

WOOSTER HIGH SCHOOL

2019-2020

**STUDENT
HANDBOOK**



Welcome to Wooster High School for the 2016-17 School Year!

A. Important Telephone Numbers:

Main Office:	330/988-1111, ext. 3001
Athletic Office:	330/345-8760
Attendance Office:	330/988-1111, ext. 3011
Gault Recreation Center:	330/345-4700
YMCA Pool:	330/345-3131
Transportation (Bus Garage):	330/264-4060
Board Office:	330/988-1111
WHS FAX	330/345-3501

B. Wooster High School - Hours Of Operation 7:30 A.m. Through 3:30 P.m.

C. Wooster High School Administration:

Mr. Tyler Keener - Principal	330/988.1111, ext 3004
Mrs. Sara Crooks - Associate Principal	330/988.1111, ext 3003
Mr. Nathanael Steiner - Associate Principal	330/988.1111, ext 3401

D. Wooster High School Web Page

School information, news, calendars, including all activities and athletic events, are available on the WHS web page:

<http://www.woostercityschools.org/hs>.

Wooster City Schools Board of Education, Policies and Guidelines, can be located at:

www.neola.com/woostercity-oh



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WOOSTER HIGH SCHOOL NEW DAILY BELL SCHEDULE

REGULAR SCHEDULE				
Period	Start	End	Time	Notes
1	8:05	8:54	0:49	Attendance/Announcements
2	8:58	9:44	0:46	
3	9:48	10:34	0:46	
4	10:38	11:28	0:50	
5	11:28	12:18	0:50	
6	12:22	1:08	0:46	
7	1:12	1:58	0:46	
8	2:02	2:48	0:46	

4th	4a			4b		
L/SH	10:34	10:59	0:25	11:04	11:24	0:20
SH/L	10:38	10:58	0:20	10:59	11:24	0:25

5th	5a			5b		
L/SH	11:28	11:53	0:25	11:58	12:18	0:20
SH/L	11:32	11:52	0:20	11:53	12:18	0:25

ASSEMBLY/DOUBLE 3RD				
Period	Start	End	Time	Notes
1	8:05	8:47	0:42	Attendance/Announcements
2	8:51	9:30	0:39	
3a	9:34	10:13	0:39	
3b	10:17	10:56	0:39	
4	11:00	11:50	0:50	
5	11:50	12:40	0:50	
6	12:44	1:23	0:39	
7	1:27	2:06	0:39	
8	2:10	2:48	0:38	

4th	4a			4b		
L/SH	10:56	11:21	0:25	11:04	11:24	0:20
SH/L	11:00	11:20	0:20	10:59	11:24	0:25

5th	5a			5b		
L/SH	11:50	12:15	0:25	12:20	12:40	0:20
SH/L	11:54	12:14	0:20	12:15	12:40	0:25

2 HOUR DELAY				
Period	Start	End	Time	Notes
1	10:05	10:32	0:27	Attendance taken ASAP
2	10:36	11:03	0:27	
3	11:07	11:34	0:27	
4	11:38	12:28	0:50	
5	12:28	1:18	0:50	
6	1:22	1:48	0:26	
7	1:52	2:18	0:26	
8	2:22	2:48	0:26	

4th	4a			4b		
L/SH	11:34	11:59	0:25	12:04	12:24	0:20
SH/L	11:38	11:58	0:20	11:59	12:24	0:25

5th	5a			5b		
L/SH	12:28	12:53	0:25	12:58	1:18	0:20
SH/L	12:32	12:52	0:20	12:53	1:18	0:25

PEP ASSEMBLY				
Period	Start	End	Time	Notes
1	8:05	8:49	0:44	Attendance/Announcements
2	8:53	9:34	0:41	
3	9:38	10:19	0:44	
*6	10:23	11:04	0:41	
4	11:08	11:58	0:50	
5	11:58	12:48	0:50	
7	12:52	1:33	0:41	
8	1:37	2:18	0:41	
Assembly	2:18	2:48	0:30	Dismissed by PA

4th	4a			4b		
L/SH	11:04	11:29	0:25	11:34	11:54	0:20
SH/L	11:08	11:28	0:20	11:29	11:54	0:25

5th	5a			5b		
L/SH	11:58	12:23	0:25	12:24	12:44	0:20
SH/L	12:02	12:22	0:20	12:23	12:48	0:25



SECTION I - ATTENDANCE (BOE POLICY 5200)

A. Reporting Absences From School

The Attendance Office phone number--330-988-1111, ext. 3011

When a student is absent from school, parents must notify the school of the reason for the absence in one of two methods. (BOE Policy 5200)

1--The parent/guardian of the student who is absent must notify the school prior to 8:30 a.m. on the day of the absence. The attendance phone line is available 24 hours a day with voice mail.

2--Please send a written statement to school with the student on the next day of attendance to verify the absence. Notes must be turned in within a week of return to school.

****Either a phone call or written statement is needed***

Per House Bill 410, absences will now be measured in hours.

B. Student Absences And Excuses

An excused absence from school may be approved on the basis of any one or more of the following conditions:

- Personal illness
- Illness in the family
- Quarantine of the home
- Death of a relative
- Work at home due to absence of parents or guardian (students must be at least fourteen years of age)
- Observance of religious holidays
- Emergency or set of circumstances which in the judgment of the Superintendent of Schools constitutes a good and sufficient cause for absence from school.
- Special circumstances with prior notice to the attendance office and in writing to the principal requesting permission

C. School Notice Of Absences

Letters will be sent home notifying parents of student absence at:

- 31 unexcused hours
- 62 unexcused hours



Ohio law defines a habitual truant student as a student with:

- 30 or more consecutive hours of unexcused absences
- 42 or more hours of unexcused absences in a month
- 72 or more hours of unexcused absences in a school year

Students arriving late or leaving early from school prior to 2:30 will have hours counted towards total hours of school missed.

All absences after 10 days will require a medical excuse from a health care provider.

Note: The state of Ohio requires 93% attendance for all students. This means that after 15 days of school are missed, a student and parent can face school and legal consequences per the Ohio Revised Code. The ORC states clearly that it is the responsibility of the parent for a student to be in attendance at school.

D. Planned Absences

Absences due to unusual circumstances will include absences of a responsible nature such as structured educational experiences, vocational planning, visitation to college campus, registration, testing, and college interviews for seniors, but will not include absence for recreation or convenience purposes, etc., such as hunting, shopping, sporting events. Only juniors and seniors may use the privilege of college visitation. Ninth and tenth grade students must have special permission of the principal to make college visits.

E. Vacation Request And Procedure - Boe Policy 5200

Consideration will be given to those families, who because of unavoidable circumstances, must take their vacation during the school year. Prearranged, approved vacations will not exceed a total of five (5) school days during the school year.

The vacation days may be granted under the following conditions:

- A. The student has continually demonstrated a good attendance record.
- B. The days missed by a student will not be detrimental to their academic standing in their current courses or educational program. The final three (3) days and/or the beginning three (3) days of a semester will not be approved for vacation.
- C. At least one (1) parent/guardian will be accompanying the student during the vacation, unless extenuating circumstances deemed appropriate by the principal
- D. Any vacation days must be approved at least two (2) weeks in advance of the beginning date of the vacation.
- E. Students must make up work missed according to a schedule of one (1) day per each vacation day granted.
- F. Failure on the part of the student to make up work will result in a grade of zero (0) for the work missed.
- G. Days missed in excess of the prearranged vacation will be unexcused.
- H. Vacation days will not be granted (marked unexcused) during state mandated tests or during school calamity makeup days.



F. College Visitation And Career Experience Absences

Juniors and seniors will be permitted three (3) college visitation days per year prior to May 1st.

All college visits and orientations must be pre-approved by the Attendance Office in order to be excused absences from school.

Only students having a scheduled tour/meeting/job shadowing, verified by the university or business in advance will be eligible for a prearranged excused visit.

In order to have an excused absence for a college visit or career shadow, a note from the college visited or the person shadowed (on official paper) must be presented upon return to WHS.

G. College Visitation Procedure

The college visit request must be made at least three (3) school days prior to the planned visit.

Upon receipt of a note requesting a college visitation from the parent, the student will receive a college visitation prearranged absence form from the attendance office.

Absences for college visits where the prearranged approval process was not followed will be recorded as unexcused.

After May 1st, college visitations will be approved only for the purpose of completing fall registration. A college visitation request form must be submitted.

H. Career Related Experience Visitation Procedure

Students may request one day per year for career related experiences such as job shadowing or internships. The college visitation procedures are to be followed when requesting absence for career experiences (see above).

I. Make-Up Work For Absences

It is the responsibility of the student to request their assignments before, during, or immediately upon return when absent.

The minimum number of days to be given for make-up work is to be equal to the number of school days the student was excused absent. A teacher may allow more than this if it is deemed necessary.

Students and teachers should make specific plans for all make-up work following absences in order to avoid misunderstandings or misinterpretations of the section.



J. Tardiness To School

Students who report to school after the 8:05 a.m. tardy bell will be considered tardy to school. Senior students who have the Late Arrival Option will be considered tardy after 8:58 a.m.

A warning tardy bell will ring at 8:04 a.m. At that time students are expected to be moving toward their first period classes.

The bell rings at 8:05 a.m. and students should be in their first period classroom by that time.

Tardiness to school will be calculated on a quarterly basis.

Tardies due to personal or family illness or emergency will be excused if a note is sent or a phone call made.

NOTE: Failure to comply with being in school by 8:05 a.m. will result in the following disciplinary consequences being issued for tardiness to school each quarter or grading period:

Tardy Policy and disciplinary consequences - tardies to school will be calculated on a nine-week basis.

- 1-3 warning
- 4-5 one after school detention
- 6-7 Saturday school
- 8+ referral to administrator for further consequences.

NOTE: Any student refusing to serve the consequence assigned or failing to appear in detention will meet with administrator and have an additional consequence issued which may include any consequence or a combination of consequences.

K. Tardiness To Class

Tardiness to class is defined by the student not being in the designated area as defined by the teacher/staff when the tardy bell rings. Students are expected to be at each class on time. If students are detained by a teacher or the office, a pass must be issued to admit the students to enter class without being considered tardy.

NOTE: Failure to comply to being in the assigned area when the tardy bell rings will result in the following disciplinary consequences, all teachers will follow the established plan listed below:

Tardies are cumulated by quarter.

- 1st and 2nd tardy to class: verbal warning by teacher/staff.
- 3rd, 4th, and 5th tardy to class: teacher consequence issued AND will contact the parent and guardian BEFORE referral to office.
- All tardiness after 5: referral to administration
- Periodic hall sweeps may be conducted by the administration to address students who are in the halls without permission. Automatic consequences will be assigned for students caught in the hall sweep.

L. Cutting Class



If a student is more than 5 minutes late to class, they are considered skipping class and will be assigned an appropriate consequence.

M. Partial Day Absence

Students are to be in school by 10:30 a.m. in order to participate in any after school activity or athletic practice or contest. Details can be found in Athletic Handbook.

