STUDENT HANDBOOK 2026-2027

Waynesville Middle and High School

Edited on 10/5/26

Student/Parent Handbook for the

WAYNESVILLE MIDDLE/HIGH SCHOOL

Welcome to Waynesville Middle School and High School. All the members of the staff and I are pleased to have you as a student and will do our best to help make your experience as productive and successful as you wish to make it.

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FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year. This handbook summarizes and references many of the official policies and administrative guidelines of the Board of Education and the District. To the extent that the handbook is ambiguous or conflicts with these policies and guidelines, the policies and guidelines shall control. This handbook is effective immediately and supersedes any prior student handbook.

Because the handbook also contains information about student rights and responsibilities, each student is responsible for knowing its contents. Please take time to become familiar with this handbook and keep it available for you and your parent(s) and/or guardian to 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 your School Counselor or Principal, who you will find listed in the Staff Directory section of the handbook.

This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of 4/13/26. If any of the policies or administrative guidelines referenced herein are revised after 4/13/26, the language in the most current policy or administrative guideline prevails.

Copies of current Board policies and administrative guidelines are available from the building principal and on the District's website.

MISSION

The mission of Wayne Local Schools is to, in partnership with the community, develop 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. **The vision of Wayne Local Schools** is to provide the highest quality education, in a diverse student population, with compassion and excellence in all we do.

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 all emergency medical information completed. This must be on Final Forms and signed by a parent or guardian. 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 (i.e.-crutches, walkers, wheelchairs, etc.).

The Waynesville Middle and High School handbook originated in accordance with the Ohio State Department of Education Code of Conduct Minimum Standards. All students have the right to an education, and students have the responsibility not to disrupt education for other students. Each student body has a frame of reference upon which reasonable conduct can be based, and for which certain rules are considered necessary. Every student has the right to know the framework of procedures within which they are expected to assume personal responsibility for their actions. For this purpose, the following detailed handbook has been developed for students at Waynesville High School.

ATHLETIC ACTIVITIES PARTICIPATION / ATHLETIC CODE OF CONDUCT

An athletic handbook is given to all athletes. The rules are in conjunction with this handbook. Remember, athletics are a privilege, not a right. The principal and athletic director may allow a student who is being educated at home or at a non-district school to participate in one or more of the District's co-curricular or extracurricular activities providing she/he meets the eligibility criteria established in the athletic handbooks.

Gifted Identification/Academic Acceleration

Students can be identified as gifted in one or more of the following areas: superior cognitive ability, specific academic ability, creative thinking, and visual and/or performing arts. Parents who would like more information about gifted identification, early entrance to kindergarten, or academic acceleration are encouraged to contact the Gifted Coordinator.

SCHOOL DAY

Full Day for Students: 7:30 AM to 2:30 PM
2-Hour Early Release: 7:30 AM to 12:30 PM
2-Hour Delay: 9:30 AM to 2:30 PM

Waynesville Middle and High School
Bell Schedule 2026 -2027

Regular		2 Hour Early Release		2 Hour Delay	
1st	7:30-8:18	1st	7:30 - 8:04	1st	9:30 - 10:04
2nd	8:22-9:11	2nd	8:08 - 8:45	2nd	10:08 - 10:45
3rd	9:15-10:02	3rd	8:49 - 9:24	4th - 5th	10:49 - 12:33
4th - 5th	10:06-12:14	4th - 5th	9:28 - 11:12	Lunch A	10:45 - 11:15 Lunch
Lunch A	10:02-10:32 Lunch	Lunch A	9:24 - 9:54 Lunch		11:19 - 11:54 4th
	10:36-11:23 4th		9:58 - 10:33 4th		11:58 - 12:33 5th
	11:27- 12:14 5th		10:37 - 11:12 5th	Lunch B	10:49 - 11:24 4th
Lunch B	10:06-10:53 4th	Lunch B	9:28 - 10:03 4th		11:24 - 11:54 Lunch
	10:53-11:23 Lunch		10:03 - 10:33 Lunch		11:58 - 12:33 5th
	11:27-12:14 5th		10:37 - 11:12 5th	Lunch C	10:49 - 11:24 4th
Lunch C	10:06-10:53 4th	Lunch C	9:28 - 10:03 4th		11:28 - 12:03 5th
	10:57-11:44 5th		10:07 - 10:42 5th		12:03 - 12:33 Lunch
	11:44-12:14 Lunch		10:42 - 11:12 Lunch	3rd	12:37 - 1:12
6th	12:18-1:05	6th	11:16 - 11:51	6th	1:16 - 1:51
7th	1:09-1:56	7th	11:55 - 12:30	7th	1:55 - 2:30
INT.	2:00-2:30	NO INTERVENTION		NO INTERVENTION	

ATTENDANCE POLICY

Generally, twelve (12) absences from school, which include full days and partial days may be documented by a parent/guardian phone call.

> ***Medical notes shall NOT count against the 12 absences (time out of school full or partial days) that a parent may excuse.**

Absences, full and partial days in excess of 12 absences may not be excused by a parent and shall require documentation by the child's treating physician, nurse practitioner, or physician's assistant- unless an absence is otherwise excused by the Principal due to unusual circumstances.

The foregoing general rule is for the convenience of school officials in the administration of this attendance regulation. This rule does not create an entitlement for a student to be absent from school 12 times. Application of this general regulation may be waived by school officials where circumstances indicate that its application does not serve the student's best interest. Those circumstances include, but are not limited to: the student's attendance in the current or prior school years; instances where students/parents have been adjudicated guilty for truancy related offenses or currently under active supervision or probation. Excused absences from school shall be granted only on the condition of a note from a physician, nurse practitioner, physician's assistant, or excused by the school Principal.

Nothing contained in this attendance regulation 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 the time out of school for full day absence or partial day absence is excused.

Tardiness

Being punctual to school is the minimum expectation that we have for all of our students. Any student arriving in class in their assigned seat after 7:30 A.M. must report directly to the attendance office to obtain a tardy slip. The tardy slip must be presented to the teacher to be admitted to class. The attendance office will track tardies and report to the administration. Chronic tardiness, four (4) or more in a semester may result in after school detention, losing the privilege to leave early/miss intervention, referral to counselor, or in-school suspension.

Early Dismissal

Students must bring in their early dismissal note to the attendance office in the morning before school starts. All early dismissals will be counted toward the student's 12 occurrences in the school year, unless a medical note is provided. In all cases, a parent/guardian will be contacted to provide permission and a valid reason for the early dismissal. When a student arrives on the campus property he/she is under the jurisdiction of the school district until the end of the day. No student may leave the premises during the school day without proper authority from the attendance office. Also, no student will be permitted to return to school unless an "off-grounds" pass has been issued with a return time marked on it.

Absences

Students who miss school are required to have their parent/guardian contact the attendance office on or before 8:30 A.M.

If the school doesn't receive notification, a phone call will automatically be made to the parent/guardian. If the parent/guardian fails to contact the school, the absence will be considered unexcused until a parent/guardian makes direct contact (within 5 days) with the attendance office to verify the student's absence.

All notes parental/guardian or physician's must be submitted to the attendance office within five (5) days of the absence, otherwise the absence will be unexcused.

If a student acquires 38 hours in one month or 65 hours of excused or unexcused occurrences in one school year, a warning letter will be mailed to parent/guardian. Any medical notes from a physician will not be included in these hours.

The school, in compliance with Ohio Truancy Laws, has established the following intervention strategies to avoid unexcused occurrences, partial and full days, tardies and early dismissal.

If a student acquires 30 consecutive hours of unexcused occurrences, or 42 hours unexcused occurrences from school in a school month or,

72 hours unexcused occurrences from school in a school year, an Absence Intervention Team meeting will be scheduled by the Truancy Officer, for the purpose of developing an Absence Intervention Plan. The team shall consist of the student, parent/guardian or their designee (a pre-approval FERPA form release for a designee to attend in a parent's place must be filed by the parent for the designee to participate in the Absence Intervention Team meeting), school administrator or their designee, and attendance officer. The team may also include the school psychologist, counselor, social worker, or representative of a public or nonprofit agency designed to assist students and their families in reducing absences and representative of the Juvenile Court.

If the parent/guardian fails to attend or otherwise respond and participate in the Absence Intervention Team, the school shall do both of the following:

- Investigate whether the parent/guardian's failure to attend triggers mandatory reporting to the public children services agency or instruct the Absence Intervention Team to develop an intervention plan for the child notwithstanding the absence of the parent/guardian.
- If the student fails to comply with the Truancy Intervention Plan and meets the legal definition of habitual truant, charges will be filed in Warren County Juvenile Court.

Mandatory Doctor's List

Students that have reached the 72 UNEXCUSED hour limit in a previous school year will be placed on the Mandatory Doctor's List for the current school year. This means that from the very beginning of the school year, ALL absences must have a doctor's note or other legal document in order to be excused.

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 <u>not</u> make-up class work, tests, and assignments missed due to unexcused absences or tardies.** When a student is absent from school, they miss the classroom instruction which is so very essential to the understanding of concepts and content. Making up assignments does not constitute the same quality of learning that occurs when a student attends school.

If a child is absent for more than two days, the parent or designated person may request homework by 10:00 am to be picked up after 2:30 in the school office. Most teachers prefer to have students make up work under their supervision once a student returns to school. Knowing that the student's health is foremost when absent, please bear in mind how much work a child will be able to do when out ill. Most assignments are available to students in their Google Classroom. If a student is not sick, they are expected to complete their classwork at home through Google Classroom.

If work is picked up for a student, it is important for the student to return to school with the work completed. Note: It is not always possible to provide the exact classroom experience for students who may miss school. Teachers will send work home that approximates the classroom experiences and covers the material missed.

Excused Absences

A. Personal illness or injury
B. Illness or Death in family
C. Medical/dental/legal appointments (require a note from the office of appointment, partial days, in most cases)
D. Pre-approved absences: Five (5) days per year approved in advance by the principal. These days shall be included in the twelve (12) 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. Religious holiday (not counted in the Eight days)
G. Appointment for court.
H. Funeral of immediate family members or relatives.
I. Quarantine
J. Head lice. Children excluded from school due to head lice are allowed one (1) excused absence on two (2) separate occasions in a school year. Absences beyond this number are unexcused unless the additional absences are covered within the twelve (12) parent/guardian notes or a physician et al. excuse.

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):

A. Missing the school bus.
B. Experiencing transportation problems at home or on the way to school.
C. Remaining at home to complete school assignments.
D. Missing school without legitimate illness.
E. Oversleeping. Alarm clock (student's or parent's) failed to work. "My mom didn't get me up."
F. Not having suitable clothing to wear to school.
G. Working at a job during the school day without a proper work permit.
H. Babysitting.
I. Any form of recreation (unless pre-approved vacation days).
J. Personal business that can be done after school or on weekends.
K. "Helping at home" or "Was needed at home."
L. "I had a game last night."

Warren County Inter-School Attendance Agreement
Student attendance records shall be maintained for students moving from one Warren County school district to another district within the county. This includes all provisions of this policy (excused / unexcused absences, steps in the truancy process, et. al.).

Partial Day Absence

Students must arrive within 30 minutes of the start of their school day in order to participate in any extracurricular or special in-school activities. The only exceptions will be those students who meet the requirements of an excused legal/medical absence. A doctor's note, funeral card, or court/legal notice regarding their late arrival/or early departure must be turned in before participation in extracurricular or special in-school activities that day. Students must attend school on Friday in order to participate in events scheduled for the weekends. (A minimum of one-half day attendance at school, as determined by the administration, is required); or situations approved by administration.

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. High School: 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 7:30. 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 approved by the office. Middle School: Parents or other designated emergency contact will need to pick up the student. They will not be permitted to leave without an adult present.

Missed Hours

The following factors are considered reasonable for missing hours:

1. Personal illness - a written statement from the student's treating physician, nurse practitioner or physician assistant verifying the illness may be required.
2. Death in the family
3. Observation or celebration of a religious holiday
4. Out-of-state travel, up to a maximum of twenty-four (24) hours per school year that the schools are open for instruction, to participate in an approved enrichment or extracurricular activity.
5. Medically necessary leave for a pregnant student.

