

WESTERN RESERVE MIDDLE/HIGH SCHOOL

**3841 US Route 20 East
Collins, OH 44826
(419) 668-8470
fax (419) 663-5916**

**Lisa M. Border
Principal**

**Chris Sheldon
Assistant Principal**

2008 – 2009 STUDENT HANDBOOK

Name _____
Address _____
City _____
Phone _____

WESTERN RESERVE LOCAL SCHOOLS

This handbook answers any questions regarding Western Reserve Middle/High School and its programs, procedures, and regulations. All school rules and procedures have been established to maintain a safe, orderly, and positive learning environment. It is the responsibility of each student and parent to carefully read this handbook and become familiar with its content. The policies and regulations outlined herein were approved and adopted by the Western Reserve Board of Education and carry legal statute as determined by law.

DAILY BELL SCHEDULE

1 st Period	7:30 – 8:22
2 nd Period	8:25 – 9:15
3 rd Period	9:18 – 10:08
4 th Period	10:11 – 11:01
5 th Period (A)	11:04 – 11:34
Period (B)	11:34 – 12:04
Period (C)	12:04 – 12:34
6 th Period	12:37 – 1:27
7 th Period	1:30 - 2:20

NON-DISCRIMINATION POLICY

It is the policy of Western Reserve School District that educational programs and activities are provided without regard to race, color, religion, national origin, sex, or disability.

NONDISCRIMINATION AND ACCESS TO EQUAL EDUCATIONAL OPPORTUNITY

The Board of Education does not discriminate on the basis of religion, race, color, national origin, sex, disability or age in its programs, activities or employment.

Further, it is the policy of this District to provide an equal opportunity for all students, regardless of race, color, creed, disability, religion, sex, age, boundaries of the District, or social or economic background, to learn through the curriculum offered in this District.

In order to achieve the aforesaid goal, the Board directs the

Student Evaluation – ensure that tests, procedures, or guidance and materials, which are designed to evaluate student progress, rate aptitudes or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed sex, or national origin:

Superintendent to:

Curricula Content -review current and proposed programs, activities, facilities, and practices to ensure that all students have equal access thereto and are not segregated on the basis of race, color, creed, sex, disability, or national origin in any duty, work, play, classroom, or school practice, except as may be permitted under State regulations.

Student Access – review current and proposed programs, activities, facilities, and practices to ensure that like aspects of the District program receive like support as to staff size and compensation, purchase and maintenance of facilities and equipment, access to such facilities and equipment, and related matters.

District Support - ensure that tests, procedures, or guidance and counseling materials, which are designed to evaluate student progress, rate aptitudes or tend to establish a category by which a student may be judged, are not differentiated or stereotyped on the basis of race, color, creed, sex, or national origin.

The Superintendent shall appoint and publicize the name of the compliance officer whose responsibility it will be to ensure that Federal and State regulations are complied with and that any inquiries or complaints regarding discrimination or equal access are dealt with promptly in accordance with law. S/He shall also ensure that proper notice of nondiscrimination for Title II, Title VI, and VII of the Civil Rights Act of 1964, Title XI of the Education Amendment Act of 1972, Section 504 of the Rehabilitation Act of 1973, and the Age Act is provided to students, their parents, staff members, and the general public.

The Superintendent shall attempt annually to identify children with disabilities, ages 3-22, who reside in the District but do not receive public education. In addition, s/he shall establish procedures to identify students who are Limited English Proficient (LEP), including immigrant children and youth, to assess their ability to participate in District programs, and develop and administer a program that meets the English language and academic needs of these students.

This program shall include procedures for student placement, services, evaluation and exit guidelines and shall be designed to provide students with effective instruction that leads to academic achievement and timely acquisition of proficiency in English. As a part of this program, the District will evaluate the progress of students in achieving English language proficiency in the areas of listening, speaking, reading and writing, on an annual basis (see AG 2260F).

The Superintendent shall prepare administrative guidelines as needed in furtherance of the proper implementation of this policy.

MISSION

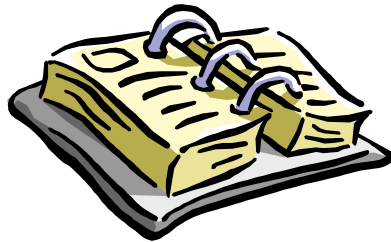
Western Reserve Local Schools - a place where staff and students excel, parents and community care.

Making The Grade

GRADING PERIODS

GRADING PERIODS During the 2008-2009, Western Reserve will be using a nine (9) week grading period.

- 1st Grading Period August 26, 2008 – October 31, 2008
- 2nd Grading Period November 3, 2008 – January 16, 2009
- 3rd Grading Period January 20, 2009 – March 27, 2009
- 4th Grading Period March 30, 2009 – June 3, 2009



2008–2009 Middle/High School Calendar

August 25	Staff In-Service
August 26	1 st day of school
September 1	No School (Labor Day)
September 22	Staff In-Service
October 13	Staff In-Service
November 11 & 13	Parent-Teacher Conf.
November 14	No school, K-12
November 26-28	No school (Thanksgiving)
December 22-31	No school (Winter Break)
January 1&2	No school
January 19	No school
February 12	No school – Parent-Teacher Conf. 12:30 – 7:00
February 13	Staff In-Service
February 16	No school
April 9-13	Spring Break
May 25	No School
May 31	Graduation
June 3	Last day of school
June 4	Staff In-Service

Make-up days June 4, 5, 8, 9, 10

ATTENDANCE POLICY

The educational program offered by this District is predicated upon the presence of the student and require continuity of instruction and classroom participation. Attendance shall be required of all students enrolled in the schools during the days and hours that the school is in session. In accordance with statute, the Superintendent shall require, from the parent of each student of compulsory school age or from an adult student who has been absent from school or from class for any reason, a **written** statement of the cause for such absence.

The Board of Education reserves the right to verify such statements and to investigate the cause of each **single absence or prolonged absence**.

Personal illness – Physician’s statement may be require Illness of family – The absence under this condition shall not apply to children under 14 years of age.

Quarantine of the home

Death in the family

Observation or celebration of a bona fide religious holiday

Necessary work at home due to absence or incapacity of parent(s)/guardian(s)

Such good cause as may be acceptable to the Superintendent.

A student who will be considered chronically truant is any child of compulsory school age who is absent without a legitimate excuse for seven (7) or more consecutive school days, ten (10) or more school days in one school month, or fifteen (15) or more school days in a school year. If a student is on a blocked schedule, chronically truant is defined as absent without legitimate excuse for seven (7) or more days in one (1) semester. (Block schedule refers to a year course completed in one semester. The class meets for two periods a day.) A habitual truant is any child of compulsory school age who is absent without a legitimate excuse for five (5) or more school days in a six week period, seven (7) or more school days in one month or twelve (12) or more school days in a school year. If a student is on a blocked schedule, habitually truant is defined as absent without legitimate excuse for six (6) or more days in one (1) semester.

If a student is habitually truant and the student’s parents have failed to cause the student’s attendance, the Board authorizes the Superintendent to file a complaint with the Judge of the Juvenile court and/or to take any other appropriate intervention actions as set forth in the Board policy.

In order to address the attendance practices of a student who is habitually truant, the Board authorizes the Superintendent to take any of the following intervention actions: Assign the student to a truancy intervention program; provide counseling to the student, request or require the student’s parent to attend a parental involvement program; request or require a parent to attend a truancy prevention mediation program; notify the Registrar of Motor Vehicles of the student’s absences; take appropriate legal action.

Any absence that results from a school sponsored or sanctioned activity (field trip) must be pre-approved by the student's classroom teacher or teachers. When a student is absent from school, the parent must notify the appropriate office no later than 8:30 A.M. that day. Parents who do not phone the school will receive a call from the office inquiring about the student's absence (missing child act). Parents must either phone in or send a note within 3 days, or the absence will be unexcused.

If a student is absent from school twelve (12) or more days in one school year, whether excused or unexcused absences, he/she may be considered habitually truant and he/she may be referred to the Juvenile Court. Reduction in absences may be granted for the following reasons: official written excuse for appointments with doctor, dentist, court, or driving test (one (1) day maximum); a written physician's statement verifying an illness; lice infestation treatment (two 2 day maximum); a death in the family and other reasonable excuses previously identified in the student code of conduct.

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

EARLY RELEASE EXCUSES/ BUS TRANSFER SLIPS

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

MAKE-UP WORK

It is the responsibility of students who are absent for any reason to obtain their make-up work. Make-up work may consist of alternate written assignments designed to cover the classroom learning missed. Students are permitted one (1) day of make-up for every day missed.

