



2010-11
Waynesville High School
Student Handbook

“COMMUNITY FIRST”

SCHOOL WEB SITE ADDRESS
www.wayne-local.com

Table of Contents

Mission Statement	4
Student Rights	5
Section I—General Information	6
Attendance Policy	6
Truancy	10
Withdrawal From School	10
Emergency Medical Authorization	10
Medication Policy	10
Individuals With Disabilities	12
Student Records	12
Student Fees	13
Meal Service	13
Emergency Closings and Delays	14
Visitors	14
Use of Cell Phones	14
Tornado and Fire Drills	15
Lockers	15
Bus Safety	15
Student Automobiles	15
Section II—Academics	16
Grading Scale	16
Grade Point Average	16
Grade Level / Class Rank	17
Graduation Requirements	18
Honors Diploma Requirements	19
Honor Roll	19
Schedule Changes	20
Senior Option	20
Warren County Career Center	21
Computer Technology	21
Section III—Student Conduct	22
Dress Code	23
Discipline Progression	23
Board Policy—Categories I-IV	24-31
Bullying Policy	27
Section IV—Athletic Code of Conduct	31
Schedule and Calendar	37-38
ACT Testing Schedule	39

WAYNESVILLE HIGH SCHOOL

WELCOME

Welcome to Waynesville High School for the 2010-2011 school year. We are committed to helping make this a successful school year for everyone. It will take the cooperative effort of students, parents, teachers, staff and administrators to make this happen. We encourage you to take an active role in your education by participating fully in your classes, keeping up with assignments, seeking help when needed, becoming involved in extracurricular activities, and generally making a positive contribution to our school and community. Be prepared to accept responsibility for your actions and take time to think before you do something that might not be in your best interest or in the best interests of the school. Seek guidance and support from teachers, counselors, or administrators if you are experiencing difficulties. We welcome your suggestions and comments for the improvement of our school. Have a great year!

Randy Gebhardt, Principal (513-897-2776)
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School Year 2010-11 **PURPOSE OF THE HANDBOOK**

This student handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. Because the handbook contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with the following information and keep the handbook available for your and your parents' use. It can be a valuable reference during the school year and a means to avoid confusion and misunderstanding when questions arise. Should you have any questions that are not addressed in this handbook, contact the Principal. **This handbook supersedes all prior handbooks and other written material on the same subjects.**

MISSION STATEMENT

Wayne Local Schools mission, in partnership with the community, is to develop in a diverse student population the intellectual foundation for beneficial life-long learning, the necessary values for success, and the appropriate skills to be an informed, responsible, productive and adaptive citizen.

EIGHT PILLARS OF EXCELLENCE

1. We will provide a meaningful, rigorous, and adaptive curriculum for each student, including: intellectual skills in written and spoken communication, mathematics, science, technology, social studies, problem solving, and the tools for application of knowledge.
2. We will provide skills and appreciation for the fine arts, physical activities, languages, and leisure time activities for each student.
3. We will provide the example, leadership, information, and training to help each student function in an honest, moral, and ethical manner in their family, community, and society.
4. We will provide a highly trained, knowledgeable, caring teacher in every classroom whose mission is to teach each student and to maintain an environment that will enable each student to learn, grow, feel worthy, and become successful.
5. We will provide a highly trained, sensitive, and motivated staff that will support and foster the mission and vision.
6. We will teach and demonstrate a respect and appreciation for diversity of culture.
7. We will provide a safe, clean, and attractive environment where learning is an enjoyable, desirable, and eagerly pursued activity.
8. We will involve parents and members of the community in their active role as stakeholders in the school district.

EQUAL EDUCATIONAL OPPORTUNITY

It is the policy of this District to provide an equal educational opportunity for all students. All students regardless of race, color, creed, age, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District, or social or economic background shall not be discriminated against.

STUDENT RIGHTS AND RESPONSIBILITIES

The rules and procedures of the School are designed to allow each student to obtain a safe, orderly, and appropriate education. Students can expect their rights to freedom of expression and association and to fair treatment as long as they respect those rights for their fellow students and the staff. Students will be expected to follow teachers' directions and obey all school rules. Disciplinary procedures are designed to ensure due process (a fair hearing) before a student is removed because of his/her behavior.

Parents have the right to know how their child is succeeding in school and will be provided information on a regular basis and as needed, when concerns arise. Many times it will be the responsibility of the student to deliver that information. The staff expects students to arrive at school prepared to learn. It is the student's responsibility to arrive on time and be prepared to participate in the educational program.

STUDENT WELL-BEING

Students have the responsibility to observe and follow all safety instructions communicated to them by the staff. Should a student be aware of any dangerous situation or accident; it is the student's responsibility to notify any staff person immediately. State law requires that all students must have an emergency medical card completed, signed by a parent or guardian, and filed in the School office. A student may be excluded from School until this requirement has been fulfilled. Students with specific health care needs should submit those needs, in writing and with proper documentation by a physician, to the School office.

SECTION I - GENERAL INFORMATION ATTENDANCE POLICY

Legal Requirement

Ohio Revised Code, Section 3321.01: All children between ages six (6) and eighteen (18) are of compulsory school age and must attend school.

Ohio Revised Code, Section 3321.03: It is the parent's responsibility to cause the child to attend school.

Reporting Student Absences

It is the obligation of the parent, guardian, or custodian to report the child's absence or tardy each day.

The parent should phone the school within one (1) hour from the start of school on the day of the absence.

Upon the child's return to school the parent shall provide written documentation stating the day(s) absent and reason for such absence. Written documentation of absence(s) includes parent notes and physician notes as may be required by this attendance policy.

If within two (2) school days after returning to school following an absence, written documentation has not been received, the absence will be "unexcused."

Present your excuse in the office before school begins.

Ask all teachers for makeup work. Each student is responsible for seeing that makeup work is done within the same number of days they were absent. For example, if you are absent 5 days, you will have a minimum of 5 days to complete make-up work.

After acquiring **EIGHT (8)** absences (including excused, unexcused, and vacation days) a student will only be excused by bringing a medical, dental, or legal excuse. Failure to do so will result in an unexcused absence, a zero on all work for the day, and a referral to the county attendance office. A student may have absences beyond the specified amount only while under medical care. **FIVE (5)** unexcused tardies to school will count as one (1) unexcused absence.

Excused Absences

- a. Personal illness
- b. Illness or Death in family
- c. Medical/dental/legal appointments (require a note from the office of appointment)
- d. Pre-approved vacations: Five (5) days per year approved in advance by the principal. These days shall be included in the eight (8) days absence rule. Vacation approval during the school year is at the sole discretion of the building principal, who will use such factors as the student's grades and attendance to make the decision.
- e. Other reasons approved by the principal
- f. College visits -A scheduled appointment through a college official, counselor, or the principal. Request for college visits must be approved in advance by the principal. Upon their return students are expected to present to the principal a note from the college admissions office verifying the visit. Students may be excused for a maximum of three college visits. No college visits will be approved after April 30.
- g. Religious holiday (not counted in the Eight days)
- h. Appointments for court.
- i. Funeral of immediate family member or relative.
- j. Quarantine
- k. Head lice. Children excluded from school due to head lice are allowed two (2) excused absences (two occurrences per year, maximum.). Days beyond the two (2) day limit (2 occurrences per year) are unexcused.

Unexcused Absences and Tardies

The school administration will make the final decision whether an absence/tardy is excused or unexcused. In general, unexcused absences/tardies include (but are not limited to):

Missing the school bus.

Experiencing transportation problems at home or on the way to school.

Remaining at home to complete school assignments.

Missing school without legitimate illness.

Oversleeping. Alarm clock (student's or parent's) failed to work.

"My mom didn't get me up."

Not having suitable clothing to wear to school.

Working at a job during the school day without a proper work permit.

Babysitting.

Any form of recreation (unless pre-approved vacation days).

