

# **WADSWORTH MIDDLE SCHOOL**

## **WELCOME TO WADSWORTH MIDDLE SCHOOL**

The faculty, administration and staff wish all students a successful year at Wadsworth Middle School. The first day of school provides everyone a new beginning. We hope that you will find the school year exciting and memorable.

Wadsworth Middle School encourages academic excellence. Your success depends on regular attendance, good study habits, self-discipline and appropriate school behavior. We also believe your academic success and achievement are enhanced through participation in the arts, athletics, and other extracurricular activities. Participation in school activities also helps generate pride and loyalty.

Our goal is to have a school where all students feel successful. To attain this goal there must be a working relationship among students, staff, parents, and community members. Cooperation among these groups will help promote successful personal growth for all our students.

Sincerely,

Mr. Eric Jackson, Principal  
Mr. David Ryder, Assistant Principal



**This is Grizzly Country!  
Where Grizzly Excellence and Pride  
starts with you -- the individual student.**

While many of these handbook policies and procedures are outlined, the administration reserves the right to adjust, add, or delete policies or procedures during the school year if it serves the best interest of WMS.

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# BELL SCHEDULE (2018-19)

	<b>Regular Bell Schedule</b>	<b>Grizzly Time Bell Schedule</b>	<b>Assembly Bell Schedule</b>
First Bell	<b>7:30</b>	9:30	7:30
Tardy Bell	<b>7:35</b>	9:35	7:35
Period 1	<b>7:35 – 8:20</b>	9:35 – 10:09	7:35 – 8:23
Announcements	<b>2nd Period</b>	None	None
Period 2	<b>8:23 – 9:13</b>	10:12 – 10:42	8:26 – 9:07
Period 3	<b>9:16 – 10:00</b>	10:45 – 11:15	9:10 – 9:52
Period 4	<b>10:03 – 10:47</b>	11:18 – 11:48	9:55 – 10:37
Intervention/ Enrichment	<b>10:50 – 11:22</b>	No I/E	No I/E
<u>Period 5</u> Lunch A Lunch B Lunch C	<u><b>11:25 – 12:55</b></u> <b>11:25 – 11:55</b> <b>11:55 – 12:25</b> <b>12:25 – 12:55</b>	<u>11:51 – 1:21</u> 11:51 – 12:21 12:21 – 12:51 12:51 – 1:21	<u>10:40 – 12:10</u> 10:40 – 11:10 11:10 – 11:40 11:40 – 12:10
Period 6	<b>12:58 – 1:42</b>	1:25 – 1:55	12:13 – 12:54
Period 7	<b>1:45 – 2:28</b>	1:58 – 2:28	12:57 – 1:40
			Call down starts @ 1:40
First Dismissal	<b>2:28</b>	2:28	2:28
Last Dismissal	<b>2:30</b>	2:30	2:30

## CALENDAR (2018-19)

August 21	First Day of Classes
August 30	Open House (parents only) 6:30-8:00 p.m.
September 3	(No School) Labor Day
September 5	School Pictures – Individuals
September 6	2 Hour Delayed Start - Grizzly Time Bell Schedule
September 21	Interims Posted to Website
September 28	(No School) Prof. Dev. In-service
October 11	2 Hour Delayed Start - Grizzly Time Bell Schedule
October 19	End of 1 <sup>st</sup> Quarter
October 19	(No School) Teacher Comp. Day
October 22	Begin 2 <sup>nd</sup> Quarter
October 26	Grade Cards Posted in Progress Book
November 1	2 Hour Delayed Start - Grizzly Time Bell Schedule
November 1	Parent/Teacher Conferences (3:30-7:30 p.m.)
November 6	School Pictures – Retakes (a.m.)
November 9	(No School) Prof. Dev. In-service
November 16	Interims Posted to Website
November 22 – 26	(No School) Thanksgiving Break
December 6	2 Hour Delayed Start - Grizzly Time Bell Schedule
December 7	School Pictures – Candid Day
December 21	End of 2 <sup>nd</sup> Quarter
December 24 - January 4	(No School) Winter Break
January 7	Begin 3 <sup>rd</sup> Quarter
January 10	2 Hour Delayed Start - Grizzly Time Bell Schedule
January 11	Grade Cards Posted in Progress Book
January 21	(No School) Martin Luther King
February 1	(No School) Prof. Dev. In-service
February 7	2 Hour Delayed Start - Grizzly Time Bell Schedule
February 8	Interims Posted to Website
February 18	(No School) Presidents Day
March 7	2 Hour Delayed Start - Grizzly Time Bell Schedule
March 15	End of 3 <sup>rd</sup> Quarter
March 22	Grade Cards Posted in Progress Book
April 1 - 5	(No School) Spring Break
April 11	2 Hour Delayed Start - Grizzly Time Bell Schedule
April 19	(No School) Good Friday
April 26	Interims Posted to Website
May 2	2 Hour Delayed Start - Grizzly Time Bell Schedule
May 27	(No School) Memorial Day
May 30	Last Day for Students
June 7	Grade Cards Posted in Progress Book

## ABSENCES

### EXCUSED

Absence from school may at times be necessary. Below are acceptable reasons to be excused for missing school as prescribed by statutes of the State of Ohio:

1. **personal illness** (a written physician's statement verifying the illness may be required);
2. illness in the family necessitating the presence of the child;
3. quarantine of the home;
4. death in the family;
5. necessary work at home due to absence or incapacity of parent(s)/guardian(s);
6. observation or celebration of a bona fide religious holiday;
7. out-of- state travel (up to a maximum twenty-four (24) hours per school year that the student's school is open for instruction) to participate in a District-approved enrichment or extracurricular activity;
8. such good cause as may be acceptable to the Superintendent;
9. medically necessary leave for a pregnant student in accordance with Policy 5751; and
10. service as a precinct officer at a primary, special or general election in accordance with the program set forth in Policy 5725.

Both excused and unexcused absences are counted with the attendance requirement. The distinction is made between "excused" and "unexcused" absences for the purpose of determining whether or not a student may have the opportunity for make-up work and whether or not disciplinary action is in order.

All absences will be counted in the attendance requirement. Included are excused absences, partial day's absence for a doctor or dentist appointment, driver's permit test, approved vacation days, inclement weather with school in session, and unexcused absences. The only exceptions are days when the student is involved in approved school activities. School activities are those activities in which a student participates as a member of an approved team or group representing the school. Such activities include but are not limited to field trips, sporting events and school-sponsored programs.

Whenever a child is going to be absent, the parents should notify the office between 7:00 a.m. and 8:00 a.m. each day of the absence so that the reason for absence will be known. The number is 330-335-1357. The office routinely calls parents/guardians to verify absence. Parents should not be offended by the call. The call is only to ensure the location and safety of the student. Without parent contact, a student will be presumed truant and dealt with accordingly. If it is absolutely impossible for the parent/guardian to call the school, the student will be required to bring a note to school after each absence explaining the reason for the absence or tardiness. Attendance has 24 hour a day voicemail; calls can be made anytime to report an absence.

\*\*Students who are absent from school for reasons not permitted by state law may or may not be permitted to make up work. ("See Makeup Work) The absence will be recorded as unexcused or truant.

An unexcused absence occurs when a parent/guardian notifies the school of an absence but it does not fall into one (1) of the categories listed under excused absence above.

A student is marked truant when a parent/guardian does not contact the school and does not respond when a call is placed notifying the parent/guardian that a student is not in school.

A student who misses thirty (30) or more consecutive hours, forty-two (42) or more hours in a month or seventy-two (72) hours in a school year without a legitimate excuse is considered habitually truant and is referred to an Absence Intervention Team. The Absence Intervention Team, which includes the student's parent/guardian(s), creates a plan to assist with the student's attendance issues. Legitimate excuse are those defined under excused absence.

### **CLASSROOM ATTENDANCE – CLASS CUTTING**

Students are expected to attend classes daily. Teacher passes to go to another classroom, library, or study hall are valid for only ONE period. Failure to report to designated area will count as truancy. (No academic grade for classes missed.) Possibly disciplinary actions will be taken.

### **EARLY DISMISSAL FROM SCHOOL**

Any student who must leave school early (before 2:30) for appointments must bring a written request signed by parent or guardian to the main office prior to the start of school on the day you wish early dismissal. This request should state the reason, time of desired dismissal, tentative time of return, and phone number where the parent may be reached. The student must have a verification form filled out and it should be presented to the main office secretary upon return to school.

### **LATE ARRIVALS – SIGNING OUT**

TARDY 7:35 to 8:40 A.M.

Students must be in attendance 4 periods to be eligible for competition and/or performances. When you return to school the day after an absence, follow this procedure:

Unless previously called off you must have a note within two days of return to school. Any student returning to school without a verification of his/her absence will be called to the main office. Absences will be recorded as truant and the student may be subject to disciplinary actions. If a student is truant or unexcused, he/she is subject to disciplinary action.

### **MAKE-UP WORK - HOMEWORK POLICY FOR EXCUSED AND UNEXCUSED ABSENCES**

1. Excused absences- It is the responsibility of each student with an excused absence to immediately, upon return to school, make arrangements with his/her teacher(s) to make up work missed.
2. Unexcused absence- Classwork for an unexcused absence is not able to be made up unless otherwise noted by school personnel. If a teacher decides the work will not be made up it will not count against the student's overall grade.
3. A student will be given one day to make up required work for each day missed. Scheduling of make-up work is at the teacher's discretion. If an assignment, such as an in-class activity or group assignment, is not required to be made up for excused or unexcused absences, students may be exempt (as will be indicated on Progress Book) from the assignment and neither zero credit nor other penalties will be assigned. The student's average and grade computed for the nine weeks will only reflect the required work completed.
4. Please contact the main office (on the third day of absence) with any questions or concerns regarding make-up work or homework policy for prolonged absences of 3 days or more. The main office will request assignments from teachers and teachers will have 24 hours to respond.