A day's absence does not excuse a student from their responsibility of all assignments or tests on the day of his/her return.

Assignments are listed on www.schoolnotes.com. Students will not receive credit for make-up work when they are truant or suspended unless otherwise stated by the principal.

ATTENDANCE APPEALS PROCESS

An informal hearing by the High School Attendance Review Board consisting of the principal, a two (2) member faculty team (one year term), may be requested by the student, parent, teacher, or counselor to examine the specific conditions relating to the individual case. The review board may extend the absence limit or continue the student's enrollment in the class(es) on a probationary basis.

The parent, teacher, and counselor will be promptly informed in writing within two (2) weeks to the principal or his designee.

STUDENT/FAMILY VACATIONS

We recognize that circumstances may arise which would necessitate a student accompanying his/her parents on a vacation. Students are responsible for all make-up work. A day missed counts toward the total allowed for the grading period. Vacations include but are not limited to the following: parent vacations, OHSAA sponsored tournaments, hunting trips (proof of a valid hunting license is required). Vacations will be permitted up to five (5) days total length providing the following conditions are met.

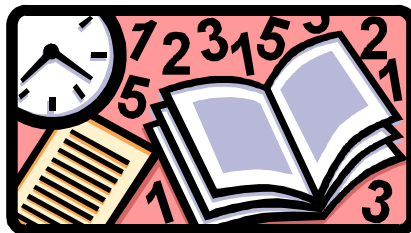
1. A written request must be received by the Principal five (5) days prior to the vacation.
2. A student may not have missed more than five (5) days of school in a given semester grading period or have missed an accumulated ten (10) days of school total.
3. All class assignments must have been completed and turned in to the teacher prior to the start of the vacation. The teacher may make other arrangements if desired.
4. A student must be passing all of his/her subjects.

COLLEGE VISITATION AND EMPLOYMENT

An absence from school for the purpose of visiting, registering, or interviewing for any education institution or place of employment (job shadow) requires appropriate paperwork to be completed by the student prior to the visitation. College visit forms and job shadow forms can be picked up in the guidance office. The student is required to submit written verification of the visit from the institution upon return to school.

PARTICIPATION IN AFTER SCHOOL ACTIVITIES

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



TARDINESS TO SCHOOL

Students arriving late to school, class or other assigned area are considered tardy. Whether excused or unexcused, students are to report to the school office and sign the attendance register, recording the time of arrival and reason for lateness. All tardies will be recorded on the permanent record and are accumulative. Excessive tardiness to school

will result in disciplinary action. All students are to report to their first period classes by 7:30 A.M. **Students who elect to drive to school or parents who drive their children to school assume the responsibility of arriving at school on time.**

Students will be permitted two (2) tardies to school. The only excused tardiness to school will be a written doctor excuse.

After two (2) tardy to school, students will have the following penalties:

3 rd tardy	One (1) detention
*4 th tardy	One (1) day of Friday Detention
*5 th tardy	One (1) day of Friday Detention
*6 th tardy	Center assignment (1day)
7 th tardy	Center assignment (1 day)
8 th tardy	Center assignment (2 day)
9 th tardy	Center assignment (2 day)
10th tardy	Truancy papers are filed with the proper authorities.

*If parent and child will view an attendance video, the Friday detention or center assignment may be rescinded.

Students driving to school may have their privileges suspended for a period of 20 days on the 6 (sixth) offense and be assigned to the center.

TARDINESS TO CLASS

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

EMERGENCY

If an emergency necessitates leaving school, you must come to the office. Someone in the office will make arrangements for you to leave the building if necessary. Do not use the pay phone to call anyone in an emergency. Do not make arrangements to leave school without the permission of the office.

STUDENT CODE OF CONDUCT

Parents are encouraged to carefully read the code and review it with their son or daughter. Under Ohio Law parents, having custody of a minor under 18 years of age are liable for the student's willful damage to school or private property or the theft of such property. The Board of Education, or any other owner of property, can bring a civil action against the parents to recover compensatory damages.

The Western Reserve Local Board of Education recognizes the right of each student to receive an education. The Board further recognizes that the primary responsibility of the Western Reserve Local Schools and its professional staff is to provide all students access to equal educational opportunities and equal consideration under the rules and regulations governing student behavior. These opportunities provide experience which assists each student in becoming a responsible individual capable of fulfilling his or her role as a citizen. It is the responsibility of each student, parent, and citizen to understand that the school is a community governed by rules and regulations. The major purpose of these is not

punitive control; rather, it is protection of the rights of those who wish to make full use of their educational opportunities.

Those individuals enjoying the rights of education must accept the responsibilities of good citizenship. Students may forfeit their right to educational opportunities when their conduct is such that it disrupts the educational process, deprives others of their rights, or violates the law. The Board of Education acknowledges that deprivation of rights may only occur with just cause and by due process of the law.

The Board of Education also delegates to school officials the authority to enforce district policies and regulations and school rules governing pupil conduct. The Code of Conduct is in effect during the school day, anytime the student is on school property, at a school activity on or off school property, or on school transportation.

The Board of Education delegates to school officials the right to use video cameras to enforce violations of the student code of conduct. An administrator may deal with student misconduct in a variety of ways, including but not limited to: counseling, parent involvement, detention, referral to school or other support personnel, loss of privileges, Friday Detention, placement in the Center for Student –Involved Learning, out of school suspension, and recommendation for expulsion. Examples of misconduct, which might cause an administrator to initiate such action, are the following. **The penalties stated for each offense may be changed if deemed appropriate by the principal/assistant principal. Repeated violations of the student code of conduct may result in suspension or expulsion from school.**

EIGHTEEN (18) YEAR OLD STUDENTS

All students, eighteen (18) years of age or older will be treated the same as any other student concerning compliance with school rules, regulations and policies. This includes excuses for absences, disciplinary action and parental permission/authorization forms. If a student has reached the age of eighteen (18), educational records will be sent to the student's parents without the written consent of the student, unless the student has established to the school that he/she is totally emancipated in accordance with Ohio Revised Code.

SCOPE OF JURISDICTION

This code of conduct is in effect while students are under the authority of school personnel or involved in any school activity. This includes but is not limited to school buses and property under the control of school authorities, and while at interscholastic competitions, extracurricular events, or other school activities or programs. In addition, this Code of Conduct includes

1. Misconduct by a student that occurs off school district property but is connected to activities or incidents that have occurred on school district property; and
2. Misconduct by a student that, regardless of where it occurs, is directed at a district official or employee or the property of an official or employee.

Aiding or abetting violation of school rules: If a student assists another student in violating any school rule, both will be disciplined. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

(Refer to specific infraction)

Arson or related offenses: A student shall not cause or attempt to cause the setting of fire, use any incendiary device (such as but not limited to fireworks), cause false alarms or make bomb threats. The principal or assistant principal may refer the student to the proper legal authorities.

1st Offense – Ten (10) days out of school suspension, recommendation for expulsion, restitution and permanent expulsion.

2nd Offense – Ten (10) days out of school suspension, recommendation for expulsion, restitution and permanent expulsion

3rd Offense – Ten (10) days out of school suspension, recommendation for expulsion, restitution and permanent expulsion.

Assault: A student shall not cause, threaten to cause, or participate in any act tending to cause physical or emotional injury to any other person, physically, verbally, in waiting or otherwise.

1st Offense – at least three (3) days out of school suspension or five (5) days center assignment.

2nd Offense – Five (5) days out of school suspension

3rd Offense – Ten (10) days out of school suspension and recommendation for expulsion. The proper legal authorities will be notified. Depending on the severity the administration may on the first offense or any offense seek expulsion of the student.

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. The Board of Education will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property or while enroute to or from school, and those occurring off school property if the student or employee is at any school-sponsored, school-approved or school-related activity or function, such as field trips or athletic events where students are under the school's control, in a school vehicle, or where an employee is engaged in school business.

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

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

intimidating, threatening, or abusive educational environment for the other student(s).

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 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 report shall include findings of fact, a determination of whether acts of harassment, intimidation, and/or bullying were verified, and, when prohibited acts are verified, a recommendation for intervention, including disciplinary action shall be included in the report. Where appropriate, written witness statements shall be attached to the report.

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

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be

considered a serious violation of Board policy and independent of whether a complaint is substantiated.

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

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

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

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

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

1st Offense – 5 days out of school suspension

2nd Offense – 10 days out of school suspension, reduced to 5 days with proof of counseling.

3rd Offense – 10 days out of school suspension and recommendation for expulsion.

