

# **WASHINGTON JUNIOR HIGH**

## **7-12 Campus Student Handbook**



### **Important Phone Numbers**

Principal's Office	419-473-8449
Assoc. Principal's Office	419-473-8451
Counselor	419-473-8363
Nurse	419-473-8424
Attendance	419-473-8483

# Junior High Bell Schedule

<b>DAILY BELL SCHEDULE</b>	
Period 1	8:10 – 8:58
Period 2	9:01 – 9:49
Period 3	9:52 – 10:40
Period 4 Academic Assist	10:43 – 11:01
Period 5	A Lunch 11:04 – 11:34 Class 11:37 – 12:25
	Class 11:04 – 11:52 B Lunch 11:55 – 12:25
Period 6	12:28 - 1:15
Period 7	1:18 – 2:06
Period 8	2:09 – 2:57

<b>2-Hour Delay SCHEDULE</b>	
Period 1	10:10 – 10:44
Period 2	10:47 – 11:20
Period 5	A Lunch 11:23 – 11:53 Class 11:56 – 12:30
	Class 11:23 – 11:57 B Lunch 12:00 – 12:30
Period 3	12:33 – 1:07
Period 6	1:10 – 1:44
Period 7	1:47 – 2:20
Period 8	2:23 – 2:57

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## **ATTENDANCE POLICIES & PROCEDURES**

**Absence Reporting Line:**  
**JEFFERSON: 419-473-8462**  
**WASHINGTON: 419-473-8483**

The law requires that schools have contact with parents when there is an absence. We request that parents call the attendance line, which can be reached 24 hours a day. Please state student's name, reason for absence and your relationship to the student. Building hours are from 7:45 am to 3:30 pm. The building is open to students starting at 8:05 am. Breakfast is available from 7:50 am to 8:10 am in the cafeteria.

When a student is absent: The student is required to bring a note from their parent or guardian when they return (even if they called the office) with the student's first and last name, explaining the reason for the absence and the dates. The student will give the note to their first hour teacher, who will give them an admit slip for the rest of their teachers to sign. After any absence, the student needs to make up all work missed and is responsible for finding out from their teachers what work must be made up.

When a student is late to school: After 8:20 am, the student is late to school and they are to report to the attendance office to get a pass to be admitted to class. After 8:20 am, the student will need a note from their parent or guardian explaining the reason for their tardiness. Oversleeping is not excused.

When a student needs an early excusal: Student is to bring a note from their parent or guardian and report to the attendance office BEFORE school starts. They will then be given a pass to leave school. The student's parent/guardian will need to come into the building to sign them out.

When a student needs to accompany their parents on a trip during school time: The student should have the parents contact the school office at least two days prior to the absence. A vacation form must be completed and signed by each teacher so that school work can be made up even though vacation is an unexcused absence.

### **Definition of Truancy and Excessive Absences**

Excessive Absence- Absent 38 or more hours in one school month with or without a legitimate excuse; or absent 65 or more hours in one school year with or without a legitimate excuse.

Habitually Truant- Absent 30 or more consecutive hours without a legitimate excuse; absent 42 or more hours in one school month without a legitimate excuse; or absent 72 or more hours in one school year without a legitimate excuse.

### **Habitually Truancy Procedures**

All cases involving habitual truancy will be referred to the WLS Attendance Specialist for investigation. Referrals will

demonstrate that the following procedures have been observed:

1. Verified absences and warning letters sent.
2. Intervention conferences held with truant students and parent/guardian with school personnel and the Attendance Specialist.
3. Informal Hearing at county office and or family mediation.
4. Potential for referrals to Children's Services Board to seek recommendation.
5. Unruly/Truancy complaint filed with the Lucas County Juvenile Court.

### **BOARD OF EDUCATION POLICIES**

\*All Board Policies can be found at:

[www.wls4kids.org](http://www.wls4kids.org)

*District > School Board > Policies*

### **SCHOOL PROCEDURES**

\*Alphabetical by topic

#### **Arrival**

In the morning, school doors will remain locked until 20 minutes before the start of classes. Breakfast is available on regular school days beginning at 7:50 am. Students are discouraged from arriving any earlier as they will not be under direct supervision. If students must arrive before these times, they are to remain outside the building unless prior arrangements have been made with school staff. Students will be allowed to wait inside when temperatures drop below 32 degrees.

#### **Book bags**

No book bags, cinch bags, fanny packs, purses or athletic bags are permitted in classrooms/cafeteria. These are to be stored in the student's locker during the entire school day. A sleeve for the chromebook is permitted.

#### **Bus Passes**

Occasionally, a student will need to ride a bus with another student. The student must provide a note to the office (before 9:00 am) with the following five details: date, both student names, bus number that the students will ride and the parent signature of the student requesting the pass. Phone calls will not be accepted.

#### **Cafeteria**

The cafeteria is to be kept clean, and proper conduct is to be maintained. Students eat only during their assigned lunch period. The following protocol exists during lunch and/or breakfast:

1. Students will be in the cafeteria by posted times. Tardiness will result in detentions, IRP, or other consequences. Restroom privileges will be allowed during cafeteria time with an ID.
2. Students are responsible for the cleanliness of their table and floor area.
3. Students are responsible to report any spills/problems at their table to cafeteria supervisors immediately.
4. Students are required to take trays to the conveyors

and place trash, and other debris in the trash barrels.

5. Students must wait their turn in line. Line jumping is subject to disciplinary action.
6. Students will use conversational voice and polite language such as “please” and “thank you” to EVERYONE.
7. Students will report bullying to an adult.
8. Students must be in a seat or in line. Only students purchasing food are to be in line.
9. Students will remain in their seat until dismissed by their cafeteria supervisor.
10. Students who violate cafeteria rules may be assigned a “permanent” seat by a cafeteria supervisor.

These rules need to be followed, or detentions and/or other disciplinary action can result.

### Cell Phones

Student cell phones are to be turned off, kept in lockers, and not used during the school day. Violation of this rule will result in disciplinary action and confiscation of the cell phone. A confiscated cell phone will be returned to owner at the end of the day, provided there are not concerns with the contents of the phone. On a second cell phone violation, the cell phone will be confiscated and kept by the administration until the student’s parent(s)/guardian(s) claim it from the office. The school is not responsible for lost, stolen or broken devices.

Contents of cell phones may be searched if there exists a reasonable suspicion that it may have been used in an activity prohibited by the Code of Conduct.