For hours missed to be excused, the parent or caregiver must contact their student's building secretary using the number below:

Waynesville Middle and High School: 513-897-4706

Contact must be made within five (5) school days of the absence (missed hours) to be marked as excused.

Students are expected to make up missed hours of instruction within a one-week period or complete additional hours and lessons leading up to a planned event.

The Ohio Revised Code defines a student as being habitually truant when a student has:

- 30 consecutive unexcused hours, or
- 42 unexcused hours in a school month or
- 72 unexcused hours in a school year.

Pursuant to law, the school will notify the parent/guardian/custodian by mail if a student accumulates 38 hours in a month or 65 hours in a school year of EXCUSED and/or UNEXCUSED hours not working to complete assignments.
The school will also offer a mediation meeting if significant progress has not been made on the online lessons assigned and or after a student has been inactive for forty-two (42) unexcused hours in a school month.
Truancy charges may be filed if a student meets the legal definition of habitual truant.
Nothing in this policy shall prohibit or restrict the school from initiating legal action against a student and parent for failure to follow the attendance policy at any time, within the provisions of the law.

ACCESS TO 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.

ACCIDENTS

When an accident occurs, it must be reported at once to the teacher in charge, who will then report it to an administrator and any other necessary authority.

BACKPACKS/DRAWSTRING BAGS/BLANKETS

Backpacks, briefcases, side satchels, gym bags and blankets are not permitted in the classroom throughout the school day. Unapproved bags must be kept in lockers until the end of your day. Students who do not abide by this will be viewed as being non-compliant and subject to disciplinary measures. Student lockers are available for student use to hold and store items.

CHEATING/PLAGIARISM

Cheating and/or plagiarism are considered to be any work that is copied or taken from another source (including copying another student's homework, copying text from the internet, use of electronic translators, etc...) and submitted for the benefit of a personal grade.

Circumstantial evidence can be the basis of discipline, and includes but is not limited to:

1. Student evaluation (test scores/grade).
2. Teacher observance of physical happenings.
3. Identical test answers.
4. Location of article/information in another published source or another student's work, without proper footnoting.
5. Proximity (seating arrangement).
6. Student use of AI technology when not given permission (see policy below)

Disciplinary decisions will be made based on knowledge of all the circumstances surrounding the incident and the determination that it is more probable than not that cheating and/or plagiarism occurred.

Consequences may include, but not be limited to: phone call home, meeting with parents/guardians and teacher, loss of grade, detentions, etc.

Artificial Intelligence and Unauthorized Technology

While the District recognizes the many benefits of Artificial Intelligence (AI) and other emerging technologies when used appropriately for learning, students are expected to complete and submit their own work unless a teacher specifically authorizes the use of AI or other technology for an assignment.

AI tools and other technologies should supplement student learning, not replace student thinking, effort, research, or original work. Students may not use generative AI to write, rewrite, create, or substantially complete an assignment and submit the resulting work as their own unless specifically permitted by the teacher.

This expectation also applies to devices or technologies that may be used to obtain, generate, communicate, or provide answers or information during an assignment, assessment, or other academic activity without teacher permission. This includes, but is not limited to, smartphones, smartwatches, wireless earbuds, smart glasses or other wearable technology, cameras, recording devices, AI-enabled devices, and any similar or future technology capable of

accessing information, generating responses, communicating with others, or assisting a student in completing academic work.

Teachers may establish specific expectations regarding the use of AI, technology, and electronic devices for individual assignments or assessments. Students may be required to demonstrate their learning process, explain how work was completed, provide research sources or notes, show revision history, or otherwise verify that submitted work represents their own knowledge and effort. When there is a reasonable concern that unauthorized technology or AI was used, the student may be asked to demonstrate or explain their work and the process used to complete it.

Submitting work that contains unauthorized generative AI content or using unauthorized technology to obtain or produce answers will be considered academic dishonesty and may result in a zero on the assignment and/or other consequences consistent with the District's academic and disciplinary policies. Repeated or significant violations may result in additional disciplinary action.

Students are responsible for understanding and following their teacher's expectations regarding the use of AI, electronic devices, and other emerging technologies. The District reserves the right to address the use of new or emerging technologies in the same manner when they are used to circumvent academic expectations or gain an unauthorized academic advantage.

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 an-other 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. **(HB 116 reference)** 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.

Bring Your Own Technology Policy

Students and parents/guardians participating in B.Y.O.T. must adhere to the Student Code of Conduct, as well as all Board policies, particularly Internet Acceptable Use and Safety Policy Additionally, technology:
Must be in silent mode while on school campuses and while riding school buses.
May not be used to cheat on assignments or tests, or for non-instructional purposes (such as making personal phone calls and text/instant messaging).
May not be used to record, transmit or post photographic images or video of a person, or persons on campus during school activities and/or hours.
May only be used to access files on computer or internet sites which are relevant to the classroom curriculum. Games are not permitted.
May not be used to record any image perceived to be humiliating, harmful, or an act of bullying to another student or staff member.

Internet

Only the internet gateway provided by the school may be accessed while on campus. Personal internet connective devices such as but not limited to cell phones / cell network adapters are not permitted to be used to access outside internet sources at any time.

Security and Damages

Responsibility to keep the device secure rests with the individual owner. **The Wayne Local School District, nor its staff or employees, is not liable for any device stolen or damages on campus.** If a device is stolen or damaged, it will be handled through the administrative office similar to other personal artifacts that are impacted in similar situations. It is recommended that skins (decals) and other custom touches are used to physically identify your device from others. Additionally, protective cases for technology are encouraged.

CHROMEBOOKS

Students are issued a Chromebook to use throughout the school year. They are expected to follow the guidelines outlined in the Acceptable User Safety Agreement. They are also responsible for the care of the Chromebook much like they are any textbook they are issued. Fines and fees may be issued for lost or damaged devices, up to $400.

If a device requires repair due to carelessness, neglect, or intentional action, the device will be repaired and the student will be provided a temporary replacement device only after the student or parent/guardian pays the applicable repair and temporary replacement charge, as determined by the district. The student/parent/guardian will be notified of the cost/damage via Email from the Technology Department.

If a device otherwise requires repair, the student will be provided a temporary replacement device at no charge while repairs are made. Replacement and repair charges are determined by the district, and are a reasonable charge to compensate the school for the expense or loss incurred. Charges will be added to school fees.

CODE OF CONDUCT

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

1. On district school grounds during or immediately before or immediately after school hours; or
2. On district school grounds at any other time; or
3. Off district school grounds, school employee's property at a school sanctioned activity, function, or event.

Violation of these rules may result in a disciplinary action at the school level. It is the decision of the proper school administrator, after carefully weighing all the facts and circumstances, as to which corrective measures are appropriate or adequate. In some instances, the school may provide referrals to law enforcement agencies.

The following are definitions of some possible violations of conduct, but this list is not all inclusive. Some violations may be listed without accompanying definitions:

Alcohol/Drugs/Narcotics

No student shall possess, (including but not limited to purses, wallets, lockers, desks, cars, etc.) consume, use, inhale, handle, give, store, conceal, offer to sell/buy, sell, transmit, acquire, buy, represent, make, apply or showing signs of consumption of any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, marijuana, tranquilizer, prescription drug, alcoholic beverage, intoxicant, solvent, gas, or mood-altering substance/chemical, or any counterfeit controlled substance or look-a-like of any kind. This includes all over the counter medication (including but not limited to aspirin, ibuprofen, cold/flu medicine, stackers, stimulants, vitamin supplements, etc…). A refusal to submit to a breathalyzer (during school, at school activities on or off school property) or failure to show for a urine screen will constitute an admission of guilt with appropriate consequences,

No student shall possess, use, handle, conceal, offer to sell/buy, sell, deliver, transmit, buy or make any instrument used for drug abuse, or paraphernalia (including, but not limited to, lighters, matches, hypodermic needles, syringes, pipes, roach clips, rolling papers, etc.).

Abuse of Others

No student shall use, direct, or display words, phrases, gestures, images, or actions which are considered to be disrespectful, threatening, intimidating, harassing, slanderous, degrading, obscene, profane, or inappropriate behavior as defined by school administration. This applies to other students as well as staff members.

- **Bullying** is the repetitive, intentional infliction of physical and/or emotional suffering on another person or group of people. Any improper use of power in order to intimidate, threaten, distress, or hurt others is bullying. Such conduct includes but is not limited to, direct behaviors like teasing, intimidating, threatening, name-calling, ridiculing, belittling, extorting, hitting, physical attacks, physical presence, and/or violence. Such conduct also includes but is not limited to indirect behaviors like spreading rumors, causing social isolation, or psychological isolation.
- **Sexual Harassment** is interpreted to be any unwelcome verbal or physical conduct of a sexual nature. Inappropriate touching of self or others will not be tolerated. Comments including, but not limited to, remarks about sex organs, sexual orientation, and direct solicitation will not be tolerated. Such conduct is a violation of school and district policies and will be handled through the school's disciplinary code. Disciplinary

action will depend upon the severity of the conduct and may include but is not limited to the following: warning, detention, alternative learning center, Saturday school, out of school suspension, recommendation for expulsion, and/or police referral.

- **Intolerant Communications** is the speaking, writing, wearing, gesturing, or any other way of conveying a message that communicates bias or prejudice against and/or intolerance of a person or group of people because of their religious beliefs, ethnicity, sexual orientation, race, skin color, gender, socioeconomic status, or family background.

Aiding and Abetting

A student shall NOT, in any way, knowingly aid or abet another student who is violating the rules of conduct. Students behaving in this manner will be disciplined according to the consequences given for the rule being violated. Failing to report the actions or plans of another person to a teacher or administrator where these actions or plans of another person, if carried out, could result in harm to another person or persons or damage to property, when the student has information about such actions or plans.

Assault/Fighting

No student shall behave in such a way which could threaten or cause physical injury to school personnel, students, or visitors while under the jurisdiction of the school and/or on school property. Students are prohibited from fighting, hitting, and unauthorized touching, spitting or throwing bodily fluids and/or any act of physical aggression toward another person. **Filming and/or distribution of a fight -** no student shall film a fight and distribute the footage over electronic means to others.

Instigation – Any student that intentionally or unintentionally is a catalyst in causing a fight, argument, and/or urges another student to do something destructive or violate the SCOC.

Attendance

No student shall fail to comply with state attendance laws and district policy, including but not limited to, truancy from a specific class, and tardiness to school, in general, or to a specific class. This includes leaving the school during school hours without permission of the proper school authority.

COLLEGE VISITS – Sr. High School Only

Seniors and juniors may visit a college campus during a regular school day. Students are not excused for more than a total of two days their junior year and two days their senior year. Students must pick up a college visitation and confirmation form from the Guidance Office. The completed form must be submitted to the attendance office at least **one week** before your visit, **otherwise the absence is unexcused**. The confirmation form must be completed **while at the college**. The completed confirmation form is due the next morning in the attendance office before the start of school. It is the student's responsibility to make arrangements with each teacher to make up the work they will miss.

DETENTION POLICY

1. Students will receive a copy of the detention slip with the offense and consequence indicated.
2. One of two types of detentions will be issued: office or teacher detentions.
3. Details of teacher detentions will be given by the individual teacher.
4. Office detentions will be held after school in the office or other assigned room.
5. Students will be given twenty-four (24) hours' notice of the detention. Students and parents are responsible for transportation.
6. Detentions will be assigned to begin the day following the offense. Students may be excused from detentions only for an emergency. Excuses must be in writing and signed by parents/Guardians.
7. If a student fails to report to an assigned detention, an After School Intervention will be assigned by the appropriate administrator.

DISASTER DRILLS (FIRE, TORNADO, ETC.)

It is essential that all students become familiar with the exit routes from each area of the building. When a warning is given, everyone should proceed by the prescribed route to a safety area as quickly as possible. Students should not talk during a drill and are to remain as a group. Setting off a false alarm is a violation of state law. Violators will be suspended out of school, charges will be filed in court, and a recommendation for expulsion will be made.