N. Signing In And Out Of School - Procedures When Leaving School Or Arriving

NOTE: This section applies to all students, including students who are 18 years of age or older

A note from the guardian or parent must be presented to the attendance office before school begins on the day of the appointment.

The note should contain:

- the name of the student,
- date,
- destination,
- time of return,
- signature of the parent/guardian,
- if applicable--the name of the doctor and the doctor's office telephone number, or other appropriate information for any type of appointment.

The student will be given a release slip to show their classroom teacher. At the time of the dismissal the student must then report to the attendance office to SIGN OUT from school.

Students returning to school following a scheduled appointment must SIGN IN at the attendance office immediately upon their arrival back to school. A pass will be issued for admittance to class. Failure to follow proper procedures may result in disciplinary action.

O. Special Notation About Appointments

All students must present to the attendance office a note from the doctor, dentist, or from a court appearance upon returning to school to receive an excused absence for the time they were not in school. Failure to do so will result in an unexcused absence. The note must be turned in within one week of the absence.

Release for hair appointments, job interviewing, driving exams, child care and most other outside activities, are not excused under Ohio school law and will not be permitted.

Appointments of a sensitive or personal nature should be handled by calling an associate principal, guidance counselor, or school nurse to make the necessary arrangements.



P. Late Entry/Early Release Option - Boe Policy 5230

This option is a privilege for junior and senior students only. Students must remain in good standing in the following areas: academic, attendance, tardies, and behaviors to maintain this option. An administrator or guidance counselor can revoke this option at any time.

Late Entry is for juniors or seniors who have a study hall first period. Early Release is for juniors or seniors who have a study hall 8th period. A student cannot have both. Some students may not be able to fit either option into their schedule due to class requests. Juniors and seniors are not required or entitled to this option. All students must maintain six classes on their schedule unless assigned to a special program. All juniors and seniors are required to sign in or sign out depending upon what option they have.



SECTION II - DISCIPLINE INFORMATION (BOE Policies: 32I7, 5500, 55I6, 55I7, 5600, 56I0, 56I0.0I)

A. Student Code Of Conduct

It is necessary in all well-organized communities for certain policies and procedures to be followed by everyone. Since our school is a rather large and closely knit community, it is especially important that everyone be aware of what is expected of him or her as a member. The following policies and procedures pertain to the entire building and grounds, all classrooms and corridors, school provided transportation, established bus stops and extracurricular events. It must be understood that rules apply to any and all school activities. In addition, classroom teachers, monitors, aides and other staff will have specific rules and regulations that they will enforce.

B. Assembly Procedures (BOE Policy 8220)

School-wide assemblies will be scheduled periodically for both curricular and co-curricular activities. Students' responsibilities during assemblies are as follows:

- All students must attend unless their absence has been approved by administration.
- Students will sit in their appropriate assigned area if requested.
- Courteous and respectful behavior is expected at all times.
- Students whose religious or cultural beliefs prohibit them from attending assemblies may get advanced permission from a principal to go to an alternate supervised area.

C. Breakfast/Lunch Guidelines

All food/beverages must be consumed in the cafeteria area. Food/beverages may not be taken outside. Students must be seated at tables and remain seated until the bell rings ending the lunch period. The classroom areas and hallways of the building are off limits for students during lunch periods.

- No food is to be consumed in the academic area or designated classrooms, or special areas such as the PAC, LGIR, and/or Library.
- Food must be packed and brought from home or purchased in the high school cafeteria. Fast food and pizza are not permitted to be delivered during the lunch period without prior permission.
- NO cutting in line or saving places for other students. Students are to clean up their table when they have finished eating. All trash and food items must be properly disposed of and trays, dishes and utensils returned to the appropriate areas.
- Throwing of any items is strictly prohibited.
- No outside guest will be permitted in the commons during lunch.
- Students are not to leave the school building during lunch periods due to a closed lunch policy.
- Students must have permission from the attendance office or an administrator to go to their car during lunch.

NOTE: Violations of the breakfast/lunch guidelines may result in disciplinary action.



D. Bus Safety And Rules (BOE Policy 8630)

The Board of Education requires that student safety and welfare be ensured during the time students are being bused to school. The Board holds that busing is a privilege, not a right, which may be removed from any student who violates the rules of the District, or who conducts himself/herself in a manner which is considered dangerous to persons or property or a threat to the safe operation of the school bus.

The school bus driver shall be responsible for discipline of students while they are being transported to or from school. When a problem in student conduct requires stringent discipline, the driver shall report it in writing to the building principal. A student may be suspended from bus transportation by the principal for disciplinary reasons, in which case the parents are responsible for the student's transportation.

BUS SAFETY AND RULES

Wooster City Schools provides bus transportation for many of its students. It is the goal of the Wooster Board of Education to provide transportation to and from school in a safe and efficient manner. For the safety of all, the following behaviors are expected of students:

Prior to loading (on the road and at school) each student shall:

- Be on time at the designated loading zone 5-10 minutes prior to scheduled time.
- Stay off the road at all times while walking to and waiting for the bus
- Line up single file off the roadway to enter
- Wait until the bus is completely stopped before moving forward to enter
- Restrain from crossing a highway until the bus driver signals it is safe
- Go immediately to a seat and be seated.

During the trip each student shall:

- Obey the instructions of the driver
- Go directly to his/her assigned seat
- Observe classroom conduct
- Do not eat, drink or chew gum
- No profanity
- No use of any type of tobacco products
- Keep head, hands and feet inside the bus
- Do not shout or throw objects out the windows
- Keep the aisles clear and the bus clean

Leaving the bus each student shall:

- Remain seated until the bus has stopped
- Cross the road, when necessary, at least 10 feet in front of the bus, but only after the driver signals that it is safe
- Be alert to a possible danger signal from the driver
- Students are to enter school immediately upon arrival



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

A student who becomes a discipline problem on the bus shall be subject to the appropriate consequences which may include among others: parent contacts, referral to the principal, detention, in-school suspension/alternative room placement, bus probation, and temporary or permanent suspension of riding privileges.

Very serious problems, such as fighting on the bus, disrespect, or refusal to listen to the driver may result in the dispatching of the Wooster City Police and bus suspension, even for a first offense.

If a student is suspended from the bus his/her parent(s) shall be required to furnish transportation to and from school during the entire period of suspension. Parents' cooperation in working with the schools will help create a safe and pleasant bus riding experience for the students.

VIDEOTAPES ON SCHOOL BUSES - The Board of Education has authorized the installation of video cameras on school buses for purposes of monitoring student behavior. If a student is reported to have misbehaved on a bus and his/her actions were recorded on a videotape, the tape will be submitted to the administration and may be used as evidence of the misbehavior.

E. School sponsored dances (BOE policy 5850)

- Students' guests must be currently attending another high school or at most age 20 and must provide proof of picture identification for admission to the dance. Students' guests must be registered with the school using the approved form. No one younger than 9th grade will be permitted to HS dances.
- The regular high school dances shall begin no later than 8 p.m. and end at 11 p.m.
- Each dance must be sponsored by a school organization, and the advisor of the group sponsoring the dance shall make arrangements and be present to take care of the admissions, decorations, and chaperones. All forms for chaperones must be completed and turned in to the principal's office two weeks prior to the dance. If a sufficient number of chaperones cannot be found, the dance will be canceled (minimum of twelve for the three formal dances).
- The doors will be closed to admission at 9:00 p.m. Dance attendees may leave the dance at anytime, must sign out, and will not be readmitted.
- During school dances, all school rules apply. Students are expected to follow the directions of all adults in attendance. Anyone violating these rules in the code of conduct will be removed from the dance, may be subject to further disciplinary action, and will not be given a refund.
- Dancing while on someone's shoulders is prohibited. Additionally, "moshing" and "grinding" and similar styles of dancing that encourage pushing, throwing, and unacceptable contact are not permissible, including provocative dancing.
- Students' behavior should not endanger or bother other students.
- For Prom, all W.H.S. students must have at least a junior or senior status. Their guests must also have a junior or senior status or be, at most, age 20.
- Dance Dress Code:
 - *Young ladies attire for all dances: Dresses may be sleeveless, with spaghetti straps, with one strap, or with no strap. However, dresses with plunging necklines or backs, gaping holes, or slits at the sides (above waist or above the knee) will not be permitted. Dress length should not be above the fingertip (arms extended). Undergarments should not be*



visible. All dances are semi-formal or formal. No jeans are allowed at any school—sponsored dance.

– *Young men's attire for all dances: At Prom, suits or tuxes are requested. For Homecoming and Coming Home, please follow the school dress code as the minimum requirements. Undergarments should not be visible. All dances are semi-formal or formal. No jeans are allowed at any school—sponsored dance.*

- Alcohol screening/search notice: Students and guests attending WHS sponsored dances are subject to being screened for alcohol use/abuse. In addition, students entering the dance are subject to search and seizure policies.
- Any 8th grade dances held will be open only to WHS 8th graders. All other rules apply.
- The Administration has the right to deny student attendance at dances based upon disciplinary issues.

F. Dress Code (BOE Policy 5511)

The Wooster City Schools Board of Education recognizes the rights of a student with regard to expression and to regulate his or her appearance within the bounds and standards of common decency and modesty. Therefore, regulations covering student dress and expression including, but not limited to, hair, clothing, physical gestures, written materials, and other symbols and expressions shall be aimed at minimizing and/or preventing those situations that negatively impacts the learning environment.

Dress, grooming, and hygiene are items that need addressed by the parent/guardian and student every day BEFORE arriving at school. Any item listed or addressed that does not meet our school dress policy, or that disrupts the education process, or constitutes a threat to the safety and health of the student or other students is in violation of the Ohio Revised Code. Any type of gang related items of any kind will be strictly prohibited, and the authorities of such.

The administration reserves the right to judge what is acceptable or not acceptable.

When students arrive at school, staff will attempt to address immediately any student not dressed in an acceptable manner. To address the issue, we have several options:

1. We will call the parent/guardian to notify and ask that the parent/guardian deliver a change of clothing. Until the clothing arrives the student will sit in a designated area.
2. We will provide alternative clothing to wear if the student cooperates with us.
3. We will ask the student to remove the item (jewelry, etc.) or turn the item inside/outside (t-shirt).

RULE OF THUMB - IF A STUDENT IS UNSURE ABOUT WHETHER OR NOT THE ITEM(S) BEING WORN ARE ACCEPTABLE OR NOT, THEN THEY SHOULD NOT WEAR THAT ITEM.

Students are not to wear clothing that represents or implies alcohol, tobacco and other drugs; gang-related, inappropriate/vulgar language or design.

Students are not permitted to wear or carry hats, caps, head coverings, hoods, combs/hair picks, masks, make-up that covers features of the face or disguises the identity, or sunglasses inside the school building between the time the student arrives until 3:00 pm, nor at any educational assembly or program.

Students are to dress so that undergarments are not exposed (i.e. sagging pants, transparent clothing, etc.).

Students are not to wear clothing that exposes bare midriffs (bottoms and tops must overlap), bare shoulders, and bare backs (i.e. no spaghetti straps). Students can wear hemmed sleeveless tops that cover the point of the shoulder. Undergarments and excessive skin will be covered. No article of clothing shall be worn that distracts from the educational process.

