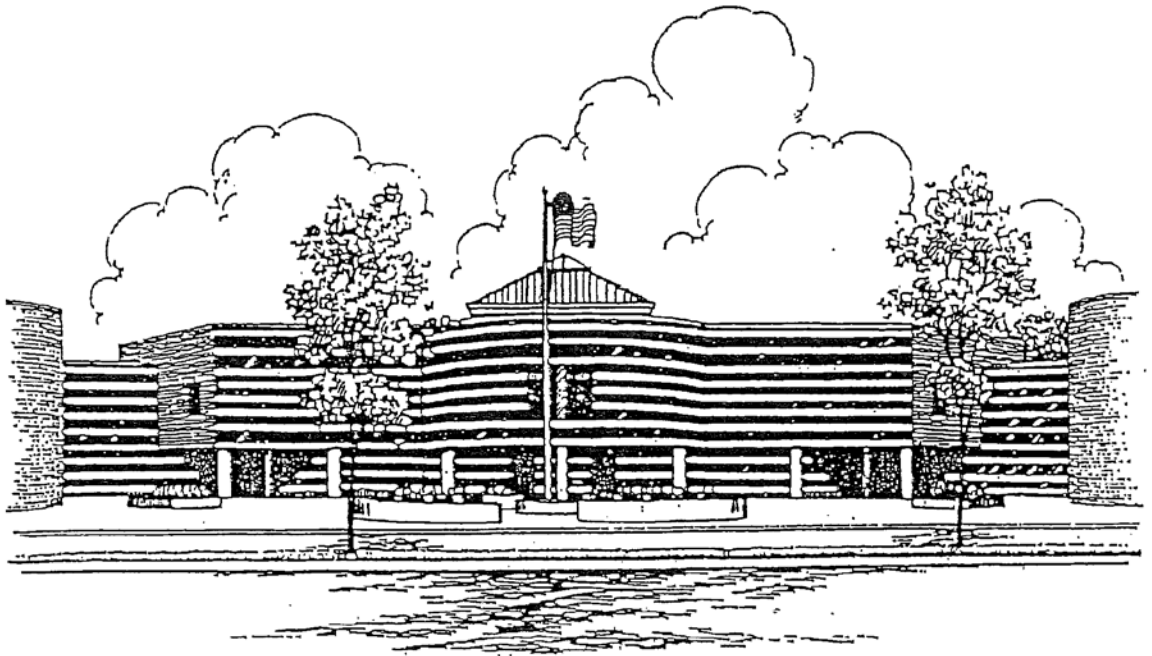


STUDENT HANDBOOK



Massillon Washington High School

2009-2010

RIGHTS AND RESPONSIBILITIES

WASHINGTON HIGH SCHOOL

BOARD OF EDUCATION

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MASSILLON CITY SCHOOLS

MIKE BABICS
PRINCIPAL
WASHINGTON HIGH SCHOOL

RIGHTS AND RESPONSIBILITIES

The student handbook is a set of guidelines for Washington High School students to follow throughout the entire school year. All students and parents should read it carefully. Please contact the principal's office, if further clarification is needed in any of the rules outlined in this publication.

All of the rules set forth in this handbook are designed to enable our students to achieve success in academics, co-curricular activities, and extra-curricular activities. These guidelines will provide the necessary environment for our students to reach their full potential as a student at Washington High School. All of our students deserve this opportunity to be successful. Students interfering or disrupting with the normal functions of our school will be disciplined according to our school policies.

It is important that our Washington High School students learn to become good citizens and become a valuable member of the Massillon community. I believe that our guidelines will prepare our students for the future.

The areas covered in our handbook were reviewed and amended for the 2009-2010 school year.

Mike Babics
W.H.S. Principal

Washington High School as an institution does not discriminate on the basis of race, color, religion, ethnicity, national origin, age, sex, marital or handicapped status. This commitment is made by the high school and required by federal, state and local laws and regulations, including Title IX.

It is the policy of The Massillon City School District that no candidate for a position shall be discriminated against on the basis of race, color, religion, national origin or citizenship status, creed or ancestry, age, gender, marital status, non disqualifying disability, height or other protected categories.

Refer any questions or concerns to these District Contact Officials:
Title IX Coordinator – Mr. Mark Fortner, Assistant Superintendent
Section 504 Coordinator – Mr. John Graven, Pupil Services Director

504/ADA COMPLIANCE OFFICER

The 504/American Disabilities Act Compliance Officer is
Mr. John Graven
Massillon City Schools
207 Oak S.E., Massillon, Ohio 44646-8496
Phone: 330-830-3900 Ext. 50147

In compliance with the guidelines furnished to us by the Department of Health Education and Welfare, we hereby reproduce the resolution adopted by the Massillon Board of Education on November 17, 1975.

WHEREAS, The Department of Health, Education and Welfare has published an implementing Regulation for Title IX of the Education Amendments of 1972, which prohibits sex discrimination in Federally-assisted education programs, and

WHEREAS, Specifically, Title IX states:

“No person in the United States shall, on the basis of sex, be excluded from participation in, be denied the benefits of, or be subjected to discrimination under any education program or activity receiving Federal financial assistance...” and

WHEREAS, The published Regulation, effective July 21, 1975, describes how Title IX will be enforced and how it applies to educational institutions, and

WHEREAS, The law underlying the Regulations is based on the sound premise that, in a knowledge-based society, equal opportunity in education is fundamental to equality in all other forms of endeavor, and

WHEREAS, The Regulation required that during the next year those in education begin a searching self-examination to identify any discriminatory policies or practices within their institutions and to take whatever remedial action is needed: Therefore, be it

RESOLVED, That the Board of Education of Massillon City School District state, and it hereby does state, its intention to assure compliance with the Rules and Regulations as set forth in Title IX implementing the Education Amendments of 1972, and as affected by Title VI of the Civil Rights Act of 1964, and be it

FURTHER RESOLVED, That the Superintendent of Schools be appointed as director of the self-evaluation study and be responsible for receiving and evaluating grievances related to discrimination on the basis of sex: and be it

FURTHER RESOLVED, That for at least three years following our self-evaluation, records be maintained describing the modification of policies and practices made and remedial steps taken.

207 Oak Ave., S. E., Massillon, Ohio 44646 330-830-3900 Ext. 50117

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GENERAL INFORMATION INTRODUCTION

Education is not mentioned in the Constitution of the United States. By tradition, the responsibility for and control of public education has been reserved to the states under the Tenth Amendment, which states, "those powers not delegated to the United States by the Constitution, nor prohibited by it to the States, are reserved to the States respectively or to the people." Consequently, recognizing that education is the vehicle by which society, generally, is enhanced and constructively perpetrated, Ohio mandated the establishment of an educational system through its own constitution under Article VI, Section 3.

The Ohio Constitution authorizes the state legislature to establish a system of education, to organize, administer and control the public school system, and to provide the financing of schools through public funds.

The Ohio State Legislature has fulfilled the mandate of the Constitution by appropriate legislation, which created school districts throughout the state. There are presently 631 such districts. Authority to operate the schools in each of these districts has been entrusted to local school boards, whose members are elected by the people and represent the people of each school district respectively.

A board of education must comply with state education statutes as enumerated in the state code of laws and in State Board of Education Rules and Regulations. Generally speaking, a school system can operate only through statutes promulgated by the state legislature, and pursue a course of action in school matters in a way that is predetermined by the laws of the State of Ohio. A school board, in addition, has such implied or incidental powers through the various statutes as are reasonably necessary to carry out its stipulated statutory duties to provide for all its citizens and opportunity to acquire an education.

In Ohio, by statute, all youngsters between the ages of five and eighteen years of age must attend schools in the school district in which they reside. Further, all youth, 18 through the age of twenty-one, who have not completed their high school education, may attend the school of the district in which they reside, free of tuition. Therefore, in light of the provision in the Ohio Constitution relative to education, the compulsory school attendance laws, and the fact that the public finances our education system, we must conclude that all young citizens in Ohio have a right to an education.

In order to protect each youngster's right to an education, the Ohio State Legislature has given each board of education the authority by statute (O.R.C. 3313.20), to "make such rules and regulations as are necessary for its government and the government of its employees, pupils of its schools, and all other persons entering upon its school grounds or premises." This statute, over the years, has vested in a board of education the discretionary authority to establish rules and regulations relative to operational procedures for its schools. Included in this category is the structuring of definitive guidelines which will explicitly detail the duties and responsibilities of all youth attending school without infringing on their fundamental Constitutional rights.

The validity of public school rules and regulations regarding students' deportment, appearance and control has been challenged on several constitutional grounds: (1) as a violation of substantive due process under the Fourteenth Amendment; (2) as an infringement on freedom of speech as guaranteed by the First Amendment; (3) as a denial of equal protection under the Fourteenth Amendment; and, (4) as a violation of a fundamental freedom under the Ninth Amendment. In the cases that have come before the courts, the validity of each of these grounds involves a balancing of the interests of the state and its citizens as against those of the students.

As a direct consequence to these judicial challenges and the court's various rulings relative to the rights of students, it has become necessary for school boards to promulgate well-defined guidelines, rules, and regulations relative to students' rights and responsibilities. In establishing these specific codes of behavior and appearance, we should be guided by decisions of our courts and adhere to those principles enumerated by the courts to avoid as much as possible any conflicts or charges relative to the abrogation of students' rights.

The committee has cooperatively defined the rights and responsibilities of students attending Massillon Washington High School, keeping in mind that school is for all youth and that all students must be able to avail themselves of educational opportunities without interference regarding their health, safety and welfare.

Items that seem to be generally discussed among concerned young people, parents, teachers and the citizens of the community relative to students' rights and responsibilities are as follows:

1. Compulsory School Education and the Right to an Education.
2. Suspension and Expulsion.
3. The Right to Freedom of Expression--Verbal, Symbolic, and Written.
4. Dress and Hair Codes.
5. Search and Seizure.
6. Freedom to Assemble.
7. Rights of Students off School Grounds and the Authority of the Schools.
8. Student Records and the Right of Confidentiality.
9. School Procedures.

EQUAL EDUCATIONAL OPPORTUNITY (BOARD POLICY 2260)

It is the policy of this District to provide an equal education opportunity for all students. Any person who believes that the school or any staff person has discriminated against a student on the basis of race, color, creed, disability, religion, gender, ancestry, national origin, place of residence within the boundaries of the District or social or economic background, has the right to file a complaint. A formal complaint can be made in writing to the School District's Compliance Officer listed below:

Superintendent
330-830-3900 Ext. 50117

The complaint will be investigated and a response, in writing, will be given to the concerned person within 5 days. The Compliance-Officer can provide additional information concerning access to equal education opportunity. Under no circumstances will the District threaten or retaliate against anyone who raises or files a complaint.

NOON LUNCH SCHEDULE

1. When the lunch bell rings all students should report to the cafeteria within 4 minutes and remain there until dismissed by the persons in charge.
2. All students are to eat their lunches in the cafeteria. This includes all students who bring their lunches from home. **NO FOOD OR BEVERAGE IS TO BE TAKEN FROM THE CAFETERIA.**
3. The cafeteria should be kept clean at all times. Each student is responsible to return their tray and place any garbage in the waste can before leaving the cafeteria.
4. There should be nothing on the tables except food and/or beverage.
5. Food or beverage is not to be taken from the cafeteria and eaten as students return to their classrooms.
6. Students are required to remain in Washington High School building during their entire lunch mod.
7. Students are permitted in the cafeteria during only one assigned lunch mod.
8. Those in charge will dismiss the cafeteria according to the bell schedule.
9. Students are not permitted to bring in food from area restaurants at lunch time.

POLICY STATEMENT ON EATING IN SCHOOL

The administration believes that eating in class has a direct negative effect on the atmosphere of the classroom. Therefore, the following rules will be observed:

1. **NO BEVERAGES OR FOOD (INCLUDING CANDY) WILL BE ALLOWED IN SCHOOL WITHOUT PRIOR APPROVAL BY THE ADMINISTRATION.**
2. Approval for special occasions that require refreshments must be obtained through the use of the activity request form by the teacher. Teachers provide special trash bags. Food and beverage containers should not be disposed of in classroom trash cans.
3. Special occasions that require refreshments may only take place in non-carpeted areas or by special permission by the principal.
4. Students that have no lunch scheduled must obtain a special pass from a classroom teacher allowing them to eat lunch in the cafeteria during their class time.
5. The pop machine in the teacher's lounge is for staff only. Pop and juices are not permitted in carpeted areas. Bottle water is permitted.
6. No chewing gum is allowed at any time.