Definitions

Bullying

Bullying rises to the level of unlawful harassment when one (1) or more persons systematically and chronically inflict physical hurt or psychological distress on one (1) or more students or employees and that bullying is based upon one (1) or more Protected Classes, that is, characteristics that are protected by Federal civil rights laws. It is defined as any unwanted and **repeated** written, verbal, or physical behavior, including any threatening, insulting, or dehumanizing gesture, by an adult or student, that is severe or pervasive enough to create an intimidating, hostile, or offensive educational or work environment; cause discomfort or humiliation; or unreasonably interfere with the individual's school or work performance or participation; and may involve:

A. teasing;

B. threats;

C. intimidation;

D. stalking;

E. cyberstalking;

F. cyberbullying;

G. physical violence;

H. theft;

I. sexual, religious, or racial harassment;

J. public humiliation; or

K destruction of property.

Harassment

Harassment means any threatening, insulting, or dehumanizing gesture, use of technology, or written, verbal or physical conduct directed against a student or school employee that:

A. places a student or school employee in reasonable fear of harm to his/her person or damage to his/her property;

B. has the effect of substantially interfering with a student's educational performance, opportunities, or benefits, or an employee's work performance; or

C. has the effect of substantially disrupting the orderly operation of a school.

Sexual Harassment

Pursuant to Title VII of the Civil Rights Act of 1964 and Title IX of the Educational Amendments of 1972, "sexual harassment" is defined as:

Unwelcome sexual advances, requests for sexual favors, and other verbal or physical conduct of a sexual nature, when:

A. Submission to such conduct is made either implicitly or explicitly a term or condition of an individual's employment, or status in a class, educational program, or activity.

B. Submission or rejection of such conduct by an individual is used as the basis for employment or educational decisions affecting such individuals.

C. Such conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity.

Sexual harassment may involve the behavior of a person of either gender against a person of the same or opposite gender.
Prohibited acts that constitute sexual harassment may take a variety of forms. Examples of the kinds of conduct that may constitute sexual harassment include, but are not limited to:

A. Unwelcome sexual propositions, invitations, solicitations, and flirtations.

B. Unwanted physical and/or sexual contact.

C. Threats or insinuations that a person's employment, wages, academic grade, promotion, classroom work or assignments, academic status, participation in athletics or extracurricular programs or events, or other conditions of employment or education may be adversely affected by not submitting to sexual advances.

D. Unwelcome verbal expressions of a sexual nature, including graphic sexual commentaries about a person's body, dress, appearance, or sexual activities; the unwelcome use of sexually degrading language, jokes or innuendoes; unwelcome suggestive or insulting sounds or whistles; obscene telephone calls.

E. Sexually suggestive objects, pictures, videotapes, audio recordings or literature, placed in the work or educational environment, which may embarrass or offend individuals.

F. Unwelcome and inappropriate touching, patting, or pinching; obscene gestures.

G. A pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another.

H. Remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

I. Inappropriate boundary invasions by a District employee or other adult member of the School District community into a student's personal space and personal life.

J. Verbal, nonverbal or physical aggression, intimidation, or hostility based on sex or sex-stereotyping that does not involve conduct of a sexual nature.

Not all behavior with sexual connotations constitutes unlawful sexual harassment. Sex-based or gender-based conduct must be sufficiently severe, pervasive, and persistent such that it adversely affects, limits, or denies an individual's employment or education, or such that it creates a hostile or abusive employment or educational environment, or such that it is intended to, or has the effect of, denying or limiting a student's ability to participate in or benefit from the educational program or activities.

NOTE: Sexual conduct/relationships with students by District employees or any other adult member of the School District community is prohibited, and any teacher, administrator, coach, or other school authority who engages in sexual conduct with a student may also be guilty of the criminal charge of "sexual battery" as set forth in R.C. 2907.03. The issue of consent is irrelevant in regard to such criminal charges and/or with respect to the application of this policy to District employees or other adult members of the School District community.

Race/Color Harassment

Prohibited racial harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's race or color and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working, and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's race or color, such as racial slurs, nicknames implying stereotypes, epithets, and/or negative references relative to racial customs.

Religious (Creed) Harassment

Prohibited religious harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's religion or creed and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's religious tradition, clothing, or surnames, and/or involves religious slurs.

National Origin/Ancestry Harassment

Prohibited national origin/ancestry harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's national origin or ancestry and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's national origin or ancestry, such as negative comments regarding customs, manner of speaking, language, surnames, or ethnic slurs.

Disability Harassment

Prohibited disability harassment occurs when unwelcome physical, verbal, or nonverbal conduct is based upon an individual's disability and when the conduct has the purpose or effect of interfering with the individual's work or educational performance; of creating an intimidating, hostile, or offensive working and/or learning environment; or of interfering with one's ability to participate in or benefit from a class or an educational program or activity. Such harassment may occur where conduct is directed at the characteristics of a person's disabling condition, such as negative comments about speech patterns, movement, physical impairments or defects/appearances, or the like.

Reports and Complaints of Harassing Conduct

Students and all other members of the School District community and third parties are encouraged to promptly report incidents of harassing conduct to a teacher, administrator, supervisor, or other District official so that the Board may address the conduct before it becomes severe, pervasive, or persistent. Any teacher, administrator, supervisor, or other District employee or official who receives such a complaint shall file it with the District's Anti-Harassment Compliance Officer within two (2) school days.

Members of the School District community, which includes students, or third parties who believe they have been unlawfully harassed are entitled to utilize the Board's complaint process that is set forth below. Initiating a complaint, whether formally or informally, will not adversely affect the complaining individual's employment or participation in educational or extracurricular programs. While there are no time limits for initiating complaints of harassment under this policy, individuals should make every effort to file a complaint as soon as possible after the conduct occurs while the facts are known and potential witnesses are available.

If, during an investigation of alleged bullying, aggressive behavior and/or harassment in accordance with Policy 5517.01 – Bullying and Other Forms of Aggressive Behavior, the Principal believes that the reported misconduct may have created a hostile work environment and may have constituted unlawful discriminatory harassment based on a Protected Class, the Principal shall report the act of bullying, aggressive behavior and/or harassment to one of the Anti-Harassment Compliance Officers who shall investigate the allegation in accordance with this policy. While the Compliance Officer investigates the allegation, the Principal shall suspend his/her Policy 5517.01 investigation to await the Compliance Officer's written report. The Compliance Officer shall keep the Principal informed of the status of the Policy 5517 investigation and provide him/her with a copy of the resulting written report.

Retaliation

Any act of retaliation against a person who has made a report or filed a complaint alleging unlawful harassment, or who has participated as a witness in a harassment investigation is prohibited.

Allegations Constituting Criminal Conduct: Child Abuse/Sexual Misconduct

State law requires any school teacher or school employee who knows or suspects that a child with a disability under the age of twenty-one (21) or that a child under the age of eighteen (18) has suffered or faces a threat of suffering a physical or mental wound, disability or condition of a nature that reasonably indicates abuse or neglect of a child to immediately report that knowledge or suspicion to the county children's services agency. If, during the course of a harassment investigation, the Compliance Officer or a designee has reason to believe or suspect that the alleged conduct reasonably indicates abuse or neglect of the Complainant, a report of such knowledge must be made in accordance with State law and Board Policy.

State law defines certain contact between a teacher and a student as "sexual battery." If the Compliance Officer or a designee has reason to believe that the Complainant has been the victim of criminal conduct as defined in Ohio's Criminal Code, such knowledge should be immediately reported to local law enforcement.

Any reports made to a county children's services agency or to local law enforcement shall not terminate the Compliance Officer or a designee's obligation and responsibility to continue to investigate a complaint of harassment. While the Compliance Officer or a designee may work cooperatively with outside agencies to conduct concurrent investigations, in no event shall the harassment investigation be inhibited by the involvement of outside agencies without good cause after consultation with the Superintendent.

Allegations Involving Conduct Unbecoming the Teaching Profession/Suspension

The Superintendent will report to the Ohio Department of Education, on forms provided for that purpose, matters of misconduct on the part of licensed professional staff members convicted of sexual battery, and will, in accordance with Policy 8141, suspend such employee from all duties that concern or involve the care, custody, or control of a child during the pendency of any criminal action for which that person has been arrested, summoned and/or indicted in that regard.

Education and Training

In support of this Anti-Harassment Policy, the Board promotes preventative educational measures to create greater awareness of unlawful discriminatory practices. The Superintendent or designee shall provide appropriate information to all members of the School District community related to the implementation of this policy and shall provide training for District students and staff where appropriate. All training, as well as all information, provided regarding the Board's policy and harassment in general, will be age and content appropriate.

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, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board 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, on a school bus, or while in route 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:

A. any intentional written, verbal, graphic, electronic, 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); or

B. violence within a dating relationship.

"Electronic act" means an act committed through the use of a cellular telephone, computer, pager, personal communication device, or other electronic communication device.

Aggressive behavior is defined as inappropriate conduct that is repeated enough, or serious enough, to negatively impact a student's educational, physical, or emotional well-being. This type of behavior is a form of intimidation and harassment, although it need not be based on any of the legally protected characteristics, such as sex, race, color, national origin, marital status, or disability. It would include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name calling, taunting, making threats, and hazing.
Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other 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. Such a 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/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. 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. Retaliation may result in disciplinary action as indicated above.

Deliberately making false reports about harassment, intimidation, bullying and/or other aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Deliberately making 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.

The District shall implement intervention strategies to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.
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 custodial 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 custodial parent/guardian of the perpetrator of that finding. If disciplinary consequences are imposed against such students, a description of such discipline shall be included in the notification.

Complaints

Students and/or their parents/guardians may file reports regarding suspected harassment, intimidation, or bullying. Such reports shall be reasonably specific including the 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, investigation, and action.

Students, parents/guardians, and school personnel may make informal or anonymous 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 complaints shall be reasonably specific including the 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. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This

written report shall be promptly forwarded by the school staff member to the building principal for review, investigation, and appropriate action.

Individuals who make informal complaints as provided above may request that their name be maintained in confidence by the school staff member(s) and administrator(s) who receive the complaint. Anonymous complaints shall be reviewed and reasonable action shall 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.

When an individual 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 subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

Privacy/Confidentiality

The School District will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the Board's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations. All records generated under this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law.

Reporting Requirement

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District website (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.
Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

Immunity

A School District employee, student, or volunteer shall be individually immune from liability in a civil action for damages arising from reporting an incident in accordance with this policy and R.C. 3313.666 if that person reports an incident of harassment, intimidation, and/or bullying promptly, in good faith, and in compliance with the procedures specified in this policy. Such immunity from liability shall not apply to an employee, student, or volunteer determined to have made an intentionally false report about harassment, intimidation, and/or bullying.

Notification

Notice of this policy will be **annually** circulated to and posted in conspicuous locations in all school buildings and departments within the District and discussed with students, as well as incorporated into the teacher, student, and parent/guardian handbooks. At least once each school year a written statement describing the policy and consequences for violations of the policy shall be sent to each student's custodial parent or guardian. The statement may be sent with regular student report cards or may be delivered electronically.

The policy and an explanation of the seriousness of bullying by electronic means shall be made available to students in the District and to their custodial parents or guardians.

State and Federal rights posters on discrimination and harassment shall also be posted at each building. All new hires will be required to review and sign off on this policy and the related complaint procedures.

Damage to Property

No student shall, at any time, destroy or deface property or equipment of the school district or the personal property of another person. No student shall damage or destroy property belonging to a school employee or anyone connected with the school district, whether on or off school premises or at a school employees' residence.

Disrespect

No students shall be disrespectful or to any school employee or adult. No student shall be disrespectful towards another student. A student shall not direct toward a school employee, or other students, words, phrases, or gestures which are vulgar, obscene, or degrading in any manner. This includes arguing with a teacher in front of the class. If the student is in disagreement with a teacher, the student must talk with the teacher privately after class. If this does not resolve the disagreement, the teacher or student should schedule a conference

with administration in the building. Dishonesty with school personnel shall be classified as disrespectful behavior as well, which may result in disciplinary action.