Personal business that can be done after school or on weekends.

"Helping at home" or "Was needed at home."

"I had a game last night."

Senior pictures/portraits.

Partial Day Absence

A student will be classified as tardy when up to two hours late to school. When away from school from two to four hours the student will then be considered absent 1/2 day. When away from school for more than four hours, the student will be considered absent a full day. **Students who are absent from school for either the whole day or the second part of the school day because of personal illness, should not attend extra-curricular activities on that given day.**

Signing Out of School

Parents are asked to schedule medical and dental appointments after school hours, if at all possible. Students are not permitted to leave school grounds because of illness or any other emergency, unless you see the proper school personnel and then sign out in the office. Failure to follow proper procedures will be considered an unexcused absence and could result in disciplinary action. A student may leave school before the day ends provided the parent or guardian writes a note indicating the student has a medical, dental or legal appointment, or that an emergency exists. This note, with a telephone number or an appointment card, must be turned into the office before school begins at 7:35. Most of these absences should only result in a partial or 1/2-day absence from school. Students will not be excused for the entire day unless the specific appointment personnel verify it.

Documentation of Absence/Tardy

Generally, eight (8) absences from school per school year or five (5) tardies to school per school year for the reasons identified as "Excused Absences" may be documented by a parent note. Absences in excess of eight (8) per school year or tardies in excess of five (5) per school year may not be excused by a parent and shall require documentation by the child's physician, etc.

The foregoing general rule is for the convenience of school officials in the administration of this attendance policy. This rule does not create an entitlement for a child to be absent from school eight (8) days per school year or tardy to school five (5) days per school for reasons other than those identified for Excused Absences. Application of this general rule may be waived by school officials where circumstances indicate that its application does not serve the child's best interest. Those circumstances include, but are not limited to, the child's and/or the child's siblings' attendance in the current or prior school years.

Nothing contained in this attendance policy is intended nor should be construed as restricting the discretion of school officials to make such inquiries and request such verification/documentation as is reasonably necessary to determine if an absence/tardy is for any of the reasons identified in this policy as "Excused Absences."

Medical Excuses

Medical excuses are acceptable documentation of an absence or tardy to school following a personal, in-office examination by a physician. Doctors may only excuse absences or tardies to school for the specific dates the student was under his/her direct medical care (during which the student was medically unable to attend school). Excessive medical excuses may result in the school contacting the physician for additional medical documentation.

Chronic Illness

For students with a chronic medical condition (asthma, migraines, etc.), the school nurse and treating physician, nurse practitioner, or physician assistant shall discuss the child's case. If the school nurse and physician (et. al.) agree the child may be absent/tardy due to this on-going condition and decide it is not necessary for the child to be seen by the physician (et. al.) for each instance, the parent shall write a note to excuse the child's absence/tardy for this condition – even though the absence/tardy may exceed the number of days for which a medical note is typically required. This Chronic Illness waiver shall be renewed annually.

Tardy to School

Important Note: Five (5) unexcused tardies = one day unexcused absence.

tardy to school penalties: (Per semester)

3rd tardy	detention
4 th tardy	detention
5 th tardy	ASI
additional tardies	ASI

Make-Up Work

Excused absences and tardies allow students to make-up all missed class work, tests, and assignments. The general rule is the length of make-up opportunity is equivalent to the length of the absence. Students may not make-up class work, tests, and assignments missed due to unexcused absences or tardies.

Truancy Defined

Truancy is defined by Ohio Revised Code, Section 3313.609, as “any absence that is not excused.”

Consequences of Truancy

Besides school-imposed discipline, unexcused absences (truancies) may be handled as follows:

2 Unexcused Absences. Formal warning via letter to parent/student.

5 Unexcused Absences. Juvenile Court truancy intervention meeting.

7 Unexcused Absences. Unofficial court hearing.

Important Note: Formal court proceedings may be initiated without utilizing the above sequence.

Truancy Charges Filed in Court

Truancy charges may be filed against students who become chronic (or habitual) truants. In addition, "contributing" charges may be filed against the parent(s).

Chronic Truancy (Delinquency) =

- 7 consecutive unexcused absences.
- 10 unexcused absences in four (4) weeks.
- 15 unexcused absences in a school year.

Habitual Truancy (Unruly) =

- 5 consecutive unexcused absences.
- 7 unexcused absences in four (4) weeks.
- 12 unexcused absences in a school year.

Students admitting to the truancy charge or adjudicated as unruly/delinquent for truancy may be ordered by the Juvenile Court to return to school and accumulate no further unexcused absences or tardies until graduation. A Violation of Court Order may be filed against the student for any future unexcused absence or tardy. The same applies to parents who have plead or been found guilty of "contributing" charges. Juvenile Court may retain jurisdiction of students until they attain 21 years of age.

WITHDRAWAL FROM SCHOOL

No student under the age of eighteen (18) will be allowed to withdraw from school without the written consent of his/her parents and the approval of the superintendent. A student who withdraws from school shall be reported to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of eighteen (18).

EMERGENCY MEDICAL AUTHORIZATION

The Board has established a policy that every student must have an Emergency Medical Authorization Form completed and signed by his/her parent in order to participate in any activity off school grounds. This includes field trips, spectator trips, athletic and other extra-curricular activities, and co-curricular activities.

The School has made the Form available to every parent at the time of enrollment. Failure to return the completed form to the school will jeopardize a student's educational program.

MEDICATION POLICY

1. Medication shall be described as either prescription or non-prescription.
2. The student or his parent/guardian must present to the school nurse a complete medication form for each medicine that is to be given during school hours. This form is titled "Physician's Request for the Administration of Medication by School Personnel." This form requires both a physician's signature and a parent's signature.
3. When possible, the administration of medication to a student should be scheduled outside of school hours.
4. All medication, prescription or non-prescription must be delivered to the school in the original container with the student's name written on it.

5. A parent/guardian is responsible to deliver and pick up all medication to and from the office.
6. At the end of the school year, all medication must be picked up by the parent. Failure to pick up medicine by June 15th will result in the medicine being discarded.
7. All medicine will be kept locked up in the clinic's medicine cabinet. No medication is allowed to be in the possession of the student (exceptions: #8).
8. Exceptions to #7 include"
EPI PEN - A "Self-Medication for Epi Pen" form must be completed and signed by both physician and parent. These signatures imply proficiency of student in using Epi Pen.
INHALERS - A "Self-Medication for Asthma Inhalers" form must be completed and signed by both physicians and parent. These signatures imply proficiency of student in using inhaler(s).
9. The school nurse must be notified of all changes in the original medication order. This may require a new medication form to be completed.

Any student who distributes a medication of any kind to another student or is found to possess or using a medication other than the one authorized is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES AND PESTS

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The school's professional staff has the authority to remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.

Specific diseases include; diphtheria, scarlet fever, chicken pox, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

Any removal will be only for the contagious period as specified in the School's administrative guidelines.

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

In the case of noncasual-contact, communicable diseases, the School still has the obligation to protect the safety of the staff and students. In these cases, the person in question will have his/her status reviewed by a panel of resource people, including the County Health Department, to ensure that the rights of the person affected and those in contact with that person are respected. The School will seek to keep students and staff persons in school unless there is definitive evidence to warrant exclusion.

Noncasual-contact communicable diseases include sexually transmitted diseases, AIDS (Acquired Immune Deficiency Syndrome),

ARC-AIDS Related Complex, HIV (Human-immunodeficiency), Hepatitis B, and other diseases that may be specified by the State Board of Health.

As required by Federal law, parents will be requested to have their child's blood checked for HIV and HBV when the child has bled at school and students or staff members have been exposed to the blood. Any testing is subject to laws protecting confidentiality.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures. A student who becomes ill during the school day should request permission from the teacher to go to the office. The office will determine whether or not the student should remain in school or go home. No student will be released from school without proper parental permission.