RALLY

1. All students are required to report immediately to the rally or rally study hall (C-100).
2. Any student who does not go to either the rally or rally study hall will be disciplined accordingly.
3. East Side:
Seniors sit in Section 3.
Sophomores sit in Section 2 (1 also if needed)

West Side:
Juniors sit in Section 8
Freshmen sit in Section 9 (10 also if needed)
4. Visitors may sit in North end zone bleachers.

ALMA MATER

Oh Alma Mater Massillon,
We stand to sing thy praise,
With hearts that thrill with worthy pride
At thoughts of high school days.
Thy friendships true, thy spirit, too
A part of us shall be,
Oh Alma Mater Massillon,
We're true to thee.

And through the long, long years to come,
Wherever we may be
Oh, Alma Mater Massillon,
We're true to thee

LIBRARY

The library is for the teachers' use as well as the students'.

1. Each student is issued an orange library card, much like a credit card, with his/her personal barcode affixed to the reverse side of the card. This card was issued to most students in elementary school, but to new students here at WHS. Students new to our school district or those who do not have a card for another reason may obtain one in the WHS library. If it is a replacement for a lost card, there will be a \$2.00 charge.
2. To use the internet a student must have a signed network and internet access agreement on file with the district technology department. Only students with these agreements on file and special permits from teachers stating the classroom assignment may have access to the internet.

3. A student wishing to go to the library instead of study hall should report directly to the library and put his/her orange library card in the box marked "CARDS for library attendance". The attendance list will then be sent to the appropriate study hall for attendance purposes. All transactions in the library will be performed electronically, including: attendance, library suspension, check out, and overdue and fine accounting.
4. A student may not go to the library without a library card. A student who reports to the library with no card will be sent back to study hall immediately.
5. A student may come to the library from a teacher's class only on a special permit. (One permit per student)
6. Students who have their library privileges suspended for disciplinary reasons may check out library materials before or after school.
7. Students need an orange library card to check materials out of the library. They are responsible for all materials checked out and should only check out materials for themselves.
8. Monitors may not write special permits for students to come to the library from study hall or the cafeteria.
9. Each student will be given a handbook of all the library rules and regulations. Each student is responsible for knowing its content.
10. Each student must comply with all rules in the WHS Student Handbook. Consideration of others must be taken into account while in the library. Creating a disturbance, acts of vandalism, etc. will result in loss of Library privileges. Library visits will be suspended for one week after the first infraction, with an additional week added after each following infraction.

IDENTIFICATION CARD

The identification card rules consist of the following:

1. You must carry your ID card at all times during the school day and at school activities.
2. If you lose your card, it must be replaced immediately. The replacement fee is \$2.00.
3. You may not loan your card to another student
4. You must show your ID card when requested by a staff member.
5. Several special events at Washington High School through the year will require a school ID for admission.
6. When signing in tardy to school, you must present your ID.

Violations of any of the above will result in disciplinary action.

CLASSROOM MANAGEMENT PROGRAM

All teachers/monitors are expected to exercise sound, professional judgment in employing preventative, therapeutic and punitive measures to promote acceptable student behavior. This is governed by each teacher's "Classroom Management Program". Each teacher/monitor will review their management program with their students at the beginning of the school year and the beginning of each semester. All students are responsible for knowing each of their teacher's classroom management program.

GUIDANCE

The Guidance Office is open from 7:25 A.M. to 2:55 P.M. daily. Students do not need passes to see counselors before or after school.

A student who wishes to see a counselor during the school hours does so by obtaining a pass from the guidance secretary or one of the counselors either before school or between classes, or after school for use the following day. Except for emergency situations, students should be excused to come to the guidance office during study hall periods only.

Students who have no study halls must have the permission of the classroom teachers to be excused from a class period.

Students are assigned to the counselors alphabetically by last name in the following manner.

A - G	Ms. Wells
H - PE	Mr. Jamie Marceric
PF - Z	Mrs. Amy Brahler

If a student wishes to talk with a counselor other than the assigned one, they may request to do so.

Parents are urged to make appointments to see the counselors or talk to them on the phone regarding their concerns for their sons or daughters.

WASHINGTON HIGH SCHOOL SCHEDULE CHANGE POLICY

The students at Washington High School will have every opportunity to select the courses that will meet their needs and interests plus fulfill their graduation requirements.

Every student should develop an individual plan that will lead to a post high school goal (be it continued education, job market, or armed services). This plan will be reviewed and revised each year to meet the changing needs of the student and ensure graduation requirements are met.

It is very important that the student and the parent or guardian make good decisions about what courses and programs the student should take. Students have many opportunities to learn about the content and requirements of all courses and programs. Program of Studies Booklets are printed and given to every student.

Counselors meet with every student to help the student decide which courses to select for the next school year. The student is responsible for discussing the selected courses with his/her parent (s). The parent's signature on the student's plan sheet indicates that the parent is in agreement with the course selection. If there are any questions about the plan sheet, the parent should contact the student's counselor at 330-830-3901, Ext. 51115 (Ms. Wells), 51113 (Mr. Marceric), 51112 (Mrs. Brahler).

Each student will receive a computer printout listing all the courses that the student selected. This will be given to the student sometime in May. The student must review this course listing and verify that all the correct courses are listed.

Any changes of this list must be made at this time. The parent must again verify the course selection and any changes by the parent will require a signature before the listing is returned to the counselor.

After this course listing has been verified by the student and parent, and returned to the counselor, there will be no additional changes made.

The only exception may be minor adjustments during the summer because of schedule conflicts or course failures.

There will be no schedule changes made after the week before school begins.

The following information indicates school policy concerning student withdrawal from courses.

1. If a student wishes to drop a course for a study hall during the first grading period, there will be no penalty.
2. If a student wishes to drop a course after the last day of the first grading period, the student will receive an "F" for the course.
3. All students must be scheduled for at least six (6) class periods per day each semester.
4. To drop a course, you must have the signature of the instructor and parent.

Extenuating circumstances, such as health factors, may provide exceptions to the above. The principal and/or his designated representative will make the decision on these cases.

4.0 – 5.0 AWARDS

Awards with the seal of Washington High School are presented to students with a 4.0-5.0 GPA. The GPA is determined by cumulative grades at the end of the first, third, fifth, and seventh semesters of that year. Seniors (Gold), Juniors (Silver), Sophomores (Bronze) will receive lapel pins and Freshmen will receive (Pens).

HONOR ROLL AWARD

Awards given to students who achieved Honor Roll status (3.3 GPA) for the first three grading periods of that year. Seniors/Juniors (Plaques), Sophomores (Academic Letter), and Freshmen (Certificates).

NATIONAL HONOR SOCIETY

QUALIFICATIONS:

- A. Students must have been in attendance at Washington High School for at least one semester before the selection.
- B. Juniors will be evaluated during the first quarter of the junior year.
Seniors will be evaluated after the first quarter of the senior year.
- C. A person transferring to this school who is already a member of NHS at his or her former school will be considered by the Faculty Council.

Candidates eligible for election to the chapter must have a cumulative average of 3.50 to be elected at the beginning of the fourth quarter their junior year or the second quarter of the senior year. These candidates will then be considered on the basis of their service, leadership, character, and scholarship, which includes participation in extra-curricular activities and a good school attendance/tardiness record. Members of the faculty council will make the final selection. Two unsatisfactory reports may result in exclusion if student is confronted and disciplined for violations of school rules such as cheating, insubordination, truancy, etc. with reports on file.

COMMENCEMENT HONORS

High Honor

Seniors with an (AGPA) accumulative grade point average of 3.5 or better are designated as High Honor Students. Seniors must have a 3.5 (AGPA) and an 'A' average for any first semester course of the Senior year. A grade of 'A' for the third quarter of any second semester course of the Senior year, and a grade of 'A' for the first, second, and third quarters of each full-year course of the Senior year.

Highest Honor

Seniors with an (AGPA) accumulative grade point average of 4.0 or better are designated as Highest Honor/Valedictorian of their graduating class. A student being considered for this honor must have an 'A' average for any first semester course of the Senior year, a grade of 'A' for the third quarter of any second semester course of the Senior year, and a grade of 'A' for the first, second, and third quarters of each full-year course of the Senior year.

Highest Honor Diploma (O.D.E.)

To be considered for this diploma, students must meet the criteria set forth by the Ohio Department of Education. More information can be found in the WHS Program of Studies.

RELEASE OF STUDENT INFORMATION

Family Educational Rights and Privacy Act of 1974

1. No information may be released to any person or agency until the parent/legal guardian completes the appropriate release form. This form must be placed in the student's cumulative record folder and becomes part of the student's record.
2. A person or agency desiring access to the student's records must sign a written form indicating the educational or other interest in seeking the information. Parents/legal guardians must maintain the form as part of the student's records, but may only be available for inspection, or other school personnel with legitimate interest. The person desiring access to the records must agree not to transfer the information to another person without the written consent of the parents/legal guardian.
3. Student records must be released in compliance to judicial order or subpoena. Parents/legal guardian should be notified as to our compliance with this request.
4. No parental consent or notice is required in connection with student's application for, or receipt of, financial aid.
5. No parental consent or notice is required to authorized representative of the Comptroller General of the U.S. Secretary of H.E.W., and administrative head of an educational agency or state educational authorities as long as the information provided does not permit personal identification of the students or their parents.

NOTIFICATION TO PARENTS REGARDING STUDENT RECORDS

In compliance with Federal Regulations, the Massillon City School District has established the following guidelines concerning student records:

The Superintendent of Schools is the District Records Officer and is responsible for the supervision of all student records. The office of the Superintendent is located at 207 Oak Street or he/she can be reached by calling 330-830-3900 Ext. 50117.

Each student's records will be kept in a confidential file located at the student's school office. The information in a student's record file will be available for review only by the parents or legal guardian of a student, adult student (eighteen (18) years of age or older), and those authorized by Federal law and District regulations.

A parent, guardian, or adult student has the following rights:

- A. inspect and review the student's education records
- B. request amendments if the parent believes the record is inaccurate, misleading, or otherwise in violation of the student's rights
- C. consent to disclosures of personally-identifiable information contained in the student's education records, except to those disclosures allowed by the law

- D. challenge District noncompliance with a parent's request to amend the records through a hearing
- E. file a complaint with the Department of Education
- F. obtain a copy of the District's Policy and Administrative Guidelines on student records

The District has established the following information about each student as "directory information":

name and address; date and place of birth; photograph; major field of study; participation in officially recognized activities and sports; height and weight (if a member of an athletic team); dates of attendance; date of graduation and awards received; honor rolls and scholarships.

The District will make the above information available upon a legitimate request unless a parent, guardian, or adult student notifies the District Records Officer in writing within twenty (20) days from the date of this notification that she/he will not permit distribution of any or all of such information.

STUDENT RECORDS

1. All records will be readily available to the principal, guidance counselors and other professional staff members for performance of their duties.
2. Permanent records required by law only should be kept by the school after the student's departure. (See sections 3321.12, 23312.13 and 3317.021 of the Ohio Revised Code).
3. Persons viewing records and not adequately trained to do so will be provided a qualified staff member to interpret records. The school administration has final word as to whom is qualified to interpret.
4. Administrative staff and faculty members shall respect confidential information about students.
5. School personnel shall keep the security of all records intact.

Such information may not be released to any group or person for use in a Profit making plan or activity.

STUDENTS' RIGHT TO AN EDUCATION

The right of every Ohio resident between ages of five and twenty-one to a free public education has been clearly and undeniably established by Ohio Law and reaffirmed time and time again by Ohio courts.

Section 3313.48 of the Ohio Revised Code provides in part that "The board of education of each city, exempted village, and local school district shall provide for the free education of your child of school age within the district of its jurisdiction."

Ohio courts have held that all students, irrespective of race, creed, color or sex, are entitled to the same courses of education and facilities in Ohio's public schools. Finally, all students in Ohio's public schools are equally entitled to the enjoyment of all educational opportunities provided by the Ohio Public School System.