Students may use the office phones for emergency reasons only during the school day. Student cell phone use is not allowed during the school day. Parents should not call/text students on their cell phone during school hours. If parents need to contact their student, they MUST do so by calling the school office.

### Counseling Services

During adolescence young people are faced with difficult situations with which they sometimes need help. Some areas of concern are personal, social, and academic in nature. The school counselor is here to facilitate problem-solving and to assist students in exploring their options. If a parent would like an appointment with the counselor, please have them call the counselor’s office. If a student wishes to see the counselor, they are to write a note about their concern and will be seen as soon as possible.

### Custody and Residency Issues

In order to update student information records in the District Computer System, parents/guardians who have experienced a legal change of custody through the court system, or have moved to a new address in the Washington Local District, must provide the proper documents to prove custody and/or residency. The following documents are the only acceptable verification to change student/family data:

1. A final file stamped and journalized complete court affidavit for custody with case number and parent/guardian’s name.
2. Utility bill (gas, electric, water, cable, and “landline: phone) in parent/guardian’s name with the residency address.
3. Lease agreement of at least six (6) months in parent/guardian’s name.
4. Government/Social Services check stub in parent/guardian’s name with address

When the Washington Local School District determines that there is sufficient evidence that the legal parent/guardian lives outside the district, school administration will withdraw that student immediately. Any parent/guardian who falsifies residency documents provided for school registration is in violation of the Ohio Revised Code and **may be held liable for back tuition from the date of original enrollment to the date of discovery of residence outside the district.** Per Washington Local School Policy students that do not live in the WLS district may not attend school in this district. Any changes of custodial parent or residency issues can be processed at any time in the Attendance Office. Changes of phone numbers are also critical and can be changed by contacting the Associate Principal. Individuals who have custody and residency questions are asked to contact the Associate Principal.

### Dismissal Process

Students must proceed to the buses at the end of the school day. Loitering, bus-hopping and other delaying activities are prohibited. Once a student gets onto their bus, they should not exit it again until arrival at their bus stop. Buses will pull out of the parking lot by 3:07 pm. Any student not on their bus by this time will need to report to the office to make alternate arrangements for pick-up. Students are never to run after or try to enter a moving bus. Students need to be in their assigned location for after-school activities within 15 minutes of the school dismissal bell. All other students must be out of the building by this time. Students loitering in hallways or in unauthorized areas without a pass will be subject to disciplinary action. Unless a student’s after-school activity begins immediately following the dismissal bell, he/she is not allowed to wait for the activity at school. These students should ride the bus home and return at the specified time for his/her practice or meeting.

### Earbuds/Headphones

Earbuds/Headphones may only be worn when given permission by teacher. No earbuds/headphones are to be worn in hallways. When permitted to wear ear buds/headphones, the earbud/headphone may only be worn in one ear.

### Emergency Drills

Regular drills for fire, tornado, lockdown, and evacuation are practiced throughout the school year, so that students and staff members are prepared, if there is ever an emergency. **Students not following the directions or procedures during a drill, or real emergency, are subject to**

**disciplinary consequences.** Drill directions and exit routes should be posted in each classroom.

### **Emergency Notification**

School emergencies will be announced by SwiftReach K12 phone messaging system, social media, local radio and television stations. Please do not call the schools or Central Office, as we will need all lines open to communicate with local emergency officials.

### **Hallway Conduct**

While in the hallways of a Washington Local Junior High School, students will be expected to do the following:

#### ***Behavior***

1. Students will keep their hands to themselves.
2. Students will use a conversational voice and polite language.
3. Students will throw all trash in the garbage and recycle when appropriate.
4. Students must clean or report all spills to an adult.
5. Students will walk, stay to the right, and keep moving at all times.
6. Students will report bullying to an adult.

#### ***Hall Passes***

1. Except during class changes, students in the hallway are required to have a hall pass that is signed by a school personnel with them at all times, along with their student ID displayed.
2. Students are not to be late to a class for reasons such as making up class work, lab work, or food sales, unless they have prior permission from all regularly scheduled classroom teachers.
3. Being in the hall without a pass/student ID may result in a disciplinary consequence.

### **ID Cards**

Students are required to wear a school issued ID card at all times. Students need their student ID to use a hall pass, the library, purchase food in the cafeteria, ride the late bus, and to attend dances. If this ID is lost or misplaced, the student must assume responsibility, and the expense of replacing the card. Two dollars must be paid to the librarian, before the ID will be replaced.

### **Lockers**

Lockers are the property of the Washington Local Board of Education. The locker and contents are subject to random searches, at any time.

Each locker has a combination lock. The office can change the combination if a problem exists. A student ID is required to receive locker information, or assistance for locker entry. Key-type padlocks, or bicycle locks, are prohibited. If the combination is not on file, or in an emergency situation, the lock will be cut off.

### **The following guidelines for lockers should be followed:**

1. Students should not share the locker combination with any other student. Only one student is

assigned per locker. Students are encouraged to keep their lockers closed and locked at all times.

2. Keep locker neat.
3. Students are responsible for the upkeep of their assigned locker. Students are not permitted to write, scratch, or use contact paper, or stickers, in decorating their locker. Cost of cleaning and/or repairing a locker will be assessed to a student if damage occurs as a result of student misuse and/or abuse.
4. No hitting or kicking lockers. If the locker will not open, student should go to the office for assistance.

### **Lost & Found**

If a student finds something that does not belong to them, student should give the item to a teacher or place in the Lost and Found. Lost and Found items are placed in the lost and found designated area. At the end of each semester, unclaimed items are donated to the WLS Clothing Closet.

### **Make Up Work**

***See Board Policy 5200***

### **School Delays and Cancellations**

School closings and delays will be announced on social media, local radio and television stations. Decisions to close/delay the schools are usually announced between 5:30 am and 6:30 am. Please do not call the schools or Central Office. Students may receive updates by calling the Weather Hotline, 419-473-8499.

### **School Nurse**

The School Nurse (Mrs. Kraus RN, MSN) is in the building two days a week. She is on the campus the other days of the week and is available for urgent medical needs. The school should be aware of any changes to the student's health status. These can be provided to Mrs. Kraus at 419-473-8424 (WJHS) or 473-8447 (JJHS) or at [mkraus@wls4kids.org](mailto:mkraus@wls4kids.org)

### ***Medication***

The administration of medication is primarily the responsibility of the parent. If it is necessary for student to take over the counter medication or prescribed medication during school hours, a form must be completed by the physician and the parents. This form can be obtained from the main office or it is available online from the web site. Staff are not permitted to administer any type of medication (over the counter included) without this form. Medication must also be brought to school by a parent.