Students are to refrain from wearing sleepwear.

Shorts and skirt lengths must be mid-thigh.



Students are to refrain from wearing clothing that is ripped or torn above the knee

Students are to refrain from wearing rompers.

Shoes are required at all times. Slippers and cleated shoes are not considered appropriate school attire.

Chains and jewelry that can be harmful to other students are not acceptable attire.

ATHLETIC/ACTIVITY CODE OF DRESS -Students participating in athletics or activities may wear athletic attire as approved by the director of athletics and administration. The Athletic/Activity Code of Conduct Handbook addresses the parameters and limitations of "Game Day" approved apparel. Students are expected to follow the head coach or activity director's guidelines prior to wearing any kind of apparel that signifies their membership to a specific group or team. In all instances, the school dress policy will be enforced. Uniform tops or team t-shirts may be worn.

G. Personal Communication Devices (Pcd's) (BOE Policy 5136)

Wooster High School is committed to helping students learn to utilize their personal electronic devices effectively and responsibly. In order to accommodate 21st Century technology, allow parents/guardians an opportunity to contact their children during the school day, and teach students responsible use of PCD'S, our PCD guidelines allow students to use their devices in the cafeteria/commons. Teachers also have the option to allow students to use their devices in class for academic purposes.

Students may not use their PCD'S in any way that violates school policies, including bullying, intimidation, inappropriate photos/games, or cheating (texting, recording, or photographing academic material).

No cameras, sound recording, photo or video recording equipment are to be used during the school day. Students using photo devices to record events that are disruptive or violate BOE policies and guidelines and school rules are subject to discipline and device confiscation. In addition, the student may face consequences, whether the action took place on school property or the result of the action created a disruption on school property. Cyber-bullying in the form of text, picture, e-mail, or internet/social media (Facebook, Twitter, etc.) will not be tolerated. The school will discipline these acts when it can be determined that the harm or disruption occurred with a student.

PCD'S are to be used in the commons, hallways, classroom (w/ teacher permission), study hall (w/ teacher permission), and library (w/ teacher permission). These devices are to be used for educational purposes only. Misuse of these devices may result in disciplinary consequences, including confiscation of the device. Consequences are as follows:

- 1st offense of PCD misuse – teacher/administrative warning to put the device away (not necessarily a daily warning)
- 2nd/3rd offense of misuse – student instructed to put device away, student issued an after school detention by the teacher (device may be confiscated by teacher and held to end of period)
- 4th and following offense of misuse – student instructed to put device away, discipline referral created by the staff member for administrative intervention. Student will receive Alternative Placement.

NOTE: Teachers may confiscate devices and hold them to the end of the period for any violation of the personal communication device policy or the teacher's expectation of device use for their classroom.

BOE Policy 5136 states that PCD's may be subject to confiscation. If a student is issued a discipline referral for PCD misuse, the device will be confiscated by administration prior to reporting to Alternative Placement or when the student reports to Alternative Placement. Any act of insubordination involving a PCD will result in discipline referral, possible device confiscation, and disciplinary consequences.

Please be advised that PCD's are subject to search and seizure, and not held to any expectation of privacy of the data contained. This includes, but is not limited to, camera cell phones, data storing devices, laptop computers, scanning devices, any type of text messaging devices, video cameras/still cameras, and audio devices, etc....



Wooster High School is NOT responsible for any item stolen, broken, or damaged. Investigations will not be conducted by administration. Students are responsible for their own personal communication devices.

Students are not permitted to listen to music in the hallways or in any academic area, unless provided permission from the teacher. Additionally, all headphones and ear buds are not permitted to be worn during the school day (unless permission has been granted). Wearing them and failure to comply with directions to put away may lead to confiscation and/or disciplinary consequences.

H. Book Bags, All Large Bags, Oversized Purses

Book bags, shoulder bags or any type of large bags and oversized purses used for personal or school property will not be permitted to be carried during the school day and must be stored in the student's assigned locker. Oversized bags which are larger than a 12 x 16 size are not permitted. Purses/bags should be large enough to carry necessary personal items and not used as a book bag. In regards to book bags being carried to and from school, students and parents should be concerned about the amount of weight a student carries in his/her book bag, or other large bags. Medical opinion notes that misaligned and heavy book bags can cause serious and long-term injury.

Computers or PCD devices may be carried from classroom to classroom but must be stored in a laptop specific carry-on. Traditional book bags are not acceptable for this purpose.

Possession of any type of non-appropriate school related item at any time on school property or at school-represented activities could result in serious consequences being administered to the student.

The administration reserves the right to search the student, locker, bags, coats or any person and possessions who enters Wooster High School at any time, while representing Wooster High School at any site off of school grounds, or while on Wooster City Schools' transportation. Students and parents should check their book bags, large bags, purses, or persons for such items before arriving to school.

I. Hall Conduct (BOE Policy 5500)

Students are expected to conduct themselves in an orderly fashion in the halls before school, after school, and during class changes. It is expected that all students comply with the following rules:

- Students running, horse-playing, shoving, yelling, using inappropriate language and gestures, and loitering will result in disciplinary action.
- Food and/or beverages should only be consumed in the commons unless special permission is granted from administration.
- Students must secure a hall pass from the staff member giving permission to be in the halls during class time.
- Students should report to class/study hall to receive permission before reporting to the office and/or clinic.



J. Loitering

All students can enter the academic areas of the building at approx. 7:50 a.m. Students can arrive at WHS starting at 7:30 a.m., but must remain in the Commons, unless arrangements have been made with a staff member. A pass should be issued for the student to enter the academic area before 7:50 a.m. Students who have left school grounds may lose the privilege of riding the bus for that day.

- Students are expected to move directly to their next class period/lunch without delay.
- Students are not permitted to loiter on school grounds or in the school hallways.
- Students are to leave the school premises within a half hour of dismissal, (approx. 3:20 PM) unless involved in a supervised school activity or waiting for a school bus.

K. Parking (BOE Policy 5515)

Note: Driving to school is a privilege, not a right.

Student parking is permitted only in the designated area of the west parking lot on a first come, first served basis. Vehicles must be registered with the Attendance Office and the issued parking permit must be displayed while on school property. Vehicle registration must be completed before the student is able to park on school property. The cost of a parking permit will be \$1.00.

Violation of this rule will result in the issuance of a \$10.00 parking ticket and may result in other disciplinary action.

Senior citizens, Student(s) of the Month and faculty parking spaces are to be reserved for their designated purposes. No student is to park in the Kean Elementary school spaces during school hours. Violation of this rule will result in the issuance of a \$10.00 parking ticket and may result in other disciplinary actions.

As with all handicapped parking spaces in the state of Ohio these spaces are reserved for those displaying the state issued handicap-parking permit. Violation of this rule will result in the issuance of a Wooster Police parking ticket and may also be towed at the owner's expense.

All vehicles must be parked within the confines of one marked parking space. No vehicle shall be parked in or on any parking divider. Violation of this rule will result in the issuance of a \$10.00 parking ticket and may result in other disciplinary actions.

Cars that are parked or left on school property unattended for a prolonged period will be subject to towing at the owner's expense.

The speed limit on school property is 15 miles per hour.

All vehicles are to yield to school buses and pedestrians at all times.

In cases where parking privileges are being suspended, a vehicle towed, a parent or guardian will be notified of the action taken.

Vehicles can be searched by school officials, without warning, when there is reasonable suspicion to believe that a potentially dangerous object(s), contraband and or a criminal offense as described in the Ohio Revised Code may exist.

The Wooster City Schools and the Wooster City School Board does not accept any responsibility for theft or damage to any vehicle parked on school property. Vehicles are parked at owners' own risk.

Consequence Given: Parking ticket issued. (Unpaid tickets will be added to school fees). Driving/parking privileges may be denied or suspended for any violation of the student code of conduct.



L. Academic Integrity

Adapted from the following source: *Ashland High School Student Handbook*

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

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

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

Wooster High School students are expected to have high academic standards at all times, with emphasis on the need for attributing credit and for doing independent work when required/expected by the teacher. A violation of academic integrity may impact a student's selection for scholarships, leadership positions, membership in organizations such as National Honor Society, or any other situation in which character is a part of the selection process. Violations will be recorded, and there will be more serious consequences for repeat offenders.

All work submitted to meet course requirements is expected to be a student's own work. In the preparation of work submitted to meet course requirements, students should always take great care to distinguish their own ideas and knowledge from information taken from sources. Whenever ideas or facts are taken from a student's reading and research, the sources must be indicated. The term "sources" includes not only published primary and secondary material but also information and opinions gained directly from other people. The responsibility for using the proper forms of citation lies with the individual student.

Quotations must be placed within quotation marks, and the source must be credited. All paraphrased material also must be correctly cited. The extent to which working with others is permitted in the completion of assignments can vary, depending upon the policy set by the teacher. Students must assume that working with others in the completion of assignments and tests is not allowed unless specifically stated by the teacher.

A paper or other work normally is submitted to only one course. If the same or similar work is then submitted to any other course, the prior written permission of the teachers involved must be obtained.

Cheating and plagiarism are forms of Academic Dishonesty, which are defined as follows:

1. *Intentional Plagiarism* occurs when writers or researchers are aware that they are using someone else's words or ideas as their own. Some specific examples of intentional plagiarism include but are not limited to the following:

- Using pre-written papers from the Internet or other sources and claiming them as your own.
- Copying an essay or article from the Internet, on-line source, or electronic database without quoting or giving credit, regardless of the language.
- Cutting and pasting text or graphics to create a paper/project without quoting or giving credit.
- Using Cliff's notes, Spark notes, or a similar source, either hard copy or online, without giving credit.
- Borrowing words or ideas from other students or sources without giving credit.
- Allowing someone else to complete any part of an assignment given to an individual.
- Presenting a technology-based foreign language translation as one's own work.



2. **Unintentional Plagiarism** occurs when writers or researchers unwittingly use the words or ideas of others by failing to give credit to the source. When in doubt, students must check with their teacher. Some specific examples of unintentional plagiarism include but are not limited to the following:

- Paraphrasing poorly: changing a few words rather than taking notes and rewriting the material.
- Quoting poorly: putting quotation marks around part of a quotation but not around all of it or putting quotation marks around a passage that is partly paraphrased and partly quoted.
- Citing poorly: omitting an occasional in-text citation or citing inaccurately.

3. **Cheating** is the act of obtaining or attempting to obtain credit for academic work through the use of any dishonest, deceptive, or fraudulent means. Cheating in Wooster City Schools includes but is not limited to the following:

- Copying, in part or in whole, from another's test or other evaluation instrument.
- Submitting work previously presented in another course, without the written permission of both teachers.
- Using or consulting during an examination sources or materials not authorized by the teacher (for example, saving examination information on a calculator).
- Altering or interfering with grading.
- Sitting for an examination for someone else or allowing it to happen.
- Stealing a test, quiz, etc.
- Committing any other act in the course of his or her academic work, which defrauds or misrepresents, including contributing to or sharing in any of the actions defined above.