The General Assembly and the Ohio Supreme Court have been very emphatic as to the responsibility of Ohio's School Systems to provide a free education conforming to minimum standards prescribed by the State Board of Education for all students including those married and/or pregnant. At the same time, however, the General Assembly and the courts have also made it very clear that each student in the Ohio Public System has the responsibility to act in such a way as not to interfere with the rights of others to the same educational opportunity, and that a student may forfeit his rights when his conduct is such that it substantially disrupts the educational process and deprives others of their rights.

The Massillon City Schools, as one of Ohio's 631 school systems, and the Board of Education, entrusted with the responsibility of running this school system in accordance with state statute and court interpretation of those statutes, recognize their responsibility to the citizens of Massillon Section 3313.20 of the Ohio Revised Code authorizes boards of education to make rules and regulations that are necessary for maintaining order in its school. The courts have emphasized the point that these regulations be reasonable.

This publication describes what are thought to be reasonable, just and necessary regulations for maintaining order in our schools, the rights and commensurate responsibilities of our students, and the processes of enforcement at the disposal of school administrators.

COMPULSORY SCHOOL ATTENDANCE

Section 3321.01 of the Ohio Revised Code states that "A child between the age of five and eighteen years is of compulsory school age. Section 3321-03 of the Ohio Revised Code provides in pertinent part that "Every child of compulsory school age who has not been determined to be incapable of profiting substantially by further instruction shall attend a school which conforms to the minimum standards prescribed by the state board of education until one of the following occurs":

- (A) The child received a diploma granted by the Board of Education indicating that he or she has completed the high school curriculum

- (B) The child receives an Age and Schooling Certificate as provided in Section 3331-01 of the Ohio Revised Code;
- (C) The child is excused from school under standards adopted by the State board of Education pursuant to section 331.1.04 of the Ohio Revised Code.

State law provides very little if any, flexibility for local school boards as far as compulsory school attendance is concerned. With very few exceptions, such as those listed above, all children between the ages of five and eighteen must attend school. The primary-burden of responsibility, of course rests with the parents. Section 3321.04 of the Ohio Revised Code provides in pertinent part "every parent, guardian, or other person having charge of any child of compulsory school age who is not employed under an age and schooling certificate and who has not been determined to be incapable of profiting substantially by further instruction, must send such a child to school."

Although the primary responsibility for regular attendance of children under eighteen rests with the parent(s), the school and the Attendance Officer of the school district also share some of the responsibility. It is they who must early identify potential attendance problems. They must bring these potential problems to the attention of the parents and work with the students, parents, and the courts if necessary to cure these problems.

The school system also has the responsibility of providing the varied and comprehensive educational programs and experiences to meet the needs of all students in the school district. If they do this, most children will want to come to school. We are striving toward this goal in Massillon.

GENERAL INFORMATION ABOUT COMPULSORY ATTENDANCE

Students Under Eighteen (18) Subject to Compulsory Attendance Laws

Regular attendance of all students becomes the joint responsibility of the school and the Attendance Officer. Early identification of an attendance problem is of immense importance. Chronic absence or truancy is difficult to cure. Simple devices that may be used are:

1. Telephone calls to the home.
2. Conferences with a brother or sister attending same school.
3. Counselor conferences with students about absences.

If an attendance problem persists, a conference with one or both parents should be scheduled. An attendance officer may be present at this meeting, if requested.

If parents ignore requests for a conference or refuse to attend, the Attendance Department should be advised of this and notice will be sent to the parent requiring attendance at the conference.

Students Over Eighteen (18) Not Compelled to Attend School

Even though students 18 years old and over do not fall under the compulsory attendance laws, they are subject to the same rules and regulations set forth by the school.

General Remarks

1. Any irregular or excessive absence should be checked before it seriously affects the student's scholarship.
2. Telephone calls or written excuses for absence do not have to be accepted as valid. Patterns of absence or any excessive absence should be checked.

Court Cases

A case referred to Juvenile Court is one in which the Attendance Officer and school have failed to bring about a satisfactory-and adjustment in attendance or behavior. Several types of cases may be filed at the discretion of the Attendance Officer. One being complaints of truancy and incorrigibility may be filed in the Juvenile Court in case of willful truancy or extreme disobedience on the part of the student.

Late Enrollments

Students enrolling during the school year are subject to Washington High School Attendance Regulations.

1. If the student has missed more than 6 days of the enrolling quarter, that student may be enrolled with a quarterly grade of F in each course for that quarter and a quarterly grade of F in each course for any previous quarter of non-attendance that school year.
2. Any student entering with more than 28 days of absence may not receive credit due to Attendance Failure.
3. Students age 18 and over not previously enrolled in any school system may only enroll for second semester courses.
4. Each case of late enrollment which may result in Attendance Failure will be reviewed by the appropriate counselor and Assistant Principal.

Full-Time Age and Schooling Certificates

No student under eighteen (18) years of age may secure a full-time age and schooling certificate unless he is a high school graduate, or has satisfactorily completed a vocational education or special education program adequate to prepare him for an occupation (Section 3331.01 of Ohio Revised Code) acceptable to the superintendent of schools.

No student shall be permitted to be withdrawn from school without written verification of the reason for release. If the school cannot secure satisfactory verification, the case should be reported to the Attendance Department for investigation.

Part-Time Work Certificates (Age and Schooling Certificates)

No part-time work certificates will be issued for work during the hours school is in session.

1. The school cannot release a student during school hours for the purpose of work unless the student is enrolled in a vocational work study program. The "Pledge of Employer" card lists the time the employer will use the service of the student if he is free to work those hours.
2. After the student applies for a part-time work certificate before the certificate is issued - he will be required to produce a written release from his school principal if any of the hours designated by the employer fall during the regular time that school is in session.
3. If the school refuses to release the student, the certificate will be issued only to cover only the hours when school is not in session.

VISITOR'S PASS

Visitors to Washington High School during school hours are not permitted unless it is for specific business and/or educational purposes or as a specific part of school activities. Visitors must present some form of identification such as a Driver's License to receive a visitor's pass. Visitor's passes should be returned to the check in table.

All visitors must sign in at the check in table. **During the school day no babies or young children are allowed at W.H.S. without Administrative permission. There is no shadowing done during the school day from students outside Washington High School.**

ATTENDANCE REGULATIONS

Secondary Students (Grades 9-12)

1. Parents/Guardians must call the school (330-830-3901, Ext. 51105) the day of the student's absence to report the student as absent. From 3:00 p.m. to 7:30 a.m. a message can be left on voice mail (330-830-7425).
2. If no phone call is received by 9:30 a.m., a written notice of the absence will be mailed home.
3. If phone contact has not been made by the parent/guardian, the parent/guardian must send a note with the student when the student returns to school. If there is no note or phone call, then the absence is unexcused.
4. Students missing classes because of a tardy to school must follow the same procedure. If a parent does not call or send a note explaining the tardy, the absence from class is unexcused.
5. Students who have unexcused absences from class due to an absence or tardy will be given an F or zero points and will not be permitted to make up the work.
6. Unexcused absences may result in discipline and possible referral to the Attendance Officer.

7. If the student brings a note because of a tardy or brings a note the next day because of a previous day's absence, the note should be taken to the Attendance Office.
8. No student may participate in or attend an after school activity if the student was not in school at least one-half day. If you are arriving late, you must be here by 11:10 a.m. If you are going to leave, you must leave after 11:10 a.m.
9. The chart below indicates the allowable number of absences for a quarter, semester course, and yearly course. These absences include excused, unexcused, and activity absences. Three tardies to class will equal one absence. Also, missing over half a class due to tardiness is counted as one absence.

	<u>Days of Allowable Absences</u>	<u>Day of Failure</u>
Quarter	6	7
Semester Course	13	14
Yearly Course	28	29

10. The notification procedure is as follows:
 - (a) Fourth absence; student is notified and signs a form which is kept by the teacher.
 - (b) Seventh absence: student is given the failure letter which is to be taken home and signed by the parent/guardian. The letter is then returned to the teacher who will give a copy of it to the appeal committee. No appeal will be accepted if this letter is not signed and returned.
 - (c) A letter will be mailed home if the student reaches the maximum number of days absent for the course (semester or year).
11. One verified class cut may result in an automatic denial of an appeal.
12. In school suspensions do not count as class absences.
13. Out-of-school suspensions will see consideration given to the student for the first offense. Each subsequent occurrence will be handled as an "unexcused absence."
14. A student may appeal to the Attendance Appeal Committee only if he/she has had the parent/guardian sign the attendance letter and has returned it to the teacher who will submit it to the Committee (see Appeals Process on p. 16).
15. A student failing a course due to attendance will remain in the course and continue to participate with the goal of receiving as much knowledge as possible.
16. The parent/guardian must provide the school with the current home, work and emergency numbers as well as current home address.

17. On initial entry of a student to school, a copy of the original birth certificate and the most recent school records and any other court document must be presented. If the student lacks these records, he/she should be admitted to school and the principal must notify the police and the office of Pupil Services of the possibility that the pupil may be a missing child. A reasonable length of time should be given to the parent/guardian to obtain these documents.

UNEXCUSED ABSENCE – DEFINITION

1. Tardiness to school or class
2. Truancy/Class cuts
- *3. Absence without notification of cause by parent or guardian
- **4. Absence without providing required written documentation
5. Absence not excused by state law (O.R.C. 3321.04)
- ***6. Absence not excused by the school principal
 - * State Law
 - ** Administrator requirement, Juvenile Court requirement
 - *** Excessive, unnecessary, frivolous, fraudulent

APPEALS PROCESS

1. The student must appeal within ten days of the receipt of the letter. In order to appeal, the 7-day letter has to have been signed by the parent/guardian and returned to the teacher.
2. A student obtains an Appeal Form from the Attendance Secretary, completes it fully, attaches documentation, has a parent/guardian sign it, and returns it to the Appeals Committee.
3. The Appeals Committee, comprised of WHS staff members meets each week to adjudicate appeals. The goal of the committee is to render fair, impartial decisions on whether or not to grant an appeal.
4. The Chairperson readies each completed folder with the appropriate paperwork and forwards it to the Principal. This individual renders a final decision and a copy of that decision is then sent to the family, staff members affected by the decision, the appropriate assistant principal, the guidance counselor and the Appeals Committee.
5. If an appeal is denied, the student will receive a failing academic grade in the class (es) in question.
6. Each student has the right to re-appeal. To do this, additional material/verification is needed.

REGULATIONS GOVERNING ABSENCE FROM SCHOOL

Compulsory education in Ohio has been established by law for many years. Every child of compulsory school age shall attend a school which conforms to the minimum standards prescribed by the State Board of Education. (3321.03 Revised Code).

Compulsory school age in Ohio is between five (5) and eighteen (18). (3321.01 Revised Code). Each parent, guardian or other person having charge of any child of compulsory school age must send such a child to school for the full time the school attended is in session.

Legal proceedings may be enacted against a parent or person having charge of a child in violation of the enrollment and attendance laws or who is found to be a habitual truant. Habitual truancy is unexcused absence from school for more than 3 occasions in a school semester. Penalties may range to six months in jail and a \$1,000.00 fine.

The State Board of Education has adopted regulations governing absences from school within the framework of section 3321.04 Revised Code. According to these regulations a student may be given an excused absence from school for the following reasons only:

1. Personal illness
2. Illness in the family
3. Death of a relative
4. Quarantine
5. Work at home due to absence of parents or guardians
6. Observance of a religious holiday
7. Emergency or set of circumstances judged as sufficient cause by school authorities

The Massillon City Schools' Policy is in keeping with the above law, since it is the duty of the school to see that school attendance is enforced.

We believe that regular attendance is necessary for the present welfare of the student in school, but is even more important for the development of proper habits of punctuality and regularity in everyday life after he/she is out of school. Even though a student may make up the actual class work missed because of absence, he will never be able to replace the social, educational or cultural contacts which can be experienced only through actual class participation.

EXTENDED ILLNESS/HOME INSTRUCTION

In cases of extended illness of 5 days or longer, you are advised to contact the Division of Pupil Services at 330-830-3900 Ext. 50134 to investigate the possibility of Home Instruction. In all instances where you anticipate an extended illness or recovery time, report this to the Attendance Secretary at the high school at 330-830-3901 ext. 51106.

The attitude of Massillon Washington High School toward the common reasons for absence is all absence must be considered in terms of the existing attendance regulations.