INDIVIDUALS WITH DISABILITIES

The American's with Disabilities Act (A.D.A) and Section 504 of the Rehabilitation Act provide that no individual will be discriminated against on the basis of a disability. This protection applies not just to the student, but all individuals who have access to the District's programs and facilities.

The Wayne Local School District provides a variety of Special Education programs and services for students identified as having a disability defined by the Individuals with Disabilities Education Act (IDEA).

A student can access Special Education services through the proper evaluation and placement procedure. Parent involvement in this procedure is required. More importantly, the School wants the parent to be an active participant. To inquire about the procedure or programs, a parent should contact the high school office.

STUDENT RECORDS

Many student records are kept by the teachers, counselors, and administrative staff. All student records are confidential.

Confidential records contain educational and behavioral and directory information that has restricted access based on the Family Education Rights and Privacy Act (FERPA) and Ohio law. This information can only be released with the written consent of the parent or legal guardians of the adult student. The only exception to this is to comply with State and Federal laws that may require release without consent.

Included in the confidential records may be test scores, psychological reports, behavioral data, disciplinary actions, and communications with the family and outside service providers. The School must have the parents' written consent to obtain records from an

outside professional or agency. Confidential information that is in a student's record that originates from an outside professional or agency may be released to the parent through the originator and parents should keep copies of such records for their home file. Parents may also provide the School with copies of records made by non-school professional agencies or individuals. Students and parents have the right to review all educational records generated by the School District, request amendment to these records, insert addendum to records, and obtain copies of such records. Copying costs may be charged to the requestor. If a review of records is wanted, please contact the counselor's office in writing, stating the records desired. The records will be collected and an appointment will be made with the appropriate persons present to answer any questions there may be.

STUDENT FEES, FINES, AND CHARGES

Waynesville High School charges specific fees for the specific activities and courses. Fees will be distributed to students during the first 9 week period. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment. The fine will be used to pay for the damage, not to make a profit. Late fines can be avoided when students return borrowed materials promptly. Their use may be needed by others. Failure to pay fines, fees, or charges may result in the withholding of grades and credits.

In order to participate in any activity or athletic team at Waynesville, each student must have paid all student fees that may be owed from prior school years.

STUDENT VALUABLES

Students are encouraged not to bring items of value to school. The school cannot be responsible for their safe-keeping and will not be liable for loss or damage to personal valuables.

MEAL SERVICE

The School participates in the National School Lunch Program and makes lunches available to students. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student shall be allowed to leave school premises during the lunch period without specific written permission granted by the Principal. Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive one and believes that she/he is eligible, contact the high school office.

EZ Pay

EZ Pay is our online prepayment system at Wayne Local Schools. It may be used to prepay any and/or all of your child's lunches and eliminates the need for cash to be sent to school for lunch. Parents may even track what each child purchases through EZ Pay. You may also pay your child's school fees through EZ Pay as well as check any remaining school fee balance. If you are a returning student in the Wayne Local District, then you are probably very familiar with EZ Pay. If you are new to the district and would

like more information, please contact us at 897-6971 or you may go to the web link at www.spsezpaywaynelocal.com. Although EZ Pay is a convenient way to take care of lunches and school fees, students are not allowed to charge lunch if they do not have money on their account.

EMERGENCY CLOSINGS AND DELAYS

If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify the following radio and television stations:

Television channels: 2, 7, 9, 12, 22 Radio: FM 107

***The district website will have the latest information on school closings and will be updated first when school is closed. www.wayne-local.com**

Parents and students are responsible for knowing about emergency closings and delays.

VISITORS

Visitors, particularly parents, are welcome at the School. In order to properly monitor the safety of students and staff, each visitor must report to the WHS main office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in or wearing a pass shall be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to prevent any inconvenience. Students may not bring visitors to school without first obtaining written permission from the Principal and a visitors pass.

USE OF CELLPHONES & IPODS

Students may possess a cellular telephone in school, on school property, at after school activities and at school-related functions, provided that during school hours and on school buses the cell phone must be concealed from view. **The cell phone must be concealed from view and turned off while in the classroom, media center and on the bus.**

1st Offense - 30 min detention

2nd Offense - ASI

3rd Offense – A Parent will be required to pick-up the students phone from the office. Students will only be allowed to keep the phone in his/her locker after the third offense.

Electronic devices such as IPODS and MP3's may be carried onto the bus and used coming to and from school, but should be turned off and concealed when a student enters the school building. Students are not allowed to use ipods during the school day unless authorized by the teacher in that particular classroom. **Ipods are not allowed to be used in the hallway, during Lunch or during ET/EH for any reason.** If a student chooses to bring an electronic device to school, he/she does so at his/her own risk and the school is not liable for any damaged, lost, or stolen electronic device.

LOST AND FOUND

The lost and found area is in the High School main office. Students who have lost items should check there and may retrieve their items if they give a proper description.

ADVERTISING OUTSIDE ACTIVITIES

No announcements or posting of outside activities will be permitted without the approval of the Principal.

CARE OF PROPERTY

Students are responsible for the care of their own personal property. The school will not be responsible for personal property. Valuables such as jewelry or irreplaceable items should not be brought to school. The School may confiscate such items and return them to the student's parents.

Damage to or loss of school equipment and facilities wastes taxpayers' money and undermines the school program. Therefore, if a student does damage to or loses school property, the student or his/her parents will be required to pay for the replacement or damage. If the damage or loss was intentional, the student will also be subject to discipline according to the Student Discipline Code.

ASSEMBLIES

The conduct of the student body always reflects the cultural level and the maturity of the school. You are responsible for the impression made by the school on visitors and guests.

TORNADO AND FIRE DRILLS

Tornado and fire drills will be scheduled at regular intervals throughout the school year. It is essential that when the first signal is given everyone obeys orders promptly and clears the building by the prescribed route as quickly as possible. The teacher in each classroom will give the students instructions. Absolutely no talking during emergency drills is allowed.

LOCKERS

Lockers are rented from the school and should be left in good condition. Do not give your combination to anyone. Lockers are the property of the school and may be inspected at any time.

SCHOOL BUS SAFETY

Students will ride their assigned bus only, unless written permission from parents is given to the principal ahead of time. Students must abide by all school and bus riding rules. Any behavior, which distracts the driver, is very serious and threatens the safety of everyone.

STUDENT AUTOMOBILES

Those driving must attend a driver's safety meeting, register their vehicle with the office and display a parking permit in car window by September 10th. Failure to pay for a parking permit will result in loss of driving privileges for the remainder of the year. The parking lots by the tennis courts and next to the high school are permit areas. Students are not permitted to drive or be in the vehicle during school hours. Speeding or reck-

less driving on school grounds will result in a loss of driving privileges and disciplinary action. Pedestrians always have the right of way on school grounds. **Students are not to park in the visitor's area, staff parking, administration building or in front of the middle school. If a student parks in one of these areas:**

1st Offense—will lose parking pass and will not be allowed to park on school property for the remainder of the semester.

2nd Offense—a fine of \$50.00

SECTION II – ACADEMICS

GRADING SCALE

GRADING SCALE FOR ALL STUDENTS

LETTER GRADE	PERCENTAGE
A+	97-100
A	93-96
A-	90-92
B+	87-89
B	83-86
B-	80-82
C+	77-79
C	73-76
C-	70-72
D+	67-69
D	63-66
D-	60-62

GRADE POINT AVERAGE COMPUTATION

Letter Grade	Percentage	Non-Weighted Course Point Value	Weighted Course Point Value
A+	97-100	4.3	5.3
A	93-96	4.0	5.0
A-	90-92	3.7	4.7
B+	87-89	3.3	4.3
B	83-86	3.0	4.0
B-	80-82	2.7	3.7
C+	77-79	2.3	3.3
C	73-76	2.0	3.0
C-	70-72	1.7	1.7
D+	67-69	1.3	1.3
D	63-66	1.0	1.0
D-	60-62	.7	.7

*All Honors and AP courses are weighted

QUARTER GRADES

Each 9 weeks quarter grade is based upon the following

12-point scale:

A+ = 12 points	A = 11 points	A- = 10 points
B+ = 9 points	B = 8 points	B- = 7 points
C+ = 6 points	C = 5 points	C- = 4 points
D+ = 3 points	D = 2 points	D- = 1 point
F = 0 points		

SEMESTER GRADES

Semester grades are determined on the 12-point scale. Each quarter is worth 40% and each quarter exam is worth 10%.