### ***Allergies/Asthma***

If a student has severe allergies or asthma, the school needs to be aware of this. For students with severe allergies, an allergy action plan will be developed for school. Please contact the School Nurse to discuss this. Students are permitted to carry inhalers and epipens with physician approval. A medication form will need to be completed for both. In the case of epipens, the student may carry an epipen, provided a backup dose has been provided to the school.

### Immunizations

The State of Ohio requires all students to have a complete vaccination record on file within 15 days of attendance. All 7th grade students are required to have a Tetanus Diphtheria and Pertussis (Tdap) and Meningococcal (MCV) vaccines prior to entry. If you have any questions regarding immunizations, please contact the School Nurse.

### **School Records**

Student Cumulative Record Files (CRF) are maintained in the office. With advanced notice, students who are 18 years old and/or parents may review the CRF.

### **Search and Seizures**

#### **See Board Policy 5331**

Student lockers, desks, cabinets, and similar property are the property of the Washington Local Board of Education provided to students as a convenience for their use. Lockers and other such property carry no expectation of privacy for the students who occupy them. School lockers, desks, cabinets, etc. and their contents are subject to search by school authorities at any time and without warning.

### **Student Financial Assistance**

Financial assistance is available through the free and reduced lunch program as long as the "financial need" criteria are met. Any student who has financial need may pick up an application in the Principal's Office. (CTC courses are not eligible for this assistance.)

### **Student Record "Directory Information"**

Ohio law provides for the release of "directory information" without the consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student. "Directory information" includes the following: a student's name, address, telephone number, date and place of birth, photograph, major field of study, participation in officially-recognized activities and sports, height and weight, if a member of an athletic team, dates of attendance, date of graduation, awards received, honor rolls, or scholarships.

The District will make "directory information" available upon a legitimate request unless a parent, guardian, or adult student notifies the school in writing within five days from the date of this notification that he/she will not permit distribution of any or all such information. Contact the building principal or Counseling Center for this request.

### **Surveillance Cameras**

For student safety and welfare, video surveillance cameras are placed throughout the building, school grounds, and on buses. Actions recorded on these cameras may be used as evidence in disciplinary action. Any attempt to damage or interfere with the function of these devices will result in disciplinary action by the school and possible referral to local law enforcement agencies.

### **Textbooks**

Student textbooks are to be covered and cared for at all times. Students are responsible for excessive wear or damage and will be charged for it. Report book damage that a student sees when a book is first issued.

### **Visitors**

Visitors must report to the main office to obtain permission to visit the building, contact students or speak with school personnel. Students from other schools are not permitted to visit without prior arrangement made with a staff member.

### **Work Permits**

The State of Ohio requires all students under the age of 18 to have a work permit in order to be employed. Applications for permits can be obtained on the WLS website and in the Principal's Office.

## **ACADEMICS**

\*Alphabetical by topic

### **Academic Honesty**

Students in Washington Local Schools are expected to pursue their academic goals with honesty and integrity. Plagiarism, cheating, and other unethical academic practices will not be tolerated. Students who participate in unethical academic practices are subject to disciplinary and/or academic consequences.

### **Academic Honor Roll**

To be on the Honor Roll students need a 3.0 average and cannot have any D's, F's, U's or I's. We have three (3) honor rolls to recognize student achievement:

<i>Commendable</i>	GPA 3.0 – 3.49
<i>Distinguished</i>	GPA 3.5 – 3.99
<i>Exemplary</i>	GPA 4.0

### **College Credit Plus (CCP)**

(See board policy 2271)

The College Credit Plus program in Ohio is designed to allow students (grades 7-12) the opportunity to earn college and high school credit concurrently. CCP's goal is to provide additional opportunities for high school students to experience course work at the college or university level.

The parent/guardian and student must receive counseling/attend a meeting which explains the program and sign a letter of intent to participate in the CCP program by April 1<sup>st</sup> of each year. Students and their families are required to apply to the university. Once accepted, the student will complete the steps to register for classes. Transportation to the college or university is not provided by Washington Local Schools.

Students participating in the College Credit Plus program (CCP) will be eligible to receive secondary credit for completing any of these programs. To be eligible, students must be in seventh, eighth, ninth, tenth, eleventh, or twelfth grade and achieve "remediation free" status on an assessment or meet alternative criteria under the law in order to be admitted to a college or university.

If a student participating in CCP A) fails to maintain a grade point average of 2.0 or higher in the college courses taken through CCP, or B) withdraws from, or receives no credit for two (2) or more courses in the same term, the student will be considered an "underperforming student." If a student maintains underperforming student status for two (2) consecutive terms of enrollment, the student will be deemed "ineligible."

Immediately after determining a student has obtained underperforming student status, the student will be placed on probation with the CCP program. The underperforming student, his/her parents, and the college(s) will be notified. The underperforming student and his/her parents shall also be notified of the following requirements for continued participation in CCP while on probation:

- A. The student shall only enroll in one college course during any term.
- B. The student shall refrain from enrolling in a college course in the same subject as a college course in which the student earned a grade of "D" or "F" or for which the student received no credit.
- C. If the student had registered for more than one college course for the next term prior to being placed on probation, the student shall request each college in which s/he is enrolled to dis-enroll the student from those courses that conflict with the terms of his/her probationary status.
  - a. If a student elects to remain enrolled in one course for the next term, s/he shall inform the college of the course in which the student would like to remain enrolled.
  - b. If the student fails to dis-enroll from any courses that conflict with his/her probationary status, the student and his/her parents will be notified that the student shall assume responsibility for any and all tuition, fees, and costs for textbooks for any courses from which the student was required to dis-enroll. In this notification, the student and his/her parents shall also be advised that the student shall be deemed an ineligible student and dismissed from the program for the next term in accordance with the dismissal procedures set forth below.
- D If a student takes a course after being placed on probation and such course raises the student's cumulative grade point average to 2.0 or higher in the college courses taken through the CCP, the student shall be removed from probation. The student may participate in CCP without restrictions unless s/he is declared to be an underperforming student again.
- E. If a student takes a course after being placed on probation and such course does not raise the student's cumulative grade point average to 2.0 or higher in the college courses taken through CCP, the student shall be dismissed from the program in accordance with the dismissal procedures set forth below.

## Grading System

Report cards are issued four times during the year. Grade cards are mailed home throughout the year. A mid-term report is sent home to parents/guardians prior to the end of the fifth week of the grading period if the student is earning a letter grade of a D or F. Students are encouraged to ask questions and seek extra help if needed. Parents are encouraged to call the counselor to set up a teacher conference if they have questions.