PERSONAL ILLNESS

The principal of the school may require a certificate of a physician if he deems it advisable. If a student is really ill, he should stay out of school for his own welfare as well as for that of other students

UNEXCUSED ABSENCES

1. All absences except those listed under Excused Absences will be considered unexcused unless prior approval has been given by the principal. Unexcused absences are not tolerated and discipline may occur.
2. Class Cutting. Class cutting is a form of truancy, where the student is absent from homeroom, class or study hall, without the consent of his teacher(s) or the principal and parent. Class cuts are not tolerated and discipline may occur.

A student will be held responsible for schoolwork missed during absence. The teacher will not be responsible for providing missed assignments, tests, or other written requirements unless the student requests this information. As soon as possible after it is evident that a student will not be in school each day parents are requested to notify the school by telephone (330-830-3901 ext. 51106) or messenger.

TARDY

When a student reports to school tardy, he/she must report directly to the attendance office. A student ID must be shown to receive a tardy slip or disciplinary action may occur. Every 3rd tardy to school will result in a detention. A student may not go to his/her locker or restroom before getting a tardy slip. Here the student signs a register showing that he or she entered the building at a given time. The student then receives an admit slip that should be shown to each teacher the student has during this day. A student who is excessively tardy to school may be disciplined.

Every third tardy to class will count as one day of absence which will affect the attendance policy. A detention will also be issued for each tardy to class excluding a tardy slip to school. Excessive tardies to class may also result in additional disciplinary action.

EARLY DISMISSALS

An early dismissal is granted for one day only and must be for legitimate reasons. Any other use of an early dismissal must be approved by the administration.

Students must have a note from parent or guardian for an early dismissal noting the date, time, phone number where parent/guardian may be reached and the grade of the student. The student must get written permission from the Attendance Office before school or after first mod in order to leave school early to go to a doctor, dentist, court, etc. HE MUST SHOW THE TEACHER THIS SLIP BEFORE HE LEAVES CLASS, or if he misses more than one period he must use this slip as an admit slip when he returns to class.

Students must sign out at the Attendance Office before he/she leaves the school building. Any classes missed during an early dismissal will be classified as a class absence. To be an excused early dismissal, students must turn in a note signed by a parent indicating the reason for the early dismissal. Such reasons include medical, court, funeral etc. For an excused absence a student must turn in a verification slip to the Attendance Office from the doctor's office, court, etc., upon returning to school.

Any student leaving the building for any reason (early dismissal, home ill from the clinic, work study, etc.) must sign in at the attendance office if he/she returns. Students who plan to be absent for the entire day may not return to school that day without permission from the attendance office.

DISCIPLINE PROCEDURES

Proper discipline is necessary in schools in order to create and maintain an atmosphere conducive to learning.

The building principal is charged with the proper enforcement of discipline in the total school setting. He has the discretionary authority to use or to authorize other certified personnel to use the following disciplinary measures to correct pupil behavior.

1. Assign detention.
2. Assign out of school suspension.
3. Recommend to the Superintendent for expulsion.
4. Assign to Independent Study Class.
5. Cite into Juvenile Court.
6. Arrange pupil conference.
7. The removal of students from school for the protection of students involved, pending investigation of a situation which may be disruptive to the school program and may necessitate a suspension.
8. Call Juvenile authorities and/or notify police.
9. Prescribe other disciplinary measures.

DETENTION SYSTEM

1. The detention room will be open every day school is in session. Morning detentions are from 7:05 a.m. to 7:35 a.m. After school detentions are from 2:45 p.m. to 3:30 p.m. Students will not be allowed to enter the room after the starting times of 7:05 a.m. or 2:45 p.m.
2. A detention must be served the day it is received or the next day. Failure to do so may result in ISC. When serving the detention, the student must sign the attendance sheet verifying his/her attendance.
3. Students are required to sign the detention form. The signature is proof the detention was assigned and is not an admission of guilt. Students refusing to sign may receive further discipline.

DETENTION RULES

- I. Students will not be allowed to enter the detention room after 7:05 a.m. **or** 2:45 p.m.

2. Talking is not permitted. You are considered to be talking if you are either giving or receiving communication.
3. No drinking.
4. No eating (including candy).
5. Students are required to face front in their chair.
6. Do not litter.
7. Do not put feet on chairs.
8. Do not sit on tops of desks.
9. No use of radios or other electronic devices is permitted.
10. No sagging of pants permitted.

END OF YEAR DISCIPLINE

Students violating rules at the end of the year may receive several consequences that carry over to the next school year (Alternate school, ISC, suspension, etc.)

INDEPENDENT STUDY CLASS (ISC)

Students may be assigned to Independent Study Class for various reasons. Students assigned to ISC are removed from the regular social setting of the school day. They must report to ISC at 7:40 a.m. with all of the books and materials they will need for that school day. Students are required to do all regularly assigned work for credit. Students are not counted as absent from school or class. Students may buy the Type A lunch or pack a lunch each day. Students who are absent on a day of assignment to ISC must make up each day missed on return to school. Any time missed due to tardiness or early dismissal must also be made up with the possibility of additional time being added.

HEALTH SERVICES (CLINIC) 201

1. Any student who becomes ill while in school must obtain a Special Permit from a staff member and then report to the clinic. If it is necessary that he/she must leave the building because of illness, the clinic will make the proper arrangements with the attendance office. A student should not call someone to pick them up at school if they are ill until that student has reported to the clinic.
2. Students are not to come to the clinic between mods.
3. Students are not permitted to rest in the clinic more than one mod.
4. A student requiring medication during school hours must be registered with the school nurse
5. An Emergency Medical form must be on file for every student. This form must be turned in the first day of school. Not submitting this form may result in removal from school which will constitute an unexcused absence.

MEDICATION OF STUDENTS AT SCHOOL

Medication is not to be kept in possession of the student. Medication is to be kept in a locked storage space. Drugs that require refrigeration may be kept in a refrigerator in a place not commonly used by students.

Medication should be taken in school only if absolutely necessary. Medication prescribed by a doctor may be taken in school if specifically prescribed to be taken during school hours.

All medication must be sent in the container in which it was dispensed by the prescribing physician or a licensed pharmacist with the following information clearly marked on the labeled pharmacy container: a) student's name b) name of medication c) dosage to be given d) time or intervals to be given e) physician's name.

No medication shall be received or administered unless the Request for Administration of Medication to Student form has been completed by the physician and parent/guardian and has been received by the school nurse. The Massillon City Schools do not carry or dispense over-the-counter medication.

GRADING OF HIGH SCHOOL PUPILS

To reach the final average double each quarter grade, add 1st semester exam, and add 2nd semester exam, and divide by 10 to get the final average. For the sake of averaging, count: A = 4; B = 3; C = 2; D = 1, F = 0. The final average must be .6 to pass with a D; 1.6 for C; 2.6 for B; 3.6 for A. Any student who fails 3 of the 4 grading periods will fail the course regardless of the final point average for the course. Failure of 3 grading periods would constitute deliberate refusal to complete required class work.

Two passing grades in the second semester of a year course are required to pass the course, regardless of the final point average.

A student who does not take a required final exam will receive a final average of F for the course as a result of failure to do required work.

To average semester grades double the total point average of the two grading periods and add the examination points to this total and then divide by 5. Failure of both grading periods for a semester course will constitute a course failure regardless of final point average.

COMMUNICATION

The administration believes that communication between the school and parents of our students is vitally important. There are several methods that can be employed to keep the lines of communication open. These would include e-mails, phone calls, mid-terms, report cards, open house, parent/teacher conferences and Pinnacle Internet Viewer. The feature Pinnacle Internet Viewer allows you to view your son or daughters current grades. Please contact the guidance department for a user name and password.

5.0 GRADING SCALE

The Massillon Board of Education approved the 5.0 grading scale beginning with the Class of 2004. Students may receive the following point values to be averaged: A=5; B=4; C=3; D=2; and F=0. These point values may only be achieved through available Advanced Placement (A.P.) courses. More details about the A.P. courses are provided in the Program of Studies.

DELIBERATE FAILURE TO DO REQUIRED CLASSWORK

1. A pupil who deliberately refuses to do assigned required work may have credit forfeited for a course regardless of the previous marks they have earned in the course.
2. A pupil with the attitude that she/he has accumulated enough grades/points to pass a course and who refuses to do daily work may also forfeit credit.

3. Every case must be discussed with the principal and the parent before the incomplete "F" is assigned. Parents must be contacted by phone or in writing. Adequate time for makeup work must be given after the parents have been notified.

CHEATING

Any and all forms of cheating are a violation of school policy and students may be subject to discipline and or failure.

FINAL EXAM EXEMPTIONS

OUTSTANDING ATTENDANCE

Students with outstanding school attendance for the entire school year will be excused from taking three (3) final exams at the end of the year for full year courses. All students must take semester course final exams. There are no exemptions from 1st or 2nd semester course exams. A student with outstanding attendance may be exempt for a maximum of three exams for full year courses. A list of students with outstanding attendance will be produced by the attendance office.

A student must not have any tardies, early dismissals, or absences to receive credit for outstanding attendance. Also, two college visits will be permitted. These visits must be documented on a form available from the office. This form must be signed by the parent, a WHS coach or guidance counselor, and an official from the college being visited. It should be returned to the attendance office.

Any student that misses a class more than 10 times for a year course due to activity absences or for any other in-house reason except discipline will not be exempt from the final exam in that particular class.

A student who cuts a class will have to take a final exam in that class even if that student has outstanding school attendance. The teacher must notify the student of the cut as soon as possible after the cut. The teacher should write "must take final exam" next to the cut marked on the attendance sheet.

ALL A'S

A student who has an A all four grading periods in a year course (not semester courses) at the end of a year may opt not to take the final in that year course.

It is the opinion of the administration and staff at Washington High School that final exams do have educational value. Taking final exams better prepares a student for higher levels of education. Even though you may opt not to take 3 exams by having outstanding attendance or achieving A's in all grading periods you may still want to take them to enhance the quality and extent of education you receive while at Washington High School.

ATHLETIC ELIGIBILITY

1st 9 weeks - The student must pass the equivalence of " 5 year units of credit" during the last 9 weeks of the preceding school year to be eligible.

2nd - 4th etc. - Every quarter thereafter the student must have passed "5 year units of credit" the preceding 9 weeks to be eligible the current 9 weeks.

A student who attains the age of 19 before August 1st will be ineligible to participate in high school athletics for the school year.

HALL TRAFFIC DURING SCHOOL HOURS/HALL PASS

Students are required to follow the schedule provided by the school.

Hall passes and special permits are provided to the teachers for any exceptions or emergencies that may arise. HALL PASSES are primarily used as restroom passes and in school errands requested by a teacher. Hall passes must be clipped to the chest area of the student's clothing and clearly visible. Students must clip their I.D. card to the hall pass. Special permits and office passes are used for a variety of reasons. However, all permits must originate with the requesting teacher, counselor, or administrator.

Students are not permitted in the hall during class time without an official permit from a secretary, teacher, counselor or administrator.

All students are required to be out of the building by 2:55 p.m. unless supervised by a staff member.

"FREEDOM OF WRITTEN AND VERBAL EXPRESSION"

Within the school program, students should be provided the opportunity for free expression of ideas. The primary responsibilities in a student's life have to do with the process of inquiry and learning, of acquiring and imparting knowledge and of exchanging ideas. Teachers should encourage free and dynamic expression of ideas among students; teachers should not suppress ideas through threat of academic penalty; students should not suppress ideas through coercion or threat of disruption.

RULES FOR WRITTEN VERBAL AND SYMBOLIC EXPRESSION

- A. School sponsored publication and oratory must provide an opportunity for expression of a variety of viewpoints with faculty advice as to style, grammar, format, and suitability of materials.
- B. Materials of controversial nature shall be permitted unless:
 1. Material clearly endangers the health or safety of students.
 2. Material imminently threatens to disrupt the educational process or advocate such disruption.
 3. Material is of libelous, slanderous or obscene nature or Degrades, threatens, or embarrasses a member of the student body or staff.
 4. Material threatens any person or group within the school or advocates prejudicial discrimination.