### **TARDINESS TO SCHOOL**

The main office will keep a record of each student's tardiness to school. The school will take action for all unexcused tardies.

Students who come to school later than their normal starting time will be required to sign in at the main office. You are considered tardy to school if you are not in your assigned seat when the late bell rings. Any student who fails to sign in may be considered truant or unexcused.

- 1<sup>st</sup> Tardy – free
- 2<sup>nd</sup> Tardy - Warning
- 3<sup>rd</sup> & 4<sup>th</sup> Tardy – 30 minute detention assigned
- 5<sup>th</sup> & 6<sup>th</sup> Tardy – 60 minute detention assigned
- 7<sup>th</sup> + Tardy – Administrative Discretion

### **VACATION**

Students are permitted to go on vacation during the school year without penalty except the week ending each semester and the week of state mandated testing. The purpose of this administrative guideline is to accommodate parents who must take their vacations during the school year and the desire to enjoy that time as a family.

Whenever a proposed absence-for-vacation is requested, parents must discuss it with the principal. The length of absence should be made clear, and those involved should have an opportunity to express their views on the potential effects of the absence.

The district will only approve a student's absence for a vacation when she/he will be in the company of his/her own parent or other family relatives but not other students' parents, unless there are extenuating circumstances deemed appropriate by the principal.

Prior to the vacation you must send a written letter to the principal within 10 days of the absence in order for the absence to be reviewed. Student attendance will be reviewed prior to approval granted. Please be advised that vacation request in the last week of both the first and second semester and the week of state mandated testing will not be allowed.

## **ACADEMICS**

**\*Academic dishonesty demonstrates a lack of character that is inconsistent with the goals of the Wadsworth City School District.**

**Definition of Academic Integrity:** All work that is prepared for evaluation by teachers (i.e., homework, quizzes, take-home exams, in-class examinations, presentations and papers) falls under academic integrity. Students are required to submit such work for evaluation for various reasons:

- To help the students develop and express concepts, knowledge, and skills
- To inspire creative thinking and work
- To provide the teacher with feedback revealing whether or not students grasp the material presented
- To provide a record of the student's progress
- To promote the learning of new material and to reinforce old material

Wadsworth Middle School students are expected to have high academic standards at all times, with emphasis on the need for attributing credit and for doing independent work when required/expected by the teacher. All work submitted to meet course requirements is expected to be a student's own work.

### **CHEATING**

Cheating is defined as giving or receiving any information on any work meant for individual completion or preparation regardless of the time or place of exchange of information. Violations may result in lowering of one's grades **or** disciplinary action. Individual teacher's syllabus explains specific classroom action. Violations may result in lowering of one's grades or disciplinary action. Individual teacher's syllabus explains specific classroom action.

### **SCHOLASTIC ACHIEVEMENT RECOGNITION**

HONOR ROLL - Each grading period, pupils with high achievement will be named to the honor roll at one of three levels: 4.0 Excellence Level, 3.5-3.9 Honor Level, and 3.0-3.5 Merit Level.

### **MIDDLE SCHOOL GRADING SYSTEM**

Wadsworth Middle School's grading system uses the below scale. Students grades reported in Progress Book are accurate and are not rounded. Weighted grades are used in classes for High School Honors credit only.

			<u>Weighted grades</u>
A	93-100	4.0	4.5
A-	90-92	3.7	4.2
B+	87-89	3.3	3.8
B	83-86	3.0	3.5
B-	80-82	2.7	3.2
C+	77-79	2.3	2.8
C	73-76	2.0	2.5
C-	70-72	1.7	2.2
D+	67-69	1.3	1.3
D	63-66	1.0	1.0
D-	60-62	0.7	0.7
F	59 (or below)	0.0	0.0

\*These points are earned for each course worth one full credit

### **MIDDLE SCHOOL ACADEMIC ELIGIBILITY**

To be academically eligible for participation in co-/extracurricular activities, a student must have passed five scheduled subject areas, the preceding grading period. A GPA requirement of 1.7 applies if you have passed five classes and failed additional class(es). Students must participate and earn credit in a minimum of 5 classes to be eligible for fall season of high school co-/extracurricular activities.

### **PLAGIARISM**

Because plagiarism is intellectually dishonest and therefore a form of stealing, it is an extremely serious offense and can result in severe penalties, even no credit for the course. The following forms of plagiarism are most frequent:

- Failure to document with quotation marks any material copied directly from other sources.
- Failure to acknowledge paraphrased material (someone else's ideas).
- Failure to provide a bibliography, or give credit to sources used.
- Copy and pasting into ones work without citing your source is plagiarism.
- Use of other's work, as one's own, particularly in the creative arts.
- Use of other's ideas as one's own for themes, poems, musical compositions, or artwork.

Footnote: Littell, Joy, Building English Skills. P. 266.

## **ANNOUNCEMENTS AND BULLETINS**

All regular announcements will be made each morning over the public address system. Announcements must be signed by a faculty member or principal and turned in to the main office. Announcements will also be posted on Twitter daily.

## **ASSEMBLIES**

Assemblies are presented periodically for the purpose of recognizing special achievements, presenting speakers, and encouraging school spirit. Attendance at all assemblies is required.

Additional parking is available in the east parking lot (vocational wing) at the High School which is connected to Middle School by a sidewalk. **Do not park in any fire lanes on school property.**

Students must exhibit behavior that is appropriate and courteous at all times. Whether guests are present or not, each student is personally responsible for the impression made by the school as a whole. The conduct of the student body at

assemblies conveys an important message to the speaker and to the public. Traditionally, WMS students have displayed good conduct and respect for speakers. Students should report to assemblies promptly and sit where designated. It is recommended that students do not leave valuables in their classroom. Stopping at vending machines, general misconduct, and throwing items of any kind during assemblies is prohibited.

## **ATHLETIC PARTICIPATION REQUIREMENTS**

**Athletes may not be eligible to participate until the following items have been completed** (forms can be picked up in the athletic office, school office, or online)

1. Physical Examination Form – completed and on file.
2. Emergency Medical Form – completed and on file.
3. Academic Eligibility requirements have been satisfied.
4. Activity Assessment

## **ATHLETICS RISK OF PARTICIPATION**

All athletes and parents must realize the risk of injury that may be a result of athletic participation. We sincerely hope no serious injury will occur. We feel there is a responsibility to athletes and parents to make them aware of the potential risks that may exist. The Wadsworth School District will use the following safeguards to make every effort to eliminate injury:

1. Conduct pre-season meetings to fully explain the athletic policies and to advise, caution, and warn parents/athletes of the potential for injury.
2. Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills, as well as being certified through sports medicine programs and CPR classes.

## **ATTENDANCE POLICIES/PROCEDURE**

### ***LEGAL RESPONSIBILITIES OF SCHOOL ATTENDANCE***

Section 3321.01 Ohio Revised Code states that any child between 6 and 18 years of age, inclusive, is of compulsory school age. The parents, guardian, or any other person having care of a child of compulsory school age shall cause such child to attend school or participate in a special education program, that conforms to the minimum standards by the State board of Education, unless the child is employed on an age and schooling certificate with the permission of the Wadsworth City School Board of Education.

### ***REQUIREMENTS***

Regular attendance by all students of the Wadsworth City School District is very important. In many cases, irregular attendance is the major reason for poor school performance. Consequently, all students will be urged to make doctor appointments, do personal errands, etc., outside of school hours.

A student will be considered habitually truant if the student is absent without a legitimate excuse for thirty (30) or more consecutive hours, forty-two (42) or more hours in one (1) school month, or for seventy-two (72) or more hours in one (1) school year. Whenever any student of compulsory school age has sixty (60) consecutive hours in a single month or a total of ninety (90) hours of unexcused absence from school during the school year, s/he will be considered habitually absent.

To be eligible for extracurricular activities, students need to be present for 4 class periods. Basically, this means that students must attend classes until 11:00 a.m. or be in attendance at the middle school by 11:00 a.m. for the rest of the day.

## **BULLYING – BE THE SOLUTION**

As you know, the issue of bullying is a very serious subject and needs to be addressed by every student in our school. The Wadsworth City Schools will not tolerate any student who behaves in such a manner that makes other students feel uncomfortable. This includes hurting other students either physically or emotionally. In some cases this could include cyber bullying which happens through any form of electronic communication including e-mail, instant message, chat text messages or any other form of electronic communication. It is important that every student do their part to end this negative behavior. If you are a bully, your behavior will not be tolerated and we will discipline you to the fullest extent available which could include suspension, expulsion and a report to the police. If you are being bullied, please seek the help of a principal or any adult in our building in order to put an end to this terrible behavior. Lastly, anyone who witnesses a bully in action should report them to a principal. Together, we can put an end to the bullying and help make our school a safer place for everyone. Every person in our school is challenged to do their part to end bullying. Our challenge to you is: "BE THE SOLUTION!"



## BUS TRANSPORTATION

Although the Wadsworth City School District furnishes transportation in accordance with state law, it does not relieve the parents of students from the responsibility of supervision until such time as the student boards the bus in the morning and after the student leaves the bus at the end of the school day.

Students who ride the bus to school are expected to ride the assigned bus to and from school. The driver of the bus will be responsible for the orderly conduct of the students. Improper conduct could result in the loss of this service.

**Any misbehavior that distracts the driver is a very serious violation and jeopardizes the safety of everyone. While on the bus, students are under the authority of the driver. The driver reports all discipline cases to the transportation supervisor who will consult with an administrator.** The rules of conduct are for your own safety as well as that of your fellow students. It is the responsibility of the student to get to school if he/she misses the bus. Students will be expected to enter the building immediately upon arriving at school.

