STUDENT/PARENT HANDBOOK
WAYNE TRACE JR./SR. HIGH SCHOOL
4915 U.S. 127
HAVILAND, OHIO 45851

419-399-4100 or 419-622-5171 Fax: 419-622-3037
www.waynetrace.org

This student handbook belongs to:

Name_____

Address_____

Town_____Zip Code_____

Phone_____

Student I.D._____

CLASS SCHEDULE

1st Period _____

2nd Period _____

3rd Period _____

4th Period _____

5th Period _____

6th Period _____

7th Period _____

Raider Time _____

8th Period _____

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Wayne Trace School Calendar 2020-2021

August 17	Staff Work Day - Elementary Open House
August 18	Staff Half Work Day; Open House/Orientation for JH-HS
August 19	1st Day for Students
September 7	NO SCHOOL – Labor Day
September 25	2 Hour Delay- Staff In-Service
October 23	End of 1st Quarter
November 4	Parent Teacher Conferences 5:30-8:30 pm
November 5	NO SCHOOL – Parent Teacher Conferences 1:00-8:00 pm
November 6	NO SCHOOL FOR STUDENTS & STAFF
November 9	NO SCHOOL FOR STUDENTS – Staff In-Service
November 25-27	NO SCHOOL FOR STUDENTS & STAFF – Thanksgiving
December 11	2 HOUR DELAY – Staff In-Service
December 21-Jan 3	NO SCHOOL FOR STUDENTS & STAFF – Christmas Break
January 15	End of 2nd Quarter
January 18	NO SCHOOL FOR STUDENTS & STAFF – MLK Day
February 12	2 HOUR DELAY – Staff In-Service
February 15	NO SCHOOL – President's Day (Potential Make-up Day)
March 12	2 HOUR DELAY – Staff In-Service
March 19	End of 3rd Quarter
March 29-31	No SCHOOL- Spring Break
April 1-2	NO SCHOOL – Spring Break
April 23	2 HOUR DELAY – Staff In-Service
May 26	Last Day for Students
May 27	½ Staff Work Day

Welcome to Wayne Trace JH-HS
On behalf of the entire faculty and staff, I am pleased to welcome you to Wayne Trace Junior-Senior High School.

We appreciate the sustained support provided so unselfishly by our parents, community members, area businesses, alumni and friends and we look forward to working with your children this coming school year. We pledge to continue to prepare our students for the future; they deserve the best.

Parents play a vital role in the school community, and I, personally, look forward to working with you and your student toward another successful school year. If you would like to contact me, my email address is myersm@wt.k12.oh.us and my phone number is: 419-399-4100 Ext: 201

Sincerely,
Mike Myers
JH-HS Principal

Mr. Mike Myers, HS Principal:	419-399-4100-201
Mr. Brock Howe, Assistant HS/JH Principal	419-399-4100-208
Mrs. Sarah Franz, Guidance:	419-399-4100-204
Mrs. Camille Myers, EMIS:	419-399-4100-209
Mr. Ben Winans, Superintendent:	419-399-4100-101

Handbook adopted by the Board of Education in June 2019.

STRATEGIC PLANNING BELIEFS

Our beliefs form the ethical foundation of the Wayne Trace School District.

We believe that...

- *Every person has worth.*
- *Every individual can learn.*
- *Family is the most important influence on the development of personal values.*
- *Attitude always affects performance.*
- *Motivation and effort are essential for success.*
- *Honesty and integrity are essential for building trust.*
- *People are responsible for the choices they make.*
- *Performance is directly related to expectations.*
- *The entire community benefits when it invests its time, resources, and efforts in educational excellence.*
- *The consistent practice of shared morals and ethics is essential for any community to thrive.*

DISCLAIMER

School rules published in this handbook are subject to such changes as may be needed to insure continued compliance with federal, state or local regulations and are subject to such review and alteration as becomes necessary for the routine operation of the school. Not all rules of behavior can be written and inserted in a guidebook; however, we expect students to follow reasonable rules and not violate the rights of others.

EDUCATIONAL OPTIONS

Students at Wayne Trace Jr/Sr High School have several educational options. These options include: College Credit Plus, Flex Credit, Wayne Trace Digital Academy, and Vantage Vocational Opportunities. Meetings are held in the spring to discuss each of these options. If you are interested, please contact the high school office.

FOREWORD

This Student Handbook was developed to answer many of the commonly asked questions that you and your parents may have during the school year and to provide specific information about certain Board policies and procedures. Please take time to become familiar with the important information contained in this Handbook and keep the Handbook available for frequent reference by you and your parents. If you have any questions that are not addressed in this Handbook, you are encouraged to talk to your teachers or the building principal. This Handbook replaces all prior handbooks and other written material on the same subjects. This Handbook does not equate to an irrevocable contractual commitment to the student, but only reflects the current status of the Board's policies and the School's rules as of June 8, 2020. If any of the policies or administrative guidelines referenced herein are revised after June 8, 2020, the language in the most current policy or administrative guideline prevails. Copies of current Board policies and administrative guidelines are available on the District's web site.

MISSION OF THE SCHOOL

Wayne Trace Jr/Sr High School strives to build high expectations for students to reach their potentials.

EQUAL EDUCATION OPPORTUNITY

This District provides an equal educational opportunity for all students.

Any person who believes that s/he has been discriminated against based on his/her race, color, disability, religion, gender, or national origin while at school or a school activity should immediately contact the School District's Compliance Officer(s):

Mr. Mike Myers; Principal **419-399-4100- Ext: 201**

STUDENT RESPONSIBILITIES

The School's rules and procedures are designed to allow students to be educated in a safe and orderly environment. All students are expected to follow staff members' directions and to obey all school rules.

Students must arrive at school on time, prepared to learn and participate. If, for some reason, this is not possible, the student should seek help from the guidance counselor.

Adult students (age 18 or older) must follow all school rules.

If residing at home, adult students are encouraged to include their parents in their educational program.

In order to keep parents informed of their child's progress in school, parents will be provided information on a regular basis and whenever concerns arise. Many times it will be the responsibility of the student to deliver the information. The School, however, may use the mail or hand delivery when appropriate. Parents have the option of receiving communication from the School via e-mail and/or facsimile by filling out the appropriate form available in the school's administrative office. Parents are encouraged to build a two-way link with their child's teachers and support staff by informing the staff of suggestions or concerns that may help their child better accomplish his/her educational goals.

STUDENT WELL BEING

Student safety is the responsibility of both students and staff. Staff members are familiar with emergency procedures such as evacuation procedures, fire and tornado drills, safety drills in the event of a terrorist or other violent attack, and accident reporting procedures. If a student is aware of any dangerous situation or accident, s/he must notify a staff person immediately.

State law requires that all students have an emergency medical authorization completed and signed by a parent or guardian on file in the School office.

Students with specific health care needs should deliver written notice about such needs, along with physician documentation, to the School office.

INJURY AND ILLNESS

All injuries must be reported to a teacher or the office. If the injuries are minor, the student will be treated and may return to class. If medical attention is required, the office will follow the School's emergency procedures and attempt to make contact with the student's parents.

A student who becomes ill during the school day should request permission to go to the office. An appropriate adult in the office will determine whether the student should remain in school or go home. Any student with a temperature of 100.00 or above will be sent home after contacting the guardian. Students that are ill with a fever are not allowed to return to school until they are fever free (temperature under 100.00) for 24 hours without the use of anti-fever medications (Tylenol, Advil, Motrin, Aleve etc.) No student will be released from school without proper parental permission.

SECTION I - GENERAL INFORMATION

ENROLLING IN THE SCHOOL

In general, State law requires students to enroll in the school district in which their parent or legal guardian reside.

*unless enrolling under the District's open enrollment policy.

*unless enrolling and paying tuition.

New students under the age of 18 must be enrolled by their parent or legal guardian. When enrolling, parents must provide copies of the following:

A. a birth certificate or similar document
B. court papers allocating parental rights and responsibilities, or custody (if appropriate)
C. proof of residency
D. proof of immunizations

Under certain circumstances, temporary enrollment may be permitted. In such cases, parents will be notified about documentation required to establish permanent enrollment.

Students enrolling from another school must have an official transcript from their previous school in order to have credits transferred. The Guidance Counselor will assist in obtaining the transcript, if not presented at the time of enrollment.

Homeless students who meet the Federal definition of homeless may enroll and will be under the District Liaison Homeless Children with regard to enrollment procedures.

New students 18 years of age or older are not required to be accompanied by a parent when enrolling. When residing with a parent, these students are encouraged to include the parents in the enrollment process. When conducting themselves in school, adult students have the responsibilities of both student and parent.

In addition, if a new student resides in the District with a grandparent and is the subject of a: (1) power of attorney designating the grandparent as the attorney-if-fact; or (2) a caretaker authorization affidavit executed by the grandparent that provides the grandparent with authority over the care, physical custody, and control of the child, including the ability to enroll the child in school, consent in all school related matters, and discuss with the District the child's educational progress, the student's grandparent may enroll the child in school on a tuition-free basis. However, in addition to the above-referenced documents that are typically required for enrollment, the grandparent must provide the District with a duly executed and notarized copy of a power of attorney or caretaker authorization affidavit.

A student suspended or expelled by another public school in Ohio may be temporarily denied admission to the District's schools during the period of suspension or expulsion even if that student would otherwise be entitled to attend school in the District. Likewise, a student expelled or otherwise removed for disciplinary purposes from a public school in another state and the period of expulsion or removal has not expired may be temporarily denied admission to the District's schools during the period of expulsion or removal or until the expiration of the period of expulsion or removal which the student would have received in the District had the student committed the offense while enrolled in the District. Prior to denying admission, however, the Superintendent may offer the student an opportunity for a hearing to review the circumstances of the suspension or expulsion and any other factors the Superintendent determines to be relevant.

If a student has been recently discharged or released from the custody of the Department of Youth Services (DYS) and is seeking admittance or re-admittance into the District, the student will not be admitted until the following records, which are required to be released by DYS to the Superintendent, have been received:

A. an updated copy of the student's transcript;
B. a report of the student's behavior while in DYS custody;
C. the student's current IEP, if one has been developed for the child; and
D. a summary of the instructional record of the child's behavior.

Foreign students and foreign-exchange students (from recognized and approved student programs) are eligible for admission on the same basis as other non-resident students.

SCHEDULING AND ASSIGNMENT

Elementary Level

The Principal will assign each student to the appropriate classroom and program. Any questions or concerns about the assignment should be discussed with the Principal.

Secondary Level

Schedules are provided to each student at the beginning of the school year or upon enrollment. Schedules are based on the student's needs and available class space. Any changes in a student's schedule should be handled through the Guidance Counselor. Students may be denied course enrollment due to lack of available space or the need for the student to pass prerequisite courses. Students are expected to follow their schedules. Any variation must be approved with a pass or schedule change.

EARLY DISMISSAL

No student may leave school prior to dismissal time without a parent or guardian either submitting a signed written request, phoning the office, or coming to the School Office personally to request the release. No student will be released to a person other than a custodial parent(s) or guardian without a written permission note signed by the custodial parent(s) or guardian.

WITHDRAWAL/TRANSFER FROM SCHOOL

No student under the age of eighteen (18) is allowed to withdraw from school without the written consent of his/her parents and in compliance with State law. A student who otherwise withdraws from school may be reported to the juvenile judge of the county and to the Bureau of Motor Vehicles for suspension of their driver's license, if s/he is under the age of 18.

Parents must notify the Principal about plans to transfer their child to another school. School records, including disciplinary records of suspension and expulsion, will be transferred to the new school within 14 days of the school's notice or request.

IMMUNIZATIONS

Students must be current with all immunizations required by law, including but not limited to poliomyelitis, measles, meningococcal, diphtheria, rubella, pertussis, tetanus, and mumps, or have an authorized exemption from State immunization requirements. Kindergarten students must be immunized against Hepatitis B and chicken pox. For the safety of all students, the school principal may remove a student from school or establish a deadline for meeting State requirements if a student does not have the necessary immunizations or authorized exemption. In the event of a chicken pox epidemic, the Superintendent may temporarily deny admission to a student otherwise exempted from the chicken pox immunization requirement. According to Ohio State Law, students must provide proof of required immunizations by the 15th day of school or a signed exemption form or they are to be excluded from attending school until provided. Any questions about immunizations or exemptions should be directed to the School Nurse.

EMERGENCY MEDICAL AUTHORIZATION

A complete Emergency Medical Authorization Form must be on file with the School in order for a student to participate in any activity off school grounds, including field trips, spectator trips, athletic and other extracurricular activities, and co-curricular activities. The Emergency Medical Authorization form is provided at the time of enrollment and at the beginning of each school year.

USE OF MEDICATIONS

Students who must take prescribed medication during the school day, must comply with the following guidelines:

A. Parents should, determine with the counsel of their child's prescriber whether the medication schedule can be adjusted to avoid administering medication during school hours.

B. The appropriate form must be on file in the respective building before the student will be allowed to begin taking any medication during school hours or to use an inhaler to self-administer asthma medication. Such forms must be filed annually and as necessary for any change in the medication.

C. All medications must be registered with the Principal's Office and must be delivered to school in the original containers in which they were dispensed by the prescribing physician or licensed pharmacist, labeled with the date, the student's name, and the exact dosage to be administered.

D. Medication that is brought to the office will be properly secured. Except as noted below, medication must be delivered to the Principal's Office by the student's parent or guardian or by another responsible adult at the parent or guardian's request. Except as noted below, students may not bring medication to school. Students may carry emergency medications for allergies and/or reactions, or asthma inhalers during school hours provided the student has written permission from a parent or physician and has submitted the proper forms. In the case of epinephrine auto-injectors ("epi pens"), in addition to written permission and submission of proper forms, the parent or student must provide a backup dose to the school nurse. Students are strictly prohibited from transferring emergency medication, epi pens, or inhalers to any other student for their use or possession.
Medication may be conveyed to school directly by the parent or transported by transportation personnel (bus driver and/or bus aide) at parental request. This should be arranged in advance.
If, for supportable reasons, the Principal wishes to discontinue the privilege of a student self-administering a medication, except for the possession and use of asthma inhalers, the parent(s) may be notified of the decision in sufficient time for an alternative means of administration to be established.

E. Any unused medication unclaimed by the parent will be destroyed by school personnel when a prescription is no longer to be administered or at the end of a school year.

F. The parents shall have sole responsibility to instruct their child to take the medication at the scheduled time.

G. The principal's office will maintain a log noting the personnel designated to administer medication, as well as the date and the time of day that administration is required. This log will be maintained along with the prescriber's written request and the parent's written release.

H. Prescribed medications: Required forms are available online on school website or may be picked up in the office.

Non-prescribed (Over-the-Counter) Medications

No staff member will dispense non-prescribed, over-the-counter (OTC) medication to any student without prior parent authorization. Parents may authorize administration of a non-prescribed medication on forms that are available from the Principal's Office. Physician authorization is not required in such cases.

By written notice parents may also authorize that their child
*may self-administer non-prescribed medication.
*may keep non-prescribed medication in his/her possession.

If a student is found using or possessing a non-prescribed medication without parent authorization, the student will be brought to the School office while the student's parents are contacted for authorization. The medication will be confiscated until written authorization is received.

Any student who distributes medication of any kind or who is found in possession of unauthorized medication is in violation of the School's Code of Conduct and will be disciplined in accordance with the drug-use provision of the Code.

A student may possess and use a metered dose inhaler or a dry powder inhaler to alleviate asthmatic symptoms or before exercise to prevent the onset of asthmatic symptoms, at school or at any activity, event, or program sponsored by or in which the student's school is a participant if the appropriate form is completed and on file in the Principal's Office.

A student who is authorized to possess and use a metered dose or dry powder inhaler may not transfer possession of any inhaler or other medication to any other student.

CONTROL OF CASUAL-CONTACT COMMUNICABLE DISEASES

Because a school has a high concentration of people, it is necessary to take specific measures when the health or safety of the group is at risk. The School's professional staff may remove or isolate a student who has been ill or has been exposed to a communicable disease or highly-transient pest, such as lice.
Specific communicable diseases include diphtheria, scarlet fever, strep infections, whooping cough, mumps, measles, rubella, and other conditions indicated by the Local and State Health Departments.

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

CONTROL OF NONCASUAL-CONTACT COMMUNICABLE DISEASES

The School District has an obligation to protect staff and students from non-casual-contact communicable diseases. When a non-casual-contact communicable disease is suspected, the student's health will be reviewed by a panel of resource people, including the County Health Department. The School will protect the privacy of the person affected and those in contact with the affected person. Students and staff will be permitted to remain in school unless there is definitive evidence to warrant exclusion.
Non-casual-contact communicable diseases include sexually transmitted diseases, AIDS, ARC-AIDS Related Complex, HIV, Hepatitis B, and other diseases that may be specified by the State Board of Health.

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

CONTROL OF BLOOD-BORNE PATHOGENS

The School District seeks to provide a safe educational environment for students and take appropriate measures to protect those students who may be exposed to blood-borne pathogens in the school environment and/or during their participation in school-related activities. While the risks of students being exposed to blood-borne pathogens may be low, students must assume that all body fluids are potentially infectious and must take precaution to follow universal procedures in order to reduce such risks and minimize and/or prevent the potential for accidental infection.

Students may be exposed to blood-borne pathogens in situations, including, but not limited to the following:

* Engaging in activities with other students in the school environment (e.g., physical education class) where physical injuries or other actions that can cause bleeding or exposure to saliva and other body fluids may occur.
* Working with equipment in the school environment that can cause cuts or similar injuries that produce bleeding.
* Participating in extracurricular activities (i.e., athletic activities) where physical injuries or other actions that can cause bleeding may occur.

