

# Wapakoneta High School

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Wapakoneta, OH 45895  
[www.wapak.org](http://www.wapak.org)

## Student Handbook 2016-2017

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### LET US DO THE WORK FOR YOU!

No need to update this page, we will do it for you!  
When you're finished with your handbook updates,  
we'll make sure your Table of Contents matches.

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## WELCOME

The policies and procedures contained in this handbook are the result of a concerted effort on the part of the faculty, students and administration. This information has been carefully prepared and presented so that it will be a great value in helping you to adjust to our school and to become an integral part of it.

The ultimate purpose of education is to help each student become an effective citizen in a democracy. To develop and accept the responsibilities and obligations of good citizenship will help us to participate successfully in the world of tomorrow. We hope that you will participate in our varied activities and thus find those things within our school that will prepare you to live a better life and finally take your place in this complex society. Remember that your success in this school will be directly proportional to your efforts.

## MISSION STATEMENT

Our mission is to be the leader in providing excellent educational opportunities for our students.

## GUIDANCE

Guidance services are available for every student in the school. These services include assistance with education planning, interpretation of test scores, occupational information, issuance of work permits, career information, study help, help with home, school and/or social concerns or any questions the student may feel he would like to discuss with the counselor.

Students wishing to visit a counselor should contact the secretary in the guidance office to arrange for an appointment.

## TEACHER AUTHORITY

**Every student is under the jurisdiction of all teachers (on school property at all times) regardless of whether the teacher has the student in class or not.**

## CLASSROOM PROCEDURES/STUDY HALLS

1. Go directly to your seat and prepare for the daily work.
2. Excuses for absences should be presented to teachers at the beginning or end of the period at the discretion of the teacher.
3. Students who have been absent two or more consecutive days should get the assignments in advance of the next class meeting and be prepared for the work upon return to classes. Homework may be available at [highschool.wapak.org](https://highschool.wapak.org).
4. The students must have necessary books and materials ready for class work when they arrive at the class.
5. The student is to help maintain a neat and clean room.
6. Study halls are for study time only and you must be on time!
7. Rules for a specific study hall can be established by the monitor.

## STUDENT GIFTS/DELIVERIES

Flowers, balloons, and other such deliveries will not be accepted during school hours. It is a student's responsibility to check in the office for school-related deliveries, i.e. homework, clothes, etc.

## ATTENDANCE REGULATIONS

It is the duty of WHS to enforce the compulsory attendance law. Every nine weeks grading period students will be allowed four excused absences, all absences after the four will be considered unexcused. (Days of classes missed because of representing WHS do not count. Arrangements must be made with the instructor for missed assignments.)

### EXCUSED ABSENCES

**Excused or unexcused decisions are made by the administration.**

If a student is excused absent for a day they will be given a day to finish the work assigned on the missed day. If a student had a test or an assignment due on the day of the absence, then they are expected to take or turn in the test/assignment on the day that they return.

### WHAT CAN BE EXCUSED?

- A. Personal illness or medical/dental appointments.
- B. Family illness requiring student's presence at home.

- C. Death or funeral of a relative or close friend.
- D. Religious holidays.
- E. Emergency requiring student's presence at home. (Nature of emergency must be reviewed by the Assist Principal before work can be made up.)
- F. Vacation with family or school visitation with prior approval.
- G. Farm work on farm of parent or guardian that is prearranged through the Assistant Principal
- H. Required work at home due to absence of parent with prior approval.
- I. Students are expected to visit college campuses during the summer and on Saturdays. When circumstances require visitation on a specialized day for review of a program of interest, college visitation forms may be secured from the guidance office or on the school website. (24-hour notice is needed.)
- J. Hunting with prior approval (vacation).
- K. All medical notes must be turned in no later than two (2) weeks prior to the end of the 9 weeks to be accepted as a medical absence.**

## **UNEXCUSED ABSENCES**

**Students may not make up assignments and automatically receive a "0" for work missed.**

### **WHAT CANNOT BE EXCUSED?**

- A. Oversleeping and/or alarm not working.
- B. Car trouble.
- C. Appointments for senior pictures, etc. that can be after school.
- D. Vacations without prior administrative approval.

**An unexcused absence is not only a violation of school regulations but also state Law; and, therefore, must be considered as an act of truancy.**

### **VACATION POLICY**

The staff of WHS asks that parents make every effort to schedule vacations in conjunction with the Board-adopted calendar. We do understand some parents cannot control vacation dates. Therefore, a five (5) school day vacation may be excused by making arrangements one (1) week in advance with the administration. This can be excused one (1) time during each school year without counting in your eight (8) days total of absences per semester. Vacations will not be excused the last two (2) weeks of school. You will only be allowed one (1) vacation form per school year for a maximum of five (5) days. It is the responsibility of the student to get their missing assignments before leaving and to turn them in upon return.

### **ABSENCE FROM SCHOOL**

Parents or guardians must contact the school main office by 9:00 a.m. the morning of the student's illness/absence. If no call is received, the student absence will be unexcused until a call or note is received. Upon returning to school, the student should present a written note from the parent or guardian to the attendance office/desk or a Doctor's note excusing that student for an appointment. Unexcused absences may result in 2 hours of Tuesday School being assigned by the administration. Call (419) 739-5200 to report student absences.

### **EXCUSED ABSENCES/EARLY DISMISSALS/SIGN IN-OUT**

Students are to present a written request for an excused absence twenty-four hours in advance. The request must be approved by the administration and then by the instructors. Students are to present requests for early dismissal to the Attendance Office in writing prior to the start of school. This request must be approved by the administration. Students must always sign in and out of the attendance office before leaving the building prior to their regular dismissal time.

### **FIELD TRIPS**

Students going on field trips must fill out a field trip permission form for their classroom teachers, and also have an emergency medical form signed by a parent. If the field trip takes place within the school building the student must make arrangements with their classroom teachers for missed assignments. Failure to do so could result in a loss of credit for missed work and an unexcused absence.

## **TARDINESS/UNEXCUSED ABSENCES**

Tardiness to a class during the school day will be handled by the individual teacher. Students habitually late to class and students absences from school shall be sent to the office and a discipline report will be sent to the parent or guardian.

The attendance office will handle tardiness to school or first period. Students should sign in at the Attendance Office upon arrival and then report to class.

Students tardy (per nine (9) weeks grading period) may receive the following:

4-6-8.....	Tuesday School
10 or more .....	Progressive Suspension
4 .....	<b>1 unexcused</b> absence towards overall School attendance/Truancy.

Students absent (per year) may receive the following:

4-6-8.....	Tuesday School
10 or more .....	Progressive Suspension

## **EMERGENCY MEDICAL FORMS**

Each student is required by law to have a signed emergency medical form on file. Students failing to turn in a completed medical form are subject to suspension until such form is completed and on file. These forms can be accessed on our school website if needed. If information changes during the school year please inform the school in order to have updated information.

## **CHANGE OF ADDRESS OR TELEPHONE**

Inform the guidance office and principal's office if you change your address or telephone number.

## **BULLETINS AND ANNOUNCEMENTS**

All notices of club meetings, athletic and social events, general information for the day and specific instructions are announced daily. Students responsible for putting notices on announcements must have their notices approved by their advisor and in the main office the day preceding the notice.

Special notices are posted on the bulletin boards in the cafeteria, atrium, guidance office and/or poster signs. All posters must advertise school-sponsored events and must be approved by the administration.

## **WITHDRAWAL AND TRANSFER FROM WHS**

The procedure for withdrawal or transferring is as follows:

1. Secure withdrawal authorization or transfer note from your parent or guardian.
2. Obtain appropriate forms from the guidance office.
3. Have those forms filled out by teachers; return all schoolbooks properly, and make sure all fees are paid to Wapakoneta City Schools.
4. Take completed forms to the guidance office for final clearance.

## **TEXTBOOKS**

The school furnishes books to all students. This is done with the hope that this major investment will be properly safeguarded. Reasonable damage is expected as a result of daily use. Unreasonable damage to textbooks will result in fines. Fines will be made payable to Wapakoneta City Schools.

## **FEE PAYMENT PROCEDURES**

Student fees may be paid by personal check, certified check, cash, or money order. Student fees may also be paid on-line at [www.myschoolbucks.com](http://www.myschoolbucks.com). If paid on-line, a 4.25% transaction fee will apply. All fees are expected to be paid in full when schedules are picked up. In cases of hardship, arrangements may be made through the office. Fees will be made payable to Wapakoneta City Schools.

Payment by check is your express authorization that if the check is returned unpaid for any reason you consent to have your account electronically debited by ECollect, LLC twice. One debit will recover the amount of the check and the second debit will be the charge for applicable returned check and collections fees

as allowed by law. (For inquiries about charges to your account by ECollect, please call (888)-569-9001 or email [info@ecollectohio.com](mailto:info@ecollectohio.com).) Before sending the returned unpaid check to ECollect, we will notify you and give you the opportunity to rectify the situation within one week by paying in cash the returned check amount plus the applicable bank charges. If payment is not received within one week, the information will be turned over to ECollect.

When a student enrolls in a class the school must purchase the proper materials for that time. Therefore any student that withdraws from a class after the first day that the class is in-session will not be refunded their fees. If a student withdraws from the District, transcript and records requests from the new District will not be fulfilled until all outstanding fees are paid.

Students will be responsible for 40% of their fee if they are on a reduced lunch. All students who take an AP Exam will have to pay the registration fee.

## **MAKE-UP WORK**

Students, who are absent for any reason, will be required to make up work missed in each class. This work should take approximately the same time as the time missed from class. All make-up work must be in by the end of the grading period. Only in extreme cases of prolonged absence will more than one week be allowed for work to be made up unless permission is granted by the school office. A day's absence does not excuse a student from responsibility for all recitations on the day of his/her return. Grades and/or credit will be withheld in case make-up work is not turned in and may lead to administrative failure if the situation is not remedied.