4. **Homework Copying** occurs when students misrepresent their own work by copying from another student. In cases of homework copying, both the student who copies the homework and the student who allowed his or her work to be copied will be considered guilty.

5. **Consequences for Violating Policy**

- 1st offense—"F" on test or assignment AND teacher notifies the parent and administrator/counselor.
- 2nd offense—"F" on test or assignment, placement in Alternative Placement, parent contact, administrative/counselor review for further course of action which could lead to failure for the grading period.
- 3rd offense—parent contact, administrative/counselor notification for removal from class with a Withdrawal Failure for the semester

NOTE: Any form of cheating may lead to removal from leadership positions and/or membership in the National Honor Society.

M. Surveillance Cameras (BOE Policy 7440.01)

PLEASE BE ADVISED: All persons are duly informed that their behavior and movement may be monitored on school property and/or adjacent property by security cameras for purposes of safety of person, personal property, and Board of Education property.



N. Student Conduct Off Of School Grounds (BOE Policy 5500)

Students are subject to the WHS Code of Conduct levels of discipline for misconduct regardless of where it occurs if the misconduct is directed at a district official or employee, or the property of such official or employee.

O. Discipline/Consequences (BOE Policy 5600)

Due process in expulsion or suspension situations

Good conduct is based on respect and consideration for the rights of others. Students will be expected to conduct themselves in such a way that the rights of others are not violated. The students of the Wooster City School District will conform with school regulations and accept directions from authorized school personnel.

A student who fails to comply with established school rules or any reasonable request made by school personnel on school property and/or at school-related events will be dealt with according to approved student discipline regulations. The Board of Education has a “zero tolerance” for violent, disruptive or inappropriate behavior by its students and such behavior is prohibited as set forth in the Student Code of conduct. The Board also has a “zero tolerance” for excessive truancy, and truancy from school, classes or study hall will result in disciplinary action as set forth in the Board’s Student Attendance Regulation.

TYPES OF DISCIPLINARY ASSIGNMENTS

- **Teacher Assigned Detentions:** Student will be given 24-hour notice unless agreed upon by the parent and student. (BOE Policy 5600)
- **Emergency Removal from School:** Students removed from school on an emergency basis will be denied the privilege of after school activities.
- **After-School Detention:** An after-school 1-hour detention used as an alternative to Alternative Placement and in-school suspension. An after-school detention has been established for those students who have violated rules and regulations in the school.
- **Alternative Room Placement:** Students assigned to the ARP for supervised study during the period/day will be required to bring all books and supplies with them. The student will be given the opportunity to complete all class work and receive credit. See section S on page 21 for additional rules governing ARP.
- **Community Service:** Community service can be assigned to a student that is an alternative to other disciplinary consequences.
- **Saturday School:** Saturday School (8:30 am to 11:30 am) can be assigned to a student as an alternative to other disciplinary consequences.
- **In-School Suspension:** The student is denied the privilege of attending regular classes. The student will study in a supervised educational environment. The student is not permitted to attend any school activities or functions. There is no academic penalty for ISS.
- **Out-of-School Suspension (BOE 5610):** The student is denied all privileges. He/she is not to be in the building or around any Wooster City School campus, nor shall the student participate in or attend any school functions or activities.
- **Expulsion (BOE 5610):** The student is recommended to the superintendent or his designee for possible permanent expulsion from school.



NOTE: Any student who fails to serve assigned consequence or report to assigned consequence (i.e. after school detention, Alternative Placement, Saturday school, etc...) will be subject to additional consequences.

NOTE: Students are not permitted to participate in extracurricular activities while under in-school and out-of school suspension.

P. Suspension (BOE Policy 5610/5611 [Due Process])

NOTICE: If a student's behavior is such that it becomes necessary to consider suspension, due process requires that the student and his parents be given oral and/or written notice of the intention to suspend and the reasons for it.

HEARING: Should the student deny the charges, she/he will be given an explanation of the evidence which the administration has to support the charges; and the student will also be given the opportunity to present the student's side of the story. This will constitute the informal hearing requirement

APPEAL: An appeal may be addressed first to the Principal, then to the Superintendent. No suspension shall be for more than ten school days. An appeal will not disrupt or cease the disciplinary action administered.

EMERGENCY REMOVAL: Should the behavior of a student at anytime create a condition in which the very presence of the student in question poses a continuing danger to persons, property, or to the academic process itself, that individual may be immediately removed from the school without having followed the procedure outlined above. In such extreme cases, the necessary notice and hearing should be extended to the student within twenty-four hours or as soon after his dismissal as is practicable.

This policy, like others of the Wooster Board of Education, is applicable to all approved school activities regardless of whether they fall within the regular school day or not.

The following is a list of activities that may lead to detention, suspension and/or expulsion:

- Truancy from class or to school.
- Excessive tardiness to class or school.
- Fighting, violence, hitting, unauthorized touching - inciting or encouraging others to fight or hit. Mutual participation in incident involving physical violence.
- Vandalism (Damage to school or personal property)
- Theft or unauthorized use/possession of another's property.
- Use, possession, sale or distribution of a firearm or firearm lookalikes
- Use, possession, sale or distribution of dangerous weapons explosive devices, incendiary or other poison gas, look-alike weapons, fireworks, smoke bombs, any type of sharp device that could be considered a form of a knife.
- Use, possession, sale or distribution of tobacco products in all of its forms or unauthorized possession of matches or lighters on school premises or school transportation. E-cigarettes and Alternative Nicotine Products (Vape pens included), or possession of, will be treated as a tobacco infraction and subject to search and seizure board policy.
- Use, possession, sale, distribution of alcohol or under the influence of alcohol.
- Use of profanity or obscene language, in any form, such as symbols, gestures, written, or with use of technology.
- Threats, menacing remarks to students, visitors, or school personnel.
- False alarms/bomb threats (verbal, written or electronic)
- Improper dress or grooming. (See further detail in "Dress Code").
- Insubordination/disrespect



- Disregard of authority, disrespect or insubordination to school personnel or school visitors at the Gault Recreation Center, YMCA, etc.
- Forgery or intentionally giving incorrect information to school personnel.
- Disobedient/disruptive behavior.
- Harassment/intimidation to students, visitors, or school personnel.
- Unwelcome sexual contact.
- Repeated/expanded violations.
- Failure to serve other disciplinary actions.
- Loitering
- Cheating to include but not limited to copying homework, use of "cheat sheets," plagiarism from other's work or internet, or electronic devices of any kind.
- Public display of affection, sexual activity, or indecent exposure
- Unauthorized use of school or personal computers, phones or electronic technology.
- Provoking or assaulting a student, visitor or school employee. Assault will result in a police referral by school officials.
- Use, possession, sale, distribution or under the influence of any drug including non-prescribed medication, over-the-counter stimulants or depressants, inhalants or use/possession of drug paraphernalia as defined by any item that may be used to consume/produce/distribute, or sell a drug on any property owned by the Wooster City Schools or at school event. E-cigarettes and/or Alternative Nicotine Products (Vape Pens included) may be included if determined to contain a drug-related substance.
- Slanderous or libelous acts.

Q. Expulsion (BOE Policy 5610)

NOTICE: When it becomes necessary to consider expulsion, a student and his/her parent or guardian must be given written notice of the intention to expel and the reasons for it.

HEARING: A formal hearing will be held before the superintendent of schools or his/her designee, a written record of which shall be kept and if a parent or guardian or adult student should desire that counsel be allowed to take part in such hearing, such will be allowed.

APPEAL: Should the parent, guardian or adult student wish to challenge the decision of the superintendent after the expulsion hearing, they may do so by appealing in writing to the Board of Education. Parents, guardians and adult students have the right to bring legal counsel. The student or parents may ask for a private hearing before the board, but any action must take place at a public meeting. The reinstatement of a student demands a majority vote of the total board membership.



R. Rules Governing Alternative Room Placement (ARP) (BOE Policy 5610.02)

Students assigned to the Alternative Room must report to the designated room by 8:05 a.m. with textbooks and materials for the entire school day. Placement in the Alternative Room may include an In-School Suspension assignment.

Cell phones must be left in the students locker or surrendered to the staff member in charge at the beginning of the day.

Silence will be maintained unless permission to speak is given by the supervising staff member.

Restroom privileges will be given by the staff member in charge.

Lunches will be eaten in the Alternative Placement Room.

If the student is absent on the day scheduled for he/she will serve the penalty on the first day in attendance, or when assigned by an administrator.

Students must be doing school work at all times. When all assignments are completed to the satisfaction of the classroom teacher, students will be assigned other available materials.

Students participating in work-study programs may not go to work.

When students are assigned to the Alternative Room for In-School Suspension they may not participate in any school activities before, during, or after school. They must leave school property immediately after school unless they have a previously scheduled detention.

Fire or disaster drill--students are to remain in a group with the supervising staff member.

Students may make an appointment to see their counselor, nurse or principal after school is out.

Students are to leave coats in their lockers before entering the Alternative Room.

Failure to comply with these rules will result in further consequences and/or additional time in ARP.

S. Detention (BOE Policy 5610.02)

All detentions will be served with the assigning teacher/administration at the time and date indicated by that teacher/administration.

The detention must be served on the date assigned. Only the teacher/principal who originally assigned the detention may make exception to that.

Parents and students will be given 24-hour notice by the assigning teacher/principal at time of notice. Parent/Student may agree to waive notice for immediate response to serve detention. (BOE policy 5600).

T. After-School Detention

During an After-School Detention Placement, the student will be required to report to the assigned room before 2:55 p.m. Transportation is the responsibility of the student and parents.

Students are to come with enough school work to keep working during the entire session. Students not ready to work at 2:55 p.m. will not be admitted to After-School Detention.

Students may not bring non-educational materials to After-School Detention.

Students will be expected to follow all school rules. Unsatisfactory completion may result in further disciplinary action.



U. Bus Suspension (BOE Policy 5610.04)

Students on a bus or other authorized Board of Education transportation vehicles are under the authority of and directly responsible to the bus/vehicle driving. The driver has the authority to enforce the established regulations for bus/vehicle conduct. Disorderly conduct or refusal to submit to the authority of the driver will be sufficient reason for refusing transportation service to any student.

A student may be suspended from school bus/vehicle riding privileges for all or part of a school year for any violation of established regulations for bus conduct and/or for conduct occurring on the bus/vehicle in violation of the Student Code of Conduct/Student Discipline Code.

Before a suspension from bus/vehicle riding privileges is imposed, the Superintendent or other designated district personnel will provide a student with notice of an intended suspension and an opportunity to appear before the superintendent or other designated district personnel. Disciplinary suspension periods will be commensurate with the infraction(s) committed as determined by the superintendent or other designated district personnel.