FINAL GRADES

Final grades are determined on the 12-point scale. Each quarter is worth 20% and each quarter exam is worth 5%. After the final grade is computed the Grade Point Average (GPA) is then figured.

Any student who does not receive a passing grade in two out of the three components of the semester (the two quarters and the quarter exam average) will receive a final grade of "F" for the semester. **Any student who fails the second semester will fail the course for the year.**

CLASS RANK

Class rank is determined by the grade point average. The student with the highest GPA is first in his/her class. The student with the second highest GPA will be second in the class and so on. All students having the same GPA will have the same rank. It is possible, for example, that there could be two students who rank 5th in the class. If this occurs there would be no student ranked 6th. The next student with the closest GPA would be ranked 7th. Total number of students included in a rank is determined by the number of students who meet graduation requirements by June.

Class rank is refigured at the completion of each semester.

GRADE LEVEL CLASSIFICATION

Under the present system, students are given grade classification based on the following schedule of credits:

Grade 9	less than 5 credits
Grade 10	must have 5 credits
Grade 11	must have 10 credits
Grade 12	must have 15 credits

GRADUATION REQUIREMENTS

English	4
Math	4
Science	3 (1 *Biological Science 1, **Physical Science, 1 elective)
Soc. Stud.	3 (Am. Hist. & Am.Govt)
Health	1/2
Physical Ed.	1/2
Electives	6 ***
TOTAL	21 UNITS OF CREDIT

* Biological sciences include Biology I, Biology II, Honors Biology, Honors Bio II, and Human Anatomy.

**Physical sciences include Physical Science, Chemistry and Physics.

***1 unit or two ½ units of one or more of: Business/Technology, Fine Arts or Foreign Language.

Waynesville's graduation requirements meet or exceed the standards set forth by the Ohio Department of Education and the North Central Association of Colleges and Secondary Schools. In order to graduate a student must pass the required credits of the school district and must pass all parts of the Ohio Graduation Test. No student will participate in graduation exercises unless all requirements for graduation are met and all fees are paid. All seniors who plan on participating in the WHS Graduation ceremony are required to participate in all designated practices. Those who fail to attend graduation practice may not be allowed to participate in the graduation ceremony.

The code of conduct will be enforced at all times. Any senior who participates in any activities (at the end of the school year) that includes but not limited to: vandalism, hazing, unlawful acts or any disruption of the education process, will be disciplined according to the code of conduct and may be removed from the graduation ceremony at the discretion of the administration.

CREDITS

A student **may not** earn partial credit in any quarter, semester, or year course taken at WHS unless approved by the principal.

The board recognizes that an effective educational program is one that provides opportunities for students to customize aspects of their learning around their respective needs and interests. Credit flexibility is one method to motivate and increase student learning by allowing access to more resources, customization around individual student needs and the use of multiple measures of learning. A copy of the guidelines and application process may be obtained in the high school office.

HONORS DIPLOMA REQUIREMENTS

Students who completes the college preparatory curriculum in high school must meet any **7 of the following 8 criteria:**

4 units of English

4 units of mathematics that include Algebra I, Geometry, and Algebra II.

4 units of science (including Physics and Chemistry)

4 units of social studies (including ½ unit American History and ½ of Government)

3 units of one foreign language **or** 2 units of two foreign languages

1 unit of fine arts

MAINTAIN grade point average of at least 3.5 on a four-point scale up to the last grading period of the senior year

OBTAIN a composite of 27 on the ACT or a 1210 composite score on the SAT

HONOR ROLL

The honor roll is composed of students who have a 3.3 average or higher an no grade below a “C”. Principal’s Award is a 3.75 GPA and higher.

INCOMPLETES

Unless there are extenuating circumstances related to medical factors, all incompletes must be made up within 2 weeks after the end of the marking period or semester. Failure to do so will result in a zero for the assignments and a possible “F” in the course.

PROGRESS REPORTS

School Board policy directs the establishment of a system of reporting student progress. In addition to grade cards, mid-term grades will be mailed to parents in the middle of each grading period. If there is a question concerning grades, please call the teacher for details.

QUARTER EXAMS

Exams will be held at the end of each quarter. They will count 10% of the semester grade with each nine weeks grade counting 40%. If the student is absent he/ she must have medical verification to make up the exam and be excused by the principal. If exams are not taken, the student receives an “F” for the exam and possibly the year.

REPORT CARDS

Report cards are issued at the end of each quarter, or nine weeks session. Letter grades are used to designate a pupil's progress. Report cards are not distributed to students who owe any school fees or have any unpaid special charges.

FIELD TRIPS

Field trips are considered an extension of the classroom, consequently all school rules apply. No student may participate in any school-sponsored trip without written parental consent.

HOMEWORK

The assignment of homework can be expected. Student grades will reflect the completion of all work, including outside assignments. Homework is also part of the student's preparation for the proficiency tests and graduation.

SCHEDULE CHANGES

Careful course planning on the part of the student and parent with your teachers and counselor should keep the number of students wishing to drop a course at a minimum number. Students must fill out a schedule change request form and return it with parent's signature of permission. No schedules will be changed the first 3 days of the new school year. No schedule will be changed after two weeks. Courses dropped after the first two weeks for semester and year courses must be with parental and principal's approval and will result in an "F" on the permanent record.

STUDENT LOAD

Each student is required to carry a minimum number of courses each year, regardless of the number of credits already accumulated. A minimum of six (6) courses must be carried. In our 7 period day students are required to fill 6 periods. Students may have no more than 1 **ACTIVE** study hall per day. Study hall students are required to be engaged in learning throughout the entire period.

SENIOR OPTION

Seniors who are enrolled in at least one credit in each of the four content areas will have the option of a late arrival. Seniors may arrive at WHS after 1st or 2nd period depending on the number of courses they are enrolled in. Seniors must fill at least a 5 period day with **no** study halls. Students must maintain 75% in all courses to keep their senior option. Failure to do so will result in loss of senior option and the student required to attend study hall at 7:35.

SUMMER SCHOOL

Summer school is recommended for any student who fails a course that is required for graduation or who falls behind in the number of credits accumulated. Students are not permitted to take summer courses for advancement purposes. All summer school applications must be turned in by the end of the third week of June. All summer school work taken must be approved in advance by the principal or his designee. No more than 2 credits per summer term will be accepted unless approved by the principal.

OGT Summer Intervention

Students are **EXPECTED** to take any part of the OGT they have previously failed provided they attend 10 hours of intervention in the content area they are deficient. Summer administration is in the third week of June.

Early Graduation

Application for early graduation must be submitted to the principal by **April 30th**. Student's who elect to graduate early are still permitted to participate in graduation ceremonies with his/her designated class

WARREN COUNTY CAREER CENTER

Requirements for Entrance

Two-Year Programs

Students in the 10th grade can apply for the career center's two-year programs. Students must have a minimum of at least 8 credits in the following areas for unconditional acceptance:

- 2 English credits
- 2 math credits
- 1 or 2 sciences
- 2 social studies
- 1/2 credit of PE
- 1/2 credit of health

Senior Only Programs

Students in the 11th grade may apply for a one-year, senior only program. Students must be up on all credits for graduation with the exception of Government and English.