If an extended illness, students may be given an "I" (Incomplete). The "I" must be made up by the end of the quarter. The "I" will become an "F" if the work is not completed in the allotted time frame.

<b>10-Point Grading Scale</b>				
% Grade	Letter Grade	Quality Points	Honors Quality Points	AP Quality Points
93-100	A	4.0	4.5	5.0
90-92	A-	3.7	4.2	4.7
87-89	B+	3.3	3.8	4.3
83-86	B	3.0	3.5	4.0
80-82	B-	2.7	3.2	3.7
77-79	C+	2.3	2.8	3.3
73-76	C	2.0	2.5	3.0
70-72	C-	1.7	2.2	2.7
67-69	D+	1.3	1.8	2.3
63-66	D	1.0	1.5	2.0
60-62	D-	0.7	1.2	1.7
0-59	F	0	0	0

## Homework

### **See Board Policy 2330**

Homework can be viewed on the Cougar Assignment Matrix, which can be found on the schools web page.

<https://www.wls4kids.org/WJH>

## Testing

It is important for all students to understand that during any testing session, they are responsible for not sharing any information from the test with anyone outside of the testing room. Also, any use of an electronic device during a test administration is a security violation and may be punishable by having their device handed over to the teacher/test administrator and their test invalidated. For further questions regarding test security, please see the building principal.

## **STUDENT CODE OF CONDUCT**

\*Alphabetical by topic

Below are examples of violations and are not intended to be exclusive. Offenses may/will result in one or more of the following: Lunch Detention, After School Detention, Community Service, Saturday School, IRP, Out-of-School Suspension, and/or loss of school privileges (e.g. dances and school assemblies).

1. Being in another building on campus unauthorized

2. Being in halls and restrooms during class time without permission
3. Bullying
4. Class tardiness
5. Disrespectful/defiant and/or insubordinate (severe cases may result in suspension)
6. Disruption of education
7. Dress and appearance that presents health or safety issues or causes disruption or distraction
8. Excessive show of affection: Any excessive show of affection between couples that attracts attention shall be considered in poor taste and is prohibited. This will include close body contact, hugging, kissing and like action
9. General misconduct on school property
10. Illegal parking on school property and traffic violations
11. Leaving classroom and/or building without permission
12. Misuse of school computers
13. No ID card
14. Safety violations in classroom and labs
15. Skipping a class
16. Throwing food, leaving trays and debris in the cafeteria or other areas of school
17. Truancy
18. Verbal harassment; and/or vulgar language
19. Violation of school/classroom rules

**Severe Code of Conduct Violations:** The following are examples of severe conduct violations. Lists of specific offenses following each category are not intended to be exclusive, but are intended to illustrate the types of offenses encompassed in the category.

#### **Assault and Fighting on School Property or at School Sponsored Events**

##### **See Board Policy 5501**

1. Physical threat or violence to persons including posturing, striking, kicking, pushing or threatening with any weapon (including fists).
2. Harassment – verbal and/or physical.

#### **Bullying - Student Procedure**

##### **See Board Policy 5517.07**

With increased awareness and reporting of school violence and bullying behavior, state legislatures have responded by mandating that school officials adopt policy and procedural steps to address this problem. Forty-nine of the fifty states have statutes addressing bullying in schools. Ohio is one of many states that has developed a model policy for schools, and requires that each school board develop and adopt an official board policy on bullying. Washington Local Schools has complied with this requirement through Policy 5517.01 – BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR adopted on 3/19/08. Our policy aligns with the Ohio model policy and meets all requirements determined by the Ohio Revised Code.

Policy requirements include:

1. A definition of bullying.

2. Defined reporting procedures for parents, students, and staff members of incidents that are suspected to constitute bullying, harassment, or intimidation.
3. Requirement that school employees must report to their building administrator or the superintendent any situation that they believe to be aggressive behavior directed toward a student.
4. Requirement that school administrators must:
  - a. Promptly investigate complaints about aggressive behavior that may violate this policy.
  - b. Prepare a written report of their investigation.
  - c. Report to parents of perpetrators their investigation findings in writing along with notice of any disciplinary action taken.
  - d. Report to parents, of targeted student outcomes, of their investigation of aggressive acts toward their child.
5. When the investigation finds an instance of harassment, intimidation, or bullying has occurred, a requirement that it will result in prompt and appropriate remedial and/or disciplinary action.
6. Requirement that the district administration semi annually provide the president of the WLS Board a written summary of all reported incidents and post the summary on the WLS web site.

#### Administrative Investigation of Possible Bullying Incident Form

- This form is designed to assist building administrators (or their designee) in complying with WLS Board policy on bullying. It leads the administrator through an investigative process for the purpose of making a determination of whether or not an incident constitutes bullying. It also documents interventions selected and parent contacts made.

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 can include, but not be limited to, such behaviors as stalking, bullying/cyberbullying, intimidating, menacing, coercion, name-calling, taunting, making threats, and hazing.

Bullying, Harassment, or Intimidation – 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).

Cyberbullying – electronically transmitted acts (i.e., internet, email, cellular telephone, personal digital assistant (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 students(s).

Diversity - Washington Local Schools has a multicultural environment. The student body, faculty, and staff represent many different backgrounds in race, ethnic groups, and religion. All are welcome and bring a cultural-diversity to the school. It is expected that all will make positive contributions to the school community. Harassment based upon race, ethnic, religious or cultural background will not be tolerated and appropriate disciplinary steps will be taken through the implementation of the code of student conduct.

### **Burglary and Theft**

#### **See Board Policy 5501**

1. Burglary – unauthorized entry to school premises and the removal of school or personal property.
2. Robbery – Theft of property by force or threat of force.
3. Larceny – theft of school property or personal property.
4. Extortion, Blackmail, or Coercion – obtaining money or property by violence or threat of violence or forcing another to do something against his/her will by force or threat of force.

### **Bus Misconduct**

#### **See Board Policy 3327.014**

Student misbehavior on the bus presents a significant safety concern for both riders and the driver. Common misbehaviors include student harassment, loud or unnecessary distractions, seat hopping, tossing of objects and generally distracting behavior that could pose a safety threat to those onboard. Bus misbehavior is turned over to building administrators to determine appropriate disciplinary consequences ranging from warnings to suspension of bus riding privileges for the remainder of the year.