Whenever a student has contact with blood or other potentially infectious material, s/he must immediately notify his/her teacher, who will contact the School Nurse and assist the student in completing the requisite documents (e.g., Form 8453.02 F1 - Exposure Report).
The parents of a student who is exposed will be contacted immediately regarding the exposure and encouraged to have the student's blood tested for Hepatitis B and HIV either by his/her physician or Paulding County Health Service. The student's parents are encouraged to consult with the student's physician concerning any necessary post-exposure treatment.
*The student's parent will also be asked to provide a copy of the test results and any post-exposure treatment for maintenance in the student's educational record in accordance with the Federal and State laws concerning confidentiality.
* The parents of the student who caused the exposure will also be contacted immediately and advised to have the student's blood tested for Hepatitis B and HIV virus either in cooperation with his/her physician or Paulding County Health Service.

* The student's parents will be asked to provide a copy of the test results for maintenance in the student's educational record in accordance with Federal and State laws concerning confidentiality.
* The student's parents will be encouraged to allow the District to release their child's name to the exposed student's parents, in the event serious health issues are presented as a result of the exposure.

STUDENTS WITH DISABILITIES
The American's with Disabilities Act (A.D.A.) and Section 504 of the Rehabilitation Act (Section 504) prohibit discrimination against persons with a disability in any program receiving Federal financial assistance. This protection applies not just to students, but to all individuals who have access to the District's programs and facilities.

The laws define a person with a disability as anyone who:

A. Has a mental or physical impairment that substantially limits one or more major life activities;
B. Has a record of such an impairment; or
C. Is regarded as having such an impairment.

The District has specific responsibilities under these two laws, which include identifying, reviewing and, if the child is determined to be eligible, affording access to appropriate educational accommodation.

Additionally, in accordance with State and Federal mandates, the District seeks out, assesses and appropriately services students with disabilities. Staff members use a comprehensive child study process to systematically screen, assess and, if appropriate, place students in special education and related services. Students are entitled to a free appropriate public education in the "least restrictive environment."

A student can access special education and related services through the proper evaluation procedures. Parent involvement in this procedure is important and required by Federal (IDEIA), A.D.A. Section 504) and State law. Contact the Guidance Counselor at 419-399-4100 Ext: 204 to inquire about evaluation procedures, programs, and services.

HOMELESS STUDENTS
Homeless students will be provided with a free and appropriate public education in the same manner as other students served by the District. Homeless students are eligible to receive transportation services, participate in education programs for students with disabilities or limited English proficiency, participate in gifted and talented programs, and receive meals under school nutrition programs. Homeless students will not be denied enrollment based on lack of proof of residency. For additional information contact the liaison for Homeless Students at 419-399-4100 Ext 204.

CHILDREN AND YOUTH IN FOSTER CARE
Students who meet the Federal definition of "in foster care", including those who are awaiting foster care placement, will be provided a free appropriate public education (FAPE) in the same manner as all other students of the District.

PROTECTION AND PRIVACY OF STUDENT RECORDS
The School District maintains many student records including both directory information and confidential information.

Student Records:
Student records are confidential and are protected by the "Privacy Act." Only the school staff and the child's natural parents or legal guardians have access to the records.

Directory information on a student is not protected by the "Privacy Act." Directory information includes a pupil's name, address, phone number, date and place of birth, major field of study, dates of attendance, date of graduation, sports activities participated in, and the height and weight of athletes. Directory

information can be provided upon request to any individual, other than a for-profit organization, even without the written consent of a parent. Parents may refuse to allow the Board to disclose any or all "directory information" upon written notification to the Board.

Other than directory information, access to all other student records is protected by FERPA and Ohio law. Except in limited circumstances as specifically defined in State and Federal law, the School District is prohibited from releasing confidential education records to any outside individual or organization without the prior written consent of the parents, or the adult student, as well as those individuals who have matriculated and entered a postsecondary educational institution at any age. The Board will provide access or release directory information to armed forces recruiters unless the parent or student request that prior written consent be obtained. See Form 8330 F13.

Confidential records include test scores, psychological reports, behavioral data, disciplinary records, and communications with family and outside service providers.

Students and parents have the right to review and receive copies of all educational records. Costs for copies of records may be charged to the parent. To review student records please provide a written notice identifying requested student records to the Superintendents secretary. You will be given an appointment with the appropriate person to answer any questions and to review the requested student records.

Parents and adult students have the right to amend a student record when they believe that any of the information contained in the record is inaccurate, misleading or violates the student's privacy. A parent or adult student must request the amendment of a student record in writing and if the request is denied, the parent or adult student will be informed of his/her right to a hearing on the matter.

Consistent with the Protection of Pupil Rights Amendment (PPRA), no student shall be required, as a part of the school program or the District's curriculum, without prior written consent of the student (if an adult, or an emancipated minor) or, if an un-emancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals information concerning:

A. political affiliations or beliefs of the student or the student's parents;
B. mental or psychological problems of the student or the student's family;
C. sex behavior or attitudes;
D. illegal, anti-social, self-incriminating or demeaning behavior;
E. critical appraisals of other individuals with whom respondents have close family relationships;
F. legally recognized privileged and analogous relationships, such as those of lawyers, physicians, and ministers;
G. religious practices, affiliations, or beliefs of the student or his/her parents; or
H. income (other than that required by law to determine eligibility for participation in a program or for receiving financial assistance under such a program).

Consistent with the PPRA and Board policy, parents may inspect any materials used in conjunction with any such survey, analysis, or evaluation. Please contact the superintendent's secretary to inspect such materials.

Further, parents have the right to inspect, upon request, a survey or evaluation created by a third party before the survey/evaluation is administered or distributed by the school to the student. The parent will have access to the survey/evaluation within a reasonable period of time after the request is received by the principal.

The Superintendent will notify parents of students in the District, at least annually at the beginning of the school year, of the specific or approximate dates during the school year when the following activities are scheduled or expected to be scheduled:

A. activities involving the collection, disclosure, or use of personal information collected from students for the purpose of marketing or for selling that information or otherwise providing that information to others for that purpose); and
B. the administration of any survey by a third party that contains one or more of the items described in A through H above.

The Family Policy Compliance Office in the U.S. Department of Education administers both FERPA and PPRA. Parents and/or eligible students who believe their rights have been violated may file a complaint with:

Family Policy Compliance Office
U.S. Department of Education
400 Maryland Avenue, SW 20202-4605
Washington, D.C.
www.ed.gov/offices/OM/fpco

Informal inquiries may be sent to the Family Policy Compliance Office via the following email addresses:

FERPA@ED.Gov; and
PPRA@ED.Gov.

STUDENT FEES AND FINES

Students will be provided necessary textbooks for courses of instruction without cost. In accordance with State law, Wayne Trace charges specific fees for activities and materials used in the course of instruction.

Charges may also be imposed for loss, damage or destruction of school apparatus, equipment, musical instruments, library materials, textbooks and for damage to school buildings or property. Students using school property and equipment can be fined for excessive wear and abuse of the property and equipment.

Fees may be waived in situations where there is financial hardship. Students can avoid late fines by promptly returning borrowed materials. Failure to pay fines, fees, or charges may result in the withholding of grades, credits, and/or graduation diploma.

STUDENT FUND-RAISING

Students participating in school-sponsored groups and activities may solicit funds from other students, staff members, and members of the community in accordance with school guidelines. The following general rules apply to all fund-raisers:

* Students involved in the fund-raiser must not interfere with students participating in other activities when soliciting funds.
* Students may not participate in a fund-raising activity for a group in which they are not members without the approval of the students' counselor.
* Students may not participate in fund raising activities off school property without proper supervision by approved staff or other adults.
* Students may not engage in house-to-house canvassing for any fund-raising activity.
* Students may not participate in a fund-raising activity conducted by a parent group, booster club, or community organization on school property without the approval of the Principal.
* Students may not sell any item or service in school without the prior approval of the Principal. Violation of this policy may lead to disciplinary action.

STUDENT VALUABLES
Students should not 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 is not liable for any loss or damage to personal valuables.

MEAL SERVICE
The School participates in the National School Lunch Program and makes lunches available to students for a fee. Ala carte items are available. Students may also bring their own lunch to school to be eaten in the School's cafeteria. No student may leave school premises during the lunch period without specific written permission from the Principal.

Applications for the School's Free and Reduced-Priced Meal program are distributed to all students. If a student does not receive an application form and believes s/he is eligible, contact the superintendent's secretary.

CAFETERIA RULES
1. Students are issued a lunch number, which they enter on a keypad after they get their lunch.
2. Students are encouraged to put money on their accounts when they arrive in the morning.
3. The full amount of currency or check will be deposited in the student's account unless there is a signed note from the parents to do otherwise. The notes will be kept on file.
4 When entering the cafeteria students are to get into lunch line, purchase their meal and then find a seat.
5. When students have finished eating, they will pick up their trash, throw it away, and return to their seat.
6. If a students' account goes into a negative balance money must be put on the account in order to make the next purchase.
7. All food purchased in the cafeteria must be consumed in the cafeteria. **Students will not be permitted to drink anything but water during the school day. All other drinks should be consumed in the cafeteria.** Students must eat their breakfast at home or in the cafeteria before school.
8. Students that choose to pack their lunch, must also eat that food and drink in the cafeteria. No food or drink is to be brought from home and consumed anywhere but the cafeteria at any time, unless teachers give permission to consume food and drink in their classroom only, (not in common areas other than cafeteria).

SAFETY AND SECURITY
* All visitors must report to the office when they arrive at school.
* All visitors are given and required to wear a building pass while they are in the building.
* Staff are expected to question people in the building whom they do not recognize and who are not wearing a building pass, and to question people who are "hanging around" the building after hours.
* Students and staff are expected to immediately report to a teacher or administrator any suspicious behavior or situation that makes them uncomfortable.
* All outside doors are locked during the school day.
* Portions of the building that will not be needed after the regular school days are closed off.

FIRE, TORNADO, AND SAFETY DRILLS
The School complies with all fire safety laws and will conduct fire drills in accordance with State law. The School conducts tornado drills during the tornado season following procedures prescribed by the State. The alarm system for tornadoes consists of a siren. Teachers will provide specific instructions on how to proceed in the case of fire or tornado and will oversee the safe, prompt, and orderly evacuation of the building in such cases. Safety drills will be conducted once per school year. Teachers will provide specific instruction on the appropriate procedures to follow in situations where students must be secured in their building rather than evacuated. These situations can include a terrorist threat, a person in possession of a deadly weapon on school property, or other acts of violence.

EMERGENCY DISASTER PLANNING

The procedure for the emergency disaster plan is based on the assumption that school personnel are "in loco parentis," that is acting as parents for the students and are charged with taking all reasonable precautions to protect the safety of Wayne Trace Junior High - High School students.

Warning that an emergency exists

The P.A. system will be the primary method of notification of emergency situations other than fire. Fire emergency warnings will be given by the fire alarm.

Procedures

Teachers:

*Are to instruct students within their classrooms at the beginning of each term of the evacuation and shelter area plan.
*Carry class records when each drill is performed; a check to see that all students are present is to be made. Report absentees to the Principal's Office.
*Assign certain individuals for each class period to take care of windows and doors. *Close windows and curtains on south and west side of building. Crack
open windows on the north and east side of building.
*Students should be kept away from windows.
*Keep students relatively quiet so that further instructions can be heard.

Supervisors:

* See that classrooms in their area proceed to designated shelter area.
* Check restrooms, vacant rooms, and special rooms to see that all persons have been notified and have obeyed the disaster warning.
* Report to the Principal when classes are in shelter area for further instruction.

SEVERE WEATHER

Tornado Watch - A severe storm-warning announcement may be made over the P.A. No students are permitted outside.

Tornado Warning – A tornado has been sighted. The following indicates instructions and designates supervisors in the event of an emergency.

Room	Fire	Tornado	Room	Fire	Tornado
Library	1	Media Rm.	JH-HS Office	1	Career Center
200	4	Mens Locker Rm.	201	4	Mens Locker Rm.
202	4	Mens Locker Rm.	203	4	Mens Locker Rm.
205	4	Mens Locker Rm.	206	5	Womens Locker Rm.
207	5	Womens Locker Rm.	208	5	JH Girls Locker Rm.
209	5	JH Girls Locker Rm.	Bd. Of Ed.	7	Conference Rm.
210	5	Art Storage Rm.	JH Gym	8	JH Boys Locker Rm.
211	5	Home Ec. Storage	212	10	Music Storage Rm.
Kitchen	12	Food Storage Rm.	Cafeteria	12	HS Locker Rm.
215	5	Womens Locker Rm.	216	5	Womens Locker Rm.
HS Gym	12	HS Locker Rm.	301	13	Staff Rm.
302	13	Girls Locker Rm.	303	13	Girls Locker Rm.
304	14	Jr/Sr. Hallway	305	14	Jr/Sr. Hallway
306	14	Jr/Sr. Hallway	307	14	Jr/Sr. Hallway
308	14	Jr/Sr. Hallway	309	14	Jr/Sr. Hallway
310	15	Jr/Sr. Hallway	311	15	Jr/Sr. Hallway
312	15	Jr/Sr. Hallway	313	15	Jr/Sr. Hallway
314	16	Ag. Storage Rm.	315	16	Ag. Storage Rm.

INTRUDER THREAT or BOMB THREAT

Procedures
If there is an intruder in the building or a bomb threat is received, the following steps will be taken:
Intruder or Active Shooter in the Building

An announcement will be made to this effect: ***"Lock down, lock down! There is an active shooter in the building in (give location)!"*** Repeat.

What you should do:

If you can evacuate the building, DO IT!
*Run away from the building, using the nearest exit, as quickly as possible to the community rally point, the home stands of the Football Field.
*Call 911
If you cannot evacuate the building take shelter in the nearest office or classroom.
*Lock and barricade your door. Use desks, chairs, book shelves, etc.
*Cover windows in the door.
*Look for alternative escape routes. Are there additional doors in the room? Can you escape through the windows?
*Call 911.
*Set your cell phone to vibrate or silent.
*Stay low to the ground and remain as quiet as possible.
*Do not answer the door for anyone! Law enforcement or an administrator will enter the room or direct you to open the room after the incident is over.
*You may have to take the offensive if the shooter is able to enter your area. Gather weapons (pens, pencils, books, chairs, scissors, anything you can throw) and mentally prepare your attack.
*Position yourself in the room in a location that will allow for the element of surprise if the shooter enters.
If the shooter is able to enter your room:
*Attack in a swarm. Throw objects at the shooter's head. Grab the shooter's arms, legs, and head and take him to the ground using body weight to secure him
*Fight dirty to survive – bite, kick, gouge eyes, etc.
*Call 911 and advise law enforcement the shooter is down. Provide your location and stay on the line.
*Secure the suspect with belts or body weight.
*Move weapons away from the shooter. DO NOT HOLD A WEAPON!
*DO NOT RUN FROM THE ROOM when help arrives. Drop to your knees and raise your hands so that you do not appear threatening to responding law officers.
*Provide first aid to others in the room if needed.

Bomb Threat
An announcement will be made over the P.A. indicating that the building is under an evacuation drill. After the announcement is heard, staff should do the following:

*Check the room for any unusual objects, bags etc.
*Report anything unusual to an administrator.
*Exits posted for fire drills are to be used when evacuating the building unless otherwise notified.
*Teachers are to see that doors and windows are closed, lights are out, and all students are out of the room.
*Take students to the football field.
*Check attendance when you arrive at the proper distance from the building. Report any absences to the principal.
*When it is safe to return to the building, you will be notified.

EMERGENCY CLOSING AND DELAYS
If the School must be closed or the opening delayed because of inclement weather or other conditions, the School will notify radio and/or television stations.

*Parents will be notified of school closings or delays via a pre-recorded telephone/text message delivered to the phone number on file. If your phone number changes, it's your responsibility to please make the

change in the Honeywell system. Information concerning school closings or delays can also be found on the school's website at www.waynetrace.org.

Please do not call the school to inquire about delays or cancellations.

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

PREPAREDNESS FOR TOXIC AND ASBESTOS HAZARDS
The School is concerned for the safety of students and attempts to comply with all Federal and State Laws and Regulations to protect students from hazards that may result from industrial accidents beyond the control of school officials or from the presence of asbestos materials used in previous construction. A copy of the School District's *Preparedness for Toxic Hazard and Asbestos Hazard Policy* and asbestos management plan is available for inspection at the Board offices upon request.

VISITORS
Visitors, particularly parents, are welcome at the School. Visitors must report to the office upon entering the School to sign in and obtain a pass. Any visitor found in the building without signing in and/or having a pass may be reported to the Principal. If a person wishes to confer with a member of the staff, s/he should call for an appointment prior to coming to the School in order to schedule a mutually convenient meeting time.
Students may not bring visitors to school without prior written permission from the Principal.

USE OF THE LIBRARY
The library is available to students throughout the school day. Passes may be obtained from a student's teacher or from the librarian. Books may be checked out for a period of 3 weeks. To check out any other materials, contact the librarian.

USE OF SCHOOL EQUIPMENT AND FACILITIES
Students must receive teacher permission before using any equipment or materials in the classroom. Students must seek permission from the Principal prior to using any other school equipment or facility. Students are responsible for the proper use and protection of any equipment or facility they are permitted to use.