COMPUTER TECHNOLOGY AND NETWORKS

Before any student may enhance his/her school career through participation in the school's computer network, s/he and his/her parents must sign an agreement that defines the conditions under which the student may participate. Failure to abide by all of the terms of the agreement may lead to termination of the student's computer account and possible disciplinary action up to and including suspension from school or referral to law enforcement authorities. Please refer to your internet agreement for details.

Neither the school's computer network nor the broader Internet (whether accessed at school or away from school, either during school hours or after school hours), or any type of electronic devices, including cellular telephones, may be used for the purpose of harassment. All forms of harassment in cyberspace, often called cyber bullying, are unacceptable.

Cyber bullying includes, but is not limited to, the following misuses of technology: harassing, teasing, intimidating, threatening, or terrorizing another person by sending or posting inappropriate and hurtful email messages, instant messages, text messages, digital pictures or images, or Web site postings (including blogs). Often the author (sender or poster) of the inappropriate materials is disguised (logged on) as someone else.

Students, staff, or community members who feel they have been the victims of such misuses of technology should not erase the offending material from the system. They should print a copy of the material and immediately report the incident to a school official. All reports of harassment in cyberspace will be investigated fully. Sanctions may include, but are not limited to, the loss of computer privileges up to and including expulsion.

SECTION III - STUDENT CONDUCT

A major component of the educational program at [the school] is to prepare students to become responsible workers and citizens by learning how to conduct themselves properly and in accordance with established standards.

DRESS AND GROOMING

While fashion changes, the reason for being in school does not. Students are in school to learn. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted. Personal expression is permitted within these general guidelines.

Dress Code

Modesty and decency will continue to be stressed. Footwear is required for health and safety reasons. Clothing, including buttons and hats with obscene or questionable material on them (drug, alcohol, gang or sexual related) will not be permitted. Likewise, caps, bandanas, *hats, cut-off shirts, mini-skirts, sleeveless shirts, pajamas, slippers halter tops, crop tops, muscle shirts, total mesh shirts, tank tops are some examples of unacceptable clothing. (*hats must be placed in a student's locker upon arrival at school and cannot be carried around during the school day) **Hoodies cannot be on in the building.** Shirt length on the arms should be to the top of the arm connecting to the shoulder and midribs must be covered at all times (including when arms are raised above the head). **Skirts and shorts should reach at least mid-thigh** and subject to judgment of school personnel and the principal. Holes in jeans are not allowed above mid-thigh. Students are not permitted to have facial piercings'. Hair color that distract students or brings attention to an individual is not permitted. Inappropriate dress will result in class removal, zeros in the class or classes missed, a parent conference or possible disciplinary action. The administration reserves the right to amend this policy.

If a student has selected a manner of appearance that is beyond mere freedom of expression and disrupts the educational process or presents risk to themselves or others, they may be removed from the educational setting.

SCHOOL RULES

STUDENT DISCIPLINE CODE

The Board of Education has adopted the following Student Discipline Code. The Code includes the types of misconduct that will subject a student to disciplinary action. The Board has also adopted the list of behaviors and the terms contained in the list.

It is the school staff's responsibility to provide a safe and orderly learning environment. History has shown that certain student actions are not compatible with the words "safe" and "orderly". Discipline is within the sound discretion of the School's staff and administration. Due process ensures that disciplinary action is imposed only after review of the facts and/or special circumstances of the situation. Due Process for suspensions, expulsions, and removals will be in accordance with Section 3313.66 of the Revised Code of Ohio.

DISCIPLINE PROGRESSION

1. Assertive Discipline Program

Each teacher has a specific disciplinary plan, which is sent home with students for the parents to read. Students and parents sign and return these forms stating they have read them and that they understand the plan. It also includes makeup work and other class policies.

2. Detention

Students may be assigned detention by the office or any member of the faculty. This is for those students with undesirable patterns of attendance, tardiness, or conduct as well as other disciplinary problems. Students assigned to detention are to report at the given time and for the number of days assigned. Each student is to have sufficient books and materials to study during the detention and is to cooperate with the detention supervisor. If a student misses a detention, the detention will double. If a student misses a second detention, s/he will be assigned an ASI by the principal. A copy of a detention slip stating the reason for the detention and the time for the detention will be given to the student.

3. After-School Intervention (ASI)

The administration may penalize a student for violating a school rule or Board Policy by placing the student in ASI (2:45 a.m. to 4:45.) An ASI will be rescheduled only one time per semester. Failure to complete an ASI will result in a one-day in-school intervention. Students who are late, unprepared, or do not follow the rules will be dismissed from ASI. Students are responsible for acquiring work from teachers to do during the ASI. A student will be placed in ASI for excessive absences, tardies or reasons deemed necessary by the administration.

4. In-School Intervention

During In-School Intervention students will be assigned to an intervention room. S/he will be allowed to make-up schoolwork. They will not be permitted to socialize with other students during the school day.

5. Out of School Suspension

During Out of School Suspension students are not permitted to be on school grounds or at a school sponsored activity. Suspensions are unexcused absences and students will receive zeros on all schoolwork assigned during the suspension period.

Expulsion

A student may be expelled for up to 80 days. Suspensions and expulsions may carry over into the next school year.

WHS SCHOOL BOARD POLICY

ZERO TOLERANCE

No form of violence, disruptive or inappropriate behavior, or excessive truancy, will be tolerated.

The Waynesville High School Code of Conduct is organized into four categories of rules. **Category I** includes those rules involving weapons. **Category II** includes those rules involving drugs, alcohol, look alike drugs, and tobacco. **Category III** includes those rules involving behavior that causes or has the potential to cause serious physical or mental anguish to any student, teacher or other school personnel, or is a violation of civil ordinances. **Category IV** includes those rules involving behavior that causes or threatens to cause disruption or interferes with any curricular or extracurricular activity.

Penalties for violations of the rules vary according to the severity and frequency of the rule violation. A range of penalties is listed for each category of rules. Specific penalties will be assigned by the administrator and based on the information available and the severity and frequency of the rule violation.

CATEGORY I – WEAPONS

Possession of a weapon

A weapon includes conventional objects like guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Criminal charges may be filed for this violation. Possession of a weapon may subject a student to expulsion and possible permanent exclusion. It will make no difference whether or not the weapon belongs to someone else, unless the student can provide convincing evidence that the weapon was placed in the student's possession without his/her knowledge. If it can be confirmed that a weapon was brought on District property by a student other than the one who possessed the weapon, that student shall also be subject to the same disciplinary action.

State law may require that a student be expelled from school for a period of one (1) year if s/he brings onto or has in his/

her possession on school property or at a school-related activity any of the following:

- A.** Any explosive, incendiary, or poison gas including bombs, grenades, rockets, missiles, mines, or device that can be converted into such a destructive item
 - B.** Any cutting instrument consisting of a sharp blade over three (3) inches long fastened to a handle
- Any similar object that is intended to invoke bodily harm or fear of bodily harm

The Superintendent may also expel a student from school for a period of one (1) year for bringing a firearm or knife to an interscholastic competition, an extra-curricular event, or any other school program or activity.

Use of an object as a weapon

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, jewelry and so on. Intentional injury to another can be a felony and/or a cause for civil action. This violation may subject a student to suspension, expulsion, and possible permanent exclusion.

Knowledge of Dangerous Weapons or Threats of Violence

Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the principal. Failure to report such knowledge may subject the student to discipline.

CATEGORY II- DRUGS, ALCOHOL or TOBACCO

1. A student shall not sell, transfer, attempt to sell or deliver narcotics, drugs, alcohol, or look-alike drugs while on school premises, school buses, or at any school function.

PENALTY: Ten day out of school suspension, police notification, recommendation for expulsion.

2. A student shall not possess, conceal, use or show signs of use of narcotics, drugs, alcohol, or look.-alike drugs, or be in the possession of drug paraphernalia while on school premises, school buses, or at any school related function.

