer
Winter: basketball, wrestling, cheer
Spring: baseball, softball, track

TELEPHONE USE

Students will not be called to the telephone during the school day. Emergency messages will be accepted and delivered by the appropriate office personnel. Messages will only be accepted from a student's parent or guardian. Students should not expect to be excused from class to use the telephone. Using the telephone is not a legitimate reason for being tardy to class. Office telephones are used for business purposes and are not to be used by students unless given permission.

TEXTBOOKS

The student shall be assessed fines for lost or damaged textbooks. Textbooks that are lost or not returned will be assessed at the

replacement cost. If the book needs to be rebound, a \$5.00 fee will be assessed on an individual basis.

VISITORS

Western Reserve High School does not allow for individual student visitors from other schools or out of town unless approved by the principal prior to their arrival. Visitors including parents must sign in the office and obtain a visitor badge.

WITHDRAWAL FROM SCHOOL

Students are to report to the guidance office one week before scheduled to leave. Return all class materials to teachers. All Board of Education and personal financial obligations must be met before official school records may be released. All withdrawals must be processed through the Board of Education.

WORK PERMITS

Work permits may be picked up in the office.

WORK RELEASE

Students eligible for work release must do the following:

1. Student must have a GPA of 2.5 or higher
2. Student must have no grades below a "C"
3. Student must have no suspensions (in school or out of school)
4. Student must show proof of employment, work records, and have a valid work permit if under the age of 18.
5. Student must have a good attendance record. Students must not be absent more than five (5) days for the remainder of the school year (excluding field trips, college visitations, and family vacations)
6. Student must have completed graduation requirements.

Any student not following the above rules will be removed from work release privileges. A work release student who receives out of school suspension or a center assignment will lose work release privileges for a nine (9) week period. Any work release student who is assigned a Wednesday detention will lose work release privileges until the Wednesday detention is served.

2023–2024 Middle/High School Calendar

August 21	Teacher Work Day
August 22-23	Professional Development – No School
August 24	Students’ First Day
August 28	Professional Development – No School
September 4	Labor Day – No school
October 20	End First Quarter
November 1	Parent-Teacher Conferences - Evening
November 2	Parent-Teacher Conferences - No School
November 3	No school for staff or students
November 22-24	Fall Break – No School
November 27	Professional Development – No School
December 20	End Second Quarter/First Semester
Dec 21-Jan 2	Winter Break – No School
January 15	Martin Luther King Jr. Day – No School
February 2	Professional Development – No School
February 19	Presidents Day – No School
March 22	End Third Quarter
March 25-April 1	Spring Break – No School
April 26	Professional Development – No School
May 27	Memorial Day – No School
May 31	Students’ Last Day/End Fourth Quarter
June 3	Teachers’ Last Day

Make Up Days: For students, any calamity days over five will be made up by doing remote learning.

CRISIS/ABUSE HOTLINES

National Suicide Prevention Lifeline.....	1-800-273-8255
Huron County Mental Health & Addiction.....	1-800-826-1306
	or text HOPE to 741741
First Call for Help.....	1-800-499-8817
National Runaway Switchboard.....	1-800-621-4000
Huron County Sheriff.....	419-668-6912
Wakeman Police Dept.....	440-839-2511
Shelter for Domestic Violence.....	1-800-931-7233
Huron County Children Services.....	419-668-8126
Rape, Abuse, and Incest National Network.....	1-800-656-4673

DRUG & ALCOHOL ABUSE

Huron County Mental Health & Addiction.....1-800-826-1306
or text HOPE to 741741
National Drug Abuse Treatment.....1-800-262-2463
Huron County Health Department..... 419-668-1652
Teen Line.....1-877-419-7233

**Students may utilize the “Bullied? Speak Up!” and
“Stay Safe. Speak Up!” buttons on the school website at
www.western-reserve.org**