LOST AND FOUND
The lost and found area is in the library. Students who have lost items should check there and may retrieve their items if they give a proper description. Unclaimed items will be given to charity periodically throughout the school year.

USE OF OFFICE TELEPHONES
Office telephones may not be used for personal calls. Except in an emergency, students will not be called to the office to receive a telephone call.

*Telephones are available in the School for students to use when they are not in class. Students are not to use telephones to call parents to receive permission to leave school. Office personnel will initiate all calls on behalf of a student seeking permission to leave school.

USE OF PERSONAL COMMUNICATION DEVICES
"Sexting" is prohibited at any time on school property or at school functions. Sexting is the electronic transmission of sexual messages or pictures, usually through cell phone text messaging. Such conduct not only is potentially dangerous for the involved students, but can lead to unwanted exposure of the messages and images to others, and could result in criminal violations related to the transmission or possession of child pornography. Such conduct will be subject to discipline and possible confiscation of the personal communication device.

ADVERTISING OUTSIDE ACTIVITIES
Students may not post announcements or advertisements for outside activities without receiving prior approval from the Principal or Director of Student & Staff Services.

*The School has tack strips throughout the building that may be used for posting notices after receiving permission.

SECTION II - ACADEMICS

FIELD TRIPS
Field trips are academic activities that are held off school grounds. There are also other trips that are part of the School's co-curricular and extracurricular program. No minor student may participate in any school-sponsored trip without parental consent and a current emergency medical form on file in the office. Medications normally administered at school will be administered while on field trips. The Student Code of Conduct applies to all field trips.

*Attendance rules apply to all field trips.
*While the District encourages students to participate in field trips, alternative assignments will be provided for any student whose parent does not give permission for the student to attend.
*Students who violate school rules may lose the privilege to go on field trips.

GRADES
Wayne Trace JH-HS has a standard grading procedure, as well as additional notations that indicate work in progress or incomplete work. Grades indicate the extent to which the student has acquired and demonstrated the necessary learning. In general, students are assigned grades based upon test results, homework, projects, and classroom participation. Each teacher may place a different emphasis on these areas when determining a grade and will so inform the students at the beginning of the course. If a student is not sure how his/her grade will be determined, s/he should ask the teacher.

The School applies the following grading system:
93 to 100 = A = Excellent achievement
84 to 92 = B = Good achievement
74 to 83 = C = Satisfactory achievement
63 to 73 = D = Minimum-Acceptable achievement
0 to 62 = F = Failure
I = Incomplete
P = Acceptable achievement

GRADE POINT AVERAGE
To calculate a grade point average (G.P.A.), assign a point value to each course grade and divide by the total number of credits. For partial-credit courses use the fractional value of the grade. For example, a half credit course with an earned grade of a C would be .5 x 2 = 1. Then add this to the other grades earned for total points earned. This total is then divided by the total credits earned to determine the G.P.A. This can be done by grading period, semester, year or for a series of school years.

INTERIM REPORTS
The purpose is to inform parents of progress their child is making in classes at the midway point of a grading period. The interim report may be sent home with the student for the parent and student to read and discuss.

GRADING PERIODS
Students will receive a report card at the end of each 9-week period indicating their grades for each course of study for that portion of the academic term.

When a student appears to be at risk of failure, reasonable efforts will be made to notify the parents so they can talk with the teacher about what actions can be taken to improve poor grades.

PROMOTION, ACCELERATION, AND RETENTION
Promotion to the next grade (or level) is based on the following criteria:

A. current level of achievement based on instructional objectives and mandated requirements for the current grade
B. potential for success at the next level
C. emotional, physical, and/or social maturity necessary for a successful learning experience in the next grade

A student may be accelerated (either by whole-grade or by subject area) when his/her performance and measured ability significantly exceeds that of his/her grade level peers. Students can be nominated for acceleration by teachers, administrators, parents, and the student him/herself. Decisions regarding acceleration are based on the following criteria:

A. achievement of grade/course objective and any applicable State-mandated requirements for the grade/course in which the student is currently and any grade(s)/course(s) in the student will skip
B. achievement of instructional objectives for the present grade/course as well as the succeeding one(s)
C. potential for success in the accelerated placement based on sufficient proficiency at current level
D. social, emotional, and physical maturation necessary for success in an accelerated placement

A student may be retained at his/her current grade level based on the following criteria:

A. failure to demonstrate proficiency in Mathematics, Reading, History and/or English.
B. failure to achieve the instructional objectives at the current grade level that are requisite for success at the next grade level
C. scoring at the below basic level on any State-mandated assessment test

A student may be retained if s/he is truant (absent without excuse) for more than ten percent (10%) of the required attendance days of the current school year AND has failed two (2) or more of the required curriculum subject areas in the current grade.

Even if s/he falls in the preceding category, a student may be promoted if the Principal and the teachers of the classes that the student failed agree that the student is academically prepared to be promoted.

GRADUATION REQUIREMENTS

REGULAR DIPLOMA
Normally, students will complete graduation requirements in four (4) years. In order to receive a diploma and graduate, a student must fulfill the requirements of one (1) graduation pathway that has been approved by State law and this Board and must meet the school requirements for basic course-work, and earn the total number of minimum credits. For students enrolled in special education, the criteria for graduation and the extent of participation in the State-mandated assessment tests will be determined by their IEP team.

The valedictorian will be chosen at the end of the first semester, senior year, based upon the highest formula rank. The valedictorian must have been a student at Wayne Trace for at least four semesters during high school.

Specific course requirements are:

English	4 credits	Health & PE	1 credit
Mathematics	4 credits	Science	3 credits
Social Studies	3 credits	Computers I	½ credit
Electives	7 ½ credits		
Total	23 credits		

It is the student's responsibility to maintain contact with his/her Counselor to ensure that his/her graduation requirements are being met. In order to participate in graduation exercises, a senior must have passed all local board of education required subjects, credits, paid all fees, and met all other requirements set forth by the state Board of Education prior to graduation practice.

HONORS DIPLOMA

The Wayne Trace Local School District shall award the Diploma with Honors to any student who has:

1. successfully completed the high school curriculum (i.e., course, credit and other requirements), or completed the student's individual education program;
2. attained at least the applicable scores on the achievement tests required by the State Board of Education for graduation;

3.A completed the academic curriculum and met at least 6 of the following 7 criteria.

a. earn 4 units of Mathematics, which may include Algebra I, Algebra II or equivalent, Geometry, and another higher course or a 4-year sequence of courses which contains equivalent content;
b. earn at least 4 units of Science, including 2 units of Advanced Science;
c. earn 4 units of Social Studies;
d. earn either 3 units of 1 Foreign Language or 2 units each of 2 Foreign Languages
e. earn 1 unit of Fine Arts;
f. maintain an overall high school grade point average of at least 3.5 on a 4-point scale; or
g. obtain a composite score of 27 on the American College Testing Program's (ACT) Tests or an equivalent composite score of 1280 on the Scholastic Assessment Tests (SAT);

3.B completed an intensive career-technical education curriculum and met at least 9 of the following 10 criteria

a. earn 4 units of Mathematics, which will include Algebra I, Algebra II or equivalent, Geometry, and higher level course or a 3 or 4-year sequence of courses which contains equivalent content;
b. earn 4 units of Science, including two (2) advanced sciences;
c. earn 4 units of Social Studies;
d. earn 2 units of one Foreign Language
e. earn 4 units of Career-Technical education program that leads to an industry-recognized credential, apprenticeship, or be part of an articulated career pathway which can lead to postsecondary credit.
f. Maintain an overall high school GPA of at least 3.5 on a 4.0 scale.
g. Obtain a composite score of 27 on the ACT or 1280 on the SAT.
h. Complete a field experience and document the experience in a portfolio specific to the student's area of focus.
i. Develop a comprehensive portfolio of work based on the student's field experience or a topic that is related to the student's area of focus that is reviewed and validated by external experts.
j. Earn an industry-recognized credential or achieve proficiency benchmark for appropriate Ohio Career Technical Competency Assessment or equivalent.

The Ohio Department of Education has also determined criteria for the ARTS Honors Diploma, STEM Honors Diploma and Social Sciences Honors Diploma. You can find that criteria on the ODE website and it is available in the Guidance Office.

EARLY GRADUATION
Students who wish to apply for early graduation should apply to the high school principal prior to May 1 of the student's junior year. Early graduation will be permitted if the student fulfills the graduation requirements and conditions for graduation. Students who choose early graduation may participate in the graduation ceremonies of their designated class.

EDUCATIONAL OPTIONS
Wayne Trace JH-HS provides alternative means by which a student can achieve the goals of the District, as well as his/her personal educational goals.

A list of the approved Educational Options is available in the Guidance Office.

In order to participate in an Educational Option, the student must first submit an application for approval by the Guidance Counselor. Students under the age of 18 may only participate with the written consent of their parent or guardian. Applications are available in the guidance office. Credit will be granted upon the successful completion of an approved program and will be placed on the student's transcript.

Student performance may be evaluated as either pass or fail, or by awarding letter grades.

SCHEDULE CHANGES
Schedule changes will be made only if there is a serious reason to do so. A dislike for a course and/or teacher or a desire to be with friends is not sufficient reason for making a schedule change. If a schedule change is desired, the student and/or parent should discuss the possible changes with the counselor. Students must complete the appropriate schedule change request form found in the Guidance Office. The counselor and/or principal will make the final decision on any requested change. Any schedule changes made after the 15th day of school will result in a failing grade in the course that is dropped.

COLLEGE CREDIT ENROLLMENT
Any student in grades 7 through 12 may enroll in a College Credit Plus program provided s/he meets the requirements established by law, the college, and by the District. A student may be denied high school credit for any portions of or for the entire class if taken during a period of expulsion. Student participation requires a signed intent to participate by April 1st of the prior school year and attendance in counseling services offered with this educational option. Any interested student should contact the School Counselor.

RECOGNITION OF STUDENT ACHIEVEMENT
Students who display significant achievements during the course of the year are recognized for their accomplishments. Areas that may merit recognition include, but are not limited to, academics, athletics, performing arts, citizenship, and volunteerism. Recognition for such activities is initiated by the staff and coordinated by the School Counselor.

HONOR ROLL
The honor roll will be published at the end of each nine week grading period. All classes count toward the honor roll. Students eligible for the Wayne Trace Honor Roll are to meet the following guidelines: First Honors (3.67 – 4.0); Second Honors (3.34 – 3.66); Third Honors (3.0 – 3.33). Students eligible for the Wayne Trace Academic Letter awards must meet the following cumulative GPA: Freshman: 3.8; Sophomore: 3.6; Junior: 3.4 and Senior: 3.2.

ATHLETIC AWARDS
Requirements for athletic awards are developed by each head coach with the approval of the Athletic Director. Student athletes interested in such awards should consult with the appropriate coach.

HOMEWORK
Homework is a very valuable tool in the educational process. It should be a continuation of the instruction given during class time. Some different types of homework assignments are:

1. Long range assignment
2. Short range assignment
3. Outlining - note taking - research

Each teacher should take time to explain the assignment thoroughly and encourage questions for a clear understanding. The assignment and explanation might very well be the most important time spent in class because it can encourage independent study. Neatness, completeness, accuracy, and punctuality are to be encouraged.

PARENT/TEACHER CONFERENCES
Parents may make appointments for conferences with teachers, the counselor, or the principal by telephoning the school offices at either 419-399-4100.

PARKING
Students are to park in assigned parking areas. They may not park in the front row, nearest the building. This is for staff only. Students will enter and leave the parking lot in a safe, orderly manner. Cars are to be parked in straight rows. Students who do not follow these guidelines may be refused the right to bring their car onto Wayne Trace property. Cars parked on Wayne Trace property are subject to search when suspicion exists. This means that the reasonable suspicion to conduct a search could turn up evidence that the student has violated or is violating the laws and or the rules of the school.

PARKING FOR VANTAGE STUDENTS
The vocational school is an extension of Wayne Trace High School and has programs for students in their Junior and Senior years. These students must abide by the same rules and regulations that apply to all Wayne Trace students.
If you miss the vocational school bus, you are responsible for your own transportation unless the school was at fault. You are not permitted on home school property during the school day unless you have specific permission. **If you drive to Wayne Trace, your car must be parked in the Northern-most row of the Northeast parking lot near the intersection of Road 60 and US 127.**

PICTURES
Seniors must have their photo taken by the school-contracted photographer in order for their photo to appear on the class composite that will be hung in the school.

RENAISSANCE
The Renaissance Program recognizes students who achieve academic excellence. Card holders are entitled to perks with area businesses and within the school. Students with all A's for the nine weeks may apply for a gold card. Students with all A's and B's may apply for a red card. Students who show academic improvement in three subject areas may apply for a blue card
Junior high students are eligible and can receive Renaissance cards.

SEMESTER EXAMS
Exams will be given to high school students at the end of each semester. Exam schedules and rules are handed out to students prior to semester and final exams. Semester Exams will count for 20% of the Semester grade.

STUDENT COUNCIL
The student council meets once a month to hear concerns of students and to coordinate student activities at Wayne Trace. The council will investigate students' concerns and recommend action to the appropriate school personnel. Become familiar with your class and organization representatives. Use them as your voice in student government and to affect positive change.

STUDENT OF THE MONTH
At the end of each month, students are nominated for "Student of the Month" honors by their teachers. The selection is based upon the student's respect for the classroom atmosphere and the student's academic achievement for the past month.

STUDENT AIDES
Juniors and Seniors are eligible to be a Teacher's Aide during their study hall period, so long as they have no D's or F's on their most recent grade card. Aide forms must be completed and filed with the office. **No more than one aide per teacher per period will be permitted.**

TEXTBOOKS
All textbooks are the property of the Wayne Trace Board of Education. The student is responsible for his/her own textbooks. Loss or unreasonable damages will result in fines. Students must write their name in ink inside each textbook cover. Students are encouraged to cover all textbooks with book covers.

VISITORS
Visitors are not allowed in the building during the school day without an appointment, this includes former-students. This includes younger brothers, sisters, and children.

LIBRARY
1. The library is open from 7:45 in the morning until the end of the school day.
2. Students can use the library for the following activities; Checking out and/or returning books; reading; research and/or typing on the computers.
3. Every student must have their handbook signed by a teacher before they will be permitted to use the library. The handbook should be signed prior to the period.
4. Teachers who want to take an entire class to the library must give the librarian prior notice.
5. The card catalog for the Wayne Trace library is online; if help is needed please ask for the librarian or library aide.
6. The library has an online research database available for student and staff use.
7. Books may be checked out for three weeks at a time.
8. If you are late returning your books you will be charged 5 cents a day as a late fee.
9. All students will work quietly while in the library.

LOCKS, LOCKERS, AND SCHOOL-ISSUED BACKPACKS
Lockers are the property of the school; therefore, there should be no expectation of privacy for materials stored within lockers. Students are responsible for its cleanliness inside and out. Lockers should not have clothing, books, paper, or any other materials sticking outside of the locker. ***Teachers and students will NOT be permitted to tape any items on the exterior of any lockers. Any and all spirit signs posted on lockers must be done so with soft magnets so as not to scratch the locker's surface***. Students are responsible for damage to or loss of textbooks, notebooks and other items in their locker. ***Locks are provided to students for their lockers. If a student places their own lock on their locker an extra key or the combination must be brought to the office.***
The administration has the authorization to search lockers and school-issued backpacks and the contents within, when there are reasonable grounds for suspecting that the search will turn up evidence that the student has violated or is violating the laws or the rules of the school. Reasonable grounds also exist when there is suspicion that a locker contains items detrimental to the health and welfare of students and staff of Wayne Trace Schools.

BOOK BAGS
Book bags are not permitted in the classrooms at Wayne Trace High School. Students are only permitted to carry them to and from their lockers at the start and end of each school day. All book bags are to be kept in the lockers throughout the school day.

WORK RELEASE FORMS
Students may pick up these forms in the high school office or guidance office. Conditions are:
1. The student must be a senior.
2. The student must be enrolled in five classes.
3. The work release must be for a job which is correlated to a vocational program at Wayne Trace High School.
4. The student must meet grade and attendance requirements as stated on the work release form.

STUDENT ASSESSMENT
Unless exempted, each student must pass all portions of the State-mandated assessment test as a requirement for graduation. The test will be administered twice a year until the student passes all parts of the test. Students are only required to retake those parts of the test they have not yet passed. While the School District does schedule make-up dates for testing, students should avoid unnecessary absences.

Additional group tests are given to students to monitor progress and determine educational mastery levels. These tests help the staff determine instructional needs. Classroom tests are given to assess student progress and assign grades. These are selected or prepared by teachers to assess student achievement on specific objectives. Career and interest surveys may be given to identify particular areas of student interests or talent. These are often given by the guidance staff. College entrance testing information can be obtained from the Guidance Office.

PUBLIC SCHOOL CHOICE OPTIONS
The No Child Left Behind Act of 2001 provides that parents/guardians of students enrolled in a Title I school in the District the first year following the building's identification as being in “School Improvement” have the right to transfer their children to another school in the District, provided there is a school that provides instruction at the students’ grade level(s) and such school has not been identified as being in the process of school improvement, corrective action, or restructuring. However, if there is not another school in the District offering instruction at the students’ grade level(s) that has not been identified as needing improvement, the Superintendent will contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Supplemental Education Services (SES) will also be offered to students in any school no later than the first year following the building's identification as being in "School Improvement", regardless of whether a transfer option is available.