5. Material advocates violation of the law or official school regulations.

C. Non-school, student-sponsored publications and-materials:

1. No rules or regulations should be made concerning student publications which are not sponsored by the school; however, if the writing, editing, publishing or distribution occurs on school grounds, authorization must be obtained.
2. Two copies of material to distribute must accompany the request two days prior to the time of distribution.
3. Upon receiving the copy, the principal may approve or disapprove. If the request is denied by the principal, he shall state reasons for denial in writing.
4. No commercial, political or religious material will be distributed in school unless authorized by the Superintendent of schools or his representatives.
5. The distribution of materials such as commercial advertising and religious literature, except for instructional purpose, is restricted by present school board regulations.
6. Student possession of literature of obscene, libelous, inflammatory, and/or seditious nature shall be viewed in the light of possible disruption and the student shall be ordered to remove such material from the school building.
7. The display of the name of the school or usage of the name of the school on unauthorized signs, clothing, etc., is prohibited. Such display or usage will result in disciplinary action.

D. School communications are made daily over the public address system under the direction of the principal. The same rules apply to television.

1. All announcements must be printed or typed on the announcement forms provided.
2. All announcements require the approval of the sponsoring advisor. Approval is indicated by his or her signature on the announcement forms.
3. Students, faculty or others are not permitted to make announcements for any organization other than Massillon Washington High School; all other requests must have the approval of the principal.
4. Use of the public address system or the cable television programs at any time other than the time indicated on the schedule must have the approval of the building principal

E. Symbolic Expression through Buttons, Badges, Armbands, Patches, Etc:

1. Students have a right to wear buttons, armbands, and other Badge of symbolic expressions, with the following exceptions:
2. Symbolic expressions in any form involving obscene material, or of a libelous nature or involving the defamation of character, or anything of a prejudicial nature will not be permitted to be worn within the school.
3. This particular right may be forfeited when the wearing of such symbolic expression causes a material and substantial disruption of the educational process.

F. Symbolic Expression through Physical Gestures

1. Students shall not use obscene, disrespectful, annoying or any other gestures that might infringe on the right of others or have likelihood of creating disruption.
2. Students shall not be repressed from using any politically oriented gesture, unless such a gesture is given as a call to begin or to perpetuate overt and immediate disruption of the educational process.
3. All students should be obliged to participate in the flag saluting ceremonies unless they object on grounds of religion. In cases where the students object, he shall remain quiet during the flag saluting ceremonies.

DRESS AND HAIR CODES

The individual student should be granted the greatest possible amount of freedom in selecting his manner and mode of dress and hairstyles. They should observe prevailing rules of modesty and decency.

It is incumbent upon the school system to encourage students in their charge to dress and groom themselves according to the dictates of good taste.

1. Student dress and appearance is a basic responsibility of parents. However, the school reserves the right to regulate hair styles when health or safety of a student is endangered. Such examples may occur when:
 - a. Working with or near machinery; working in a laboratory; or working in a food preparation class.
 - b. When hair in question is dirty and/or malodorous.
 - c. The sponsors of voluntary extracurricular activities request it.
 - d. When appearance is a part of the educational requirements, i.e. career and tech. programs.
2. Dress may be regulated when said attire is bizarre and disruptive in fact, is distracting to the educational process. The following

attire would be examples of dress being unfit for school wear: lettered shirts that apply to violence, drugs, sex, alcohol or tobacco either implied or explicit, sleepwear, including slippers, bathing suits, unbuttoned shirts and blouses, midriff blouses and shirts, sleeveless shirts such as tank tops, sundresses, see-through clothing, sunglasses unless approved by a physician. Hats, curlers, headscarves, headbands, and picks or combs in the hair are not permitted. Also, hats may not be worn or carried but must be stored in the lockers during regular school hours. Coats and jackets must be stored in students' assigned lockers. All students must have footwear throughout the school day.

3. Appropriate footwear must be worn at all times.
4. Shorts, skirts and dresses must be finger tip length.
5. All shirts, tops, dresses and blouses must have a sleeve.
6. Since fashions and styles change so quickly, any dress code cannot speak to all possibilities. Therefore, the Administration reserves the right to rule on fashion and style changes as they occur. Ex. – no sagging of pants.

SELF DEFENSE ITEMS

Items used for self-defense such as (but not limited to) pepper spray, mace, stun guns are not permitted at Washington High School.

BOOK BAGS

Book bags must be of the backpack style and/or small enough to fit under the standard student desk. The purpose of a book bag is for carrying books and educational supplies only.

ELECTRONIC DEVICES

All electronic devices including but not limited to tape CD players, radios, laser pointers, earphones and leisure time devices are not permitted during the school day or at school related activities. **Electronic pagers and cell phones are especially not permitted at WHS at any time without the permission of the administration.** Any violation will result in the confiscation of these devices. The first offense will be for five days. Each subsequent violation will result in an additional five days. For the first offense, a parent or guardian will be permitted to see the appropriate assistant principal and have the electronic device released to them. After the first offense, the device will be held for the days assigned.

POSSESSION OF MONEY

Students are not permitted to carry large sums of money on school property at any time.

UNAUTHORIZED ACTIVITY

Anyone participating in an activity that would be considered inappropriate by administration may be subject to discipline. (Including but not limited to such activities as body piercing and tattooing.)

UNAUTHORIZED USE OF FIRE

Students may not use or possess any form of device or material that would produce fire (matches, lighters, etc.) on or around the WHS campus.

FIREWORKS

Students may not use or possess any form of fireworks (fire crackers, stink bombs, etc.) on or around the WHS campus.

ADULT THEME MATERIAL

Students may not possess adult theme material on the WHS campus.

TOBACCO

Students may not use or possess tobacco in any form on or around the WHS campus area (including parking lots). This rule also applies to field trips and any extracurricular activities. Effective in March 2001, it is now prohibited by Ohio law for a minor to "use, consume, or possess cigarettes." It is also now prohibited for a minor to assist, pay for or share in the costs of such products.

Even though there are some exceptions to this new law, those exceptions would not apply to use or possession of these products at school or school activities. This would include cigarettes, cigars, snuff, chewing tobacco, etc. The administration reserves the right to ask the police to summons tobacco offenders into court.

PUBLIC DISPLAY OF AFFECTION

A public display of affection, which includes, but is not limited to, hugging and kissing is inappropriate in the school setting. Students involved in these behaviors may be disciplined.

MEMORANDUM TO PARENTS REGARDING SCHOOL BOARD POLICY ON DRUG-FREE SCHOOLS

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 any school-related event. Drugs includes 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.

STUDENT HARASSMENT (BOARD POLICY 5517)

Harassment of a student(s) by other students or any member of the staff is a violation of Federal law and is contrary to the Board of Education's commitment to provide a physically and psychologically safe environment in which to learn.

In addition to sexual harassment, which includes unwelcome sexual advances or any form of improper physical contact or sexual remark, harassment shall also include any speech or action that creates a hostile, intimidating, or offensive learning environment.

Some forms of sexual harassment of a student by another student may be considered a form of child abuse which would require that the student-abuser be reported to proper authorities in compliance with State Law.

Any student who believes that she/he is the victim of harassment or has observed such actions by another student, staff member, or other person associated with the district should contact his/her assistant principal. The student may make contact either by a written report or by telephone or personal visit. During this contact, the reporting student should provide the harassment and the nature of the harassing incident (s).

BUSSING GUIDELINES AND CONDUCT CODE

1. Previous to loading (on the road and at school)-
 - A. Be on time at the designated loading zone. (5 minutes prior to scheduled stop).
 - B. Stay off the road at all times while walking to and waiting for the bus. Line up single file and off the roadway.
 - C. Wait until the bus is completely stopped before moving forward to enter. Do not cross a highway until the bus driver signals it is safe.
 - D. Enter the bus using the handrail, go immediately to your assigned seat, and remain seated properly until the bus has come to a complete stop at your destination.
 - E. No animals, weapons, or dangerous instruments/materials will be permitted on a bus.
2. While on the bus -
 - A. The driver is in complete charge and must be obeyed.
 - B. Be courteous to the driver, monitor, and all other persons.
 - C. Fighting, yelling, cursing, obscene language or gestures, or any other action which may distract the driver shall be prohibited.
 - D. Do not eat, drink, chew gum, smoke or use other tobacco products on the bus.
 - E. Do not litter the bus or throw anything from the bus.
 - F. Remain properly seated until the bus comes to a complete stop at your destination.
 - G. After entering and until leaving the bus, keep head, hands, and arms inside the bus at all times.
 - H. Keep books, coats, and all other objects out of the aisle.
 - I. Do not destroy property. The cost of any damage shall be paid by the offender.
 - J. Students must not tamper with the bus or any of its equipment.
 - K. In case of an emergency, the directions of the bus driver are to be followed.
3. Leaving the bus-
 - A. Remain seated until the bus has come to a complete stop.
 - B. Cross the road, when necessary (at least ten (10) feet in front of the bus), only after the driver signals that it is safe.
 - C. Be alert to the danger signal from the driver.
 - D. The driver is not to discharge students at places other than

- their regular stop at home or at school unless the driver has proper authorization from school officials.
4. A student who violates bus conduct code will be disciplined and may be deprived the privilege of riding on the bus.
 5. All school rules apply on the bus and at the bus stop.

USE OF MOTOR VEHICLES

In order to park in the approved parking areas, each student must have a parking pass and abide by the following guidelines:

- A. To receive a pass, each student shall complete the Student Vehicle Registration Form and provide:
 1. driver's license;
 2. insurance certificate;
 3. registration
- B. Driving to school, if approved, is a privilege. If abused in any way, it may be revoked at any time (reckless operation, excessive speed, etc.)
- C. When transportation is available through the District, students shall not drive to school-sponsored activities unless written permission is granted by their parents and approved by the principal. No other students are allowed to be driven to a school-sponsored activity by the approved student driver without a note from parents granting permission and approval by the principal.
- D. Parking lot speed limit is 5 mph.
- E. Students must park in assigned parking areas. Unauthorized parking in faculty parking lots may be subject to disciplinary action, including towing of cars. Cars without valid WHS Parking Sticker will also be towed.
- F. If in an accident on school property, driving privileges will be revoked for 30 school days. Any student parking a car in the WHS lot that does not have a parking pass or parking in the incorrect spot will have their driving privileges revoked for 30 days.

DANGEROUS WEAPONS

Under Federal law, a firearm is defined as a weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade.

Possession of any such weapon requires the Superintendent to expel a student for a calendar year.

SEARCH AND SEIZURE

A search may be conducted of a particular person, place, or thing, if there is reasonable suspicion that such a search will lead to the discovery of evidence that the student:

- A. has violated or is violating a rule or behavior normally contained in the student handbook, or
- B. has violated or is violating a particular law, or
- C. possesses an item or substance which presents an immediate danger of physical harm or illness to students and staff or District property.

LOCKERS AND OTHER STORAGE AREAS PROVIDED FOR STUDENT USE

- A. All lockers and other storage areas provided for student use remain the property of the District. these lockers and storage areas are subject to inspection, access for maintenance, and search pursuant to these guidelines. A student using the locker or storage area has, by statute, no expectation of privacy in the locker or storage area or the contents contained therein. No student shall lock or otherwise impede access to any locker or storage area except with a lock provided by or approved by the principal. Unapproved locks will be removed and destroyed.
- B. The principal may search student lockers and storage areas and the contents contained therein at any time for any justifiable reason.
- C. The principal may, at any time, request assistance of the Massillon City Police having jurisdiction over the facilities of the District. The law enforcement officer must have probable cause; however, to conduct a search of the lockers and storage areas and the contents contained therein.

DESKS AND OTHER STORAGE AREAS

A desk or any other storage area in the school provided for student use as well as the contents contained therein, may be searched when the principal has reasonable suspicion for a search.

Vehicles

- A. Any vehicle brought on District premises by a student may be searched when the principal has reasonable suspicion to justify the search.
- B. One of the conditions for granting permission for a student to bring a student-operated vehicle onto school premises is written consent by the student driver, the owner of the vehicle, and the parent of the student to allow search of that vehicle. Refusal by any of the parties to provide or allow access to vehicle at the time of a search request shall be cause for terminating the privilege without further hearing.

STUDENT

- A. The personal search of a student may be conducted by the principal when she/he has reasonable suspicion for a search of that student. Authorized searches of the student's person are:
1. the student's pockets;
 2. purses, briefcases, or any other object in the possession of the student;
 3. use of a metal detector and/or a "pat down" of the exterior of the student's clothing and the removal of any item identified.
 4. removal of an article of exterior clothing such as a jacket.