A note needs to be signed and verified in the office if a medical appointment will change bus riding. Only a family emergency will alter the bus assignment. A note must be brought in and approved by a principal in order for this to occur. In cases requiring alternative supervision both students should produce a note explaining the emergency, where the parents can be reached and present it to the building administrators or designee who must sign the note and have an emergency release form attached to the note for presentation to the bus driver.

**Violations:** Any student persistently violating essential bus rules may be denied the privilege of riding the bus and may be required to furnish their own transportation.

A full list of transportation rules and procedures can be found by visiting the Wadsworth City School District Transportation Department homepage at <http://www.wadsworth.k12.oh.us/administration/12>.

## CAFETERIA REGULATIONS/PROCEDURES

Prices are available online at <http://www.wadsworth.k12.oh.us/index.aspx> District Department Food Services

Students may purchase a plate lunch or 'a la carte lunches at the cafeteria. Do not leave purses or other personal items of value unattended. Books or schoolwork should be locked in lockers during lunch time. Students are to enjoy a social lunch in the cafeterium. Students are expected to sit down and stay in their seat until they have finished their lunch. All students should clean up their own trash, and all may be asked to help insure a clean environment. Students will be expected to be in designated areas (cafeteria, designated restrooms or blacktop).

## CLASS ACTIVITIES AND CLASS FINANCES

Each class will have advisors assigned for each year. One advisor will be appointed head advisor. All class activities must have the approval of the head advisor and the principal, and all social events must be cleared through the administration and must be chaperoned by the advisors and other appropriate school personnel or parents.

Class funds are subject to the regulations concerning school accounts, and prior authorization must be obtained to spend class funds.

## CLOSING SCHOOL

In the event of school closing or two-hour delay, accurate information will be made available to parents and staff members through the following stations: WEWS TV 5, FOX TV 8, WKYC TV 3, WOIO/WUAB TV 19, ohio.com and WAKR/WQX. The AlertNow@ Phone Calling System will also be utilized. The Wadsworth City School system is NOT part of the Medina County School system. Should the superintendent determine school will be delayed 2 hours refer to the Two Hour Delay Bell schedule.

## CODE OF CONDUCT

### ACADEMIC CODE

- A. **Tobacco:** Students shall not possess, use, transmit, conceal or sell cigarettes or tobacco. State law prohibits students from smoking in any school building. This includes possession or the use of matches and/or lighters. No warning will be given for smoking violations. A student is considered smoking when seen with a cigarette, leaving a discarded one, or any other evidence indicating smoking.  
In addition, the smoking of electronic, "vapor," or other substitute forms of cigarettes, clove cigarettes and any other lighted smoking devices for burning tobacco or any other substance is prohibited.
- B. **Dress and Appearance:** Students shall not violate school rules relating to dress and appearance. Students shall

attend school dressed in a manner which is clean, not hazardous to their safety or the safety of others, and which does not distract from the educational environment.

- C. **Truancy, Tardiness or Class Cutting:** Students shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent. A student is considered tardy to first period if he/she is not in his/her assigned seat when the late bell rings.
- D. **Profane, Vulgar or Improper Language or Gestures:** Students shall not speak or write profane, vulgar, derogatory, demeaning or other improper or inappropriate language, or use profane, vulgar or other improper inappropriate gestures or signs or engage or attempt to engage in profane, vulgar or other improper or inappropriate actions. Student attire containing profanity or obscenity is prohibited.
- E. **Insubordination (also referred to as Failure to Comply with Directives):** This is defined as failing to follow the directives of school personnel or otherwise acting in defiance of school authority. Students shall comply with directives, requests and orders of teachers, student teachers, substitute teachers, or other appropriate school personnel.
- F. **Failure to Accept Discipline or Punishment:** Students shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers, principals or other appropriate school personnel.
- G. **Harassment, Hazing, and/or Sexual Harassment:** Students shall not threaten, act, or participate in or attempt to threaten, act, or participate in an act or acts that injures, degrades, disgraces, or tends to injure, degrade, or disgrace any student. This includes any unwanted sexual advances, which may be verbal, visual, or physical contact.
- H. **Violation of School Bus Conduct Requirement:** Students shall not act or participate in any act or acts or attempt to act or participate in any act which poses or tends to pose a danger to the safe operation of a school bus or conveyance, including, but not limited to, failing to remain seated, throwing objects at passengers, the driver, or out of the window, extending arms or objects out of the window, shouting, and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.
- I. **Disrespect:** Students shall not act so as to intimidate, insult, or otherwise abuse, orally or in writing, any member of the school staff or student body.
- J. **Disruption of School:** Students shall not by use of violence, force, noise, coercion, threat, harassment, intimidation, fear, passive resistance, or any other conduct, cause, attempt, or threaten to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. Students shall not urge other students to engage in such conduct for the purpose of causing, attempting, or threatening to cause the disruption or obstruction of any lawful mission, process, activity, or function of the school. While this list is not intended to be all-inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:
  - 1. Occupying any school building, school grounds or part thereof;
  - 2. Blocking the entrance or exit of any school building or corridor or room therein;
  - 3. Setting fire or attempting to set fire to or damaging or attempting to damage or defacing or attempting to deface any school building or property;
  - 4. Making, by telephone call, letter, or other means, a threat to damage or destroy any school property or to disrupt any school-sponsored or related activity, function, or event on or off school grounds. Any bomb threat to a school building or to any premises at which a school activity is occurring will subject the offender to a one year expulsion.
  - 5. Activating or attempting to activate an emergency alarm system in the absence of an emergency;
  - 6. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continuing function of any school, class, or activity or any lawful meeting or assembly on or off the school property;
  - 7. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;
  - 8. Except under the direct instruction of the principal or other authorized school personnel, blocking pedestrian or vehicular traffic on school property or at the site of any school-sponsored activity or event;
  - 9. Continuously making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extracurricular activity.
- K. **Damage, Destruction, Theft, or Unauthorized Removal of School Property:** Students shall not cause or attempt to cause damage to school property or steal or attempt to steal school property or engage in or attempt to engage in or participate or attempt to participate in the unauthorized removal of school property.
- L. **Damage, Destruction, Theft or Unauthorized Removal of Private Property:** Students shall not cause or attempt to cause damage to private property of students, teachers, school personnel or other persons or steal or attempt to steal private property or engage or attempt to engage in or participate or attempt to participate in the unauthorized removal of private property.
- M. **Physical or Verbal Assault on or Abusive Language Toward a School Employee, Authorized School Visitor, or Another Student:** Intentionally or recklessly causing or threatening physical or emotional harm to another student or behaving in such a manner as to present an imminent risk of such harm. Students shall not use vulgar, profane or abusive gesture toward any school employee, authorized school visitor, or another student, not cause or attempt to cause physical injury or behave in such a way as could threaten to cause physical injury to a school employee, authorized school visitor, or another student.
- N. **Weapons, Dangerous Instruments, Fireworks and Explosives:** Students shall not violate the District's policy against dangerous weapons in school, policy 5772. Students shall not use, possess, handle, transmit,

sell, conceal, or barter for, or bring up on school grounds, to a school activity, or on to a school vehicle any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object that is used or may be used to inflict physical harm or property damage or to threaten to inflict such harm or damage. Items that have the appearance of a weapon or dangerous instrument are also prohibited. Students shall not possess, handle, transmit, conceal, sell, or barter for, or bring upon school grounds, to a school activity, or on to a school vehicle any fireworks, explosives, inflammables, munitions, or other objects that could cause physical harm or property damage. Students shall not ignite, explode, detonate, or attempt to ignite, explode, or detonate fireworks, explosions, munitions, inflammables, or other objects that could cause physical harm or property damage.

O. **Narcotics, Alcoholic Beverages, Look Alike Drugs, and Stimulant or Depressant Drugs:**

Students shall not possess, use, transmit, sell, conceal, or consume any alcoholic beverage or intoxicant or any of the drugs of abuse while on school property, and/or involved in school activities. Likewise, students shall not consume or have discernible odor of any alcoholic beverages or intoxicant or drug of abuse at a time before the student's arrival at school or a school-sponsored or related event or activity. Examples of drugs of abuse include, but are not limited to, narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, glue, butane, cocaine, non-medically prescribed anabolic steroids, or other substances that could modify behavior.

Where a student is found to have violated this paragraph by using or consuming unauthorized drugs, drugs of abuse, or intoxicants, he/she may be required to submit a letter from a psychiatrist or physician stating that the student is physically and mentally able to resume his/her studies prior to his/her reentry on the school premises or participation in school related activities.

Use of drugs as authorized by a medical prescription from a licensed physician shall not be considered in violation of this rule provided proper documentation has been completed and filed with the school office. However, selling, transferring, or otherwise providing prescription drugs to a student to whom the drugs are not prescribed is a violation of this rule.

1. Students shall not possess, use, transmit, sell, consume, or conceal any drug or look-alike drugs of abuse, instruments, or drug paraphernalia (i.e., hypodermic needle, syringe, water pipe, roach clip, etc.)
2. Students who are knowingly in the presence of other students who are engaging in substance abuse and who fail to report such substance abuse to school authorities will also be in violation of this policy forbidding alcohol and drug use and will be subject to at least a five (5) day suspension.
3. Violations of this section may also result in notification to the registrar of motor vehicles and the county juvenile judge.

P. **Trespass:**

Students shall not enter upon school grounds or premises of a school building to which the students are not assigned during or after school hours except with the express permission of the school principal of that building or to attend or participate in a school-sponsored event in which their regularly assigned school is involved or where students from their regularly assigned school have been invited to attend or participate.