Additionally, if a school within the District has been designated as “persistently dangerous” as defined by State law, students have the right to transfer to another “safe” school in the District. If there is not another “safe” school in the District providing instruction at the students’ grade level(s), the Superintendent may contact neighboring districts and request that they permit students to transfer to a school in one of those districts. Further, if a student is a victim of a violent crime on school property, s/he also has the right to transfer to another school in the District. If there is not another school in the District providing instruction at the student’s grade level, the Superintendent may contact neighboring districts and request that they permit that student to transfer to a school in one of those districts providing instruction at the student’s grade level.

SECTION III - STUDENT ACTIVITIES

SCHOOL-SPONSORED CLUBS AND ACTIVITIES
Wayne Trace JH-HS provides students the opportunity to broaden their learning through curricular-related activities. A curricular-related activity may be taken for credit, required for a particular course, and/or contain school subject matter.

The Board authorizes the following student groups that are sponsored by a staff member.

*****Extra-curricular activities do not reflect the School curriculum, but are made available to students to allow them to pursue additional worthwhile activities such as recreational sports, drama, and the like.

*All students are permitted to participate in the activities of their choosing, as long as they meet the eligibility requirements. Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

NON SCHOOL-SPONSORED CLUBS AND ACTIVITIES

Non-school-sponsored student groups may meet in the school building during non-instructional hours. The application for permission to use school facilities can be obtained from the Principal. The applicant must verify that the activity is being initiated by students, that attendance is voluntary, that no school staff person is actively involved in the event, that the event will not interfere with school activities, and that non-school persons do not play a regular role in the meeting. All school rules relating to student conduct and equal opportunity to participate apply to such activities.

Membership in any fraternity, sorority, or other secret society as proscribed by law is not permitted. All groups must comply with School rules and must provide equal opportunity to participate.

No non-district-sponsored organization may use the name of the school or school mascot on any materials or information.

ATHLETICS

Wayne Trace JH-HS provides a variety of athletic activities in which students may participate provided they meet eligibility requirements established by the Board and by the Ohio High School Athletic Association (OHSAA). Participation in these activities is a privilege and not a right, and students may be prohibited from all or part of their participation in such activities by authorized school personnel without further notice, hearing and/or appeal rights in accordance with Board Policy 5610.05.

EXTRACURRICULAR ACTIVITY CODE RIGHTS AND RESPONSIBILITIES

Wayne Trace Jr./Sr. High School students have a variety of extracurricular organizations and athletic activities to which they may become active participants. Students will obey all school rules, regulations, and other specific regulations that may apply to particular programs. Involvement in extracurricular activities is a privilege, not a right.

CODE: A violation of any of the following rules may result in denial of participation in athletic sport or extracurricular activity.

1. All school rules apply as stated elsewhere in the Student Handbook.
2. Suspension or expulsion from school includes the same from athletic or extracurricular activities.
3. Students absent for more than 4 periods of the school day may not participate in any extra-curricular activity unless excused by the administration for:
    A. Routine doctor appointment with written permission to participate from the attending physician;
    B. Attendance at a funeral;
    C. School business;
    D. Absences approved in advance such as college visitations;
    E. Other good and just causes as determined by the principal.
4. An athletic team member who quits one sport may not participate in another interscholastic sport until the current season of the sport which he quit comes to an end. If mutual consent by coaches/advisors is that switching sports is in the best interest of the student, an exception is possible.
5. Denial of participation from a sport shall cause a student to be ineligible for participation in other sporting activities during that season.
6. An athletic season begins on the official date for practice as prescribed by the OHSAA and ends when all forms of competition and coaching ends.
7. Eligibility is determined by the Ohio school district of residence of parent(s)/guardian. When there has been a change of custody, the student must reside in the same school district with the legal guardian.

8. If a student transfers after the first day of the student's ninth grade year from a non-public to a public school, from a public to a public school, or from a non-public to a non-public school, the student will be ineligible for one year from the date of enrollment. See OHSAA Bylaw 4-7-2 for exceptions. Always check with our school Principal or Athletic Director before you change schools to determine whether it will affect your eligibility.
9. Grades 9-12: Nineteen (19) years of age prior to August 1, declares a student ineligible that school year. This includes ineligibility for participation in contests prior to the opening of that school year.
Grades 7-8: Fifteen (15) years of age prior to August 1, declares a student ineligible that school year. A student who is fifteen years of age prior to August 1 is eligible to participate in athletics in grades 9-12. The Principal should be consulted for procedures to follow.
10. Athletes may receive an award or merchandise as a result of participation in interscholastic athletics from any source (school or non-school), provided the value does not exceed $200.00 per award or merchandise.
11. Athletes in all OHSAA recognized sports are subject to instructional program regulations. These include:

A. An athlete may have no contact in an instructional program with the school coaching staff except during the season of the sport or for 10 days from June 1-July 31.

B. Camps. Clinics, workshops, etc., that involve team play may be attended from June 1-July 31 only. Team play is defined as any activity of individuals with more than one player.

C. Individual skill instruction may be received at any time in individual or group lessons.

D. There is no limit on the number of players from the same school participating on the same team from June 1-July 31.

E. Members of a football squad may play in non-contact football contests and attend non-contact team football camps from June 1 – July 31. Football helmets and shoes may be worn.

F. A student who has used anabolic steroids or other performance enhancing drugs is ineligible for interscholastic competition until such time as medical evidence can be presented that the student's system is free of anabolic steroids or other performance enhancing drugs.

NON-INTERSCHOLASTIC PARTICIPATION

Bylaw 10-3-3 allows athletes to participate in non-interscholastic competition **prior to** and **after the school season** during the school year under the following conditions:
A. The number of players from the same school squad (roster) is limited to:

Volleyball	3
Football	5
Basketball	2
Baseball & Softball	4

This rule is not in effect from June 1 to July 31. Football squad members are prohibited from non-interscholastic participation **except** from June 1 – July 31.

A. Player may continue to play with a non-interscholastic team in a national qualifying tournament after July 31 until the team is eliminated, but no later than Labor Day.
B. During the school year, outside the school's sport season, an athlete may try out, practice, and compete in a non-interscholastic program **except in football**.
C. Participation in a non-interscholastic contest while a member of a school squad in the same sport is **PROHIBITED**. An athlete becomes a member of a school squad by participating in an interscholastic contest (scrimmage, preview, or regular season contest).
D. An athlete may have no contact with the school coaching staff in a non-interscholastic program except for the 10 days of instruction from June 1 – July 31.

PENALTY: The penalty for violation during the school season for any athlete is ineligibility for the remainder of the school season. The maximum penalty for violation of the out-of-season regulations for any athlete, except a senior, is ineligibility for the ensuing season; for a senior, ineligibility for the remainder of the school year.

ATHLETIC ELIGIBILITY

The student athlete's eligibility is based on the passing of subjects the preceding grading period that will earn the student a minimum of five (5) credits toward graduation per year. This will be determined five (5) days after the end of the nine weeks.

ATHLETIC TRAINING RULES

Athletic Pledge and/or training rules are established for the good of athletes and to ensure the integrity of our athletic program. Student athletes in every sport must adhere to the pledge throughout the entire school year. Athletic training rules are in effect 365 days per year. This means, for example, a student who participates in a spring sport is caught possessing or abusing drugs and/or alcohol during the fall months, he/she must first serve his/her suspension before participating in any interscholastic contest and/or scrimmage.

A. Athletes must obey all rules in the student behavior code in the student handbook.

B. At no time should a student who is a participant smoke, drink alcohol beverages, or take drugs, except with a doctor's permission. Neither shall he/she be in possession of these materials.

First Offense--Suspension from 20% of the games or events of the sports season.

Second Offense--Suspension from participation in all athletics for a period of one calendar year. (A calendar year shall begin the first day that a suspension takes place.)

1. If the student is a senior and commits a second offense, he/she shall be denied participation for the rest of his/her senior year.
2. If the student is not a senior, the one-year suspension shall be effective.

Special Situations--

1. Student is a non-senior and commits his/her first offense just prior to the end of a sports season, precluding the 20% suspension from being implemented. Remedy: Whatever suspension is due or remaining must be served in the very next sport in which a student participates. (The 20% suspension/number of contest applies to the sport in which the student was participating when the offense was committed.)
2. Student is a senior and commits his/her first offense just prior to the end of a sports season, precluding the 20% suspension from being fully implemented. Remedy: Senior athlete will forfeit all awards in that sport. Students will serve the 20% suspension from all sports activities if he/she chooses to participate in any sports for the remainder of his/her career at Wayne Trace.
3. Student is a senior and commits his second offense. Remedy: One-year suspension applies; barring unusual circumstances, the student is most likely banned from any further participation in athletics at Wayne Trace.
4. Student is a non-senior and commits his second offense. Remedy: Principal's discretion as to whether suspension is to be served in the very next sport or in the same sport the following year. (Principal's discretion is required to ensure that student is not simply going out for a sport to circumvent a suspension in what could be the student's preferred sport the following school year.)
5. Student is a non-senior and commits a third offense during his/her career at Wayne Trace. Remedy: Principal has the right to call a meeting of the Athletic Council to determine what might be in the best interests of the student and the sports program. Majority vote of Athletic Council members can deny any further participation in Wayne Trace Athletics for the remaining years of a student's career.

C. Any athlete that is adjudicated or convicted of a misdemeanor in a court of law may be suspended from participation in one or more athletic contests. Any athlete who is convicted of a felony in a court of law may be suspended from participation in athletics for a period of one calendar year.

D. Any use or possession of drugs, tobacco, or alcohol on the day of a game or contest will result in immediate expulsion from the team and forfeiture of all awards in that sport.

E. Any student/athlete who is suspended from school, either in or out of school, may be determined ineligible for practice or participation in a contest during the time of suspension.

F. Any athlete who displays conduct unbecoming of a Wayne Trace student/athlete may be suspended from participation in one or more athletic contests.

STUDENT EMPLOYMENT
It is recommended that students not take jobs outside of school that could interfere with their success in school. If a student elects to maintain a job in addition to going to school, s/he must first contact his/her counselor to discuss any legal requirements and to obtain any required documents.

STUDENT ATTENDANCE AT SCHOOL EVENTS
Students are encouraged to attend as many after school events as possible, without interfering with their school work and home activities. Enthusiastic spectators help to build school spirit and encourage those students participating in the event.

It is strongly advised that students attending evening events as nonparticipants be accompanied by a parent or adult chaperone. The Board is not responsible for supervising unaccompanied students nor will it be responsible for students who arrive without an adult chaperone.

SECTION IV - STUDENT CONDUCT

ATTENDANCE

School Attendance Policy

Regular attendance is a significant student responsibility at all grade levels. Many studies correlate regular attendance with success in school. Regular attendance means that the academic learning process is not interrupted, less time is spent on make-up assignments, and students benefit from participation and interaction with others in class. Many important lessons are learned through active participation in classroom and other school activities that cannot be replaced by individual study.

***The school administration has the right to determine whether an absence is excused or not.**
****Students earning 45 hours (7 days) or more absences, during a semester, <u>may</u> be denied credit.**

*Any student, without written medical authorization, shall not miss more than seven (7) class periods (in one subject) per semester. If a student should be absent on the 8th day of any semester without reasons listed below they may be denied credit for those courses taken during that quarter.
a. After a student has five (5) unexcused absences in a semester, the parent shall be notified by 1st class mail with a copy of the attendance policy.

b. After a student has eight (8) unexcused days, the parent shall be notified by 1st class mail with a copy of the attendance policy, a conference may be suggested for the parents and the student to attend, the possibility of him/her not passing the semester, and the juvenile court attendance officer may be notified.

c. After a student has missed eleven (11) unexcused days in a semester, a conference will be held for the parent(s) and student to inform them that credit may be denied for the course due to accumulated absences. The student will be informed that s/he shall remain in class and shall be required to complete all assigned class work. A notification of this meeting will be sent to the juvenile court attendance officer.

d. The parent may appeal the decision of the Superintendent to the Board of Education. Reasons for exemptions:

(1). Religious observations.
(2). Attendance at funeral.
(3). Medical verification by treating physician.
(4). Pre-arrangement with Principal.

*An absence from school will be considered unexcused if a call is not made by the parents or a note is not turned in to the office after the student returns to school.
*Students returning to school after being absent will bring a dated note from parent or legal guardian. Include on the absence note: student's first and last name and grade, date of the absence, and reason for absence.
*If requesting an excused absence for some future date, students must bring in a note prior to the absence so arrangements can be made. If a student knows he/she will be missing school for the purpose of family vacation or college visit, that student must fill out an Advance Notice of Absence form. The completed and signed form is due to the office 3 days before the planned absence.

According to Section 3301-51-13 of the Ohio Revised Code, students may only be <u>excused</u> for the following reasons:
A. Personal illness. The approving authority may require the certificate of a physician if he deems it advisable.
B. Illness in the family. The absence under this condition may not apply to children under fourteen years of age.
C. Quarantine of the home. The absence of a child from school under this condition is limited to the length of quarantine as fixed by the proper health officials.
D. Death of a Relative. The absence arising from this condition is limited to a period of three days unless a reasonable cause may be shown by the applicant child for a longer absence.
E. Absence of parents or guardians. Any absence arising because of this condition may not extend for a period longer than that for which the parents or guardians were absent.
F. Observance of religious holidays. Any child of any religious faith may be excused if his absence was for the purpose of observing a religious holiday consistent with his creed or belief.
G. Emergency or set of circumstances which in the judgment of the superintendent of schools constitutes a good and sufficient cause for absence from school.
H. Anytime a student has to be absent to receive a scholastic or honorary award.

Truancy
Unexcused absence from school (truancy) is not acceptable. Students who are truant will receive no credit for school work that is missed. A student will be considered *<u>"habitually truant"</u>* if the student is absent without a legitimate excuse for ***thirty (30)*** or more consecutive hours, for ***forty-two* (42)** or more hours in a month, or ***seventy-two (72)*** or more hours in one school year.

If a student is ***habitually truant*** and the student's parent fails to correct the student's attendance, a complaint will be filed with the Judge of the Juvenile Court in compliance with State law and Board Policy 5200.

Notification of Absence
If a student will be absent, the parents must notify the School at 419-399-4100 Ext: 200 by 8:00 am and provide an explanation. If prior contact is not possible, the parents should provide a written excuse as soon as possible after the student's absence. When no excuse is provided, the absence will be unexcused and the student will be identified as truant for that school day. If the offered excuse for a student's absence is questionable or if the number of student absences is excessive, the school staff will notify the parents of the need for improvement in the student's attendance.
A skipped class or part of the school day will be identified as an unexcused absence and students will not be permitted to make-up missed class work. The student will also be subject to disciplinary action.

Students with a health condition that causes repeated absences must provide the administration with an explanation of the condition from a registered physician.

Homebound Instruction
The School may arrange for individual instruction at home for students who are unable to attend school because of an accident, illness, or disability. Such instruction may be arranged upon receipt of documentation of the student's condition from a physician. For more information, contact the Principal.

Make-up of Tests and Other School Work
Students who are absent from school shall be given the opportunity to make-up missed work. The student should contact his/her teacher as soon as possible to obtain assignments.

*The number of days for completion of make-up work will be equivalent to the number of excused days of absence.

*If a student misses a teacher's test due to an absence, s/he should make arrangements with the teacher to take the test at another time. If s/he misses a State-mandated assessment test or other standardized test, the student should consult with the Principal to arrange for administration of the test at another time.

Unexcused Absences
Any student who is absent from school for all or any part of the day without a legitimate excuse shall be considered truant and the student and his/her parents shall be subject to the truancy laws of the State.

If a student under the age of 18, has ***thirty (30)*** or more consecutive hours, for ***forty-two (42)*** or more hours in a month, or ***seventy-two (72)*** or more hours in one school year, s/he will be considered habitually absent and will be reported to the Judge of the Juvenile Court and to the Bureau of Motor Vehicles for suspension of his/her driver's license, if appropriate, as a result of this excessive absences.

Tardiness:
Students who are tardy to school must report to the office. Tardies are documented in the Principal's office per semester. The consequence for the first tardy is a verbal warning. Additional tardies will result in a lunch detention, after or before school detention, in-school assignment or Saturday school. Any tardiness to other classes during the day will be handled by the teachers involved. Students who have a chronic problem with tardiness are subject to more stringent disciplinary action.

Tardiness to School
*Students arriving late to school must sign in at the high school office.

1st Tardy	Warning
2nd Tardy	15 Minute Detention
3rd Tardy	After School Detention
4th Tardy	After School Detention
5th Tardy	In School Assignment

*Subsequent tardies will be handled at the discretion of the administration.

*Suspension of temporary driver's permit and/or driver's license may result from students:
a. Of compulsory school age withdrawing from school.
b. Habitually absent without legitimate excuse.
c. Expelled or suspended for use or possession of alcohol or drugs.

Tardiness to Class
*Students arriving late to class will be reported to the office.

1st Tardy	Warning
2nd Tardy	15 Minute Detention
3rd Tardy	After School Detention
4th Tardy	After School Detention
5th Tardy	In School Assignment

*Subsequent tardies to class will be handled at the discretion of the administration.

Vacations During the School Year
It is recommended that parents not take their child out of school for vacations. When a family vacation must be scheduled during the school year, the parents should discuss the matter with the Principal to make necessary arrangements. It may be possible for the student to receive certain assignments that may be completed during the trip. (Please keep in mind that days missed for vacation are NOT excused in terms of semester attendance policy.)

Adult Students
Any student 18 or older must follow the Wayne Trace School District attendance policy as stated in this handbook.