Class cutting: A student shall not deliberately cut class. Class cutting is an unexcused class absence.

1st Offense – Friday Detention

2nd Offense – 3 day(s) Center assignment

3rd Offense – 5 day(s) Center assignment

Criminal acts: Any criminal acts taken at or related to the school will be reported to law enforcement officials and the school will discipline the student. Certain criminal acts may result in permanent expulsion.

Depending on the severity, the administration may on the first offense or any offense thereafter seek expulsion of the student

1st Offense – 1 day Center assignment

2nd Offense – Three (3) days out of school suspension

3rd Offense – Five (5) days out of school suspension and recommendation for expulsion

Damage: A student shall not cause or attempt to cause damage to school property or other private property on school premises or at a school sponsored event on or off school property. A student shall pay restitution for damages and school officials may refer students to the proper authorities. Depending upon the severity, the administration may on the first offense or any offense thereafter seek expulsion and permanent expulsion of the student.

1st Offense – 1 day Center assignment (at least)

2nd Offense – Three (3) days out of school suspension

3rd Offense – Five (5) days out of school suspension and recommendation for expulsion.

Dangerous instruments, weapons, look alike weapons, fireworks and explosives: A student shall not use, possess, exhibit, handle, sell, transmit, or conceal any object that could be classified as a weapon or dangerous instrument. Such weapons and dangerous instruments shall include any object, which may be used or is used to threaten or inflict physical harm. Students shall not possess, handle, transmit, sell, conceal or bring upon school grounds or to any event fireworks, explosives, or munitions; nor shall students ignite, explode or detonate or attempt to ignite, explode or detonate fireworks, explosives, or munitions.

A student may be suspended up to 180 days and may be recommended for expulsion.

1st Offense – Ten (10) days out of school suspension with the recommendation of expulsion.

2nd Offense – Expulsion

Chemical/Biological Obstruction: A student shall not cause a disruption or obstruction to the school's operation by threat of the release or presence of any biological agent, hazardous substance, or poison, regardless of the circumstance of the threat. Because of the wide spread terror that such threats produce it will be deemed to be of the most serious nature and will be punished accordingly. Emergency removal of the student from school premises, as well as expulsion and permanent exclusion shall be considered as remedies for the punishment of such conduct.

This will result in the loss of participation in any extracurricular school activities as well as the loss of the right to be on any school premises.

1st Offense – Ten (10) days out of school suspension with the recommendation of expulsion and referral to the Huron County Sheriff Department.

2nd Offense – Expulsion

Disruption: Each teacher establishes and enforces standards for the students under his or her supervision. The instructor has the authority and responsibility to control the classroom in the interest of covering the subject and providing an optimal education experience for all students. Students shall not disrupt the educational process of the classroom by their appearance, actions or comments.

1st Offense: Conference with student and detention

2nd Offense: Friday detention

3rd Offense: Three (3) days Center Assignment

Extortion: A student shall not compel or attempt to compel any student, school employee, or other person to give up anything of value by means of threat, harassment, intimidation, or injury to person, property, or reputation.

1st Offense – Friday Detention

2nd Offense – Three (3) day Center Assignment

3rd Offense – Three (3) day suspension

False alarms: A false emergency alarm or reporting that endangers the safety forces that are responding, the citizens of the community and the persons in the building. What may seem like a prank is a dangerous stunt that is against the law. A student may be referred to the proper authorities and may be required to pay restitution.

1st Offense – at least five (5) days suspension

2nd Offense – Ten (10) day suspension

3rd Offense – Ten (10) days out of school suspension with recommendation of expulsion

False reports: A student shall not be involved in the act of falsely reporting incidents, or making accusations, or giving false testimony to school personnel which would seriously affect the welfare of others.

1st Offense - Friday Detention

2nd Offense – Three (3) day Center assignment

3rd Offense – Five (5) days out of school suspension

Forgery: A student shall not be engaged in writing the name of another person, or falsifying times, dates, grades, addresses, or other data on school forms or correspondence directed to the school.

1st Offense – Friday Detention

2nd Offense – 3 day Center Assignment

3rd Offense – Three (3) days suspension

Fighting: A student may not participate in an act which may have the potential to cause physical harm, such as pushing, shoving, wrestling, punching, hitting, or attacking. Administration may recommend expulsion on any offense.

1st Offense – Three (3) days out of school suspension or five (5) day Center assignment

2nd Offense – Five (5) days out of school suspension

3rd Offense – Ten (10) days out of school suspension with the recommendation of expulsion

Gambling: A student shall not play any game for money or other consideration.

1st Offense - Detention

2nd Offense – Friday Detention

3rd Offense – 1 day Center assignment

Hazing is any conduct or method of initiation into any student organization or team, whether on public or private property, which willfully or recklessly causes or creates a substantial risk of causing the physical or mental health or harm to any student or another person. Such conduct includes whipping, beating, branding, force consumption of any food, liquor, beverage, drug, or other substance or any physical health or safety of any student or other person, or that subjects such student or other person to substantial mental stress, including deprivation of sleep or rest or extended isolations.

1st Offense – 5 days out of school suspension

2nd Offense – 10 days out of school suspension, reduced to 5 days with proof of counseling.

3rd Offense – 10 days out of school suspension and recommendation for expulsion.

BAN OF HAZING

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

Teachers, coaches, administrators, volunteers, contractors, and other district employees shall not plan, direct, encourage, aid in, engage in, permit, condone, or tolerate hazing. This policy applies to behavior that occurs on or off school property and during and after school hours. Any person who believes her or she has been the victim of hazing or any person with knowledge or belief of conduct that may constitute hazing shall report the alleged acts immediately to the school principal, or the superintendent. Students and staff may seek advice on matters related to the hazing policy without having to file a formal complaint. Students who feel they have been subjected to hazing should talk with the principal, teacher, coach, or advisor. Staff members approached by students shall counsel them on options available to them under this policy and are required to report the incident to the principal, or assistant principal. Staff members who have concerns about possible hazing behavior are encouraged to talk with the principal, teacher, coach or advisor.

The district intends to use this informal reporting procedure to try to stop hazing, not to determine intent or blame.

Upon receipt of a formal complaint or report of hazing, the school district shall undertake or authorize an investigation by school district officials or a third party designated by the school district. The investigation will be completed as soon as practicable and a report will be filed with the superintendent within fifteen (15) days of completion of the investigation.

The school district will discipline or take appropriate action against any student, teacher, administrator, volunteer, contractor or other district employee who is found to have violated this policy. Such action may include, but is not limited to the following.

1st Offense – Friday Detention

2nd Offense – 3 days Center Assignment

3rd Offense – 3 days out of school suspension

Inappropriate language, profane, vulgar or improper gestures: A student shall not speak, write or wear symbols which are profane, vulgar, derogatory, demeaning or other improper or inappropriate gestures or signs which are against the educational mission of the school district. If the action of the student warrants it, the student may be suspended or expelled.

1st Offense – Friday Detention

2nd Offense – 3 days Center Assignment

3rd Offense – 5 days Center Assignment

Insubordination: A student shall comply with the direction of all persons associated with the school district during any period of time. Insubordination includes, but is not limited to: interference with a teacher's ability to conduct class, disrespectful behavior, failure to obey a reasonable request, failure to identify oneself to school personnel when requested.

1st Offense – Friday Detention

2nd Offense – 3 days Center Assignment

3rd Offense – 5 days Center Assignment

Loitering: A student shall not linger or spend time idly about with frequent stops and pauses in restrooms, hallways, the parking lot etc.

1st Offense – Detention

2nd Offense – Friday Detention

3rd Offense – Two (2) Friday Detentions

Alcoholic beverages and drugs: A student shall not attempt to nor use, abuse, possess, distribute, or sell alcohol, illegal and prescription drugs, any paraphernalia or look alike and counterfeit drugs on school property or at any school sponsored function. In addition, it is unlawful to huff or inject substances that may cause physical/emotional harm.

The student may be recommended for expulsion, a referral to the proper authorities, and a drug assessment.

1st Offense – Ten (10) days out of school suspension, it could be reduced to five (5) days with a drug assessment.

2nd Offense – Ten (10) days out of school suspension

3rd Offense – Ten (10) days out of school suspension

Non-Prescription Drug Policy: includes but is not limited to Advil, Tylenol, Midol, Creatine and/or Vitamin supplements etc.