Disruption of School/Bus

No student shall, by use of violence, coercion, or any other means cause disruption or obstruction to the carrying on of a normal school day or activity. Examples of disruption include, but are not limited to, use of profanity, unusual or offensive attire, setting off fire alarms, fireworks, unauthorized fire (not arson), false alarms, bomb threats, "water" items, throwing objects or food, running, wrestling, having a lighter, etc.

Anything that disrupts the learning process may be classified as disruption of school.

No student shall refuse or disobey a bus driver's request or direction per bus regulations.

See the section “Bus Regulations” for a complete list of bus rules.

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:

1. Threat, intimidation, and/or coercion of others
2. Damage or destruction of school property on or off school premises
3. Damage or destruction of private property on school premises, at extracurricular activities, or in areas under the control of the school
4. Demonstrations
5. Distribution of printed material which may incite others to violent or disruptive behavior
6. Profanity, vulgarity, or obscenity in language, gestures, and/or printed material
7. Possession or distribution of vulgar, obscene and/or pornographic material
8. Indecent exposure
9. Harassment and/or verbal abuse (including sexual)
10. Theft/Stealing
11. Gambling
12. Forging unauthorized signatures
13. Tampering with or altering school related documents
14. Presence in areas during school hours or outside school hours where a student has no legitimate business without permission of school officials.
15. Cheating

16. Lying to administrator, teacher, or other staff member
17. Non-compliance - No student shall disobey directions of administrators, teachers, substitute teachers, student teachers, teacher aides, bus drivers, or other school personnel who are authorized to give such directions during any specific period of time when they are subject to the authority of such school personnel. Any student refusing to be searched will be assumed guilty of suspicion and suspended for 10 school days with the possibility of an expulsion recommendation.
18. Disregard of reasonable directions or commands by school authorities, including administrators, teachers, and other school personnel
19. Disrespect to school employees
20. Tardiness to class
21. Truancy and/or leaving school without permission
22. Violation of school parking rules and regulations
23. Reckless driving (High School)
24. Littering
25. Violations of dress code
26. Public display of affection
27. Refusal to serve properly administered school discipline
28. Aiding another student in violating any school rules or regulations
29. Violation of rules, regulations or procedures regarding administering of prescription/nonprescription medication
30. Chronic misbehavior of any type
31. 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
32. Use of cell phones, gaming devices, earbuds, smart watches, or other electronic devices during school hours.
33. Possession of skateboards or roller blades on school property.
34. Horseplay
35. Inappropriate conduct at school functions
36. Missing Class/Class Cut
37. Inappropriate use of technology and/or cell phones.
38. Backpacks, briefcases, side satchels, gym bags and blankets are not permitted in the classroom throughout the school day. Unapproved bags must be kept in lockers until the end of your day. Students who do not abide by this will be viewed as being non-compliant and subject to disciplinary measures. Students with formal plans approved by Administration may have a clear backpack used as an accommodation.

39. More than one student standing/sitting in the same stall in any restroom/locker room.

Due Process

Due process for suspensions, expulsions, and removals will be in accordance with Section 3313.66 of the Revised Code of Ohio.

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. Students must sit in silence while doing teacher-directed assignments, homework or reading other acceptable material. Students must not sleep or use a cell phone during this time or they will be dismissed from detention and assigned two detentions. Missing an assigned detention will result in **an After School Intervention.** Any student who does not abide by the regulations of the detention period will receive further disciplinary action. A copy of a detention slip stating the reason for the detention and the time for the detention will be given to the student. Students with detention may not ride the elementary bus home.

After School Intervention

After School Intervention is **a longer "detention" and is used as the next step after a detention and/or when consequences are deemed to need consequences higher than a detention, but not enough to warrant a suspension.** However, this consequence is not detrimental to the student's academic record. The program is designed to be a learning experience. Failure to serve an ASI will result in an ISI.

In-School Intervention

In-School Intervention is an alternative to Out of School Suspension. Students assigned to In School Intervention will report to the office on the date(s) listed and follow the rules for I.S.I. During this time students will receive assignments from teachers so as not to get behind in his/her class work. All assignments received that day will be collected at the end of the day and given to the respective teacher. The administration feels this is a sound alternative as the student can keep up with his/her work, but still be disciplined.

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 be required to complete all schoolwork assigned during the

suspension period. (House Bill 318.). All schoolwork will be due the day the student returns to school. The student will earn credit for assignments if all requirements are met.

PENALTY: **Violations of the below offenses may result in student conference, parent conference, referral to counselor, detention, after school intervention, in school intervention, 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 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 have been confiscated.

Dress Code
Student dress and appearance reflects in both a positive and negative way upon the school and the student body. Dress which is distracting to the educational process or presents a health or safety hazard (as determined by the building administration) will not be allowed. Violations may result in disciplinary action or removal from school or school activities. The following are examples of dress styles that are unacceptable:
1. Shirts and tops should be long enough to tuck into pants and have high enough necklines to cover all cleavage. Shirts or tops that reveal portions of the waistline, torso or chest are not appropriate. Shirts should not be see-through. Shirts that are sleeveless should cover the entire shoulder area. No undergarments should be visible. No muscle shirts, tube tops, halter tops, or tank tops.

2. Dresses should have a neckline that covers all cleavage and may not be backless or strapless. Shorts and dresses must cover all body parts and be long enough to cover all areas if bending and/or moving. Please keep in mind there are students of all ages in our district, and modesty is promoted.
3. Coats and hats may be worn to and from school but must **remain** in the student's locker throughout the school day. Hoodies are not permitted to be over the head during the school day. Blankets are to remain at home.
4.Wayne Local School District prioritizes a safe learning environment for all students. The District prohibits any clothing or grooming that, in the administration's judgment, may reasonably be expected to cause fear, anxiety, disruption of, or interference with, the educational process. Shirts or other clothing items depicting or promoting acts of violence, guns, weapons, ammunition, death, dismemberment, disfigurement, gang activity/affiliation, or cruel imagery are specifically prohibited. This prohibition applies equally to all such images regardless of whether the message conveyed is in favor of or against the images displayed.
Clothing that has profanity, confederate flags, sexual innuendo/overtones, promotes drug, alcohol or tobacco products, makes reference to gang-related, satanic/cult-like activity, double meaning, or promotes violence or is not appropriate for school. These examples are not all inclusive and other types of message may be deemed inappropriate for the school environment.
5. Head apparel (hats, headbands, hoodies, scarves, bandannas, etc.), jackets, sunglasses, chains hanging from pants, neck wear, pajamas, slippers, or arm/leg wear with spikes ("dog collars") of any kind are not permitted.
6. Grooming, hairstyle and/or wearing of clothing, jewelry, head coverings, or accessories, which by virtue of color, arrangement, trademark, or other attribute denotes or implies membership in a group, gang, satanic worship, or impedes the learning process will not be permitted.
7. Piercings must be in the ears and only one stud is permitted in the nose.
***With the changes in fashion and style, administration reserves the right to determine if a violation of the dress code has occurred.**
A student found to be in violation of the dress code would be expected to make appropriate and immediate corrections. Failure to abide by this dress code will result in disciplinary action in accordance with the Wayne-Local Schools Code of Conduct.

Extortion/Shakedown
No student shall use force, intimidation, undue or illegal power to obtain money or personal property from another student or staff member.

Failure to Serve Detention and/or After School Intervention
No student shall skip or refuse to take detention, After School Intervention or other properly administered discipline.

Forgery, Removing or Altering Student Records and/or Office Forms
Students shall not be involved in any form of forgery. No student shall remove any student record from its official place of deposit without permission of the record custodian or alter school forms in any way. No student shall inappropriately use computers and/or computer programs. No student shall falsify information given to school authorities. This includes violation of the Board's Internet/Network Acceptable Use Policy as defined on page 49 in this handbook.

Gambling
No student shall participate in gambling of any kind. All material will be confiscated and returned to the parent(s) at the end of the school year.

Hazing (State Law)
No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing. Hazing is defined as subjecting or coercing another person into mental or physical harm, for purposes of organizational invitation. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.

Leaving School Property
No student, regardless of age, shall leave the building during the school day without prior approval from an administrator.

Loitering/Off Limits
No student shall loiter in off limits or unauthorized areas of the school grounds.

Public Display of Affection
No student shall be involved in a public display of affection with a person of the same or opposite sex. (I.e. kissing, hugging, displaying excessive affection, and touching each other in inappropriate areas). All sexual acts are strictly forbidden.

USE OF PERSONAL COMMUNICATION AND ELECTRONIC DEVICES

All cell phones, smart watches, wireless earbuds, personal electronic devices, smart glasses, and other wearable or technology-enabled devices must be stored away in a locker or left at home and turned off during the school day. This includes passing periods and lunch.

Wireless earbuds and wireless headphones are not permitted at any time during the school day.

Students may only use corded headphones with school-issued devices when permitted by the teacher.

Students may not use smart glasses or other wearable, electronic, or AI-enabled devices that have the ability to record, photograph, video, access the internet, communicate with others, generate or provide answers, or otherwise assist with academic work during the school day unless specifically authorized by school staff for an educational, medical, or other approved purpose.

Exceptions are allowed when a device is needed for:

- A medical or health condition with appropriate documentation
- Educational purposes when specifically approved by the school or when included in an IEP or Section 504 plan
- Other circumstances approved by school administration

Students are responsible for the care and security of their personal devices. The school is not responsible for lost, stolen, or damaged devices.

Parents who need to contact their child during the school day should call the school office. Students may use school phones to contact parents or guardians when needed.

Students are expected to follow all teacher and school expectations regarding the use of technology. The unauthorized use of any personal electronic or wearable device to access information, obtain answers, communicate with others, record others, photograph or video, or assist with academic work may result in disciplinary action and may also be considered academic dishonesty when used during an academic assignment or assessment.

Failure to comply will result in the following:

First Offense: 30-minute detention
Second Offense: ASI

Third Offense: ASI or ISI, and a parent/guardian is required to pick up the device from the office
Additional Offenses: Further disciplinary action as determined by administration

If a student chooses to bring an electronic device to school, he/she does so at his/her own risk. The school is not liable for damaged, lost, or stolen electronic devices.

Students are expected to use school-issued and personal technology appropriately and only for purposes authorized by the teacher or school. Any misuse of technology may result in disciplinary action.

Laser pointers are prohibited in the school building, on school buses, and during school-sponsored activities and functions.

For purposes of this policy, "personal electronic devices" includes, but is not limited to, cell phones, smart watches, wireless earbuds, wireless headphones, tablets, cameras, smart glasses, AI-enabled wearables, and other current or future technologies capable of communication, recording, accessing information, generating content, or providing assistance to the user.

Sales

No student shall be involved with any sales except those connected with school activities and approved by the school administration.

Student Activities

No student shall violate the rules or regulations or misappropriate funds of such school activities. All rules and regulations of the Student Code of Conduct (use of inappropriate language, profanity, and derogatory remarks) apply to every student activity including but not limited to: Yearbook, School Newspaper, School Publications, School Performances, Musical/Drama Productions, and student led speeches.

Suggestive, Obscene, Lewd and Violent Materials

No student shall possess any material that would be suggestive, obscene, lewd, or violent, as defined by School Administration.

> **Sexting -** no student shall possess text, show, or take photos of any nude body parts of any student or any other persons on school property. Showing these types of photos to others during the school will be treated the same as those who send them.

Filming and distribution of a fight - no student shall film a fight and distribute the footage over electronic means to others. Consequences may be the same as the students who were fighting.

Theft/Possession of Stolen Property

No student shall attempt to steal property or equipment of the school district or the personal property of another person while under the school's jurisdiction. This also includes taking food from the cafeteria without paying for the items.