## **HALL PASSES**

Students are not permitted in the halls during class periods unless they are accompanied by a teacher or have a hall pass from an authorized staff member. If you wish to see a teacher during his conference period, you must arrange for this in advance. The teacher must give you a pass permitting you to be excused from study hall. You must deliver the pass to your study hall teacher at the beginning of the study hall period. **Hall privileges may be revoked by the administration.**

## **LOCKER REGULATIONS**

Each student is assigned a hall locker with a combination lock, and a maintenance fee shall be paid before receiving a schedule. These lockers should be locked at all times. The lockers are the property of the school and school personnel will hold periodic inspections of all lockers and its contents. Any illegal material found may be seized and proper charges will be filed with the local court authorities. **Items in a locker will be deemed to be the property of the student the locker is issued to. Do not give out combinations to anyone. Students are not to share lockers, decorate the fronts of lockers nor jam the lockers open!**

## **LOCKER ROOM PROCEDURES**

**Physical Education Locker Room** - Students are only allowed to enter the Physical Education locker room during Physical Education Class. Entering the Physical Education locker room at any other time during the school day is prohibited and may result in disciplinary action.

**Team Locker Room** – Students are only allowed to enter the Team locker room before and after school hours. Entering the Team locker room during school hours is prohibited and may result in disciplinary action.  
*Example: Juniors and Seniors who do not attend class 8th or 9th mod are prohibited from being in the locker room before the end of the school day.*

## **MEDICAL PROCEDURES**

All prescribed medications and over-the-counter medication must be dispensed through the nurse's office.

## **PARKING REGULATIONS**

1. Speeding, reckless operation, or making excessive noise on school property or near any school building will not be tolerated within the Wapakoneta City School District. Speed limit on school property is 10 mph.
2. Sitting in cars before and during school is not permitted. Students must leave car within one minute after arrival.
3. Students are not to leave the building to enter the parking areas during the school day without permission from the office.
4. Students must park within the available spaces. No vehicles are to be parked outside the white lines.
5. **First row in the WHS front parking lot and marked spots in the west lot are for staff members**

only!

6. **Items in a vehicle will be deemed to be the property of the student.**

7. Vehicles parked on school property may be searched at any time.

Driving to school is a privilege to our students. This privilege may be revoked or reassigned by the administration for the following reasons: double parking, parking where there are no spaces, blocking fire lanes, speeding, peeling out, dangerous operation, parking in staff area, etc. The administration reserves the right to tow vehicles that are parked in violation of school regulations.

## **STUDENT VALUABLES**

Students are encouraged not to bring items of value to school. Items such as jewelry, expensive clothing, electronic equipment, and the like are tempting targets for theft and extortion. The school cannot be responsible for their safekeeping and will not be liable for loss or damage to personal valuables.

## **LIBRARY REGULATIONS**

Students may enter the library on a pass from a teacher, staff member, or study hall monitor. Students entering the library must sign in for attendance reasons. Failure to abide by library rules may result in loss of library privileges.

## **WARNING NOTICES/INTERIM REPORTS**

Progress Reports: Student progress reports may be sent any time between marking period to parents or guardians of students who need some type of special attention. These reports do not necessarily mean that a student is failing, but a deficiency is noted which needs correction.

Interim Reports: Student interim reports will be made available on Progressbook midway through each grading period.

## **SUSPENSIONS**

In accordance with Ohio Law, Section 3313.66R.C. the Superintendent or principal may suspend a pupil for not more than eighty (80) school days.

1. An administrator will give written notice of intention to suspend to the student, the reasons why the student may be suspended, and a copy will be mailed home.
2. The pupil will have an opportunity to appear at an informal hearing before the principal, assistant principal, superintendent or his designee, and has the right to challenge the reasons for the intended suspension or otherwise explain his/her actions.
3. Within 24 hours of suspension, the principal will notify in writing, the parent, guardian or custodian of the student, and Superintendent of the suspension. Notice will include: (1) reason for suspension; (2) the student and parent's right to appeal to the Board of Education or its designee within 72 hours; and (3) the right to be represented at the appeal and to request the hearing on appeal be held in executive session.
4. When suspended from school, the student is not to be on school grounds or at any extra-curricular activities.
5. Students will receive zeroes on all assignment when suspended out of school, unless administration approves.

## **STUDENT ASSISTANT TIME – S.A.T (2:48 - 3:10)**

S.A.T. is scheduled time after school so that students who need extra remediation or make up work can spend time with their teachers to get the extra help that they need. Those students requested to stay by the teacher for remediation or make up work are required to be in the teacher's room (with a 24-hour notice to the student). Those that fail to attend the S.A.T. may be issued a discipline referral.

## **DETENTION**

Students may be assigned detention by individual faculty members for undesirable classroom behavior, tardiness, hall problems or attendance. Detention will be served in room B221 on Tuesday for either thirty or sixty minutes. Failure to serve detentions will automatically result in Tuesday School. (Detention notes usually will not be sent home.) Detention takes precedence over every school event and work after school. Students are required to bring work materials to detention.



## **TUESDAY SCHOOL POLICY**

Tuesday School is an alternative to “out-of-school suspension” initiated to help students stay in school and provide supervised study on Tuesdays. This discipline option decreases the amount of classroom time lost due to out-of-school suspension. Tuesday Schools will meet on Tuesday from 3:00 until 5:00 p.m.

Students must make arrangements to serve the Tuesday School on the assigned date and also arrive on time and leave on time. \*\*There will be no reschedules on the date the Tuesday School is to be served. Tuesday Schools are a disciplinary action for repeated minor student misconduct and/or major misconduct violations. Failure to attend could result in Alternative School assignment.

### **HONOR ROLL**

Students with a 3.0 or better are eligible for the regular honor roll. Students with a 3.5 or better are eligible for the academic honor roll.

### **VIDEO CAMERAS**

Cameras and video equipment have been installed to monitor the cafeteria and other areas of the building and grounds. By law, parents and students do not have the right to view videotapes except by court order.

### **CAFETERIA**

The school cafeteria is maintained as a vital part of the health program of the school. To encourage good nutrition, a well-balanced lunch is offered at a reasonable price. The following guidelines should be followed:

1. Deposit all lunch litter in wastebaskets.
2. Return all trays and utensils to the dishwashing area.
3. Leave the table and floor around your place in a clean condition for others.
4. Due to classes being in session during lunch hours, all students remain in the cafeteria commons area away from the academic wing. Students need to go to their locker before lunch.
5. Students are not permitted to enter the parking area without office permission.
6. Students are not permitted to leave school without written permission during lunch. No food may be taken from the cafeteria!
7. Students are not permitted to have food delivered by vendors or family members during lunchtime.
8. Any guest must be pre-approved in the school office.

### **DRILLS**

Tornado: The building is not to be evacuated in the event of a tornado or such threat, unless so directed. Any severe weather warning will be relayed to students by the public address (PA) system. All are to remain calm and quiet in order to hear directions. Teachers will instruct everyone to move to a designated area in the building that will provide the greatest safety.

Fire: Fire drills are periodically held during the school year. Students should follow instructions of teachers and directions that are posted in each room for vacating the building. Since the aim of an evacuation drill is to get out of doors quickly and safely, the following rules must be observed:

1. Walk at all times.
2. Maintain silence when leaving the building.
3. Watch and listen for a signal to return to the building

Lock down: Lock down drills may be periodically held during the school year. Lock down drills will be used in the event that an unwelcome intruder is in the building.

1. Students are to follow teacher directives.
2. Students are to move away from the door.
3. Lights are to be turned off and teachers lock their door.

### **EXTRA-CURRICULAR ACTIVITIES**

Extra-curricular activities are school activities in which all school rules and regulations may be enforced.

1. Sportsmanship will be shown by positive cheers supporting our teams, bands, and clubs.
2. Courtesy and respect will be shown officials as well as opposing school players, coaches, and fans.

3. Students will maintain self-control at all times.
4. Inappropriate behavior may cause students to be removed from the activity, and the privilege of attending further activities may be denied.

**Students must be in school by 10:00 a.m. to participate in activities that day!**

## **DANCES AND CLUB ACTIVITIES**

All dances and club activities are closed to all individuals who are not WHS students. However, a WHS student wishing to bring a guest must register their guest and accept full responsibility for his or her conduct. (Forms are available in the office.) All guests must be under the age of twenty-one.

The organization sponsoring the dance must present a list of six chaperons (including two (2) teachers) to the office no later than Wednesday noon preceding the dance.

## **VISITORS/GUESTS**

WHS encourages past graduates and community members to visit their school. All visitors must register and be pre-approved in the office. Those uninvited visitors who refuse to leave or continually reappear will be charged with trespassing. All day visitors whose sole purpose is social will not be permitted in the building.

Students are not to be in the high school building unsupervised. Students are considered visitors when in the building outside regular school hours unless they are involved in a supervised and approved school or community activity.

## **CHANGE OF CLASS SCHEDULE**

Courses selected during registrations should be considered as final. Books and supplies are ordered and teachers placed on the basis of your selections. Only changes necessitated by course cancellation, misplacement and errors or administrative decision will be allowed.

All requests for schedule changes will be reviewed by counselors and administrators. A student who drops a course during the first three (3) weeks of a semester course and the first six (6) weeks of a year course will have no record of that course appear on his/her transcript.

After the above time limits:

1. The student will remain in the course with a commitment to success.
2. Dropped courses will result in an "F" being issued. The "F" will be counted as hours attempted in computing the grade point average.

## **DRIVER'S LICENSE REVOCATION DUE TO TRUANCY**

Any student who is habitually truant as well as students who are suspended for any drug related or alcohol related violation may have their name turned over to the Registrar of Motor Vehicles. The consequence is the suspension of a permit/ license or a student being denied either one.

## **COMMENCEMENT**

The privilege of participation in commencement exercises is reserved for those students who have completed all requirements as set forth by the Wapakoneta Board of Education. Students failing to meet these requirements will not be permitted to march in the formal commencement exercises but will be granted their diploma when the requirements have been met.

## **CLASS LOAD**

Class status is determined by accumulated credits. Sophomore status is obtained by having received 5 3/4 credits; junior status is obtained by having 11 1/2 credits; and senior status is obtained by having received 17 1/4 credits.