1st Offense – 1 day center assignment

2nd Offense – 3 days center assignment

3rd Offense – 5 days center assignment

Plagiarism and cheating: presenting someone else's work as one's own in order to obtain a grade or credit is considered to be cheating. This includes, but is not limited to, copying others' assignments, quiz, or test answers, unauthorized computer disks and plagiarism. Students who violate this policy will receive zero credit for assignments or work involved.

1st Offense – 3 days center assignment

2nd Offense – 5 days center assignment

3rd Offense – 10 day out of school suspension

Public display of affection: We respect the right of students to form friendships and build lasting relationships with fellow classmates.

Students who become overly amorous present an embarrassing appearance to fellow students, staff, and school guests. School is not the place for this type of behavior.

1st Offense – Friday Detention

2nd Offense – Friday Detention

3rd Offense – Three (3) day Center assignment

School bus rules: A student shall not interfere with or disrupt the operation of a school bus through activities which pose or tend to pose a danger to the safe operation of a school bus.

These activities include, but are not limited to: causing damage, failing to remain seated, throwing objects, shouting, failure to board their bus their assigned stops, and/or other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.

DON'T LOSE YOUR RIDING PRIVILEGE

Bus Rules

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

1st Offense – After School Detention

2nd Offense – Removal from the bus three (3) days

3rd Offense – Removal from the bus ten (10) days

Theft – The local sheriff department may be called for a theft offense. A student shall not take or attempt to take school property or the personal property of any individual.

1st Offense – at least 3 days Center Assignment

2nd Offense – Out of school suspension (5 days)

3rd Offense – Out of school suspension and recommendation for expulsion. Depending upon the severity, the administration may suspend or expel on any offense.

Threats – A student shall not cause, threaten to cause, or participate in any act tending to cause physical or emotional injury to any other person, physically, verbally, in writing or otherwise.

1st Offense – at least 3 days Center Assignment

2nd Offense – 5 days Center Assignment

3rd Offense – Ten (10) days Out of school suspension reduced to five (5) with counseling.

Tobacco and related products: A student shall not smoke, chew, possess, handle, transmit, or conceal tobacco or other related products on school premises or property, or at any school activity in or out of the high school, or in a vehicle.

1st Offense- Three (3) days Center Assignment

2nd Offense – Out of school suspension (3 days)

3rd Offense – Out of school suspension (5 days)

Trespass: A student shall not enter school grounds or premises of a school building to which the student is not assigned, during or after school hours, except with the express permission of the principal of that building or to attend or participate in a school-sponsored event where students from his/her regularly assigned school have been invited to attend.

A student under out-of-school suspension or expulsion shall not enter school grounds or premises of any school district building or attend any school district activity without the permission of his/her high school principal.

1st Offense – Friday Detention

2nd Offense – Out of school suspension (3 days)

3rd Offense – Out of school suspension (5 days)

Truancy: A student shall comply with the compulsory school attendance laws established by the state of Ohio and outlined in the Ohio Revised Code.

When a student is absent from school or any portion of the school day without authorization, it constitutes truancy. In cases of prolonged or repeated absences, a doctor's certificate may be required to verify the absences in question.

1st Offense – 1 day center assignment

2nd Offense – 3 days center assignment and reported to the local law enforcement authorities.

3rd Offense – 5 days center assignment

ADMINISTRATIVE DETENTIONS

Administrative detentions are assigned when a student violates parts of the student code of conduct. Students who violate classroom rules assigned by the teacher are subject to a teacher detention. Teacher detentions are to be served with the teacher who has assigned the detention. Administrative detentions will be held from 2:35 - 3:15 P.M. by an assigned monitor.

Students are to work quietly doing homework, studying, and/or reading during this time. All students will serve their detention at their assigned time either by the teacher or administration. Practices (athletic, band etc.), appointments, etc. do not constitute reason for not attending detention. Failure to serve a detention will result in additional disciplinary action. **There is no right of appeal from an office detention.**

FRIDAY DETENTION

Friday Detention will be held from 2:30 – 6:30 as necessary. A student assigned to Friday Detention must be on time and have all books and materials necessary to work quietly the entire time. There will be no sleeping or playing games. If a student fails to serve the assigned Friday Detention he/she will be assigned to the Center, driving privileges may be suspended for a period of twenty (20) days. Friday Detentions may only be assigned by the assistant principal or principal.

There is no right of appeal from a Friday Detention.

THE CENTER FOR STUDENT-INVOLVED LEARNING

The Center for Student–Involved Learning is a classroom designed to provide an uninterrupted educational program for students who have been removed from classes, activities, and co-curricular activities. Students assigned to the Center are provided with a highly structured environment enabling them to complete and receive credit for all class work assigned by the subject teacher. No student shall be assigned to the center more than three (3) times for a total of ten (10) days. Students who exceed the above days will be suspended out of school. Students assigned to the Center are expected to comply with the following:

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

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

SUSPENSION AND EXPULSION – ORC 3313.66

OUT OF SCHOOL SUSPENSION

A student may be suspended for up to ten (10) consecutive school days. The student will be given prior written notice including the reason for the proposed suspension. The student will be provided an informal hearing to explain his/her actions. During the period of suspension, students are excluded from classes and all school activities, and they are not permitted on school property. To receive credit, assignments must be completed upon the students return to school. Students **will not** receive credit for their assignments on a second suspension from school. All make up tests will be taken on the first day back after the suspension. Notice of the suspension shall be made with one (1) school day of the suspension.

EMERGENCY REMOVAL

Emergency removal of a student by school authorities is permitted when that student's presence poses a continuing danger to persons or property or is an ongoing threat to the educational process either within the classroom or elsewhere on school premises. A teacher may initiate such emergency removal from curricular or extracurricular activities and may send or accompany the student to the office. The teacher must provide written reasons for such a removal. The principal or assistant principal may remove a student from the building immediately and temporarily waive the notice and hearing requirement.

A hearing must be held within three (3) school days of the emergency removal of the student. Appeals of a removal may be submitted to, and will be conducted by the superintendent. Notice of the emergency removal shall be given within one (1) school day of the removal.

DUE PROCESS RIGHTS

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

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

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

EXPULSION

Expulsion is a removal of a student for more than ten (10) days but not more than eighty (80) days. This may carry into the next semester or school year. The exception to the rule is when the student brings a gun or other dangerous weapon to school. In this case, expulsion may be up to one full calendar year.

The student and his/her parent, guardian, or custodian will be given prior written notice of the intention to expel the student. The notice shall include the reason for the intended expulsion and notification of the opportunity of the pupil and his/her parent, guardian, custodian, or representative to appear before the Superintendent or his designee to challenge the reasons for the intended expulsion or otherwise to explain the student's action, together with notification of the time and place to appear. Within 24 hours after the time of a student's expulsion or suspension, the Superintendent or Principal shall provide written notification of the suspension or expulsion to the parent, guardian, or custodian of the pupil, and the Treasurer of the Board of Education. The notice shall include the reasons for the expulsion or suspension and notification of the rights of the pupil or his/her parent, guardian or custodian. If the student chooses to attend school at a community college, high school credit will not be given.

EHOVE DISCIPLINE ACTIONS

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

SEARCH AND SEIZURE

The Board or its designee reserves the right to search the locker, desk, person, and personal property of a student on school grounds, in school vehicles or at any school activity when it is reasonably necessary for the maintenance of order, discipline and safety in the supervision and education of students. At the beginning of the school year, students will be informed that their lockers, desk, persons and personal belongings, including but not limited to purses, athletic bags, and articles of clothing in the locker are subject to search and seize for contraband, harmful or dangerous substances. Searches will be based upon reasonable suspicion.

In determining whether there is reasonable suspicion, the following factors will be taken into consideration but not limited to: the age, history and school record of the student, the prevalence and seriousness of the problems, the need to avoid delay; and the reliability of the information on which suspicion is based. Also, if the odor is present of alcohol, drugs or tobacco that will constitute cause. The Western Reserve School District, as part of its overall safety and security program, may from time to time during the school year request law enforcement agencies to assist the district in detecting the presence of illegal drugs and/or weapons in our school. The district and/or law enforcement officials are authorized by the Board to use dogs trained in detecting the presence of drugs or weapons to patrol school facilities and premises. Such patrols may be random in nature.

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

LOCKERS

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

Students should not disclose combinations to anyone. Sharing lockers is strongly discouraged. It is recommended that items of value not be stored in lockers.

The Board of Education does not provide insurance or assume responsibility for items missing or stolen. Bookbags will not be permitted in classrooms or cafeteria; they must be kept in lockers.