Students already under suspension, expulsion, or emergency removal shall not enter upon grounds or premises of the students' regularly assigned or other school buildings without the express permission of the principal.

Q. **Misconduct Away From School:** Students who sell or transmit any narcotic drug, hallucinogenic drug, amphetamine, barbiturate, cocaine, marijuana, or other controlled substance or drug of abuse off school property or at a non-school-sponsored or related activity, function, or event, or on school property before or after school, may in accordance with the procedures set forth in R.C. 3313.66, be subject to suspension or expulsion from school if the superintendent determines that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others.

Students who engage in an assault upon a school employee or other student off school property, at a non-school-sponsored or related activity, function, or event, or on school property before or after school hours may, in accordance with the procedures set forth in R.C. 3313.66, be subject to suspension or expulsion from school if it is determined that the student's continued presence in the school is reasonably certain to disrupt or interfere with the educational process or endanger the health or safety of the students or others.

R. **Falsification or Misstatement of Facts or Other Information:** Students shall not forge the writing of another or falsely use the name of another person or falsify times, dates, grades, addresses, or other data on school forms or school-related correspondence. Cheating, and/or plagiarism on school assignments are considered Fraud. Lying is considered Fraud.

S. **Gambling:** Students shall not engage in or promote games of chance, placing bets, or risk anything of value.

T. **Obtaining Property or Things of Value by Use of Coercion and Related Misconduct:** Students shall not use or attempt to use an express or implied threat, violence, harassment, coercion or intimidation to obtain money or any other type of property belonging to another student, a school employee, or others.

U. **Public Display of Affection or Sexual Acts:** Students shall not engage in kissing, embracing, or any sexual acts or displays not appropriate to the educational environment.

V. **Repeated Violations:** Students who repeatedly engage in acts which violate this code shall be subject to more severe punishment, including suspension or expulsion, for subsequent violations. The school district shall be entitled to maintain records of each student's misconduct and consider such records in arriving at the type and severity of punishment to be imposed for a violation of this code.

W. **Violation of Rules:** Students shall not violate the policies of the Board of Education, school rules, classroom rules, or regulations. Such policies and rules and regulations will be posted in a conspicuous place. Students are responsible for becoming familiar with those items.

- X. **Personal Communication Devices:** Students are not permitted to use personal communication devices in a manner contrary to Wadsworth City School District Policy [5136](#): Personal Communication Devices. Personal communication devices include: computers, tablets (e.g., iPads and similar devices), electronic readers ("e-Readers"; e.g., Kindles and similar devices), cell phones (e.g., mobile/cellular telephones, smartphones (e.g., BlackBerry, iPhone, Android devices, Windows Mobile devices, etc.)), telephone paging devices (e.g., beepers or pagers), and/or other web-enabled devices of any type.
- Y. **Aiding and Abetting:** Aiding and abetting any violation of this student code of behavior will result in disciplinary action.
- Z. **Failure to Provide Evidence/Providing False Information/Lying:** Students are expected to be honest concerning violations of the Code of Conduct and to help school officials establish the truth about a possible violation of the Student Code of Conduct. In establishing the facts concerning an incident, students shall be expected to cooperate with school officials. Students shall not give, or assist in giving false or fictitious accounts to any school official, police official, fire official, or any other person acting in an official or lawful capacity.
- AA. **Violating Acceptable Use Policy:** Students shall not use school-owned computers in a manner that violates the school's Acceptable Use Policy
- AB. **Violation of Student Publications Policy:** Students shall not violate the Student Publications Policy, policy 5722 with respect to content of student and non-student publications and requirements before distributing such publications.
- AC. **Other Misconduct:** Any misconduct which is contrary to the school's educational mission is prohibited.

## **RANDOM ALCOHOL, DRUG AND NICOTINE TESTING OF STUDENTS**

Wadsworth City School District Board of Education Policy 5512.01, Random Alcohol, Drug and Nicotine Testing of Wadsworth City School District Students, will be followed.

If a student participating in athletics or extracurricular activities not tied to an academic grade is found to have used alcohol, drugs or nicotine outside of the of the random testing process described above, he/she will be subject to the same positive result choices/consequences found in Wadsworth City School District Board of Education Policy 5512.01. This provision is in effect 24 hours per day, 7 days per week, every day of the year.

## **TEAM RULES AND REGULATIONS**

All team rules and regulations determined by the coach/advisor will be enforced and are supported by the athletic department and the building administration.

## **CO-CURRICULAR AND EXTRA-CURRICULAR CODE**

**"The student has received notification of this policy through the student handbook which the student acknowledges through their signature upon receiving the student handbook."**

This policy is applicable to students in non-credit, co-curricular, and extra-curricular activities in grades 7 through 12 in which students participate as players, members, performers, officers and/or chairpersons, including instrumental music during the marching and competition seasons. **(Does not pertain to activities related to the curriculum.)**

A student participating in co-/extra-curricular activities represents not only himself/herself, but also the Wadsworth City Schools and community. The Wadsworth City School district believes that student participation in extra-curricular and co-curricular activities is a privilege. The district also believes that participation in such activities demands that students maintain sound physical and/or mental condition.

Coaches/advisors are responsible for managing student behavior and handling discipline problems that occur within their range of responsibility. Coaches/advisors may call on other school personnel to help in discharging their responsibilities. They may refer students to the athletic director and/or building administrator whom is then responsible for determining further disciplinary action.

## **DRESS CODE/STUDENT APPEARANCE**

Disciplinary action may result if the below standards are not followed:

The parents will be notified and the student may be sent home to correct the infraction. The time missed will be unexcused. Students may be sent immediately to In-School Detention if parents cannot be reached. It is realized that the effectiveness of the minimum standards of dress can only be achieved through joint cooperation from students, faculty, administration, and parents.

Students are expected to keep themselves well-groomed and neatly dressed at all times. The following are examples of unacceptable dress (these are just examples and are not all inclusive):

- Any form of dress, makeup, and hairstyle/color which is considered contrary to good hygiene or which is destructive or disruptive in appearance and/or detrimental to the routine operation of the school will not be permitted.
- Students are permitted to have piercings in the ears and a small “stud” in the nose. They are not permitted other piercings on the face or visible body piercings.
- Clothing that is not modest in appearance; and pants that are worn below the waist (low hanging). See-through or mesh garments, tube tops, tank tops, hats, sunglasses, slippers, flip-flops, bandanas/head coverings worn by male or female students, or other similar items of clothing are not permitted.
- Clothing displaying alcoholic beverages, tobacco products, drugs, and/or weapons; and those with obscene or sexually explicit or other offensive printing on them will not be permitted.
- No holes in clothing displaying skin above the knee.
- Midriff and chest area must be covered at all times.
- Skirts/shorts/dresses must be beyond fingertip length (mid-thigh) or longer and must meet other conventional standards of dress.
- All clothing must provide appropriate body coverage at all times.
- Shoes must be worn throughout the day.

Final determination of appropriate school attire rests with a school administrator.

\*All teachers will assist in enforcing the Standards of Dress as adopted by the Board of Education.\*

## FEES—FINES

Any monies owed to the school will be recorded as soon as students incur the debt. All fine/fee monies and other financial obligations are to be paid in full in the main office. We do not allow students to charge items for other purchases.

## GUIDANCE DEPARTMENT

### COUNSELOR ASSIGNMENTS

7th Graders.....Mrs. Manos  
8th Graders..... Mrs. Beal

Students are assigned to counselors for routine matters such as schedules and test results. We encourage students to talk to any counselor about personal concerns, emergencies, and crises.

Counselors assist students through crisis intervention, problem solving, individual counseling, group counseling, classroom guidance, parent/family involvement, and consultation/collaboration with school staff, parents, mental health professionals, and community.

In addition to the preceding services, guidance services include:

1. Organization and administration of student-to-student tutoring and standardized testing.
2. Holding parent, teacher, and administrator conferences.
3. Assisting student in transition from Central Intermediate to the middle school and from middle school to the high school.
4. Assisting students in selecting high school courses.
5. Planning for the future.

## HALL PASS

All students in the halls during class periods must have a hall pass. There should be no exceptions to this rule.

## HEALTH SERVICES (school)

### CLINIC

The clinic is located in the main office. When a student is too ill to attend class or becomes injured, the student should get a pass from his/her teacher and report to the main office. Permission to release students from school will be allowed by office personnel after parents or their designee has granted authorization. Illness will not be accepted as a reason to loiter in a restroom or around other parts of the building. The school is not allowed to administer medicine unless the proper paperwork is on file in the clinic; first aid will be given as needed. Students are not permitted to give any non-prescription medication to another student.

### HEALTH AIDES

All schools will have a school health aide in the clinic for several hours a day. The school health aide has been trained in basic first aid, will administer medications, and do vision and hearing screenings. The school nurse will supervise the school health aides.

Please contact the school nurse by calling 330.335.1460, extension 6112, if you have questions or concerns about your child's medical condition.

### **SCREENING**

Vision screening will be done in grade 7. This is a state mandated screening for all students in this grade. Vision or hearing screenings may also be done as a result of a school staff or parent referral in any grade. For more information on school screenings, go to [www.wadsworth.k12.oh.us](http://www.wadsworth.k12.oh.us), click on "Programs", then click on "School Health Services" on the WCS web page.

### **SCREENING EXEMPTION**

Any child may be exempted from the school hearing screening by providing proof to the school by September 15th that he/she has been examined by a physician within the past 12 months with a note stating your request. A child may be exempted from the school vision screening by providing proof to the school by September 15th that he/she has been examined by a physician or optometrist within the past 12 months with a note stating your request.