## **PUPIL LOAD**

Each full-time student is required to carry a minimum of 5 3/4 credits each year during grade 9 and grade 10. Students in grade 11 are required to carry 6 units of credit. Students in grade 12 are required to carry 5 units of credit. Students in grades 8-11 are permitted a maximum of one study hall. Senior students (grade 12) with study halls 8th and 9th mod may be permitted to be released through the honor release form. No students' schedules will be changed for the sole reason of leaving early as a part of the honor release.

## DECLARED COURSES (SENIOR OPTION)

Senior students may declare one (1) full-year course or two (2) semester courses as a “no-count” course(s). These classes will not count towards the students GPA, total credits earned, or their class rank. The purpose of this plan is to permit senior students to take course they have avoided for various reasons. Perhaps a student has not taken a music class because their fear of singing in front of others, or they have limited artistic ability. **The course, which must be declared with the student’s counselor before the last school day of the previous year**, will be graded as satisfactory (P) or unsatisfactory (U). Satisfactory will be 74 – 100 on the grading scale. Unsatisfactory will be 73 – 0. The course record will appear on the official transcript. It is hoped this plan will encourage students to take elective classes in fields of personal interest. **Students may not “declare” any of the required courses necessary for graduation.**

The following rules apply in determining the course to be declared:

1. No changes to declarations are permitted.
2. Declared courses are limited as follows:
  - Social Studies – only credits beyond 3
  - Science – only credits beyond 3

Dropping a declared course will follow the same guidelines as dropping a regular course.

## ADVANCED LEVEL CLASSES

The advanced level courses are designed to prepare students who wish to take the Advanced Placement Test for the particular subject in May of their senior year. The AP Exam permits students to omit and/or to gain credit for freshman level courses at most colleges and universities. The students taking the test will be required to pay for the cost of the test, which is normally around \$86. The school will reimburse the student based on his/her performance on the test following the scale as follows: 5 on test=reimbursed 100%; 4 on test reimbursed 75%; 3 on test=reimbursed 50%; 1 or 2 on test=reimbursed 0%. The student who completes the advanced placement course is expected to take the AP exam unless the teacher advises otherwise.

Placement in an advanced level course requires teacher recommendation. If a student earns a “D” or “F” nine weeks grade in advanced course the first nine-week grading period, he/she will immediately be placed in a less difficult level (provided such a corresponding lower level class is available). If a student earns a “C” grade for any grading period in an advanced level class, the student will be placed on probation. Exception to these procedures shall required unique student circumstances, teacher recommendation, and an administrative review.

Whenever it becomes necessary to remove a student from an advanced level class, the teacher is to initiate the transfer by contacting the parent(s) and referring the matter to the student’s counselor. The counselor will confer with the teacher and principal to determine when a student is to be transferred and where the student should be placed. Advanced level classes are:

*121-Advanced Algebra 2 -199-Advanced English 9 -204-Advanced English 10 - 305-Advanced English 11 - 325-Advanced Geometry - 415-Advanced English 12 -437-Principles of Biology (dual enrollment) -515-AP American History - 525-Advanced Trigonometry - 526-AP Calculus -528-Calculus 2 BC - 531-Advanced Biology 1 -533-General Chemistry (dual enrollment) - 534-Physics 111 and 112 (dual enrollment) - 536-AP Statistics*

## THE GRADING SYSTEM USED AT WAPAKONETA HIGH SCHOOL IS:

A	=	4.00	(95-100)
A-	=	3.67	(92-94)
B+	=	3.33	(89-91)
B	=	3.00	(86-88)
B-	=	2.67	(83-85)
C+	=	2.33	(80-82)
C	=	2.00	(77-79)
C-	=	1.67	(74-76)
D+	=	1.33	(71-73)
D	=	1.00	(68-70)
D-	=	1.00	(65-67)

F = 0.00 Below 65

Wapakoneta High School computes accumulated grade point averages on a semester basis rather than on a yearly basis. Being as fair, informative, and truthful as possible in reporting accumulated point averages and subsequent class rank is a worthy educational policy.

**ATTENDANCE FAILURE: The student will receive the grade they have been assigned for the course, but will not receive any credit for the course.**

## **GIFTED REFERRAL POLICY**

“Gifted” means a student who performs or shows potential for performing at remarkably high levels of accomplishment when compared to others of their age, experience, or environment. The district shall provide at least two (2) opportunities a year for assessment in the case of children requesting assessment or recommended for assessment by teachers, parents, or other children. Referrals should be made no later than the last day of September for fall assessment or the last day of February for spring assessment. Contact the building principal for further information.

## **ALTERNATIVE PATHWAY FOR ELIGIBILITY FOR A DIPLOMA**

The graduating students of Ohio schools, including Wapakoneta High School, must score at proficient or above on the Ohio Graduation Tests (OGT) as a graduation requirement. Under Ohio Revised Code (ORC) §3313.615, students can graduate by passing four of the five OGT if they meet all of the criteria outlined below.

Decisions on eligibility will always be made on the local level. All materials related to those decisions will stay with the students’ permanent records. Even though students have multiple opportunities to take the OGT, school counselors may want to begin examining student records during the course of the students’ senior year to see which students may qualify under this provision.

### **Criteria for Alternative Pathway to Graduation**

1. On the one [OGT]...for which the person failed to attain the designated score, the person missed that score by 10 points or less;
2. Has a 97 percent school attendance rate in each of the last four school years, excluding any excused absences;
3. Has not been expelled from school...in any of the last four school years;
4. Has a grade point average of at least 2.5 out of 4.0, or its equivalent as designated in rules adopted by the state board of education in the subject area of the [failed OGT];
5. Has completed the [state] high school curriculum requirements...in the subject area [of the failed test];
6. Has taken advantage of any intervention programs provided by the school district or school in the subject area [of the failed OGT]...and has a 97 percent attendance rate, excluding any excused absences, in any of those programs that are provided at times beyond the normal school day, school week, or school year or has received comparable intervention services from a source other than the school district or school;
7. Holds a letter recommending graduation from each of the person’s high school teachers in the subject area [of the failed OGT]...and from the person’s high school principal.

See your guidance counselor if you have any questions.

# **REPORTING OF GRADES/ DETERMINATION OF CLASS RANK**

The following formula is being used to determine the top students who will have the honor of speaking at graduation.

G.P.A.	50%=x				
Honors	25%=y	.50 ( <u>x</u> )	+ .25 ( <u>y</u> )	+ .15 ( <u>z</u> )	+ .10 ( <u>a</u> )
ACT	15%=z	4	15	36	28
Credits	10%=a				

**G.P.A.** Grade Point Average through seven semesters

**HONORS** Advanced classes, A.P. classes.

**A.C.T.** Composite Score (best composite after (7th Semester of high school)

**CREDITS** Total high school credits through seven semesters

The following classes are not included in the class rank formula:

182 Girls Phys. Ed.

183 Boys Phys Ed.

262 Flag Corps

538 Retro

560 Ensemble Singers

**Note:** Virtual courses, independent study courses, and correspondence courses will not be counted as honors courses.

The following courses are considered honors classes in the class rank formula:

121-Advanced Algebra 2

199-Advanced English 9

204-Advanced English 10

305-Advanced English 11

325-Advanced Geometry

415-Advanced English 12

437-Principles of Biology (Advanced)

515-AP American History

525-Advanced Trigonometry

526-AP Calculus

527-AP U.S. Government

528-AP Psychology

625-Calculus 2 BC

531-Advanced Biology 1

534-Physics 111 and 112 (College Credit Plus)

536-AP Statistics

*\*Cap of 28 credit hours.*

*\*\*There will be 18 honors classes used in the class rank formula.*

## DIPLOMAS

Wapakoneta High School students having met specific criteria shall be recommended for one of the two Diplomas as outlined.

### 1. Regular Diploma

Students must successfully complete twenty-two (22) credits including those specifically required as listed on page 1 under Requirements for Graduation. (Complete and pass mandated proficiency tests)

### 2. Diploma with Honors

To earn an honors diploma, a student must meet at least seven of the eight criteria. A school district may not require students to meet any single criterion, nor may a district add any criterion to those established by the State Board of Education Approved Criteria: Diploma with Honors

<b>Comparison of Diplomas with Honors Criteria</b>			
<i>Students need to fulfill all but one criterion for any of the following Diplomas with Honors.</i>			
Subject	High School Academic Diploma With Honors / Graduating Classes 2011 and Beyond	Career-Technical Diploma with Honors For Graduating Classes 2011 and Beyond	
English	4 units	4 units	
Mathematics	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content	4 units, including Algebra I, Geometry, Algebra II or equivalent and another higher level course or a four-year sequence of courses that contain equivalent content.	
Science	4 units, including physics and chemistry	4 units, including physics and chemistry	
Social Studies	4 units	4 units	
Foreign Language	3 units, including at least 2 units in each language studied	Not counted toward requirements	
Fine Arts	1 unit	Not counted toward requirements	
Career-Technical	Not counted toward requirements, and may not be used to meet requirements.	Now counted in Electives	
Electives	Not counted toward requirements	4 units of Career-Technical minimum. Program must lead to an industry recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to post-secondary credit.	
Grade Point Average	3.5 on a 4.0 scale	3.5 on a 4.0 scale	
ACT/SAT Score (excluding scores from the writing sections)*	27 ACT / 1210 SAT	27 ACT / 1210 SAT	
Additional Assessment	Not applicable	Achieve proficiency benchmark established for appropriate Ohio Career-Technical Competency Assessment or equivalent.	

\*Writing sections of either standardized test should not be included in the calculation of this score.

Diploma with Honors requirements pre-supposes completion of all high school diploma requirements in Ohio Revised Code including:

½ unit physical education\*\*  
1 unit in government

½ unit health

½ unit in American history

## SEMESTER FINAL EXAMS

Semester exams will be administered to all students, grades 8-12. Exam grades will be given in every subject, which is scheduled for at least one semester. Physical education and study hall will not have an exam grade; however, these classes will meet for the regular periods according to the exam schedule. Exams will be of various types, including paper, pencil, demonstration, performing skills and other evaluation methods appropriate for each subject. A great deal of time has been given to exam construction and planning so that students may fully benefit from this experience.