PENALTY: Ten days out of school suspension, police notification, and possible recommendation for expulsion. Suspension may be reduced to five days if student attends administrative approved chemical dependency evaluation.

TOBACCO/LIGHTERS

A student shall not possess, conceal, or use tobacco, tobacco substitutes, or look-alike tobacco products while on school

premises, school buses, or at any school related function. **Students shall not possess, conceal, or use any matches, lighters, or other devices used to ignite a flame.**

PENALTY:

First Offense. Three day out of school suspension. Possession of tobacco/lighter may be treated with a lesser consequence if the student demonstrates honesty and cooperation when questioned by the administrator.

Second Offense. Five day out of school suspension. Suspension may be reduced if student attends administrative approved tobacco intervention program.

Third Offense. Ten day out of school suspension, recommendation for expulsion. Alternative placement may be considered.

CATEGORY III – WILLFUL MISCONDUCT

A student shall not willfully engage in any act which causes or has the potential to cause physical injury or mental anguish to any student, teacher, or other school personnel, or which is a violation of civil ordinances.

Such acts shall include but are not limited to:

- A. Fighting and/or assault
- B. Ignition of fires, and/or other incendiary devices.
- C. Turning in false fire, tornado, bomb, or disaster alarms and/or tampering with such alarm systems.

STATE POLICIES

- D. Hazing (defined as “doing any act or coercing another, including the victim, to do any act of initiation against any student or other that causes or creates a substantial risk of causing mental or physical harm to any person.”)
- E. Nondiscrimination Waynesville Schools do not discriminate on the basis of sex, race, color, national origin, or handicap, in the educational programs or activities which it operates, and it is required by Title VI Civil Rights Act of 1964, Title IX Educational Amendments of 1972, and Section 504 of the 1972 Rehabilitation Act, not to discriminate.
- F. Bullying - any intentional written, verbal, graphic, or physical act that a student or group of students exhibited toward other particular student more than once and the behavior both:
 - *Causes mental or 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.

PENALTY: Out of school suspension for no less than three days and no more than ten days, possible police notification, possible recommendation for expulsion.

Bullying, Harassment, or Intimidation Policy

Bullying Harassment or Intimidation behavior by any student/school personnel in Wayne Local Schools is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. “Harassment, intimidation, or bullying, in accordance with House Bill 276, mean any intentional written, verbal, graphic or physical acts including electronically transmitted acts i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students/school personnel with the intent to harass, intimidate, injure, threaten, ridicule or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school-provided transportation or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- Causing mental or physical harm to the other student/school personnel including placing an individual in reasonable fear of physical harm and/or damaging of students’/personal property; and,
- Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student/school personnel.

The Anti Harassment Complaint Coordinator is the Superintendent.

Formal Complaints

Students and/or their parents or guardians may file reports regarding suspected harassment, intimidation or bullying. Such written reports shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation and/or bullying, and the names of any potential student or staff witnesses. Such reports may be filed with any school staff member or administrator, and they shall be promptly forwarded to the building principal for review.

Informal Complaints

Students, parents or guardians and school personnel may make informal complaints of conduct that they consider to be harassment, intimidation and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such informal complaints shall be rea-

sonably specific as to the actions giving rise to the suspicion of harassment, intimidation and/or bullying, including person(s) involved, number of times and places of the alleged conduct, the target of the prohibited behavior(s), and the names of any potential student or staff witness. A school staff member or administrator who receives an informal complaint shall promptly document the complaint in writing, including the above information. This written report by the school staff member and/or administrator shall be promptly forwarded to the building principal for review and action.

Anonymous Complaints

Students who make informal complaints as set forth above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. The anonymous complaints shall be reviewed and reasonable action will be taken to address the situation, to the extent such action may be taken that (1) does not disclose the source of the complaint, and (2) is consistent with the due process rights of the student(s) alleged to have committed acts of harassment, intimidation and/or bullying.

Teachers and Other School Staff

Teachers and other school staff, who witness acts of harassment, intimidation, or bullying, as defined above, shall promptly notify the building principal and/or his/her designee of the event observed, and shall promptly file a written, incident report concerning the events witnessed. Teachers and other school staff who receive student or parent reports of suspected harassment, intimidation, and bullying shall promptly notify the building principal and/or his/her designee of such report(s). If the report is a formal, written complaint, such complaint shall be forwarded promptly (no later than the next school day) to the building principal or his/her designee. If the report is an informal complaint by a student that is received by a teacher or other professional employee, he or she shall prepare a written report of the informal complaint which shall be promptly forwarded (no later than the next school day) to the building principal or his/her designee.

Investigation

The Anti Harassment Complaint Coordinator is the Superintendent. The principal and or his/her designee shall be promptly notified of any formal or informal complaint of suspected harassment, intimidation or bullying. Under the direction of the building principal or his/her designee, all such complaints shall be investigated promptly. A written report of the investigation shall be prepared when the investigation is complete. Such report shall include findings

of fact, a determination of whether acts of harassment, intimidation 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.

Notwithstanding the foregoing, when a student making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint (with or without discussing it with the alleged perpetrator), subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Remedial Actions

Verified acts of harassment, intimidation, or bullying shall result in an intervention by the building principal or his/her designee that is intended to ensure that the prohibition against harassment, intimidation or bullying behavior is enforced, with the goal that any such prohibited behavior will cease.

Harassment, intimidation and bullying behavior can take many forms and can vary dramatically in seriousness and impact on the targeted individual and other students. Accordingly, there is no one prescribed response to verified acts of harassment, intimidation and bullying. While conduct that rises to the level of "harassment, intimidation or bullying," as defined above will generally warrant disciplinary action against the perpetrator of such prohibited behaviors whether and to what extent to impose disciplinary action (detention, in and out-of-school suspension; or expulsion) is a matter for the professional discretion of the building principal. The following sets forth possible interventions for building principals to enforce the Board's prohibition against "harassment, intimidation or bullying."

Disciplinary Interventions

When acts of harassment, intimidation and bullying are verified and a disciplinary response is warranted, students are subject to the full range of disciplinary consequences. Anonymous complaints that are not otherwise verified, however, shall not be the basis for disciplinary action.

In and out-of-school suspension may be imposed only after informing the accused perpetrator of the reasons for the proposed suspension and giving him/her an opportunity to explain the situation.

CATEGORY IV**DISRUPTION OF THE EDUCATIONAL PROCESS**

A student shall not engage in any act that causes or threatens to cause disruption or interference with any curricular or extracurricular activity, including conduct on school buses. Such acts shall include but are not limited to:

- A. Threat, intimidation, and/or coercion of others
- B. Damage or destruction of school property on or off school premises
- C. Damage or destruction of private property on school premises, at extracurricular activities, or in areas under the control of the school
- D. Demonstrations
- E. Distribution of printed material which may incite others to violent or disruptive behavior
- F. Profanity, vulgarity, or obscenity in language, gestures, and/or printed material
- G. Possession or distribution of vulgar, obscene and/or pornographic material
- H. Indecent exposure
- I. Harassment and/or verbal abuse (including sexual)
- J. Theft/Stealing
- K. Gambling
- L. Forging unauthorized signatures
- M. Tampering with or altering school related documents
- N. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of school officials.
- O. Cheating
- P. Lying to administrator, teacher, or other staff member
- Q. Disregard of reasonable directions or commands by school authorities, including administrators, teachers, and other school personnel
- R. Disrespect to school employees
- S. Tardiness to class
- T. Truancy and/or leaving school without permission
- U. Violation of school parking rules and regulations
- V. Reckless driving
- W. Littering
- X. Violations of dress code
- Y. Public display of affection
- Z. Refusal to serve properly administered school discipline
- AA. Aiding another student in violating any school rules or regulations
- BB. Violation of rules, regulations or procedures regarding administering of prescription/nonprescription medication
- CC. Chronic misbehavior of any type

- DD. Any type of conduct which is harmful to the person or property of school personnel or students, or conduct which is not in compliance with socially acceptable standards of behavior
- EE. Use of IPOD, mp3's, cell phones, or other electronic devices during school hours.
- FF. Possession of skateboards or roller blades on school property.
- GG. Horseplay

PENALTY: Violations of the above offenses may result in student conference, parent conference, referral to counselor, detention, Saturday School assignment, out of school suspension (not to exceed ten days), police notification, and/or recommendation for expulsion. The specific penalty will be assigned by the administrator based on the information available and the severity and frequency of the rule violations. This code of conduct is in effect until revised.