ITEMS FOUND

Anything found in the course of a search which is evidence of a student violation of school rules or Federal/State laws may be:

- A. seized and admitted as evidence in any suspension or expulsion proceeding if it is tagged for identification at the time it is seized and kept in a secure place by the principal until it is presented at the hearing;
- B. turned over to any law enforcement officer after proper notation and receipt.

USE OF DOGS

In an effort to maintain the safety and security of staff and students at Washington High School, the school is authorized to use specially trained dogs to detect the presence of drugs and devices such as bombs on school property. The dogs would be allowed to examine a student's possessions including a vehicle as well as the lockers. The use of these dogs can take place at anytime during the school year.

FREEDOM OF ASSEMBLY

Students shall be encouraged to form and participate in a variety of extra class organizations as a means of broadening their educational experiences. Pupil organizations that conduct activities on school premises must be authorized to do so by the principal and must have faculty supervision.

The activities of students in non-school functions outside of normal school hours and off school grounds shall not be the responsibility of the school, and no student shall be penalized because of his activities in such outside organizations.

Students shall have the right to meet in groups and use school facilities for such meetings and programs under the following regulations.

1. Students shall have the right to assemble for the purpose of discussing any topic, if the following conditions are met;
 - A. All provisions of this publication are adhered to.
 - B. All school regulations and Board of Education policies.
 - C. Student conduct at the meeting is orderly and peaceful.
 - D. There is no violation of ordinance or law.
 - E. Students will assume full responsibility as a group and as individual members of society for their actions.
 - F. Adult supervision.
2. All club or group meetings of any kind shall be scheduled with the school office.
 - A. Regular club meetings should be scheduled at the start of the school year.
 - B. Special club meetings are to be scheduled in advance, with proper notice being given to all students involved.
 - C. All clubs or meetings must have a school staff member or an adult approved by the administrator of the school.
 - D. Student meetings of an urgent or emergency nature will be held only with the principal's written permission and the availability of proper facilities and supervision at the time requested.
 - E. All clubs and activities shall be nondiscriminatory.
 - F. Regular school assembly programs will be scheduled during the school day and will be planned and directed by the Student Council and/or faculty.
 - G. The right to assemble on a Board of Education controlled facility is subject to careful restriction where the exercise of this right will interfere with rights and freedoms of other citizens. When in the judgment of the responsible officials concerned, there will be infringements on the rights of other citizens, requests for permission to assemble on Board of Education facilities may be adjusted to meet mutual demands, or the request may be denied in its entirety.
3. Impromptu or spontaneous assemblies by students are prohibited.
 - A. If such an assembly should occur, it should be dispersed firmly, but reasonable and disciplinary action taken later. If the assembly is riotous, proper authorities should be notified and the riot quelled.
 - B. The school allows adequate time and facilities for orderly and peaceful student assemblies dealing with relevant ideas and topics.

Section 2917.211 O.T.C. - Trespassing or loitering school buildings or grounds.

"No person shall trespass, loiter, or remain in the building or upon the grounds of any school, in violation of the rules and regulations of the Board of Education-or other authority of the school district in which such school is located."

RIGHT OF STUDENTS OFF SCHOOL GROUNDS AND THE AUTHORITY OF THE SCHOOLS

The Ohio Attorney General has held that for the protection of students, boards may make rules and regulations governing extracurricular activities of students such as athletic competition, musical organizations, dramatic organizations and productions, social activities, class and school trips, cheerleading, class or school elective offices, literary activities, military activities, service activities, scientific activities, scholastic activities and honor organizations. There is no question that when these activities take place off school grounds, and as officially sanctioned school activities, the Board of Education may make reasonable rules and regulations for the control of conduct on the part of participating students.

SCHOOL-RELATED OR SCHOOL SPONSORED ACTIVITIES

These activities are considered an extension of the school day, and as such, all regular school rules shall be observed. It is a student's right to participate or attend these activities; therefore, he/she must accept the responsibility of abiding by all school rules when he does participate or attend the activity.

The conduct of students in school and at school activities is a joint responsibility of student, parent, and school. The school will make and enforce rules and regulations concerning the conduct of students at officially sanctioned school activities off school grounds. Parents should accept full responsibility for the conduct of their children once the children are outside the scope of authority of school officials.

School authorities and parents share responsibility of conduct of students when they are off school grounds, while coming to school, going home from school or during lunch period.

School authorities may cooperate to help identify students against whom complaints may be filed by people in the community and to help bring about equitable settlement of problems relating to such students.

School-sponsored activities off the school grounds will be in the categories of athletics, music and field trips or any other school sponsored events.

- A. The rules of conduct and appropriate dress for events sponsored by the athletic department, music department or any other school organization, including individual field trips, shall be set by the directors, coaches, sponsors, individual teachers and the principal. The rules of conduct and type of dress will be determined and announced ahead of time so that all students involved will know the requirements.

- B. All students must abide by the announced rules of conduct and the appropriate dress requirements or relinquish his or her right to participate in that school event. If he feels the rules are too harsh or unreasonable, he or she may petition for change of rules of conduct or type of dress to the individual sponsor, coach or director.

GRIEVANCE

A grievance is a complaint by an individual or a group. A grievance may arise from a dissatisfaction or disagreement about practices and school policies pertaining to students.

PROCEDURE FOR PROCESSING INDIVIDUAL STUDENT GRIEVANCES

The student should discuss the problem with the school representative (teacher, etc.) with which the complaint concerns. EXAMPLES: Discuss with the classroom teacher complaints concerning classroom management program, grades, etc. Discuss with your counselor complaints concerning scheduling, counseling, etc. Discuss with your assistant principal complaints concerning your relationship with him/her. Discuss complaints concerning school rules and regulations with the principal.

All of the above discussion is to be arranged during a time and at a location that insures privacy. In cases where mutual agreement and understanding do not take place, the student should present his complaint in writing to the next level of authority with a copy going to the person from which the complaint has arisen. The meeting must be arranged and the complaint processed within five (5) school days.

The normal sequence of processing a complaint is as follows:

- | | |
|------------------------|-------------------------------|
| 1. Teacher - counselor | 4. Division of Pupil Services |
| 2. Assistant Principal | 5. Superintendent |
| 3. Principal | 6. Board of Education |

GROUP STUDENT GRIEVANCES

Student groups wishing to make constructive criticism or suggestions for the improvement of the Massillon City School District, shall designate not more than three representatives and they shall present, in writing, a request for a hearing with these representatives within a period of five calendar days.

The grievance shall be disposed of to the mutual satisfaction of the representatives and the building principal within five school days. Should a grievance not be settled after five school days, the student representatives may then appeal to the Superintendent of the Massillon City School District. This appeal must be made in writing within five calendar days after termination of discussion with the building principal.

The Superintendent shall meet with the representative within five school days after receiving the written request and final disposition shall be made at this level, except when both the Superintendent and the student representatives agree to request an audience with the Board.

Arrangements for meeting with the Board shall be the responsibility of the Superintendent of the Massillon City School District.

EXTRACURRICULAR ACTIVITIES

W.H.S. offers a wide range of activities in which students might exercise any special interests or talents which they possess. The staff of W.H.S. encourages student involvement in extracurricular activities. The student must take a responsible approach to involvement in multiple activities. Each student must take careful note of scheduled events and practices by keeping an up-to-date school calendar. Any conflicts between activities should be reported well ahead of time to the advisors/coaches involved. A list of student activities maybe found in the WHS Program of Studies-Booklet.

GAMBLING/CARD PLAYING POLICY

As a general rule, card playing at W.H.S. is not permitted during regular school hours. The exceptions are:

1. An educational activity covered by the graded course of study.
2. With administrative permission.

As per board policy, gambling is not permitted on school property. In addition, no gambling devices are permitted.

STUDENT AIDE POLICY

The administration recognizes the needs of staff members for the services of student aides. In order to utilize student aides, passes must be issued on a daily basis on an as needed basis. No student aide schedules will be changed unless approved by the principal. Student must be in good academic and behavioral standing to be an office aide.

EMERGENCY MEDICAL FORMS

Each year every student must submit an Emergency Medical Authorization form. These forms are kept on file in the clinic and the information on these forms is used should there be a medical emergency. The emergency medical form must be turned in the first day of school. Failure to do so will result in disciplinary action.

CROWD CONTROL

Any student who does not leave the scene of a fight or school disruption or impedes a staff member's ability to control a situation may have disciplinary action. A student encouraging or instigating a fight may also be disciplined.

LOCKER RULES

A locker is selected in the freshman year and used for four years by one student. Please follow these requests in order to protect your property.

1. Lockers should be kept neat and orderly.
2. Lockers may not be decorated in any way. Do not paste, glue, tape, etc. anything to the inside or outside of any locker.
3. There should be no writing on the inside or outside of any locker.
4. Any food placed in a locker on a particular day should be removed by the end of the day.
5. Do not attempt to force the locker door open or closed. If your locker is not working properly, see the locker supervisor for help.
6. No changing lockers after assignment, unless approved by the locker supervisor. Only 1 student per locker. **Students may not share lockers.**
7. Keep the door locked at all times. Do not set your lock ahead of time for easy opening.
8. Remove everything from your locker at the end of the school year.
9. Any student requesting his/her locker combination from the locker supervisor must present his/her I.D.
10. Lockers may be inspected by the administration periodically. If any of the above rules are broken, a student may be subject to a fine and/or discipline.

P.E. LOCKERROOM SECURITY

1. Always lock your personal items in your assigned locker.
2. Do not leave your personal items outside your locker while in the gymnasium.

SECURITY CAMERAS

Security cameras will be utilized to maintain order, safety, and discipline at Washington High School.

MISCELLANEOUS

Any items which pose a threat to the safety of the students or to the disruption of school, such as chains or hacky sacs are not permitted. Unmotorized vehicles such as bicycles and skateboards may not be ridden on school property.

THREATS

All statements that are a threat to the safety and security of students, staff, and school property will be taken seriously and anyone making such a threat will face strong disciplinary action.

TORNADO DRILL INSTRUCTIONS

Actions to be taken when tornado warning is heard:

1. Students in “safe” rooms (those indicated with “ * “ should remain in the rooms. They may remain seated at desks away from the door and any glass.
2. Students in “unsafe” areas should proceed to the rooms as instructed by the teacher. They may fill in the empty desks or line up against a support wall.
3. Personal articles, other than purses, should not be carried.
4. Students should move quickly, single file, without running, and quietly, without talking.
5. All classroom doors should be closed by the last person to enter.
6. All hallway (fire) doors should be closed by the last teacher to pass through.
7. Keep calm, regardless of the situation. Listen for instructions.
8. If there is insufficient time to reach a safe area, students should:
 - a. go to inside wall of room away from windows, squat on floor next to wall, keep head on knees or get under the desks or furniture either by squatting or lying prone on floor, face down.
 - b. Hold a book over the head if it can be picked up easily
 - c. Notify teacher immediately of injuries.
 - d. Keep calm.

9. Actual placement of students within the “safe” rooms will depend on the number of students in attendance.
10. In the event of an actual tornado, all students should get as close as possible to a support wall, away from doors and any glass and squat down with heads covered.

FIRE DRILL PROCEDURES

IMPORTANT: Never pass through fire doors that are closed. Fire doors are activated by smoke detectors. When smoke is detected the fire doors in that area close as a result of signaled magnetic releases. This means if the doors are closed, there is fire in that area.

1. The first room to their assigned doors should have students (assigned by a teacher) hold the doors open until the last class exits those doors.
2. Close all doors and turn the lights off.
3. Teachers should file out with their students and check attendance when they reach their designated areas. Any students who do not co-operate or are disruptive should be reported to the appropriate principal.
4. Students should remain with their class and teacher as a group. It is the responsibility of the teacher to instruct their class and see that those rules are followed.
5. Please return to class when the proper signal is given in a quiet and safe manner.
6. After exiting the building, make sure you move your class 50 to 100 yards away from the building.
7. Stay on paved or concrete surfaces.
8. Stay well away from building entrances so not to block access by fire department
9. In case of a fire drill during class changes, students should exit at the nearest door. Staff members should follow their normal assignments and supervise the students.
10. Rooms that exit on to Paul Brown Drive are to go directly across Paul Brown Drive to the opposite curb side (not into the parking lot). Walk along the curb toward the stadium. The first class in line should stop when they reach Russell Drive (street in front of stadium).