### **Dress & Appearance**

#### **See Board Policy 5511**

Dress Expectations – Students are to dress at all times with a sense of good taste, to be appropriately covered, so as not to cause disruption to the educational process. A student whose dress goes beyond the bounds of good taste and is judged by school personnel to be inappropriate, offensive, and/or educationally disruptive will be reprimanded, receive behavior consequences and/or be required to immediately change apparel.

#### Clothing may not

1. Have any sexual or sexually suggestive reference including hidden or double meaning.
2. Depict drugs, alcohol, tobacco or illegal items.
3. Depict any illegal, violent, dangerous or gang activity.
4. Depict, or refer to, obscenity or profanity.
5. Discriminate/demean/put down other people (on

issues such as race, color, religion, gender, national origin, sexual orientation or disability).

#### Clothing

1. Tops must have sleeves.
2. Must have a neckline that does not show cleavage.
3. No undergarments should be visible.
4. All tops must be long enough, so that no midsection shows.
5. No visible headwear, including hats, hoods, bandanas, knit caps, or scarves are allowed from the time students enter the building until the end of the school day, unless for religious reasons.

#### Other Dress Code Requirements

1. Students must follow the dress requirements provided by the Physical Education Department.
2. Chains are not permitted. Additionally, chains are not to be worn as choker collars or belts. Safety pins and spiked jewelry are not allowed to be worn at school.

### **Damage/Destruction of School Property**

#### **See Board Policy 5513**

1. Mischievous Behavior – unintentional destruction of school or personal property resulting from mischievous behavior.
2. Vandalism – intentional destruction of school or personal property such as writing on buildings, walls, breaking windows, driving on lawn.

### **Disrespect/Disregard of Directions of School Personnel**

#### **See Board Policy 5501**

1. Any verbal or written disrespect or obscene gestures
2. Failure to obey lawful instructions of school district personnel.
3. Refusal to identify self upon request to proper school authorities on the school property or at school sponsored events.

### **Disruption of School**

#### **See Board Policy 5501**

1. Arson – intentional setting of fire to school, or personal property, including property of the student on school premises.
2. False Fire Alarm – causing the evacuation of school by activating the fire alarm.
3. Interference with School Authorities – interfering with administrators, teachers or other school personnel by force of violence.
4. Intimidation of School Authorities – interference with administrators, teachers, or other school personnel by intimidation with threat of force or violence.
5. Unauthorized assemblies or student demonstration.

### **Electronic Devices**

Students who take unauthorized pictures or videos of other students are subject to possible disciplinary consequences.

## **Possession, Sale and/or Use of Narcotics, Alcohol and Other Dangerous Drugs**

### **See Board Policy 5530**

1. Alcoholic Beverage – possession, use, sale or being under the influence of alcohol on school property or at school sponsored events. Being under the influence is understood to include the prevalent odor of alcohol.
2. Narcotics, Illegal Drugs, Mind-Altering Substances and Other Dangerous Drugs – possession, sale, or use of the above, except when used as prescribed by a physician, on school property or at school sponsored events.
3. School authorities will confiscate drugs, alcohol, and drug paraphernalia.

## **Smoking/Possession of Tobacco Products**

### **See Board Policy 5501**

Smoking, holding or passing a cigarette on school property, chewing and/or possession of any tobacco product or alternative nicotine products, including e-cigarettes, on school property results in the following disciplinary action:

Consequences for Smoking/Possession of Tobacco Products:

1<sup>st</sup> Offense: Students will be assigned an After School Detention and to a Tobacco Prevention program. Failure to attend the program will result in suspension.

2<sup>nd</sup> Offense: 2 days of IRP, with the possibility of a ticket issued (Ohio School Law 9.63.2) for students under the age of 18.

3<sup>rd</sup> Offense: 2 days out of school suspension, with the possibility of a ticket issued (Ohio School Law 9.63.2) for students under the age of 18.

## **STUDENT HAZING**

### **See Board Policy 5516**

Hazing activities of any type shall be prohibited at all times in school facilities, on school property, and at any school-sponsored events. No employee of the school district shall encourage, permit, condone, or tolerate any hazing activities. No student, including leaders of student organizations, shall plan, encourage, or engage in any hazing.

1. Hazing is understood to mean any act or coercing another, including the victim, to do any act of intimidation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person. Permission, consent, or assumption of risk by an individual subjected to hazing does not lessen the prohibition contained in this policy.
2. All employees of the school district shall be particularly alert to possible situations, circumstances, or events which might include hazing. If hazing or planned hazing is discovered, it shall be reported immediately to the building principal/supervisor, who will then notify the superintendent.

3. Employees and/or students who fail to abide by this policy may be liable for civil and criminal penalties in accordance with Ohio law.

## **Technology Misuse**

### **See Board Policy 5514**

Student access to and use of the Network (computers, District Intranet, electronic mail, electronic bulletin boards, and information sharing) and the Internet is a privilege intended for educational purposes. This access is intended to assist in collaboration and exchange of information, facilitate personal growth in the use of technology, and enhance information-gathering and communication skills. The District has implemented technology protection measures which block/filter Internet access to inappropriate displays.

District protection/safety software and/or hardware will be utilized to:

- A. Monitor online student activity
- B. Restrict student access to material that is obscene, objectionable, inappropriate, or harmful to minors
- C. Prohibit unauthorized access (hacking) and other unlawful activities by students
- D. Prohibit disclosure of personal identification information of minors

Misuse by students shall include but not be limited to:

- A. Copyright infringement
- B. Deletion of computer files
- C. Disrupting Network operation through abuse of hard or software
- D. Improper or inappropriate use of computers including, but not limited to, accessing information unrelated to school purposes or activities.
- E. Intentionally seeking information on other users.
- F. Knowingly introducing computer viruses.
- G. Malicious use of Network or Internet through hate mail, harassment, profanity, or discriminatory remarks.
- H. Obtaining copies of or modifying files, data, or passwords of other users.
- I. Students misrepresenting themselves or other users on the Network or Internet.
- J. Unauthorized copying of any hard copy material or software
- K. Unauthorized entry into school computers, sites, or information databases.

Any misuse of the Network or the Internet will result in suspension of privileges and/or other disciplinary action including but not limited to detention, suspension, and expulsion.

## **Trespassing**

Unauthorized entry of school property or refusal to leave when ordered. Safe school ordinance will be invoked by administration/designee and school resource officer.