## **INTERROGATIONS AND SEARCHES**

In accordance with policy 5771, school officials may search a student or a student's property when there are reasonable grounds to suspect the presence of contraband that violates the law or school rules. Dogs trained in the detection of illegal drugs and/or weapons **may** patrol school facilities and premises. A dog alerting to an object is considered reasonable grounds for a search. Vehicles on school property are also subject to search. Student lockers are the property of the Board and are subject to search based on reasonable suspicion of the violation of the law or school rules, and to random searches without regard to reasonable suspicion.

The Wadsworth City School District has custody of the students during the school day and during school hours of approved extracurricular activities. It is the responsibility of the school administration to make an effort to protect each student's rights with respect to interrogations by law enforcement officials. The administration has developed District regulations to be followed in the case of interrogations.

The right of inspection of students' school lockers or articles carried upon their person and interrogation of individual students is inherent in the authority granted school boards and administrators. Therefore, that authority is to be exercised sparingly and only when such inspection (search) is reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of educational responsibility.

Thus, when absolutely necessary, the police may enter the school without a warrant to question students. The questioning is to be done in administrative offices in the presence of school personnel and/or parent/guardian.

### **SEARCHES OF STUDENT'S PERSON OR PERSONAL PROPERTY BY SCHOOL PERSONNEL**

Principals or designees are permitted to search the person and personal property (purse, knapsack, gym bag, etc.) of a student when there is reason to believe that evidence will be obtained indicating the student's violation of either the law or school rules. The following rules apply in such cases:

1. There should be reasonable cause to believe that the search will result in obtaining evidence that indicates this student's violation of the law or school rules.
2. Searches will be conducted in the presence of another administrator or staff member of the same gender as the student being searched.
3. Parent(s), guardian(s) of a minor student who is the subject of a search will be notified of the search, as well as the reason(s) for the search, as soon as reasonably possible after completion of the search.
4. Where evidence indicating that a student has violated the law is discovered, law enforcement officials shall be notified.

The following rules apply to the search of school property assigned to a specific student (locker, desk, electronic devices, etc.) and the seizure of items in his/her possession:

1. There should be reasonable cause for school authorities to believe that articles are kept in the locker, desk or other storage spaces.
2. Search of an area assigned to a student should be for a specifically identified item and when possible, should be conducted in his/her presence and with his/her knowledge.
3. General housekeeping inspection of school property may be conducted with reasonable notice.
4. Illegal items (drugs, weapons, etc.) or other possessions reasonable determined to be a threat to the safety of others may be seized by school authorities at any time.

### **SEARCHES OF STUDENT'S PROPERTY BY POLICE**

A proper search warrant is required for any search of a student's personal property kept on school premises. However, if the police have a reason to believe any item that might pose an immediate threat to the safety of others is kept in a student locker, desk, or other storage space; searches may be conducted without a previously issued warrant.

1. There should be reasonable cause to believe that the search will result in obtaining evidence that indicates this student's violation of the law or school rules.
2. A member of the same gender as student will be present when searches are conducted.

## **LIBRARY—MEDIA CENTER**

Rules and regulations regarding conduct are posted in library. Gum chewing is prohibited in the media center. Each student is responsible for knowing the rules.

## **LOCKERS—SEARCHES—INVESTIGATIONS**

Lockers are the property of the school and therefore may be entered by the administration at any time. The right of inspection of students' school lockers or articles carried upon their person and interrogation of individual students is inherent in the authority granted school boards and administrators. Thus, it should be conducted to assure parents that the school, in exercising its "in loco parentis" relationship with their children, would employ every safeguard to protect the well-being of those children. This authority is to be reasonably likely to produce anticipated tangible results to aid in the educational process, preserve discipline and good order, or promote the safety and security of persons and their property within the area of educational responsibility. Any illegal materials found will be confiscated, and if necessary, law enforcement agencies will be notified.

All students/athletes should keep their valuables in a locked locker. Students should assess what items of value they bring to school. Students who are staying after school for practices, to assist teachers, etc., are to take all coats and books with them since sections of the building may be closed. Keep lockers locked at all times and do not disclose your combination to anyone. Sharing of a locker is strongly discouraged. The Board of Education does not provide insurance or assume responsibility for items missing or stolen. Locks for physical education classes are provided by the teachers. Students participating in any extracurricular activity are responsible for the safety and security of their own personal belongings in our facility and in facilities at away events.

Theft may occur at school. Please consider not bringing large sums of money or other valuable items that are not necessary for use at school. Recovery of stolen items is very difficult.

## **LOST AND FOUND**

All articles found should be turned in to the Main Office. Students losing articles should check the main office to see if their articles were turned in for the owner to claim.

## **REFERENCE GUIDE**

Accident/Emergency Situations	Teacher, Administrator
Athletic Program	Mr. Likens
Attendance Officer	Mr. Kresowaty
Attendance	Mr. Ryder, Mr. Kresowaty
Class Change Request	Guidance Counselors
Community Agency Referrals	Guidance Office
Discipline	Mr. Ryder
Educational Planning for Students	Guidance Counselors
Entry or Withdrawal of Students	Administrator
Field Trips	Mr. Jackson
Food Service	Mrs. Breuers
Fund Raising	Mr. Jackson
Grade Questions	Classroom Teachers
Guidance Programs and Policies	Guidance Counselors
Home Instruction	Guidance Counselors
Injuries	Teacher, Administrator
Locker Assignment & Maintenance	Main Office
Locker Policy	Administrator
Lost and Found	Main Office
Medical	Clinic
Policy Clarification	Administrator

Problems	Guidance Counselors or Administrator
Psychological Referrals	Guidance Counselors or Administrator
Publications	Mr. Ryder
Records	Guidance Counselors, Main Office
Scheduling Events & Building Use	Mr. Ryder
Scheduling Students	Guidance Counselors
Stolen Materials & Theft Report	Administrator
Textbooks	Classroom Teacher
Tutors	Guidance Counselors
Work Permits	Main Office

## RESTROOM POLICIES

Loitering in the restrooms is not permitted. **If ill, report to the clinic; do not stay in the restroom.** Disciplinary action will be taken with students who insist upon loitering in the restrooms.

## SCHEDULE CHANGES

Students should work with the guidance counselors and their parents to develop schedules. No schedule changes will be enacted without a student/counselor conference.

Many administrative decisions are based on course registration numbers. For this reason, we strive to minimize schedule changes. However, it is understood that some changes are inevitable. Although we strive to give individual students the best schedule possible, class sizes and class atmosphere must be considered when creating schedules.

## STUDENT ACTIVITY PROGRAMS

### ACADEMIC ELIGIBILITY

To be academically eligible for competition or public performance in co-/extracurricular activities, a student must receive a passing grade in 5 classes from this year during the preceding grading period. If a student does not pass all classes with a 6 class schedule, a minimum GPA of 1.7 is needed in the preceding grading period to be eligible.

### ACTIVITIES

The following activities are available to Wadsworth Middle School students. Academic eligibility is required to participate. We strongly encourage students to become involved in the extracurricular activities such as:

- Student Council
- Newspaper
- Peer Tutoring
- Model UN
- Dances
- Band
- Athletics
- Drama
- Fishing Club
- Choir – Show
- Peer Mediation
- Robotics
- Announcement Crew
- Lacrosse
- Academic Challenge
- Washington D.C.

### DANCES

Periodically WMS offers dances to the student body to encourage appropriate socialization. Cost for the dances will be determined by the administration. Financial assistance is available upon request.

Dances are a privilege and not a right. The administration reserves the right to exclude a student for disciplinary reasons. Only WMS students may attend our dances. Visitors, relatives or guests will not be permitted to attend. School dress code also applies. **WMS students are not permitted to attend high school dances.**

### ACTIVITY ASSESSMENT

A complete listing of sports, clubs, groups and associated costs will be available online and in the school office.

### SPORTS

The following sports are available to Wadsworth Middle School students. Students are encouraged to become involved in the sports programs.

<b>BOYS</b>	Cross Country	Football	Basketball	Wrestling	Track
<b>GIRLS</b>	Cross Country	Volleyball	Basketball	Cheerleading	Track

## STUDENT CONDUCT

Good conduct is based on the respect and consideration of the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. Students of the Wadsworth City School District will



conform to school regulations and accept directions from authorized school personnel. A student who fails to comply with established school rules or with any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations.

Every student who gives evidence of a sincere desire to remain in school and to be diligent in his or her studies will be given every reasonable opportunity to profit by the educational experiences provided and will be assisted in every way possible to achieve scholastic success.

1. Students shall respect constituted authority. This shall include conformity to school rules and regulations and those provisions of law, which apply to the conduct of students. Constituted authority includes any adult connected with the school; whether it is an administrator, teacher, monitor, custodian, secretary, cook, or bus driver.
2. Student conduct shall reflect consideration for the rights and privileges of others.
3. High personal standards of courtesy, dress, decency, morality, clean language, honesty, integrity, and appropriate relationship with others shall be maintained. Respect for real and personal property, pride in one's work and achievement within one's ability shall be expected of all students.
4. Wadsworth Middle School is your school; therefore, you should have a certain pride of ownership. The students who follow you in the future will appreciate your care and courtesy. Waste paper and other trash belong in the wastebaskets—not in your desk, locker or on the floor. A special effort must be made to keep all woodwork, walls, lockers and desks free from unsightly marks. Persons who cause damage to school property will be required to pay for the damage.
5. Public display of affection is unacceptable. Students using poor judgment in this matter may face disciplinary consequences and will be referred to a counselor. Parents will be notified if the conduct continues.

### ***DISCIPLINE***

It is the policy of the Wadsworth City School District Board of Education to act accordingly against violent, disruptive, or inappropriate behavior, including excessive truancy. The Board believes that discipline in the school provides each student with the most favorable atmosphere for learning. It recognizes that the incorporation of limits and controls by individual students is an important part of the learning process. It believes that limits on the individual are necessary for the orderly function of any society. Rules and regulations are necessary for the orderly function of an orderly and safe school environment that is conducive to teaching and learning.