INSURANCE

It is strongly recommended that students take the school accident insurance protection offered at the beginning of the year if parents do not have adequate coverage. Students participating in interscholastic athletics are required to purchase school insurance if they are not already covered by another insurance policy. Insurance for students participating in football is available, but costs slightly more. Please keep in mind that the school has no insurance to cover accidents at school. We are very careful to prevent problems, but occasional accidents do happen so it is important to have adequate medical insurance.

TELEPHONE CALLS

1. Students will not be given a pass during class to use any telephone.
2. Making a phone call when given a pass to an office or restroom will be subject to disciplinary action.
3. The phones in the offices are to be used **ONLY** in case of an emergency.
4. Misuse of the phone by false use of 911 will be subject to both school and legal disciplinary punishment.
5. Students may only receive emergency messages from the parent/legal guardian during the school day.

WASHINGTON HIGH SCHOOL
EXTRACURRICULAR/CO-CURRICULAR ACTIVITIES
FACULTY PHILOSOPHY STATEMENT

The faculty of Washington High School firmly believes in the value of student involvement in co-curricular and extracurricular activities as a place for the well-rounded student to learn about group dynamics, cooperation, and the search for excellence. Our school offers a wide range of activities in which students might exercise any special talent which they possess, and the faculty encourages all WHS students to participate in a careful selection of these activities.

In order to facilitate a student's ability to balance a number of activities appropriate to his/her responsibility level, talents, and time available, a partnership must exist between students, parents, advisors/coaches, and administration. Each group must have strong commitments to fairness, sharing, time usage, and scheduling. Lines of communication must be open, dialogue must occur, and decisions must be both reached and followed.

The advisors/coaches of the organizations, clubs, and sports which are represented, as WHS-sponsored activities must be unified in their approach to helping students coordinate their schedules. We are crucially aware of the impossibility to schedule all school activity practices/rehearsals/events without some conflicts arising between activities. We are prepared to assist students in alleviating pressure presented by conflicts. No single activity needs to lose students due to inter-program pressure: no student needs to feel "in the middle" between faculty members; no conflict will result which will fail to be addressed. The Washington High School faculty stands together in support of ALL programs, ALL students, and ALL events.

In addition, students and parents must take a responsible approach to student involvement in multiple activities. They must take careful note of scheduled events; they must report conflicts at the earliest possible awareness; they must allow faculty advisors/coaches to arrange shared time for them; and they must trust that no program at WHS will "punish" them for sharing time with another activity.

We ask families of Massillon to assist us in presenting a well-balanced Washington High School, which brings to our community excellence in all programs and which continues the proud tradition marking WHS as a model high school experience.

**GUIDELINES FOR EXTRA-CURRICULAR AND CO-CURRICULAR
ADVISORS AND COACHES**

1. All overnight travel and Sunday activities must be approved by the Massillon Board of Education.
2. On inclement weather days, Washington High School is closed. Permission may be gained from the principal/athletic director for afternoon rehearsals and practices only after determination that traveling conditions for staff and students are safe.
3. Washington High School will close at 10:00 p.m. for all practices and rehearsals.
4. All performances and/or competitions take precedence over rehearsals/practices.
5. All performances, meetings, and practices must be on the Activities Calendar. Activity Requests must be submitted a minimum of 5 school days prior to an event if not on the calendar.

6. When rehearsals and practices come into conflict, conflict resolution will be as follows:
 - a. The student is responsible to-notify both advisor-/coaches of the conflict
 - b. Coaches/advisors are responsible to resolve the conflict with a meeting or meetings. The activity coordinator should be involved (if needed).
 - c. Shared time should be considered whenever possible if conflict cannot be resolved.
 - d. Finally, if the conflict cannot be resolved, the principal will make the final decision on the conflict. In that decision status, rank, grade, or position of the student in any activity will not be affected by the decision of the principal.
7. Academics will be the number one priority for students, coaches, and advisors at Washington High School. It is the responsibility of the coach/advisor to monitor and intervene on academic problems with individuals participating under their direction (i.e. OHSAA adopted eligibility standard). Philosophy of academics should be reflected in all Rights and Responsibilities handbooks for activities.
 - a. The eligibility sheets must be submitted on time and adhered to by all.
 - b. Study tables will be used by all sports/rehearsal groups from 2:45 p.m.-3:45 p.m.
8. Any coach or advisor who has access to their students formally or informally during the school day should consider limiting after school practices or rehearsals as much as possible. Shared time is a possibility to conflict resolutions.
9. Coaches and advisors should be aware of and understand that practices and rehearsals of three hours per day per individual advisor or coach is the maximum. Extenuating circumstances may exist (i.e. day prior to competition and dress rehearsals). An advisor may divide the time as needed, but no student is to be with the same advisor/coach or in the same program more than the three hours maximum.
10. On school days from 2:45 p.m. to 3:35 p.m., priority will be given to the smaller clubs and advisory groups for meeting time. All rehearsals and practices will begin after 3:35 p.m. Sports and major rehearsal activities will have a study table during this 2:45 p.m. to 3:35 p.m. time frame.
11. No food or drink whatsoever may be sold from any classroom area or during the school day by any group or individual. No candy or gum may be sold in WHS.
12. Practices/rehearsals on legal holidays should be curtailed entirely or limited to no more than three hours per student per advisor/coach.
13. Advisors/coaches should make every effort to have their members in school. Out of school activities should be closely examined and limited.
14. It is strongly suggested that a "pledge" concept (no alcohol, drugs, tobacco by any member) be in place for each group.
15. The Activity Coordinator is the bridge between advisor/coach and administration. Problems, conflicts, and suggestions should be directed to this individual.
16. It is the policy of the Massillon City Schools administration that extracurricular and co-curricular activities are a privilege and not a right.

MASSILLON CITY SCHOOLS
STUDENT DISCIPLINE POLICY
MASSILLON BOARD OF EDUCATION

The following policy sets forth rules prohibiting certain types of conduct by students of the Massillon City School District. This policy specifies the types of misconduct which may subject a student to suspension, expulsion, removal, or permanent exclusion from school. Additionally, this policy outlines the procedure to be followed by school officials when such disciplinary sanctions are contemplated and/or imposed. The word "student" as used in this policy, refers to any student participating in a curricular program operated by the Massillon City Schools, whether or not such student is enrolled in the district.

Suspension, expulsion, removal, or permanent exclusion from school results in an unexcused period of absence from regular classes. A student does not receive scholastic credit for the period of his/her absence. Moreover, since acceptable conduct is a prerequisite to successful completion of any semester, an expulsion or more than twenty (20) days will, unless the superintendent provides otherwise, result in the loss of academic credit for the semester in which the misconduct occurs.

During the period of absence due to suspension, expulsion, removal or permanent exclusion the student (if she/he is 18 years of age or older) and/or the parent(s), guardian or custodian are responsible for the conduct of the individual. While suspended, expelled, removed, or permanently excluded from school under this policy, students are not permitted to attend curricular or extracurricular activities, or be on the school property. If the student is suspended or removed only from one particular class or activity, she/he may not attend the class or participate in the activity for the duration of that suspension or removal.

I. PROCEDURE:

A. Suspensions

1. The Superintendent or Principal may suspend a student from school for not more than ten (10) school days. If at the time of the suspension there are fewer than ten (10) days remaining in the school year, the Superintendent may extend all or part of the suspension into the following school year.

Before a student may be suspended, the student must be:

- A. Given written notice of the intention to suspend and the reasons for the intended suspension,
- B. Given written notice (if applicable) that the offense is one for which permanent exclusion may be sought,

- c . Provided with an informal hearing: at this hearing the student may challenge the reasons for the intended suspension or otherwise explain his/her actions.
2. Following a student's suspension, the school shall, within one school day:
 - a. Notify the student and his/her parent, guardian, or custodian, in writing, of the suspension, the duration of the, suspension, the reasons for the suspension, the right of the student or the parent to appeal to the Board's designee, the right to be represented in all appeal proceedings, the right to request such hearing be in executive session; (if applicable) and that the offense is one for which permanent exclusion may be sought
 - b. Notify the Treasurer of the Board of Education of the suspension.

B. Expulsion

- I. "Expulsion" shall be the exclusion of a student from the schools of this district for a period not to exceed the greater of eighty (80) school days or the number of school days remaining in a semester or term in which the incident that give rise to the expulsion takes place, unless the incident involves a firearm. Expulsions may also be extended during court proceedings for the offenses listed in part III of the policy. If a student brings a firearm on school property, in a school vehicle, or to any school-sponsored activity, she/he shall be expelled for one (1) year unless the Superintendent reduces the punishment for reasons related to the specific circumstances. The Superintendent may expel a student for up to one (1) year if the student brings a knife onto school property, in a school vehicle, or to any school-sponsored activity. In compliance with Federal law, the Superintendent shall also refer any student expelled for possession of a firearm to the criminal justice or juvenile delinquency system serving the District. A firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of an explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter once, mine, or other similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade.

The specific circumstances under which a Superintendent may modify a one (1) year expulsion could include:

- a recommendation from the group of persons knowledgeable of

the student's educational needs in accordance with Policy 2465 - Suspension/Expulsion of Disabled Students;

- the student was unaware that she/he was possessing a firearm or knife;
- the student did not understand that the items she/he possessed was considered a firearm or knife;
- the student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife.

If, at the time of a suspension or expulsion, there are fewer day remaining in the school year than the number of days of the suspension or expulsion, the Superintendent may apply any or all of the remaining period to the following school year.

Before a student may be expelled, the student and his/her parent, guardian, or custodian parent must be:

- a. Given written notice of the intention to expel and the reasons for the intended expulsion: this notice shall include information on the right to have a hearing, the time and place of the hearing and the right to have a representative at the hearing. The time to appear shall not be earlier than three (3) nor later than five (5) school days after the notice is given. If applicable, the--notice must state that the offense is one for which permanent exclusion may be sought.
 - b. Provided the opportunity to appeal in person before the Superintendent or his designee in order to challenge the reasons for the intended expulsion or otherwise explain the student's actions; a representative of the student may be present at the hearing.
2. Following a student's expulsion from school, the Superintendent shall, within one school day:
- a. Notify the student and his/her parent, guardian, or custodian, in writing, of the expulsion, the reason for the expulsion, the right of the student or the parent to appeal to the Board or the Board's designee, the right to be represented in all appeal proceedings, the right to request such hearing be in executive session; and (if applicable), that the offense is one for which permanent exclusion may be sought.
 - b. Whenever the expulsion is for more than twenty (20) days or will extend into the following school year, provide the pupil and his parent, guardian, or custodian with information about services or programs offered by public and

private agencies that work toward improving those aspects of the pupils attitudes and behavior that contributed to the incident that gave rise to the pupil's expulsion. The information shall include the names, addresses, and phone numbers of the appropriate public and private agencies.

- c. Notify the Treasurer of the Board of Education of the expulsion.

C. Emergency Removal

1. If a student's presence poses continuing danger to persons or property, or an ongoing threat of disrupting the academic process taking place either within a classroom or elsewhere on the school premises:
 - a. The Superintendent, Principal or Assistant Principal may, without notice or hearing, remove a student from curricular or extracurricular activities, or from the school premises.
 - b. A teacher may, without notice or hearing, remove a student from curricular or extracurricular activities under the teacher's supervision; as soon as practical after making such a removal, the teacher shall submit in writing to the principal the reasons for such a removal.
2. Any student so removed shall be given written notice and provided with a hearing as defined in the section on Suspension above within three school days after the initial removal. If it is probable that the student is going to be expelled, the hearing shall be conducted in accordance with the section on Expulsion above.

D. Short-Term and Extracurricular Removals

1. A student may be removed from a class or other curricular activity for a period of up to one (1) school day where the student engages in conduct which tends to interfere with or disrupt the class or curricular activity or for a violation of this policy or other school rules and regulations.
2. A student may be removed from an extracurricular activity in which she/he has been accepted or qualified for membership. Where the student engages in conduct which tends to interfere with or disrupt the extracurricular activity or where the student violates the rules or regulations which govern participation in the extracurricular activity.
3. Before a student is removed from an extra-curricular activity for more than one school day, the student shall be given notice of the intention to remove and the reasons for the intended disciplinary removal. The student will be given an opportunity to appeal at an informal hearing before the Superintendent, Superintendent's designee, Principal or Assistant Principal to

challenge the reasons for the intended disciplinary removal or otherwise explain his/her actions.