CODE OF CONDUCT
A major component of the educational program at Wayne Trace JH-HS is to prepare students to become responsible citizens by learning how to conduct themselves properly and in accordance with established standards. Students are expected to behave in accordance with Federal, State and local laws and rules and Board policies and Administrative Guidelines, and in a way that respects the rights and safety of others. Staff will take corrective action to discipline a student and/or to modify the student's behavior when a student's behavior does not fall within these parameters.

STUDENT DISCIPLINE CODE

Each of the behaviors and/or types of misconduct described below are prohibited and may subject the student to disciplinary action including, but not limited to, student conference, parent/guardian notification, parent/guardian conference, detention, in-school discipline, suspension and/or expulsion from school. Furthermore, any criminal acts committed at or related to the School will be reported to law enforcement officials as well as disciplined at school. Certain criminal acts may result in permanent exclusion from school.

Rule 1: **Unsupervised Students:** Students are not to be in the school unsupervised. The school building opens at 7:30am, students are not permitted in the building until this time. The school day ends at 3:00; all students are to exit the building at this time. The only exception being, those students with an extra-curricular activity beginning immediately after school. Students are not permitted to wait in the building for their activity, if their activity does not start immediately following the school day. If ever a student should find themselves unsupervised in the building, he/she should sit quietly in the cafeteria until their coach/advisor arrives.

Rule 2: Possession/Use of Drugs and/or Alcohol: Possessing, using, transmitting or concealing, showing evidence of or being under the influence of any alcoholic beverage, controlled substance including, but not limited to, narcotics, mood altering drugs, counterfeit controlled substances, look-alikes, over the counter stimulants or depressants, anabolic steroids, or drug related paraphernalia.

If a building principal has a reasonable individualized suspicion of drug or alcohol use, s/he may request the student in question to submit to any appropriate testing, including but not limited to, a breathalyzer test or urinalysis. In such circumstances, the student will be taken to a private administrative or instructional area on school property for such testing with at least one other member of the teaching or administrative staff present as a witness to the test. If a student refuses to take the test, s/he will be advised that such denial leaves the observed evidence of alcohol or drug use unrefuted thus leading to possible disciplinary action. The student will then be given a second opportunity to take the test.

Rule 3: Possession/Use of Tobacco: Possession, consumption, distribution, purchase or attempt to purchase, and/or use of tobacco products or electronic cigarettes or similar devices in school, on school grounds, on school buses, in Board-owned vehicles, within any indoor facility owned or leased or contracted for by the Board, and at any interscholastic competition, extra-curricular event, or other school sponsored event. Tobacco products include, but are not limited to cigarettes, cigars, pipe tobacco, chewing tobacco, snuff or any other matter or substance that contains tobacco. The term “tobacco”

includes any product that contains tobacco, is derived from tobacco, contains nicotine, or e-cigarettes and other electronic smoking devices (including but not limited to "JUULs"), but does not include any cessation product approved by the United States Food and Drug Administration for use as a medical treatment to reduce or eliminate nicotine or tobacco dependence. Smoking of electronic, "vapor", other substitute forms of cigarettes, or clove cigarettes is also prohibited.

First Offense: A minimum of 3 days in-school or out-of-school suspension (subject to the discretion of the building administrator).

Subsequent Offenses: A minimum of five days of in-school/out-of-school suspension subject to the discretion of the building administrator. A waiver of up to 2 days may be granted subject to student enrollment in a tobacco rehabilitation program approved by the building administrator. The tobacco products rules may apply to all students enrolled at Wayne Trace Local Schools, regardless of age.

Rule 4: **Use and/or Possession of a Firearm**: Bringing a firearm (as defined in the Federal Gun-Free Schools Act of 1994) onto school property or to any school-sponsored activity, competition, program, or event, regardless of where it occurs, will result in a mandatory one (1) year expulsion under Ohio law. This expulsion may be reduced on a case-by-case basis by the Superintendent using the guideline(s) set forth in Board Policy.

Firearm is defined as any weapon (including a starter gun) that will or is designed to or may readily be converted to expel a projectile by the action of an explosive; the frame or receiver of any such weapon; any firearm muffler or firearm silencer; or any destructive device (as defined in the Federal Gun-Free Schools Act of 1994). Firearms include any unloaded firearm and any firearm that is inoperable but that can be readily operated.

Students are prohibited from knowingly possessing an object on school premises, in a school or a school building, at a school activity or on a school bus that is indistinguishable from a firearm, whether or not the object is capable of being fired, and indicating they are in possession of such an object and that it is a firearm or knowingly displaying or brandishing the object and indicating it is a firearm.

Rule 5: **Use and/or Possession of a Weapon**: A weapon is any device that may be used for offensive or defensive purpose, including but not limited to conventional objects such as guns, pellet guns, knives, or club type implements. It may also include any toy that is presented as a real weapon or reacted to as a real weapon. Possession and/or use of a weapon may subject a student to expulsion and possible permanent exclusion.

A knife is defined as any cutting instrument consisting of a sharp blade fastened to a handle, a razor blade or any similar device that is used for, or is readily capable of causing death or serious bodily injury.

Pocket knives with a blade of less than two and one-half (2 1/2) inches are acceptable ONLY with the prior approval of the student's parents and teachers.

Rule 6: **Use of an Object as a Weapon:** Any object that is used to threaten, harm, or harass another may be considered a weapon. This includes but is not limited to padlocks, pens, pencils, laser pointers, and jewelry.

Rule 7: **Knowledge of Dangerous Weapons or Threats of Violence:** Because the Board believes that students, staff members, and visitors are entitled to function in a safe school environment, students are required to report knowledge of dangerous weapons or threats of violence to the Principal. Failure to report such knowledge may subject the student to discipline.

Rule 8: **Arson:** Intentional or purposeful destruction or damage to school or district buildings or property by means of fire. Anything, such as fire, that endangers school property and its occupants will not be tolerated. Arson is a felony.

Rule 9: Physically Assaulting a Staff Member/Student/Person Associated with the District: Acting with intent to cause fear in another person of immediate bodily harm or death, or intentionally bullying, inflicting or attempting to inflict bodily harm upon another person. Physical assault of a staff member, student, or other person associated with the District, regardless of whether it causes injury, will not be tolerated. Any intentional, harmful or potentially harmful physical contact or bullying initiated by a student against a staff member will be considered to be assault. Assault may result in criminal charges and may subject the student to expulsion.

Rule 10: Verbally Threatening (either orally, in writing or otherwise expressed) a Staff Member/Student/Person Associated with the District: Any oral or written statement or otherwise expressed action that a staff member, student, or other person associated with the District reasonably feels to be a threat will be considered a verbal assault. Profanity directed toward a staff member in a threatening tone may also be considered a verbal assault. Confrontation with a student or staff member that bullies, intimidates, or causes fear of bodily harm or death is also prohibited.

Rule 11: Misconduct Against a School Official or Employee, or the Property of such a Person, Regardless of Where it Occurs: The Board prohibits misconduct committed by a student against a school official or employee, including, but not limited to, harassment (of any type), vandalization, assault (verbal and/or physical), and destruction of property.

Rule 12: Misconduct off School Grounds: Students may be subject to discipline for their misconduct even when it occurs off school property when the misconduct is connected to activities or incidents that occurred on property owned or controlled by the District. Misconduct is defined as any violation of the Student Discipline Code.

Rule 13: Extortion: Extortion is the use of threat, intimidation, force, or deception to take, or receive something from someone else. Extortion is against the law.

Rule 14: Gambling: Gambling (i.e., playing a game of chance for stakes) includes casual betting, betting pools, organized-sports betting, and any other form of wagering. Students who bet on any school activity in which they are involved may also be banned from that school activity.

Rule 15: Falsification of School Work, Identification, Forgery: Falsifying signatures or data, or refusing to give proper identification or giving false information to a staff member. This prohibition includes, but is not limited to, forgery of hall/bus passes and excuses, as well as use of false I.D.'s. **Plagiarism** and **cheating** are also forms of falsification and will subject the student to academic penalties as well as disciplinary action.

Rule 16: Bomb Threats, and Other False Alarms and Reports: Making a bomb threat (i.e., intentionally giving a false alarm of a bomb) against a school building or any premises at which a school activity is being held at the time the threat is made may result in expulsion for a period of up to one (1) school year. Additionally, intentionally giving a false alarm of a fire, or tampering or interfering with any fire alarm is prohibited. It should be remembered that false emergency alarms or reports endanger the safety forces that are responding to the alarm/report, the citizens of the community, and the persons in the building. What may seem like a prank, is a dangerous stunt that is against the law and will subject the student to disciplinary action.

Rule 17: Terroristic Threat: Threatening, directly or indirectly, to commit a crime of violence with the purpose to terrorize another or with reckless disregard of the risk of causing terror in another.

Rule 18: Possession and/or Use of Explosives and/or Fireworks: Possessing or using any compound or mixture, the primary or common purpose of which is to function by explosion, with substantially instantaneous release of gas and heat (including, but not limited to explosives and chemical-reaction objects such as smoke bombs and poppers). Additionally, possessing or offering for sale any substance, combination of substances or article prepared to produce a visible and/or audible effect by combustion, explosion, deflagration or detonation.

Rule 19: **Trespassing:** Although schools are public facilities, the law allows the Board to restrict access to school property. Being present in any Board-owned facility or portion of a Board-owned facility when it is closed to the public or when the student does not have the authorization to be there, or unauthorized presence in a Board owned vehicle; or unauthorized access or activity in a Board-owned computer, into district, school or staff computer files, into a school or district file server, or into the Network. When a student has been removed, suspended, expelled, or permanently excluded from school, the student is prohibited from being present on school property without authorization of the principal.

Rule 20: **Theft, or Knowingly Receiving or Possessing Stolen Property:** Unauthorized taking of property of another person or receiving or possessing such property. Students caught stealing will be disciplined and may be reported to law enforcement officials. The School is not responsible for personal property.

Rule 21: **Insubordination:** Students are expected to comply with the reasonable directions of staff. Willful refusal or failure to follow or comply with an appropriate direction given by a staff member, or acting in defiance of staff members.

Rule 22: **Damaging Property (Vandalism):** Defacing, cutting, or otherwise damaging property that belongs to the school, district, other students, employees or others and disregard for school property.

Rule 23: **Persistent Absence or Tardiness:** Attendance laws require students to be in school all day or to have a legitimate excuse for their absence. Penalties for unexcused absences can range from detention to a referral to court and/or revocation of the student's driver's license.

Rule 24: **Unauthorized Use of School or Private Property:** Students must obtain permission to use any school property or any private property located on school premises. Any unauthorized use of school property, or private property located on school premises, shall be subject to disciplinary action.

Rule 25: **Refusing to Accept Discipline:** Students failing to comply with disciplinary penalties may face enhanced penalties for such action.

Rule 26: **Aiding or Abetting Violation of School Rules:** Assisting other students in the violation of any school rule. Students are expected to resist peer pressure and exercise sound decision making regarding their behavior.

Rule 27: **Displays of Affection/Sexual Activities:** Affection between students is personal and not meant for public display. This includes touching, petting, or any other contact that may be considered sexual in nature. Sexual activity of any nature is prohibited and will result in disciplinary action.

Rule 28: **Possession of Electronic Equipment:** The School will supply any electronic equipment or devices necessary for participation in the educational program. Students shall not use or possess any electronic equipment on school property or at any school sponsored activity without the permission of the administrators, classroom teachers or bus drivers. Examples of prohibited devices include but are not limited to radios, "boom-boxes", headphones, CD/MP3 players, portable TV's, electronic games/toys, pagers, cellular telephones, beepers, other paging devices and other electronic communication devices, and the like. Unauthorized electronic equipment will be confiscated from the student by school personnel and disciplinary action will be taken.

Rule 29: **Violation of Individual School/Classroom Rules:** Each learning environment has different rules for students. These rules are for the safe and orderly operation of that environment. Students will be oriented to specific rules within each learning environment, all of which will be consistent with this Code.

Rule 30: **Violation of Bus Rules (see Section V – Transportation)**

Rule 31: Interference, Disruption or Obstruction of the Educational Process: Any actions or manner of dress that materially and substantially disrupts or interferes with school activities or the educational process, or which threaten to do so are unacceptable. Such disruptions include, but are not limited to, delay or prevention of lessons, assemblies, field trips, athletic and performing arts events.

Rule 32: Harassment and/or Aggressive Behavior (including Bullying/Cyberbullying): The Board encourages the promotion of positive interpersonal relations between members of the school community. Harassment and/or aggressive behavior (including bullying/cyberbullying) toward a student, whether by other students, staff, or third parties is strictly prohibited and will not be tolerated. This prohibition includes physical, verbal, and psychological abuse, and any speech or action that creates a hostile, intimidating, or offensive learning environment. The Board will not tolerate any gestures, comments, threats, or actions which cause or threaten to cause bodily harm or personal degradation. Individuals engaging in such conduct will be subject to disciplinary action.

Conduct constituting sexual harassment, may include, but is not limited to:

A. verbal harassment or abuse;
B. pressure for sexual activity;
C. repeated remarks with sexual or demeaning implications;
D. unwelcome touching;
E. sexual jokes, posters, cartoons, etc.;
F. suggesting or demanding sexual involvement, accompanied by implied or explicit threats concerning one's grades or safety;
G. a pattern of conduct, which can be subtle in nature, that has sexual overtones and is intended to create or has the effect of creating discomfort and/or humiliation to another;
H. remarks speculating about a person's sexual activities or sexual history, or remarks about one's own sexual activities or sexual history.

Note: An inappropriate boundary invasion by a District employee or other adult member of the School District community into a student's personal space and personal life is sexual harassment. Further, any administrator, teacher, coach, other school authority who engages in sexual or other inappropriate physical contact with a student may be guilty of criminal "child abuse" as defined in State law.

Conduct constituting harassment on the basis or race, color, national origin, religion, or disability may take different forms, including, but not limited to, the following:

A. Verbal: The making of offensive written or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's race, color, national origin, religious beliefs, or disability.

B. Nonverbal: Placing offensive objects, pictures, or graphic commentaries in the school environment or making insulting or threatening gestures based upon a person's race, color, national origin, religious beliefs, or disability.

C. Physical: Any intimidating or disparaging action such as hitting, pushing, shoving, hissing, or spitting, on or by a fellow staff member, students, or other person associated with the District, or third parties, based upon the person's race, color, national origin, religious beliefs, or disability.

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, 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.

Any student who believes that s/he is the victim of any of the above actions or has observed such actions by another student, staff member, or other person associated with the District, or by third parties should contact the District's Anti-Harassment Complaint Coordinator(s): Mr. Mike Myers or Mr. Brock Howe.

The Complaint Coordinators are available during regular school hours to discuss a student's concerns related to harassment and/or bullying/cyberbullying, to assist a student who seeks support or advice when informing another individual about "unwelcome" conduct, or to intercede informally on behalf of the student.

The student may report his/her concerns to the Anti-Harassment Complaint Coordinators either by a written report, telephone, or personal visit. In reporting his/her concerns, the student should provide the name of the person(s) whom s/he believes to be responsible for the harassment and or bullying/cyberbullying and the nature of the harassing and/or bullying/cyberbullying incident(s). The Anti-Harassment Complaint Coordinators will promptly compile a written summary of each such report that will be forwarded to the Principal.

Each report will be investigated in a timely manner and as confidentially as possible. The 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. While a charge is under investigation, no information will be released to anyone who is not involved with the investigation, except as may be required by law or in the context of a legal or administrative proceeding. All records generated under the terms of this policy and its related administrative guidelines shall be maintained as confidential to the extent permitted by law. All individuals involved in an investigation as either a witness, victim or alleged harasser and/or bully/cyberbully will be instructed not to discuss the subject outside of the investigation.

If an investigation reveals that a harassment and/or bullying/cyberbullying complaint is valid, appropriate remedial and or disciplinary action will be taken promptly to prevent the continuance of the harassment and/or bullying/cyberbullying or its recurrence.

Given the nature of harassing and/or bullying/cyberbullying behavior, the School recognizes that false accusations can have serious effects on innocent individuals. Therefore, all students are expected to act responsibly, honestly, and with the utmost candor whenever they present harassment and/or bullying/cyberbullying allegations or charges.

Some forms of sexual harassment of a student may reasonably be considered child abuse that must be reported to the proper authorities.

These guidelines 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).

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 harassment and/or aggressive behavior is prohibited and will not be tolerated. Such retaliation shall be considered a serious violation and independent of whether a complaint is substantiated. Suspected retaliation should be reported in the same manner as harassment and aggressive behavior. Making intentionally false reports about harassment or aggressive behavior for the purpose of getting someone in trouble is similarly prohibited and will not be tolerated. Retaliation and intentionally false reports may result in disciplinary action as indicated above.

Anyone having further questions concerning prohibited behaviors and/or the complaint process should request a copy of Board policies and administrative guidelines 5517 and 5517.01.

Rule 33: **Hazing:** Performing any act, or coercing another, including the victim, to perform any act of initiation into any class, team, or organization, that causes or creates a substantial risk of causing mental or physical harm. Permission, consent, or assumption or risk by an individual subjected to hazing shall not lessen the prohibitions contained in this rule.

Hazing by any individual, school group, club, or team is not permitted. This includes any form of initiation that causes or creates a risk of causing mental or physical harm, no matter how willing the participant may be. Hazing activities are prohibited at any time in school facilities, on school property, and/or off school property but connected to activities or incidents that have occurred on school property.