## **Weapons and Dangerous Instruments**

### **See Board Policy 5772**

- 1.) Firearms – possession or use of firearms or other dangerous weapons or instruments on school property or at school sponsored events.
- 2.) Stun Guns (tasers): Possession or use of stun guns (tasers) on school property or at school sponsored events.
- 3.) Explosives – possession or use on school property or at school sponsored events of explosive materials including firecrackers, caps, smoke bombs, stink bombs, or any form of firework.
- 4.) School authorities will confiscate all weapons and/or dangerous instruments.
- 5.) Knives - possession or use of knives on school property or at school sponsored events.

## **STUDENT CODE OF CONDUCT VIOLATION**

Violation of the Code of Conduct may result in verbal or written warning or reprimand, referral to counselor or associate principal, parental contact or conference, detention, in-school reassignment, community service, emergency removal, referral to law enforcement agencies, suspension or expulsion.

### **Disciplinary Actions**

Student discipline follows a progressive policy. Consequences increase with each offense. More severe consequences may be issued dependent upon the infraction. It is the intent of the progressive nature to allow for personal responsibility and self-correction by the student. The following may be assigned as a consequence when a student fails to comply with the behavioral expectations outlined in this student handbook.

Lunch Detention - is an exclusion from the cafeteria. Requirement to eat lunch in the lunch detention classroom and complete a given assignment.

After School Detention – is a requirement to spend additional time after school for a student violation of the conduct code. It is held Tuesday through Thursday from 3:05-4:00pm. Failure to attend may result in IRP.

Saturday School – is a requirement to spend additional time on a Saturday for a student violation of the conduct code. The date and time will be given to student when assigned. Failure to attend may result in suspension.

In-School Reassignment (IRP) – is an exclusion from regular class. Students will be assigned to an alternative program by the principal or his/her designee. Teachers will provide students with academic assignments to be completed for credit. Students who serve in IRP will not be allowed to participate or attend any after school activities, including sports and clubs. Students serving in IRP will be required to turn their phones into the IRP teacher. Failure to comply with this request will result in student receiving an out of school suspension. If not present on the assigned IRP day, the IRP will be served when the student returns to school.

Out-of-School Suspension – is an exclusion from school or class assigned by the principal or his/her designee. Students will not be allowed to participate or attend any after school activities including sports and clubs for the duration of the suspension. Students are not to be on the schools grounds while under out-of-school suspension.

Expulsion – is the exclusion of a student from the schools of this District for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident takes place or for one (1) year as specifically provided in this policy and the Student Code of Conduct. Only the superintendent may expel a student.

### **Due Process Rights**

#### **See Board Policy 5611**

### **Procedural Rules/Regulations for Suspension and Expulsion**

The constitutional rights of individuals assure the protections of due process of law; therefore, this system of constitutionally and legally sound procedures is developed with regard to the administration of discipline in the Washington Local School District.

1. The hallmark of the exercise of disciplinary authority shall be fairness.
2. Administrators and faculty members shall make every effort to resolve problems through effective utilization of school district resources in cooperation with the student and his/her parent or guardian.
3. The determination of whether to impose sanctions for any conduct prescribed by this policy and the severity of such sanctions may accord due regard to the circumstances in which the violation is committed, the severity of the violation, the repetitive nature of the violation and the likelihood of danger to persons or property resulting from the violation.

### **Procedures for Suspension**

1. As soon as it is practical upon the referral of a student from class, or school-from class, or school sponsored event, or for the commission of an offense while under the supervision of the school, for which the maximum recommendation is suspension, the principal, or his/her designee, shall hold a hearing with the student.
2. As part of the hearing, the student shall be issued a notice of intention to suspend listing the violation(s) of the conduct code with which he/she is charged. The principal, or his/her designee, shall advise the students of the evidence, which supports the charge(s).
3. The student shall have the right to present evidence at the hearing, which supports his/her position.
4. If, as a result of the hearing, the principal or his/her designee determines that the violation(s) warrants suspension, the parent, guardian, or custodian shall be notified. The suspension shall be imposed

immediately if it were judged that the student's return to class would impose a danger to him/her and others, or would be disruptive to the educational process. In other cases, suspension shall be imposed the first school day following the hearing. In cases of 18-year-old students, the parent, guardian or custodian notification is not mandatory.

5. Within twenty-four hours following the hearing and notice of suspension, the principal shall notify the parent, guardian or custodian by ordinary U.S. mail and the Board Treasurer of the suspension. In cases where students are 18 years of age, notice shall be provided to the student. The notice shall include reason(s) for suspension, dates the suspension is in effect, the method of serving the suspension, and the right to appeal.
6. A request for any appeal must be submitted in writing within five days after the hearing or appeal. The appeal(s) will be scheduled as soon as practical.
7. At an appeal, the student, parent, guardian, or custodian and representative, if any, may present written or oral statements, as they deem relevant to the fact of the offense, the surrounding circumstances, and the gravity of the sanction. They shall be permitted to review all written documents presented and to hear all verbal testimony given at an appeal, but shall have no formal right of cross-examination. A record of an appeal shall be kept by tape recording for notary's transcription at the discretion of the appeal officer.
8. If, as a result of appeal, the student is reinstated or the number of days is reduced, the student will return to school under the terms set forth by the appeal officer.

### ***Procedures for Expulsion***

1. A student, due to the severity of the violation of the conduct code and/or after repeated violation of the conduct code, may be suspended for a period of ten (10) days with a recommendation for expulsion.
2. The superintendent shall, as soon as is practical after the imposition of a suspension with recommendation for expulsion, provide written notice of the intended expulsion, and the reason(s), by ordinary U.S. mail. The notice shall inform the student, parent, guardian, or custodian, with or without a representative, of the right to appear before the superintendent or designee to challenge his action or to otherwise explain the student's action(s). A time and place at which the hearing shall be conducted shall be specified and shall be not less than three or more than five days after the date of the written notice. The superintendent may grant a request for an extension of time provided the hearing is conducted prior to the conclusion of the ten day suspension.
3. After the hearing the superintendent may expel the student not to exceed the lesser of eighty (80) days or the number of school days remaining in the school year.