Self-Transportation

Parking is a privilege for juniors, seniors and sophomores of age. No student shall operate his/her vehicle in a reckless manner on school grounds; this includes motorcycles. Some examples of recklessness not intended to be exhaustive, include: speeding, peeling tires, etc. Students shall not sit in cars, vans, trucks, etc., at any time during the school day. Students are **not permitted** to go to their cars during the day unless approved by a building administrator. Students are to park in the designated area with a purchased parking pass in the parking lot. Seniors will be permitted to paint a senior parking spot with proper paperwork turned in to the office on time and approved by an administrator. Due to traffic and buses having the right of way, all drivers will need to be patient upon arrival and dismissal. **Driving to school is a privilege not a right and may be revoked at an administrator's discretion. Parking spaces are sold to students with a valid license. Juniors and seniors are first priority. Sophomores may purchase passes as they get their license as long as spaces are available. Spaces may not always be available and students must plan accordingly.**

Unauthorized Publication (Non-school sponsored)

No student shall publish, possess, or distribute publications of subject matter which is, in the constitutional sense, considered as unprivileged, libelous, pornographic or obscene. This includes placing signs or distributing material on school premises without the permission of proper school authority.

Usage/Possession of Tobacco ((includes vaping, use of electronic cigarettes)

No student shall buy, sell, transfer, use or possess any substance containing tobacco, including, but not limited to, cigarettes, e-cigarettes/vapes, cigars, a

pipe, a clove cigarette, chewing tobacco, snuff, and dip, or using tobacco in any other form or look-a-likes of any kind. No student shall possess matches, lighters, or other similar devices.
On July 20, 1988, a state law prohibiting tobacco use by students went into effect. Students in Ohio's public schools are not permitted to smoke, use tobacco, or possess tobacco during any school-supervised activity. The tobacco ban will apply to such areas and activities as: school buildings, school grounds, school buses, school field trips and extracurricular activities including all athletic events and social activities. Administrators may operate on the basis of suspicion and/or obvious circumstances, this includes when more than one student is in a restroom/locker room stall.

TOBACCO USE PROHIBITED (includes vaping, use of electronic cigarettes and juuls)

No student, staff member, volunteer, or school visitor is permitted to use tobacco products at any time, including non-school hours, in or on Wayne Local School District property, including:

- In any building, facility, or vehicle owned, leased, rented or chartered by the school district; and
- On school grounds, athletic grounds or parking lots; and
- At any school-sponsored or school-related event, whether such an event occurs on-campus or off-campus.·

Weapons and Instruments

No student shall possess or use dangerous weapons or ordnance or objects which look like weapons or ordnance, including, but not limited to: guns, firearms, Airsoft weapons, ammunition, knives, grenades, slingshots, bows, arrows, machetes, brass knuckles, chains, studs, etc. No student shall possess or use objects which may render physical harm to another if improperly used, including, but not limited to, axes, hatchets, hammers, saws, ice picks, screwdrivers, knives, etc. Anyone possessing or using a weapon is subject to disciplinary actions, up to and including expulsion.

*See the “Weapon Violations” section of this student/parent handbook for more detailed information.

Other Violations

No student shall commit a crime or be in violation of the Ohio Criminal Code, Ohio Traffic Code or the Ohio Juvenile Code while on school premises, school transportation or a school sponsored event. This includes, but is not limited to:

indecent exposure, murder, aggravated murder, voluntary or involuntary manslaughter, felonious assault, rape, gross sexual imposition, felonious sexual penetration, and arson. Alternative educational options may be considered for students who have been charged by the police (away from school) but have not been to court.

Exceeding Consequence Limits

No student shall exceed the limits per year given for detention, ASI, ISI, or OSS. When a student exceeds the designated limits, the student will be referred to the assistant principal or principal for further consequences. These consequences may include, but not limited to, OSS, filing of court charges, and recommendation to the superintendent for expulsion. After a third consequence, the administrator holds the right to apply a more severe consequence including a suspension or recommendation for expulsion. Example: A third suspension from school in the same school year may result in a recommendation for expulsion along with the suspension.

The following chart explains the discipline process for the most common school violations. It is not all-encompassing:

Violation	Detention	ASI	ISI	OSS	Exp
Weapons Possession, Transmission, use, concealment, look alike, knowledge of, etc.				1st - 10 days	1st
Use/Possession of **alcohol/drugs/narcotics**/ lookalikes				1st - 10 days	1st or 2nd
Attempt to sell, transfer, or deliver drugs/alcohol/look alike				1st-10 days	1st or 2nd
Use of tobacco/vape, Possession of tobacco/vape/CBD				1st+ (5 days)	3rd

Violation	Detention	ASI	ISI	OSS	Exp
Weapons Possession, Transmission, use, concealment, look alike, knowledge of, etc.				1st - 10 days	1st
Use/Possession of **alcohol/drugs/narcotics**/ lookalikes				1st - 10 days	1st or 2nd
Attempt to sell, transfer, or deliver drugs/alcohol/look alike				1st-10 days	1st or 2nd
*May be reduced/in abeyance with completion of prevention courses at administrator's discretion					
Hazing				1st	2nd
Arson				1st	1st
Assault/Fighting/Violent Acts/**Willful Misconduct**/reporting/setting false alarm				1st/2nd	3rd
Disruption of the Educational Process, including but not limited to:					
Threat, intimidation, and/or coercion of others - pre fight		1st and/or ISI	2nd and/or OSS	3rd	4th
Damage to Property (Personal and School ex: Chromebook)/Vandalism/			1st and/or OSS	2nd/3rd	4th+
Demonstrations/Circulation of Materials		1st/Conf	2nd	3rd	4th +
Profanity reported to office		1st	2nd	3rd	

Violation	Detention	ASI	ISI	OSS	Exp
Weapons Possession, Transmission, use, concealment, look alike, knowledge of, etc.				1st - 10 days	1st
Use/Possession of **alcohol/drugs/narcotics**/ lookalikes				1st - 10 days	1st or 2nd
Attempt to sell, transfer, or deliver drugs/alcohol/look alike				1st-10 days	1st or 2nd
Profanity directed towards a staff member			1st and/or OSS	2nd	3rd
Possession / distribution of profane materials		1st	2nd	3rd+	
Indecent Exposure			1st and/or OSS	2nd+	
Harassment and/or verbal abuse		1st and/or ISI	2nd	3rd+	
Theft/Possession of Stolen Property			1st	2nd	
Restricted Areas (any unsupervised area, more than 1 person in a bathroom stall, etc)			1st 2nd and/or OSS	3+	
Forgery, including tampering/altering school documents		1st/Conf	2nd	3rd	
Being in Unauthorized/Restricted areas (Inc. after school)		1st	2nd	3rd	4th+
Cheating	1st and/or ASI	2nd and/or ISI	3rd and/or OSS	4+	

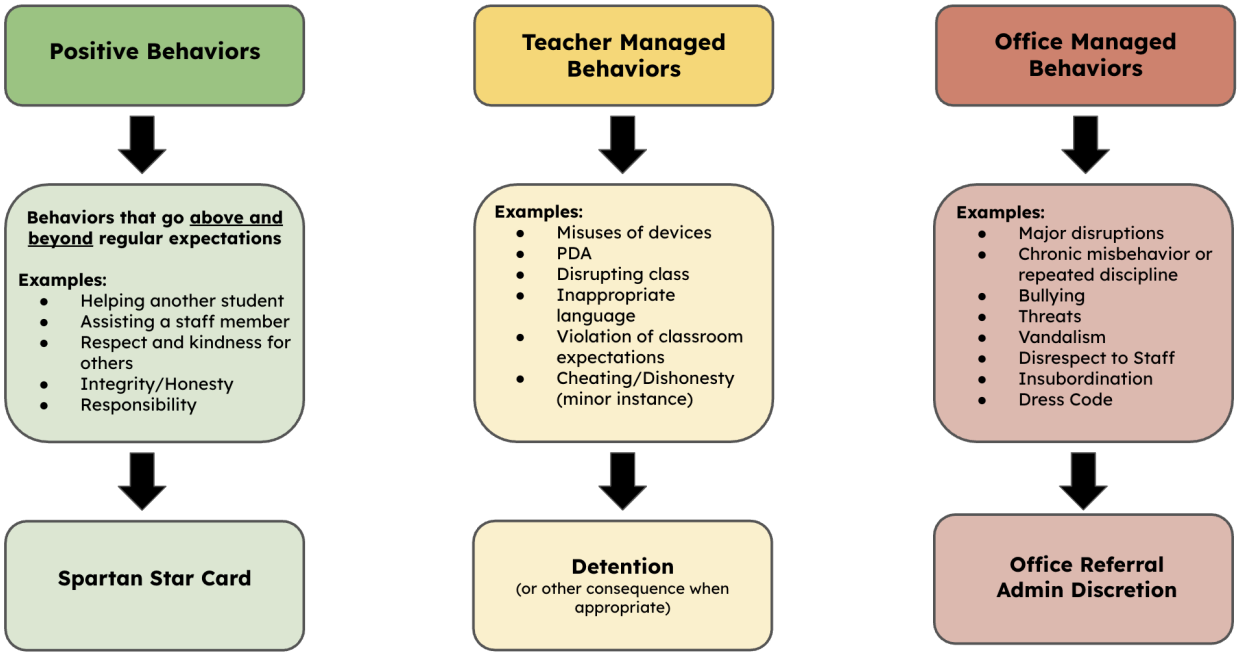
Violation	Detention	ASI	ISI	OSS	Exp
Weapons Possession, Transmission, use, concealment, look alike, knowledge of, etc.				1st - 10 days	1st
Use/Possession of **alcohol/drugs/narcotics**/ lookalikes				1st - 10 days	1st or 2nd
Attempt to sell, transfer, or deliver drugs/alcohol/look alike				1st-10 days	1st or 2nd
Lying to a Staff Member/Administrator		1st	2nd, 3rd	4th+	
Non-Compliance/disobeying /Insubordination		1st	2nd, 3rd	4th+	
Attendance - Tardy to school (per Semester)	4th-6th	7th+ and/or ISI/OSS			
Attendance - Missing Class/Cutting Class/leaving school grounds without permission		1st and/or ISI	2nd	3rd+	
Violation of parking rules/regulations (high school)	1st	2nd/3rd+			
Reckless driving		1st, 2nd	3rd+		
Littering	1st	2nd+			
Dress Code - **teachers can assign DT**	1st	2nd/3rd	4th+		
Public display of Affection (PDA)	1st	2nd	3rd - Conf		
Failure to Serve Teacher Detentions		1st	2nd, 3rd	4th+	

Violation	Detention	ASI	ISI	OSS	Exp
Weapons Possession, Transmission, use, concealment, look alike, knowledge of, etc.				1st - 10 days	1st
Use/Possession of **alcohol/drugs/narcotics**/ lookalikes				1st - 10 days	1st or 2nd
Attempt to sell, transfer, or deliver drugs/alcohol/look alike				1st-10 days	1st or 2nd
Failure to Serve ASI			1st, 2nd	3rd+	
Failure to Serve ISI				1st+	
Misuse of OTC and Prescription Medicines (for self)		1st	2nd	3rd	
Chronic misbehavior			1st,2nd	3rd +	
Inappropriate Sexual behavior		1st/Conf and/or ISI	2nd and/or ASI	3rd and/or Exp	4th+
Use of skateboards or rollerblade on school property	1st	2nd	3+		
Inappropriate behavior (horseplay, etc.) and/or conduct at school functions		1st	2nd, 3rd	4th +	
Inappropriate use of technology/chromebooks/ cell phones, etc.	1st and/or ASI	2nd and/or ISI	3rd and/or OSS		
Use and/or possession of cell phones/ear buds, etc. in the classroom or hallways	1st	2nd-3rd	4th-5th	6th +	

Violation	**Detention**	**ASI**	**ISI**	**OSS**	**Exp**
Weapons Possession, Transmission, use, concealment, look alike, knowledge of, etc.				1st - 10 days	1st
Use/Possession of **alcohol/drugs/narcotics**/ lookalikes				1st - 10 days	1st or 2nd
Attempt to sell, transfer, or deliver drugs/alcohol/look alike				1st-10 days	1st or 2nd
Blankets, Book bags in halls or classrooms	1st	2nd+			

***** PENALTY:*** *Violations of the above offenses may result in student conference, parent conference, referral to counselor, detention, after school intervention, in school intervention, 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. The above violations and assigned consequences serve as a guide, but a different consequence may be assigned on a case-by-case basis at the administrator's discretion. This code of conduct is in effect until revised.*

BEHAVIOR MANAGEMENT SYSTEMS (PBIS)



FIELD TRIPS

Field trips are conducted from time to time under the direct supervision of a faculty member. However, no student may participate on such a school-sponsored field trip without the specific written permission of the parent. The permission form lists the destination of the field trip, the faculty sponsor who will accompany the group, the approximate time of departure and return, and the mode of transportation.