All incidents of hazing must be reported immediately to any of the following individuals: the building principal or other administrator; teacher; coach; student club advisor/supervisor, and/or Superintendent. Students who engage in hazing may also be liable for civil and criminal penalties.

Rule 34: **Violent Conduct:** Students may be expelled for up to one school year for committing an act at school, on other school property, at an interscholastic competition, extracurricular event, or any other school program, or directing an act at a Board official or employee, regardless of where or when that act may occur, or their property that would be a criminal offense if committed by an adult and results in serious physical harm to person(s) or property.

Rule 35: **Careless or Reckless Driving:** Driving on school property in such a manner as to endanger persons or property.

Rule 36: **Burglary:** Entering a building or a specific area of a building without consent and with intent to commit a crime, or entering a building without consent and committing a crime.

Rule 37: **Fighting:** Engaging in adversarial physical contact (differentiated from poking, pushing, shoving or scuffling) in which one or the other party(ies) or both contributed to the situation by verbally instigating a fight and/or physical action. Promoting or instigating a fight (i.e., contributing to a fight verbally or through behavior).

Rule 38: **Lighting Incendiary Devices:** Unauthorized igniting of matches, lighters and other devices that produce flames.

Rule 39: **Possession of Pornography:** Possessing sexually explicit material.

Rule 40: **Unauthorized Use of Vehicles:** Occupying or using vehicles during school hours without parental permission and/or school authorization.

Rule 41: **Repeated Violations**: A student may not repeatedly fail to comply with rules, direction or commands of teachers (including student teachers and substitute teachers), principal, bus driver, or any other authorized school personnel during any time when the student is under the authority of the school personnel.

Rule 42: **Profanity and/or Obscene Language**: A student may not use profanity or obscene language, either written or verbal, while under the authority of school personnel or during any curricular or extracurricular activity. Included in this prohibition is the use of obscene signs, pictures, publications or gestures. A student may not annoy or humiliate another or disrupt the educational process by using profanity or engaging in obscene or otherwise improper acts or language.

Rule 43: **Sexting**: The possessing, taking, disseminating, transferring, or sharing of nude, obscene, pornographic, lewd, or otherwise illegal images of photographs, whether by electronic data transfers or otherwise (commonly called texting, e-mailing, or sexting, etc.) may constitute a crime under state and/or federal law. Any person possessing, taking, disseminating, or sharing nude, obscene, pornographic, lewd, or otherwise illegal images or photographs may be punished under this code of conduct and may be reported to the appropriate law enforcement agencies.

Rule 44: **Permanent Exclusion**: Permanent exclusion and/or expulsion from school is now permissible under state law for certain crimes and offenses provided that proper procedures are followed by District personnel, and permanent exclusion is authorized by the State Superintendent of Public Instruction. Crimes and/or serious offenses for which permanent exclusion can be sought include:

1. conveying, transporting, or selling deadly weapons or dangerous ordnance on school property, at school-sponsored events, or in school-owned vehicles;
2. possessing deadly weapons or dangerous ordnance on school property, at school-sponsored events, or in school-owned vehicles;
3. carrying a concealed weapon on school property or at a school function;
4. selling, possessing, or trafficking in drugs on school property or at a school function;
5. murder or aggravated murder on school property or at a school function if the victim is a school employee or student;
6. voluntary or involuntary manslaughter on school property or at a school function if the victim is a school employee, person, or student;
7. assault or aggravated assault on school grounds or at a school function if the victim is a school employee or student;
8. rape, gross sexual imposition or felonious sexual penetration on school grounds or at a school function if the victim is a school employee or student; and/or
9. complicity in any of the above offenses, regardless of location

Rule 45: **Improper Dress**: Clothing may not include words or visuals that are lewd, obscene, disruptive, abusive, or discriminatory, or that advertise drugs, alcohol or tobacco. Dress or grooming that is disruptive of the classroom or school atmosphere is not allowed. Shoes must be worn at all times for health and safety reasons.

STUDENT DRESS CODE

STUDENTS AND PARENTS SHOULD BE AWARE THAT SCHOOL IS A PLACE OF BUSINESS AND IS NOT A SHOWCASE FOR EXTREME STYLES OF DRESS AND GROOMING. OHIO REVISED CODE 3313.665 GIVES THE SCHOOLS THE RIGHT TO HAVE A REASONABLE DRESS CODE IN ORDER TO PROMOTE A SAFE, HEALTHY, AND DISRUPTION-FREE EDUCATIONAL ENVIRONMENT. ANY VIOLATION OF THE FOLLOWING RULES MAY FOLLOW THE DISCIPLINE PROCESS AT THE DISCRETION OF THE ADMINISTRATION.

THE ADMINISTRATION RESERVES THE RIGHT TO MAKE THE DETERMINATION OF PROPER STUDENT ATTIRE AND GROOMING FOR SCHOOL AND EXTRA-CURRICULAR ACTIVITES.

A. CLOTHING

1. Students entering the building must remove hats and jackets, and place them in their locker until the end of the school day.
2. Students are not permitted to cover their head in any manner during the school day.
3. Students may not wear clothing with obscene or suggestive writing promoting alcohol, tobacco, narcotics, or sex.
4. Students may not wear pajamas or flannel lounge pants to school.
5. Students may not wear oversized clothing. Pants must be worn at the natural waistline. Pants may not be oversized at the legs and the cuffs of the pants.
6. Students shirts may not be bare midriffs, halter tops, cut-off T- shirts, or tank tops.
7. Outdoor jackets may not be worn in the building during the school day.
8. Students may not wear shorts that are inappropriate in length. Guideline = fingertip length.
9. Skirts may not be excessively short. Shortness may be left to the discretion of the administration. Guideline would be fingertip length.
10. Shoes or sandals must be worn at all times. No soft-soled slippers.
11. Ripped, frayed, torn clothing, or clothing with holes are permitted on jeans only- AS LONG AS THE HOLES, FRAYING, RIPS are located BELOW FINGERTIP LENGTH.
12. Yoga-type pants, running tights, and/or leggings are permitted but a separate blouse is encouraged to be worn over.

B. HAIR

1. Hair shall be kept neat and clean.
2. Distractive or disruptive hair color may not be worn. **Hair dye may be of the natural hair colors only.**

C. JEWELRY, PIERCINGS, AND TATTOOS

1. Students may not wear oversized chains or medallions.
2. Students may not wear large ball-bearing style chains.
3. Students may not wear dog collars or chains similar to a dog's chain
4. Chains and necklaces may not contain sharp or "spiky" objects.
5. Visible Piercings may be contained to the ears and nose. Students may not wear tongue, eyebrow, lip, or any other visible piercing, only in the ears and nose. **Nose Hoop Rings are NOT PERMITTED!** Students who chose to have visible piercing in areas other than the ear, may not wear those piercing during the school day or at any school sponsored events.
6. Earrings may not be excessive in size.
7. Neither earrings nor medallions may promote such things as alcohol, tobacco, narcotics, or sex.
8. Students who choose to have tattoos may have them covered during the school day, at athletic activities (including practices), or school sponsored events.

Students are expected to dress appropriately at all times. Any fashion (dress, accessory, or hairstyle) that disrupts the educational process or presents a safety risk will not be permitted.

<u>Students should consider the following questions when dressing for school:</u>
Does my clothing expose too much? (No)
Does my clothing advertise something that is prohibited to minors? (No)
Are there obscene, profane, drug-related, gang-related, or inflammatory messages on my clothing? (No)
Am I dressed appropriately for the weather? (Yes)
Do I feel comfortable with my appearance? (Yes)

Students who are representing Wayne Trace JH-HS at an official function or public event may be required to follow specific dress requirements. Usually, this applies to athletic teams, cheerleaders, bands, and other such groups.

EXPECTED BEHAVIORS

Students are expected to:

( ) act courteously and respectful to adults and fellow students;
( ) be prompt to school and attentive in class;
( ) work cooperatively with others when involved in accomplishing a common goal regardless of the other's ability, gender, race, or ethnic background;
( ) complete assigned tasks on time and as directed;
( ) help maintain a school environment that is safe, friendly, and productive;
( ) act at all times in a manner that reflects pride in self, family, and in the School.

CLASSROOM ENVIRONMENT

It is the responsibility of students, teachers, and administrators to maintain a classroom environment that allows:

A. a teacher to communicate effectively with all student in the class; and
B. all students in the class the opportunity to learn.

AREAS WHERE THE STUDENT CODE OF CONDUCT IS IN EFFECT

1. In all Wayne Trace Schools and on school grounds at all three buildings;
2. On school owned and operated buses or vehicles;
3. While waiting at bus stops, walking to and from school or school bus stops;
4. While attending school-related activities on or off school grounds;
5. While on school grounds when the school is being used;
6. While engaging in any conduct which will directly affect the good order, efficiency, morale, management, and welfare of the school.

DISCIPLINE

It is important to remember that the School's rules apply going to and from school, at school, on school property, at school-sponsored events, on school transportation, and on property not owned or controlled by the Board but that is connected to activities or incidents that have occurred on property owned or controlled by the Board. Furthermore, students may be disciplined for conduct that, regardless of where or when it occurs, is directed at a Board official or employee, or the property of such official or employee. In some cases, a student can be suspended from school transportation for infractions of school bus rules.

The School is committed to providing prompt, reasonable discipline consistent with the severity of the incident. The consequences for misbehavior are designed to be fair, firm and consistent for all students in the School.

Because it is not possible to list every misbehavior that occurs, misbehaviors not listed above will be responded to as necessary by staff.

TYPES OF DISCIPLINARY MEASURES

Listed below are the basic types of disciplinary action which may be used in conjunction with violations of the school conduct code. Please be advised that these disciplinary measures may be used in combination without constituting double jeopardy.

1. Issue verbal reprimand.
2. Issue written reprimand.
3. Restrict or remove privileges.
4. Assign detentions (before school, after school, during lunch times).
5. Advise parent by letter.
6. Advise parent by telephone.
7. Hold conference with parents and student.
8. Refer student to counselor.
9. Refer student to psychologist.
10. Remove student from class on emergency basis.
11. Teachers may assign detentions which they will monitor.
12. Assign Saturday School
13. In-school detention (1-10 days).
14. Assign to Alternative School
15. Out-of-school suspension (1-10 days).
16. Recommend expulsion to the Superintendent.
17. Remove student from an activity or school organization.
18. Require restitution (in cases of stealing or property damage).
19. Notify police authorities.
20. Confiscate item.
21. Require student change unacceptable clothing.
22. Assign zero credit for a specific assignment or designated period of time.
23. Provide community service.

DEFINITION OF TERMS

LUNCH DETENTION: Student will spend lunch time in isolation studying; students will be allowed to eat lunch.

BEFORE OR AFTER-SCHOOL DETENTION: The holding of a student in a specified limited area before or after school. After-school detentions may be from 3:00 p.m. to 5:00. Transportation to and from school may have to be provided by parent or student. Failure to serve assigned detentions may result in a Saturday School.

SATURDAY SCHOOL: Student is assigned a Saturday school from 8:00 a.m. to 12:00 p.m. on Saturday in the high school library. Transportation to and from school is to be provided by parent or student.

IN-SCHOOL ASSIGNMENT: The holding of a student in a specified limited area for the entire school day with the exception of necessary restroom privileges. An in-school detention may be from one to ten days in length. A student may do class assignments and receive credit for them during an in-school detention.

The following rules apply to **( )** Detention **( )** In-School Assignment **( )** Saturday School:

( ) Students are required to have class assignments with them.
( ) Students are not to communicate with each other unless given permission to do so.
( ) Students are to remain in their designated seats at all times unless permission is granted to do otherwise.
( ) Students may not be allowed to put their heads down or sleep.
( ) No electronic communication devices, radios, CD/MP3 players, cards, magazines, or other entertainment/recreational articles or devices may be allowed in the room.
( ) No food or beverages may be consumed.

OUT-OF-SCHOOL SUSPENSION: The removal from school attendance and all school activity privileges for a period of one to ten days. This absence is unexcused with no credit given during the time of out of school suspension. Students are encouraged to do all work assigned during the period of out of school suspension for no credit.

EXPULSION: The removal from attending school and all school activity privileges for 80 consecutive school days at any public school in the county. School work may not be made up for credit during the time a student is expelled from school. High school credit is also denied for any college courses taken during the time of expulsion.

INFORMAL DISCIPLINE

Informal discipline that may take place within the School includes:

( ) writing assignments;
( ) change of seating or location;
( ) pre-school, lunch-time, after-school detention;
( ) in-school discipline;
( ) Saturday school.

FORMAL DISCIPLINE

Formal discipline involves removal of the student from school. It includes emergency removal for up to three (3) school days, suspension for up to ten (10) school days, expulsion for up to eighty (80) school days or the number of days remaining in a semester, whichever is greater, and permanent exclusion. Suspensions and expulsions may carry over into the next school year. Any student who is expelled from school for more than twenty (20) days or for any period of time if the expulsion will extend into the following semester or school year will be provided with information about services or programs offered by public and private agencies that work toward improving those aspects of the student's attitude and behavior that contributed to the incident that gave rise to the student's expulsion. The Superintendent at his/her discretion may require/allow a student to perform community service in conjunction with or in place of an expulsion. The Superintendent may impose a community service requirement beyond the end of the school year in lieu of applying the expulsion to the following school year. Removal for less than one (1) school day without the possibility of suspension or expulsion may not be appealed. Suspension, expulsion, and permanent exclusion may be appealed.

Students being considered for suspension are entitled to an informal meeting with the building administrator prior to removal. Also, students being considered for expulsion are entitled to an informal meeting with the Superintendent or designee prior to removal. During the informal meeting, the student will be notified of the charges and given the opportunity to respond.

Students involved in co-curricular and extra-curricular activities such as band and athletics can lose their eligibility for violation of the School rules.

If a student commits a crime while under the School's jurisdiction, s/he may be subject to school disciplinary action as well as action through local law enforcement.

DUE PROCESS RIGHTS

Before a student is suspended, expelled, or permanently excluded from school, there are specific procedures that must be followed.

As long as the in-school discipline is served entirely in the school setting, it will not require any notice or meeting, or be subject to appeal.

SUSPENSION FROM SCHOOL

When a student is being considered for a suspension, the administrator in charge will notify the student of the basis for the proposed suspension. The student will be given an opportunity to explain his/her view of the underlying facts. After that informal hearing, the Principal [or assistant principal or other administrator] will determine whether or not to suspend the student. If the decision is made to suspend the student, s/he and his/her parents will be given written notification of the suspension within one (1) day setting forth the reason for the suspension, the length of the suspension, and the process for appeal. The suspension may be appealed, within 3 days after receipt of the suspension notice, to Treasurer of the Board or the Superintendent. The request for an appeal must be in writing.

During the appeal process,

( ) the student may not be allowed to remain in school.

( ) the student is allowed to remain in school unless safety is a factor.

If the appeal is heard by the Board's designee, the appeal may be conducted in a private hearing. If the appeal is heard by the Board of Education, the appeal may be conducted in executive session unless the student or his/her representative requests otherwise. A verbatim transcript will be made and witnesses will be sworn in prior to giving testimony. If the appeal decision is to uphold the suspension, the next step in the appeal process is to the Court of Common Pleas.

EMERGENCY REMOVAL

If a student's presence poses a continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either in a classroom or elsewhere on the school premises, the Superintendent, principal or assistant principal may remove the student from any curricular or extracurricular activity or from the school premises. A teacher may remove the student from any curricular or extracurricular activity under the teacher's supervision, but not from the premises.

If a teacher makes an emergency removal, the teacher will notify a building administrator of the circumstances surrounding the removal in writing within one (1) school day. No prior notice or hearing is required for any removal under this procedure. In all cases of normal disciplinary procedures where a student is removed from curricular or extracurricular activity for less than one school day, and is not subject to further suspension for expulsion, the following due process requirements do not apply.

If the emergency removal exceeds one (1) school day, then a hearing will be held within three (3) school days after the removal is ordered. Written notice of the hearing and the reasons for removal and any intended disciplinary action will be provided to the student, as soon as practical prior to the hearing. If the student is subject to an out of school suspension, the student will have the opportunity to appear at an informal hearing before the principal, assistant principal, Superintendent or a designee, and may challenge the reasons for the removal or otherwise explain his/her actions.

Within one (1) school day of the decision to suspend, written notification will be given to the parent(s)/guardian(s) or custodian(s) of the student. This notice will include the reasons for the

suspension, the right of the student or his/her parent(s)/guardian(s) or custodian(s) to appeal to the Board or its designee, and the student's right to be represented in all appeal proceedings. If it is likely that the student may be subject to expulsion, the hearing will take place within three (3) school days and will be held in accordance with the procedures outlined in the Student Expulsion Policy. The person who ordered or requested the removal will be present at the hearing. In an emergency removal, a student may be kept from class until the matter of the alleged misconduct is resolved either by reinstatement, suspension or expulsion.

EXPULSION FROM SCHOOL

When a student is being considered for expulsion, the student and parent will be provided with a formal notice of the proposed expulsion. This written notice will include the reasons for the intended expulsion, notification of the opportunity to appear in person before the Superintendent or the Superintendent's designee to challenge the reasons for the expulsion and/or explain the student's action, and notification of the time and place to appear. Students being considered for expulsion may be removed immediately. A hearing will be scheduled no earlier than three (3), nor no later than five (5) school days after the notice is given. Parents may request an extension of time for the hearing. The student may be represented by his/her parents, legal counsel, and/or by a person of his/her choice at the hearing.