DRESSING AND GROOMING(ORC 3313.665)

All students will be expected to dress and be groomed in a manner that is conducive to maintaining a positive school climate for learning. As a general guideline, dress and grooming that are not in accordance with reasonable standards of health, safety, modesty, and decency, and that are disruptive to the educational environment will be considered inappropriate. Clothing is to be neat and in good taste, similar to what is acceptable in the business world.

Clothing that carries slogans or pictures that may be considered in poor taste (alluding to sex, alcohol, tobacco, drugs, violence, profanity, etc) is prohibited. No oversize clothing, saggy or baggy pants, low necklines or midriff shirts. Tops and bottoms must overlap at all times, including when arms are raised. Sleeveless shirts will be permitted if they have a collar or mock turtleneck. All shirts must have finished edges on the sleeves. Hair is to be clean and well groomed. Unnaturally colored hair that is distracting to the education process is not permitted. Examples of unnatural hair colors could include, but are not limited to, blue, green, red, purple, orange, etc.

Hats, headbands, chains and dog collars are not permitted. Body piercing other than ears is not to be worn at school or school activities. Tattoos are to be covered in the building. Shorts may be worn as long as they extend to are beyond the student's fingertips when he/she is standing and as long as they are hemmed.

The following apparel will not be allowed: outdoor apparel, halter-tops, half t-shirts, cutoffs, spandex, gym shorts, tank tops, or ripped fashion jeans/slacks. Absolutely no pajamas will be permitted. Wind pants will be permitted; however, sweat pants will not be permitted. Students who violate the dress code will not be permitted to attend class, study hall or lunch until they are dressed in an acceptable manner. The absences from class will be unexcused. In addition, violators will be assigned a detention, and repeat violators will face more serious consequences.

Inappropriate dress: A student shall not dress or appear in a fashion deemed inappropriate or which interferes with normal school procedures, the student's health and safety, or that of other students. Students who violate the dress code will be asked to change clothes, so a student will not miss valuable instructional time waiting for a parent to deliver more appropriate attire, Western Reserve wear will be provided for the day.

- 1st Offense – warning and correction
- 2nd Offense – Friday Detention
- 3rd Offense – 1 day Center Assignment

Acceptable Use and Internet Safety Policy
**FOR THE COMPUTER NETWORK OF THE
WESTERN RESERVE LOCAL SCHOOL DISTRICT**

The Western Reserve Local School District is pleased to make available to students access to interconnected computer systems within the Western Reserve Local School District and to the Internet, the worldwide network that provides various means of accessing significant educational materials and opportunities.

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

Below is the Acceptable Use and Internet Safety Policy (referred in this document as Policy) of the Western Reserve School District and Northern Ohio Educational Computer Association (NOECA), the Data Acquisition Site that provides Internet access to the School District. Upon reviewing, signing, and returning this policy as students have been directed, each student will be given the opportunity to enjoy Internet access at Western Reserve Schools and is agreeing to follow the Policy. In addition to the student signing the policy, if a student is under 18 years of age, he or she must have his or her parents or guardians read and sign the Policy. The Western Reserve School District cannot provide access to any student who fails to sign and submit the Policy to the School as directed.

Listed below are the provisions of your agreement regarding computer network and Internet use. If you have any questions about these provisions, you should contact the person that your School has designated as the one to whom you can direct your questions. If any user violates this Policy, the student's access will be denied, if not already provided, or withdrawn and he or she may be subject to additional disciplinary action.

I. PERSONAL RESPONSIBILITY

By signing this Policy, you are agreeing not only to follow the rules in this Policy, but are agreeing to report any misuse of the network to the person designated by the School for such reporting.

Misuse means any violations of this Policy or any other use that is not included in the Policy, but has the effect of harming another or his or her property.

II. TERM OF THE PERMITTED USE

A student who submits to the School, as directed, a properly signed Policy and follows the Policy to which she or he has agreed will have computer network and Internet access during the course of the school year only. Students will be asked to sign a new Policy each year during which they are students in the Western Reserve School District.

III. ACCEPTABLE USES

A. Educational Purposes Only. The Western Reserve School District is providing access to its computer networks and the Internet for *only* educational purposes. If you have any doubt about whether a contemplated activity is educational, you may consult with the person(s) designated by the School to help you decide if a use is appropriate.

B. Unacceptable Uses of Network. Among the uses that are considered unacceptable and which constitute a violation of this Policy are the following:

1. Uses that violate the law or encourage others to violate the law. Don't transmit offensive or harassing messages; offer for sale or use any substance the possession or use of which is prohibited by the Western Reserve School District's Student Discipline Policy; view, transmit or download pornographic materials or materials that encourage others to violate the law; intrude into the networks or computers of others; and download or transmit confidential, trade secret information, or copyrighted materials.

Even if materials on the networks are not marked with the copyright symbol, you should assume that all materials are protected unless there is explicit permission on the materials to use them.

2. Uses that cause harm to others or damage to their property. For example, don't engage in defamation (harming another's reputation by lies); employ another's password or some other user identifier that misleads message recipients into believing that someone other than you is communicating or otherwise using his/her access to the network or the Internet; upload a worm, virus, "Trojan horse," "time bomb" or other harmful form of programming or vandalism; participate in "hacking" activities or any form of unauthorized access to other computers, networks, or information systems.

3. Uses that jeopardize the security of student access and of the computer network or other networks on the Internet. For example, don't disclose or share your password with others; don't impersonate another user.

4. Uses that are commercial transactions. Students and other users may not sell or buy anything over the Internet.

You should not give others private information about you or others, including credit card numbers and social security numbers.

C. Netiquette. All users must abide by rules of network etiquette, which include the following:

1. Be polite. Use appropriate language. No swearing, vulgarities, suggestive, obscene, belligerent, or threatening language.

2. Avoid language and uses which may be offensive to other users. Don't use access to make, distribute, or redistribute jokes, stories, or other material which is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, or sexual orientation.

3. Don't assume that a sender of e-mail is giving his or her permission for you to forward or redistribute the message to third parties or to give his/her e-mail address to third parties. This should only be done with permission or when you know that the individual would have no objection.

4. Be considerate when sending attachments with e-mail (where this is permitted). Be sure that the file is not too large to be accommodated by the recipient's system and is in a format which the recipient can open.

IV. INTERNET SAFETY

A. General Warning and Individual Responsibility of Parents and Users. All users and their parents/guardians are advised that access to the electronic network may include the potential for access to materials inappropriate for school-aged pupils. Every user must take responsibility for his or her use of the computer network and Internet and stay away from these sites. Parents of minors are the best guide to materials to shun. If a student finds that other users are visiting offensive or harmful sites, he or she should report such use to the person designated by the School.

B. Personal Safety. Be safe. In using the computer network and Internet, do not reveal personal information such as your home address or telephone number. Do not use your real last name or any other information which might allow a person to locate you without first obtaining the permission of a supervising teacher. Do not arrange a face-to-face meeting with someone you "meet" on the computer network or Internet without your parent's permission (if you are under 18). Regardless of your age, you should never agree to meet a person you have only communicated with on the Internet in a secluded place or in a private setting.

C. **“Hacking” and Other Illegal Activities.** It is a violation of this Policy to use the Western Reserve School’s computer network or the Internet to gain unauthorized access to other computers or computer systems, or to attempt to gain such unauthorized access. Any use which violates state or federal law relating to copyright, trade secrets, the distribution of obscene or pornographic materials, or which violates any other applicable law or municipal ordinance, is strictly prohibited.

D. **Confidentiality of Student Information.** Personally identifiable information concerning students may not be disclosed or used in any way on the Internet without the permission of a parent or guardian or, if the student is 18 or over, the permission of the student himself/herself. Users should never give out private or confidential information about themselves or others on the Internet, particularly credit card numbers and Social Security numbers.

A supervising teacher or administrator may authorize the release of directory information, as defined by Ohio law, for internal administrative purposes or approved educational projects and activities.

E. **Active Restriction Measures.** The Western Reserve School, either by itself or in combination with NOECA, the Data Acquisition Site providing Internet access, will utilize filtering software or other technologies to prevent students from accessing visual depictions that are (1) obscene, (2) child pornography, or (3) harmful to minors. The Western Reserve School will also monitor the online activities of students, through direct observation and/or technological means, to ensure that students are not accessing such depictions or any other material which is inappropriate for minors.