If the student is unable to attend the examination period, the parent must inform the attendance officer of the reason for the absence and request an excused absence. (In the case of a student with a prolonged illness, the administration may judge that it would be in the best interest of the student to be exempt from a semester

exam; otherwise, no student is to be exempted from an exam for any reason.) Students who have a verified excused absence from an examination will be permitted to make up that exam on days scheduled for make-up examinations. Students arriving late to exams will not be permitted in the classroom and must return during the make-up exam period, or make arrangements with the teacher. Students with an unexcused absence will forfeit the right to take the exam and will receive an exam code of "F".

Exams account for 15% of the semester grade, while each grading period constitutes 42.5% of the semester grade. A student, who receives an "F" for the second marking period of the semester and an "F" on the exam, will earn an "F" for the semester grade regardless of the grade received for the first marking period. Without such a provision, a student might earn a grade of "C" or above during the first marking period, and pass the semester without any further effort or achievement. Semester exams must be completed by the student to fulfill course requirements. **Students who fail to complete their semester exams may be denied credit for the course.** Exam grades will be placed on the grade card

## PRIVACY ACT

The Family Educational Rights and Privacy Act (FERPA) has been part of federal law since 1974. In accordance with the law and its amendments, parents have the right to:

1. Inspect and review the student's education records;
2. Request amendments to those records if they are believed to be inaccurate, misleading or otherwise in violation of the student's privacy rights;
3. Consent to disclosures of personally identifiable information contained in the student's records (except to the extent that the law allows disclosure without consent);
4. File a complaint with the U. S. Department of Education that the district is not complying with the FERPA law;
5. Obtain a copy of the District's policy and administrative guidelines on student records.
6. PIRCs (Parent Information and Resource Centers) are part of the No Child Left Behind Act. It is a school linked resource serving parents, schools and community organizations throughout the state. PIRCs serve a culturally and economically diverse population; focused on low-income, minority, and limited-English proficient families. To access the PIRC website go to [www.ohiopirc.org](http://www.ohiopirc.org).

The Wapakoneta School District will make available, upon request, certain information known as "directory information". The Wapakoneta Board of Education designates as student "directory information": 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; or any other information which would not generally be considered harmful or an invasion of privacy, if disclosed. Directory information shall not be provided to any organization for profit-making purposes. Parents and adult students may refuse to allow the District to disclose any or all of such "directory information" upon written notification to the District.

Only "directory information" regarding a student shall be released to any person or party, other than the student or his/her parent, without the written consent of the parent; or, if the student is eighteen (18) years of age or older, the written consent of the student, except those persons or parties stipulated by the District's policy and administrative guidelines and/or those in the law.

Student records shall be available only to students and their parents, adult students, and designated school officials and personnel, who have legitimate educational interest in the information. In situations in which a student has both a custodial and a non-custodial parent, both shall have access to the student's health and educational records unless agreed to otherwise in writing by both parents or specifically stated by court order as received by the District. In the case of adult students eighteen (18) and older, parents will be allowed access to the records without the student's consent, providing the student is considered a dependent under section 152 of the Internal Revenue Code and has not graduated from the district. A school official is a person employed by the District as an administrator, supervisor, instructor, or support staff member (including health or medical staff and law enforcement unit personnel); a person serving on the School Board; a person or company with whom the District has contracted to perform a special task (such as an attorney, auditor, medical consultant, or therapist); or a parent or student serving on an official committee, such as a disciplinary or grievance committee, or assisting another school official in performing his or her tasks.

"Legitimate educational interest" shall be defined as a "direct or delegated responsibility for helping the student achieve one (1) or more of the educational goals of the District" including, but not limited to, those officials with legitimate educational interests as defined in district administrative guidelines.

The Wapakoneta High School administration is authorized to:

1. Forward education records on request to a school in which a student of this district seeks or intends to enroll;
2. Provide "personally-identifiable" information to appropriate parties in connection with an emergency if such knowledge is necessary to protect the health and safety of the student or other individuals;
3. Request each person or party requesting access to a student's record to abide by the Federal regulations concerning the disclosure of information to a third party.

The District will comply with a legitimate request for access to a student's records within a reasonable period of time but not more than forty-five (45) days after receiving the request. Upon the request of the viewer, a record shall be reproduced, unless said record is copyrighted, and the viewer may be charged a fee equivalent to the cost of handling the reproduction.

Parents can inspect and review educational records, as well as request an amendment of the student records, by utilizing the following procedure:

Report to the Wapakoneta High School office and request to sign-out the student file. The information from the file must be viewed in the presence of Wapakoneta High School office personnel. When finished, the file and all of its original contents must be returned. If an amendment is requested, the request must be made in writing to the building principal. Following a review, the principal has the right to grant or deny the amendment request.

The District shall maintain a record of those persons to whom information about a student has been disclosed. Such disclosure records will indicate the student, person viewing the record, information disclosed, and the date of disclosure.

Other information concerning student records access can be found in the Bylaws and Policies of the Wapakoneta Board of Education, Operations 8330.

This annual notice will be transmitted to disabled parents and eligible students in a format designed to accommodate their disability.

## **DRESS**

The purpose of a dress code is to insure a proper learning environment. It is not intended to interfere with the prerogatives of students and parents in choosing their mode of dress. Yet in this learning environment, it is felt that modesty, health, comfort, and avoidance of distracting influences are vital.

1. Appropriate undergarments, shoes, sandals must be worn.
2. Dark glasses may not be worn in school except under doctor's orders.
3. Hats shall not be worn upon entering or leaving the building. This is considered a matter of courtesy (includes bandanas, which aren't permitted).
4. Shorts are acceptable but must be the pocket type shorts. Biker shorts or any tight fitting shorts are not acceptable. Shorts as well as skirts must follow the finger-tip rule, which extends to holes in pants.
5. Tank tops, cut-off T-shirts, pajamas and pajama pants are unacceptable for school wear.
6. Clothes that are ragged; have offensive language, phrases, gestures, or innuendoes; promotes alcohol, drugs, tobacco, Satanism, and/or any unacceptable social and immoral behavior will not be permissible.
7. Students are not permitted to wear costumes, or anything interpreted by the administration of being a costume, without prior approval.
8. Tops must have sleeves and also overlap the pants/skirt the student is wearing around the entire body. No bare backs or midriffs are permitted.

The administration reserves the right to make judgments and decisions regarding "appropriateness and acceptability" of clothing.

9. No book bags may be carried to class. Book bags are to stay in students' lockers from 7:50 a.m. until 2:48 p.m. or student's release time.
10. No coats or jackets may be worn during the school day. Coats are to stay in students' lockers from 7:50 a.m. until 2:48 p.m. or student's release time. Definition of a coat is at the discretion of the administration.

## **CELL PHONES/ELECTRONIC DEVICES**

Having a Cell Phone is considered a privilege at Wapakoneta High School, anyone displaying or using their Cell Phone in an unacceptable manner may lose their ability to bring the Cell Phone on school property. (ex. Taking unauthorized pictures or videos) Personal property including, but not limited to cell phones, MP3



players, IPODS and similar devices, are to remain off and out of sight when the student is within the classroom, unless being used with permission from the teacher for the educational purposes only.

Students may be asked by a teacher or administrator to declare their device at any time (by placing them on the desk or floor) during test, quizzes or during class time in order to prohibit cheating. Failure to do so would not only be a violation of the cell phone policy but may also be considered cheating which would result in a zero on the assignment.

Students may use their device to text between classes and during their lunch period. They may also use their device to listen to music through the use of headphones, while in the cafeteria during their lunch period and in the halls in between MODS. Once class is in session, all electronic are to be put away in the classroom as well as in the hallway. Students are not to recharge their electronic devices using Wapakoneta outlets during school hours.

Personal electronic devices are not to be used at any time to take photographs or video unless given permission by the principal or assistant principal.

Violations of this rule will be handled as a classroom disruption by teachers and staff. If the student refuses to follow the posted classroom rules, they can be considered insubordinate.

Students who bring their cell phones to Wapakoneta High School are doing so at their own risk. Wapakoneta High School isn't responsible for the loss or damage to cell phones.

## **PAGERS/LASER POINTERS**

Students are not permitted to carry electronic pagers and/or laser pointers. Such devices will be confiscated and kept in offices until picked up by a parent.

## **HOVERBOARDS**

Students are not permitted to ride hoverboards throughout the school without permission from school administration. Such devices will be confiscated and kept in offices until picked up by a parent.

## **TRANSCRIPTS/WORK PERMITS**

Transcripts and work permits may be obtained in the guidance office. Transcripts will not be issued until all obligations are fulfilled.

## **CLINIC PROCEDURE**

If a student becomes ill during the school day, they must report to the office. Office personnel will then send you to the clinic if the nurse is available.

## **CANCELLATION OR DELAY OF SCHOOL**

School delays and cancellations are reported by a one call now or text message. The information will also be posted on the local radio, TV, and internet.

## **ACADEMIC LETTERS**

Students may qualify for an academic letter by earning a 3.5 GPA three (3) consecutive nine-week grading periods. This may be done through grading report periods 1-2-3 or grading report periods 2-3-4 only! Students must be taking at least five (5) credits to be eligible for the academic letter. Students taking post-secondary courses must be enrolled in at least four (4) academic classes per quarter or semester.

## **ATHLETIC ELIGIBILITY**

In order to be eligible to participate in athletics a student must be currently enrolled per school board policy, and must have been enrolled in school in the immediately preceding grading period. During the preceding grading period, the student must have received and earned passing grades in a minimum of five (5) one-credit courses or the equivalent, which count toward graduation. (Bylaw 4.4.1 OHSAA). In addition, the student must fulfill Board approved policy concerning athletic eligibility.

Prior to participation in athletics and cheerleading, the athletes must have a physical examination; and all athletes and parents must sign an athletic code. These signatures indicate acceptance and adherence to the athletic code.

In addition, students must maintain a 1.5 GPA each nine-week period and have no more than one "F" each nine-week grading period.

**If the student does not have 5 credits in the preceding grading period they will be ineligible for the entire following quarter.**

## **ADULT STUDENTS**

An adult student is defined as any student over the age of 18. All adult students will comply with all school rules. If the student resides with his/her parent or guardian, all notes and excuses must be signed by the parent or guardian. Any adult student living on their own may be asked to provide proof of residency and work information to write their own excuses. Excessive unexcused absences without medical excuses may result in the student being withdrawn from school.