It is considered a fundamental understanding by each student and his/her parents that any teacher or school official has not only the right, but the duty, to insist on good behavior. The right of discipline extends to all areas of the school program. (Ultimately, however, the conduct of a student is the legal responsibility of his/her parents or guardians. One of the most important lessons education should teach is discipline. While it does not appear as a subject, it underlies the entire education structure. It is the training that develops self-control, character, orderliness, and efficiency. It is the key to good conduct and proper consideration for other people.)

### ***TEACHER DETENTION***

Students may be assigned detention by a teacher. The length, time and place of the detention will be at the discretion of the teacher. Twenty-four (24) hour notice will be given. Students are responsible to arrange their own way home. Although teachers are encouraged to call parents when a detention is assigned, the detention notice given to the student is considered to be the student and parental notification of detention. Teachers can also have students serve a ½ hour detention at lunch. Student may bring their lunch to the assigned room and eat while they complete missing assignments.

### ***AFTER SCHOOL DETENTION***

Students may be assigned a detention for misbehavior in study halls, being tardy to school, or for other minor disciplinary infractions. This detention is served afternoons from 2:35-3:05 p.m. or longer in an assigned room. Students are responsible to arrange their own way home. A detention missed due to absence will be rescheduled. A pattern of repeated skipping of detention will result in additional detention time.

### ***DETENTIONS***

EXTENDED DETENTION is a more severe form of discipline than the after school detention. Also, detentions enable students who may otherwise be suspended to remain at school and at the same time, provide them with an opportunity to improve their academic standing. Hopefully, detentions will be a learning experience and one in which a change in behavior may occur. Students are required to bring school related materials and assignments.

If a student is assigned multiple detentions for the same offense, another method of discipline will then become necessary. Extended detentions will be up to two hours. It will run from 2:30-4:30 p.m. and will be held every day if necessary. Students will be notified of the dates at the time discipline is administered. If a student misses the detention without prior administrative approval, the student may be subject to additional discipline.

### ***IN-SCHOOL DETENTION***

In-School Detention is less severe than suspension and is defined as a removal of the student from his/her regularly scheduled classes. Before a student is placed in in-school detention, the student shall be given written notice of the

intention to impose in-school detention and the reasons for the intended in-school detention. Rules for in-school will be clearly outlined by administration previous to serving. In-school detentions are not suspensions and can't be appealed.

### **SATURDAY DETENTION**

WMS maintains a Saturday School program and it consists of two levels that are listed below. Saturday School meets at 8:00 am and on any given Saturday would be no less than 1 hour in length and no longer than 4 hours. Students will be required to bring school work and will be expected to stay on task for the duration of the Saturday School. Before a student is placed in Saturday Detention, the student will be given written notice of the intention to impose Saturday Detention. Failure to serve an assigned Saturday Detention may result in additional detention.

### **SATURDAY ALTERNATIVE TO OUT OF SCHOOL SUSPENSION (SAS)**

SAS will meet promptly at 8:00am and can be assigned for 1-4 hours. SAS may be used as an Alternative to Out of School Suspension at the discretion of administration, if deemed appropriate. Before a student is placed in SAS, the student will be given written notice of the intention to impose SAS. Failure to serve an assigned SAS will result in the assignment of an Out of School Suspension the next day that school is in session.

### **EMERGENCY REMOVAL**

Emergency Removal is defined as the denial to a student whose presence poses a continuing danger to persons or property or an on-going threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises for a period not exceeding three (3) school days, of permission to attend school and to take part in any school function. If a student is removed under this subparagraph, written notice of the reason(s) will be provided.

### **SUSPENSION**

Suspension is defined as the denial to a student, for a school period of at least one (1) but no more than ten (10) school days, of permission to attend school and to take part in any school function or the denial of education/credit. Suspension may be extended beyond the current semester or school year.

When the alleged misconduct becomes known, the student will be given written notice of the intention of suspension and the reasons for such action by the Superintendent, principal or assistant principal. The student will be given an opportunity to appear at an informal hearing before the superintendent, superintendent's designee, principal or assistant principal and challenge the reasons for the possible suspension or otherwise explain his/her actions.

Within one (1) school day after the time of a student's suspension, the superintendent or principal shall send written notice of the suspension to the student and his/her parent, guardian, or custodian and the Treasurer of the Board. The notice shall specify the duration of the suspension and the reasons therefore. It also shall include notification of the right of the student of his/her parent, guardian or custodian to appeal the suspension to the Board of Education or its designee within five (5) days of the suspension in order to be heard against the suspension, to be represented in the appeal proceeding, and to request that such hearing be held in executive session.

This procedure shall not and need not be followed in cases where a student is removed from one or more curricular activities for a period of less than twenty-four (24) hours and is not subject to suspension.

### **EXPULSION**

Expulsion is defined as the denial to the student, for a period exceeding ten (10) school days, of permission to attend school and to take part in any school function or the denial or permission to attend a particular class or classes or to take part in an activity for such a period. Expulsions may extend beyond the current semester or school year.

Prior to any expulsion, the superintendent shall give the student and his/her parent, guardian or custodian written notice of the intention to expel and shall provide the student and his/her parent, guardian, or custodian with an opportunity to appear before the superintendent or his designee and challenge the reasons for the intended expulsion or otherwise explain the student's actions.

The notice shall include the reasons for the intended expulsion, notification of the right of the student, guardian, custodian or their representative to appear before the superintendent or his designee to hear and to challenge the reasons for the intended expulsion or otherwise to explain the student's actions, and notification of the time and place to appear. The time to appear shall not be earlier than three (3) nor later than five (5) days after the notice has been mailed unless the superintendent grants an extension of time at the request of the student, or his/her guardian, custodian or representative. Such extensions shall not exceed five (5) days. If an extension of time is granted, the superintendent shall notify the student and his/her parent, guardian, custodian or representative of the new time and place to appear.

Within one (1) school day after the time of any expulsion, the superintendent shall send written notice to the student and his/her parent, guardian, or custodian and the Treasurer of the Board. The notice shall specify the duration of the expulsion and the reasons therefore. It also shall include notification of the right of the student of his/her parent, guardian, or custodian to appeal the expulsion to the Board or to its designee within fourteen (14) days of the expulsion in order to be heard against such expulsion, to be represented in the appeal proceeding, to be granted a hearing before the Board or its

designee in order to be heard against the expulsion, and to request that such hearing be held in executive session. This procedure shall not and need not be followed in cases when a student is removed from one or more curricular activities for a period of less than 24 hours and is not subject to expulsion.

Any act that would be a criminal offense when committed by an adult that results in serious physical harm to persons or property (as defined in R.C. 2901.01) may result in expulsion of up to one (1) year. Additionally, violations of the weapons in schools policy may result in expulsion of up to one (1) year. The superintendent may reduce the one-(1) year expulsion on a case-by-case basis. Matters which might lead to a reduction of the expulsion period include: an incident involving a disabled student and the incident is a manifestation of the disability; the age of the student and its relevance to the punishment; the prior disciplinary history of the student; and/or the intent of the perpetrator or any other reason relevant to each incident.

**\*\*While suspended, expelled or removed from school under this policy, students are not permitted to attend curricular or extracurricular activities, or be on any school property. If the student is removed from only one particular class or activity, s/he may not attend the class or participate in the activity for the duration of the removal.\*\***

### ***APPEALS TO THE BOARD OF EDUCATION***

Pursuant to the above discipline, a student or his/her parent, guardian or custodian may appeal his/her suspension, expulsion, or removal to the Board or its designee. Notice of such appeal shall be filed, in writing, with the Treasurer of the Board within five (5) days of the suspension or fourteen (14) days of the expulsion. The student or his/her parent, guardian or custodian may be represented in the appeal proceeding and shall be granted a hearing before the Board or its designee to be heard against the suspension or expulsion.

- If an appeal is taken before the Board or its designee, such appeal may, upon request of the student, his/her parent, guardian or custodian or attorney, be heard in executive session.
- The Board, by a majority vote of its full membership, or by the action of its designee, may affirm the suspension or expulsion or may reinstate the affected student or may otherwise reverse, vacate or modify the order of suspension or expulsion.
  - A. The Assistant Superintendent is hereby appointed as designee to hear all suspension appeals. As designee, the Assistant Superintendent's decision shall be considered automatically adopted by the Board of Education, without the necessity for any further Board action.
  - B. The Board shall hear its own expulsion appeals, unless it appoints a designee, on a case-by-case basis. In the case of expulsions, all expulsions may be heard in executive session at the election of the party appealing.
  - C. The Board shall take action on the expulsion appeal in public session.
  - D. A verbatim record shall be kept of all hearings under this paragraph.
  - E. Decisions of the Board or its designee may be appealed under Chapter 2506 of the revised code.

### **Co-Curricular and Extra-Curricular Code of Conduct**

#### **SPECIAL NOTICE**

**"The student has received notification of this policy through the student handbook which the student acknowledges through their signature upon receiving the student handbook."**

This policy is applicable to students in non-credit, co-curricular, and extra-curricular activities in grades 7 through 12 in which students participate as players, members, performers, officers and/or chairpersons, including instrumental music during the marching and competition seasons. **(Does not pertain to activities related to the curriculum.)**

A student participating in co-/extra-curricular activities represents not only himself/herself, but also the Wadsworth City Schools and community. The Wadsworth City School district believes that student participation in extra-curricular and co-curricular activities is a privilege. The district also believes that participation in such activities demands that students maintain sound physical and/or mental condition.