Internet filtering software or other technology-based protection systems may be disabled by a supervising teacher or school administrator, as necessary, for purposes of bona fide research or other educational projects being conducted by students age 17 and older. The term “harmful to minors” is defined by the Communications Act of 1934 (47 USC Section 254 [h][7]), as meaning any picture, image, graphic image file, or other visual depiction that taken as a whole and with respect to minors, appeals to a prurient interest in nudity, sex, or excretion; depicts, describes, or represents, in a patently offensive way with respect to what is suitable for minors, an actual or simulated sexual act or sexual contact, actual or simulated normal or perverted sexual acts, or a lewd exhibition of the

genitals; taken as a whole, lacks serious literary, artistic, political, or scientific value as to minors.

V. PRIVACY

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

VI. FAILURE TO FOLLOW POLICY

The user's use of the computer network and Internet is a privilege, not a right. A user who violates this Policy, shall at a minimum, have his or her access to the computer network and Internet terminated, which the Western Reserve School District may refuse to reinstate for the remainder of the student's enrollment in the Western Reserve School District. A user violates this Policy by his or her own action or by failing to report any violations by other users that come to the attention of the user. Further, a user violates this Policy if he or she permits another to use his or her account or password to access the computer network and Internet, including any user whose access has been denied or terminated. The Western Reserve School District may also take other disciplinary action in such circumstances.

VII. WARRANTIES/INDEMNIFICATION

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

It shall not be responsible for any claims, losses, damages or costs (including attorney's fees) of any kind suffered, directly or indirectly, by any user or his or her parent(s) or guardian(s) arising out of the user's use of its computer networks or the Internet under this Policy. By signing this Policy, users are taking full responsibility for his or her use, and the user who is 18 or older or, in the case of a user under 18, the parent(s) or guardian(s) are agreeing to indemnify and hold the School, the Western Reserve School District, the Data Acquisition Site that provides the computer and Internet access opportunity to the Western Reserve School District and all of their administrators, teachers, and staff harmless from any and all loss, costs, claims or damages resulting from the user's access to its computer network and the Internet, including but not

limited to any fees or charges incurred through purchases of goods or services by the user.

The user or, if the user is a minor, the user's parent(s) or guardian(s) agree to cooperate with the School in the event of the School's initiating an investigation of a user's use of his or her access to its computer network and the Internet, whether that use is on a School computer or on another computer outside the Western Reserve School District's network.

VIII. UPDATES

Users, and if appropriate, the user's parents/guardians, may be asked from time to time to provide new or additional registration and account information or to sign a new Policy, for example, to reflect developments in the law or technology. Such information must be provided by the user (or his/her parents or guardian) or such new Policy must be signed if the user wishes to continue to receive service.

If after you have provided your account information, some or all of the information changes, you must notify the person designated by the School to receive such information.

ADOPTED: July, 2002

REVISED: June, 2002

Legal References: Children's Internet Protection Act of 2000 (H.R. 4577, P.L. 106-554)

Communications Act of 1934, as amended (47 U.S.C. 254[h],[l])

Elementary and Secondary Education Act of 1965, as amended (20 U.S.C. 6801 et seq., Part F)

ADDENDUM

I. WEB PAGES

A. District Web Page. A Western Reserve Local School District web page will be designed with links to pages for each of the buildings and various school organizations. The contents of these pages will be coordinated through and subject to the approval of the Western Reserve Local School District Technology Committee. The District page and all its branches will be housed on NOECA's server according to their guidelines and agreement. The actual posting of the site and any subsequent alterations will be the responsibility of the District Technology Coordinator or a designated staff member. No student, teacher, administrator, or other staff member's name or picture will be used on the District web page or any attached page without the person's (or parent's) written permission on file with the Technology Committee.

B. Personal Web Pages. The Western Reserve Local School District web page will not include any links to personal web pages of students, staff, or anyone else. No personal opinions will be expressed on any of the district, building, or organization pages.

No personal web pages for students or staff members will be hosted on the NOECA web server. Personal web pages are defined as those that contain personal information, opinions, views and hobbies. Individual web pages pertaining to class projects, activities and dissemination of information are permitted but must be reviewed and approved by the District Technology Committee.

Additionally, no student or staff member may include any reference to the Western Reserve Local School District or any of its teachers or employees on their personal web pages without written permission, whether the page was created from a school computer or a personal/home computer.

II. E-MAIL ACCOUNTS

The only approved e-mail accounts are those set up through NOECA. Use of any private, third party e-mail, free e-mail (such as HOT MAIL) or any other web-based mail is not permitted. An individual e-mail account may be provided to Western Reserve High School students under special circumstances and at the request of a sponsoring faculty member. Students will complete the appropriate application process by signing the E-mail Access Agreement and obtaining signatures of a faculty sponsor and a parent (if under age 18). E-mail accounts for Elementary and Middle School students will be provided only on a classroom basis at the request of the teacher. Any student requesting use of either an individual or classroom e-mail account must first have the appropriate Internet access forms signed and on file in the School. Those students under age 18 must also have the signature of their parents/guardians on all forms.

III. CLASS TIME USE

Any unauthorized Internet use by students during class time will be subject to the action outlined in The Acceptable Use and Internet Safety Policy, Section VI: Failure to Follow Policy and Breach of Agreement. Unauthorized Internet use being defined as any use which the classroom teacher has not explicitly approved.

Within a classroom, it is the teacher's decision whether or not and when students may use the classroom computer(s) for Internet access. Classroom access should be for educational purposes related to the class in session.

Only students who have the appropriate user and/or parent agreements signed may use the Internet on a school computer. Teachers are encouraged to incorporate student use into their curriculum and must ensure that the appropriate paperwork has been completed.

IV. GAMES AND MUSIC

Certain on-line activities require an excessive amount of bandwidth and storage space. Bandwidth refers to the size of the “pipeline” connecting us to NOECA and NOECA to the Internet.

Storage space refers to space on the local computer hard drives and server space allotted to individual users. To expand either item results in additional costs to the Western Reserve Local School District. To keep the costs in line with educational activities, the following guidelines are in place regarding games and music.

The filtering system monitored by NOECA is set to block inappropriate gaming sites and audio streaming websites.

Games (other than educational games provided by the classroom teacher or the Western Reserve Local School District) are prohibited from being installed, downloaded, or played on any computer workstation or server in the Western Reserve Local School District.

Downloading of music from the Internet onto a computer workstation, server or removable media (i.e., CDROM, flash drive) in the Western Reserve Local School District is prohibited unless part of a class related project and approved by the teacher. Audio streaming from the Internet of online radio stations or music sites is prohibited.

ELECTRONIC DEVICES

Beepers and cell phones are not permitted in the school building.

Walkmans, video cameras, lap top computers or other electronic devices will be allowed only under the direct supervision of a staff member.

Any student with such a device will have them confiscated.

1st offense - The device will be returned to a parent/guardian only.

2nd offense – Friday detentions and the device will be returned to the student’s parent/and or guardian

3rd offense – Three (3) days center assignment and the device will not be released until the end of the school year.

EXTRA-CURRICULAR ACTIVITIES

Students may organize associations or groups within the school for political, social, athletic, and other lawful purposes. No group or association may deny membership to any student because of race, sex, disability, color, religion, or nationality.

All extra-curricular activities must have a faculty advisor and present to the principal upon request, a complete membership list, a statement of purposes, and a plan for money collection and use of funds.

The affiliation of any extra-curricular group or association with any out of school association must be disclosed.

No group or association may affiliate with any out of school group that advocates the use of violence or force to accomplish its end or advocates the forceful overthrowing of government. Co-curricular activities such as band, choir, FCCLA, and F.F.A take precedence over extracurricular activities. In addition, no extra-curricular group or association may affiliate with a fraternity, or sorority, or with an out of school association that is formed for unlawful purposes.

The administration or faculty advisor may ban any event, program, project, or activity of these associations and groups if such an event would clearly and imminently threaten the safety, health or the education of students. Class officers and Student Council members must be in attendance at least 50% of the regular school day at WRHS to hold an office. To participate in a practice or contest, students must be attendance by 10:30 a.m. of the school day to participate in a contest or practice. The principal or athletic director may make exceptions

SCHOOL FEES

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

Grade cards will be held if payments are not received. Seniors be advised all fees must be paid prior to graduation or diplomas will be held.

FIRE/TORNADO ALARMS

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

Anyone involved in causing a false alarm is subject to the penalties defined in the Ohio Revised Code section 2917-32; the offense is a first degree misdemeanor carrying a penalty of a maximum of six (6) months imprisonment and a fine of \$1,000.00

FIELD TRIPS

The following policies shall govern all school trips:

1. Parental permission slips and emergency medical forms must be filled out. Emergency medical forms must be obtained from the office.
2. All school rules must be followed.
3. Faculty members are in complete charge of all students.
4. Any student failing to be a credit to the school may be denied the privilege of future trips or other appropriate action will be taken.
5. At times it may be necessary to charge a fee for the trip.