4. Within twenty-four (24) hours of the notice to expel, the superintendent shall notify the parent, guardian, or custodian of the student and Board Treasurer of the intent to expel (in cases of students over the age of 18, notice shall be provided to the student). This notice shall be sent by ordinary U.S. mail and shall include reason(s) for the expulsion, a statement of the right of the student, his/her parent, guardian or custodian to appeal, the right to be represented at the appeal, and to request that the appeal be held in private. The Board of Education hereby designates the Assistant superintendent to hear expulsion appeals.
5. A request for an appeal must be submitted in writing within five school days after the expulsion hearing.
6. At the appeal, the student, his/her parent, guardian, or custodian and their representative, if any, may present such written or oral statements as they deem relevant to the fact of the offense, the surrounding circumstances, and the gravity of the sanction and shall be permitted to review all written documents presented and to hear all verbal testimony, but shall have not formal right of cross examination. Tape recording or notary's transcription shall keep a record of the appeal at the discretion of the appeal officer.
7. If, as a result of the appeal, the student is reinstated or the number of days is reduced, the student will return to school under the terms set forth by the appeal office.
  - a. Home Instruction, etc.
  - b. Consult with the building psychologist and/or the Handicapped Child Management Coordinator
  - c. To develop an intervention plan designed to prevent a recurrence of the misconduct.

### ***Possible Reduction of Expulsion Period***

The superintendent may consider the following factors on a case-by-case basis when imposing a penalty of less than a one-year expulsion for violation of this policy:

1. Information contained in the student's permanent record file.
2. The student's prior disciplinary record, and any records of behavioral problems not contained in the disciplinary record.
3. The student's response to the imposition of prior discipline or sanctions
4. The seriousness of the offense and aggravating factors relating to the offense.
5. Mitigating circumstances surrounding the offense.
6. Probable danger posed to the health and safety of other students or employees by the student's continued presence in school.
7. Probable disruption of teaching by the student's continued presence in school. Students may be excluded from schools of this District under this policy while the Board of Education is considering whether to request permanent expulsion, or while a request for permanent expulsion is pending.

**STUDENT ACTIVITIES**  
**CODE OF CONDUCT GRADES 7-12**

***See Board Policy 5610.05, 2431***

**PREAMBLE**

The Washington Local Schools' extracurricular programs provide student participants with the opportunity to grow mentally, morally, physically and emotionally. The Code of Conduct policy seeks to promote and enforce compliance with rules and regulations for participation.

Students and parents/guardians will be provided with an opportunity to sign a Student Commitment Form as a reinforcement of the importance of following the Extracurricular Code of Conduct. Students who participate in extracurricular activities are held to the Code of Conduct, regardless of whether a commitment form is signed by the student and parent/guardian.

Penalties imposed under this Code of Conduct are independent of, and in addition to, any academic suspension, expulsion, or other disciplinary penalty. The terms of this Code of Conduct apply to student conduct throughout the calendar year, regardless of whether school is in session or whether a violation occurs at school or a school-related event.

Violations of this Code of Conduct by a junior high student will not be counted toward cumulative violation when the student enters Whitmer High School.

For further information please visit the OHSAA website at:  
<http://www.ohsaa.org/eligibility/default.asp>

**ACADEMIC/EXTRACURRICULAR ACTIVITIES ELIGIBILITY**

Junior High: Academic Requirements will be defined in club or organization constitutions; enforcement is the responsibility of the club advisor.

High School: Academic requirements will be defined in club or organization constitutions; enforcement is the responsibility of the club advisor.

**PROHIBITIONS**

Participants in an extracurricular activity may NOT:

**Tobacco:** Possess, use, sell, or distribute tobacco products in any form including "smokeless," e-cigarettes, or vapors.

**Alcohol:** Possess, use, sell or distribute alcoholic beverages. This prohibition is understood to include being observed drinking, admitting to drinking, having alcohol odor detectable on breath, or being in possession of alcohol.

**Drug and Substance Abuse:** Possess, dispense, sell, use, drugs or drug paraphernalia. This prohibition includes, but is not limited to, narcotics, inhalants, mind-altering

substances, anabolic steroids, human growth hormones, and drug look-alike substances. This prohibition does not include use of medications as prescribed for the student by a physician. The prohibition does include dispensing and/or selling prescribed drugs to other students.

Attendance: No student -athlete shall attend any party or other social gathering where underage drinking and/or drug use occurs.

**CUMULATIVE VIOLATIONS**

After the first violation of any prohibition under this Code of Conduct, any additional violation will be dealt with as a next-level violation, regardless of whether the additional violations involve different prohibitions. For example, if a student has violated the ban on tobacco use, and subsequently violates that ban on the use of alcohol, the penalty imposed will be that prescribed for the second violation under the alcohol abuse provisions of this Code of Conduct.

**PENALTIES FOR VIOLATIONS**

1. Parent/guardians and student participants will be notified in writing by the athletic director when violations are found to have occurred. Copies of notices will be kept on file with the athletic director.
2. A student participant who is penalized for a violation of this Code of Conduct shall not be permitted to participate in any extracurricular activity during the term of the penalty.
3. When a student is denied participation for a number of school days under this Code of Conduct, the student will also be denied participation during any intervening weekends, holidays, or other days when school is not in session.
4. Denial of participation is for all activities if a student is involved in multiple activities simultaneously.

**PENALTIES FOR TOBACCO, ALCOHOL AND OTHER DRUG ABUSE**

***First Violation***

Student will be denied participation for the remainder of the school year in which the violation occurred. If the student found in violation agrees to have a substance abuse assessment approved by the school administration and demonstrates he/she is following program assessment and treatment recommendations, the period of time the student is denied participation may be reduced by the athletic director and /or Hearing Council.

1. Regardless of participation in a substance abuse assessment or rehabilitation program, the student will be denied participation for a minimum of ten (10) days during regular season contests or during the club/activity year.
2. If the violation occurs while the student is not currently participating, the student will be denied participation ten (10) days, starting the first day of regular season, contests, ten (10) days of rehearsals, performances,

competitions and events for the extracurricular activities.

3. A student denied ten (10) days of participation may still actively try out for a team or event and practice. The penalty will be enforced when the athletic contest, performance, or competition begins for the next season or event.

### **Second Violation**

Students will be denied participation in extracurricular activities for fifty percent (50%) of the regular competition season or fifty percent (50%) of the extracurricular calendar year, except as exempted under cumulative violations for junior high.

### **Third Violation**

A junior high student will be denied participation in all extracurricular programs for the remainder of his/her junior high career. A high school student will be denied participation in all extracurricular programs for the remainder of his/her high school career.

### **Self-referral**

If a student seeks assistance for dealing with an ongoing substance abuse problem by self-referral to a coach, advisor, counselor, and/or school administrator, and the student agrees to participate in a substance abuse assessment and rehabilitation program approved by the school administration and agrees to follow assessment/treatment recommendations, there shall be NO DENIAL of participation from extracurricular activities, unless a subsequent violation occurs. Refusal or failure to follow assessment/treatment recommendations will result in the application of the first-violation procedures. The self-referral provision will not apply if a violation has already occurred and is then discovered as the result of investigation (active and/or ongoing) by school officials. For example, a student cannot use the self-referral provision if an investigation has been initiated for a suspected violation. Self-referral will not apply as a means of avoiding a code violation.