Coaches/advisors are responsible for managing student behavior and handling discipline problems that occur within their range of responsibility. Coaches/advisors may call on other school personnel to help in discharging their responsibilities. They may refer students to the athletic director and/or building administrator whom are then responsible for determining further disciplinary action.

### **ATHLETIC CODE/EXTRACURRICULAR ACTIVITIES**

#### ***RANDOM ALCOHOL, DRUG AND NICOTINE TESTING OF STUDENTS***

Wadsworth City School District Board of Education Policy 5512.01, Random Alcohol, Drug and Nicotine Testing of Wadsworth City School District Students, will be followed.

If a student participating in athletics or extracurricular activities not tied to an academic grade is found to have used alcohol, drugs or nicotine outside of the of the random testing process described above, he/she will be subject to the same positive result

choices/consequences found in Wadsworth City School District Board of Education Policy 5512.01. This provision is in effect 24 hours per day, 7 days per week, every day of the year.

### **Team Rules and Regulations**

All team rules and regulations determined by the coach/advisor will be enforced and are supported by the athletic department and the building administration.

### **Added Requirements for Athletic Participation**

Athletes may not be eligible to participate until the following items have been completed (forms can be picked up in the athletic office):

1. Physical Examination Form – completed and on file in the athletic office.
2. Emergency Medical Form – completed and on file in the athletic office.
3. Academic Eligibility requirements have been satisfied.
4. Activity Assessment.

### **Risk of Participation in Athletics**

All athletes and parents must realize the risk of serious injury that may be a result of athletic participation. We sincerely hope no serious injury will occur. We feel there is a responsibility to athletes and parents to make them aware of the potential risks that may exist. The Wadsworth School District will use the following safeguards to make every effort to eliminate injury:

1. Conduct pre-season meetings to fully explain the athletic policies and to advise, caution, and warn parents/athletes of the potential for injury.
2. Maintain a continuing education program for coaches to learn the most up-to-date techniques and skills, as well as being certified through Sports Medicine programs and CPR classes.

### **Due Process**

If it is the intention of a coach/advisor to deny participation to a student, the coach or advisor will hold a hearing and inform the student of such intention. The coach/advisor will make a record of the hearing in writing noting the student's name, activity, infraction, date of infraction, date of hearing, and results of the hearing. The student and his/her parents will have the right to appeal the action of the coach/advisor in writing to the Assistant Principal. The Assistant Principal will head an Appeal Board consisting of the Assistant Principal, Athletic Director, and a teacher appointed by the Principal. The Appeal Board will hear the appeal within three days after receipt of the appeal requests. Its decision will be rendered within two days after the appeal hearing.

## **STUDY HALL PROCEDURES**

1. Students are to be in their assigned seats before the tardy bell rings.
2. No talking, card playing, or sleeping will be permitted.
3. No student shall leave the study hall without a hall pass or a written pass previously obtained from a teacher.
4. Students are to bring and use study materials to all study halls.
5. Students are expected to use this time wisely and may be subject to discipline if they disrupt the educational environment in study hall.

## **SURVEILLANCE (Audio/Video)**

This facility and its resources uses surveillance/electronic monitoring equipment to observe, monitor and/or record the behavior and activity of all persons on school property or grounds, or participating in school functions and may be disclosed for Law enforcement purposes. Questions about the surveillance system, both audio and video, are directed to the Building Principal.

## **TECHNOLOGY**

### **ACCEPTABLE USE STATEMENT**

All students are expected to use the technology provided to Wadsworth Middle School in an approved, ethical manner in accordance with Board Policy 7540.03 for completion of classroom assignments. Board Policy concerning the use of technology is available at <http://www.neola.com/Wadsworth-oh/>. Students who misuse technology through damage, maliciousness, non-educational use, cheating, bypassing the Internet content filter or excessive printing will be subject to immediate disciplinary action.

General school rules for behavior and communication apply. The Board does not sanction any use of the internet that is not authorized by or conducted strictly in compliance with this policy and its accompanying guidelines. Users who disregard this policy and its accompanying guidelines may have their use privileges suspended or revoked, and disciplinary action taken against them. Users granted accesses to the Internet through the Board's computers assume personal responsibility and liability, both civil and criminal, for use of the Internet not authorized by this Board policy and its accompanying guidelines.

## **ELECTRONIC DEVICES**

The uses of personal electronic devices are permitted for educational purposes ONLY. Permission to use personal electronic devices will vary depending on the location of the building. The following color system will identify level of permission of use for specific areas within Wadsworth Middle School.

- Green:** Students are permitted to use electronic devices at their convenience for educational purposes.
- Yellow:** Students are permitted to use electronic devices with the permission of the classroom teacher. Teacher classrooms and other areas marked as such.
- Red:** Students are NOT permitted to use electronic devices. These areas include hallways, restrooms, and classrooms when the teacher has prohibited use.

## **Consequences for Violation of the BYOD Student Guideline**

Violation of the BYOD Student Guideline as outlined in this document will result in the following disciplinary actions:

\*Possible consequences could range from a warning to possible suspension, dependent upon severity and number of offenses.

\*\*All students will enter into new BYOD policy with a clean record regarding electronic device violations\*\*

Students will face suspension and possibly expulsion for using an electronic device of any kind to cheat in class. In addition, students may not record any lesson or any other event in the middle school without the teacher or administration pre-approval. Students who record other students, staff, or events may face suspension or expulsion.

PLEASE BE ADVISED that all information transmitted via the WCS wireless system is subject to search and seizure. This includes any holding/transmitting device and its contents are not held to any expectation of privacy of the data contained. Information may be searched if the administration feels it is necessary for the safety and security of the student in our School.

In case of emergency, please call the main office. The main office will address appropriately, with administration being involved. Students are not permitted to answer or respond to incoming calls or text messages.

## **VISITORS**

All visitors to Wadsworth Middle School are required to report to the main office. Visits with teachers and students are discouraged during the normal school day unless an appointment has been previously scheduled. All visitors must sign in and may be issued a visitor's pass. Student visitors must have prior approval from the administration.

\*\*All students have the right to an education. That right carries with it responsibilities; primarily, to respect the rights of others. This includes the avoidance of any discrimination in regard to race, color, national origin, sex, religion, or handicap.\*\*

## **WITHDRAWING FROM A COURSE**

### **Generally**

Requests to withdraw from a course must bear a parent/guardian and teacher's signature. If the teacher disagrees with the drop, a conference may be requested before the drop is honored.

### **Full Year Course**

From the 10<sup>th</sup> day of school until interim of the 2<sup>nd</sup> grading period (week 5), a student may withdraw from a course without penalty.

1. IF the course is dropped prior to the end of the 1<sup>st</sup> grading period, the course and grade will not be entered on the student's permanent record card.
2. If the course is dropped between the end of the 1<sup>st</sup> grading period and the interim of the 2<sup>nd</sup> grading period (week 5), a "WD" (withdrawal) will be entered on the student's permanent record and no credit will be given.
3. Dropping a course after the interim of the 2<sup>nd</sup> grading period will result in the course being recorded on the permanent record card, no credit given for the course, a grade of "WF" will be given for the year.
4. Students must request and complete "Dropping a Full Year Course" form by interim of second grading period or a "WF" will be given.

### **Semester Course**

A student may withdraw from a semester course with the following guidelines:

1. Prior to the end of the first nine weeks of the course (1<sup>st</sup> or 3<sup>rd</sup> grading period), the course and grade will not be entered on the student's permanent record card.
2. During the second nine weeks of the course (2<sup>nd</sup> grading period), the course will be recorded on the permanent record card, no credit given for the course, a grade of "WF" will be given, and the "WF" will be used when computing G.P.A. and Class Rank. (Students may not drop a course during the 4<sup>th</sup> grading period.)

# ANNUAL NOTICES

Civil Rights Compliance Officer

According to Wadsworth City School District Board of Education Policy 2260: Nondiscrimination and Access to Equal Educational Opportunity, the following person has been designated to handle inquiries regarding the non-discrimination policies of the District:

Director of the Four Cities Educational Compact  
524 Broad St.  
Wadsworth, OH 44281  
330-336-3571

Parent's Right to request Educational Program and Staff Information

According to Wadsworth City Board of Education Policy 2261.02: Title I-Parent's right to Know and in accordance with the requirement of Federal law, for each school receiving Title I funds, the Superintendent shall make sure all parents of students in that school are notified that they may request, and the Board will provide the following information on the student's classroom teachers:

- A. Whether the teacher(s) have met the State qualification and licensing criteria for the grade levels and subject areas they are teaching.
- B. Whether the teacher(s) is teaching under any emergency or provisional status in which the State requirements have been waived.
- C. The undergraduate major of the teacher(s) and the area of study and any certificates for any graduate degrees earned.
- D. The qualifications of any paraprofessionals providing services to their child(ren).
- E. In addition, the parents **shall** be provided:
  1. information on the level of achievement of their child(ren) on the required State academic assessments;
  2. timely notice if the student is assigned to a teacher who is not "highly qualified" as required, or if the student is taught for more than four (4) weeks by a teacher who is not highly qualified.

## Directory Information

According to Wadsworth City School District Board of Education policy 8330: Student Records, the District intends to make available, upon request, certain information known as "directory information". The Board designates as student "directory information": a student's name. Directory information shall not be provided to any organization for profit-making purposes. Parents and eligible students may refuse to allow the Board to disclose any or all of such "directory information" upon written notification to the Board within fourteen (14) days after receipt of this communication.

## Drug Prevention Memorandum to Parents

In accordance with Federal Law, the Board of Education prohibits the use, possession, concealment, or distribution of drugs by students on school grounds, in school or school-approved vehicles, or at any school-related event. Drugs include any alcoholic beverage, anabolic steroid, dangerous controlled substance as defined by State statute or substance that could be considered a "look-a-like" controlled substance. Compliance with this policy is mandatory for all students. Any student who violates this policy will be subject to disciplinary action, in accordance with due process and as specified in the student handbooks, up to and including expulsion from school. When required by State law, the District will also notify law enforcement officials.