V. Saturday School (BOE Policy 5610.02)

Rules for Saturday School:

- Appropriate dress is required. The WHS dress code is in effect for Saturday detentions.
- Cell phones are not permitted. Students who bring cell phones to the detention will be required to turn them into the teacher/administrator who is in charge.
- Personal Communication Devices are not permitted. Calculators without games are permitted for academic use only.
- Restroom/stretch breaks will be conducted at 9:30am and 10:30am. Limited bathroom privileges are allowed at the discretion of the monitors.
- No food is allowed. Water is allowed only in clear bottles.
- Students must bring schoolwork to the detention. Students must have something to work on during the detention. If all schoolwork is caught up, then it is recommended that you bring a book to read, study for a test, or work on a project.
- Sleeping, or appearing to sleep, is prohibited.
- Talking is prohibited.
- Students will sit as assigned by the detention monitor.
- Students who are asked to leave due to non-compliance will be subject to additional consequences to be determined by administration.

Saturday School contract:

- A contract will be presented to the student detailing additional rules, procedures, and consequences involving Saturday School.
- Every attempt will be made to contact the students' parents and/or guardian before the Saturday School takes place.
- Failure to serve will result in two day alternative room placement.



SECTION III - ACADEMIC INFORMATION

A. Report Cards (BOE Policy 5420)

All classes run on a semester schedule. Credits are awarded and GPA is calculated at the end of each semester.

Description:

- Scale is set to round up any .5 or higher percentage
- Percentage grade for each grading period is translated into a Letter Grade and Point Value
- The final grade is based on the average of the point value received for each grading period - not the average percentage grade received each grading period
- In the case of an exam, grading period point values are 90% and exams are 10% of the final grade

Mark	Point Value	Percent Range	Point Range
A+	4*	96.5 - 100	4
A	4	92.5 - 96.49	3.86 - 4
A-	3.7	89.5 - 92.49	3.51 - 3.85
B+	3.3	86.5 - 89.49	3.16 - 3.5
B	3	82.5 - 86.49	2.86 - 3.15
B-	2.7	79.5 - 82.49	2.51 - 2.85
C+	2.3	76.5 - 79.49	2.16 - 2.5
C	2	72.5 - 76.49	1.86 - 2.15
C-	1.7	69.5 - 72.49	1.51 - 1.85
D+	1.3	66.5 - 69.49	1.16 - 1.5
D	1	62.5 - 66.49	0.86 - 1.15
D-	0.7	59.5 - 62.49	0.51 - 0.86
F	0	0 - 59.49	0 - 0.5

B. ProgressBook

Students and parents will have access to online grading and attendance through ProgressBook. Entry pass codes will be provided. The guidance office secretary can assist with any ProgressBook concerns. The Guidance Secretary, Mrs. Carol Mills, can be reached at 330/988.111, ext 3400.

C. Academic Progress (BOE 5430)

Class rank is determined by the final cumulative grade point average as directed by BOE Policy 5430.

WHS school-wide common grade percentages/values



D. Academic Recognition (BOE Policy 5451A)

Honor/Merit Rolls: Students must be taking a minimum of three courses at Wooster High School to be considered for honor rolls.

Distinguished Scholar Roll: Students having a 4.0 grade point average for the grading period.

Honor Roll: Students having a 3.500-3.999 grade point average for the grading period.

Merit Roll: Students having a 3.000-3.499 grade point average for the grading period.

Honor Cords: Graduation Honor Cords are given for the top 30% of the class (This honor is determined with cumulative GPAs after 8 semesters of high school at the end of the senior year.)

Top 10%	Summa Cum Laude
Top 20%	Magna Cum Laude
Top 30%	Cum Laude

Academic Certificate: All students in grades 8 will have an opportunity to earn an academic certificate recognizing their academic achievement. These students will be recognized at an end of year academic awards program.

Academic Letters: All students in grades 9 through 12 will have an opportunity to earn an academic letter each school year recognizing their academic achievement. Senior students will be given their award at the Senior Scholarship night. Underclassmen students will be recognized at a beginning of year academic awards program the following September.

Student's grades during the previous academic year will be used to determine eligibility for an academic letter. Students earning a 3.5 GPA at the end of the previous year (the yearly GPA is calculated by adding the number of quality points earned for year and dividing it by the number of credits attempted, not the cumulative GPA) will be awarded.

The academic certificate/letter awards will include the following:

- 8th grade year – academic certificate
- First year -- academic letter
- Second year -- honor pin
- Third year -- honor pin
- Fourth year – plaque

National Honor Society Selection: Membership in National Honor Society is reserved for WHS juniors and seniors who meet the standards of membership as determined by the National Honor Society's national governing body. High standards of scholarship, character, leadership and service are the four criteria for membership. Initial eligibility for membership is a 3.6 cumulative GPA and qualified juniors and seniors will be notified of their eligibility. If they choose, they can then complete the selection process. The NHS Faculty Council then selects new members based on faculty and applicant input during the Fall of the school year. NHS membership is both an honor and a commitment and members are held accountable for maintaining high standards. A student may be dismissed from NHS membership for failure to maintain these high standards. Further information about the selection or dismissal process is available from the principal or the NHS advisor upon request.

Valedictorian/Salutatorian: The valedictorian/salutatorian will be determined by the highest/second highest cumulative GPA through eight semesters of high school at the end of the senior year per BOE Policy 5430

Commencement Ceremony: Per Board of Education policy 5460, only those students who have met all graduation criteria to include required credits and State of Ohio mandated testing may participate in the Commencement ceremony. Furthermore, those students who violate school/civil/criminal rules at the end of the school year may be denied the privilege of participating in the Commencement ceremony and awards programs. But, they will not be denied, however, the awards/diploma that they have earned. Eligible senior candidates for graduation must attend graduation rehearsal on the designated date. Failure to attend may result in not participating in Commencement.



E. Special Education (BOE Policy 2460)

Special Educational programs such as remedial reading, speech and language therapy, developmentally and multiple handicapped programs, learning disabilities tutoring and class placement, psychological services, and counseling services are coordinated throughout the district by the Office of Pupil Services. Criteria for the utilization of these services are dictated by State of Ohio policies and procedures. In all cases, an intervention process followed by a screening and/ or evaluation process is required before a child may be considered for special educational program services. By the same token, parent permission is required for school officials to proceed with an evaluation or for school officials to recommend placement in these programs. Because procedures must be followed, it may take an extended period of time before special educational services may be recommended to a child. Should parents have any questions regarding special educational services, they may contact the building principal or the Office of Pupil Services, 330-988-1111, ext. 1239.

F. Response To Intervention (RTI) (BOE Policy 5531)

Each building in Wooster City Schools has a Response to Intervention program. Teams are convened as necessary with teachers and other staff who are working with a particular student. The purpose of the team is to assist teachers with intervention strategies that will help the student succeed by with meeting the individual needs of the student. Parents will be asked to be a part of the team. The focus of the RTI is to improve the student's achievement and/or behavior in the classroom. RTIs work to find remedies for student's problems instead of or prior to referring a student for a multi-factored evaluation for a suspected handicapping condition.

G. Weighted Grades (BOW Policy 5430)

Wooster High School grading system will use a weighted grading scale in which IB/AP/CCP classes will be awarded one (1) additional point (excluding an F).

The weighted grade point average will be reported on the student's transcript. Only classes that are reported on the student's high school transcript will count toward their cumulative GPA.

CCP classes/college coursework through approved credit flex will be awarded extra weight based upon the university's transcribed grade that is reflected on the student's high school transcript.

Classes that are Pass/Fail or Satisfactory/Unsatisfactory will not carry extra weight regardless of level of class.

Weighted grading system will be reflected on transcripts beginning with the fall semester of the 2017-2018 school year and will not be retroactive.



SECTION IV - GUIDANCE INFORMATION

A. Guidance Department:

Ms. Ann Robison - 8th grade - 330/988.1111, ext 3234

Mrs. Cheryl Goff - 9th grade - 330/988.1111, ext 3108

Mrs. Jamie Gerber - 10-12th grade (A - G) - 330/988.1111, ext 3102

Ms. Julianna Hamad- 10-12th grade (H - O) - 330/988.1111, ext 3404

Mr. Tyler Egli - 10-12th grade (P - Z) - 330/988.1111, ext 3107

B. Guidance Services (BOE Policy 2411)

The Guidance Counselors provide the following services:

- Current information on careers, colleges, vocational and technical schools.
- Administer a comprehensive testing program and interpret test results.
- Hold individual conferences, student or counselor initiated.
- Confer with parents and/or teachers when indicated.
- Make schedule changes when advisable.
- Sponsor Career Day and College Day programs.
- Advise and place vocational students.
- Post job placement opportunities.
- Provide college information.
- Schedule visits from College Admissions' Counselors.
- Write letters of recommendation.
- Serve as a liaison with community services when indicated.
- Conduct 8th grade orientation to high school.
- Guide students through use of various group processes.
- Arrange student-tutor schedules as needed.
- Provide counseling for students with attendance problems.

C. School Withdrawal Procedure (BOE Policy 5130)

If for any reason a student needs to withdraw, the following procedure should be followed: (including Career Center Students)

- Student must first schedule an appointment with the building principal to state reasons and for approval to withdrawal from school.



- If approved by the principal, obtain a withdrawal form in the guidance office.
- If the student is under 18 years of age, a parent must sign the form.
- The student will take the form to his/her current teachers for their signature, withdrawal grade, and to show that textbooks have been returned.
- Signatures also need to be obtained from the library (to show there are no books checked out), guidance counselor, and principal's secretary (to show if fees/fines have been paid).
- Locker cleaned out, AND verified by school personnel.
- Completed form will be returned to the Records' Secretary.
- Records will be released only if all school fees or fines are paid, and all textbooks are returned.

D. Financial Aid And Scholarships

For seniors applying to colleges, financial aids and scholarships are available from a variety of sources; i.e., federal and state governmental programs, private and philanthropic foundations, corporations, private individuals, etc. Students are advised to contact the colleges of their choice in regard to specific college scholarships and aids. Applications for many scholarships are available in the Guidance Office. Please see your guidance counselor for all details regarding financial aid and scholarships.

E. Transcript Requests

A transcript is an official legal record of a student's courses, grades, attendance, and test scores. Transcripts are mailed by the school to colleges, employers, scholarship committees, etc. ONLY when the following procedure is followed:

- Pick up a transcript release form from the guidance secretary or guidance counselor.
- Complete the transcript release form including the address where the transcript is to be mailed and parent's signature if the student is not yet 18 years of age.
- Return the transcript release form to the counselor or guidance secretary at least one week prior to the date it must be received by the college or other agency. Same day requests are not possible.
- Colleges require that a final transcript be sent once a student has graduated. A transcript release form must be completed before final transcripts can be mailed.

F. Schedule Changes

All requests for schedule changes will be governed by the following guidelines for the current school year.

1. Students will receive a copy of their schedule for verification in mid-May.
2. Students will have until June 1 for a "change of mind" schedule change. Review both first and second semesters.
3. After June 1, only the following changes will be allowed during the first eight (8) days of school and the first three (3) days of second semester.



- a. Upgrading your schedule--adding a class in place of study hall
- b. Dropping a class because the student has no study hall
- c. Level change--teacher recommendation only, i.e., Honors Geometry to Geometry or a foreign language level adjustment.
- d. A sound educational reason as evaluated by the guidance counselor and/or building administrator.