GUIDANCE AND OTHER PUPIL SERVICES

A guidance counselor is available to provide students with assistance in making decisions about their courses of study, plans for the future, relations with other students and teachers, and personal problems. Through individual counseling, group guidance sessions, test interpretation, parent conferences, teacher conferences, supplying information concerning educational and vocational opportunities, and consultation with other pupil personnel services, such as speech and hearing therapist, attendance office, nurse, psychologist, and tutors, the counselor attempts to help the student have a successful school experience.

GUM CHEWING

Careless disposal of gum presents sanitation and cleaning problems. Therefore, gum chewing may be a privilege staff takes away from students when it is abused. This may be individual and/or applied to each grade level.

Notification of Rights under FERPA for Elementary and Secondary Schools

The Family Educational Rights and Privacy Act (FERPA) affords parents and students who are 18 years of age or older ("eligible students") certain rights with respect to the student's education records. These rights are:

1. The right to inspect and review the student's education records within 45 days after the day the Wayne Local Schools ("School")] receives a request for access.

Parents or eligible students should submit to the school principal [or appropriate school official] a written request that identifies the records they wish to inspect. The school official will make arrangements for access and notify the parent or eligible student of the time and place where the records may be inspected.

2. The right to request the amendment of the student's education records that the parent or eligible student believes are inaccurate, misleading, or otherwise in violation of the student's privacy rights under FERPA.

Parents or eligible students who wish to ask the School to amend a record should write the school principal [or appropriate school official], clearly identify the part of the record they want changed, and specify why it should be changed. If the school decides not to amend the record as requested by the parent or eligible student, the school will notify the parent or eligible student of the decision and of their right to a hearing regarding the request for amendment. Additional information regarding the hearing procedures will be provided to the parent or eligible student when notified of the right to a hearing.

3. The right to provide written consent before the school discloses personally identifiable information (PII) from the student's education records, except to the extent that FERPA authorizes disclosure without consent.

One exception, which permits disclosure without consent, is disclosure to school officials with legitimate educational interests. A school official is a person employed by the school as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel) or a person serving on the school board. A school official also may include a volunteer or contractor outside of the school who performs an institutional service of function for which the school would otherwise use its own employees and who is under the direct control of the school with respect to the use and maintenance of PII from education records, such as an attorney, auditor, medical consultant, or therapist; a parent or student volunteering to serve on an official committee, such as a disciplinary or grievance committee;

or a parent, student, or other volunteer assisting another school official in performing his or her tasks. A school official has a legitimate educational interest if the official needs to review an education record in order to fulfill his or her professional responsibility.

Upon request, the school discloses education records without consent to officials of another school district in which a student seeks or intends to enroll, or is already enrolled if the disclosure is for purposes of the student's enrollment or transfer. [NOTE: FERPA requires a school district to make a reasonable attempt to notify the parent or student of the records request unless it states in its annual notification that it intends to forward records on request.]

The right to file a complaint with the U.S. Department of Education concerning alleged failures by the School District to comply with the requirements of FERPA. The name and address of the Office that administers FERPA are:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW
Washington, DC 20202

Family Educational Rights and Privacy Act (FERPA)
Model Notice for Directory Information

The *Family Educational Rights and Privacy Act* (FERPA), a Federal law, requires that Wayne Local School District, with certain exceptions, obtain your written consent prior to the disclosure of personally identifiable information from your child's education records. However, Wayne Local School District may disclose appropriately designated "directory information" without written consent, unless you have advised the District to the contrary in accordance with District procedures. The primary purpose of directory information is to allow the Wayne Local School District to include this type of information from your child's education records in certain school publications. Examples include:

- A playbill, showing your student's role in a drama production;
- The annual yearbook;
- Honor roll or other recognition lists;
- Graduation programs; and
- Sports activity sheets, such as for wrestling, showing weight and height of team members.

Directory information, which is information that is generally not considered harmful or an invasion of privacy if released, can also be disclosed to outside

organizations without a parent's prior written consent. Outside organizations include, but are not limited to, companies that manufacture class rings or publish yearbooks. In addition, two federal laws require local educational agencies (LEAs) receiving assistance under the *Elementary and Secondary Education Act of 1965* (ESEA) to provide military recruiters, upon request, with the following information – names, addresses and telephone listings – unless parents have advised the LEA that they do not want their student's information disclosed without their prior written consent. [1]

If you do not want Wayne Local School District to disclose directory information from your child's education records without your prior written consent, you must notify the District in writing by September 10th of each school year in Final Forms. Wayne Local School District has designated the following information as directory information: [**Note: an LEA may, but does not have to, include all the information listed below.**]

- **Student's name**
- **Address**
- **Email address**
- **Phone number**
- **Photograph**
- **Major field of study**
- **Dates of attendance**
- **Grade Level**
- **Student ID number, user ID, or any other unique personal identifier used to communicate in electronic systems that cannot be used to access education records without a PIN, password etc. (A student's SSN, in whole or in part, cannot be used for this purpose)**
- **Participation in officially recognized activities and sports**
- **Weight & height of members of athletic teams**
- **Degrees, honors and awards received**
- **The most recent educational agency/institution attended**
- **Date and place of birth**

EXAMS

Classes taken for high school credit will follow the high school guidelines concerning exams.

Nine-Week Grading System

Formal grade reports are issued to all students each nine weeks. Parents and students may access grades through Progress Book (our online grading system). If you do not know your parental access code, please call the office at 897-4706 and we will be able to assist you.

Semester and Yearly Averages

Semester averages are calculated with each nine weeks' grade counting equally. At the end of the year, yearly averages are also calculated with each nine weeks, grade counted equally. This includes 8th grade students taking a high school course.

FEE POLICY

Waynesville Middle and High School charges specific fees 6-12 of $100. Some courses have additional fees that may be added to the students account and this is posted in the course directory. 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. Also Activity Fee of $100 must be paid.

HALL PASSES

Students are to use E-Hallpass whenever they are in the halls during class times, or a pass provided by the teacher.

HEALTH SERVICES

Screenings that will be completed during the school year by the school nurse include:
Vision and hearing screenings are given to all 7th graders, new students as needed, and others requested by parents, teachers, or the student. The school nurse is responsible for all health/immunization records of each student

HONOR ROLL

The honor roll is composed of students who have a 3.30 average or better during a grading period.

INFOhio

INFOhio is a statewide virtual library and information network, containing a collection of reliable and quality databases and other resources for Ohio's PreK-12 community of students, educators and parents.

COMMUNICATION AND PARENTSQUARE

Wayne Local Schools values open, two-way communication with families and the community. Strong school-home connections help build trust, support student success, and keep families informed about important news, events, and celebrations.

Families can stay connected through school and district newsletters, the Waynesville Community Events & Activities Newsletter, Board of Education Meeting Recaps, the district website, Wayne Local Schools Facebook and Instagram, and ParentSquare.

ParentSquare is the district's communication platform for families. Parents and guardians may receive messages by email, text, or app notification; choose instant updates or a daily digest at 6 p.m.; receive urgent school news and inclement weather information; and direct message teachers, staff, and coaches.

*Parents and guardians are automatically added to ParentSquare using contact information entered in FinalForms.

LOCKERS

Lockers are provided in the building for the safekeeping of books, supplies, and clothing and will be assigned by the Principal's office. Students are advised that lockers are the property of the Wayne-Local School Board of Education and may be searched at any time by an administrator or designee. Lockers will be subject to a dog search by the police department several times a year without prior notification. Malfunctioning or broken lockers are to be reported to the office. Students are responsible for any and all contents found in their lockers and will be held responsible for any violations of school rules that occur in their

assigned locker. No student is to share a locker without written permission of the administration, and sharing of a locker does not excuse either student from being responsible for the contents of the locker at all times. Students must keep lockers closed and locked whenever not in use, failure to comply may result in disciplinary action.
Wayne Local Schools cannot guarantee 100% security of the lockers in the hallways. Lockers are to be kept locked at all times. Lockers and combinations are not to be shared. A student should not keep valuables in lockers. The school is not responsible for lost or stolen items. LOCKERS ARE NOT TO BE DEFACED IN ANY WAY AND THE STUDENT WILL BE HELD RESPONSIBLE FOR DAMAGES.

LOST AND FOUND

Lost and found facilities are located in the Middle and High School Cafeteria.

LUNCHES (Waynesville has a closed lunch policy.)

Meal Service
The School participates in the National School Lunch Program and makes lunches AND breakfast 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. Outside delivery of food is not permitted during the school day. 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 school office.
PayForIt.net
Wayne Local SD offers PFI to our parents for the internet convenience of funding student meal accounts for purchases. PayForIt (PFI) is a Secure Online Payment system which simplifies payment, collection and balancing of funds for School Districts. How to sign up Log on to www.payforit.net and select the *"Sign Up"* option from the menu. The screens will guide you through the process to establish your account: The convenience fee is explained, it is at $2.50 per Transaction for ACH Check (if offered); you will be prompted to enter your contact data, password, payment information, etc.; you will need to indicate which student(s) to attach to your account. Students are already loaded in the PFI system. If you are unsure of your student's ID number, please contact your schools' registrar. Once all information is entered, PFI will email a validation code for you to confirm the registration. Once confirmed you can begin using PFI as often as you'd like. Each time you log on, school messages and the balance(s) of the student(s) on your account are displayed on the *Home Page*.

You can also submit your opinions via an ongoing survey for PFI. Once your account is established, please visit the *"My Account"* menu option to set up preferences for your email options.

Cafeteria

The food service provides a plate lunch, as well as, ala carte items. If a student forgets his or her lunch money, he or she may call home. All food is to be consumed in the cafeteria, or other areas designated by the principal.

Item	Price
Milk	$.60
Grades K-6 Class A lunch	$3.00
Grades 7-12 Class A lunch	$3.25
Adult Lunch	$4.25
Grades 6-12 breakfast	$2.00
Reduced lunches	$.40
Reduced breakfast	$.30

Benefits

- The meal process is automated for both the parents and the school so errors are minimized and the process is standardized.
    - Using PFI, there is not a chance of lost lunch money from home to the serving lines!
    - Payments can be made by credit card 24 hours a day, 7 days a week at the parents' convenience.
    - Payments can also be made by ACH (Electronic Check).

Parents can review what their students are actually purchasing along with account balance information.

PFI supports increased communication between the school & the parents.

Features

- Account balance information is readily available to the parents, the school and the lunch staff.
- Parents can opt to receive an email when a student balance dips to a certain threshold (set by the parent).
- Parents can opt to use an auto-replenishment feature which replenishes their student account(s) when a balance dips to a specific level (which is specified by the parent).
- School messages are automatically emailed to parents.
- A continuous online survey is provided to monitor parent feedback and ideas.
- Student information is automatically transferred from year-to-year.
- Parents can manage more than one student account.
- PFI is PCI compliant and maintains industry standard SSL certificates. This ensures all data is safe & secure as defined by the industry.

How to add funds to your student's account for meal and ala carte purchases:
1. After you sign on, select *"Lunch Payments"* from the *Lunch option* on the menu.
2. The school(s) and student(s) you have access to will be displayed.
3. The balance of the student(s) on your account will also be displayed. Next to each balance, you can enter the amount of funds that you would like to add to the account.
4. Once you have updated the balances as desired, select the *"Create Transaction"* button and you will proceed to the next step in the process.
5. The next screen displayed provides an opportunity for you to make a final review on your payments, any fees, and your total before processing. This screen also enables you to choose which credit card you would like your payment applied to.
6. Select *"Process Payment"* to apply the transaction to your credit card and to your students' account(s). It may take a minute to get approval from your credit card company, please wait during this period. A message will be displayed to you indicating the status after processing (approved/declined).
A receipt of your transaction will be displayed to you and sent to your email address.