*Second Violations:* Student will be denied participation in extracurricular activities for fifty percent (50%) of the regular competition season or fifty percent (50%) of the extracurricular calendar year from the date of the violation, except as exempted under cumulative violations for junior high.

*Third Violation:* A junior high student will be denied participation in all extracurricular programs for the remainder of his/her junior high career. A high school student will be denied participation in all extracurricular programs for the remainder of his/her high school career.

The student and his/her parent/guardian are responsible for any expense incurred in connection with the student's participation in any substance abuse assessment, rehabilitation, or treatment program.

## **GENERAL MISCONDUCT**

Coaches or advisors may suspend a student from an individual activity for behavior not conducive to good morale. Violations of particular rules such as breaking curfew, being late for meetings, practices or contests, general disrespect towards coaches or advisors, players, other students, fans, unsportsmanlike conduct, or any other behavior detrimental to the players, students or team will also be handled by the coach or advisor.

Repeat violations may result in further suspensions or denial of participation from the activity. The appropriate advisor may direct any hearing and make any determination regarding a participation penalty, unless otherwise directed by the Athletic Director. Such determinations may be appealed pursuant to the due process sections of this code.

## **CRIMINAL LAW VIOLATIONS**

Coaches or advisors will, upon consultation with the principal and athletic director, take disciplinary action in all cases of criminal law violations not previously addressed under this Code of Conduct. The disciplinary options available to coaches and advisors for students in grades 7 – 12 range from oral reprimand to a maximum penalty of denial of participation in extracurricular activities for the remainder of the student's career in this school district, as appropriate to the severity of the violation

## **DISCIPLINARY PROCEDURE**

Coaches, advisors, and the respective Hearing Council will consider the recommendation from court officials in handling civil or criminal law violations. The Hearing Council may also recommend penalties up to and including permanent denial of participation.

1. The Associate Principal/Athletic Director or designee will investigate the alleged violation by contacting the student, the student's parent/guardian, and any other individuals deemed necessary. The Associate Principal/Athletic Director or designee will establish the appropriate penalty as soon as reasonably possible.
2. The Associate Principal/Athletic Director shall notify the student and the student's parent (s) of alleged violation of this code. (Prohibitions)
3. The student and parent/guardian will be notified in writing by the associate principal/athletic director when a violation is found to have occurred.
4. The decision may be appealed by submitting written request to the respective principal and should state the exact reason the decision is being appealed within five (5) days of the date of determination of the code (SEE APPEAL PROCESS).
5. The appeal will be heard by the building Hearing Council which will issue its findings to the principal. The principal will notify the student and parent guardian of the Council's decision.

## **APPEAL PROCESS/DUE PROCESS**

1. The principal will establish a date for the Appeal Hearing
2. The appeal will be heard by the building principal in which all findings completed by the athletic director will be reported to the principal.

## **STATEMENT OF COMPLIANCE WITH FEDERAL LAWS**

The Washington Local School District complies with federal laws which prohibit discrimination in programs and activities receiving federal assistance.

Title VI of the Civil Rights Act of 1964 prohibits discrimination on the basis of race, color or national origin.

Section 504 of the Rehabilitation Act of 1973 prohibits discrimination on the basis of handicap.

Title IX of the Education Amendments of 1972 prohibits discrimination on the basis of sex.

The following grievance procedure is being established to specifically deal with complaints of discrimination from federal grant recipients or beneficiaries in the Washington Local School system arising from Title VI of the Civil Rights Act of 1964 which prohibits discrimination on the basis of race, color, or national origin; Section 504 of the Rehabilitation Act of 1973, as amended, which prohibits discrimination on the basis of handicap; and Title IX of the Education Amendments of 1972 which prohibits discrimination on the basis of sex. The Board of Education shall designate a person to coordinate compliance with federal laws.

Step 1: Any student who wishes to grieve any act that is prohibited under the regulations of Title VI, Section 504, or Title IX may, within ten (10) calendar days of the alleged violation or knowledge thereof, file with the building principal a written grievance on the form provided by the superintendent's office, with a copy forwarded to the compliance coordinator of Washington Local Schools.

Step 2: The building principal will render a decision on the grievance and communicate in writing to the grievant and the compliance coordinator within ten (10) calendar days after receipt of the written grievance.

Step 3: In the event the grievance has not been satisfactorily resolved at the second step, the grievant may, within ten (10) calendar days of the principal's written decision, file a written appeal to the compliance coordinator.

Step 4: The compliance coordinator will meet with the grievant within ten (10) calendar days of receipt of the written appeal and render a decision within ten calendar days of said meeting.

Step 5: In the event the grievance has not been satisfactorily resolved at the fourth step, the grievant may, within ten (10) calendar days of the compliance coordinator's written decision, file a written appeal to the superintendent who functions as the final mediator at the local level.

Step 6: In the event the grievance has not been satisfactorily resolved at the fifth step, the grievant may appeal to the Office for Civil Rights, U.S. Department of Education, 55 Erievue Plaza, Room 300, Cleveland, Ohio 44114-1816.

The Age Discrimination Act of 1975 prohibits discrimination on the basis of age.

The Washington Local School District also complies with the Family Education Rights and Privacy Act of 1974 which grants to parents/guardians the rights to examine their children's official school records.

Inquiries regarding unlawful discrimination may be directed to Director/Human Resources, Washington Local Schools, 3505 West Lincolnshire Boulevard, Toledo, Ohio 43606, or by calling 473-8225.

Notice To Students-Provisions Guaranteed by 504 Regulations:

No one may be excluded from any course, or courses of study, on account of handicap.

Classes will be rescheduled for students with mobility impairments if the classrooms are inaccessible.

Course requirements may be modified in certain instances to ensure full participation by handicapped classrooms. Alternate methods of testing and evaluation are available in all courses offered by the schools for students with requirements for such methods. The schools make auxiliary aides available for students with impaired sensory, manual, or speaking skills. Certain school rules and regulations may be waived if they limit the participation of handicapped students.

## **BOARD OF EDUCATION POLICIES**

\*All Board Policies can be found at:

[www.wls4kids.org](http://www.wls4kids.org)

*District > School Board > Policies*