SEARCH AND SEIZURE

Search of a student and his/her possessions, including vehicles, may be conducted at any time the student is under the jurisdiction of the Board of Education, if there is a reasonable suspicion that the student is in violation of law or school rules. A search may also be conducted to protect the safety of others. All searches may be conducted with or without a student's consent.

Students are provided lockers, desks, and other equipment in which to store materials. It should be clearly understood that this equipment is the property of the school and may be searched at any time if there is reasonable suspicion that a student has violated the law or school rules. Locks are to prevent theft, not to prevent searches.

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

SECTION IV WAYNESVILLE ATHLETIC CODE OF CONDUCT

Participation in athletics is voluntary. Students who participate in these activities are expected to be positive role models for other students and ambassadors of Wayne Local Schools. These students also accept higher expectations for good citizenship and behavior than non-participants, as well as increased positive recognition that accompanies membership on interscholastic teams. The purpose of this code of conduct is to establish clear guidelines of conduct for all students who participate in athletics at Wayne Local Schools

ACADEMIC ELIGIBILITY

State Quarterly Eligibility

The OHSAA mandates that a student must pass at least five credits each quarter to be eligible to participate in interscholastic athletics. This applies to all co-curricular activities at Wayne Local Schools. The eligibility or ineligibility of a student continues until the start of the fifth school day of the next grading period, at which time the grades from the immediately preceding grading period become effective.

Exception: eligibility or ineligibility for the first grading period commences with the start of the fall sports season.

Waynesville Quarterly Eligibility

To be eligible in interscholastic athletics and co-curricular activities at Wayne Local Schools, a student must pass all classes with a 1.0 G.P.A. or above and may have no failing grades for the grading period.

If a student does not meet the eligibility standards of the Wayne Local School District at the end of each grading period, he/she will be ineligible to participate in 10% of the contests, or activities of the team, club, or group.

The student that is ineligible at the beginning of the grading period, will have their eligibility checked on Friday's of each week. If at anytime the student fails to meet the requirements of no F's and a 1.0 G.P.A., in all of his/her classes, he/she will remain ineligible until all grades are passing. Grades will be checked on Friday, which will determine the eligibility for Monday-Sunday of the next week.

For students who have passed all courses the previous grading period, eligibility will be checked at Midterm progress reports. This form indicates the student's current grades for that nine weeks. If a student receives a "D" or an "F" on the midterm, he/she will be required to take home an eligibility form to his/her parents to be signed and returned to the coach. This report will state the grade, class, and teacher and will list options that the student may choose to help improve their grades. **Options include:** 1) intervention during school; 2) after school help from the teacher; 3) peer tutoring in that subject; 4) private tutoring paid for by the parents.

II. FORMS AND RELEASES

A student must have the following information completed and turned into the head coach of his/her sport by the starting date for that sport season in order to participate: a) OHSAA Health Questionnaire and Physical Examination Form; b) Insurance Release Form; c) Emergency Medical Form; d) Athletic Code of Conduct.

A written release from a physician may be required before a student athlete resumes participation if an injury or potential injury was treated or examined by a physician, or upon recommendation from the school district's athletic trainer. The parents/legal guardians of student athletes may be required to allow school officials and the student athlete's health care provider to freely discuss the student's medical condition.

III. SPORTS FEES

Fees for participation may be established by the Wayne Local Board of Education, which are payable before participation in any activity. **In order to participate in any activity or athletic team at Waynesville, each student must have paid all student fees that may be owed from prior school years.**

IV. SCHOOL ATTENDANCE

Students must attend school the day of all activities, and arrive at school by 10:02 a.m. and meet the requirements of an excused absence. Students must attend school on Friday in order to participate in events scheduled for the weekends. Special exceptions for funerals, court appearances, etc. will be considered at the discretion of the principal.

V. TEAM FUNCTIONS

Participants are expected to be present at all practices, meetings, and special occasions unless excused by the head coach or advisor of the sport or activity.

VI. TRANSPORTATION

All team members **MUST** travel on school transportation vehicles. Special considerations will be given only in case of injury or illness with written request from parent/legal guardian and coach/advisor approval.

EQUIPMENT

Participants are responsible for all equipment assigned to them. Equipment must be returned at the end of the season or when required to do so by the coach/advisor.

Lost, stolen, or damaged equipment must be paid for before receiving awards or before a graduation diploma will be issued. This also includes the payment for any equipment that the student committed to purchase. Athletes will be denied participation in all sports until the coach of that sport accounts for equipment.

QUITTING OR DISMISSAL FROM A TEAM

Any athlete who quits a team without permission of the head coach after starting date set by the OHSAA will not be permitted to try out for or participate in another sport until the completion of

that sports season's competition. An athlete who is dismissed from a team for disciplinary reasons shall not begin participating in any other sport until that current sport season is completed.

Rules Violation from previous school (Follow Rule)

If it is verified by the Athletic Director or Principal that a new student has been in violation of the Waynesville Drug, Alcohol, Tobacco and Crime Policy prior to enrollment at Waynesville, that student will be subject to the same rules and consequences as listed in this Handbook for Waynesville students and/or the student's previous schools disciplinary policies/actions. However, the coach/advisor and either the Principal or Athletic Director will meet with the student and parents/guardians to discuss the discovery and to review the consequences and expectations of the student prior to involvement in athletics at WHS.

AWARDS NIGHT

Letters and awards will be awarded as specified in the award policy. Recipients will be recognized at the appropriate sports awards ceremony. All athletes are expected to attend their respective award ceremonies unless excused by the head coach.

RULES FOR USE OF TOBACCO, ALCOHOL, DRUGS, AND OTHER SUBSTANCES

All student athletes are covered by both the Student Code of Conduct and the Athletic Code of Conduct. Use of tobacco, alcohol, drugs, and other serious misbehavior may result in school disciplinary actions such as suspensions from school, as well as, denial of the privilege to participate in school athletics and co-curricular activities.

A. TOBACCO: Student athletes and participants in co-curricular activities may not use or possess tobacco or tobacco products in season, which is defined by dates established by OHSSA. This includes the use of or possession of smoking or smokeless tobacco products and paraphernalia of any form. The following action will be taken for violations of this rule:

FIRST OFFENSE: Denial of participation from all scheduled contests for five (5) consecutive school days and at least one (1) contest, and a similar period of time for other co-curricular activities. Student athletes who use tobacco during the off-season will be placed on probation, and will be required to participate in an approved tobacco education program.

SECOND OFFENSE AND SUBSEQUENT OFFENSES: Denial of participation in all team and club related functions for that sport season or school year for co-curricular activities. This policy shall be applied separately to the middle school and high school. Second offenses during the off-season will result in denial of participation as stated in the first offense under tobacco.

B. DRUGS AND ALCOHOL: Student athletes and participants in co-curricular activities may not use, possess, conceal use, or be under the influence of narcotics, drugs, alcohol, or look-alike drugs, or be in possession of drug paraphernalia in season, which is defined by dates established by OHSSA. A student athlete or co-curricular participant shall not be in possession of prescription or non-prescription drugs, including those taken for medical purposes, unless the student has complied with school board policy and school rules, regulations, and procedures regarding the administering of medication.

These offenses are cumulative in the high school for the student's entire high school career.