MEDICATIONS

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 students in using EpiPen.

INHALERS - A "Self-Medication for Asthma Inhalers" form must be completed and signed by both physicians and parents. These signatures imply proficiency of students 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 Non-Causal-Contact—Communicable Diseases

In the case of non-casual-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.
Non-casual-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 Americans 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.

NATIONAL HONOR SOCIETY

The Waynesville Chapter of the National Honor Society requires students to meet the standards by this
organization established in 1921: Scholarship, Leadership, Service, and Character. To be eligible, a
student must:

-have completed the sophomore year

-have attended Waynesville High School for one year (a requirement of the national organization)

-have earned an unweighted cumulative grade point average of 3.60

-have completed 40 hours of community service on a volunteer basis

If a student meets the basic requirements during the first quarter he or she is invited to apply for membership. Selection is based primarily on scholarship, leadership, and character (including work habits).
Final acceptance into membership is determined by the Faculty Committee. The number of students
inducted varies from year to year as there is no specific number set by the committee.
Following the induction ceremony, all students who have not been selected will be contacted to discuss the
process and to answer any questions they may have.
Since this is a faculty selected organization, the faculty committee reserves the right to dismiss a member
for any infraction of the by-laws.

PARENT/TEACHER CONFERENCES

Parents of all students may request individual or group conferences with teachers at any time by contacting the individual teachers or the guidance department. Conferences may be in-person or virtually.

PARKING - Sr. High School Only

Parking is a privilege for juniors, seniors and sophomores of age. No student shall operate his/her vehicle in a reckless manner on school grounds; this includes motorcycles. Some examples of recklessness not intended to be

exhaustive, include: speeding, peeling tires, etc. Students shall not sit in cars, vans, trucks, etc., at any time during the school day. Students are **not permitted** to go to their cars during the day unless approved by a building administrator. Students are to park in the designated area with a purchased parking pass in the parking lot in front of the Event Entrance (former high school entrance) Seniors will be permitted to paint a senior parking spot with proper paperwork turned in to the office on time and approved by an administrator. Due to traffic and buses having the right of way, all drivers will need to be patient upon arrival and dismissal. **Driving to school is a privilege not a right and may be revoked at an administrator's discretion.**

Parking permits will ONLY be sold to students with a current driver's license. License must be presented at time of purchase.
Students are expected to comply with all parking rules and regulations. Traffic will be stopped during dismissal (2:30 PM) to allow the buses to exit the parking lot. Failure to comply with the parking rules could result in the loss of parking privileges. Students are urged to read all rules carefully.

1. All automobiles parked on the school grounds must register with the school and must display the current decal. The fee for the permit is $25.00 per year, $15.00 per semester.
2. All vehicles must be parked in their assigned location or risk being towed.
3. Prior to a parking permit, all parking fees must be paid and a completed form with a driver's license must be presented.
4. Students are to park in assigned areas; Seniors may have the option of purchasing a particular spot (additional cost) and decorate it providing the extra fee is paid and criteria to paint the spot is followed.
5. Students driving unregistered cars are required to either: (a) leave their name, make, model, color, and license plate number of the car in the office; or (b) report the information to the parking monitor.
6. All students must be licensed and covered by insurance. The school is not responsible for the automobile or its contents.
7. Students are to report directly to the building on arrival at school. No loitering in the lot or visiting in the lot without permission. Truancy, class cuts, excessive absences, tardiness, or other disciplinary actions may result in suspension of parking privileges.
8. There will be no speeding or any other form of reckless driving on school grounds.
9. Intolerant Communication on vehicles is prohibited. Vehicles that convey messages that communicate bias or prejudice against and/or intolerance of a person or a group of people because of their religious beliefs,

ethnicity, sexual orientation, race, skin color, gender, socioeconomic status, or family background may be subject to disciplinary measures.

10. Ignoring signals to stop when school buses are approaching will result in disciplinary action.
11. Student vehicles may be subject to search if there are reasonable grounds to believe that drugs, alcohol, stolen property or other contraband might be present in that vehicle.
12. Waynesville Police will conduct random drug sweeps of the parking lot with police dogs. Wayne Local Schools is not responsible for any damage sustained to the vehicle during the search by the dogs. The school is also not responsible for the vehicle or its contents.
13. Students applying for and receiving permits fully understand their responsibility in following the rules. Suspension of parking privileges, towing of vehicles, and/or suspension from school may occur when violations of these regulations occur. No pre-paid registration fees will be reimbursed if parking privileges are revoked.
14. Students must abide by all traffic regulations specified by the Ohio Revised Code Chapter 4511.
15. A new state law allows the denial or revocation of a student's driver's license when a student of compulsory school age withdraws from school or is habitually absent for more than 10 consecutive days or a total of at least 15 days in a quarter without legitimate excuse or is suspended or expelled from school for use or possession of alcohol or drugs. Denial of privileges will remain in effect until the student reaches the age of 18, returns to school, or receives a GED certificate.
16. All student drivers are subject to a random drug testing throughout the school year.

Students who exercise the privilege of driving, riding, or parking a vehicle on school property are subject to a search of that vehicle upon reasonable suspicion that the vehicle contains unlawful material or material that violates school regulations. Refusal to cooperate with such a search will result in denial of driving privileges, possible reports to law enforcement officials, and school disciplinary procedures. If the parking lot is searched by Law Enforcement Drug Dogs, neither the school nor the Police Department are responsible for damage/scratches by the dogs.

PROMOTION AND RETENTION

Promotion to the next grade level is based on the following criteria:

- Current level of achievement,

- Potential for success at the next level
- Emotional, physical, and/or social maturity

A student may be retained if s/he is truant (absent without excuse) for more than ten percent of the required attendance days of the current school year AND has failed two or more of the required curriculum subject areas in the current grade. Even if they fall into the preceding category, a student may be promoted if the principal and teachers of the classes that the student failed agree that the student is academically prepared. Individual math and/or reading classes may be required to be repeated in place of a student's elective. Please see the Program of Studies for the Sr. High School graduation pathways and credit options.

RESTRAINT AND SECLUSION

Per Ohio Revised Code, Wayne-Local Schools has Board policy 5630.01 addressing restraint and seclusion. This policy can be found on the district website at https://www.wayne-local.com/waynesville-high-school/home.

SCHEDULE CHANGES

Schedule changes must be made during the first week of a course. A course dropped after the first week for semester and year courses must be with parental and principal's approval.

SCHOOL INSURANCE

Wayne Local Schools offer an insurance policy to cover all middle school students. The policy has two different options (low and high options). The school insurance is provided through the N. Carol Insurance Agency. For further information, you may contact the school office.

SEARCH AND SEIZURE

When school administrators have reasonable suspicion to believe that a student is in possession of or has within easy access, any form of drugs, drug paraphernalia, weapons, fireworks, alcoholic beverages, tobacco products/electronic tobacco devices or any alleged stolen property, or any illegal activity, **a search of the student and his/her locker, electronic devices, desk and automobile will be conducted.** A student shall NOT refuse a search or impede a search of his person, including without limitation, his/her briefcase or pocketbook, cell phone, locker, desk, or automobile, if such an automobile is parked on school grounds. If a student does refuse to be searched, they will be suspended for 10 days with a recommendation for expulsion. All computers and applications are property of the school and therefore subject to review and inspection at any time without suspicion or cause. In addition, students are hereby placed on notice that their lockers and **the contents of their lockers are**

subject to random search at any time, without regard to whether there is reasonable suspicion that any locker or its contents contain evidence of a violation of a criminal statute or a school rule.

Administrators are authorized to arrange for the use of a breath-test instrument for the purpose of determining if a student has consumed an alcoholic beverage. It is not necessary for the test to determine blood-alcohol level, since the Board of Education has established a zero tolerance for alcohol use. If a student refuses, it will constitute an admission of guilt and the appropriate consequences will follow.

In addition, the use of canines, trained in detecting the presence of drugs or devices, will be used when the administration has reasonable suspicion that illegal drugs or devices may be present in a school. This means detection shall be used only to determine the presence of drugs in locker areas and other places on school property, including student vehicles parked on school property, where such substances could be concealed. Canine detection is conducted in collaboration with local law enforcement authorities, and the Wayne-Local Schools is not liable for damage sustained by the dogs to private property

SOCIAL ACTIVITIES

Grade-level social activities are available during the year for students. Dances and other social activities are closed events, available for only Waynesville students unless prior permission is granted from the building administrator and proper forms are completed. .

SPECIAL EDUCATION PROGRAMS AND SERVICES

Waynesville Middle and High School offers a continuum of program options for students with disabilities. Students are served in the least restrictive environments, which includes inclusion classrooms, resource rooms, and consultation.
Speech and language services, adaptive physical education, physical therapy, and occupational therapy are also available for identified students.
Additionally, oral interpreters and aides assist students when appropriate. For more information concerning special education programs and services, contact the Wayne Local Board of Education (513) 897-6971.

STUDENT SAFETY AND PARENT NOTIFICATION

The safety and security of Wayne Local School District students and staff is of utmost importance. The district has a comprehensive crisis plan and district

administrators coordinate closely with local emergency officials and law enforcement representatives to monitor and update plans on a regular basis.

In addition, schools have security measures to ensure the well-being of students and staff. These include: visitor check-in procedures, locked doors after the start of the school day, surveillance cameras, internal alert system, and a school resource officer on the campus of Wayne Local Schools.

To ensure that you receive the most accurate account of the emergency situation, keep your contact information up-to-date with schools on your child's emergency card. We urge parents and guardians to take advantage of the District's notification system that is used to contact students, staff, and parents quickly and effectively by text message or phone call through The Education Connection (TEC). If you currently do not receive alerts, you may opt in by signing up on the Wayne-Local Schools website. We will also post notifications to our website and social media.
In the case of a high-impact emergency situation in a school or a school-sponsored activity, parents and guardians are encouraged to remain close to their sources of communication to ensure they are receiving accurate and timely updates. Access to the scene will be limited and controlled by emergency personnel, so you will be asked to wait for instructions for picking up your children.
When the school district communicates to parents that the school emergency has ended, directions will be provided on how parents will be reunited with their children. If students have been evacuated, parents will be directed to a specific location(s) that could be located off campus. It is important that parents follow these directions for the safety of all students, staff and parents. Remember, a student can only be released to an adult that is documented as an emergency contact. If you are a non-custodial parent, you **must** be listed in the student information system as a guardian and show proper identification.

STUDY HALLS

Students always have academic work to do. Literature read in the study hall will be subject to limitations at the discretion of the teacher. No food or drink will be permitted during study hall. Study halls are not for socializing and cell phones may only be out with permission of the study hall teacher/monitor. Study Halls may not always be offered during each period of the school day; we have built 30 minutes into the daily schedule that may be used for a study hall if students are not requested by a teacher during that time for extra help.

SUSPENSION AND EXPULSION PROCEDURES

1. No student may be suspended unless:
    - The student is given prior written notice of the intention to suspend and the reasons for the intended suspension.
    - The student is provided an opportunity to appear at an informal hearing before the building principal, assistant principal, superintendent, or superintendent's designee to challenge the reason for the intended suspension or otherwise to explain his or her actions.
2. No student may be expelled unless:
    - The student and his/her parents, guardians, or custodians are given prior written notice of the intention to expel the student. The notice shall include the reasons 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.
    - The time to appear shall be no earlier than three (3), nor later than five (5) days after the notice is given, unless the superintendent grants an extension of time at the request of the students or his/her parents, guardians, custodians, or representatives. If an extension is granted after giving the original notice, the superintendent shall notify the student and his/her parent, guardian, custodian, or representative of the new time and place to appear.

3. If a student is removed on an emergency basis, and either suspension or expulsion is contemplated, a due process hearing will be held within three school days after the removal is ordered. Written notice of the hearing and the reason for removal, and any intended disciplinary action will be given to the student as soon as practical prior to the hearing.