The District is concerned about any student who is a victim of alcohol or drug abuse and will facilitate the process by which s/he receives help through programs and services available in the community. Students and their parents should contact the school principal or counseling office whenever such help is needed.

## District Bullying Policy

According to Wadsworth City School District Board of Education Policy 5517.01: Bullying and other Forms of Aggressive Behavior.

Harassment, intimidation, or bullying behavior by any student in the Wadsworth City School District is strictly prohibited, and such conduct may result in disciplinary action, including suspension and/or expulsion from school. "Harassment, intimidation, or bullying", in accordance with R.C. 3313.666 means any intentional written, verbal, graphic or physical act including electronically transmitted acts, i.e., Internet, cell phone, personal digital assistant (PDA), or wireless hand-held device, either overt or covert, by a student or group of students toward other students more than once, including violence within a dating relationship, with the intent to harass, intimidate, injure, threaten, ridicule, or humiliate. Such behaviors are prohibited on or immediately adjacent to school grounds, at any school-sponsored activity, on school provided transportation, or at any official school bus stop that a reasonable person under the circumstances should know will have the effect of:

- A. Causing mental or physical harm to the other students including placing an individual in reasonable fear of physical harm and/or damaging of students' personal property; and,

- B. Is sufficiently severe, persistent, or pervasive that it creates an intimidating, threatening, or abusive educational environment for the other students.

#### Student Privacy and Parental Access to Information

According to Wadsworth City Board of Education policy 2416: Student Privacy and Parental Access to Information, the Board respects the privacy rights of parents and their children. No student shall be required, as part of the school program or District's curriculum, without prior written consent of the student or, if an unemancipated minor, his/her parents, to submit to or participate in any survey, analysis, or evaluation that reveals certain information that is detailed in this policy. Parents also have the right, upon request, to inspect any instructional material used as part of the educational curriculum of the student.

#### Inspection of Instructional Information

The Director of Instruction and Professional Development is responsible for coordinating inspections of instructional materials at each school. The Director of Instruction and Professional Development's office is located at 524 Broad St. Wadsworth, OH 44281 and can be reached at 330-336-3571.

#### Parents right to inspect, review, and request amendments to student educational records

A parent or adult student has the right to:

- A. inspect and review the student's education records within forty-five (45) days after the School receives a request for access or within such shorter period as may be applicable to students with disabilities. The School has a form that can be used to submit such a request. The Custodian of Records ("COR") (building principal) will notify the parent or adult student of the time and place where the records can be inspected. Parents and adult students are not permitted to inspect and review the education records of other students. If there is a valid reason why a parent or adult student cannot personally inspect and review a student's education records, or if the parent or adult student specifically requests copies of education records, the COR may arrange for copies of the requested records to be delivered to the parent or adult student directly. The Board may charge a reasonable fee for the copying of records, which may be waived under circumstances of unusual hardship.
- B. request the amendment of the student's education records if the parent or adult student believes the record is inaccurate, misleading, or otherwise in violation of the student's privacy rights. Parents or adult students who believe that a change is necessary should ask the COR to correct the record. Such a request should be made in writing and should identify the part of the record they want changed, and specify why it should be changed. If the record is not changed to the parent's or adult student's satisfaction or if the COR informs the parent or adult student that the record does not appear to be misleading, inaccurate, or in violation of any privacy right, the parent or adult student will be informed of his/her right to request a hearing. The parent or adult student may submit a written request for a hearing. The hearing will be conducted by a hearing officer who will submit his/her findings to the Superintendent. The Superintendent will make the final decision concerning whether to change the record. A parent or student who remains dissatisfied with the final decision of the Superintendent may request that an explanatory statement be placed in the student's file explaining the basis for the disagreement. The school has a form that may be used to identify which information in the record the parent or adult student believes is inaccurate, misleading, or a violation of the student's privacy rights, and to specify why it is inappropriate.

#### Parent/Student Right to file a complaint

Any parent or student who believes that the School District has failed to comply with the Family Education Rights and Privacy Act ("FERPA") or the Protection of Pupil Rights Amendment ("PPRA"), may file a complaint directly with the Family Policy Compliance Office, U.S. Department of Education, 400 Maryland Avenue, S.W., Washington, D.C. 20202-8520".

## **WADSWORTH CITY SCHOOL DISTRICT – BYLAWS & POLICIES**

### **5611 - DUE PROCESS RIGHTS**

The Board of Education recognizes that students waive certain constitutional rights, regarding their education. Accordingly, the Board establishes the following procedures:

- A. Student subject to suspension:
- When a student is being considered for an out-of-school suspension by the Superintendent, principal, or other administrator:
1. The student will be informed in writing of the potential suspension and the reasons for the proposed action.
  2. The student will be provided an opportunity for an informal hearing to challenge the reason for the intended suspension and to explain his/her actions.
  3. An attempt will be made to notify parents or guardians by telephone if a suspension is issued.
  4. Within one (1) school day of the suspension the Superintendent, principal, or other administrator will notify the parents, guardians, or custodians of the student and the Treasurer of the Board. The notice will include the reasons for the suspension and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the suspension to the Board or its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within five (5) calendar days after the date of the notice to suspend. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.
  5. Notice of this suspension will also be sent to the:
    - Superintendent;
    - Board Treasurer;
    - Student's school record (~~not for inclusion in the permanent record~~).
  6. If a student leaves school property without permission immediately upon violation (or suspected violation) of a provision of the Student Code of Conduct/Student Discipline Code or prior to an administrator conducting an informal hearing as specified above, and the student fails to return to school on the following school day, the principal, assistant principal, Superintendent, or any other administrator, may send the student and his/her parent(s)/guardian(s) notice of the suspension, and offer to provide the student and/or his/her parents an informal hearing upon request to discuss the reasons for the suspension and to allow the student to challenge the reasons and to explain his/her actions, any time prior to the end of the suspension period.
    - Appeal of Suspension to the Board or its designee
    - The student who is eighteen (18) or older or the student's parent(s) or guardian(s) may appeal the suspension to the Board or its designee. They may be represented in all such appeal proceedings.
    - A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian, if held before the Board.
    - The procedure to pursue such appeal will be provided in regulations approved by the Superintendent. Notice of appeal must be filed, in writing, with the Treasurer or the Superintendent within five (5) calendar days after the date of the notice to suspend.
    - Appeal to the Court
    - Under Ohio law, appeal of the Board's or its designee's decision may be made to the Court of Common Pleas.
- B. Students subject to expulsion:
1. When a student is being considered for expulsion by the Superintendent:
    - The Superintendent will give the student and parent, guardian, or custodian written notice of the intended expulsion, including reasons for the intended expulsion.
    - The student and parent or representative have the opportunity to appear before the Superintendent or designee to challenge the proposed action or to otherwise explain the student's actions. The written notice will state the time and place to appear, which must not be earlier than three (3) school days nor later than five (5) school days after the notice is given, unless the Superintendent grants an extension upon request of the student or parent.
    - Prior to the ending date of the suspension, the Superintendent will notify the parents, guardians, or custodians of the student and Treasurer of the Board. The notice will include the reasons for the expulsion and the right of the student, parent, guardian, or custodian to appeal to the Board or its designee; the right to be represented at the appeal; and the right to request the hearing be held in executive session if before the Board. The notice shall also specify that if the student, parent, guardian, or custodian intends to appeal the expulsion to the Board or



its designee, such notice of appeal shall be filed, in writing, with the Treasurer of the Board or the Superintendent within fourteen (14) calendar days after the date of the notice of expulsion. If the offense is one for which the District may seek permanent exclusion, then the notice will contain that information.

2. Appeal of Expulsion to the Board

- A student who is eighteen (18) or older or a student's parent(s) or guardian(s) may appeal the expulsion by the Superintendent to the Board or its designee. They may be represented in all such appeal proceedings and will be granted a hearing before the Board or its designee.
- A verbatim record will be kept of the hearing which may be held in executive session at the request of the student, parent, or guardian.
- The procedure to pursue such appeal will be in accordance with regulations approved by the Superintendent. Notice of appeal must be filed, in writing, within fourteen (14) calendar days after the date of the Superintendent's decision to expel with the Treasurer of the Board or the Superintendent.
- While a hearing before the Board may occur in executive session, the Board must act in public.

3. Appeal to the Court

- Under State law, the decision of the Board may be further appealed to the Court of Common Pleas.

C. Students subject to emergency removal:

- Students whose conduct warrants emergency removal shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.03 – Emergency Removal.

D. Students subject to permanent exclusion:

- Students whose conduct is that for which permanent exclusion is warranted shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.01 – Permanent Exclusion of Nondisabled Students.

- Students subject to suspension from bus riding/transportation privileges:

E. Students whose conduct warrants suspension from bus riding and/or transportation services shall be dealt with in accordance with the rights and procedures outlined in Policy 5610.04 - Suspension of Bus Riding/Transportation Privileges.

The Superintendent shall ensure that all members of the staff use the above procedures when dealing with students. In addition, this statement of due process rights is to be placed in all student handbooks in a manner that will facilitate understanding by students and their parents.

These procedures shall not apply to in-school disciplinary alternatives including in-school suspensions. An in-school suspension is one served entirely within a school setting. Nor shall these disciplinary alternative procedures apply to students who are prohibited by authorized school personnel from all or part of their participation in co-curricular, interscholastic, and/or no interscholastic extra-curricular activities.

R.C. 3313.20, 3313.66, 3313.661

Revised 4/9/2018