The following scheduling procedures also apply:

1. A full time student, according to Board of Education policy 5460, is required to take six courses per quarter whether or not those credits are needed for graduation. The exceptions are work/study, PSEO and the College of Wooster program students.
2. Students will receive a "WF" on their transcript for courses dropped after the posted deadlines. The exception to this is approved level changes. In unusual cases the administration may change the student's schedule and record a "W" for those courses dropped after the deadline.
3. Students will not be permitted to change to a different teacher for the same course without the consent of the principal. This rarely allowed change will only be made in extreme circumstances.
4. Year-long courses will not be split to accommodate schedule changes or course requests.
5. The Wooster City Schools will accept credit from other public and private high schools. These transcripts, along with those from parochial, military academies, schools abroad and other special schools will be evaluated with the right of the administration to deny credit for courses which fall outside the bounds of general public school education.

G. Graduation Requirements (BOE Policy 5460)

All students must earn a minimum of 21 credits for graduation including those who attend the WCSCC.

The following courses are required for graduation:

English	4.0 units
Math	4.0 units (inc. Algebra II)
Science	3.0 units
Social Studies	3.0 units
Health	0.5 units
PE	0.5 units (PE waiver may be available to fulfill this requirement)
Financial Literacy	0.5 units
Fine Arts	1.0 units
Electives	4.5 units

Each student shall carry a minimum of six (6) courses each quarter unless otherwise approved by the guidance counselor and principal.

All students in classes 2018 and beyond are required to take seven End of Year Exams in Algebra, Geometry, Biology, English I, English II, U.S. History, and U.S. Govt. This requirement is found in House Bill 497.



Requirements for class standing are as follows:

- At least 4.5 units of credit to be a Sophomore
- At least 9.5 units of credit to be a Junior
- At least 15 units of credit to be a Senior

However, students will be moved ahead to the next grade level homeroom regardless of number of credits earned each year, but will not move beyond the junior year homeroom unless they could potentially graduate that year.

For information regarding criteria for diploma with honors contact your counselor for a registration book.

Early Graduation (BOE Policy 5464) Students are required to submit a letter to the principal to request early graduation. The principal will meet with the student to review the request.

H. Educational Options (BOE Policy 2370)

Educational options in Wooster may include but are not limited to: independent study, tutorial programs, travel, mentoring, correspondence courses, credit flexibility, and college courses. Application and preapproval for any educational option must be initiated with the student's guidance counselor. Final approval will be determined by the building principal and superintendent after review of the proposed educational options plan. Educational options must adhere to these criteria and be submitted on the appropriate application form available from the guidance counselor:

- The parent(s)/guardian(s) must provide in advance written approval for students under 18 years of age to participate. A copy of the written approval must be retained in the school files. Students 18 years of age or older must submit in advance a written request to participate. This request will be kept on file.
- For independent study, tutorial programs, travel, and mentoring:
 - a. An instructional plan that contains written performance objectives must be submitted by the teacher/mentor in advance to, and be approved by, the building principal.
 - b. The instructional plan will include an outline specifying major instructional activities and identifying materials, resources, facilities, and equipment needed to achieve instructional objectives.
 - c. The instructional plan will include a written plan for the evaluation of student performance.
 - In tutorial programs, correspondence courses, and programs of independent study, a certified teacher will provide both the instruction and the evaluation of students. In travel and mentoring programs, a certified teacher or a mentor approved by the Board of Education will provide only the evaluation of student progress.
 - Such courses and programs will not compete with courses offered within the regular program of studies unless such are not available for the student when needed or are not being taken for credit.
 - The instructional plan will include a written plan, including a time line for the evaluation of the educational option. Continuance of the option will be determined by the results of evaluation.
 - Fees for educational options will be established as needed.
 - Participating students will be expected to pay fees upon beginning the option.



I. Satellite Areas: Library/Media Center, General Grounds, Music, Practice Rooms, Computer Lab, Etc. (BOE Policy 3213)

Students will go to their assigned study hall before being released to a satellite area.

Students signed out of study hall to satellite areas are responsible to remain in that area for the entire period unless issued a pass by the person(s) in charge.

The number of students permitted to go to a satellite area will be monitored by the satellite area supervisor and/or the study hall teacher.

Satellite areas are places for students to go to enhance and support the learning process.

Any student who is disruptive or fails to follow the rules of the satellite area is subject to disciplinary action.

Any time a class is meeting in a satellite area the teacher must accompany and remain with the class to monitor their behavior.

Satellite areas need to be reserved prior to taking a class to the area.

Satellite areas will not open to students until five minutes into each period after the bell rings, except to reserved classes.

Students will not be admitted into a satellite area without a signed pass.



SECTION V - GENERAL INFORMATION

A. Emancipation (BOE Policy 5780)

Students who are 18 years or older and wish to assume full responsibility for school progress records, attendance, and financial obligations must have on file in the Guidance/Records office a document signed by their parent or guardian. All parents and guardians will be informed of the student's request. An emancipation form must be completed and approved. Board of Education policy forms and requirements must be met.

B. Cafeteria Services

Wooster City Schools has a CLOSED LUNCH POLICY.

Consequence issued for leaving the school during the lunch period is one day of alternative room placement (leaving the school without permission).

Daily menus are posted at the serving line and are also available online.

C. Free & Reduced Lunch/Breakfast (BOE Policy 8531)

Wooster City Schools offers free and reduced priced meals for children unable to pay the full price of meals under the National School Lunch and School Breakfast Act. A new application must be completed each school year. Parents may fill out an application either on registration day or in the school office where the child attends to see if they are eligible for free or reduced meals. Notification of eligibility will be sent to parents from the District's Food Service Office.

LUNCH

- Point of Sale is available for students.
- Type "A" lunches as well as ala carte food items and beverages will be available.

BREAKFAST

- The WHS cafeteria serves breakfast daily from 7:30 a.m. until 8:00 am.
- Cost of breakfast and lunch is to be determined.

D. Change Of Address/Phone Number

Any time a student changes address or phone number during the year, the change must be reported immediately. Change of address verification must meet BOE policy.



E. Health Screenings And Body Mass Index (BMI)

Health Screenings are done yearly for most elementary grades and some secondary grades. Health screenings include vision, hearing, height, weight and Body Mass Index (BMI). Some grades also get additional screenings such as stereopsis, muscle balance, blood pressure and scoliosis. Parents may receive a referral related to a problem in one or more of these screening areas indicating that further assessment by a physician or specialist may be warranted.

Please note that Ohio Senate Bill 210, The Healthy Choices for Healthy Children Act, requires that all districts and community schools screen for BMI in grades K, 3, 5 and 9. Additionally, these results need to be reported as aggregate numbers annually to the State of Ohio. No names are attached to the BMI numbers or to any part of the report. If you do not wish for your child's BMI to be included in the report, you must notify your child's School Nurse in writing by October 1st each school year. If we are not notified in writing, your child's BMI will be included in the totals for your child's grade for grades K, 3, 5, and 9.

You may obtain the results of your child's BMI or other screenings by contacting the School Nurse.

F. Lockers (BOE Policy 577I)

Students are responsible for the proper upkeep of their ASSIGNED locker. Students are responsible for taking down signs and other locker decorations in a timely manner. Lockers are the property of WCS. School authorities have the right to inspect or search lockers at any time. Lockers are not to be shared or changed without permission of the office. Valuables should not be brought to school and stored in lockers. Coats must be put in lockers, not taken or worn to class.

G. Student Publications (BOE Policy 572I)

Publications such as the student newspaper, yearbook, and literary magazine are part of the overall school program and subject to editorial control by the school's authority. Any publication not authorized by school personnel is not allowed and will result in disciplinary action. Students are not permitted to post any item for public view without the permission of the building principal.

H. Technology Authorized Use Policy (AUP) (BOE Policy 5900)

Wooster City Schools and the State of Ohio have provided computers for all students to use. Each year students, staff and volunteers must sign an Acceptable Use Policy (AUP) form that states the user will use the computer within the guidelines set forth by the district. Violations of the AUP may result in loss of technology privileges and disciplinary consequences. Failure to sign and return the AUP form may result in forfeiture of technology privileges.



I. Telephone Use/Messages/Deliveries

In the event of an emergency, students may request use of a phone in the guidance office. Phone messages will be delivered to students during the school day only in emergency situations. Other messages and deliveries will not be taken or delivered to students. Please do not have flowers, balloons, etc. delivered to the school to students as they will not be made available to students until the end of the school day.

J. Textbooks

Textbooks will be scanned to students through the high school library. Pupils are responsible for their own books as well as library books that are checked out in their name. It is recommended that all students cover their textbooks. Fines are assessed for damaged and lost books/workbooks.

K. Visitors - Boe Policy & Administrative Guidelines 9150

All visitors (including parents) must sign in at the office upon entering the school to declare the nature of their business. All visitors are required to sign in and will be issued a temporary pass. Any visit to a classroom must be arranged with the teacher in advance. Such visits must be short in duration and infrequent, because of the possible distraction to students. Parents are asked not to drop in to talk with their child's teacher during instruction time, so as not to interrupt instruction. Requested conferences with staff should be arranged by appointment at least 24 hours in advance. **NO VISITORS WILL BE PERMITTED IN THE CAFETERIA DURING LUNCH TIME.**

L. Student Guests

No students' friends, relatives, etc. will be allowed to "shadow" or follow a student during the school day. Refer to BOE Policy and Administrative Guidelines 9150

M. Lost And Found

Wooster High School is not responsible for lost or stolen items, including electronic devices. If something is lost please check at the custodial office by the YMCA to see if the item has been turned in.

N. Loss Of Driving Privileges (BOE Policy 5515)



Ohio law applies to all persons under age 18 who drop out of school, who are habitually absent from school without legitimate excuse, or who have been expelled or suspended from school for using or possessing alcohol or drugs, or both. The school is responsible to notify the Registrar of Motor Vehicles of all students who are dropouts, habitually absent students, or alcohol and drug offenders. The Registrar of Motor Vehicles is required to suspend the temporary instruction permit or driver's license of the student who is the subject of the notice. If a temporary permit or a license has not been issued for that student, the registrar is prohibited from issuing a temporary permit or a license. Any denial of privileges will remain in effect until the student reaches age 18 or until the denial of driving privileges is terminated for another reason.

O. Field Trips (BOE Policy 5850)

Parents and Guardians can elect to pre-authorize all field trips annually. You will be notified of all upcoming field trips that your child may participate in and will not be required to sign additional permission forms. Parents/Guardians who do not pre-authorize will be notified of upcoming field trips and will be required to provide permission for each individual trip.

P. Display Of Information/Meetings By Students

Display of information to include posters, signs, etc., and posting and distribution of such, as well as scheduling of student sponsored group meetings must be approved by a principal.

Q. Health And Safety Emergency Information (BOE Policy 5341)

Parents/guardians must be sure that the school office has a phone number and the name of some other person to call in case of an emergency, when the school is unable to reach the parents/guardians. Also, if there is a change in a phone number or the emergency number, it is important and necessary that parents/guardians notify the school office at once. The school keeps this information in each child's folder and it must be up-to-date at all times. Schools must be able to contact parents or other responsible adults quickly if the need arises.