FIRST OFFENSE: Denial of participation for thirty percent (30%) of the total contests of that particular sports season (including tournament games), and a similar time period for other co-curricular activities. First offense during the off season will result in the student being placed on probation, and the student will be required to have a drug/alcohol assessment by an approved provider before participation on and athletic team.

SECOND OFFENSE: Denial of participation in all team and club related functions for a period of 80 school days. Second offense during the off-season will result in the first offense discipline.

THIRD OFFENSE: Denial of participation in all sports and co-curricular activities for the remainder of the student's high school career. Third offense during the off-season will result in the second offense discipline, and any subsequent off-season violation will result in permanent denial of participation.

NOTE: For each offense, student athletes and co-curricular participants will also be required to seek an evaluation from a reputable drug and alcohol agency acceptable to the administration. Failure to follow through with this requirement shall result in denial of participation in athletics for the remainder of the student's high school academic and athletic career or until the assessment procedure is carried out. An evaluation shall be a program designed to assess the needs of the particular student-athlete and will include an evaluation, drug test, and educational component regarding the harmful nature of drugs and alcohol. The cost of any such evaluation shall be the responsibility of the student-athlete.

C. OTHER MISCONDUCT: Student athletes may not engage in conduct that demeans their ability to serve as role models and ambassadors of the school district and the school community. This includes behavior on or off school property, at any time, including out of season and when school is in session. Students who participate in such negative activities or misconduct forfeit any privilege to participate on any athletic team or co-curricular activity.

Any acts of unacceptable conduct that results in dishonor to the athlete, team, school, or community will not be tolerated. These acts include, but are not limited to theft, vandalism, assault, immorality, or violations of the law and the schools code of conduct. Consequences: Students who engage in such behaviors may receive whatever discipline is deemed appropriate by the principal, up to and including permanent denial of participation on any school team.

Self Referrals:

The primary goal of school athletics and co-curricular activities is to help students develop skill for leadership and good citizenship. Wayne Local Schools seeks to foster and nurture every student's talents and gifts. Discipline is never used as a way to hurt students.

Many students struggle with the pressures and problems that sometimes leads to substance abuse or other problems. Students (or parents of students) who refer themselves to their coach, athletic director, or school administration BEFORE the start of any investigation (by school or legal authorities) will not be subject to this code of conduct. The principal may use more discretion in administering different disciplinary consequences then are required by this code of conduct (first offense only).

TEAM RULES

The head coach of an individual sport may establish other specific rules. Students may be removed from a team only with approval of the athletic director and principal.

XII. ATHLETIC JUDICIAL BOARD

This board shall consist of the following members: a member of the Board of Education, Superintendent, High School Principal, Middle School Principal, and the High School Athletic Director. The purpose of the Athletic Judicial Board is to develop policies and settle disputes arising from student misbehavior related to the Athletic Code of Conduct. The board will conduct hearings and issue decisions based on evidence presented. It will also hear appeals. If any member(s) of the Judicial Board is directly involved with the dispute, their place will be taken on the board by a varsity coach not involved. Appeals shall be filed in writing to the Judicial Board within five school days. Decisions rendered by the Judicial Board will be final.

**WAYNESVILLE SCHOOL CALENDAR
2010-2011**

August 19	Teacher Orientation/Inservice
August 23	Teacher Inservice
August 24	First Day for Students
August 27	First Day for Kindergarten
September 6	School Closed - Labor Day
October 11	School Closed – Holiday
November 12	School Closed – Conf Exchange Day
November 24 - 26	School Closed - Thanksgiving
December 21	Last Day Before Christmas Vacation
January 3	School Reopens
January 17	School Closed - M.L. King Day
February 21	School Closed - Presidents' Day
April 18 - 22	School Closed - Spring Break
May 27	Last Day for Students
May 29	High School Graduation
May 30	School Closed - Memorial Day
May 31	Last Day for Teachers
May 31, June 1, 2, etc.	Make-Up Days, If Necessary

INSERVICE AND PARENT TEACHER CONFERENCES

- Sept 30 - Reg Schedule (Conf Time 4-7)
- Nov 4 - Reg Schedule (Conf Time 4-7)
- Feb 24 - Reg Schedule (Conf Time 4-7PM)
- Mar 3 - Reg Schedule (HS Arena Sch 5-8PM)
- OHSAA Meeting – Tues., Aug. 10 – 7:00 p.m.
- Freshman & New HS Student Orientation – Thur., Aug 19 – 7:00-8:00 p.m.

GRADING PERIODS

First Grading Period August 24 - October 29	47 Days
Second Grading Period November 1 - January 14	45 Days
Third Grading Period January 18 - March 18	43 Days
Fourth Grading Period March 21 - May 27	<u>45 Days</u>
	180 Days

DISTRICT-WIDE LATE STARTS

- Wed., Sept 29 – 1 Hour
- Wed., Oct 27 – 1Hour
- Wed., Nov 17 – 1 Hour
- Wed., Feb. 23 – 1 Hour (**ELEM ONLY**)
- Wed., May 11 – 1 Hour

NORMAL BELL SCHEDULE

Warning Bell	7:30	
1 st Period	7:35	8:22
2 nd Period	8:25	9:12
3 rd Period	9:15	10:02
HS 4 th Period (ET/EH)	10:02	12:02
HS Lunch A 10:02- 10:32	Class 10:35-11:32	
HS Lunch B 11:02 -11:32	Class 10:05-11:02	
ET/EH	11:35	12:02
5 TH Period	12:05	12:52
6 th Period	12:55	1:42
7 th Period	1:45	2:32
Buses Leave	2:37	

One Hour Delay

Warning Bell	8:30	
1 st Period	8:35-9:02	
2 nd Period	9:05-9:32	
3 rd Period	9:35 - 10:02	
4 th Period	10:05 - 11:32	
A Lunch -	10:02 - 10:32	Class - 10:35 - 11:32
C Lunch -	11:02 - 11:32	Class - 10:05 - 11:02
ET/EH	11:35 - 12:02	
5 th Period	12:05 - 12:52	
6 th Period	12:55 - 1:42	
7 th Period	1:45 - 2:32	
Buses Depart	2:37	

Two Hour Delay

Warning Bell	9:30	
Period 1-	9:35-10:02	27 min.
Period 2-	10:05-10:32	27 min.
Period 3-	10:35-11:02	27 min.
Period 4-	11:05-12:32	
A Lunch	11:02-11:32	Class 11:35-12:32
C Lunch	12:02-12:32	Class 11:05-12:02
ET/EH	12:35-1:02	27 min.
Period 5-	1:05-1:32	27 min.
Period 6-	1:35-2:02	27 min.
Period 7-	2:05-2:32	27 min.
Buses Leave	2:37	

Test Date	Registration Deadline	(Late Fee Required)
September 11, 2010*	August 6, 2010	August 7 –
October 23, 2010	September 17, 2010	September 18 – October 1, 2010
December 11, 2010	November 5, 2010	November 6 – 19, 2010
February 12, 2011**	January 7, 2011	January 8 –
April 9, 2011	March 4, 2011	March 5 – 18, 2011
June 11, 2011	May 6, 2011	May 7 – 20, 2011

When Should I take the ACT?

First Time—Spring of Sophomore Year or Fall of Junior Year.

What is the ACT?

The ACT is a national college admissions examination that consists of subject area tests in:
English, Mathematics, Reading and Science.

The ACT Plus Writing includes the four subject area tests plus a 30-minute Writing test.

ACT results are accepted by all 4-year colleges and universities in the U.S.

The ACT includes 215 multiple-choice questions and takes approximately 3 hours and 30 minutes to complete, including a short break (or just over four hours if you are taking the ACT Plus Writing). Actual testing time is 2 hours and 55 minutes (plus 30 minutes if you are taking the ACT Plus Writing).

www.actstudent.org/