## **INTIMIDATING, THREATENING, DEGRADING, OR DISGRACEFUL ACTS**

A student shall not engage in any act which intimidates, threatens, degrades, disgraces, or tends to intimidate, threaten, degrade or disgrace school personnel, fellow students, visitors, or members of the school board by written, verbal remarks, or gestures. This includes any form of "hazing." Hazing is defined as doing any act or coercing another, including the victim, to do any act of initiation to any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

## **BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR**

The Board of Education is committed to providing a safe, positive, productive, and nurturing educational environment for all of its students. The Board encourages the promotion of positive interpersonal relations between members of the school community.

Harassment, intimidation, or bullying toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes aggressive behavior, physical, verbal, and psychological abuse, and violence within a dating relationship. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. This policy applies to all activities in the District, including activities on school property, on a school bus, or while 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:

- A. any intentional written, verbal, electronic, or physical act that a student or group of students exhibits toward another particular student(s) more than once and the behavior both causes mental or physical harm to the other student(s) and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s); or
- B. violence within a dating relationship.

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

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

Harassment, intimidation, or bullying also means cyberbullying through electronically transmitted acts (i.e., internet, e-mail, cellular telephone, personal digital assistance (PDA), or wireless hand-held device) that a student(s) or a group of students exhibits toward another particular student(s) more than once and the behavior both causes mental and physical harm to the other student and is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other student(s).

Any student or student's parent/guardian who believes s/he has been or is the victim of aggressive behavior should immediately report the situation to the building principal or assistant principal, or the Superintendent. The student may also report concerns to teachers and other school staff who will be responsible for notifying the appropriate administrator or Board official. Complaints against the building principal should be filed with the Superintendent. Complaints against the Superintendent should be filed with the Board President.

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

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

If the investigation finds an instance of harassment, intimidation, and/or bullying/cyberbullying by an electronic act or otherwise, has occurred, it will result in prompt and appropriate remedial and/or disciplinary action. This may include suspension or up to expulsion for students, up to discharge for employees, exclusion for parents, guests, volunteers, and contractors, and removal from any official position and/or a request to resign for Board members. Individuals may also be referred to law enforcement officials.

Retaliation against any person who reports, is thought to have reported, files a complaint, or otherwise participates in an investigation or inquiry concerning allegations of aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation of Board policy and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as aggressive behavior. Retaliation may result in disciplinary action as indicated above.

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

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

The District shall implement intervention strategies (AG 5517.01) to protect a victim or other person from new or additional harassment, intimidation, or bullying and from retaliation following such a report.

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

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

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

## **COMPLAINTS**

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

Students, parents/guardians, and school personnel may make informal or anonymous complaints of conduct that they consider to be harassment, intimidation, and/or bullying by verbal report to a teacher, school administrator, or other school personnel. Such complaints shall be reasonably specific including person(s) involved, number of times and places of the alleged conduct, the target of suspected harassment, intimidation, and/or bullying, and the names of any potential student or staff witnesses. A school staff member or administrator who receives an informal or anonymous complaint shall promptly document the complaint in writing, including the information provided. This written report shall be promptly forwarded by the school staff member and/or administrator to the building principal for review, investigation, and appropriate action.

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

When an individual making an informal complaint has requested anonymity, the investigation of such complaint shall be limited as is appropriate in view of the anonymity of the complaint. Such limitation of investigation may include restricting action to a simple review of the complaint subject to receipt of further information and/or the withdrawal by the complaining student of the condition that his/her report be anonymous.

## **PRIVACY/CONFIDENTIALITY**

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

## **REPORTING REQUIREMENT**

At least semi-annually, the Superintendent shall provide to the President of the Board a written summary of all reported incidents and post the summary on the District web site (if one exists). The list shall be limited to the number of verified acts of harassment, intimidation, and/or bullying, whether in the classroom, on school property, to and from school, or at school-sponsored events.

Allegations of criminal misconduct and suspected child abuse will be reported to the appropriate law enforcement agency and/or to Child Protective Services in accordance with statute. District personnel shall cooperate with investigations by such agencies.

## **IMMUNITY**

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

## **NOTIFICATION**

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

The statement may be sent with regular student report cards or may be delivered electronically.

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

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

## **EDUCATION AND TRAINING**

In support of this policy, the Board promotes preventative educational measures to create greater awareness of aggressive behavior, including bullying and violence within a dating relationship. The Superintendent or designee shall provide appropriate training to all members of the School District community related to the implementation of this policy and its accompanying administrative guidelines. All training regarding the Board's policy and administrative guidelines and aggressive behavior and bullying in general, will be age and content appropriate.

Annually, the District shall provide all students enrolled in the District with age-appropriate instruction regarding the Board's policy, including a written or verbal discussion of the consequences for violations of the policy ( ) to the extent that State or Federal funds are appropriated for this purpose.

Students in grades seven (7) through twelve (12) shall receive age-appropriate instruction in dating violence prevention education, including instruction in recognizing dating violence warning signs and characteristics of healthy relationships. Parents, who submit a written request to the building principal to examine the dating violence prevention instruction materials used in the school, will be afforded an opportunity to review the materials within a reasonable period of time.

The District shall provide training, workshops, and/or courses on this policy for school employees and volunteers who have direct contact with students, to the extent that State or Federal funds are appropriated for these purposes. Time spent by school staff in these training programs shall apply toward mandated continuing education requirements.

In accordance with Board Policy 8462, the Superintendent shall include a review of this policy on bullying and other forms of harassment in the required training in the prevention of child abuse, violence, and substance abuse and the promotion of positive youth development.

The Superintendent shall develop administrative guidelines to implement this policy. Guidelines shall include reporting and investigative procedures, as needed. The complaint procedure established by the Superintendent shall be followed.

## **BULLYING/HARASSMENT/INTIMIDATION**

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

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

Cyber-bullying is the above prohibited behavior perpetrated with computers, cellular phones, internet websites, and/or any other electronic devices. Bullying of this nature is not limited to school property or school event but also includes any place that the bullying is communicated, such as a home computer, personal cell phone, or any other electronic device.

Conduct constituting harassment may take different forms, including but not limited to the following:

### **SEXUAL HARASSMENT**

#### **A. Verbal:**

The making of written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats to a fellow student, staff member, or other person associated with the District.

#### **B. Nonverbal:**

Placing objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures toward a fellow student, staff member, or other person associated with the District.

#### **C. Physical:**

Any intimidating or disparaging action such as hitting, hissing, or spitting on a fellow student, staff member, or other person associated with the District.

## **BUS POLICY**

Transportation is provided as a service to students; and it is the duty of each student to abide by the rules of conduct set forth by Wapakoneta City Schools. Students who violate these rules will be subject to disciplinary action. This shall consist of either disciplinary notices, suspensions for a set number of days, or transportation on the bus being denied.

### **VIDEO CAMERAS//BUS MONITORING**

The Wapakoneta City Schools Board of Education, in order to help maintain student safety and discipline, shall equip each bus so as a video camera may be installed to monitor student behavior.

The installation of these cameras shall be completed in such a way that neither the students nor the driver knows when the video camera is in operation.

### **SCHEDULE:**

The transportation supervisor and head mechanic shall be responsible for scheduling the placement of cameras on each bus. The schedule should provide that each bus on regular or extra-curricular routes shall have the camera installed one or more times during the school year. These schedules shall be kept confidential and known only by the assistant superintendent, transportation supervisor, and head mechanic.

### **NOTIFICATION:**

A sign shall be placed on each bus to notify all students that the video camera may be in use on the bus. In

addition, parents will be notified in the student handbook at the beginning of each school year that a video-monitoring camera may be in use on the bus.

### **VIEWING:**

Bus videotapes may be viewed by any administrator without written consent of the student, as part of their responsibility for the maintenance of bus discipline and safety. These videotapes of students' actions may also be used to supplement disciplinary action by the administrator.

### **ACCESS FORMS:**

If a specific tape is to be used as part of a student's disciplinary action, an access request form must be completed by the administrator before such action is taken. Parents of students being disciplined may only review the section of any tape that involved their children.

A copy of the access request form shall be forward to the business director with one being kept on file by the administrator using the tape. These videotapes may also be shown to all students riding the bus as part of the program to help improve bus discipline and safety.

If the tapes are to be reviewed by any other individual, except under a court subpoena, a consent form must be completed by the superintendent, business director, or transportation supervisor. This consent form may be secured from the business director.

## **W.B.L. SPORTSMANSHIP PROCEDURES**

The following rules are established by the W.B.L. schools to insure positive and beneficial actions of athletic fans at athletic contests. The purpose is to encourage fan support of the teams and eliminate unsportsmanlike conduct and activities by any school fans.

1. In the spirit of sportsmanship, W.B.L. Athletic Board Policy prohibits the use of noisemakers at indoor contests except school-approved bands. Home school signs that decorate the facilities may not be derogatory to the visiting schools.
2. No megaphones and other means of increasing the volume of the voice may be used except by the cheerleaders at indoor contests.
3. No objects such as spirit sticks may be brought to contests.
4. Visiting schools may not bring in any signs, posters or banners. However, visiting schools may carry spirit flags to lead their team onto the football/soccer field. The flag must then be put away.
5. Only school-approved personnel such as mascots, players, and cheerleaders are permitted on or around the floor or field during the warm up periods, during the contest, or after the contest. Fans are not to leave bleacher area to form lines around the playing surface. There shall be no physical interaction between fans and athletes before or during the contest. (Example: high fives)
6. Seating for the visitors, both student and adult, will be together whenever possible. When possible the players' team bench shall be in front of their own fans or two rows should be reserved for managers, statisticians, etc. directly behind the bench.
7. The home school shall make sure the necessary supervision of fans is provided. This includes police and staff supervision.
8. The official representatives from the visiting school should identify themselves with home school officials at the varsity contests so they can be found in case of emergency. Prior to the ejection of a student from a varsity contest the official representative of that school should be notified.
9. Parading around the playing surface shall be prohibited. Teams are to go to their assigned warm-up area immediately after entering the playing surface.
10. Unsportsmanlike tactics and taunting of another athlete shall be discouraged at all times. This dimension of the policy shall be direct responsibility of the head coach.
11. The W.B.L. prohibits pyramids, mounts, or standing on another's shoulders by cheerleaders at any league contest as stated by the O.H.S.S.A. During the basketball season, the visiting cheerleaders shall have the first opportunity to cheer during the first and third quarters and the home cheerleaders shall have the first opportunity to cheer the second and fourth quarters.
12. Varsity team members will be introduced on an alternating basis to allow athletes to shake hands.