In the event of an accident/injury to a child, the office will notify parents or emergency contact persons according to the listing on the Emergency Form. If none of these people can be reached, one of the following procedures will occur:

- A note will be sent home describing the injury (minor injuries).
- The child will be transported to the hospital emergency room (major injuries)

R. Emergency Exiting (Fire/Tornado Drills, Etc.) (BOE Policy 8420)

Instructions are posted in each classroom designating appropriate exit from the building in case of emergency. Tornado shelter areas are also posted. Specific instructions will be given to students by the teacher. These instructions are to be



taken seriously. Unacceptable behavior will not be tolerated. When each class arrives at its station outside the building, attendance will be taken. A siren will sound indicating a fire drill. A horn will sound indicating a tornado drill.

In special emergency situations that cause the building to be vacated parents will be notified of emergency procedures and information by the local radio station.

Handicapped students on the 2nd floor during a drill or emergency are to report to the designated areas at either end of the main hallway.

S. Emergency Situations

Initiation:

Refer to the ALICE section under ALERT

Accountability:

If you are within a safe and secure environment/facility, you will report back to the Principal or designee where you are at and who is with you. The principal and/or superintendent will then report back to the safety command center.

Recall:

When a facility is deemed safe and the investigations are complete by the police/fire department, law enforcement will notify the Superintendent or designee. The Superintendent will then recall staff and students back to the environment.

Communication and Coordination:

When a secured area is determined based on the circumstances of the event, communication will take place via cell phone or two-way radio.

Safety & Security Drill/Evacuation Procedures:

Examples of use:

- Stranger in the building
- Potential for violent incident
- Gunfire and/or active shooter in the building

You will hear this announcement on the PA:

"Staff and students we are in a lockdown."

(If YOU visually can confirm an armed intruder or sense some level of danger—begin the lockdown at your room, and notify the office for the announcement.)

The first announcement will be followed up by a second, either:

"This is a drill. Please follow all lockdown procedures."

(OR)

"This is NOT a drill, repeat, this is NOT a drill. We have an intruder located at _____."

Wooster City Schools staff have been trained in A.L.I.C.E. and respond in the following manner:

ALERT- make as many people as possible within the danger zone aware that a potentially life-threatening situation exists

LOCKDOWN - Prepare to Evacuate or Counter if needed. In the event of a violent situation in your immediate area, and the fact you are imminent danger, USE ANY MEANS NECESSARY to secure your area.

INFORM - Communicate the violent intruders location and direction in real time.

COUNTER – Create Noise, Movement, Distance and Distraction with the intent of reducing the shooters ability to shoot



accurately. Counter is NOT fighting

EVACUATE - When safe to do so, remove yourself from the danger zone

If you're outside for class or recess: students evacuate to a safe place off of school property.

It is critical that our doorways be locked at all times. Staff should have their name tag displayed at all times.

T. Inclement Weather/Early Dismissal (BOE Policy 8420A)

In the winter months, the weather can change rapidly. Parents should talk with their children ahead of time about the procedure they are to follow, such as going to a neighbor's home if it would be necessary to dismiss the children from school early in the day due to a serious storm warning (something Wooster City Schools rarely do).

Parents and children should listen to either WQKT-FM, watch local TV stations, or visit the District Web Site to get school-closing information. A decision to close school is usually made by 6:00 a.m.

U. School Clinic (Boe Policy 5310)

All students will be required to have an Emergency Medical Authorization on file in the Clinic each year.

Students must report to their scheduled teacher to obtain a pass to see the nurse unless there is an emergency. If the nurse believes the student should be sent home, a parent or guardian will be notified. Only the nurses' office, main office or principal can notify a parent or guardian and sign the student out from school. In the event that the nurse is not in the building, the student should report to the principals' office. Under NO circumstances should an ill student remain in a restroom, or other unsupervised area or leave the school building or grounds without properly signing out at the attendance office. A disciplinary consequence will follow all violations of this rule.

Health screenings, including vision, hearing, height/weight, and blood pressure will be done on a routine basis in cooperation with the health classes, for students new to the district, and for any students presenting a need for health assessment.

V. Immunization (BOE Policy 5320)

Immunization records are kept by the school. State law requires that pupils must be excluded from school if they have not had the required immunizations. Ohio law requires four-five doses of DPT, three-four doses Polio, two of each of measles, mumps, and rubella can be combined into one shot (MMR) and three doses Hepatitis B in grades 9 & 10. Parents will be notified if their child needs more immunizations. Pupils will be put out of school if parents do not comply within fifteen days after notification.

W. Lice (Boe Policy 8451)

Procedures for the detection and treatment of head lice have been developed by Wayne County Health Department along with the schools throughout Wayne County.



X. Non-Prescription Medication (Boe Policy 5330)

A student in grades 8-12 may be allowed to possess and self-administer an over-the-counter medication.

Nonprescription medication must be in their original container.

There is to be no sharing of medication between students.

O.R.C. 3313.711, 3313.712, 3313.713

If a student is found with a medication in his/her possession, his/her record should be checked to determine if the proper authorization is on file. If not, the matter is to be reported to the principal for disciplinary action.

Y. Prescription Medication (Boe Policy 5330)

Many students are able to attend school regularly only through effective use of medication in the treatment of health conditions that will not hinder the health or welfare of others. If possible, all medications should be given by the parent at home. If this is not possible, it will be done in accordance to the following:

- The school nurse, the building principal, or the principal's designee will supervise the secure and proper storage and administration of medications. The medication must be received in the container in which it was dispensed by the prescribing physician, authorized healthcare provider with prescriptive authority or the pharmacist.
- Written permission must be received from the parent or guardian of the student requesting that the school district comply with the physician's or other prescribing healthcare provider's order. (Form 5330-A)
- The school nurse, the building principal or the principal's designee must receive and retain a statement which complies with R.C. 3313.713 and is signed by the physician or other prescribing healthcare provider.
- The parent, guardian or other person having legal care or charge of the student must agree to submit to the school nurse, the principal or the principal's designee a revised statement signed by the physician or other prescribing healthcare provider, if any of the information originally provided changes.
- No employee who is authorized by the board of education to administer a prescribed medication and who has a copy of the most recent prescriptive statement would be liable in civil damages for administering or failing to administer the medication, unless s/he acted in a manner that would constitute "gross negligence or wanton or reckless misconduct."
- No person employed by the Board of Education will be required to administer a medication to a student except pursuant to requirements established under this policy. The Board of Education shall not require an employee to administer a medication to a student if the employee objects.

Z. Family Concerns

The quality of a student's school work often reflects changes in the family - new baby, illness of a grandparent or other family member, divorce, remarriage, loss of a parent's job, etc. Parents/guardians are encouraged to inform the school of such changes, which may be of deep concern to a child. Confidentiality will be maintained. Knowing a special family circumstance will help the teacher handle the child with extra sensitivity. Please contact your child's school counselor



with any family concerns.

AA. Harassment (BOE Policy 5517)

General Statement of Policy

Offensive speech and conduct are entirely inappropriate in the Wooster City Schools. It is a violation of board policy for any pupil, teacher, administrator, or other school personnel to harass a pupil, teacher, administrator, or other school personnel in any of the following ways:

A. Sexual Harassment

Verbal: The making of offensive written or oral sexual innuendoes, suggestive comments, jokes of a sexual nature, sexual propositions, or threats toward a fellow staff member, student, or other person associated with the Wooster City Schools.

Nonverbal: Causing the placement of offensive sexually suggestive objects, pictures, or graphic commentaries in the school or work environment, or making of offensive sexually suggestive or insulting gestures, sounds, leering, and the like to a fellow staff member, student, or other person associated with the Wooster City Schools.

Physical Contact: Threatening, causing, or attempting unwanted touching or contact, including patting, pinching, pushing the body, or coerced sexual intercourse with a fellow staff member, student, or other person associated with the Wooster City Schools.

B. Racial/Gender/Ethnic/Religious/Disability and Other Harassment Verbal or oral innuendoes, comments, jokes, insults, threats, or disparaging remarks concerning a person's gender, race, national origin, religious beliefs, etc. that are offensive to a fellow staff member, student, or other person associated with the Wooster City Schools.

Nonverbal: Placing objects, pictures, or graphic commentaries in the school environment, or making insulting or threatening gestures that are offensive to a fellow staff member, student, or other person associated with the District.

BB. Reporting Procedures

Any person who believes he or she has been the victim of sexual, racial, or other forms of a harassment by a student, teacher, administrator, or other person associated with Wooster City Schools must report the alleged act immediately to the immediate supervisor or student's teacher, counselor, or principal. If the immediate supervisor or student's teacher, counselor, or principal is the alleged harasser, the staff member or student should contact the Title IX Coordinator or the Section 504 Coordinator, as appropriate. If the alleged harasser is a student of the district, the supervisor if not the student's principal should immediately inform the student's principal of the alleged harassment. The school district encourages the complainant to use the available report form, but oral reports will be considered complaints as well.

The school district will respect the privacy of the complainant, the individual(s) against whom the complaint is filed, and the witnesses as much as possible, consistent with the school district's legal obligations to investigate, to take appropriate action, and to conform with any discovery or disclosure obligations.

A written summary of each report is to be prepared promptly by the staff member receiving the report and forwarded to the Title IX Coordinator or the Section 504 Coordinator, as appropriate.

CC. Investigation



Investigation of a complaint will begin immediately and will normally include conferencing with the parties involved and any named or apparent witnesses. The investigation may be conducted by Wooster City Schools' officials or by a third party designated by the school district.

In determining whether alleged conduct constitutes a violation of this policy, the school district should consider the surrounding circumstances, the nature of the behavior, past incidents, past or continuing patterns of behavior, the relationships between the parties involved and the context in which the alleged incidents occurred.

The investigation will be completed as soon as practicable. The Title IX or 504 Coordinator will make a written report to the Superintendent upon completion of the investigation.

DD. School District Action

If the investigation reveals that the complaint is valid, the

Wooster City Schools will promptly take appropriate action to prevent the continuance of the harassment or its recurrence. This may include, but is not limited to, warning, suspension, exclusion, expulsion, transfer, remediation or termination. Any form of sexual harassment of a student is considered a form of child abuse and the abuser will be reported immediately.

The complainant will be notified of the completion of the investigation in accordance with state and federal law regarding records privacy.

EE. Reprisal

Wooster City Schools will discipline or take appropriate action against any student, teacher, administrator or other school personnel who retaliates against any person who reports alleged harassment or any person who testifies, assists or participates in an investigation. Retaliation includes, but is not limited to, any form of intimidation, coercion, reprisal, or harassment.

FF. Hazing Of Students (BOE Policy 5516)

Hazing means doing any act of coercing another, including the victim, to do any act of initiation unto any student or other organization that causes or creates a substantial risk of causing mental or physical harm to any person.

NO PERSON shall participate in the hazing of another.

Those found guilty of hazing, a misdemeanor of the fourth degree, may be subject to school disciplinary action and may be liable for civil and criminal penalties in accordance with Ohio Law.