In accordance with Board Policy 5610, the Superintendent may initiate expulsion proceedings against a student who has committed an act that warrants expulsion under Board policy even if the student withdraws from school prior to the hearing or decision to impose the expulsion. The expulsion will be imposed for the same duration that it would have been had the student remained enrolled.

If a student is expelled, the student and the student's parents will be provided with written notice within one (1) school day of the imposed expulsion. The notice will include the reasons for the expulsion, the right of the student, or the student's parent(s)/guardian(s) or custodian(s) to appeal the expulsion to the Board or its designee, the right to be represented in all appeal proceedings, the right to be granted a hearing before the Board or its designee, and the right to request that the hearing be held in executive session.

Within 14 calendar days after the Superintendent notifies the parents of the expulsion, the expulsion may be appealed, in writing, to the Board of Education or its designee. A hearing on the requested appeal will be formal with an opportunity for sworn testimony. If the expulsion is upheld on appeal, a student's parents may pursue further appeal to the Court of Common Pleas.

Students serving expulsions will not be awarded grades or credit during the period of expulsion. Expulsion for certain violations including use or possession of alcohol or drugs, may result in revocation of student's driver's license. When a student is expelled, the Superintendent will notify any college in which the expelled student is enrolled under the Postsecondary Enrollment Option at the time the expulsion is imposed.

PERMANENT EXCLUSION

State law provides for the permanent exclusion of a student, 16 years of age or older who engages in certain criminal activity. Permanently excluded students may never be permitted to return to school anywhere in the State of Ohio. A permanent exclusion may be considered if the student is convicted or adjudicated delinquent for committing one or more of the following crimes while on the property of any Ohio school:

A. conveying deadly weapons onto school property or to a school function;

B. possessing deadly weapons onto school property or at a school function;

C. carrying a concealed weapon onto school property or at a school function;

D. trafficking in drugs onto school property or at a school function;

E. murder, aggravated murder on school property or at a school function;

F. voluntary or involuntary manslaughter on school grounds or at a school function;

G. assault or aggravated assault on school property or at a school function;

H. rape, gross sexual imposition or felonious sexual penetration on school grounds, or at a school function, when the victim is a school employee;

I. complicity in any of the above offenses, regardless of the location.

This process is formal and may follow an expulsion with the proper notification to the parents.

DISCIPLINE OF STUDENTS WITH DISABILITIES
Students with disabilities are entitled to the rights and procedures afforded by the Individuals with Disabilities Education Improvement Act (I.D.E.I.A.), and, where applicable, the Americans with Disabilities Act (A.D.A.), and/or Section 504 of the Rehabilitation Act of 1973

SUSPENSION OF TRANSPORTATION PRIVILEGES
When a student is being considered for suspension of bus riding/transportation privileges, the administrator in charge will notify the student of the reason. The student will be given an opportunity to address the basis for the proposed suspension at an informal hearing. After that informal hearing, the principal [or assistant principal or other administrator] will decide whether or not to suspend his/her bus riding/transportation privileges for all or part of the school year.

If a student's bus riding/transportation privileges are suspended, s/he and his/her parents will be notified, in writing within one day, of the reason for and the length of the suspension.

SEARCH AND SEIZURE
Administrators may search a student or his/her property (including vehicles, purses, knapsacks, gym bags, etc.) with or without the student's consent, whenever they reasonably suspect that a search will lead to the discovery of evidence of a violation of law or school rules. The extent of the search will be governed by the seriousness of the alleged infraction and the student's age. General housekeeping inspection of school property may be conducted with reasonable notice. Student lockers are the property of the District and students have no reasonable expectation of privacy in their contents or in the contents of any other District property including desks or other containers. School authorities may conduct random searches of the lockers and their contents at any time without announcement. Unannounced and random canine searches may also be conducted.

Additionally, students have NO reasonable expectation of privacy in their actions in public areas including but not limited to, common areas, hallways, cafeterias, classrooms and gymnasiums. The District may use video cameras in such areas and on all school vehicles transporting students to and from regular and extracurricular activities.

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

INTERROGATION OF STUDENTS

The School is committed to protecting students from harm that may be connected with the school environment and also recognizes its responsibility to cooperate with law enforcement and public child welfare agencies. While the School believes these agencies should conduct their investigations off school property if possible, investigations can take place at school in emergency situations or if the violation being investigated occurred on school property.

Before students are questioned as witnesses or suspects in an alleged criminal violation, the building administrator will attempt to contact a parent prior to questioning and may remain in the room during questioning.

If a student is questioned as the subject of alleged child abuse or neglect, the building administrator will attempt to contact a parent prior to questioning, and s/he (or a designated guidance counselor) will remain in the room during questioning. If the agency investigating the alleged child abuse or neglect suspects the parent is the perpetrator, neither parent will be contacted prior to questioning, but the building administrator (or a designated guidance counselor) will remain in the room during questioning.

If law enforcement or children's services agency removes a student from school, the building administrator will notify a parent.

STUDENT RIGHTS OF EXPRESSION

The School recognizes the right of students to express themselves. With the right of expression comes the responsibility to do so appropriately. Students may distribute or display, at appropriate times, non-sponsored, non-commercial written material and petitions; buttons, badges, or other insignia; clothing, insignia, and banners; and audio and video materials. All items must meet school guidelines.

A. Material cannot be displayed if it:

1. is obscene to minors, libelous, or pervasively indecent or vulgar;
2. advertises any product or service not permitted to minors by law;
3. intends to be insulting or harassing;
4. intends to incite fighting; or
5. presents a clear and present likelihood that, either because of its content or manner of distribution or display, it will cause or is likely to cause a material and substantial disruption of school or school activities, a violation of school regulations, or the commission of an unlawful act.

B. Material may not be displayed or distributed during class periods, or between classes. Permission may be granted for display or distribution during lunch periods, and/or before or after school in designated locations, as long as exits are not blocked and there is proper access and egress to the building.

Students who are unsure whether materials they wish to display meet school guidelines may present them to the Principal twenty-four (24) hours prior to display.

SECTION V - TRANSPORTATION

BUS TRANSPORTATION TO AND FROM SCHOOL

The transportation schedule and routes are available by contacting the Transportation Director at: 419-399-4100 Ext: 405.

Students may only ride assigned buses and must board and depart from the bus at assigned bus stops. Students will not be permitted to ride unassigned buses for any reason other than an emergency, except as approved by the Principal.

The principal may approve a change in a student’s regular assigned bus stop to address a special need. Parents should send a note to the principal stating the reason for the request and the duration of the requested change.

BUS CONDUCT

Students who are riding to and from school on District-provided transportation must follow all basic safety rules. This applies to school-owned buses as well as any contracted transportation.

The driver may assign seating or direct students in any reasonable manner to maintain transportation safety.

Students must comply with the following basic safety rules:

Prior to loading (on the road and at school)

Each student shall:

( ) be on time at the designated loading zone
( ) stay off the road at all times while walking to and waiting for school transportation;
( ) line up single file off the roadway to enter;
( ) wait until the school transportation is completely stopped before moving forward to enter;
( ) refrain from crossing a highway until the driver signals it is safe to cross;
( ) properly board and depart the vehicle;
( ) go immediately to a seat and be seated.

It is the parents' responsibility to inform the bus driver when their child will not be aboard school transportation. Drivers will not wait for students who are not at their designated stops on time.

During the trip

Each student shall:

( ) remain seated while the school transportation is in motion;
( ) keep head, hands, arms, and legs inside the school transportation at all times;
( ) not push, shove or engage in scuffling;
( ) not litter in the school vehicle or throw anything in, into, or from the vehicle;
( ) keep books, packages, coats, and all other objects out of the aisle;
( ) be courteous to the driver and to other riders;
( ) not eat or play games, cards, etc.
( ) not use nuisance devices (e.g., laser pointers) on the bus in a way that disrupts the safe transportation of students and/or endangers students or employees;
( ) not tamper with the school vehicle or any of its equipment (including, but not limited to emergency and/or safety equipment).

Exiting the school vehicle

Each student shall:

( ) remain seated until the vehicle has stopped;
( ) cross the road, when necessary, at least 10 feet in front of the vehicle, but only after the driver signals that it is safe;
( ) be alert to a possible danger signal from the driver.

The driver will not discharge students at places other than their regular stop at home or at school unless s/he has proper authorization from school officials.

VIDEORECORDINGS ON SCHOOL BUSSES

The Board of Education may choose to install video cameras on school buses to monitor student behavior.

If a student misbehaves on a bus and his/her actions are recorded, the recording will be submitted to the Principal and may be used as evidence of misbehavior.

PENALTIES FOR INFRACTIONS

A student who misbehaves on the bus may be disciplined in accordance with the Student Discipline Code and may lose the privilege of riding on the bus.

TRANSPORTATION BY PRIVATE VEHICLES
When transportation by District vehicle is either not available or feasible, there may be a need to provide transportation to students by private vehicle. However, no students will be permitted to ride in a private vehicle unless written consent is provided by each student's parent using Form 8660 F2 – Parental Consent for Transportation by Private Vehicle. Upon request, parents of participating students will be given the name of the driver, the owner of the vehicle, and the description of the vehicle.

SELF TRANSPORTATION TO SCHOOL
Driving to school is a privilege that can be revoked at any time. Students who are provided the opportunity to ride school transportation are encouraged to do so. Students and their parents assume full responsibility and liability for any transportation to and from school not officially provided by the School.

The following rules shall apply:
( ) Students under age 18 must have written parent permission prior to driving to school.
( ) Students are required to obey the parking lot speed limit of less than 10 mph.
( ) The student must register their vehicle with the HS office.

Failure to comply with these rules will result in loss of privileges and/or disciplinary actions for a student.
( ) When the School provides transportation, students shall not drive to school-sponsored activities.
( ) unless the student's parents provide written authorization for the student to drive and release the

Board from liability using Form 5515 F2 - Parental Authorization and Release From Liability Form – which is approved by the principal.
( ) An approved student driver may not transport other students to a school-sponsored activity unless the parents of the approved student driver and the parents of the student(s) to be transported in the approved student driver's vehicle provide written authorization for the student to drive or to be transported and release the Board from liability using Form 5515 F2 – Parental Authorization and Release From Liability Form - which is approved by the principal.
( ) All vehicles entering school property are subject to search and inspection.

WAYNE TRACE SCHOOL DISTRICT

COMPUTER NETWORK AND INTERNET ACCEPTABLE USE POLICY (STUDENTS)

This document constitutes the School District's Computer Network and Internet Acceptable Use Policy ("Policy"), and applies to all persons who use or otherwise access the Network and/or Internet, whether with District or personal equipment or whether on-site or by wireless or other remote access ("Users").

1. Definitions. For purposes of this Policy:

The term "Network" shall mean the District's group of computers and peripherals, whether interconnected via cable, wireless and/or any other means whatsoever, all other District software and hardware resources including all Web-based material and all Web hosting, all data, databases and storage media, all standalone, portable and/or borrowed devices, and all provided connectivity between and among Users and from Users to the global Internet, including any and all Instructional Technology Centers or other third-parties providing connectivity and other services, and any and all identifiers, accounts, rights, permissions, and current or future hardware, software, or connectivity owned or managed by the District to which access is provided to Users.

The rules of appropriate use and conduct created by this Policy apply to all District-owned computers and devices, even when such computers or devices are not connected with the Network. Such

rules of appropriate use and conduct also apply to the use of privately-owned computers and mobile devices which are connected to the Network, communicate with Network Users by means of other non-District networks, or which are used in any way which is illegal, violates the Student Code of Conduct, or may be reasonably anticipated by District administrators to disrupt or materially interfere with school activities.

The term "Use" of the Network shall mean any and all actions of a User which create traffic on the Network, including traces or remnants of traffic that pass through District equipment, wiring, wireless networks, or storage devices regardless of any other factor such as passage of time, user deletion, transit of the Network without storage or origination and/or storage on personal equipment.

2. **Purpose and Use**: The School District is providing Users access to its Network to support and enhance the educational experience of students. Access to system computers and the Network is a privilege, not a right. The District reserves the right to withdraw access at any time for any lawful reason. The District reserves the right to determine what constitutes an improper use of system computers or the Network, and is not limited by the examples of misuse given in this Policy. Users may violate this Policy by evading or circumventing the provisions of the Policy, alone or with others. If Users have any doubt about their obligations under this Policy, including whether a certain activity is permitted, they must consult with Administration to be informed whether or not a use is appropriate.

3. **Users Bound by Policy in Accepting Access**: The User consents to the terms of this Policy whenever he or she accesses the Network. Users of the Network are bound to the terms of this Policy regardless of whether they received and/or signed a copy of this Policy.

4. **Personal Responsibility:** Users are responsible for their behavior on the Network just as they are in a classroom, school hallway, or other School District property. Each User is responsible for reading and abiding by this Policy and any and all future amendments**,** which will be made readily available in both electronic and printed form. Anonymous use is not permitted and access (including passwords) may not be shared or transferred. If a User suspects that a password is not secure, he or she must inform a teacher immediately. Any improper use of your account, even if you are not the User, is your responsibility.

5. **Reporting Misuse of the Network**: Users must report any misuse of the Network to Administration. "Misuse" means any apparent violation of this Policy or other use which has the intent or effect of harming another person or another person's property. This includes, but is not limited to, the transmission of sexually explicit images or messages which would constitute bullying, sexual harassment, or a violation of the Student Code of Conduct.

6. **Violating Policy with Personal Equipment:** The use of personal equipment and/or personal Internet access to violate this Policy or to assist another to violate the Policy is prohibited. Exceeding permission (such as abusing access to unfiltered Internet connectivity) is a violation of this Policy. Using private equipment to divert student time and/or attention from scheduled educational, co-curricular, or extracurricular activities, or to divert paid work time from its proper purpose, is always strictly prohibited. Personal equipment used to violate this Policy on school property is subject to search and seizure, reasonably related to the violation, for a period of up to [thirty (30)] days, unless the personal equipment has been provided to law enforcement officials.

7. **Discipline for Violation of Policy:** Violations of each of the provisions of this Policy are considered violations of the Student Code of Conduct, and each violation is a separate infraction. Violations may result in disciplinary action for students up to and including suspension or

expulsion and/or referral to law enforcement. The District reserves the right to seek reimbursement of expenses and/or damages arising from violations of this Policy.

8. **Waiver of Privacy:** By accepting Network access, Users waive any and all rights of privacy in connection with their communications over the Network or communications achieved through the use of District equipment or software. Electronic mail (email) and other forms of electronic communication (including instant messaging, social media of all forms, and SMS messages originating from e-mail) are not guaranteed to be private. The District owns all data in the system. Systems managers have access to all messages and other data for purposes of monitoring system functions, maintaining system efficiency, and enforcing computer/network use policies and regulations, District policies, and state and federal laws. Illegal activities or suspected illegal activities may be reported to the authorities.

9. **Confidentiality and Student Information:** Users are responsible for maintaining security of student information and other personally identifiable data that they access, even if they access such data accidentally or without permission, and for upholding FERPA (20 U.S.C. § 1232g), the student confidentiality law (Ohio Revised Code Section 3319.321), the Ohio Privacy Act (Chapter 1347 of the Ohio Revised Code), and any other applicable privacy policies and regulations. Users are responsible whether such data is downloaded from the Network to their computer screen, transmitted by e-mail, stored on a flash drive, portable device or laptop, copied by handwriting or by any or all other devices, forms of storage or methods. Negligence with respect to protecting the confidentiality of such data will be considered a violation of this Policy whether or not such negligence results in identity theft or other harm. Users shall not engage or attempt to engage in unauthorized computer access, including but not limited to cyber-attacks, hacks, circumvention of password-protected content, and/or access to inappropriate material, including without limitation personally identifiable student information.

10. **District-Owned Equipment:** Desktop computers, laptops, portable devices, and other equipment belonging to the District are your responsibility. Any misuse, failure, damage or loss involving such equipment must be reported to a Teacher. Periodic maintenance on laptops and other hardware is required. It is your responsibility to make such equipment timely available for maintenance at the request of Technology Department. You may be held financially responsible for the expense of any equipment repair or replacement.

11. **Unacceptable Uses of the Network:** All Users must use the Network in an appropriate and responsible way, whether their specific actions are described in this Policy or not. Examples of unacceptable uses include, but are not limited to, the following:

OFFENSIVE OR HARRASSING ACTS: Creating, possessing, copying, viewing, transmitting, downloading, uploading or seeking sexually explicit, obscene, or pornographic materials, including but not limited to pictures, text messages, e-mails or sexually-oriented content ("sexting") in electronic or any other form. Using language inappropriate to the school environment, including swearing, vulgarities or language that is suggestive, obscene, profane, abusive, belligerent, harassing, defamatory or threatening. Making, distributing or redistributing images, jokes, stories or other material that would violate this Policy or the School District's harassment or discrimination policies, including material that is based upon slurs or stereotypes relating to race, gender, ethnicity, nationality, religion, sexual orientation, or other protected characteristics. Engaging in harassment, stalking, or other repetitive unwanted communication or using the Internet in support of such activities.

VIOLATIONS OF PRIVACY: Unauthorized copying, modifying, intruding, or attempts to copy, modify or intrude, into the folders, files, data, work, networks, passwords or computers of others, or intercepting communications intended for others. Copying, downloading, uploading, or transmitting student or School District confidential information.