## **DISCIPLINE RESPONSIBILITIES**

Student's Responsibility: Since the Constitution and law safeguard the student's rights, each student has the responsibility to protect his own and others' rights to an undisturbed education. All students in the public schools shall be expected to follow the rules and regulations of the Board of Education and school administration. Students shall be required to observe the customary rules of courtesy and politeness, which contribute to good order as established by the acceptable standards of the school and community. The superintendent of schools and the school principals shall be authorized to use their own judgment in regard to what is to be interpreted as contributing to good order.

Parents' Responsibility: Discipline is the primary responsibility of the parents and the students while attending school. The behavior of students attending our schools shall reflect standards of good citizenship demanded by members of a democratic society. It is the parents' obligation, by teaching and example, to develop in the student good behavior habits as well as proper attitudes toward the school. To insure student success, parents should, at regular intervals, check with school officials concerning their child's school conduct.

Students' dress and appearance are the responsibility of the parents. Students shall be permitted to dress and appear in a fashion that is acceptable to parents and students while not interfering with the student's health and welfare or that of other students and which does not cause disruption or does not directly interfere with the educational process. The Board expects the parents will work with the school to bring about changes in the behavior of students who violate standards of acceptable school conduct.

School Responsibility: It is the school's responsibility to provide experiences that will enable the student to function as a good citizen. Policies and measure of discipline shall be employed to establish a favorable learning environment free from distractions and misbehavior. Furthermore, there shall be communication among administrators and faculties within each level of education toward the goal of a more consistent discipline policy. Administrators, teachers, and others connected within the Wapakoneta City Schools shall provide models of good community interaction and discipline, which are observable as good examples for students to follow.

## **CHAIN OF COMMAND IN DEALING WITH SCHOOL PROBLEMS AND CONCERNS**

The most effective way for parents to address problems and concerns about their children and/or the instructional or extra-curricular programs is by following the chain of command. The chain of command will normally be as follows:

1st Step	Teacher, coach or activity advisor
2nd Step	Building principal or assistant principal
3rd Step	Superintendent's office
4th Step	Board of Education

The classroom teacher, coach, counselor, or activity advisor should be the first to answer questions.

## **INTERNET ACCESS AT SCHOOL**

Students have the opportunity to access the Internet. We have established an agreement with the Northwest Ohio Area Computer Services Cooperative (NOACSC) to enable us to provide this service. Each student would be able to reach this world-wide network through a computer link to NOACSC. NOACSC is a member of the Ohio Education Computer Network, a state-wide computer network supported by the Ohio Department of Education. NOACSC provides a wide variety of data processing services to school districts in the north-west Ohio area including access to the Internet.

The purpose of these statements is to inform all about some issues which need to be aware of, namely:

1. It is possible for students using the INTERNET to gain access to materials that you would find objectionable and that are not suitable for school-aged children such as, but not limited to, munitions manuals, pornography, and racist and sexist materials.
2. Access to these materials cannot be limited with available funds and technology. Consequently, parents, district staff, and students must inform, educate, monitor, and cooperate to restrict access to these unsuitable and offensive materials.

Parents and students should also know that as a district, we have agreed to the following terms for INTERNET access through NOACSC:

**\*\*\*In order to protect the students of the Wapakoneta City Schools, the school district has a filtered internet connection which is managed by the NOACSC and the Wapakoneta City Schools. The filter does block many of the above listed items, but some may get through. As those situations arise, those sites or items may be added to the filter to protect the students of the Wapakoneta City Schools.**

1. The NOACSC does not routinely monitor access by district staff or students to the INTERNET and does not warrant the accuracy or appropriateness of any information on any of the interconnected systems that comprise the INTERNET.
2. The NOACSC does not control or routinely monitor data or information sent to, directed at, or delivered to users connected through the INTERNET. Therefore, the NOACSC cannot and does not guarantee the appropriateness of any data or information sent to, directed at, or delivered to users connected through the INTERNET.
3. Some material available through the INTERNET is inappropriate for school-aged pupils. This includes, but is not limited to, text, pictures, sound, and video concerning subject such as, but not limited to, munitions manufacture, pornography, and racist and sexist materials.
4. Distribution of inappropriate materials can result in civil and/or criminal penalties.
5. Unauthorized access of INTERNET systems can result in civil and/or criminal penalties.
6. Anyone using NOACSC computer systems and the INTERNET is subject to having all of their activities monitored and recorded by system personnel. All DISTRICT users expressly consent to such monitoring and are advised that if such monitoring reveals possible evidence of criminal activity, system personnel may provide the evidence of such monitoring to law enforcement officials.
7. Student usage of the INTERNET will be monitored by DISTRICT staff.
8. It is the responsibility of the DISTRICT to ensure that everyone availing themselves of the INTERNET access provided to the DISTRICT by the NOACSC is aware of, consents and agrees to adhere to this Agreement and the terms thereof and the NOACSC Acceptable Use Policy. This responsibility includes informing and obtaining the consent of the legal parent/guardian of minors availing themselves of this access.
9. DISTRICT may not provide access to the NOACSC network through equipment accessible to the public switched telephone network unless such access is properly secured and approved by the NOACSC.

These terms are incorporated in an "Internet Use Agreement" between this district and the NOACSC. A complete copy of this signed Agreement is on file in the Wapakoneta City Schools Board office if anyone should wish to see it. We truly believe that the Internet can serve as a valuable educational resource and that it has a place in our schools. However, due to the unregulated nature of the Internet, we believe that access to the Internet by students should only be allowed with parent/guardian permission. If parents wish their son or daughter (or other child in your legal custody) to have access to Internet resources, the parents and their son/daughter should sign the Emergency Medical Form and Internet Access Consent Form and return it to the school as soon as possible. As noted on the form, a teacher has explained to students the appropriate use of the Internet.

To the parents and students: If you wish your son or daughter (or other child in your legal custody) to have access to Internet resources, you and your son/daughter should sign the Emergency Medical Form and Internet Access Consent Form and return it to the school as soon as possible. As noted on the form, a teacher has explained to students the appropriate use of the Internet.

## **PARENTAL NOTIFICATION IN THE EVENT OF AN EMERGENCY**

If an emergency would occur while school is in session, all parents will be notified via an automated calling system, currently One Call Now, as soon as possible. Information would be provided about the safety concerns, where a child could be picked up, and any needed plan of action. If you want multiple phone numbers called with this information, parents may go online to <http://www.wapak.org>, click on "parent information", click on "One Call Now" and add additional phone numbers.

## **ALTERNATIVE SCHOOL**

Alternative School is an educational alternative to out-of-school suspension. Alternative School assignments may be issued instead of suspension at the discretion of the administration.

Location	1045 Dearbaugh St.
Hours	8:00 a.m. – 3:30 p.m.
Transportation	Provided by school from high school and returning to the high school. Students <u>may not drive</u> to Alternative School.



# STUDENT BEHAVIOR CODE

Minor student misconduct is action in the classroom or hallways that does not warrant the student being sent to the office. These types of infractions (tardiness, gum chewing, etc.) will be handled by the teacher.

The purpose of this behavior code is to create a conducive learning environment free from harassment, violence and distractions.

The following types of student major misconduct may result in disciplinary action, which may include: Tuesday Schools, Alternative School, emergency removal, progressive out-of-school suspension (1st offense/3 days, 2nd/5days, 3rd/10 days or expulsion). Also, there will be the possibility of a referral to the local law enforcement.

Misconduct by a pupil that occurs off of property owned or controlled by the district but that is connected to activities or incidents that have occurred on property controlled by the district are still under school jurisdiction.

## 1. DISRUPTION OF SCHOOL AND/OR INTERFERENCE WITH CURRICULAR AND/OR EXTRA-CURRICULAR ACTIVITIES

- a. Progressive suspension with possible restitution
- b. Juvenile court referral/possible expulsion recommendation

## 2. DAMAGE OR DESTRUCTION OF SCHOOL PROPERTY AND PRIVATE PROPERTY

Each offense may result in any or all – Tuesday School assignment(s)/alternative school, suspension/expulsion – with restitution.

## 3. ASSAULT/PHYSICAL ABUSE/FIGHTING/VIOLENCE

Any time an individual exchanges blows regardless of the situation, they are considered to be fighting. If a threat of a fight exists, students are instructed to:

- a. Break off contact with individual and find a staff member.
- b. If a student knows there is an impending problem, he/she should speak with a counselor, teacher or administrator.

1st Offense - Suspended for 10 days/Alternative School

2nd Offense - Suspended for 10 days – possible recommendation for expulsion from school

## 4. HARASSMENT/THREATENING BEHAVIOR/ INTIMIDATION:

(Even if this is made in the form of humor, satire or creative writing.)

- Offenses: May result in:
- a. counseling
  - b. suspension
  - c. expulsion
  - d. referral to Juvenile Court

## 5. DANGEROUS/LOOK-ALIKE WEAPONS AND INSTRUMENTS ARE PROHIBITED (guns, knives etc.)

All Offenses - 10 days suspension/recommendation for Expulsion/police report

## 6. THE SALE, DISTRIBUTION, POSSESSION OR USE OF NARCOTICS/ALCOHOL SUBSTANCE/STIMULANTS/ DEPRESSANTS/LOOK-A-LIKE DRUGS/ANABOLIC STEROIDS AND/OR ANY OTHER INTOXICANTS/UNDER THE INFLUENCE DURING OR WITHIN 24 HOURS PRIOR TO ATTENDING A SCHOOL OR SCHOOL-RELATED FUNCTIONS. EVIDENCE OF ANY USE OF THE BEFORE MENTION ARE PROHIBITED.