GG. BULLYING AND OTHER FORMS OF AGGRESSIVE BEHAVIOR (BOE Policy 5517.01)

Definitions of Terms:

“Harassment, Intimidation, or Bullying” means any intentional written, verbal, graphic, or physical act that a student or group of students, exhibited toward another particular student more than once and the behavior both:

- A. Causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates intimidating, threatening, or abusive educational environment for the other student.

“Harassment, Intimidation, or Bullying” also means electronically transmitted acts i.e., Internet, cell phone, personal digital assistance (PDA), or wireless hand-held device that a student has exhibited toward another particular student more than once and the behavior both:

- A. Causes mental or physical harm to the other student; and
- B. is sufficiently severe, persistent, or pervasive that it creates intimidating, threatening, or abusive educational environment for the other student.

In evaluating whether conduct constitutes harassment, intimidation, or bullying, special attention should be paid to the words chosen or the actions taken, whether such conduct occurred in front of others or was communicated to others, how the perpetrator interacted with the victim, and the motivation, either admitted or appropriately inferred.

A school-sponsored activity shall mean any activity conducted on or off school-property (including school buses and other school-related vehicles) that is sponsored, recognized, or authorized by the State Board of Education.

Definition of Bullying

Conflict	Rude	Mean	Bullying
Occasional	Occasional	Once or Twice	Is REPEATED
Not planned; in the heat of the moment	Spontaneous; unintentional	Intentional	Is planned and done on purpose
All parties are upset	Can cause hurt feelings; upset	Can hurt others deeply	The target of the bullying is upset
All parties want to work things out	Based in thoughtfulness, poor manners or narcissism	Based in anger; impulsive cruelty	The bully is trying to gain control over the target
All parties will accept responsibility	Rude person accepts responsibility	Behavior often regretted;	The bully blames the target
An effort is made by all parties to solve the problem			The target wants to stop the bully's behavior, the bully does not
Can be resolved through mediation	Social skill building could be of benefit	Needs to be addressed/ should NOT be ignored	CANNOT be resolved through mediation



SECTION VI - ATHLETICS & ACTIVITIES

Note: the complete athletic handbook is available in the athletic office and on-line.

A. Athletic/Activity Code Of Attendance

Students must be in attendance by 10:30 a.m. in order to participate in any manner with any school sponsored athletic team or activity.

Any student leaving school because of illness is not eligible to participate in any school sponsored athletic team or activity unless approved by the principal or his designee.

B. Available Athletics & Activities

The following extracurricular activities are available to all students at Wooster High School. Some are district sponsored and some are non-district sponsored. Students are encouraged to participate in activities to create a balance in their educational program.

District Sponsored Activities/Clubs - BOE Policy 2430

ATHLETICS:

Baseball
Basketball (Boys & Girls)
Cheerleading
Cross Country (Boys & Girls)
Football
Golf
Gymnastics
Lacrosse (Boys & Girls)
Pep Club
Softball
Soccer (Boys & Girls)
Student Athletic Trainers
Swimming (Boys & Girls)
Tennis (Boys & Girls)
Track (Boys & Girls)
Volleyball
Wrestling

ACTIVITIES:

Academic Challenge – 8th grade
Art Club
Drama Club
FCCLA
E-Club
Film Club
French Club
German Club
History Club
Latin Club
Math Club
National Junior Honor Society – 8th grade
National Honor Society
Power of the Pen – 8th grade
Science Club
Spanish Club
Speech and Debate
Student Council & Class Officers
Creative Writing Club (est 2015)



MUSIC CO-CURRICULAR PROGRAMS:

Marching, Symphonic, Concert,
Freshman and Jazz Band, Orchestra, and Choir
Other Music: Flag Corps, Majorettes

OTHER CO-CURRICULAR ACTIVITIES:

Newspaper, The Wooster Blade; Yearbook, Legacy and Robotics

Non-District Sponsored Activities/Clubs (BOE Policy 5730)

Bowling
Chess Club
Fellowship of Christian Students (religious based)
GSA (Gay-Straight Alliance)
Key Club
Interact
NAACP Youth Group
Ski Club
STUD (Student's Together Understanding Democracy)
Wooster Teen Institute
Young Life (religious based)

Other Non-Curricular Groups

Upward Bound

C. Guidelines For Students In Multiple School Sponsored Activities (BOE Policy 5730)

The advisors and coaches will cooperate and eliminate as many conflicts as possible. Communication and cooperation from the staff will aid the situation.

Athletic contests and musical performances will prevail over practice sessions.

Every effort will be made in the scheduling process to eliminate gross conflict between different activities.

In the event that students participating in multiple activities creates a situation in which one or more of the activities cannot function without their participation, then the students must choose prior to the beginning of the season which activity they plan to be active in.

When all efforts have failed to resolve the above conflicts the matter shall be directed to the Athletic Director and Principal. The Athletic Director and Principal shall resolve the issue in question and the decision shall be final and binding on all parties.



D. Student Co-Curricular Code Of Conduct (BOE Policy 2430.02)

Copies will be available in the school office or on the website. All students to whom this applies will receive an official copy.

The Board believes that school co-curricular activities are an important part of the school program and adherence to appropriate standards of behavior by students representing the District through participation in elective co-curricular student activities is important for the success of the program in the Wooster City School District.

Students do not have absolute rights to participate in student activities, including athletic and other co-curricular programs. Such participation is a privilege accorded to students that is encouraged by the Wooster City Schools and the Community.



SECTION VII - DIRECTORY & CONTACT INFO

A. District Information

District telephone numbers & addresses of Central Office personnel

- Dr. Michael Tefs, Superintendent
- Mr. Richard Leone, Director of Secondary Education
- Mrs. Heidi Haas, Director of Pupil Services
- Mrs. Bonnie West, Treasurer
- 330-988-1111 is the district directory phone number

Central Office Address:

- Wooster City Schools
144 N. Market Street
Wooster OH 44691

Central Office Hours of Operation--8 a.m. through 4:30 p.m.

B. School Board Meetings

School Board meetings (time and place) are announced in the Daily Record and can be found on the district website. The public is invited.

C. Family Education Rights & Privacy Act (Ferpa)

The Family Education Rights & Privacy Act (FERPA) provides parents the opportunity to review their child's school records. Requests to review records should be made directly to the principal who will make the necessary arrangements.

D. Directory Information (BOE Policy 8330)

The law states that schools must provide "directory-type" information about students upon request from anyone asking for this information. The directory information would include items such as name, address, telephone number, age, etc. If parents do not want this information given out, the law states that they must make their wishes known in writing. Please present your request to the Records Secretary in the Guidance Office.



E. Title IX And Section 504 Coordinator

As part of the compliance program of the Wooster City Schools to identify, remedy, and prevent discrimination on the basis of race, color, national origin, sex, handicap, and age, the following persons have been designated as coordinators of Title IX of the Education Amendments of 1972, and Section 504 of the Rehabilitation Act of 1973:

1. Coordinator, Title IX: Mr. Richard Leone, Director of Secondary Education, Wooster City Schools, 144 N. Market St., Wooster, OH 44691, 330.988.1111.
2. Coordinator, Section 504: Mrs. Heidi Haas, Director of Pupil Services, Wooster City Schools, 144 N. Market St., Wooster, OH 44691, 330.988.1111.

The above persons, as compliance coordinators, are responsible to insure that federal and state regulations relative to Title IX and Section 504 are complied with and that any complaints are dealt with promptly in accordance with the law.

F. Equal Education Opportunity (BOE Policy 2260)

The Board of Education declares it to be the policy of this District to provide an equal opportunity for all children to achieve their maximum potential through the curriculum offered in this district regardless of race, color, creed, handicap, religion, sex, ancestry, national origin, place of residence, or social or economic background.

G. Community Resource Agencies

Although there are many community service agencies that address a number of community concerns, the following are some which provide assistance for children and parents:

- American Red Cross (330) 264-9383
Parenting classes, CPR, first aid, AIDS information, disaster assistance
- Children's Service Board (330) 345-5340
Reporting and investigating alleged child abuse, foster care, parent education, unwed parent counseling
- O.S.U. Extension - Wayne County (330) 264-8722
Health and nutrition, money management, parenting information
- The Counseling Center of Wayne & Holmes Counties
(330) 264-9029 Individual and family counseling
- Every Women's House (330) 263-6021
Shelter and counseling for women and children experiencing abuse
- Freedlander Speech & Hearing Clinic (330) 263-2541
Treatment of hearing and language disorders
- Your Human Resource Center (330) 264-9597
Drug, alcohol, mental health, and family counseling
- People to People Ministries (330) 262-1662
Emergency food, clothing, and financial assistance
- Salvation Army (330) 264-4704
Emergency food, supplies, and funds



- STEPS at Liberty Center (330) 264-8498
Alcohol information, referral, and counseling
- Wayne County Job and Family Services (330) 287-5800
General relief, ADC, medical assistance, and emergency transportation
- Wayne County Health Dept. (330) 264-9590
Health checkups, immunizations, well baby clinic SECTION III - ACADEMIC INFORMATION



SECTION VIII - MISCELLANEOUS INFORMATION

A. Student fees

2019-2020 High School Fees

8TH GRADE*

Music	\$30.00
Athletics Pay-to-Participate***	\$50.00

*If a student takes a higher level course, they may be subject to the fees required for that course.

VISUAL ARTS

Adventures in Art/Art Foundations	\$18.00
Ceramics I, II, III	\$25.00
Drawing I, II, III	\$12.00
Graphic Arts I, II	\$22.00
Painting I, II, III	\$18.00
Sculpture	\$25.00
AP Studio Art	\$50.00
Crafts	\$12.00

COMPUTER TECHNOLOGY

Digital Film Production I	\$15.00
TV Production	\$25.00

DRAMATIC ARTS

Theatre Arts/Theatre Foundations	\$10.00
Acting	\$10.00
Improv and Comedy	\$10.00
Stage Crafts	\$12.00
Advanced Theatre Seminar	\$15.00

FAMILY AND CONSUMER SCIENCE

Global Foods	\$35.00
Personal Wellness	\$20.00
Principles of Food	\$30.00

MUSIC

Band Uniform Cleaning Fee	\$20.00
Choir Robe Cleaning Fee	\$15.00
Freshman Band Cleaning Fee	\$17.00
Flag Corps Cleaning Fee	\$9.00
Majorette Cleaning Fee	\$13.00
Orchestra Cleaning Fee	\$6.00
Instrument Rental (monthly)	\$3.00
Music Theory Textbook	\$95.00

CO-CURRICULAR FEES

The Wooster Blade**	\$100.00
Yearbook**	\$100.00
Music Grade 8	\$30.00
Music Grades 9-12	\$100.00
Speech and Debate**	\$100.00
Drama Club	\$50.00

**Activity One costs \$100; Activity Two costs \$75; and Activity Three costs \$50

ATHLETICS

Gr. 8 Athletics Pay to Participate***	\$50.00
Gr. 9-12 Athletics Pay to Participate***	\$120.00

PARKING PERMIT

Parking Permit	\$1.00
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** Athletics Fee: One-Time fee regardless of the number of sports a student participates in during the school year **