4. Within twenty-four (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 parents, guardians, or custodians of the student. The notice shall include the reasons for the expulsion or suspension and notification of the rights of the student or his/her parents, guardians, or custodians:

    a. To appeal such action to the Board of Education through its designee;

    b. To be represented in all such appeal proceedings;

    c. To be granted a hearing before the designee for the Board in order to be heard against such suspension or expulsion;

d. And to request that such a hearing be held in executive session. Any such appeal must be filed in writing within ten (10) days after the notice of suspension or expulsion has been issued.

5. The duration of a suspension or an expulsion is based upon the nature of the offense, and student history. A suspension or expulsion can extend beyond the end of the school year if there are fewer school days than the suspension or expulsion days remaining.

6. Students committing offenses warranting suspension and/or expulsion have forfeited their right to participate in curricular and extracurricular activities during their suspension or expulsion. Suspension days will be forwarded and must be served after school reopens when a school is closed due to calamity.

7. Students who have been suspended will receive an unexcused absence for each and any part of a school day missed.

8. Students who have been suspended or suspended with recommendation for expulsion will receive up to 75% credit for assignments while suspended or during the expulsion process.

9. Students who have been suspended or expelled from school are not permitted on any school property or at any school-sponsored event for the duration of such disciplinary action. Students who are suspended or expelled and enter school property or attend a school-sponsored event will be subject to further disciplinary action. Students shall not be permitted to return to school pending an appeal process with the administration or the court.

TARDINESS TO SCHOOL

School starts at 7:30. Students MUST sign in the attendance office when they are tardy to school and receive a pass to class. The tardy is recorded and dealt with per the Code of Conduct. Any student who arrives after the 1st bell is considered absent. The total number of minutes tardy will be factored into the time not in school per the county attendance policy above.

Students are permitted to have three (3) days of tardiness per semester with no consequences. On the fourth (4th), fifth (5th) and sixth (6th) tardy, students will receive after school detentions. Once students have their 4+ tardy, 7-10 grade students will no longer be given a choice for where they go during ETEH and will be placed in study hall or be pulled for extra help. 11-12th graders will not be allowed to leave school early and will not be given a choice during ETEH and will be placed in a study hall or be pulled for extra help. Beginning with the seventh (7th) tardy, students may be issued an In-school Intervention, After School Intervention, and/or have privileges revoked (parking pass (Sr. high school only), attendance at sporting events, dances, etc…).

TELEPHONE CALLS

Messages from parents/guardians may be given to the secretary or staff member for delivery at a convenient time. Students will not be called to the telephone or be excused to use the telephone during the school day. Please do not call your child's cell phone or text message during school hours. If there is an emergency, please contact the Main Office at 513-897-4706. Middle School students are not permitted to use their cell phones at any point during the school day, unless there is an emergency evacuation.

Students who may need to contact a parent/guardian during the day to leave school must place this call in the main office.

Testing

Dates for required state testing will be communicated to parents and students after they are planned in accordance with the Ohio Department of Education's testing windows in which Wayne Local Schools must follow. For specific information on testing and graduation pathways, please see the Program of Studies.

TEXTBOOKS

Textbooks are school property and should be covered and cared for properly. Damage beyond normal wear and tear will be the financial responsibility of the student. Students who lose textbooks will be charged for their replacement. A student who loses a textbook during the year may obtain a replacement book by paying its purchase price. If the student finds the original book, the full purchase price will be refunded. A student who desires to purchase a replacement textbook should inquire at the main office.

THREATS

Wayne Local Schools use a standard procedure for responding to student threats of violence called "threat assessment." Threat assessment was recommended by the FBI and by the U.S. Secret Service and Department of Education in their studies of school violence. The basic idea is that when a student communicates a threat to harm someone, the threat assessment team will do an assessment to determine how serious the threat is and what can be done to prevent the threat from being carried out. It is important not to treat all threats the same way, because most threatening statements made by students are not serious threats. The job of the threat assessment team is to determine how serious the threat is and how to respond to it.

TOBACCO USE PROHIBITED (includes vaping, use of electronic Cigarettes)

No student, staff member, volunteer, or school visitor is permitted to use tobacco products at any time, including non-school hours, in or on Wayne Local School District property, including:

- In any building, facility, or vehicle owned, leased, rented or chartered by the school district; and
- On school grounds, athletic grounds or parking lots; and
- At any school-sponsored or school-related event, whether such an event occurs on-campus or off-campus.

TRANSPORTATION INFORMATION FOR YOUR CHILD

Bus Regulations

Student Conduct on School Buses:
Pursuant to the Ohio Revised Code, students riding school district buses may have bus riding privileges revoked by the superintendent or other district administrators for a period of time not to exceed eighty (80) days for any violation of Student Code of Conduct or a violation of the reasonable rules and regulations established by individual school bus drivers and/or the Board of Education. A Student is subject to the Student Code of Conduct and Bus Riding Regulations while he/she is physically riding the bus and when the student is at or near a school bus stop. The following regulations pertain to school bus conduct and are intended to ensure the safety and welfare of the students, the bus driver, and other drivers on the road, and to ensure the safety and proper maintenance of school buses.
Students must follow the following rules and expectations.
1. Students must comply with all school rules while riding the bus. Students are not permitted to use cell phones while on a school bus or getting on and off the bus. There are to be no pictures or flashes while riding the bus.
2. Immediately upon boarding, students shall take their assigned seat and may not move from the assigned seat without the driver's permission. If there is a substitute driver, students shall follow the same rules as with their regular driver.
3. Students shall not attempt to get on or off the bus until it has come to a complete stop. A complete stop is when the bus is no longer moving and the door is opened. Students shall remain seated while the bus is in motion.
4. After a student has entered a bus, the student may not leave the bus except at the assigned stop.
5. Students shall conduct themselves on the bus as they would in an orderly classroom. Reasonable conversation is permitted.

6. Upon request by the bus driver, all passengers are to be silent. There are many safety reasons for this, ex: railroad crossing, noise level too loud, traffic and weather conditions, two-way radio communications, emergency situation, etc.
7. Eating, drinking, or chewing gum on the bus is not permitted by **STATE LAW**. This also applies while on field trips.
8. Students are not permitted to transport animals, glass objects, or other potentially dangerous objects on the bus including balloons.
9. Students shall not use hair spray, cologne, perfume, lotion, etc. on the bus.
10. No key chains or other objects attached to book-bags or lunch containers**.** These are a danger to all. The objects "swing" and hit others and they may get caught on bus parts.
11. Students are prohibited from bringing anything on the bus that is prohibited to be at school and only objects that can be held safely in their laps.
12. Possession of tobacco products, fire igniter devices (ex: matches, lighters, etc.) are absolutely prohibited on the bus.
13. Students shall not do things simply to distract the driver. This rule is especially crucial while the bus is in motion or when students are boarding or departing.
14. No horseplay on the bus.
15. Reading is permitted on the bus. No pens, pencils, scissors, crayons, markers, combs, brushes, drum sticks, art and math supplies, etc. are to be out while on the bus. All are to be kept in book-bags, purses or pockets.
16. Cleats of any type are not to be worn on the bus at any time.
17. All sporting equipment (balls, bats, tennis rackets, etc.) must be contained in some type of bag/cover.
18. Waste paper and trash should never be dropped on the floor of the bus. It should be deposited in the trash receptacle.
19. Windows and vents shall not be adjusted without permission of the driver. Students shall not stick any object or part of their body out the bus window.
20. The aisle way must be kept clear at all times.
21. Students shall not enter or exit from the bus through the emergency exits unless specifically instructed to do so by the driver. The exits must always remain free of obstructions. Riding a school bus is a privilege and convenience. Failure of a student to follow these regulations will result in his/her forfeiting the privilege of transportation by school bus.
*Students are subject to emergency removal from the school bus in accordance with the provisions of Ohio Revised Code Section 3313.66 (C).

What is a "Safety Spot?"
Each pupil shall be assigned a residence side designated place of safety. Drivers must account for each pupil at the designated place of safety before leaving. Pupils are not to proceed to their residence until the school bus has departed. Ohio Revised Code Section 3301.83.13 B.5
The law requires the bus driver not to proceed until all students who have left the bus reach a place of safety on their residence side of the road.

SUSPENSION OF BUS RIDING/TRANSPORTATION PRIVILEGES

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driver. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated District personnel will provide a student with notice of an intended suspension and an opportunity to appear before the Superintendent or other designated District personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the Superintendent or designated District personnel.

TUTORING

Free tutoring services are often available to students after school. Parent volunteers, retired teachers, and college and high school students provide the tutoring.

USE OF SCHOOL EQUIPMENT AND FACILITIES

Students must receive the permission of the teacher before using any equipment or materials in the classroom, and the permission of the principal to use any other school equipment or facility. Students will be held responsible for the proper use and safekeeping of any equipment or facility they are allowed to use.

VALUABLES

Students are discouraged from carrying valuables, large sums of money, or electronic devices to school. Each student is responsible for his/her personal property. Every effort will be made to recover stolen property, but loss must be assumed by the student. Please mark all personal possessions with your name. This is especially true with P.E. clothing and calculators. There is a designated lost and found box, and should be checked periodically if something is missing.

VENDING MACHINES

Vending machines are provided for use by students, before or after school. No student may use vending machines at any other time. Students will not carry to class, or store in their lockers, any drinks other than water in a clear bottle. If a student makes a vending machine purchase before school, to consume with his/her lunch, the container must remain unopened until lunch. Once the container has been opened, the bottle should not leave the cafeteria. All glass bottles are prohibited from being brought to school for safety reasons.

VIDEO SURVEILLANCE

Video surveillance and electronic monitoring systems will be used in our schools in accordance with Board Policy 7440.01.

VISITORS

All visitors are required to report to the main office and have administrative approval to be in the building. All visitors must sign in and wear identification at all times while in the building. Students are not permitted to have non-parental/guardian visitors during the day or non-parental/guardian visitors during lunch.

WAIVER OF FEES

Parents or guardians who are unable to meet the payments of student fees should schedule an appointment with the principal to discuss their situation. Arrangements will be made on an individual basis.

WEAPON VIOLATIONS

The Board is committed to providing the students in the district with an educational environment free of the dangers of firearms, knives, dangerous weapons, and objects indistinguishable from firearms.

The definition of a firearm shall include any weapon (including a starter gun, or Airsoft weapon) which will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device which includes but is not limited to any explosive, incendiary or poisonous gas; bomb, grenade, rocket having a propellant charge of more than 4 ounces, missile having explosive or incendiary charge of more than ¼ ounce, mine or device similar to any device described above.

The definition of a firearm also includes those objects which are "indistinguishable from a firearm." An "object indistinguishable from a firearm" is defined as "any object made, construed, or altered so that, to a reasonable person without specialized training, the object appears to be a firearm."

No student shall bring a firearm to or possess a firearm while on school property, in a school vehicle or at a school-sponsored activity. Any student that brings a firearm to school in the above manner shall be expelled from school by the superintendent for a period of one calendar year. Any student who possesses a firearm, which was initially brought onto school property by another person, may be expelled by the superintendent, at his or her discretion. Any student who brings an object, possesses an object indistinguishable from a firearm may be expelled by the superintendent at his/her discretion.

In addition, the superintendent shall notify the appropriate criminal justice or juvenile delinquency authorities. Any such expulsion shall extend as necessary into the school year following the school year in which the incident occurred. The superintendent may reduce a one-year expulsion on a case-by-case basis. Factors which may justifiably lead to a reduction of an expulsion period include, but are not limited to:

1. An incident involving a disabled student and the incident is a manifestation of the disability;
2. The age of the student and its relevance to the punishment;
3. Prior disciplinary history of the student;
4. Intent of the perpetrator;
5. Any other factors which the superintendent believes in his or her discretion mitigate the circumstances of the students' proscribed conduct.

Students are also prohibited from bringing a knife to or possessing a knife while on school property, in a school vehicle, or at a school-sponsored activity. Definition of a knife includes, but is not limited to, a cutting instrument consisting of a blade fastened to a handle. If a student brings to or possesses a knife while on school property, in a school vehicle or at any school-sponsored

activity, the superintendent may, at his/her discretion, expel the student subject to the conditions listed above.

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).