4. Before a student is removed from a curricular activity for more than one school day, the above procedures for Suspension-or Expulsion shall be followed.

E. Permanent Exclusion

Students who are age sixteen (16) or older and who commit any of the offenses listed in Part III of this policy may be subject to permanent exclusion in accordance with law. A student may be suspended or expelled under this policy prior to being permanently expelled.

If the Superintendent receives proof that a student has been convicted of any of the offenses in Part III of this policy, and the student was age sixteen (16) or older at the time of the offense, the Superintendent may recommend that the Board of Education initiate proceedings for permanent exclusion in accordance with law.

When criminal court of juvenile court proceedings relating to any Part III offense are still pending at the time an expulsion ends, the Superintendent may ask the court to extend the expulsion for the lesser of an additional (80) days or the number of days remaining in the school year. If the Board of Education has adopted a resolution seeking permanent exclusion, the Superintendent may ask the court to extend the expulsion indefinitely until such time as the State Superintendent of Public Instruction acts to either approve or disapprove the request.

F. Appeals To The Board of Education

1. A student or his/her parent, guardian or custodian may appeal his/her suspension or expulsion to the Board of Education or its designee. Notice of such appeal shall be filed, in writing, with the Treasurer of the Board of Education within ten (10) school days of the suspension or 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.
2. If an appeal is taken before the Board of Education or its designee, such appeal may, upon the request of the student, his/her parent, guardian, custodian or attorney, be heard in executive session. The Board or its designee, however, shall act upon a suspension or expulsion only at a public meeting.
3. 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 order of suspension or expulsion.

4. A verbatim record shall be kept of all appeal hearings.
5. Decisions of the Board or its designee may be appealed under Chapter 2506 of the Ohio Revised Code.

II. MISCONDUCT FOR WHICH SUSPENSION OR EXPULSION MAY BE IMPOSED:

Unless otherwise noted in the individual sections, this policy shall be applicable to any conduct which occurs: on school grounds, during or immediately before or after school hours; or, school grounds at any other time when the school is being used by a group; off grounds at a school sponsored activity, function or event; on a school bus or conveyance; or at any other time when the student is subject to the authority of the school.

A. Weapons, Dangerous Instruments, Fireworks, Explosives and Hazardous Substances:

1. A student shall not use, possess, handle, transit, sell or conceal any object that can be classified as a weapon or dangerous instrument. Weapons and dangerous instruments shall include any object which is used or may be used to inflict physical harm or property damage, or to threaten to inflict such harm or damage.
2. Students shall not possess, handle, transmit, sell, conceal or bring upon school grounds any fireworks, explosives or munitions, nor shall students ignite, explode or detonate fireworks, explosives, or munitions.
3. Students shall not possess, handle, transmit, sell, conceal or bring upon school grounds any hazardous chemicals or substances of any kind.
4. Under Federal law, a firearm is defined as any weapon, including a starter gun, which will or is designed to or may readily be converted to expel a projectile by the action of a explosive, the frame or receiver of any such weapon, any firearm muffler or silencer, or any destructive device. A destructive device, includes, but is not limited to any explosive, incendiary, or poison gas, bomb, grenade, rocket having a propellant charge of more than four (4) ounces, missile having an explosive or incendiary charge of more than one-quarter ounce, mine, or other similar device. A knife is defined as any cutting instrument consisting of at least one sharp blade. Possession of any such weapon requires the Superintendent to expel a student for a calendar year unless she/he modifies the expulsion based on consideration of one or more of the following specific circumstances:
 - a . the student is enrolled under an IEP and the IEP recommends removal in accordance with the Individuals with Disabilities Education Act.

- b. the student was unaware that she/he was possessing a firearm or knife;
- c. he student did not understand that the item she/he possessed was considered a firearm or knife;
- d. the student brought the item to school as part of an educational activity and did not realize it would be considered a firearm or knife.

B. Disruption of School

- 1. A student 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 or function of the school.
- 2. Neither shall she/he 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 or function of the school.
- 3. While this list is not intended to be all inclusive, the following acts illustrate the kinds of misconduct prohibited by this rule:
 - a. The disruption or unauthorized occupation of any school building, school grounds or part thereof;
 - b. Blocking the entrance or exit of any **school** building **or** corridor or room therein;
 - c. 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;
 - d. 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;
 - e. Activating or attempting to activate an emergency alarm system or procedure in the absence of such emergency;
 - f. Preventing or attempting to prevent by physical act or verbal utterance, the convening or continued functioning of any school, class or activity, or any lawful school meeting or assembly on or off school property;
 - g. Preventing or attempting to prevent students from attending a class or any school-sponsored or related activity or event;

- h. 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 or related activity or event;
- i. Intentionally making noise or acting in a manner so as to interfere with a teacher's ability to conduct a class or an extracurricular activity.

c. Injury, Threat Of Injury, or Use of Abusive Language Towards Others; Fighting

A student shall not use vulgar, profane or abusive language, or make a vulgar, profane or abusive gesture toward any school employee, authorized school visitor or another student nor cause or attempt to cause physical injury or behave in such a way as could reasonably threaten to cause physical injury to a school employee, authorized school visitor or another student. Fighting or threatening to fight shall be considered a violation of this rule.

D. Drugs of Abuse, Counterfeit Drugs of Abuse and Paraphernalia; beepers

Drugs of abuse are all intoxicants or other substances that could modify behavior including, but not limited to, all narcotics, hallucinogens, stimulants, depressants and alcoholic beverages. Examples include: marijuana, amphetamines, barbiturates, glue, cocaine, PCP, beer, wine, and liquor.

Counterfeit drugs of abuse include any substance that is directly or indirectly represented to be a drug of abuse, whether by communication, marking, labeling, packaging, distribution, or similarity in shape, size, color or price.

Use of drugs authorized by a medical prescription from a licensed physician and registered with the school office, or the use of non-prescription medication with school permission, shall not be considered in violation of this rule.

A student, while at school or at any school function, whether or not on school premises, shall not:

1. Possess, use, sell, offer to sell, deliver, conceal, consume or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse;
2. Instigate or conspire with others to possess, use, sell, offer to sell, deliver, conceal, consume or be under the influence of any drugs of abuse including alcoholic beverages or any counterfeit drugs of abuse;
3. Directly or indirectly represent a substance as a drug of abuse by describing its effects as the physical **or** psychological effects associated with the use of a drug of abuse; or

4. Possess, use, sell, offer to sell, deliver or conceal any instrument or paraphernalia for use with drugs of abuse (for example, hypodermic needle, syringe, water pipe, roach clip).
5. Carry, possess, use or conceal a beeper or other electronic paging device, unless authorized by the school.

A student, prior to the student's arrival at school or any school function, whether or not on school premises, shall not use or consume any drugs of abuse including alcoholic beverages or counterfeit drugs of abuse.

E. Tobacco

A student shall not possess, use, transmit or sell cigarettes or tobacco.

F. Truancy, Tardiness or Class Cutting

A student shall not be absent from all or any portion of the regularly scheduled classes or other mandatory activities without school authorization and parental consent.

G. Damage, Destruction Theft, or Unauthorized Removal of School - property; vandalism

A student 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. The unauthorized painting, defacement, or marking of property, or other acts of vandalism, shall be considered a violation of this rule.

H. Damage, Destruction, Theft or Unauthorized Removal of Private Property

A student 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. The unauthorized painting, defacement, or marking of property, or other acts of vandalism shall be considered a violation of this rule.

I. Unauthorized Fire

A student shall not, without school authorization, burn or attempt to burn any property, public or private.

J. Trespass

A student shall not enter upon school grounds or premises of a

school building to which the student is not assigned during school hours of that building except with the express permission of the school principal of that building; likewise a student already under suspension shall not enter upon the grounds or premises of the student's regularly assigned school building or any other school building without the express permission of the principal.

K. Intimidation

A student shall not use or attempt to use an express or implied threat of violence, harassment, coercion, or other forms of intimidation to obtain money or any other thing of value belonging to another person, or to obtain any form of desired conduct from another person.

L. Dress and Appearance

A student 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 detract from the educational environment.

M. Profane, Vulgar or Improper Language or Gestures

A student shall not speak or write profane, vulgar, obscene derogatory, demeaning or other improper or inappropriate language, or use profane, vulgar, obscene or other improper or inappropriate gestures or signs or engage or attempt to engage in profane, vulgar, obscene or other improper or inappropriate actions.

N. Hazing

A student shall not threaten, act, or participate in or attempt to threaten, act or participate in any act or acts that injures, degrades, disgraces, or tends to injure, degrade or disgrace any student for purposes of initiation or acceptance into any group.

O. Violation of School Bus Conduct Requirement

1. A student 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 the windows, extending arms or objects out of the windows, fighting, and shouting and other disorderly conduct which could cause physical harm, emotional stress, or diversion of the driver's attention.
2. A student shall not ride on an unassigned school bus without prior approval of an appropriate school official.

P. Disrespect and Sexual Harassment

A student shall not act so as to intimidate, degrade, insult, or otherwise abuse, orally or in writing, any member of the school staff or student body.

No person shall engage in the sexual harassment of any other person. "Sexual harassment" means unwelcome sexual advances, unwelcome physical contact of a sexual nature, the use of lewd, obscene, or suggestive language, the use of sexually explicit or suggestive drawings, pictures, or written material, or any other conduct which is sexually oriented and which is intimidating, degrading, embarrassing, or objectionable to any person affected by such conduct.

Q. Falsification, Dishonesty, and Cheating

A student shall not falsify 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.

A student shall not lie or make a misrepresentation of any fact to a teacher or any other school personnel.

A student shall not cheat on any test for his/her own benefit or for the benefit of others. A student shall not obtain, use, or disseminate information about any test which the instructor does intend to be used or known by students, or which would create an unfair advantage for any student or students.

R. Gambling

A student shall not engage in or promote games of chance, placing of bets, or risk anything of value.

S. Failure to Comply with Directives

A student shall promptly comply with directives, request and orders of teachers, student teachers, educational aides, bus driver, principals and other school personnel.

T. Failure to Accept Discipline or Punishment

A student shall not refuse to accept discipline or punishment from teachers, student teachers, substitute teachers, educational aides, bus drivers principals or other school personnel.

U. Violation of Rules

A student shall not violate the policies of the Board of Education or school rules or regulations. Such policies and rules and regulations will be posted on school bulletin boards. Each student is responsible for becoming familiar with those items.

V. Misconduct During Extracurricular Activity

A student who has been accepted or qualified for membership in a school-sponsored or related extracurricular activity shall not behave in any way which disrupts or tends to interfere with the conduct of that activity and shall not violate the rules, regulations or policies which govern participation in an extracurricular activity.

W. Complicity

No student shall assist or aid any other student in the violation of any rule set forth in this policy, or take any action, or make any statement, to prevent school personnel from obtaining information about any violation of this Student Discipline Policy.

X. Attempt

The attempt to commit any of the offenses set forth in this Student Discipline Policy shall be punishable in the same manner as the offense itself.

Y. Repeated Acts of Misconduct

If any student commits any of the offenses listed in this Student Discipline Policy more than once within a given school year, such repeated misconduct may be treated as a separate offense or may increase the severity of the punishment for the underlying offense.

III. **MISCONDUCT FOR WHICH STUDENT MAY BE PERMANENTLY EXCLUDED**

- A. Conveying deadly weapons onto school property or to a school function.
- B. Possessing deadly weapons on school property or at a school function.
- C. Carrying a concealed weapon on school property or at a school function.
- D. Trafficking in drugs on school property or at a school function.
- E. Murder or aggravated murder on school property or at a school function.
- F. Voluntary or involuntary manslaughter on school grounds or at a school function.
- G. Assault or aggravated assault on school grounds or at a school function.
- H. Rape, gross sexual imposition, or felonious sexual penetration on school grounds, at a school function, or when the victim is a school employee.
- I. Complicity in any of the above offenses, regardless of location.