1st Offense - 10 days suspension with possible expulsion from school

*(ALCOHOL-If a student attends an approved rehabilitation center for an evaluation/counseling at the expense of the parent/student and completes the process, the 10 days of suspension can be reduced to a minimum of 5 days. If this process is not completed fully, the remainder of the suspension days will be issued.)*

2nd Offense - 10 days suspension and recommended expulsion from school

## 7. USE OF TOBACCO/SMOKING/CHEWING/DIPPING/ELECTRONIC CIGARETTES/ POSSESSION/OR SMOKING PARAPHERNALIA ON SCHOOL PROPERTY ARE PROHIBITED.

Possession - 1st Offense – 1-day alternative school/ suspension/court referral

And/or Use 2nd Offense - 5-day alternative school/ suspension and court referral

3rd Offense - 10-day alternative school/ suspension/possible expulsion

## 8. BUS DISCIPLINE

For all general discipline offenses that violate the school conduct code, the following actions may be taken.

- 1st Offense - Warning
- 2nd Offense - 3-day bus suspension
- 3rd Offense - 5-day bus suspension
- 4th Offense - 10-day bus suspension
- 5th Offense - Permanent removal from bus for the school year

Fighting, assault, profanity, disrespect or threatening behavior directed toward a bus driver, drugs, weapons, tobacco, damage to school property, etc. will result in automatic bus suspensions.

#### **9. TRUANCY/SKIPPING/LEAVING SCHOOL PROPERTY WITHOUT PERMISSION/UNEXCUSED ABSENCES**

- 1st Offense - Truant – 2 Tuesday School assignments/ progressive suspension  
Skipping Class – Tuesday School assignment
- 2nd Offense - Truant – Progressive suspension/parent notification/possible referral to juvenile court  
Skipping Class – 2 Tuesday Schools
- 3rd Offense - Skipping Class – Progressive suspension/ referral to juvenile court

#### **10. THEFT/EXTORTION/RECEIVING STOLEN PROPERTY**

- 1st Offense - 1 or more Tuesday School assignments (small item)
- 2nd Offense - Progressive suspension with restitution/ possible juvenile court referral (major items)

#### **11. DRESS CODE VIOLATION**

Change garment (may be sent home to change.) If class is missed, a student may receive zeroes on class work.

#### **12. COMPUTER/EMAIL VIOLATION**

- 1st Offense - Tuesday School/alternative school/expulsion and/or one-week denial of computer privileges
- 2nd Offense - Progressive discipline, which may result in permanent denial of computer privileges/ suspension/expulsion

#### **13. INSUBORDINATION/ REPEATED SCHOOL OFFENSES**

- 1st Offense - Tuesday School assignment or Alternative School
- 2nd Offense - 1 or more Tuesday School assignments or Alternative School
- 3rd Offense - Progressive suspension

#### **14. PROFANITY AND/OR OBSCENE LANGUAGE**

- 1st Offense - Tuesday School assignment or Alternative School
- 2nd Offense - 1 or more Tuesday School assignments or Alternative School
- 3rd Offense - Progressive Suspension

#### **15. CELL PHONE VIOLATION**

- 1st Offense - Detention
- 2nd Offense - Tuesday School assignment
- 3rd Offense - Alternative School/Loss of Cell Phone Privilege at School

#### **16. DESTRUCTION OF SCHOOL PROPERTY**

- 1st Offense - 1 or more Tuesday School assignments with restitution (small item)
- 2nd Offense - Progressive suspension with restitution (major items)

#### **17. FALSIFICATION/CHEATING/PLAGIARISM**

(A computer program may be used to check for plagiarism.)

- 1st Offense - Falsification -Tuesday School assignments  
Cheating – Zero in class/notification of parent or guardian/1 Tuesday School assignment  
Plagiarism – F for paper and 1 Tuesday School assignment, can result in loss of exam exemption in that class
- 2nd Offense - Falsification – 1 or more Tuesday School assignments or alternative school  
Cheating – 1 day Alternative School and zeroes

Plagiarism – F for paper and 1 day alternative school

3rd Offense - Falsification/Cheating/Plagiarism - Progressive suspension

**18. INAPPROPRIATE DISPLAY OF AFFECTION**

1st Offense - Warning

2nd Offense - 1 or more Tuesday School assignments

**19. UNAUTHORIZED TOUCHING TOWARDS STUDENTS OR STAFF MEMBERS**

1st Offense - Tuesday School assignment

2nd Offense - 1 or more Tuesday School assignments

3rd Offense - Administrative discretion

**20. SALES/POSTERS/SIGNS/NOT SELL OR DISTRIBUTE ANY UNAUTHORIZED MATERIALS**

1st Offense - Warning

2nd Offense - 1 or more Tuesday School assignments

**21. THROWING FOOD/INTENTIONAL ABUSE OF CAFETERIA**

1st Offense - Progressive suspension

**22. HAZING/INTIMIDATION/DEGRADING OR DISGRACEFUL ACTS**

1st Offense - Progressive suspension

**23. STUDENT DRIVING AND PARKING PROBLEMS**

1st Offense - Detention

2nd Offense - 1 Tuesday School assignments/possible loss of driving privileges for set period of time.

3rd Offense - 1 or more Tuesday School assignments/loss of driving privileges for set period of time.

4th Offense - Progressive suspension and driving privileges removed for set period of time.

**24. WAPAKONETA HIGH SCHOOL PROHIBITS GANG ACTIVITY, GANG PARAPHERNALIA AND GANG-RELATED ATTIRE IN SCHOOL AND ON THE SCHOOL GROUNDS.**

All Offenses – Administrative discretion

**25. UNAUTHORIZED HALL CONGREGATION**

Students are not permitted to stop the flow of hall traffic.

1st Offense - Written warning

2nd Offense - Tuesday School

3rd Offense - Progressive discipline

**26. CONTRIBUTING TO ANOTHER STUDENT'S MISCONDUCT OR BEING AN ACCOMPLICE TO ANOTHER STUDENT'S MISCONDUCT OR VIOLATION OF SCHOOL CONDUCT CODE.**

All Offenses – Administrative discretion

**27. OTHER SCHOOL VIOLATIONS AND REPEATED SCHOOL VIOLATIONS**

It should be noted that other possible student conduct, not mentioned specifically in the previous rules, but reaching the gravity outlined by these rules, in terms of persistent disobedience or gross misconduct as elsewhere defined may also serve as grounds for suspension or expulsion as provided by law.

A student shall not repeatedly fail to comply with the directions of any authorized school district personnel during the period of time when the student is properly under the authority of school personnel. This includes failure to attend school as outlined in the district attendance policy.

After five (5) in-school studies and/or Tuesday School assignments, the sixth (6) offense may result in suspension. Repeated offenses and violations of school rules and regulations may follow a disciplinary progression of suspension from school for three (3) days, then five (5) days, then ten (10) days with the possibility of expulsion being recommended either with a ten (10) day suspension or following a ten (10) day suspension.

The administration has the right to use discretion in interpreting and implementing rules of the handbook in compliance with School Board policy. This also means that the administration may develop appropriate rules and regulations as called for by various situations. It also means that the administration may, in severe or unusual cases, discipline students in ways other than stated in the handbook. Students who are suspended or expelled will not be permitted to participate in any school-related activity during the period of the suspension or expulsion. Students who violate city, county, state or federal laws will be

referred to proper legal authorities.

Due process in dealing with disciplinary actions carried out by school authorities does not mean that proceedings used in courts in juvenile proceedings must be followed exactly by school authorities when engaged in disciplinary proceedings. It does mean that clear, definite, and fundamentally fair rules of procedures must govern disciplinary actions taken by school authorities.

## **DUE PROCESS**

Students will be accorded procedural due process with the discipline code being provided to all students (as printed in the handbook), notice of the offense (accusation), and the opportunity to respond.

## **COMPUTER USE**

Computer use at Wapakoneta High School is encouraged and made available to students for educational purposes. The school retains the ownership of all hardware and software. The school reserves the right to inspect, copy, and/or delete all files and records created or stored on school owned computers. Students should be aware that the school district may track and monitor any sites visited.

Students must observe the following guidelines. Failure to do so will result in penalties as determined, but not be limited to, loss of lab privileges and those penalties that are outlined in the Student Conduct Code.

1. Network password security is the responsibility of the student.
2. Students shall not copy (without authorization), damage, or alter any hardware or software. Students shall not delete a file (without authorization) or knowingly introduce a computer virus to any school program.
3. Students shall not use or alter another person's password, files, or directories. Students aiding teachers are restricted to using only the program selected by the teacher.
4. All non-school software and diskettes are subject to inspection and approval by school personnel at any time.
5. Use of all telecommunications is restricted to school-related projects and must be supervised by the teacher or network administrator. Students must obtain permission before using the Internet. No pornographic materials can be accessed.
6. No students shall establish or attempt to establish computer contact into school district restricted computer nets or any other unauthorized databases.
7. Divulging personal information over the Internet is prohibited.
8. Email is not private. Email can be read by the administration at any time.
9. Caution, even though you may have the freedom of speech to say things about individuals, this does not guarantee that you will be free from some type of litigation/lawsuit from individuals mentioned on web-sites/web pages.

## **WEB PAGES**

### **[www.infohio.org](http://www.infohio.org)**

INFOhio provides electronic resources to all schools in Ohio free of charge. In addition to providing valuable resources used for research, databases on this site also included ACT and SAT preparation along with basic skills remediation.

Username: learn

Password: infohio

### **[www.highschoolsports.net](http://www.highschoolsports.net)**

This website provides Wapakoneta High School sports schedules.

**<https://parentaccess.noacsc.org/General/HomePage.aspx>**

This website allows students and parents to check current grades throughout the year. Please contact the office to obtain an activation number for ProgressBook.

## **HANDICAPPED STUDENTS**

Handicapped students are not entitled to completely different disciplinary procedures and may temporarily be emergency removed and suspended. Suspension of handicapped students for up to ten (10) total days per year does not constitute a change of educational placement. Expulsion or suspension of more than ten (10) total days per year is a change of placement, thereby requiring that federal due process procedures be strictly followed. (Public Law 94-142)

## **DISCRIMINATION**

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. If you have inquiries regarding the non-discrimination policies of the District or wish to address any complaint of discrimination, you should contact the Business Manager at the Board of Education Office at 1102 Gardenia Drive, Wapakoneta, 419-739-2900.