CREATING TECHNICAL PROBLEMS: Knowingly performing actions that cause technical difficulties to the system, other users or the Internet. Attempting to bypass school Internet filters or to "hack" into other accounts or restricted information. Uploading, downloading, creating, or transmitting a computer virus, worm, Trojan horse, or other harmful component or corrupted data. Attempting to hack, alter, harm, destroy or interfere with the normal operation of software, hardware, data, other District Network resources, or using the District Network or to do any of the same acts on the Internet or outside Networks. Downloading, saving, and/or transmitting data files large enough to impede the normal functioning of the computer or the Network (such as many music, video, image, or software files) unless given permission by the System Administrator. Moving, "repairing," reconfiguring, reprogramming, modifying, or attaching any external devices to Network equipment, computers or systems without the permission of the System Administrator. Removing, altering, or copying District software for personal use or for the use of others.

USE OF OUTSIDE SERVICES AND APPLICATIONS: All e-mail, document storage, blogs, social media, or any and all other services and applications ("apps") must be provided or specifically authorized by the School District on its Network. The use of other providers of such functionality or storage (such as Google or Yahoo) through the Network is prohibited. Outside document storage, such as Google Docs, and other web-based services or applications, such as blog hosting and/or social media, may be used for education-related purposes with the express permission of the System Administrator, subject to an evaluation of student privacy.

VIOLATING LAW: Actions that violate state or federal law or encourage others to do so. Offering for sale or use, soliciting the purchase or provision of, or advocating the use of any substance that the possession or use of is prohibited by law or District Policy. Seeking information for the purpose of creating an explosive device or biohazard, or communicating or seeking materials in furtherance of criminal activities, terrorism, or other threatening acts.

VIOLATING COPYRIGHT: Uploading, downloading, copying, redistributing or republishing copyrighted materials without permission from the owner of the copyright. Users should assume that materials are protected under copyright unless there is explicit permission for use. Viewing of Copyrighted Movies is prohibited without Administration's permission. Use of any program that allows copyright violations is prohibited.

PERSONAL USE: Personal shopping, buying or selling items, soliciting or advertising the sale of any goods or services, or engaging in or supporting any kind of business or other profit-making activity. Interacting with personal web sites or other social networking sites or tools that are not part of an educational project, receiving or posting messages to web sites or other social networking or blog sites not part of an educational project, participating in any type of gaming activity, engaging in social or hobby activities, or general recreational web browsing if such browsing occurs during instructional time.

POLITICAL USE: Creating, transmitting or downloading any materials that support or oppose the passage of a levy or a bond issue. Soliciting political contributions through the Network or conducting any type of official campaign business. Unless authorized by a teacher as part of an educational assignment, creating, transmitting or downloading any materials that support or oppose the nomination or election of a candidate for public office.

GENERAL MISCONDUCT: Using the Network in a manner inconsistent with the expectations of the Wayne Trace Schools for the conduct of students in the school environment. Uses that improperly associate the School District with Users' personal activities or to activities that injure the District's reputation. Uses that mislead others or violate the standards of academic or personal integrity, including but not limited to plagiarism, disseminating untrue information about individuals or groups, or using another's password or some other user identifier. Creating, possessing, copying, viewing, transmitting, downloading, uploading materials that cause or are likely to cause a substantial disruption of the educational environment, regardless of whether the User uses the Network or a personal or District-owned device.

12. Specific Limits on Communication Over the District Network:

Expressing Opinion: The Network has been created at public expense and exists for purposes relating to education and administration. It does not exist to serve as a personal blog for the expression of opinions or as a public forum of any kind. It is not the intention of the District to allow the public, staff, or students to use the Network, including the web hosting or linking ability, for purposes of expressions of private opinions, or to support private or public causes or external organizations.

Large Group Mailings: The sending of messages to more persons than is necessary for educational or school business purposes is a misuse of system resources and User time. Large group mailings, such as "all district" or "all building" are reserved for administrative use, subject to any exceptions which may be developed by the Administration or the System Administrator. Users may not send e-mails to more than ten (10) recipients in a single message, subject to exceptions developed by the Administration or the System Administrator. The System Administrator may also develop specific limitations on the use of graphics, the size, number, and type of attachments, and the overall size of e-mail messages sent on the system. The use of multiple messages, non-system addresses, or other techniques to circumvent these limitations is strictly prohibited.

13. System Security and Integrity: The District reserves the right to suspend operations of the Network, in whole or in part, at any time for reasons of maintaining data security and integrity or any other lawful reason. The District reserves the right to block or filter any web sites, social networking sites, e-mail addresses, applications, servers or Internet domains which it, in its sole judgment, has determined to present a risk of exposing students or employees to sexually explicit or otherwise inappropriate content, exposing the system to undue risk of compromise from the standpoint of security or functionality, or creating a substantial likelihood of disruption of educational or co-curricular, or extracurricular activities.

14. Filters: The School will have the following in continuous operation, with respect to any computers belonging to the School and having access to the Internet:

a. A qualifying technology protection measure, as required by CIPA. The protection measures are designed to block or filter internet access to pictures that are: (a) obscene; (b) child pornography; or (c) harmful to minors; and

b. Procedures or guidelines that provides for monitoring the online activities of users and the use of the chosen technology protection measure to protect against access through such computers to visual depictions that are obscene, pornographic, or harmful to minors, as those terms are defined in CIPA.

Such procedures or guidelines will be designed to:

a. Provide for monitoring the online activities of users to prevent, to the extent practicable, access by minors to inappropriate matter on the Internet and the World Wide Web;

b. Promote the safety and security of minors when using electronic mail, chat rooms, and other forms of direct electronic communications;

c. Prevent unauthorized access, including so-called "hacking," and other unauthorized activities by minors online;

d. Prevent the unauthorized disclosure, use and dissemination of personal identification information regarding minors; and

e. Restrict minors' access to materials "harmful to minors," as that term is defined in CIPA.

15. **Training Related to On-line Behavior**: Pursuant to Federal law, students shall receive education about appropriate on-line behavior, including: (a) access by minors to inappropriate matter on the Internet; (b) the safety and security of minors while interacting with other individuals on social Networking websites, using e-mail, chat rooms, other forms of direct electronic communications, and cyberbullying awareness and response; (c) unauthorized access (e.g., "hacking") and other unlawful activities by minors on line; (d) unauthorized disclosure, use, and dissemination of personal information regarding minors; and (e) measures restricting minors' access to materials harmful to them.

16. **No Warranties Created:** By accepting access to the Network, you understand and agree that the School District, any involved Information Technology Centers, and any third-party vendors make no warranties of any kind, either express or implied, in connection with provision of access to or the use of the Network. They shall not be responsible for any claims, losses, damages or costs (including attorneys' fees) of any kind suffered, directly or indirectly, by any student arising out of that User's use of and/or inability to use the Network. They shall not be responsible for any loss or deletion of data. They are not responsible for the accuracy of information obtained through electronic information resources.

17. **Updates to Account Information:** You must provide new or additional registration and account information when asked in order for you to continue receiving access to the Network. If, after you have provided your account information, some or all of the information changes, you must notify Administration or other person designated by the School District to receive this information.

Legal Ref.: Ohio Rev. Code 3313.20, 3313.47, 3319.321
Children's Internet Protection Act of 2000, 47 USC § 254 (h), (l)
Family Educational Rights and Privacy Act (FERPA), 20 U.S.C. § 1232g

Revised: 04 /27/ 2015

WAYNE TRACE DIGITAL ACADEMY HANDBOOK

Dear Parents and Students,

Welcome to the Wayne Trace Digital Academy (WTDA). The WTDA is committed to providing a safe, technologically-rich learning environment where high expectations integrate home, student, school and community. Wayne Trace Schools has implemented this innovative instructional environment to further support the diverse learning needs of their students through the Northwest Ohio Virtual Academy (NOVA).

The WTDA combines the benefits of home-school and online learning with those of our Wayne Trace Schools. Through the DIGITAL ACADEMY (DA), students are able to take a variety of courses that fit their interests and educational needs. Your student will be taking courses offered through Pearson Connexus Learning.

Whether a student attends the (DA) throughout the day or from home, he or she will be expected to follow the same rules and guidelines expected in a traditional classroom. The opportunity to learn online is unique and requires effort and discipline to be successful.
Participation in the WTDA is determined by administrative approval.

WTDA Expectations and Policies

As a member of the Wayne Trace Digital Academy (therefore, a student of Wayne Trace Public Schools), I will:

1. Display an attitude of dignity and respect when interacting with other students and staff.
2. Refrain from using any foul or profane language directed at another student or staff.
3. Use websites only pertaining to schoolwork while in the Digital Academy lab.
4. Complete the Digital Academy work outlined for me on a weekly basis.
5. Be present in the Wayne Trace Digital Academy lab facility when I am scheduled to be.
6. Use only the facilities open to Digital Academy students unless expressly given permission by the program coordinator.
7. Students will refrain from the use of cell phones or other electronic devices not pertaining to coursework completion. If a student is to be reached, please contact the school office.
8. Students are expected to and will complete their own work for course completion, cheating and plagiarism will not be tolerated.
9. Students enrolling in a DA course are allowed to withdraw from the course with coordinator and principal approval for up to two weeks without receiving a withdrawn F. The student must pick a like course to enroll in at this time or will receive a withdrawn F. Students are expected to complete the course(s) they are enrolled in prior to the last day of the semester of that course(s). The coordinator and principal will make determinations based on individual student needs for any special circumstances.
10. Students participating in the Digital Academy are expected to follow and abide by all policies and procedures outlined in the WTHS Student-Parent Handbook or otherwise stated in this packet. *Inability to abide by these guidelines is grounds for further discipline action as seen necessary by the program coordinator and/or building principal/assistant principal.*

WTDA Attendance Agreement

As a student in the Wayne Trace Digital Academy, you will be held to the attendance policy as outlined below. Online enrollment sometimes offers a schedule different from the traditional school day, therefore it is important to read and understand the regulations of attendance below.

WTDA students are expected to keep up with their studies. They are assigned work at a pace to finish by the end of each semester. Students who fall behind will have one week to catch up. Repeated failure to

catch up and stay on schedule may result in removal from the WTDA. Removal from the WTDA is at the discretion of the WTDA director and school administration.

We agree to the regulations set within the attendance policy. We understand that inability to fulfill progress requirements may result in removal from the WTDA.

WTDA Financial Responsibility Notice

As a part of Wayne Trace Digital Academy (WTDA) students will be provided a computer to be used for schoolwork. (There is a rental fee if used at home.) This equipment and school supplies are the property of the Wayne Trace Local Schools and are assigned to you (your student) for use while enrolled in WTDA. By signing this agreement, you assume responsibility for the equipment and school supplies issued to you (your student) and agree to take due care in the handling and use of this equipment and school supplies.

You and your student are not to add, delete, alter, load unapproved software, or reconfigure this equipment and/or its contents in any manner. This equipment is your "school environment" and any changes to it may affect the equipment capabilities and the educational process.

All repairs to this equipment are to be provided directly by Wayne Trace Local Schools. In the event that your computer requires repairs outside the bounds of our maintenance agreement (due to unapproved alterations, negligence or misuse, etc.), you will be held financially responsible and will be billed for necessary repairs. In the event that you (your student) withdraw from WTDA, it is your responsibility to return the equipment to WTDA in good repair at the time of withdrawal.
I understand my financial and due care obligation to Wayne Trace Digital Academy and assume full responsibility of the computer system and all necessary supplies and/or equipment issued to me (my student/students) as well as any and all equipment issued to me replacing original issue equipment. I understand that I/my student(s) may not alter, tamper with, add additional unauthorized software, or reconfigure this equipment and that all repairs are to be performed by Wayne Trace Local Schools or designated agent. I understand that it will be my responsibility to transport the equipment to locations designated by WTDA for any maintenance or repairs, and I further agree that I am financially responsible for the shipping, proper packaging, and return of all equipment and supplies upon termination from WTDA. I understand that all equipment must be returned in working order or I will be responsible for repair and/or replacement costs. Failure to return equipment promptly will result in referral to a collection agency or legal action.

Email and/or text messages will be our primary means of communication with parents and we are requiring an active email address and phone number that WTDA can contact the parent/guardian. This will be for updates on student progress, or if there are any other issues that need discussed throughout the student's time in the WTDA. Thank you for your cooperation.

BELL SCHEDULES 2020-2021

DAILY SCHEDULE OF BELLS

	8:00	Warning Bell
8:05	-8:57	1st Period
9:00	-9:50	2nd Period
9:53	-10:43	3rd Period
10:46	-11:31	4th Period
11:31	-12:01	FIRST LUNCH
11:34	-12:19	5th Period
12:04	-12:49	6th Period
12:19	-12:49	SECOND LUNCH
12:52	-1:37	7th Period
1:40	-2:07	Raider Time
2:10	-2:55	8th Period

3 HOUR DELAY/1 HOUR EXTENDED

	11:00	Warning Bell
11:05	-11:40	1st Period
11:43	-12:18	2nd Period
12:18	-12:48	FIRST LUNCH
12:21	-12:56	5th Period
12:51	-1:26	6th Period
12:56	-1:26	SECOND LUNCH
1:29	-2:04	3rd Period
2:07	-2:41	4th Period
2:44	-3:18	7th Period
3:21	-3:55	8th Period

2 HOUR DELAY

	10:00	Warning Bell
10:05	-10:40	1st Period
10:43	-11:18	2nd Period
11:21	-11:56	3rd Period
11:56	-12:26	FIRST LUNCH
11:59	-12:34	5th Period
12:29	-1:04	6th Period
12:34	-1:04	SECOND LUNCH
1:07	-1:42	4th Period
1:45	-2:20	7th Period
2:23	-2:55	8th Period

TARGET TIME SCHEDULE

	8:00	Warning Bell
8:05	-8:52	1st Period
8:55	-9:40	2nd Period
9:43	-10:28	3rd Period
10:31	-11:16	4th Period
11:16	-11:46	FIRST LUNCH
11:19	-12:04	5th Period
11:49	-12:34	6thPeriod
12:04	-12:34	SECOND LUNCH
12:37	-1:19	Target Time
1:22	-2:07	7th Period
2:10	-2:55	8th Period

1 HOUR DELAY ASSEMBLY SCHEDULE

	8:00	Warning Bell
8:05	-8:10	Attendance
8:10	-9:05	Assembly
9:05	-9:49	1st Period
9:52	-10:35	2nd Period
10:38	-11:21	3rd Period
11:21	-11:51	FIRST LUNCH
11:24	-12:07	5th Period
11:54	-12:37	6th Period
12:07	-12:37	SECOND LUNCH
12:40	-1:23	4th Period
1:26	-2:09	7th Period
2:12	-2:55	8th Period

1-HOUR EARLY DISMISSAL

	8:00	Warning bell
8:05	-8:49	1st Period
8:52	-9:35	2nd Period
9:38	-10:21	3rd Period
10:24	-11:07	4th Period
11:07	-11:37	FIRST LUNCH
11:10	-11:53	5th Period
11:40	-12:23	6th Period
11:53	-12:23	SECOND LUNCH
12:26	-1:09	7th Period
1:12	-1:55	8th Period

2 HOUR EARLY DISMISSAL SCHEDULE

	8:00	Warning Bell
8:05	-8:43	1st Period
8:46	-9:19	2nd Period
9:22	-9:55	3rd Period
9:58	-10:31	4th Period
10:34	-11:07	7th Period
11:10	-11:43	5th Period- 1st Lunch
11:46	-12:19	6th Period- 2nd Lunch
12:22	-12:55	SECOND LUNCH

PEP SESSION

	8:00	Warning Bell
8:00	-8:57	1st Period
9:00	-9:50	2nd Period
9:53	-10:43	3rd Period
10:46	-11:31	4th Period
11:31	-12:01	FIRST LUNCH
11:34	-12:19	5th Period
12:04	-12:49	6th Period
12:19	-12:49	SECOND LUNCH
12:52	-1:37	7th Period
1:40	-2:25	8th Period
2:28	-2:35	Raider Time
2:35	-2:55	Pep Assembly

ACCEPTABLE USE AND INTERNET SAFETY POLICY
PARENT / GUARDIAN AGREEMENT

_____

Student Name **Grade**

As the parent or legal guardian of the above student, I have read, understand and agree that my child or ward shall comply with the terms of the Wayne Trace Local School District's Acceptable Use and Internet Safety Policy for the student's access to the School District's computer network and the Internet. I understand that access is being provided to the students for educational purposes only. However, I also understand that it is impossible for the School to restrict access to all offensive and controversial materials and understand my child's or ward's responsibility for abiding by the Policy. I am therefore signing this Agreement and agree to indemnify and hold harmless the School, the School District and the Data Acquisition Site that provides the opportunity to the School District for computer network and Internet access against all claims, damages, losses and costs, of whatever kind, that may result from my child's or ward's use of his or her access to such networks or his or her violation of the Acceptable Use and Internet Safety Policy. Further, I accept full responsibility for supervision of my child's or ward's use of his or her access account if and when such access is not in the School setting. I hereby give permission for my child or ward to use the building-approved account to access the School District's computer network and the Internet.

WAYNE TRACE LOCAL SCHOOL
2020-2021
LAPTOP POLICY

All Wayne Trace students will be issued a school-owned laptop and backpack for school.

Wayne Trace students will have a non-refundable charge of $40.00 per school year. This allows the student to take the laptop home.

In the event of normal damage or loss, you may be responsible up to $200 per incident. In the event of vandalism or theft, a police report must be filed within 48 hours.

_____ I choose to **opt-out** of the $40 charge and the laptop will remain at school. I may be liable for normal damage or loss up to $200 per incident.

_____

Printed Parent/Guardian Name **Date**

_____

Parent or Guardian Signature(s) **Date**