6. A student may be denied attendance on a field trip if he/she does not have passing grades is not, working to his/her potential or his/her attendance is a concern.

7. Make up work is to be submitted in the same time frame as any other absence as described in this handbook.

FOOD & DRINK

Only bottled water is permitted in school during school hours (7:00 – 2:20). No food, snacks, pop, sports drink, etc. is permitted except during lunch periods. At no time are food and drink of any kind permitted in the Media Center and computer labs. Administration may waive the policy for specific accommodations when staff is incorporating it into the educational process.

1st offense – one (1) detention

2nd offense – Two (2) after school detentions

3rd offense – Friday Detention

HANDBOOK

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

INSURANCE

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

LIBRARY

The library is available for research, browsing, finding a suitable book, and leisure reading. Students must report to study hall for attendance, then secure a library pass. Students are to arrive promptly and remain the entire period. Because of the importance of library work, students disturbing the quiet atmosphere or violating library rules may lose library privileges. Each student is responsible for all items checked out on his/her library account and for all fines and fees incurred. Most library materials check out for two weeks and may be renewed. A five (5) cent fine is charged for each school day past the item's due date. Fines will be waived if the item is returned within five (5) school days of the due date. Library privileges will be suspended until overdue materials are returned and such fine is paid or the cost of lost materials is received. Fees may be assessed for damage to materials beyond reasonable wear. Grade cards will be held until accounts are cleared.

LOST AND FOUND

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

HIGH SCHOOL RENAISSANCE PROGRAM

The *Renaissance* program awards students for their academic excellence, attendance, citizenship, and community service. The *Renaissance* program is sponsored by Parents in Education. Application process – It will be the responsibility of the student to complete and submit the application. There will be a period of one week to apply. All applications will be reviewed by Parents in Education to insure accuracy. Requirements can be obtained in the main office. (high school only)

SIGNS AND POSTERS

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

STUDENT PARKING

Driving to school is a privilege not a right. Driving may be suspended temporarily or permanently. Western Reserve High School provides parking spaces for students. Student drivers take the responsibility to arrive at school on time and obey parking lot rules:

All student automobiles must be registered in the office. The cost of registration is \$5.00. Parking permits must be displayed at all times and permits must be renewed each year. Double parking is not permitted. The speed limit in the parking lot is 10 mph. Excessive speed or noises will not be tolerated.

1. Students must accept responsibility for arriving on time to school. Students must allow extra time for poor weather conditions.
2. After arrival at school, students are not permitted to leave school property without permission of the school principal.
3. Cars are to yield to school buses at all times.
4. NO loitering in the parking lot.

The following infractions will apply to any student who does not obey speed limit or drives in a reckless manner.

- 1st Offense - driving privileges suspended for 10 school days
- 2nd Offense – driving privileges suspended for 20 school days
- 3rd Offense – loss of driving privileges for the remainder of the school year.

SECURITY OF PERSONAL PROPERTY

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

SOCIAL FUNCTIONS

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

SPORTS

A full program of inter-scholastic sports is conducted throughout the year. Students may try out for the following teams:
Fall: football, cross-country, and volleyball
Winter: basketball, wrestling
Spring: baseball, softball, track

Drug and Alcohol Awareness for Athletic Programs, Extracurricular Activities and Student Driver

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

These students as well as their parents or legal guardians must also realize that because of their choice to participate in these activities, they have a lesser expectation of privacy than do other students.

At the beginning of the school year and of each sport season or extracurricular activity or when a student moves into District and joins any of the following, all students wishing to purchase a parking permit, wishing to participate in that season's sports or participate in an extracurricular activity will be subject to random urine testing for illicit or banned substances as specified below. The school district will pay for the cost of the random urine testing. Once the student has entered the program they remain in the program for 365 days or until a parent or guardian chooses to have them removed.

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

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

Student Driver: Any student with a valid license recognized by the state of Ohio who has formally requested a parking permit via the District approved process.

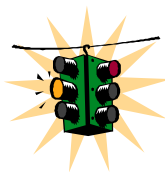
School Property:

This policy covers all locations under the jurisdiction of the Western Reserve School District including away events in or out of the state of Ohio.

Extracurricular Activity: Any non-academic school sanctioned activity in which the student voluntarily participates. Participants in these programs are not graded academically for these programs. At the start of the school year, up to 20% of eligible student athletes, student participants in extra curricular activities or student drivers will be randomly tested on a periodic or weekly basis anytime during the school year. Any student who refuses to submit to urine drug testing will not be allowed to practice or participate in athletics, not allowed to participate in any extracurricular activities and will be refused driving privileges in the Western Reserve School District until the student agrees to do so. You may view the entire drug policy including consequences, definitions, procedure and frequency in the main office.

STUDENTS AND ILLNESS

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



SAFELINE

Teen Line – provides a 24-hour confidential hotline for youth, parents, and concerned persons to report potential violence and to provide crisis assistance in their school, home and community to secure a safe environment.

NUMBER: 1-877-419-7233

MEDICATION

The total responsibility for dispensing or administering any medication, rest solely with the parent(s) and their child.

A form must be signed by a physician and on file in the office before medication will be dispensed.

Non-prescription drugs will not be administered by school personnel unless form is on file. Parents/and or guardians may bring and administer the non-prescription or prescription drugs to their son/and or daughter as needed.

STUDY HALL

All students have been assigned to a study hall during the time they do not have classes. Attendance will be taken and students will be held accountable.

STUDY HALL RULES

No sleeping

No food & drinks

Students must work during their study hall time

Quietness and order must be maintained at all times

Students will only be permitted to leave study hall if they have a pass by a designated teacher. Students may go to the library but will remain at the library the entire time. All students must sign in and out of study hall. The monitor must sign their passbooks when leaving study hall. Students must remain seated until dismissal.

TELEPHONE USE

Students will not be called to the telephone during the school day.

Emergency messages will be accepted and delivered by the appropriate office personnel. Messages will only be accepted from a student's parent or guardian.

Public pay telephones are available after school. Students should not expect to be excused from class to use the telephone. The guidance office phone is emergency only and lunch periods. Using the telephone is not a legitimate reason for being tardy to class. Office telephones are used for business purposes and are not to be used by students unless given permission.

TEXTBOOKS

The student shall be assessed fines for lost or damaged textbooks.

Textbooks that are lost or not returned will be assessed at the replacement cost. If the book needs to be rebound, a \$5.00 fee will be assessed on an individual basis.

VISITORS

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

MODEL CIVILITY POLICY

Preamble: The purpose of this policy is to provide rules of conduct for parents, other visitors to schools and school district employees. It is the intent of the school board to promote mutual respect, civility and orderly conduct among district employees, parents and the public. It is not the intent of the school board to deprive any person of his or her right to freedom of expression.

The intent of this policy is to maintain, to the greatest extent reasonably possible, a safe, harassment-free workplace for teachers, students, administrators, other staff, parents and other members of the community. In the interest of presenting teachers and other employees as positive role models, the school board encourages positive communication and discourages disruptive, volatile, hostile or aggressive communications or actions.

Expected level of behavior:

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

Unacceptable/disruptive behavior:

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

Parent recourse:

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

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

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

If the person refuses to leave the premises as directed, the administrator or other authorized personnel shall seek the assistance of law enforcement.

Authority to deal with persons who are verbally abusive:

If any member of the public uses obscenities or speaks in a demanding, loud, insulting and/or demeaning manner, the employee to whom the remarks are directed shall calmly and politely warn the speaker to communicate civilly. If the verbal abuse continues, the employee to whom the remarks are directed may, after giving appropriate notice to the speaker, terminate the meeting, conference or telephone conversation. If the meeting or conference is on school or school board premises, any employee may request that an administrator or other authorized person direct the speaker to promptly leave the premises.

If the person refuses to leave, the director or other authorized personnel shall seek the assistance of law enforcement and request the law enforcement takes such action as deemed necessary. If the employee is threatened with personal harm, the employee may contact law enforcement.

PARENT VISITORS IN THE CLASSROOM

The following rules are to protect the integrity of the classroom lesson and the educational process.

- Please give us the courtesy of at least a 24 hour notice. Your visit must be approved by the principal
- Parents must sign in at the office.
- You may not discipline students or say anything to students.
- You may not interrupt the lesson.
- Be on time to class and leave when the class has been dismissed.