# DAILY TIME SCHEDULE 2016 - 2017

◆ EIGHTH GRADE LUNCH

## BELL SCHEDULE

Warning Bell	7:45am
1st Mod	7:50–8:35am
2nd Mod	8:39–9:24am
3rd Mod(HR)	9:28–10:13am
Redskin	10:17–10:50am
4th Mod(A)	10:54–11:14am
4th Mod(B)◆	11:18–11:43am
5th Mod	11:47–12:12pm
6th Mod	12:16–12:41pm
7th Mod	12:45–1:10pm
8th Mod	1:14–1:59pm
9th Mod	2:03–2:48pm

## 1-HOUR DELAY

Warning Bell	8:45am
1st Mod	8:50–9:27am
2nd Mod	9:31–10:08am
3rd Mod	10:12–10:49am
Redskin	10:53–11:08am
4th Mod(A)	11:12–11:30am
4th Mod(B)◆	11:34–11:59pm
5th Mod	12:03–12:28pm
6th Mod	12:32–12:57pm
7th Mod	1:01–1:26pm
8th Mod	1:30–2:07pm
9th Mod	2:11–2:48pm

### 2:48– 3:10 – Student Assistance Time

\*Those students requested to stay for remediation or make up work are required to be in the teacher's room (with a 24-hour notice to the student). Those that fail to attend the work study may be issued a discipline referral.

## 1-HOUR DISMISSAL

Warning Bell	7:45am
1st Mod	7:50–8:27am
2nd Mod	8:31–9:08am
3rd Mod	9:12–9:49am
Redskin	9:53–10:08am
4th Mod(A)	10:12–10:30am
4th Mod(B)◆	10:34–10:59am
5th Mod	11:03–11:28am
6th Mod	11:32–11:57am
7th Mod	12:01–12:26pm
8th Mod	12:30–1:07pm
9th Mod	1:11–1:48pm

## 2-HOUR DELAY

Warning Bell	9:45am
1st Mod	9:50–10:16am
2nd Mod	10:20–10:46am
3rd Mod	10:50–11:16am
Redskin	11:20–11:34am
4th Mod(A)	11:38–11:46pm
4th Mod(B)◆	11:50–12:19pm
5th Mod	12:23–12:48pm
6th Mod	12:52–1:17pm
7th Mod	1:21–1:46pm
8th Mod	1:50–2:16pm
9th Mod	2:20–2:48pm

## 3-HOUR DELAY

### Testing Schedule

Warning Bell	10:45am
1st Mod	10:50–11:12am
2nd Mod	11:16–11:36am
4th Mod(B)◆	11:40–12:05pm
5th Mod	12:09–12:34pm
6th Mod	12:38–1:03pm
7th Mod	1:07–1:32pm
3rd Mod	1:36–1:56pm
8th Mod	2:00–2:20pm
9th Mod	2:24–2:48pm

# 2016-2017 SEMESTER EXAMINATION SCHEDULE

## TIME SCHEDULE FOR EXAMS – DATES TBD

### Day 1

7:50- 9:00	-	1st mod classes
9:05-10:15	-	2nd mod classes
10:20-11:30	-	3rd mod classes
11:30-12:30	-	Lunch
12:35-1:45	-	4th mod classes
1:50-2:50	-	Make-up Exams

### Day 2

7:50-9:00	-	5th-7th mod classes
9:05-10:15	-	8th mod classes
10:20-11:30	-	9th mod classes
11:30- 12:30	-	Lunch
12:35-1:45	-	Make-up Exams
1:50-2:50	-	Exam Processing

## DELAY SCHEDULE FOR EXAMS

### 1 Hour Delay Schedule

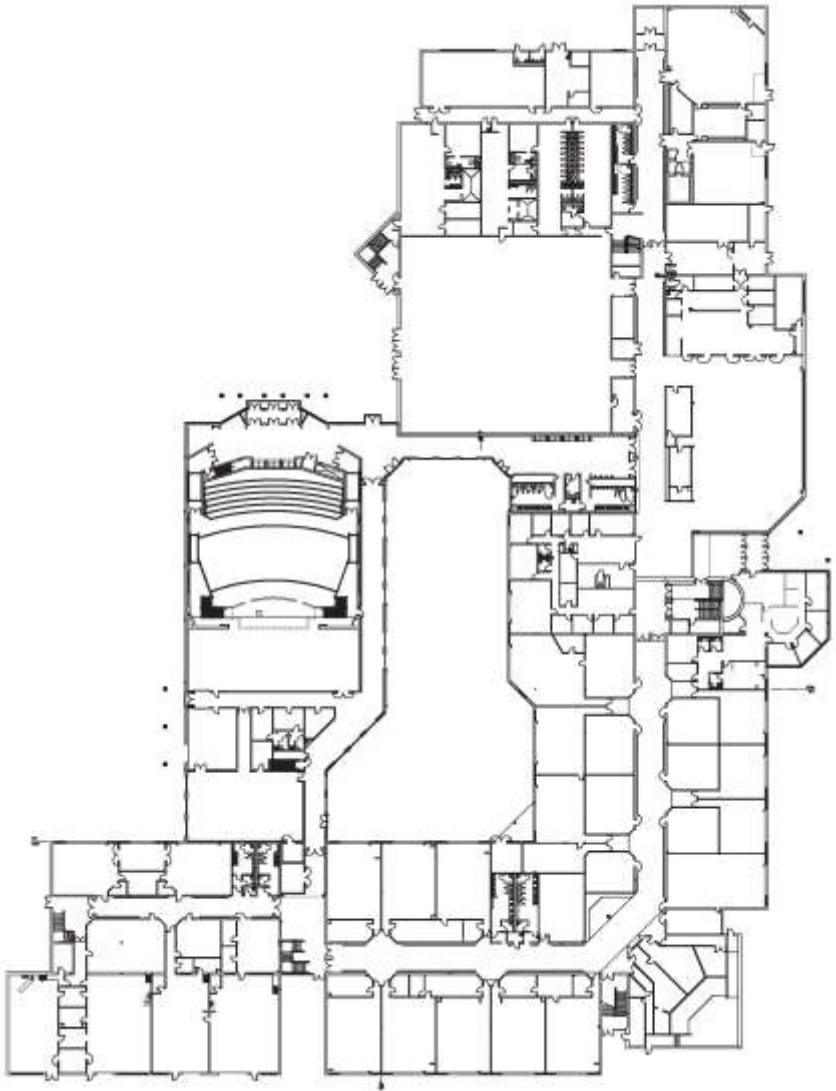
8:50	-	10:05
10:10	-	11:25
11:25	-	12:10 (Lunch)
12:10	-	1:25
1:30	-	2:45

### 2 Hour Delay Schedule

9:50	-	10:55
11:00	-	12:05
12:05	-	12:50 (Lunch)
12:50	-	1:55
2:00	-	3:05

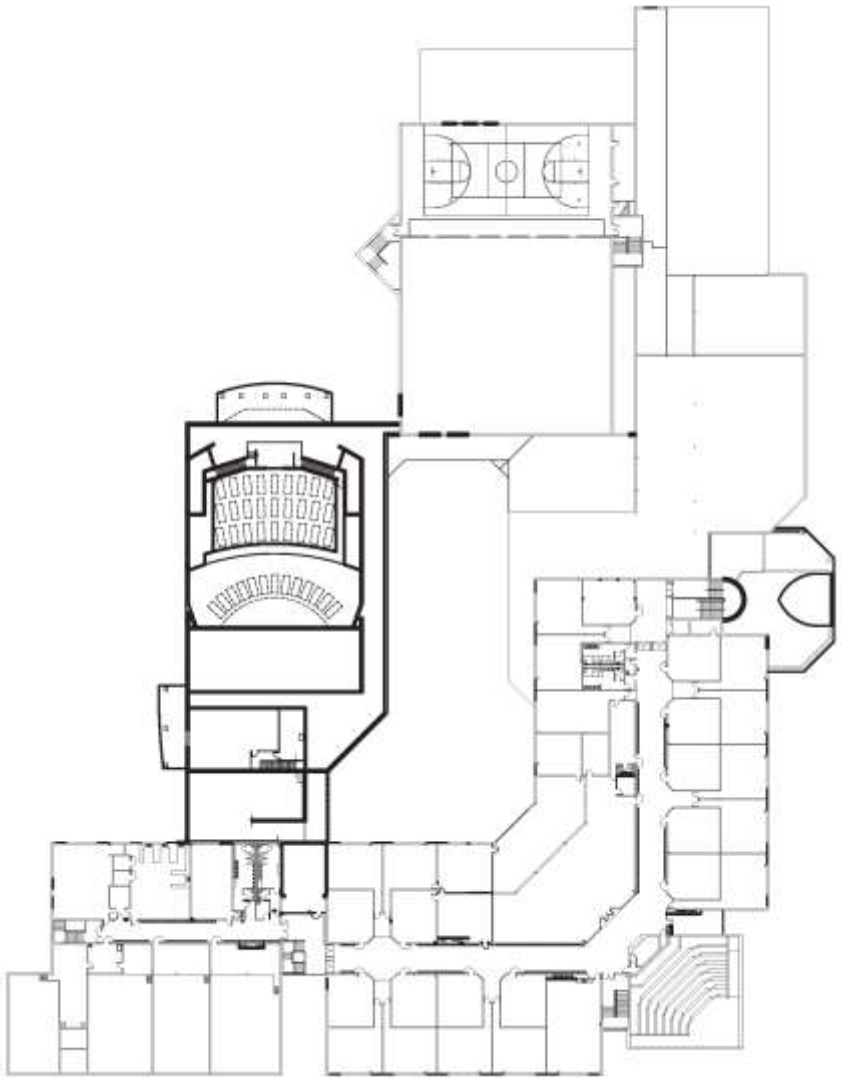
The class that is scheduled for the time frame does not change.





**FIRST FLOOR MAP**





**SECOND FLOOR MAP**