- The classroom teacher will direct you to an open seat. Teachers have assigned seating so a chair may not be open next to your student. Your student is to sit in his or her assigned seat.
- If you want to discuss anything with a staff member, come to the office and schedule an appointment. The teacher needs to get ready for the next class of students and cannot divert their attention to a conference.
- If you interfere with the educational process, we will ask you to leave.

WORK PERMITS

Part-time work permits may be picked up in the main office.

WITHDRAWAL FROM SCHOOL

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

GRADING PHILOSOPHY

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

Middle/High School Grading Scale 2008-2009

Grading Period(s) #1-2-3-4 = 40% each grading period of final total
Semester Exam = 20% of final total

For your year long courses, ½ credit may be obtained per semester.

The grading scale is as follows:

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

G.P.A.

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

A+	4.33	B+	3.33	C+	2.33	D+	1.33
A	4.00	B	3.00	C	2.00	D	1.00
A-	3.67	B-	2.67	C-	1.67	D-	.67
				F			0

HONOR ROLL –MERIT ROLL

All subjects are included in the honor/merit roll and all are used to compute G.P.A. and class rank. Honor and Merit Roll are based on the following:

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

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

WEIGHTED GRADES

The following courses will carry weighted grades: Honors LA 9; Honors LA 10; Honors LA 11; OCEAN Writing; Pre-calculus; UF Calculus; OCEAN Statistics; UF Intro to Biology; Physiology; French III; French IV; Spanish III; Spanish IV; Chemistry II; Physics; Physics II; and Journalism II. No courses taken through an education option (see course guide) will be given a weighted grade. The weight (0.0448) will be added annually to the final grade point average. Weighted courses are not included in the honor/merit roll determination; only in final class rank at the completion of the senior year.

HONOR DIPLOMA

The State Board of Education established the following criteria for a diploma with honors. A student graduating in the Class of 2007-2010 who completes the college prep curriculum in the high school must meet any eight of the following nine criteria:

- (1) Earn four units of English.
- (2) Earn three units of math including Algebra I, Geometry, and Algebra II.
- (3) Earn three units of science.
- (4) Earn three units of social studies.
- (5) Earn either three units of one foreign language or two units of two foreign languages.
- (6) Earn one unit of fine arts.
- (7) Earn either one unit of business/technology and two additional units in 1-6 above OR earn three additional units in 1-6 above.

- (8) Maintain an overall grade point average of 3.5 on a 4.0 scale up to the last grading period of the senior year.
- (9) Obtain a composite score of 27 on the ACT; 1210 on the SAT with no regard to the writing portion.

A student graduating in the Class of 2011 and beyond who completes the college prep curriculum in the high school must meet at least seven of the following eight criteria:

- (1) Earn four units of English.
- (2) Earn at least four units of mathematics including Algebra I, Geometry, and Algebra II.
- (3) Earn at least four units of science including one unit of physics and one unit of chemistry.
- (4) Earn four units in social studies
- (5) Earn either three units of one foreign language or two units of two foreign languages.
- (6) Earn one unit of fine arts
- (7) Maintain an overall grade point average of at least 3.5 on a 4.0 scale up to the last grading period of the senior year
- (8) Obtain a composite score of 27 on the ACT or 1210 on the SAT, excluding the writing portion.

GRADUATION REQUIREMENTS

Twenty-one (21) Carnegie units are required for graduation. The following course work is required for part of the 21 units:

- 1. English – 4 units
- 2. Mathematics – 3 units
- 3. Science – 3 units (including 1 life science; 1 physical science)
- 4. Social Studies – 3 units (including American History, World Civ, Government/Economics)
- 5. Health – ½ unit
- 6. Physical Education ½ unit
- 7. Business/Technology, Fine Art, or Foreign Language – 1 unit or two ½ units.

All students must pass all five parts of the Ohio Graduation Test (reading, math, writing, science, and social studies).

ACADEMIC LETTERS

Minimum cumulative G.P.A. requirements:

Freshman	3.9	Sophomore	3.8
Junior	3.7	Senior	3.6

OTHER REGULATIONS

Students should schedule six (6) of the seven (7) periods within a school year. No more than one study hall will be permitted. Students should schedule a wide variety of elective courses in order to explore areas for which they may develop an interest.

CHANGE OF SCHEDULE

Students are not permitted to change schedules or drop subjects without permission of the school counselor and the principal. All students had the opportunity to preview their schedule and make changes prior to the start of the school year. Changes in the student's schedule can be made under the following guidelines:

1. Those requested by the school counselor because of failures or lack of credit.
2. Students may add courses to their schedule.
3. Initiated by staff member.

CBI - WORK RELEASE

Students eligible for work release must do the following:

1. Have no F's and maintain a 2.0 G.P.A. in CBI coursework.
2. Provide proof of employment – weekly or biweekly pay stub, W2 form, and employer contact person.
3. Have a valid work permit.
4. Students shall not be absent from school three (3) days in a nine (9) week without a physician's excuse.
5. Students shall not be tardy to class more than three (3) times in a nine (9) week period.

Any student not following the above rules will be removed from work release privileges.

A work release student who receives out of school suspension or a center assignment will lose work release privileges for a nine (9) week period. Any work release student who is assigned a Friday detention will lose work release privileges until the Friday detention is served.

INCOMPLETE WORK

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

INDEPENDENT STUDY

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

ATHLETIC ELIGIBILITY

Athletes in grades 9-12 must maintain a 1.75 G.P.A. and receive passing grades in a minimum of five, one credit courses or the equivalent, which count toward graduation. Grades are checked every three weeks. Students with two (2) F's or not passing 75% of their courses will be ineligible to participate for one week. Please see athletic code of conduct for additional information.

Mark your calendar

2008-2009 ACT TEST DATES

Test Date Registration Deadline

October 25, 2008	September 19, 2008
December 13, 2008	November 7, 2008
February 7, 2009	January 6, 2009
April 4, 2009	February 27, 2009
June 13, 2009	May 8, 2009

PLAN TEST – GRADES 9/10

Test date to be decided; Need to register

PSAT/NMSQT – GRADES 10/11

October 15, 2008; Need to register

OHIO GRADUATION TEST

October 27-November 9, 2008	(juniors/seniors only)
March 16-29, 2009	(grade 10 and above)

OHIO ACHIEVEMENT TEST

April 20-May 8, 2009



IMPORTANT NUMBERS

Quick and Easy Information.....1-800-544-7294
 (M-F, 8:00 – 3:30)
School Cancellation WLKR 95.3 WKFM 96.1 WCPZ 102.7
 FOX 8 news Channel 3 – 5 – 7 – 8

CRISIS/EMOTIONAL PROBLEMS

First Call for Help.....1-800-499-8817
 Rape Crisis & Control Center.....1-800-888-6161
 Mental Health Hotline.....1-800-826-1306
 National Runaway Switchboard.....1-800-621-4000

ABUSE

Huron County Sheriff Dept.....(419)668-6912
 Wakeman Police Dept.....(440)839-2511
 Shelter for Domestic Violence.....1-800-931-7233
 Huron County Children Service.....(419)668-8126

DRUG & ALCOHOL ABUSE

National Drug Abuse Treatment.....1-800-262-2463
 Recovery Center of Huron County.....(419)668-2442
 (M-F, 8:30 – 4:30) 1-800-700-4740

OTHER NUMBERS

Huron County Health Department..... (419)668-1652

Academic Letters.....	41
Administration Detentions.....	18
Attendance Policy.....	5
Bell Schedule.....	2
Bus Rules.....	17
Center for Student Involved Learning.....	19
College Visits.....	7
Computer/Internet Policy.....	23
Dressing/Grooming.....	22
Electronic Devices.....	30
Emergency Removals.....	20
Expulsion.....	20
Extra-Curricular Activities.....	30
Field Trips.....	31
Fire/Tornado Alarms.....	31
Grade Scale.....	39
Grading Periods.....	4
Graduation Requirements.....	41
Hazing Policy.....	15
Honor Diploma.....	40
Honor Roll.....	40
Important Telephone Numbers.....	44
Independent Study.....	42
Insurance.....	32
Library.....	32
Lockers.....	22
Lost and Found.....	33
Medication.....	36
Out of School Suspension.....	20
Parents and Classrooms/Visitor.....	37
Renaissance.....	33
Safeline.....	35
Friday Detentions.....	19
Schedule Change.....	42
School Calendar.....	4
School Fees.....	31
Search and Seizure.....	21
Student Code of Conduct.....	8-20
Student Parking.....	33
Student Vacations.....	7
Tardiness to School.....	7
Test Dates.....	43
Weighted Grades.....	40
Work Permits.....	3

